

## **Work Experience Coordinator II**

The position had been discussed as a Certificated (for the Work Experience portion) Coordinator II.

The salary range is \$55,337-\$69,174 (12 mo.).

The benefit range is \$2,925 (single)-\$7,306(family).

The 11.54% taxes on \$69,174 is \$7,982.

The top total Step 5, family benefits=\$84,462.

SANTA BARBARA CITY COLLEGE  
Academic Senate

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DEC 21 1999

SBCC Pres-Off  
AUXILIARY ACCOUNTS

MEMORANDUM

Date: December 21, 1999  
To: Dr. Peter MacDougall, Superintendent-President  
From: Lana Rose, Academic Senate President *Lana Rose*  
Ref: RECOMMENDATION - Senate Resolution Regarding Study Abroad Position

At its December 8, 1999 meeting, the Academic Senate voted to approve a resolution (attached) regarding the Study Abroad position. The motion reads as follows:

M/S/C that we agree to Dr. MacDougall's compromise, as previously proposed, to seek funding on a priority based on fiscal year 2001 P4E or any other ongoing state-based funding, and failing other alternatives, we would agree to make a priority of a new faculty position for the next fiscal year (Garey/Kruidenier) Carried by a unanimous vote.

cc: Jack Friedlander, Vice President Academic Affairs

ACTION OF SUPERINTENDENT- PRESIDENT (Reply requested)

Referred back to Academic Senate  
 Acknowledged *w/ modification noted @*  
 Referred to \_\_\_\_\_  
 Disapproved

Comments:

Date: 1/4/00

Signature: *Peter MacDougall*

## Replacement Position Request

### Qualitative Information

- a. Replacement of Pablo Buckelew, former Director of General Work Experience and Study Abroad
- b. Viability: How will the program be jeopardized if not replaced?  
This request encompasses two programs, General Work Experience and Study Abroad. This was the position held by Pablo Buckelew prior to being hired as a Dean of Academic Affairs.

### General Work Experience:

The General Work Experience program has grown in four significant ways over the past three years:

1. The number of General Work Experience students has increased from approximately 45 per semester to over 300 per semester. This change allows an increased number of students to earn General Work Experience units supporting national (School-to-Career) and State (internships, community service) trends to encourage workforce based learning.
2. Curriculum has been developed in 14 skill areas to enable Work Experience students to develop the skills identified by local employers (1998 Santa Barbara employer survey) as well as through national research (SCANS). These workforce skills include areas such as customer service, business etiquette, team building, time management, money management, dealing with sexual harassment, etc. These self-paced skill modules, available through the LRC, are designed to make students more successful in the workplace and are required by all General Work Experience students.
3. General Work Experience has linked with various SBCC programs including CalWORKS (providing materials for training welfare recipients to develop the skills necessary to find and keep jobs), academic department based Internship programs (assisting with design and management procedures), Financial Aid (money management training for financial aid students), and the Career Advancement Center (providing workplace skills training for students seeking jobs).
4. The General Work Experience program works closely with all four local public high schools. All General Work Experience workforce training modules are loaned to the high schools for use in their work experience programs and all work experience high school students earn dual credit (high school and SBCC) for their work experience.

Without a person teaching the General Work Experience courses and coordinating the overall program, none of the activities listed above could be carried out.

- c. Curricular balance: There would be no curriculum if this position were not filled.
- d. & e. Contract instructors: Contract instructors are necessary. Title V requires that General Work Experience be taught by a certificated person with the minimum qualifications of an M.A. It would not be realistic to have an adjunct faculty member coordinate the program, develop curriculum as well as teach 300 + students each semester.
- f. General Work Experience has already had a dramatic increase (600%) in the past three years, and will likely continue to grow. Workplace based learning is a growing trend nationally and students as well as employers will increasingly look for General Work Experience curriculum to enhance students' ability to succeed at work. In addition, the Director of General Work Experience can provide overall institutional coordination for the the occupational work experience and departmentally based internship coordinators.

**Quantitative Data:**

Please see attached. Because of the nature of General Work Experience, there is a high WSCH to FTEF, making it #2 of 53 departments. This high WSCH makes the program highly cost effective, although these enrollments do require extensive marketing and outreach efforts by the General Work Experience Instructor Director. The "Spring 1999 Proposed" column on the attached spreadsheet is a simulation if the Instructor/Director of General Work Experience were to receive 7 TLUs per semester.

**Study Abroad:**

- a. See a above
- b. Study Abroad has been recognized twice by the SBCC Academic Senate as an exemplary program and this year received an honorable mention from the Chancellor's Office as an exemplary program. SBCC Study Abroad is recognized statewide as the outstanding study abroad program in the State and SBCC Study Abroad is recognized as the second largest community college study abroad program in the nation (Chronicle of Higher Education). Over 3,000 SBCC students have studied abroad through this program beginning in 1972. Nearly 20% of full-time faculty have had the opportunity to direct a study abroad program. Without a director, this program could not exist.

- c. There would be no curriculum offered abroad without a program director. The elimination of study abroad programs would particularly adversely affect the foreign language department, English, art, theater arts, and social sciences since those departments regularly offer their curriculum on our campuses abroad. Hundreds of SBCC students would be unable to study abroad each year.
- d. & e. The director of Study Abroad should be a contract faculty member for at least three reasons:
1. A faculty member best understands the curriculum, teaching/learning and student conduct issues inherent in study abroad programs. This understanding is vital to the design, development and delivery of study abroad programs.
  2. A faculty member is an effective advocate to the administration for colleagues wishing to develop/offer a study abroad program.
  3. A faculty member has the necessary respect from colleagues to be able to effectively direct study abroad.
  4. The Director of Study Abroad needs to be full-time contract to ensure program continuity as well as provide the necessary administrative oversight to ensure student safety and minimize the College's legal liability.
- f. The SBCC Study Abroad Program serves as the host institution for the Central Coast Study Abroad Consortium. Through this consortium, Allan Hancock, Cuesta, Ventura, Moorpark and Oxnard College all send their students interested in study abroad to our Study Abroad programs. This consortium is directed by the SBCC Director of Study Abroad. Moorpark, Oxnard and Ventura colleges were included in the consortium this fall. This expansion of consortium colleges ensures strong enrollments in our study abroad programs although it does increase the workload for the Study Abroad Director.

Quantitative data:

Please see attached spreadsheet. In addition, please see sample summer program enrollment report. A total of 127 students attended SBCC study abroad summer programs last summer (approximately the same for 1998) generating a total of 25.4 FTES or approximately \$86,000. After paying instructor salaries of \$24,000, a "profit" of \$62,000 was generated. 56% (71) of the 127 students were not regular SBCC students who probably would not have attended an on-campus summer school course.

## General Work Experience

		Fall 1997	Spring 1998	Fall 1998	Spring 1999	Spring 1999 Proposed
<b>Departmental WSCH</b>						
FTEs		3.74	14.62	12.64	26.61	26.61
WSCH		112.2	438.6	379.2	798.3	798.3
WSCH / FTEF Contract		420.75	657.90	1422.00	N/A	1698.51
WSCH / FTEF Hourly		N/A	N/A	N/A	N/A	N/A
<b>WSCH / FTEF Total</b>		<b>420.75</b>	<b>657.90</b>	<b>1422.00</b>	<b>N/A</b>	<b>1698.51</b>
Theoretical Rank for WSCH / FTEF Total		36 of 54*	11 of 53*	2 of 53*	N/A	2 of 53*
<b>Faculty Information</b>						
Instructional TLU	Contract	4.00	10.00	4.00	0.00	7*****
	% Contract	100.00%	100.00%	100.00%	0.00%	0.00%
	Hourly	0.00	0.00	0.00	0.00	0.00
	% Hourly	0.00%	0.00%	0.00%	0.00%	0.00%
	Total	4.00	10.00	4.00	0.00	7.00
Non-instructional TLU	Contract	0.00	0.00	0.00	0.00	0.00
	% Contract	0.00%	0.00%	0.00%	0.00%	0.00%
	Hourly	0.00	0.00	0.00	4.00	0.00
	% Hourly	0.00%	0.00%	0.00%	100.00%	0.00%
	Total	0.00	0.00	0.00	4.00	0.00
<b>Total Instructional and Non-instructional TLU</b>		<b>4.00</b>	<b>10.00</b>	<b>4.00</b>	<b>4.00</b>	<b>7.00</b>
Overload		1.27	3.25	0.84	0.00	0.00
FTEF**	Contract	0.27	0.67	0.27	0.00	0.47
	Hourly	0.00	0.00	0.00	0.00	0.00
	Total	0.27	0.67	0.27	0.00	0.47
Number hourly instructors***		0	0	0	1	0

\*This is the theoretical rank only had General Work Experience been included in the WSCH/FTEF departmental rank list

\*\*FTEF is calculated using Instructional TLU only

\*\*\*Includes only instructors for whom TLUs are present

\*\*\*\* Actual Fall 1999 FTES and WSCH as of 10/22/99

\*\*\*\*\* The 7 TLUs are for simulation purposes not actual TLUs number. As of 10/28/99, the TLUs report for Fall 1999 shows zero TLUs. For Spring 1999, the actual TLUs per IRD report is 4 non-instructional hourly TLUs.

## International Education (Study Abroad)

		Fall 1997	Spring 1998	Fall 1998	Spring 1999
<b>Departmental WSCH</b>					
	FTEs	21.67	18.45	9.40	22.13
	WSCH	650.1	553.5	282.0	663.9
	WSCH / FTEF Contract	629.13	N/A	N/A	N/A
	WSCH / FTEF Hourly	N/A	N/A	N/A	N/A
	<b>WSCH / FTEF Total</b>	<b>629.13</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
	<b>Rank for WSCH / FTEF Total</b>	<b>14 of 53</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b>Faculty Information</b>					
Instructional TLU	Contract	15.50	0.00	0.00	0.00
	% Contract	100.00%	0.00%	0.00%	0.00%
	Hourly	0.00	0.00	0.00	0.00
	% Hourly	0.00%	0.00%	0.00%	0.00%
	Total	15.50	0.00	0.00	0.00
Non-instructional TLU	Contract	30.00	49.50	33.00	39.00
	% Contract	100.00%	100.00%	100.00%	100.00%
	Hourly	0.00	0.00	0.00	0.00
	% Hourly	0.00%	0.00%	0.00%	0.00%
	Total	30.00	49.50	33.00	39.00
Total Instructional and Non-instructional TLU		45.50	49.50	33.00	39.00
	Overload	4.01	4.62	0.58	6.25
FTEF*	Contract	1.03	0.00	0.00	0.00
	Hourly	0.00	0.00	0.00	0.00
	Total	1.03	0.00	0.00	0.00
Number hourly instructors		0	0	0	0

\*FTEF is calculated using Instructional TLU only

12/10/00

**SBCC Study Abroad  
Summer, 1999 Programs  
England, France, Mexico, Spain**

**Work in London**

School	No. of Students
Santa Barbara City College	6
CSU Monterey	1
CSU Fullerton	1
Allan Hancock College	4
UC Santa Barbara	1
<b>Total</b>	<b>13</b>

**Cuernavaca, Mexico**

School	No. of Students
Santa Barbara City College	9
Allan Hancock College	2
Cal Poly San Luis Obispo	4
Cal Poly Pomona	1
UC Berkeley	2
UC Santa Barbara	1
West Los Angeles College	1
Pitzer	1
Pomona	1
Cuesta College	1
No school	5
High school	6
<b>Total</b>	<b>34</b>

**Paris, France**

School	No. of Students
Santa Barbara City College	13
Allan Hancock College	1
Cuesta College	1
No school	3
Scripps	1
UC Santa Barbara	1
Ventura	2
<b>Total</b>	<b>22</b>

**Marbella, Spain**

School	No. of Students
Santa Barbara City College	28
Cal Poly San Luis Obispo	1
CSU Chico	1
CSU Fresno	1
Cuesta College	1
Elegance Academy	1
Glendale City College	1
New York University	1
UC Los Angeles	1
UC Santa Barbara	8
University of Southern California	2
High school	11
No school	1
<b>Total</b>	<b>58</b>

**Totals**

School	No. Students	Percentage
SBCC students	56	44%
Other 2 and 4-year colleges	45	35%
High School students	17	13%
No school	9	7%
<b>Total</b>	<b>127</b>	<b>100%</b>



P4E = Partnership for Excellence

## January 2000

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Fall grades due in Admissions by 7:30pm	4	5	6	7	8
9	10	11	12	13	14 Faculty positions job announcements sent out	15
16	17 <b>Holiday</b>	18 <b>Faculty In-Service</b>	19 Spring semester begins  ITC retreat	20 ITC retreat	21	22
23	24	25 <u>CAC</u> - Deadline for NEW course proposals and ALL Distance Learning for F2000	26	27	28	29
30	31 <u>P4E</u> : Call for proposals					

P4E = Partnership for Excellence

# February 2000

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1. <u>Students</u> : last day to add/drop <u>Computers</u> : CPC final ranking for new & replacement requests <u>P4E</u> : Work groups begin meeting	2	3	4	5
6	7	8	9 <u>CAC</u> : deadline for all course & program mods for F 2000	10	11 <b>Lincoln's Birthday Holiday</b>	12
13	14	15	16	17	18 <u>Students</u> : Last day for CR/NC	19
20	21 <b>Washington's Birthday Holiday</b>	22	23 <i>PFE Due to AA</i>	24	25 <b>Dept Chair: "Dealing with Difficult People" workshop</b>	26
27	28	29				

P4E = Partnership for Excellence

# March 2000

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 <b>Hiring: Faculty positions close</b> <del>P4E: Proposals due to Academic Affairs</del>	2	3	4
5	6	7	8	9	10	11
12	13	14	15 <b>P4E: Senate discussion</b>	16	17	18 <b>Senate: Area C meeting</b>
19	20	21	22	23 <b>P4E: Student Services Advisory discussion</b>	24 <b>Students: Last day to drop classes</b>	25
26	27	28	29	30	31	

P4E = Partnership for Excellence

# April 2000

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
	<b>Spring</b>		<b>Break</b>			
9	10	11	12 <u>Students</u> : Last day to file or degrees/certs. <u>Catalog</u> : materials sent to dept. chairs <u>CAC</u> : deadline for new, mod. Courses for catalog <u>P4E</u> : Senate discussion	13 <u>P4E</u> : Student Services Advisory action	14	15
16	17 <u>Catalog</u> : Dept. Chairs copy to counselor	18 <u>P4E</u> : CPC discussion	19 <u>P4E</u> : Senate action	20	21 <u>Catalog</u> : materials to Rose & McGuire for UC/CSU review	22
23	24	25	26	27	28	29
30						

P4E = Partnership for Excellence

## May 2000

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 P4E: CPC discussion	3	4	5	6
7	8	9	10	11	12	13
14	15 Catalog: Dept. chairs review galleys in BC 214: 9-12, 1-3	16 P4E: CPC Final Action	17	18	19 Last day of instruction	20 Final Exams begin
21	22	23	24	25	26 Commencement	27
28	29 Memorial Day Holiday	30	31			