ATTENDANCE

PRESENT

Nabeel Barakat, Elizabeth Colocho, Leige Doffoney, Sally Fasteau, Yui Fan (student), Dave Humphreys, Jonathon Lee, Susan McMurray, Joyce Parker, Luis Rosas, Sandra Sanchez, Stan Sandell, Kris Torres (student), Lynn Yamakawa, Brad Young, Mark Wood

CALL TO ORDER

The meeting was called to order at 2:00 p.m. in Conference Room 219.

Budget Concerns:
L. Rosas described the current budget situation for the college as unpredictable and “changing quickly”, and Harbor should brace for severe conditions. The current projections from Administrative Services suggest the college budget will be in the $27million range, down from $28million. Harbor does not want to cut educational services further; the college is currently over 800 FTS, but is unsure at what level FTS will be funded. Current average class size is 40.

The Budget Committee will make recommendations for an FTS target as a floor to part-time cuts, but other cuts will have to happen in clusters other than Academic Affairs, and special funds will still be used to fund non-essential activities as they can.

Course Regulations
“W” on a transcript is now considered an attempt, and students who try to repeat a class after 3 attempts (W included) will have to move to another district outside of LACCD, although there is an appeal process. A student can repeat a 4th time,
however the college receives no apportionment. The district recognizes that changes need to be made in assessment in regards to enrollment caps.

**Accreditation**
ACCJC is looking at prioritized spending in their assessment this round, as it has been deemed excessive in the past.

**Forms**
A discussion regarding the technical aspects of the unit planning forms included:

- The main text window needs to expand automatically in Part B and currently any additional text that is hidden in the electronic version does not print
- Part B needs to be able to add multiple pages for separate items

As far as content, J. Stanbery gave the following explanation:

- Part A: narrative on old format, is an attempt to summarize what follows in Parts B & C
- Part B: explanation of Core activity (vs other essential activities), a list of the highest priority activities that regular full-time faculty & employees perform as well as activities these same faculty & employees are legally contracted to do
- Part B: explanation of Essential activities, a prioritized list of “really really important” activities (which at some point will be driven by CPC & Clusters but for now are decided by Division)
- Unit plans can and should be changed/updated continuously as long as the changes go through the regular process
- Part C: justifies Part B, suggestion to add a “key” column to Part C to show how these items are linked
- The idea is to give a realistic account of what activities are required, which are high priority, and who can do these activities, as well as planning for new priorities within the parameters of faculty and staff obligations/abilities.

Unit Plans are still due Wednesday, 12/7/11, using the current planning templates as best as possible.

The meeting was adjourned at 3:00 p.m.