

SANTA BARBARA CITY COLLEGE

February 11, 1981

TO: Cluster Leaders/Department Chairs  
FROM: Pat Huglin, Administrative Dean, Instruction  
SUBJECT: Certificated Personnel Requests for 1981-82

Dr. Mertes has responded to the C.L.C recommendations as follows:

- I. Approval to Recruit for Permanent Positions
  1. Computer Science/1st Position (New)
  2. Director, Reading & Study Skills (Repl.)
  3. A.D.N./Psychiatric Nursing (Repl.)
  4. Drafting (New)
  5. Landscape Horticulture (New)  
(Note: The Drafting and Horticulture positions were temporary contract for the current year)
- II. Approval to Recruit for Temporary Contract Positions
  1. Library (Replacement)
  2. Music (Replacement)
  3. Chemistry (Replacement)
- III. Balance of Requests Are To Be Filled On An Hourly/Part-Time Basis
  1. Math (2 positions)
  2. Marketing, Management & Supervision
  3. Theatre Arts: Costume & Make-Up
  4. Art (2 positions)
  5. P.E. (Dance)  $\frac{1}{2}$  position
  6. Computer Science/2nd position
  7. Life Science (Repl.)

It should be noted that Dr. Mertes also agreed with the C.L.C. that all requests had merit....the conservative response was due to two factors:

1. Fiscal Uncertainty....the community colleges, at this point in history, do not have a permanent funding bill.
2. Enrollment Uncertainty....even though 1980-81 has been an "up year" in A.D.A., the long-range forecast for SBCC is for a downward trend in enrollment. The "temporary" approach on three key positions will "buy us time" for one year while we assess the outcome of the two points noted above.

Department and/or Cluster Leaders should contact Mr. Oroz/Ms. Woodward in the Personnel Office as to the preparation of Position Announcements and Recruiting Procedures.

PH/ml

cc: Dr. Mertes  
Mr. Oroz/Ms Woodward  
Administrative Deans  
S. Conklin  
M. Elkins  
J. Romo  
R. Sanchez  
Representative Council

DEPARTMENT	W S C H				W S C H / F T E				C O S T / W S C H				C O S T / I N C O M E			
	77/78	78/79	79/80	Fall 80	77/78	78/79	79/80	Fall 80	77/78	78/79	79/80	Fall 80	77/78	78/79	79/80	Fall 1980**
Administ. of Justice	1996	1844	1459	658*	416	439	429	313	26.87	24.31	35.67	30.38	.61	.55	.81	.63
Amer. Ethnic Studies	3883	3003	2156	1185	466	433	420	439	19.22	24.99	31.13	28.55	.43	.57	.71	.59
Anthropology	1098	965	670	348	549	391	419	519	C O S T S N O T S E P A R A T E D							
Mach/Weld.	2025	1694	1728	1119	434	413	370	414	47.34	40.38	48.79	37.72	.85	.92	1.11	.79
Philosophy	2847	2397	2319	1464	593	691	570	563	19.13	15.67	27.49	24.75	.43	.34	.62	.52
Spanish	3864	3163	2423	2024	345	319	340	460	28.00	37.26	45.16	33.97	.64	.84	1.03	.71

\*Augmented to 940 WSCH because of short courses.

\*\*Using 48.00 as College average.

MEDICAL ASSISTING PROGRAM

ITEM	77/78	78/79	79/80	Fall 1980
W S C H	438	587	639	176
WSCH/FTE	466	625	710	193.4
COST/WSCH	56.30	44.51	44.58	84.53*
COST/INCOME	1.28	1.01	1.01	1.92
	*Fall 79 unit cost was 50.07			

Prior Action

1. Spring 1979: Following a lengthy review of the M.A. program, the coordinator was informed that there was concern regarding declining student interest and escalating costs for maintenance of the program. The following conditions were detailed for continuation of the program.
  - a. A minimum enrollment of 28 students was established.
  - b. A retention level of 22-28 students was expected.

If the above conditions were not met, the coordinator was informed that the program would have to be terminated.

2. Spring 1980: The Ad Hoc Contingency Planning Committee recommended eliminating the program at PHASE III.

Program Status - Spring 1981

There are currently 12 students enrolled in the program. To date only 12 applications have been received for 1981-82. More applications are expected next week as the SCAT test will be administered March 7, 1981.

DENTAL ASSISTING PROGRAM

ITEM	77/78	78/79	79/80	Fall 1980
W S C H	794	656	1307*	279
WSCH/FTE	243	186	365	279
COST/WSCH	42.44	52.97	35.08	66.88
COST/INCOME	.95	1.20	.80	1.40**

\*Enrollment increase due to combination of students completing last year of two-year program and students beginning first year of one-year program. 79/80 was the phase-out year for the two-year program.

\*\*Using \$48.00 as College average.

Prior Actions

1. Spring 1979: Following a lengthy review of the D.A. program, the coordinator was informed that there was concern regarding declining student interest and escalating costs for maintenance of the program. The following conditions were detailed for continuation of the program.
  - a. The DA program was to be revised to a one-year program beginning August 1979.
  - b. A minimum enrollment of 20 students was established.
  - c. A retention level of 22-28 students was expected.

If the above conditions were not met, the coordinator was informed that the program would have to be terminated.
2. Spring 1980: The Ad Hoc Contingency Planning Committee recommendation was that hourly instructor funds (\$3,355) be eliminated at PHASE I and PHASE II. It was further recommended that the entire program be eliminated at PHASE III (\$39,253).

Program Status - Spring 1981

There are currently 17 students in the program. To date, only six applications have been received for 1981-82. More applications are expected next week as the SCAT test will be administered March 7, 1981.

TLU ALLOCATION - SPRING, 1981

By Department And Cluster

	Initial TLU Allocation	TLU's Augmented	Total TLU's Spring 1981	FTEF	Proposed Ratio	Projected WSCH	Final WSCH
<u>Applied Science</u>							
Admin. of Justice	27				357		
Automotive Service	41				500		
Electronics	30				376		
Fire Science	10				368		
Graphics/Photo	44				536		
Mach. Shop/Welding	30				418		
HRM	30				682		
Nursery School	25				534		
Applied Tech.	42				462		
Totals	279				470		
<u>Business Education</u>							
Business Admin.	92				577		
Computer Science	48				410		
F.I.R.E.	48				609		
Mktg/Mgmt/Sup	48				486		
Secretarial Science	60				443		
Totals	296				505		
<u>Personal Development</u>							
<u>English/Journalism</u>							
Essential Skills	108				433		
English	209				338		
Journalism	15				235		
Totals	332				335		
<u>Fine Arts/Ethnic Studies</u>							
Art	102				506		
Ethnic Studies	42				335		
Music	93				305		
Speech	54				421		
Theatre Arts	68				399		
Totals	359				392		

TLU ALLOCATION - SPRING, 1981  
By Department And Cluster

	Initial TLU Allocation	TLU's Augmented	Total TLU's Spring 1981	FTEF	Proposed Ratio	Projected WSCH	Final WSCH
<u>Life Science/Geology/ Marine Technology</u>							
Geology	75				634		
Life Sciences	189				565		
Marine Technology	52				394		
Totals	316				531		
<u>Physical Science/Math/ Foreign Language</u>							
Chemistry	77				586		
French/Russian	20				357		
German/Italian	22				304		
Mathematics	154				370		
Physics/Engr./Aero.	70				461		
Spanish	75				374		
Totals	418				409		
<u>Physical Education/ Recreation/Health Occupations</u>							
Health Technology	210				298		
Health Education	8				-		
Physical Ed/Rec.	145				591		
Athletics	44				-		
Totals	407				445		
<u>Social Science/Library</u>							
Economics/Geography	24				600		
History	85		85		570		
Philosophy	30		30		637		
Political Science	45		44		580		
Psychology	48				633		
Sociology/Anthropology	51		51		545		
Totals	283				594		
College Totals	2,690				460		

SANTA BARBARA CITY COLLEGE

TO: Department Chairpersons  
FROM: Instruction Office  
RE: Timetable for Spring 1981 Schedule of Classes

The following timetable relates to the development of the Spring 1981 Schedule of Classes and events associated with its development.

<u>DATE</u>	<u>EVENT</u>
September 26	Information related to schedule building for Spring 1981 distributed.
September 29-Oct. 3	Departments develop schedule.
October 6	Department Chairpersons submit revised schedules to Instruction Office.
October 6-10	Instruction Office review of departmental offerings.
October 8-15	Instruction Office schedule preparation for Data Processing.
October 15-22	Data Processing prepares preliminary Schedule of Classes.
October 23	Departments verify departmental offerings.
October 24	Preliminary schedules returned to Instruction Office with corrections.
October 27-28	Revised schedule preparation for Data Processing by Instruction Office.
October 28-31	Data Processing incorporates revisions and prepares final Schedule of Classes.
November 3	Semi-final schedules distributed to departments, counselors, etc. for conflict reviews, error checks, etc..
November 3	Final copy prepared for Data Processing by Instruction Office. <u>LAST DAY TO SUBMIT CHANGES - November 3, 1980.</u>



Timetable for Spring 1981 Schedule of Classes  
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Nov. 3-5	Data Processing prepares final Schedule of Classes.
Nov. 6-10	Schedule prepared for typesetting.
Nov. 10-Dec. 1	Schedule typesetting.
Nov. 15	TV Information.
Dec. 1	Galley Proofs reviewed by Instruction Office/Department Chairpersons - <u>2:00 p.m. in A-211 (No Exceptions)</u> .
Dec. 3-9	Galleys returned to typesetter for correction.
Dec. 10-12	Instruction Office review of first generation corrections.
Dec. 15-19	Typesetter makes second generation corrections.
Dec. 19-23	Paste-Up.
Dec. 24	Schedules go to printer.
Jan. 5	Schedules delivered to campus.
Jan. 5	Schedules mailed.

RMS/ml

cc: Jim Williams  
Rob Riley  
Foster & Horton Typography

To: MEMBERS OF THE CLC

Jan 20, 1981

From: JIM EDMONDSON, MATH DEPT CHAIR

Subject: POSITION PAPER IN SUPPORT OF THE EARLY REPLACEMENT OF  
A RETIRING FACULTY MEMBER

This paper is provided so that those CLC members who were not able to hear the arguments in favor of early replacement of Bob Traughber (to retire 2/82) would have them available and so that the other members of the council would have them in written form to refer to during their deliberations.

The request for a new position was originally made without knowledge of Bob Traughber's plans to retire. The present staff of the Math Department, exclusive of math one and the technical math program, consists of a core of six full time contract faculty and 11 hourly part time instructors covering 56 TLU's. A total of 64 TLU's are being covered on an hourly basis in the department at this time (two full time contract instructors have overloads). Fifteen of these TLU's are due to Gene Brady's sabbatical leave. This leaves 49 TLU's (about 3.3 FTE) per semester covered by hourly instructors. The number of hourly instructors has increased dramatically in the past three years and the rate of turnover has been high recently. The amount of effort expended by the core members of our department in directing and evaluating new hourly instructors is considerable. The corresponding fragmentation of the program by such a heavy dependance on hourly instructors is not desirable for our students. At this time we are being forced to employ hourly instructors during the daytime hours. Such instructors are in very short supply because most work in local high schools or research firms and are committed to other jobs during the day. This semester we were forced to turn students away because of the lack of availability of hourly daytime instructors. We could have easily filled an additional three sections of math courses. The failure to provide these courses will have a negative affect on other departments throughout the college because of the service nature of our department.

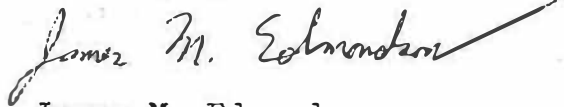
The department has planned to offer a calculus course for life science and social science majors. This course is long overdue and would serve a clientele that we do not presently serve. We will not be able to make this offering without an expansion of our staff. The new offering of computer science 17 (Pascal programming) will be staffed in part by math department personnel, further impacting our staff.

It is also desirable to add to our core staff for the purpose of management of our department. New instructional delivery systems need to be explored, new courses tried out, and new instructional materials developed. None of these goals can be met as long as our staff must strain simply to preserve the status quo.

At this point I introduce the additional complication of the removal from our core of six full time instructors of Bob Traugher in the spring of 1982 and the proposed sabbatical leave of Sue Culler (Sue teaches 50% of her load in math) at that time. Without a replacement our daytime program will be in a shambles. We will need the equivalent of 2.2 FTE's during the day alone just to get by. It is not reasonable to hire Bob's replacement to start in the spring of 1982 since the employee market is most robust in late spring for jobs starting in the fall.

It has been suggested that faculty from other departments would be able to teach a course such as math 7. We would welcome other members of the faculty who would wish to become dedicated to the math department. We do not wish for our staff to be further fragmented by the piecemeal addition of individuals with partial loads in our department. I emphasize that we need a person who has a general knowledge of mathematics, the ability to teach a spectrum of mathematics courses and some experience in areas where mathematics is applied. The highly sequential nature of our courses and the service nature of our department to other departments make such requirements necessary if an addition to our department is to be truly helpful in managing our program and providing the students we serve some measure of continuity in their mathematical education. Even if a replacement for Bob Traugher is approved we will still need additional help next spring to continue our program at its present level. If the enrollment increases in our department continue as is projected due to the increasing importance of mathematics in other educational areas, we will return next year to request a new position so that our department may continue to provide adequate services for the students of Santa Barbara City College.

Thank you,



James M. Edmondson

Mathematics Dept. Chair