MEETING OF
ACADEMIC AFFAIRS CLUSTER COMMITTEE
MINUTES

Thursday, March 14, 2013
1:30PM
Conference Room SSA 219

PRESENT
Johnny Baez (student), Nabeel Barakat, Kristi Blackburn, Kate Campbell, Carmen Carrillo, Luis Elias (student), Sally Fasteau, Mary Fuentes (student), Mauro Gomez (student), Jonathon Lee, Joseph Lopez (student), Luis Rosas, Andrew Sanchez, Blanca Sanchez (student), Jim Stanbery, Nola Timms, Bobbi Villalobos, Mark Wood, Lynn Yamakawa, Brad Young

Call to Order:
The meeting was called to order at 1:38pm.

Acceptance of Agenda
Agenda accepted with no changes.

Acceptance of Minutes (2/14/13):
Minutes approved with the following changes: drop the last line on page 2, beginning “Part of…”.

Cluster Plan Priority Finalization (J. Stanbery):
1. Parts A, B & C
2. Part D prioritization approvals
3. Theoretically, fall scheduling decisions reflect cluster priorities: to what extent should the cluster plan indicate scheduling priorities sufficiently to provide for the enrollment management function that should be centered in this cluster?
Part A is a narrative, which in the past has been taken directly from the Unit Plans’ part As and synthesized into an overall Cluster A. B. Villalobos endorsed by L. Rosas to write the cluster narrative.

Discussion of whether or not Part A should continue to be the basis of the 2013-14 Educational Master Plan update. Process feels disjointed to one member; reminder to align with District Strategic Plan; Part As should be in the Annual Plan but the Educational Master Plan should be a new plan looking forward, relying on SCANS data to plan to grow in areas that show growth; plan can be revised as per the manual to add new things as they come up. B. Villalobos, M. Wood, K. Blackburn and S. Sanchez will meet to create an outline or table of contents for 2012-2016 Educational Master Plan, rough draft due April 11, 2013.
Actionable Improvement Items from the 2012 Accreditation Self Evaluation Report need to also be incorporated in the Cluster Plan, under E (things that have to be done but do not cost money). M. Wood and K. Blackburn will work to incorporate these items.

Discussion of enrollment management strategy followed.

L. Rosas presented the FTES Growth Plan that was earlier presented to the District, reflecting growth in the base funding in order to better grow this next year, adding 200 sections in the 2013-14 schedule. 200 sections is approximately $1 million, funding from District reserve which allows LAHC to keep more now as a carry-over and will pay back more later.

Meeting Adjourned at 2:40pm.
LAHC
ACADEMIC AFFAIRS COMMITTEE
AGENDA

Thursday, March 14, 2013
1:30-3:00PM
Conference Room SSA 219

***Please note: copies of minutes and handouts will no longer be provided at the meeting

I. Acceptance of Agenda

II. Acceptance of minutes (2/14/13)

III. Cluster Plan Priority Finalization

1. Parts A, B, and C
   Should the Cluster Part A be just the salient points in the unit Part As? Who should draft it? Should be intend it to be the basis of the ’13-’14 EMP update (see proposed EMP development schedule)
   Placement of Actionable Improvement Items in B, C, or D?

2. Part D prioritization approvals

3. Theoretically, fall scheduling decisions reflect cluster priorities: to what extent should the cluster plan indicate scheduling priorities sufficiently to provide for the enrollment management function that should be centered in this cluster?

IV. Adjourn
<table>
<thead>
<tr>
<th>Date</th>
<th>Outcome</th>
<th>Notes</th>
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<tbody>
<tr>
<td>March 15, 2013</td>
<td>Notice to committee chairs requesting reports and plan for the future</td>
<td>Mr. Wood will create and distribute a form to campus committee chairs requesting that they propose topics which they would like to pursue over the next five years. These must be supported by SLOs or government/district regulations or policy</td>
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<tr>
<td>March 19, 2013</td>
<td>Major topics of district planning initiatives will be distributed to college committee chairs</td>
<td>Mr. Wood will synthesize topics and descriptions from district Student success initiative and district tech plan and forward to college committee chairs</td>
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<td>March 27, 2013</td>
<td>Draft report from college committees</td>
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<td>April 1-5, 2013</td>
<td>Draft 2013-14 Educational Master Plan</td>
<td>Mr. Wood will combine draft committee reports with college data, items identified in accreditation self study, and unit plans. This will be the first draft of topics to be discussed at college wide forum.</td>
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<td>April 11, 2013</td>
<td>Distribution of draft EMP to college leadership for distribution to committees</td>
<td>Vetting period</td>
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<td>April 21, 2013</td>
<td>Return feedback to Mr. Wood</td>
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<td>April 21 – 25, 2013</td>
<td>Development of EMP presentation to college community</td>
<td>Dr. Blackburn and Mr. Wood will develop an agenda and support documentation for college wide forum on the Educational Master Plan.</td>
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<td>Friday, April 26, 2013</td>
<td>College wide forum on 2013 – 14 Educational Master Plan</td>
<td>The college community will design directions for the college to move over the next five years.</td>
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<td>April 29 – May 3, 2013</td>
<td>Develop draft EMP, based on input from college forum</td>
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<td>May 6 – 17</td>
<td>Sunshining of EMP</td>
<td>College committees will review the EMP and submit additions corrections and other changes to the draft manual.</td>
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<td>May 20 – June 10</td>
<td>Approval of College 2013-14 EMP</td>
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LAHC FTES Growth Plan for 2013-14

Goal:

The college needs to restore its annual FTES base to a minimum of 7,200 as soon as possible in order to achieve a sustainable balance.

Plan:

Restore 200 sections during 2013-14 in the following pattern:

Summer 2013  65
Fall 2013     50
Winter 2014   35
Spring 2014   50
Summer 2014   To be determined as needed to make target

Expected FTES after adjustments for summer and winter – 7,200 – 7,300

Total unduplicated sections by semester and year:

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<thead>
<tr>
<th></th>
<th>2012-13</th>
<th>2013-14</th>
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<tbody>
<tr>
<td>Fall</td>
<td>675</td>
<td>790</td>
</tr>
<tr>
<td>Winter</td>
<td></td>
<td>35</td>
</tr>
<tr>
<td>Spring</td>
<td>740</td>
<td>790</td>
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<tr>
<td>Summer</td>
<td>65</td>
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<tr>
<td>Totals</td>
<td>1,480</td>
<td>1,680</td>
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