Academic Planning Council
03-16-07
9:30-10:30
ST 108

ATTENDEES
Gaither Loewenstein        Deborah Makin       Tom Wagner
Diane Dieckmeyer            Todd Wales              Jim Morrison
Fernando Salcedo              Sheryl Tschetter      Carol Farrar
Walter Stevens                   Joe Eckstein            David Payan

ABSENTEES: Gayle Zwart

EXCUSED ABSENTEES: Mark Lewis-Dist Business, Tim Wallstrom

PURCHASE REQUISITION APPROVAL PROCESS
New purchase requisition approval process was reviewed and agreed on by unanimous decision.

Proposed Approval Tree for Purchase Requisitions:

1. All purchases require the approval of the respective department chair or manager.

2. Those purchases over $500 require the approval of the department chair or manager and the chair’s/manager's supervisor.

3. All equipment purchases require the approval as indicated in #2 and the Vice President, Business Services.

PROGRAM REVIEW UPDATES
a) Program Review is ongoing. SLO observations are not far enough along. Rankings for allocations will be weighted by information provided in SLO’s.

In defense the training was slow. Resistance was received from district discipline. It is imperative that we persevere even without district approval-go to Dr. Loewenstein for assistance.

b) Student Success Rate shows recent progress due to addition of capable faculty (66.6 -> 68%). Classes taught by FT faculty typically have higher success rates possibly due to more access to students. We need to encourage faculty to pay more attention to student success rates. Schedule anthropology, humanities classes, intro to theatre and music appreciation as complementary courses. Jim suggests health science as a complementary class. It is not transferable, but is required for graduation.

RESOURCE ALLOCATION PROCESS TIMELINE AND RANKING CRITERIA
All areas of the campus will be involved in ranking. APC will rank first (Faculty-Classified-Equipment-Facilities). Criteria for growth-Student persistence-student success-SLO-quality of student experience-degree of dependence on part time faculty. Term to term persistence. Adding full time faculty will improve enrollment growth. Discussion: How do you qualify the student experience? Jim-This could be done by discussion. Diane thought SLO should carry more weight. Carol-enrollment growth will impact SLO. Joe gave an example for Geography. If the student passes the lab, the student
is persistent. Ranking points can change from year to year. By next year we will have data from Fall 05, 06, and 07. Some disciplines are difficult to expand due to staffing. Difficulty finding part time faculty could be part of the criteria for hiring a full time faculty member. Music, dance, theater and art tend to be community oriented. Self enrichment, not transfer oriented.

**FALL 2007 CLASS SCHEDULE**

Sheryl Tschetter asked if the current thought of Math first-English second could be flipped. OK to flip “if” it will conform to time grids. Will there be any tracking put in place for package students (effectiveness of the new scheduling)? No complementary classes on the fast track. An advertisement will be put in the front of the class schedule introducing success track scheduling. Announcements will be posted on the campus, work with counselors and intuition.

The schedule will not be rolled over. It will be built from scratch. Once the new schedule is completed it can be rolled for following semesters. First on grid should be success track classes, think in cohorts of students.

**OTHER**

New portables will be available for us in Fall07. Two large (90 capacity), two small (45 capacity) and a fitness lab. Possibility of converting HUM 111 from desks to tables for better utilization. Capacity would lower to 72.

Large lecture rooms would include THTR 101, 2 new portables, ATEC 114, and HUM 111.

Currently there is an extra incentive for classes over 90. An incentive for classes of 60-89 is being considered. An assistant for the large classes should be put in your program review.

Assignment of new rooms? Utilize SCH25 for placement. Placement will be based on cap size. No ownership of rooms with the exception of labs.

College hour will be moved from the 12:50-1:50 time slot to the 2:00-3:00pm time slot. This change will allow classes to be offered from 12:15-2:00. College hour should be left open for instruction and faculty involvement.

On line classes will require district wide cooperation. Disagreements that need to be brokered should be brought to Dr. Loewenstein and he will negotiate. Courses can be easily seen once the classes are entered into the system.

**NEXT ACADEMIC PLANNING COUNCIL MEETING**

(DEPARTMENT CHAIR MEETING)

Friday, May 11, 2007 9:30 to 10:30 -------ST 108