Minutes:
Meeting was called to order at 2:05PM by Jim Stanbery.

1. Adoption of Agenda
   The agenda was reviewed and unanimously approved.

2. Adoption of Minutes for Last Meetings (AAC)
   a. Some time was provided in which to review the previous minutes.
   b. A typographical error was found. Kristi Blackburn’s initials were written incorrectly.
   c. The previous minutes were adopted unanimously, with the correction of the typographical error.

3. Confirmation of Format for Adoption of 2011-2012 Unit Plans (AAC)
   a. Jim Stanbery briefly discussed the procedure for adopting Unit Plans, and opened the discussion for comments.
   b. The working group will be meeting this week to review all of the documents.
   c. Joyce Parker mentioned that she will be unable to attend the Unit Plan adoption meeting, but that a designee would be coming in her place.
   d. All documents should be turned in to Kristi Blackburn by November 2nd.
e. The procedure for adopting the Unit Plans was unanimously approved.

4. **Items from Student Services Committee**
   Jim Stanbery turned the meeting over to Luis Rosas and Abbie Patterson who co-chaired the remainder of the meeting. Abbie Patterson introduced Debbie Tull, the Co-Chair of the Student Services Cluster. The purpose of the meeting is for the two cluster groups to exchange ideas and concerns. The conversation will focus on three main areas: **Accreditation, Registration, and Budget.**

a. **ACCREDITATION**
   a.i. Jim Stanbery gave an update on the Accreditation process. The Standard document is currently 140 pages, which is 60 pages fewer than six years ago. Luis Rosas said that he found some old information included, which needs to be carefully reviewed.
   a.ii. A mock accreditation team visited the campus and provided input. Changes based on the feedback will be incorporated, and the resulting document will be sent to Yasmin Delahoussaye by Nov. 7th.
   a.iii. The CPC Committee and Academic Senate must both approve the document at their upcoming November meetings. Susan McMurray suggested holding a joint CPC/Senate meeting on November 14th to review the document. There was some discussion regarding the printing deadline. Lauren McKenzie recommended using Kinkos for faster printing.
   a.iv. The mock accreditation team had mentioned the need for greater organization of the campus website, especially in regards to accreditation documents. The College of the Canyons and LA Trade Tech websites were mentioned as two excellent examples.

b. **REGISTRATION**
   b.i. **Class Schedule** – Leige Doffoney gave an update on the status of the upcoming schedule. The Schedule will go to the printers on November 4th and will be available on the 21st. Abbie Patterson suggested that in the future, there could be a feedback process for the final draft. Ms. Doffoney said that a small group can possibly review this upcoming schedule. Lauren McKenzie also suggested focusing updates/corrections to the online version.
   b.i.1. Several suggestions were made regarding the schedule. The formatting for late starting classes may need to be changed (font, shading) to reduce confusion about starting dates. It may also be helpful to list which classes are offered during which semesters. Someone noted that this information is already available online, but that if it was included in the schedule that there must be a disclaimer (in case of section cuts).
   b.ii. **Section Cuts** – The discussion centered on the idea of jointly making decisions regarding cuts, because cuts in one area will have impacts on other areas (grant requirements, student assessment, section demand, etc.).
   b.ii.1. **Basic Skills** – Debbie Tull emphasized retaining basic skills courses if classes are cut. Tyson Roberts explained that a petition is circulating among the student body regarding the difficulty of enrolling in basic skills classes and the lack of Summer/Winter semesters.
   b.iii. **Student Success Task Force** – Susan McMurray spoke about possible upcoming changes in state legislation (notably those being considered by CCC’s Student Success Task Force) that would have a major impact on community colleges. If legislation is passed, we will have only three goals: CTE, Transfer, and Completion. Tyson Roberts expressed frustration with the process, saying that students have not had an adequate voice in the CCC’s meetings or recommendations.

c. **BUDGET**
c.i. There was some discussion regarding each division’s recent efforts to reduce expenditures.
c.ii. The importance of communicating specific data in Cluster Reports was emphasized. This accurate information will assist the CPC Committee when making decisions.
c.iii. The Student Services Cluster Plan is finished and awaiting approval. The current budget projections for Student Services are inaccurate. The division is reviewing expenditures and reductions in order to make accurate projections.
c.iv. Some departments on campus have fewer staff members than ever, while enrollment has risen. The Department of Special Programs & Services was cited as an example. Although DSPS enrollment is up by 22%, there is no backup staff for proctoring exams, etc. A discussion followed regarding federal and state mandated services offered to students with disabilities. The conversation focused on the costs of providing services during times of budget crisis. Some individuals seemed to question whether or not it is reasonable to provide these services because of budget shortfalls. D. Tull provided an overview of the disability related need for the services and stressed that the college had to adhere to the state and federal mandates.
c.v. A suggestion was made that departments that exceed budget projections be cut first. A response to this statement was that campus spending must ultimately fit with the overall goals and plans of the college.

5. **Items From the Floor**
   a. **Changes for Students** –
      a.i. Leige Doffoney reminded the group that the Academic Senate has made plans to more thoroughly enforce course prerequisites.
      a.ii. Lauren McKenzie added that “W”s now count as attempted units, and that students are limited to 30 units of basic skills courses. This language will be in the Schedule of Classes.
      a.iii. The NCAA has recently made changes. Students will need a 2.5 GPA to move on to the next level, and out of 48 transferrable units only two PE classes may be transferred.
   b. **Possible Revenue Sources** –
      b.i. Paul Grady suggested looking at proprietary schools (and UCLA’s extension program) and determining if there is anything we can do to get additional federal funds. Kristi Blackburn mentioned recent changes at the state level relating to community services classes.
      b.ii. Luis Rosas highlighted the International Student Program for generating revenue. Due to the cost of attendance for F-1 visa students, each student essentially “pays” for a section at LAHC.
   c. **Financial Aid & Online Classes**
      c.i. Sheila Millman is concerned about the possibility of Financial Aid fraud with online classes. Schools around the nation have been defrauded by students taking out loans under false names. The students typically enroll in distance or online classes, and then disappear after the money has been distributed. She asked for collaboration with professors, requesting that some mandatory coursework be required before the census roster deadline (and subsequent aid disbursement). Dave Humphreys agreed to share this information with professors teaching online classes.

6. **Adjournment**
The meeting was unanimously adjourned at 3:35PM.