MEETING OF
ACADEMIC AFFAIRS CLUSTER COMMITTEE
MINUTES

Thursday, February 14, 2013
1:30PM
Conference Room NEA 187

PRESENT

Nabeel Barakat, Kate Campbell, Carmen Carrillo, Sally Fasteau, Erick Gutierrez (student), Jonathon Lee, Lauren McKenzie, Joyce Parker, Tyson Roberts (student), Luis Rosas, Stan Sandell, Jim Stanbery, Nola Timms, Mark Wood, Lynn Yamakawa, Brad Young

Call to Order:
The meeting was called to order at 1:39pm.

Acceptance of Agenda
Agenda accepted with no changes.

Acceptance of Minutes (1/10/13):
Minutes approved with no changes.

Vice President’s Report (L. Rosas):
Committee is present to confirm cluster prioritizations, a process which underscores the need for transparency and “no surprises”. This process is important because dollars become available last-minute and we need to be prepared with a plan on how to spend them.

There was discussion around the Academic Affairs cluster ranked priorities and how they fit into college decision-making. Of number one concern is the low rank of summer school, ranked third to last. Other topics discussed include:

- Prioritizing tasks, not positions
- Plans as living documents, able to be changed
- Recommendation to not hold FHPC again until College Plan is adopted
- HR Committee functioning outside of the planning process

Dean’s Report (M. Wood):

1. Prop 20
   a. LAHC received $205,000 for instructional supplies
   b. M. Wood forwarded the 12-13 prioritization list, highlighting items that could be paid for with this money, to the Budget Committee
   c. According to L. McKenzie, the college received lotto funds in the past but this is the first time the school is being asked to justify the expenditures
d. If LAHC does not determine the use of the funds, the district will decide

2. Accreditation
   a. The Follow-Up Report was approved by CPC on Monday, will go to Board of Trustees next Wednesday
   b. Thank you to all for assistance with other reports required by ACCJC
   c. Review of updated planning timeline with new dates in conformance with the planning calendar

3. Schedule Fall and Summer
   a. Galleys have been sent back to Chairs, please review
   b. Best estimate for Fall 2013 is 2% growth, to be used in summer with fall schedule similar to last fall’s
   c. New FTS targets are not yet ready from Kathy Iyemura, L. Rosas’ best guess is more money but not sure of how much. Plan is to stay the course until we hear differently. LAHC needs a target above 7000 to maintain but not sure how realistic that is.
   d. See proposed list of summer 2013 classes
   e. L. McKenzie explained the budget further, stating that while initial planning did not include a summer session we can afford to offer it this year. 2% growth is the best information we have at this time, which equals approximately 30 sections. The projected allocation next year was $27.4 million but now $27.3 using the same allocation formula; summer session is not recommended in order to save the carry-over from this fiscal year.

**Confirmation of cluster committee prioritization balloting (M. Wood):**
This is the third year of creating a prioritization ballot and every year the process gets better; this year more items will be funded than in the past. Parts B & C were sent to the Budget Committee and once these items are reviewed will come back to Cluster to re-prioritize part D.

A straw poll was conducted to gauge the committee’s will towards holding summer sessions:
- 0 Summer ‘13 sections = 7
- Minimum of 30 sections = 4

Many members agreed that it would be preferable to not offer summer sections if it means offering a more robust fall 2013 schedule, including the student representatives.

**Meeting Adjourned at 3:15pm.**