

## **JOINT TASK FORCE ON REDUCTIONS & DISCONTINUANCE OF PROGRAMS Minutes**

Date: July 7, 2011

Members Present: Renee Kilmer, Steve Hodges Michele Rivard, Peter Shaw, Rick Fillman

Members Absent: Wanda Garner, Kathie Welch

The task force reviewed its purpose and charge. Steve Hodges shared the Faculty Senate guidelines document, which the Senate had approved in principle, leaving the specifics to the task force, other than a recommendation that the weighting of the categories include 40% for efficiency and 25% for student success. They indicated an interest in the other three broad categories being addressed in some way. Those are "State Designated Core Mission," "Broad Access," "Community Support."

The VP Instruction shared a one-page document that would provide a general framework for the task force, to include the primary goal, a foundation for the work based on the governing Board's and CCCCOs directives to focus on transfer, CTE, and basic skills, and overall assumptions about enrollments in the future, in particular demographics and preparedness.

The task force discussed the difference between "suspension" and "discontinuance" of programs, since the latter has such a negative effect on morale. The concern with changing the terminology was that this process is designed to reduce the budget, which would require the lay off of permanent personnel; this action might not occur under a suspension, so the term "discontinuance" remained, but "Reductions" was added to indicate that there might be savings by reducing some programs, thereby decreasing the number of programs that would be discontinued.

There was much discussion of the Senate document and the various possible ways of measuring the data for each category, and Rick Fillman provided invaluable information on which data PRO has access to, how it might be used, etc. We agreed that we would use "normal terminology," such as that used for reporting purposes to the state or federal government. EG:

1. "Retention" and "Success" at the course level
2. Labor market data from Perkins for the CTE programs (via Rock's office)
3. Demographics for ethnicity data: "all underrepresented groups together."

The task force recommends changing the nomenclature for categories 4 & 5 of the Faculty Senate document.

1. Broad Access → Disproportionate Demographic Impact
2. Community Support → Opportunities Offered only by Cabrillo (that is, otherwise not available in local public or private entities)

Qualitative?

The task force also recommends the following weighting of the categories:

- 45% - 40% - Efficiency
  - 20% - 20% - State Designated Core Mission
  - 20% - 25% - Student Success - data not clean
  - 10% - 10% - Disproportionate Demographic Impact
  - 5% - 5% - Opportunities Offered only by Cabrillo (that is, no other availability in the region either publicly or privately.)
- Transfer 20/20 for one more complex cat-  
 20/10/10 etc  
 40 Transfer  
 formerly Broad Access  
 formerly Community Support  
 Program Chair: \$ or Public Performance

Next Steps:

The task force has agreed to meet as often as possible prior to flex week. The Office of Instruction will schedule two meetings for next week: Monday, July 11 and Wed, July 13, each for two hours.

Rick Fillman will bring the list of all academic programs, and the VPI will bring a list of "programs" that are affiliated with the official academic programs, but which do not have course designators or separate courses. The task force will discuss these and determine, which programs will be included for the purpose of the quantitative matrix, and which ones, if any, will need a separate matrix. The next meeting will also include a discussion of the definitions of disproportionate demographic impact, including CTE gender remediation guidelines.

The Office of Instruction will also schedule several meetings for the last week of July (July 25 - 29). Between next week and the week of the 25<sup>th</sup>, Rick Fillman will conduct some research and prepare data for our review, teasing out any complications.

Several task force members have pending vacations all in the first couple of weeks of August, so there will be no meetings during that time. The task force will meet about the 3<sup>rd</sup> week of August to finalize the recommendations that will go to the Faculty Senate.