

ACADEMIC COUNCIL

MINUTES

Thursday, February 2, 2006

UPDATES

- ◆ Enrollment statistics show Winter 2006 growth is at 105% (as compared to Winter 2005); although growth numbers are positive, the College had projected growth of 135%
- ◆ District is re-strategizing targets for second quarter reporting
- ◆ Chairs need to remember that growth will come with new programs, initiatives and innovations, not just with opening additional sections of current curriculum
- ◆ Spring enrollment is currently at 89% (compared to Spring 2005 enrollment)
- ◆ VP estimates that college will reach 100% enrollment on fourth or fifth day of Spring semester

SPRING SEMESTER

- ◆ To evaluate whether a class should be canceled, chairs should (1) identify classes with a pattern of non-successful (low) enrollment over the last three semesters for cancellation, and (2) coordinate with their dean(s) to strategically open last start classes
- ◆ VP submitted basic SAP access requests for chairs; chairs should already have access to DEC SIS system
- ◆ Research Assistant L. Hao will send a daily enrollment report to deans and chairs:
 - chairs should check for classes with enrollment for necessary section cancellations, remembering to pay attention to combined sections
 - check for high enrollment sections for indicator of new sections to be opened
 - correct IOR information on sections listed as STAFF
- ◆ The division needs a coordinated enrollment session
- ◆ Counseling memos should be sent to faculty who have not returned textbook requisitions
- ◆ Need to consider a mid-term/late-start schedule, including additional Saturday offerings

SUMMERS SESSIONS

- ◆ Second galley due 02/07/06; VP is extending deadline to 02/14/06 to allow opportunity to examine
 - reverse transfers – advertising in CSU publications (for students)
 - development of college prep courses
 - strategic comparison to last summer's sessions
 - cancellation of courses

FALL SEMESTER

- VP is extending deadline for submission of Fall 2006 galley by one week
- This is the appropriate time to strategizing for maximize scheduling benefit from short-term offerings (i.e., 5-week, online/online-hybrid, flexible scheduling courses)

NEW BUSINESS

- ◆ **Cals Early College High School**, a Bill and Melinda Gates charter school, has agreed to let LATTC use their space as a downtown LATTC off-site location; LATTC will have the use of 12 classrooms, including biology lab and smart-card classrooms space,

available for evening and weekend use; the space will be offered for no charge, but details still need to be finalized

- ◆ The **Presidential selection process** has begun; the process will adhere to Brown Act requirements, with a public session offered at the beginning of each committee meeting
- ◆ The filing deadline for **Acting Assistant Dean of Outreach** has been extended through 02/10/06; this is a one semester only position
- ◆ The proposal for **Associate Dean of Teaching & Learning Support Services** has been approved by the Institutional Effectiveness Committee and will be forwarded to the Academic Senate for review; this position will supervise the Learning Skills, Library, Basic Skills and Staff Development areas
- ◆ The application period for **Associate Dean of Nursing (0.50, Acting)** closed on 02/01/06 and interviews are scheduled for today; this temporary position is required because BRN and AFT Contract requirements indicate the position should be filled with a department chair or director but the campus does not have a pool of candidates in the department from which to choose
- ◆ Senior Staff has approved replacement of the campus **Researcher** for Spring 2006
- ◆ The Academic Division has submitted a classified staffing request to hire a **Student Services Assistant** to assist the evening supervisor and the Acting Assistant Dean of Outreach
- ◆ An **evening supervision manual** is being prepared; AA will contact Administration about obtaining a two-way radio/telephone for use by the evening supervisor
- ◆ The Grant Allocation Taskforce has developed an **outreach plan** to utilize debt relief funds; included in the plan are budgets for campus-wide marketing and Students First campaigns, a 1.0 release assignment for an online/online-hybrid course coordinator and the hiring of a staff member to assist faculty with converting their course materials for online and/or hybrid offerings
- ◆ L. Delzeit reported that the **LATTC pod cast** site is up and running; the web address is www.podcast.lattc.edu/rss/poscast.xml; funds are needed to purchase pod cast recording equipment; the issue of password protection of pod casts needs to be examined
- ◆ The **Program Review** Committee met today and adopted the LASC online process model for LATTC's program review process; this year's process will deviate from the staggered review used in past years and will now involve the simultaneous review of all campus programs; two lead faculty will be trained to assist with the process, with B. Elarton designated for the vocational areas and volunteers needed for the academic and student service areas
- ◆ The **Academic Senate Priority Hiring List** has been posted on the Academic Senate bulletin boards; the Academic Senate is stressing adherence to timely timelines to ensure a rich pool of applicants
- ◆ **Rosters** for Spring 2006 classes will be forwarded from Admissions & Records to the Deans for distribution
- ◆ **Maintenance agreements** should be paid by the College, not from individual department budgets

UPCOMING DEADLINES and EVENTS

- ◆ The President's Office is maintaining a **Master Calendar**, so please notify the President's Office of pertinent events

Page Three

- ◆ LATTC has been selected as one of the four community colleges featured in the **Learning Matters documentary**
- ◆ KH Consulting Group has been selected to work with LATTC to develop a **strategic plan**; work will begin in February with the consultant and a campus steering committee; it is hoped that the plan will be completed by June 30, 2006
- ◆ The **2006 Block Grant** process is beginning, with an anticipated beginning award balance of \$500,000; P. Carrillo and L. Brent have been elected to serve as committee co-chairs; the process used last year has been modified to include (a) purchase request forms submitted with proposal, (b) clearance/approval from MIS for any computer equipment, (c) notice if proposal is requested to supplement VTEA funding, and (d) no appeal process
- ◆ Welcome Week begins on Saturday, February 4, 2006 and will continue throughout the first week of the Spring semester
- ◆ A memo will be distributed by the Administration Office concerning **parking** changes for Monday