JOINT MEETING OF
DIVISION COUNCIL/Academic Affairs Committee of CPC
MINUTES

February 1, 2012
1:30PM
Conference Room SSA 219

PRESENT

Nabeel Barakat, Kristi Blackburn, Carmen Carrillo, Elizabeth Colocho, Leige Doffoney, Sally Fasteau, Dave Humphreys, Jonathon Lee, Lauren McKenzie, Susan McMurray, Joyce Parker, Luis Rosas, Sandra Sanchez, Stan Sandell, Jim Stanbery, Nola Timms, Lynn Yamakawa, Brad Young, Mark Wood

CALL TO ORDER

The meeting was called to order at 1:45 p.m. in Conference Room SSA 219.

Approval of Minutes:
Minutes and Notes from 1/18/12 and 1/25/12 approved with corrections.

Early Alert System
E. Colocho from Counseling presented Early Alert Online for use by all Harbor instructors. S. McMurray requested to see the alert messages sent to students in written format.

Academic Affairs Cluster Priorities:
L. Rosas requested from the Office of Institutional Effectiveness Labor Market Information in an easy to read format. There was discussion of CTE program viability studies, related to their program review schedules. K. Blackburn noted that a new scan is available as of one month ago with new demographic data available by service area.

S. Sanchez reported from the LOWDL meeting it is clear that the State Chancellor’s office is focused on protecting CTE programs and should be considered in how programs are evaluated at Harbor College.

J. Stanbery guided discussion of the Academic Affairs Cluster Plan. Even though the other two clusters should ideally have the completed Academic Affairs Cluster
Plan to work from, what is essential is that they have Part A of the plan as soon as possible.

*Consensus reached:* A draft of Part A of the plan will be e-mailed to committee members as soon as it is ready, subject to approval at the next Academic Affairs meeting. It will be based on current 2012-2013 submissions and not on the narrative portion of the previous Cluster Plan.

*Consensus reached:* Core Activities for the Cluster will be the Core Activities submitted in each unit plan, all having equal priority, including consequent unit FHPC requests and all offerings that are legally or contractually required.

*Consensus reached:* Further experience in assessing Essential Activities will be necessary before these can be prioritized except on a case-by-case basis. So Essential Activities for the Cluster for 2012-13 at this point will be the Essential Activities submitted in each unit plan, prefaced by general prioritizing criteria but without consequent prioritizations.

The meeting was adjourned at 4:10 p.m.