MEETING OF
ACADEMIC AFFAIRS COMMITTEE OF CPC
MINUTES

October 11, 2012
1:30PM
Conference Room SSA 219

PRESENT
Johnny Baeza (student), Nabeel Barakat, Kristi Blackburn, Kate Campbell, Leige Doffoney, Sally Fasteau, Erick Gutierrez (student), Jonathon Lee, Luis Rosas, Sandra Sanchez, Stan Sandell, Jim Stanbery, Nola Timms, Mark Wood, Lynn Yamakawa

Call to Order:
The meeting was called to order at 1:35pm.

Acceptance of Agenda/Minutes (8/30/12):
Agenda and minutes approved with no changes. The Academic Affairs cluster meeting will attempt to go “green”; members are asked to read the minutes before each meeting and print their own handouts if they are included. A notice will appear on each agenda that gets sent out from today forward.

Contingency Plans for Outcome of Prop 30 (L. Rosas):
Although right now the outcome is favorable for Prop 30, Academic Affairs needs to have two plans ready;

- If Prop 30 passes- slightly reduced schedule (by no more than 20 sections)
- If Prop 30 doesn’t pass – low side of the FTS target is 5888 (almost 100 sections from the spring catalog)

For the next meeting will have a union representative from District Office to talk about contractual obligations if necessary.

'13-'14 Unit Plans (J. Stanbery):
Regarding the new suggested Unit Plan Forms, good news is they are a great improvement over the previous forms, bad news is this is essentially a new template. However, if the Chairs are ok with this new template, let’s move forward and use them.

Discussion included: suggestion to wait to use new forms until after accreditation visit, new forms make the planning process easier, whatever forms are used there needs to be more reference to program reviews, Unit Plan completion dates need to be set and followed, other clusters cannot wait until Academic Affairs has prioritized but need to be working simultaneously.
Review of forms: evaluation is included in the new forms, PART A is to be completed by the program director, NOT the division chair, no budget figures need to be included in implementation plan, an operational plan will be provided to accompany PART B, request to add the college mission in the header of each page, tasks are prioritized and then matched to people – it is not prioritizing people, coding for plans provided as will be the target FTE for each division.

Motion to present the following Academic Affairs timeline for completion of 13-14 Unit Plans by all three clusters to CPC by M. Wood, seconded by S. Sanchez:

November 8, Academic Affairs assessment of 13-14 Unit Plan draft
December 13, Academic Affairs Prioritization
January 14, All Clusters Present to CPC
January 28, CPC Prioritization

Motion Approved.

National University (M. Wood):
Offer to come and talk to Division Chairs (not students) about their transfer and articulation program if desired.