



# **Summer Session Survey Spring 2006**

**Institutional Assessment, Research and Planning**

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**February 2006**

## Results Summary

In Spring 2006, Santa Barbara City College administered a survey intended to determine student preferences for the scheduling of summer sessions and course offerings in those sessions. The survey was administered to students enrolled in 42 representative on-campus classes at SBCC with a total enrollment of 1,366 students. Responses were obtained from 37 sections (88%) and 1,079 students (79%).

A majority of respondents (54%) indicated that they prefer the early 5-week summer session, from May 21<sup>st</sup> to June 23<sup>rd</sup>, with 31% of respondents indicating their preference for this session exclusively, and an additional 23% indicating this session in conjunction with one or both of the other sessions. 26% of respondents indicated a preference for either one of the late summer sessions, starting June 25<sup>th</sup> and ending either July 28<sup>th</sup> or August 4<sup>th</sup>, but not the early session (see Table 1).

1. If the college were to offer multiple sessions, in which one(s), if any, would you most likely enroll?		
Duplicated Responses:		
	Frequency	Percent
5 Week Summer Session 1: May 21 to June 23	580	53.8%
5 Week Summer Session 2: June 25 to July 28	420	38.9%
6 Week Summer Session 3: June 25 to August 4	190	17.6%
I do not know at this time	214	19.8%
Unduplicated Responses:		
	Frequency	Percent
5 Week Summer Session 1 Only	337	31.2%
5 Week Summer Session 2 Only	180	16.7%
6 Week Summer Session 3 Only	70	6.5%
I do not know at this time	198	18.4%
5 Week Summer Session 1 AND Either 5 or 6 Week Late Summer Session (or all three)	243	22.5%
5 and 6 Week Late Summer Sessions	33	3.1%
Any other combination	6	0.6%
No preference Indicated	12	1.1%
<b>Total</b>	<b>1079</b>	<b>100.0%</b>

Of the 580 respondents who indicated that they prefer the early 5-week summer session, the most highly requested course offerings are math (18%) and English (11.8%). Similarly, for those who indicated that they prefer either of the late summer sessions, but not the early session, math (17.4%) and English (13.4%) are also the most highly requested courses (see Tables 2 and 3).

2. If you are interested in taking classes in the summer, what courses would you want the college to offer?						
Desired Courses	Responses for Students who Indicated:					
	Session 1 Only		Session 1+Any Other Session		All Who Marked Session 1	
	Frequency	Percent	Frequency	Percent	Frequency	Percent
Mathematics	106	17.8%	97	18.3%	203	18.0%
English	80	13.4%	53	10.0%	133	11.8%
Physical Education/Recreation	36	6.0%	25	4.7%	61	5.4%
Art	37	6.2%	23	4.3%	60	5.3%
Biological Science	21	3.5%	19	3.6%	40	3.6%

**Table 2. Course Offerings Requested by Students who Indicated a Preference for Session 1**

2. If you are interested in taking classes in the summer, what courses would you want the college to offer?

Desired Courses	Responses for Students who Indicated:					
	Session 1 Only		Session 1+Any Other Session		All Who Marked Session 1	
	Frequency	Percent	Frequency	Percent	Frequency	Percent
European & Asian Languages	18	3.0%	18	3.4%	36	3.2%
Communication	17	2.9%	18	3.4%	35	3.1%
History	22	3.7%	12	2.3%	34	3.0%
Psychology	18	3.0%	14	2.6%	32	2.8%
Earth/Planetary Science	15	2.5%	11	2.1%	26	2.3%
Spanish	11	1.8%	12	2.3%	23	2.0%
Music	8	1.3%	13	2.5%	21	1.9%
Sociology	12	2.0%	9	1.7%	21	1.9%
Chemistry	6	1.0%	14	2.6%	20	1.8%
COMAP	15	2.5%	5	0.9%	20	1.8%
Drafting/CAD	12	2.0%	7	1.3%	19	1.7%
Physics	8	1.3%	11	2.1%	19	1.7%
Film Studies/Production	7	1.2%	11	2.1%	18	1.6%
Accounting	8	1.3%	9	1.7%	17	1.5%
Computer Science	7	1.2%	10	1.9%	17	1.5%
GE Requirements (IGETC)	8	1.3%	9	1.7%	17	1.5%
Sciences	11	1.8%	5	0.9%	16	1.4%
Administration of Justice	7	1.2%	8	1.5%	15	1.3%
Business Administration	8	1.3%	7	1.3%	15	1.3%
Photography	10	1.7%	4	0.8%	14	1.2%
Political Science	6	1.0%	8	1.5%	14	1.2%
Culinary Arts	6	1.0%	6	1.1%	12	1.1%
Early Childhood Education	4	0.7%	8	1.5%	12	1.1%
Economics	5	0.8%	7	1.3%	12	1.1%
American Ethnic Studies	5	0.8%	6	1.1%	11	1.0%
Philosophy	4	0.7%	5	0.9%	9	0.8%
Other	3	0.5%	5	0.9%	8	0.7%
Theatre Arts	1	0.2%	7	1.3%	8	0.7%
Transferable Courses	3	0.5%	5	0.9%	8	0.7%
Engineering	2	0.3%	5	0.9%	7	0.6%
Anthropology	1	0.2%	5	0.9%	6	0.5%
Interior Design	2	0.3%	4	0.8%	6	0.5%
Alcohol & Drug Counseling	1	0.2%	4	0.8%	5	0.4%
Education	4	0.7%	1	0.2%	5	0.4%
Geography	2	0.3%	3	0.6%	5	0.4%
International Business	5	0.8%	0	0.0%	5	0.4%
Environmental Horticulture	3	0.5%	1	0.2%	4	0.4%
Marine Diving Tech	4	0.7%	0	0.0%	4	0.4%
Marketing	2	0.3%	2	0.4%	4	0.4%
Online	1	0.2%	3	0.6%	4	0.4%
Personal Development	2	0.3%	2	0.4%	4	0.4%
All Courses	2	0.3%	1	0.2%	3	0.3%
Degree Requirements	1	0.2%	2	0.4%	3	0.3%
Graphic Design	2	0.3%	1	0.2%	3	0.3%
Health Education	2	0.3%	1	0.2%	3	0.3%

**Table 2. Course Offerings Requested by Students who Indicated a Preference for Session 1**

2. If you are interested in taking classes in the summer, what courses would you want the college to offer?						
Desired Courses	Responses for Students who Indicated:					
	Session 1 Only		Session 1+Any Other Session		All Who Marked Session 1	
	Frequency	Percent	Frequency	Percent	Frequency	Percent
Health Technology	2	0.3%	1	0.2%	3	0.3%
Honors	0	0.0%	3	0.6%	3	0.3%
International Program/Study Abroad	1	0.2%	2	0.4%	3	0.3%
Journalism	2	0.3%	1	0.2%	3	0.3%
Multimedia Arts & Tech	2	0.3%	1	0.2%	3	0.3%
Computer Information Systems	2	0.3%	0	0.0%	2	0.2%
Construction	1	0.2%	1	0.2%	2	0.2%
Global Studies	2	0.3%	0	0.0%	2	0.2%
Automotive Services	1	0.2%	0	0.0%	1	0.1%
CNEE	0	0.0%	1	0.2%	1	0.1%
Cosmetology	1	0.2%	0	0.0%	1	0.1%
Electives	0	0.0%	1	0.2%	1	0.1%
Finance	1	0.2%	0	0.0%	1	0.1%
Hotel Management	0	0.0%	1	0.2%	1	0.1%
Radiology	0	0.0%	1	0.2%	1	0.1%
Work Experience/Internship	0	0.0%	1	0.2%	1	0.1%
Total	596	100.0%	530	100.0%	1126	100.0%

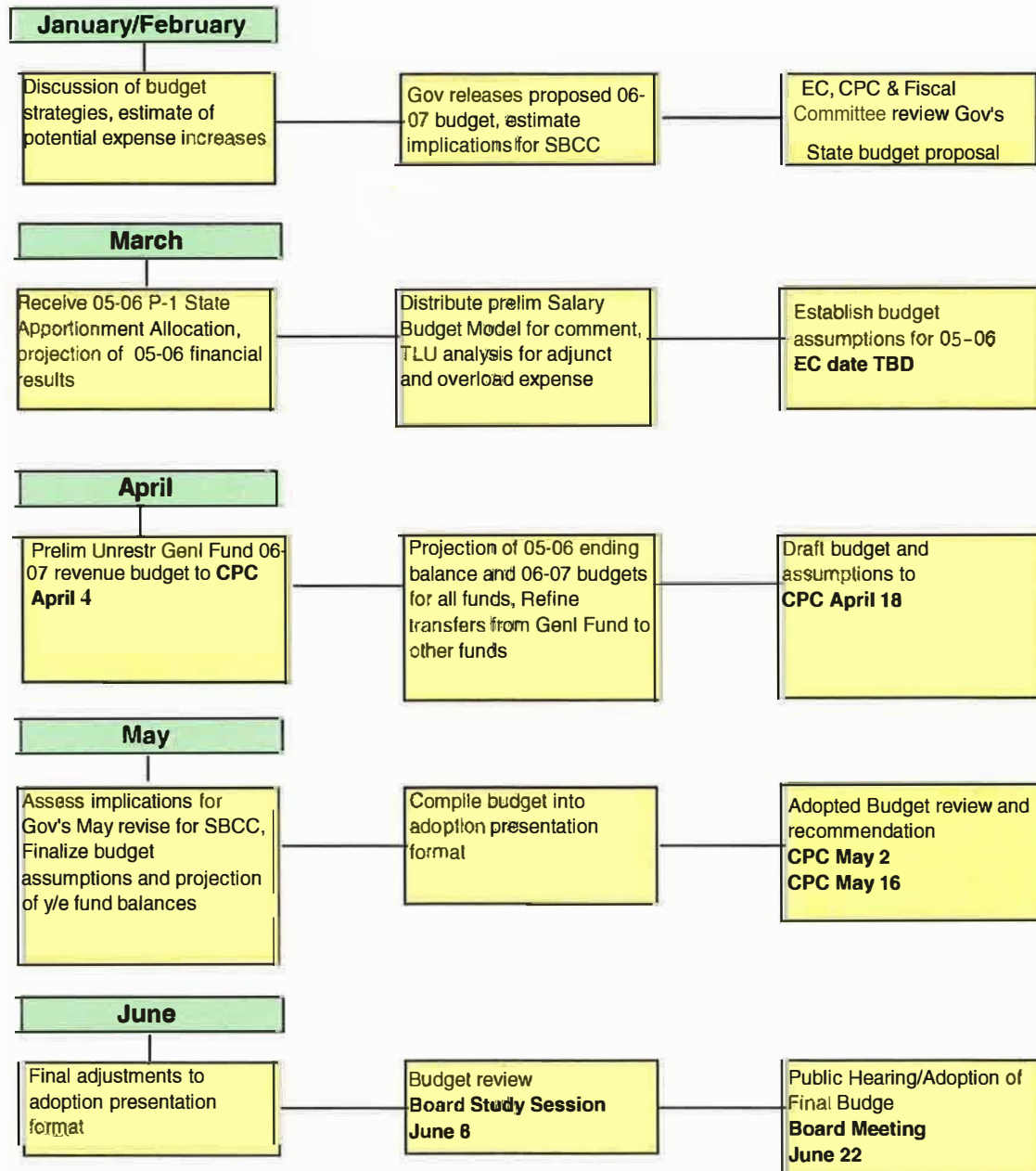
**Table 3. Course Offerings Requested by Students who Indicated a Preference for Sessions 2 and/or 3, but not Session 1**

2. If you are interested in taking classes in the summer, what courses would you want the college to offer?		
Desired Courses	All Who Marked Session 2 and/or 3	
	Frequency	Percent
Mathematics	88	17.4%
English	68	13.4%
Physical Education/Recreation	30	5.9%
Art	23	4.5%
Biological Science	18	3.6%
Psychology	16	3.2%
History	15	3.0%
Spanish	15	3.0%
Business Administration	14	2.8%
Film Studies/Production	14	2.8%
European & Asian Languages	13	2.6%
Communication	12	2.4%
Accounting	10	2.0%
COMAP	10	2.0%
Earth/Planetary Science	10	2.0%
Chemistry	9	1.8%
Music	9	1.8%
Sciences	8	1.6%
Sociology	8	1.6%
Computer Science	7	1.4%
Drafting/CAD	7	1.4%

**Table 3. Course Offerings Requested by Students who Indicated a Preference for Sessions 2 and/or 3, but not Session 1**

2. If you are interested in taking classes in the summer, what courses would you want the college to offer?		
Desired Courses	All Who Marked Session 2 and/or 3	
	Frequency	Percent
Early Childhood Education	7	1.4%
Economics	7	1.4%
Culinary Arts	6	1.2%
GE Requirements (IGETC)	6	1.2%
Physics	6	1.2%
American Ethnic Studies	5	1.0%
Philosophy	5	1.0%
Political Science	5	1.0%
Administration of Justice	4	0.8%
All Courses	3	0.6%
Computer Information Systems	3	0.6%
Electives	3	0.6%
Marketing	3	0.6%
Photography	3	0.6%
Automotive Services	2	0.4%
CNEE	2	0.4%
Education	2	0.4%
ESL	2	0.4%
Finance	2	0.4%
Graphic Design	2	0.4%
Health Education	2	0.4%
Interior Design	2	0.4%
Other	2	0.4%
Personal Development	2	0.4%
Transferable Courses	2	0.4%
Alcohol & Drug Counseling	1	0.2%
Anthropology	1	0.2%
Construction	1	0.2%
Cosmetology	1	0.2%
Degree Requirements	1	0.2%
Geology	1	0.2%
Global Studies	1	0.2%
Health Technology	1	0.2%
Honors	1	0.2%
Journalism	1	0.2%
Marine Diving Tech	1	0.2%
Radiology	1	0.2%
Theatre Arts	1	0.2%
Welding	1	0.2%
Total	506	100.0%

## SANTA BARBARA COMMUNITY COLLEGE DISTRICT BUDGET TIMELINE 2006-07



## Procedure for Submitting Proposals Requesting New Funds to Achieve One or More of the Institutional Goals and Objectives in the College's Three-Year Plan: 2005-2008

As part of its process for developing the college budget for 2006-2007, departments and administrative units are invited to submit proposals for additional resources. **The deadline for submitting proposals for additional resources to Dr. Friedlander, Chair of CPC, is Friday, March 17, 2006.** Since the amount of money available to support new resource requests is limited, priority will be given to proposals that contribute to the attainment of one or more of the four Institutional Priorities noted in the attached document: "College Consultation Process for Prioritizing Needs and Allocating Funds." The college Web site for this document is \_\_\_\_\_: The college Web site for the College Plan: 2005-2008, which is also attached to this memo, is \_\_\_\_\_

An estimate of funds available to support new resources requests for 2006-07 will be provided to CPC at the time it is about to rank the proposals for additional resources. The actual amount of funds that will be available to allocate will not be known until July, 2006.

**Proposals that have been submitted for inclusion in the Student Success Initiative will be prioritized and submitted to CPC as part of the budget development process. Do not request resources for proposals that have been submitted for funding as part of the Student Success Initiative.**

### Process for Requesting New Resources and the Procedure for Prioritizing these Requests

The process for prioritizing the requests for new resources to be included in the college's 2006-2007 budget are detailed in the attached document: "College Consultation Process for Prioritizing Needs and Allocating Funds."

The procedure for submitting requests for additional resources is as follows:

1. Complete the attached Request for Additional Resources Form and the Budget Form. Submit separate forms for each major resource item requested.
2. Submit the completed forms to Jack Friedlander and to your division dean or vice president by Friday, March 17, 2006.
3. The timeline for reviewing and prioritizing the requests for new resources is as follows:  
Proposals due: March 17<sup>th</sup>  
CPC 1<sup>st</sup> hearing: March 28<sup>th</sup>, 2:00 – 4:00 p.m.  
CPC action: April 18<sup>th</sup>

Contact your CPC representative, area dean or vice president if you have any questions about the resource requests you are considering submitting and/or the procedure for doing so. **The deadline for submitting requests for new resources is Friday, March 17<sup>th</sup>, 2006.**

## College Consultation Process for Prioritizing

### Needs and Allocating Funds

#### *Principles*

##### **Institutional**

1. Evaluate proposals and make allocation recommendations that are consistent with the SBCC three-year plan goals and objectives. Thematic emphases of the plan are:
  - a. Student Success
  - b. Recruitment, enrollment and retention of students to serve the community and to achieve funding cap
  - c. Optimizing effectiveness and efficiency in operations
  - d. Maintaining high quality facilities and infrastructure
2. Health and Safety items must be given highest priority
3. Budget principles established by the College will apply. Board adopted budget principles applicable to the current funding environment are:
  - a. The College shall balance its budget; ongoing expenses shall be supported by ongoing income. A general fund contingency of 5% shall be maintained. One-time funds shall not be used to fund programs or activities on an ongoing basis.
  - b. Employee compensation shall be among the highest priorities in making budget decisions. Funds shall be allocated in order to assure competitive salaries, benefits, and working conditions to recruit, retain, and motivate the best possible administrators, faculty and staff.
  - c. The college shall adhere to the principles of shared governance while engaging in institutional planning and budget development.
  - d. Meeting the college's FTES cap in a cost effective and strategic manner shall be a priority.



- e. The College shall budget revenue from enrollment when it is received. Similarly, for non-apportionment income (e.g., out-of-state fees, international student fees, interest income, lottery), an estimate shall be made utilizing trends in order to establish revenue projections.
  - f. Fixed and mandated costs (e.g., utilities, liability and property insurance, salary steps, and reserve requirements) shall be projected annually and allocations will be made to meet these expenses.
  - g. Growth funds shall be allocated only after receipt and shall be used first to fund growth-related expenses. Remaining growth funds shall be allocated to support institutional priorities determined through collegial consultation.
  - h. The District's capital equipment shall be provided, maintained and replaced in a systematic manner. Determining the need for transfers from the General Fund to the Equipment Fund shall be part of the ongoing fiscal planning and budget process.
  - i. Buildings and grounds shall be developed and maintained to meet student and programmatic needs through General Fund transfers to the Construction Fund. Determining the need for transfers from the General Fund to Construction Fund shall be part of the ongoing fiscal planning and budget process.
4. Some infrastructure areas (e.g. facilities, business services, human resources, information technology) have experienced cutbacks and inadequate staffing over the past few years. Infrastructure and support areas that demonstrate significant underfunding must be given highest consideration along with instruction and student services

### ***Process***

1. CPC will be the consultation group to make funding allocation recommendations to the President and Board of Trustees.
2. The CPP structure will be utilized as part of the evaluation of funding proposals.
3. Once we are in a position to estimate new general fund revenue, contractual and other obligations will be delineated and subtracted from the available funds. Items identified thus far are:

- Negotiated salary and benefits increases
  - Year 2 of the Classification Study implementation
  - Full-time faculty positions to meet 75/25 requirement
  - Fixed and mandated costs
  - Sabbatical leave excess cost adjustment
  - Equipment and construction allocations (\$1.8 M for equipment, \$1.2 M for construction).
4. Proposals for new allocations will be from the department/division level through the vice presidents and president. The president and each vice president will collect all requests and initiate a consultative process to identify priority items within his/her area.
  5. EC will develop college-wide resource allocation recommendations and submit these recommendations to CPC.
  6. Departments will be notified that recommendations may include items eliminated during the 02-03/03-04 budget reductions. These recommendations will be evaluated against the same principles and criteria used for considering new items.
  7. All department/division recommendations will be submitted to CPC.
  8. CPC will recommend funding allocations to the President.

## FORM FOR SUBMITTING PROPOSALS FOR RESOURCES FOR THE 2006-2007 BUDGET

**Instructions:** Please use one resource request form per request. Each request must contain the following information:

Department/Unit:

Person Submitting Request:

Description of Funds Requested (e.g., title of position, full-time or hourly; printing & duplicating; facility repairs):

Rationale for Request: Address each of the following questions:

1. How will the additional resources requested contribute to the achievement of one or more of the goals and objectives in the College Plan: 2005-08?
2. What are the consequences of not receiving the additional resources being requested?
3. Where applicable, how does the staffing levels and operational budget for your department/unit compare to the benchmark colleges (Cabrillo, Glendale, Cuesta)? These were the colleges used as benchmarks for the Consultative Planning Process (CPP).

Amount Requested: Note if one-time or ongoing:

Please complete the attached Budget Form.

**DEADLINE FOR SUBMITTING RESOURCE REQUESTS: Friday, March 17, 2006**

# **BUDGET FORM**

Complete a separate budget form for each proposed project/request

## **FUNDS REQUESTED TO ACHIEVE OBJECTIVES**

<b>Object of Expenditure</b>	<b>Identification of Costs</b>	<b>Funds Requested</b>
<b>1000: Certificated Salaries</b> Use top salary scale*		
<b>2000: Classified Salaries</b> Use top salary scale*		
<b>3000</b> Payroll & Benefit Costs*		
<b>4000</b> Materials and Supplies		
<b>5000</b> Other Operating Costs Travel, Consultants		
<b>6000</b> Capital Equipment Computers, Furniture		
Full-time Positions: Add \$5,000 for ongoing Support for these positions		
<b><i>TOTAL FUNDS REQUESTED: \$</i></b>		

**\*Note:** Use the following figures in calculating personnel costs in the 1000 and 2000 objects of expenditure categories:

Payroll: District costs of 11.94 percent (Certificated FT and PT), 9.89 percent (Classified PT) and 19.006 percent (Classified FT)

Add Medical Benefits of \$12,308(maximum amount for full-time faculty) and \$11,487 (Classified)

3131<sup>58</sup> International student enrollment at SBCC is limited to 500 FTE of the shall not exceed five percent of the credit enrollment (headcount) of either of the preceding two fall semesters (whichever is higher). Students admitted must satisfy all Department of Homeland Security regulations governing the admission and enrollment of international students and shall comply with the following conditions governing the admission enrollment of international students:

- a. Submission of SBCC International Student Application including all secondary educational grade reports with proof of graduation and the equivalent of a GPA of "C" or better.
- b. Submission of official grade reports for all college work taken with "C" or better grades.
- b. Submission of all secondary educational grade reports with proof of graduation and above average grades.
- c. International students are required to maintain the same standard of work as other students and are subject to the same rules of probation and disqualification.
- d. All F and M visa students must submit proof of health care insurance.
- d. Confirmation of English language proficiency. Students enrolled in the ELSP program are exempt from this requirement.
- e. SBCC notifies students if they have been accepted or not. The acceptance form is the United States Immigration form I 20 (certification of acceptance).
- f. The Immigration and Naturalization Service requires F-1 visa students to enroll in and complete 12 or more units of work each semester. SBCC reports students who complete fewer than the required units to the I.N.S. and such students risk loss of their student visas.
- g. International students are required to maintain the same standard of work as other students and are subject to the same rules of probation and disqualification.
- h. F-1 students must submit proof of health care insurance.

Att. 8

June 2006 to September 2007 Calendar

M T W Th F S

June

5	6	7	8	9	10
12	13	14	15	16	17
19	20	21	22	23	24
26	27	28	29	30	

July

					1
3	4	5	6	7	8
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	29
31					

August

	1	2	3	4	5
7	8	9	10	11	12
14	15	16	17	18	19
21	22	23	24	25	26
28	29	30	31		

September

4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30

October

2	3	4	5	6	7
9	10	11	12	13	14
16	17	18	19	20	21
23	24	25	26	27	28
30	31				

November

		1	2	3	4
6	7	8	9	10	11
13	14	15	16	17	18
20	21	22	23	24	25
27	28	29	30		

December

				1	2
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30

January

1	2	3	4	5	6
8	9	10	11	12	13
15	16	17	18	19	20
22	23	24	25	26	27
29	30	31			

February

			1	2	3
5	6	7	8	9	10
12	13	14	15	16	17
19	20	21	22	23	24
26	27	28			

March

			1	2	3
5	6	7	8	9	10
12	13	14	15	16	17
19	20	21	22	23	24
26	27	28	29	30	31

April

2	3	4	5	6	7
9	10	11	12	13	14
16	17	18	19	20	21
23	24	25	26	27	28
30					

May

	1	2	3	4	5
7	8	9	10	11	12
14	15	16	17	18	19
21	22	23	24	25	26
28	29	30	31		

June

				1	2
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30

July

2	3	4	5	6	7
9	10	11	12	13	14
16	17	18	19	20	21
23	24	25	26	27	28
30	31				

August

		1	2	3	4
6	7	8	9	10	11
13	14	15	16	17	18
20	21	22	23	24	25
27	28	29	30	31	

Legend

- △ Term begins
- ▽ Term ends
- Holiday
- ☆ Required Flex day
- ( ) Finals

SUMMER 2006 6/19/06 - 8/12/06

- JUNE 16 Application deadline, Summer Session
- 19 Summer Session begins
- 23 Last day to submit add cards and petitions for CR/NC
- 23 Last day to drop and received enrollment/tuition refund
- JULY 3 Filing deadline for Degrees/Certificates
- 4 Independence Day, Holiday
- 12 Last day to withdraw from college/classes
- 29 6-week Summer Session ends
- AUGUST 12 8-week Summer Session ends

FALL 2006 8/28/06 - 12/16/06

- AUGUST 24, 25 Scheduled Faculty Flex
- 26 Last day for disqualified students to apply for re-admission
- 26 Application deadline, Fall Semester
- 28 Fall Semester begins
- SEPTMBER 4 Labor Day, Holiday
- 9 Late application deadline, Fall Semester
- 9 Last day to drop classes and receive tuition/enrollment fee refund
- 9 Last day to submit add cards
- 29 Last day to petition for Credit/No Credit
- OCTOBER 27 Last day to withdraw from classes/college
- NOVEMBER 10 Veteran's Day, Holiday Observation
- 17 Filing deadline for Degrees/Certificates
- 23, 24, 25 Thanksgiving Vacation
- DECEMBER 9 Last day of instruction
- 11-16 Final exams
- 16 Fall Semester ends
- 25 Christmas, Holiday Observation
- 18-30 Winter Vacation
- JANUARY 1 New Year's Day, Holiday Observation

SPRING 2007 1/22/07 - 5/19/07

- JANUARY 15 Martin Luther King Jr. Day, Holiday
- 18, 19 Scheduled Faculty Flex Days
- 20 Application deadline, Spring Semester
- 20 Last day for disqualified students to apply for re-admission
- 22 Spring Semester Begins
- FEBRUARY 3 Late application deadline, Spring Semester
- 3 Last day to submit add cards
- 3 Last day to drop and receive tuition/enrollment fee refund
- 16 Lincoln's Day, Holiday
- 19 Washington's Day, Holiday
- 23 Last Day to Petition for Credit/No Credit
- MARCH 23 Last Day to Withdraw from Classes/College
- 30 Filing Deadline for Degrees/Certificates
- APRIL 2-7 Spring Break
- MAY 12 Last Day of Instruction
- 14-19 Final Exams
- 18 Commencement
- 19 Spring Semester Ends
- 28 Memorial Day, Holiday

SUMMER 2007 - TBD

Instructional Days Fall	76/91
Instructional Days Spring	78/94
Faculty Flex Days	10 (4 scheduled; 6 individual)
Total	164/195