Meeting called to order at 2:40 p.m.

I. Approval of Agenda

L. Rosas called the meeting to order at 2:30 p.m. The agenda was accepted as presented.

II. Approval of Minutes

No previous meeting of the joint clusters. This is the first meeting of the joint Academic Affairs and Student Services clusters.

III. On-Line Program Review Template – Dr. Humphreys / Jim Stanbery

The online program review application template is nearing completion, however it still needs Student Services input. D. Humphreys noted the district has been involved in writing the program with other colleges so that it is web based and will allow campuses flexibility for their individual needs. It’s designed in modules with questions that can be added/grouped as needed by the different colleges. Reports are generated from the SIS system with BW. D. Humphreys asked the committee to let him know what they want added to the template. The software is designed to allow differing time frames for two to six year program review cycles, or can be modified for a one year unit plan. It’s designed to be a basis for budget prioritization.

The template should come on line in May. At that time, administrators will review the software and look at the reports generated. A PR flow chart was distributed. It was noted that Student Services input is needed. Currently they can submit questions to be included in the template. The district is paying for the program and five colleges are actively involved with info generated from BW. A request to tap into SARS data was made and it was noted it could be pulled locally for the college.

The need for an online program review template has existed for some time. With nine colleges, there are different needs, so the district looked at other programs and came to the conclusion to build their own to allow for flexibility among campuses. For the past 1.5 years programmers have been building the software. Information can be cut and pasted from existing unit plans into this template.

IV. Course Offerings / Enrollment Management Policy

L. Rosas noted there are two scenarios – A 6736 base; and a 6870 base plus 2%. We are 600 FTS over the district goal. There will be five full time faculty hires, two in nursing. Holding summer courses means we need to reduce the number of spring and fall sections offered. Average class size is currently over 40 students with some sections at 60+. District has said the number of sections
need to be reduced equally for fall and spring. Student Services asked that they be included in any
discussions to cut classes. S. Millman asked that cuts be done in a timely manner and that summer
session begin after 7/1 because of the affect upon financial aid. Summer 2011 may not have PACE
or pre-season conditioning. If faculty don’t have summer assignments, the question is raised why do
other employees have 12 month jobs? It was noted that Student Services may need to educate others
on what goes on during the summer.

Discussion followed about cutting 25 sections in the fall and an additional 25 in the spring with 15
more through the full time hires. The question was raised how can we afford a $370,000 annual
salary for the chancellor when we’re cutting courses.

Counseling said students make decisions on what they need to complete certificates or matriculate.
Discussion followed on basic skills and not offering them in the summer; transferring and the need
for remediation. B. Young suggested that the $800,000+ funds set aside from categoricals to
decrease the deficit, could have a portion ($50,000) used for lower level classes for students to
get ready for the fall. They would be non-FTE generating classes possibly through
Community Services. Discussion followed that this idea could be further pursued.

Information was distributed indicating that LAHC graduates more students for less cost. S. Millman
noted the number of financial aid requests have increased but students can’t get into classes. Checks
amount to $12 million this year.

L. Rosas has been working with P. Grady to bring more international students and their funding to
the college. Students still need basic skills. CSULB turns away students because students need
basic skills. Discussion followed on contract education at Kaiser and the refinery. They contract for
lower level science and math courses at $20,000 per year. There is a critical need for basic skills,
and the college can make money through contract education. The Master Plan of Education for the
State of California is no longer being followed.

Contract education will be discussed at the next Student Services managers meeting and Academic
Senate.

V. Other Joint Academic/Student Services Concerns
J. Stanbery noted there may be other concerns shared by both Academic Affairs and Student
Services.

VI. Summative Evaluation Process for College Strategic Plan
The campus is in the process of preparing a presentation on the College Strategic Plan for the April
28 board meeting on campus.

Next meeting:
Meeting adjourned at 4:15 p.m.