

**SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL**

**April 6, 2004
3:00 – 4:30 PM
Room A218C**

MINUTES

PRESENT: J. Friedlander, S. Ehrlich, J. Sullivan, A. Serban, K. McLellan, L. Rose, G. Carroll, E. Frankel, T. Garey, P. Haslund, L. Auchincloss, J. Jackson, R. Ladanyi

ABSENT: L. Fairly, B. Hamre

GUESTS: L. Griffin, S. Coffield, C. Purdie (for L. Fairly), P. Naylor

1.0 Call to Order

Chairperson Jack Friedlander called the meeting to order.

1.1 Approval of the minutes of the March 9th and March 16th CPC meetings.

M/S/C [Carroll/Rose] unanimously to approve the minutes of the March 9th meeting

M/S/C [Ehrlich/Carroll] unanimously to approve the minutes of the March 16th meeting.

Lana Rose suggested, and the Council concurred, that last names rather than first names be used in the narrative text of the minutes.

2.0 Announcements

2.1 Jack Friedlander reminded the Council that requests for resource augmentations that meet the criteria (A & B) need to be submitted to him by April 9th. They will be taken to Executive Council and brought forward to CPC at the April 27th meeting.

2.2 Jack Friedlander reported that the faculty hiring process is going well. So far, each person to whom we have offered the position has accepted. Sue Ehrlich indicated that all candidates are aware of the housing challenges in the area. She also announced that the college "message board" at the website www.sbcc.edu/messageboard would be functioning as soon as President Romo sends out the announcement of this new site where, among other items, available housing will be posted.

2.3 Dr. Friedlander announced that the Oracle Financial Aid module has now "gone live" thanks to a tremendous effort by our staff and Oracle. The "go live" date for the Oracle Student System is on target for November 1st. The core parts of that system will be in place by that date for Spring 2005 registration.

3.0 Information Items

- 3.1 Sue Ehrlich said that at the Board at their February meeting approved a classification study to be done by Ewing & Company. She said we have negotiated with CSEA with respect to issues that have to do with how the study will be conducted but not with the implementation of the study. The implementation will be addressed in the next round of negotiations. Orientation meetings for staff and supervisors will be in the next couple of weeks. She said the study will be completed this fall.
- 3.2 Joe Sullivan reported that on March 31st a number master keys were stolen from a custodian cart. He said that critical doors would be re-keyed immediately. Mr. Sullivan and EC will be evaluating the feasibility of using an electronic card-key entry to doors on campus. These are called "smart cards" that can be programmed to access specific doors. If a card is lost or stolen, the lock and a new card can be reprogrammed. There would be a significant savings over time. However, it would cost about \$120,000 to install such a system. It would take approximately three years to install electronic card keys throughout the campus. Joe Sullivan said there would be considerable consultation and discussion on this system before a decision is made whether to implement it. The Council advised Mr. Sullivan that there were several additional doors that needed to be added to the list of the areas that needed to be re-keyed immediately.

4.0 Discussion Items

4.1 Needs from Equipment & Construction Funds

Joe Sullivan distributed and discussed the budget for the Construction and Renovation Fund and the status of: (1) the state capital outlay projects (100% funded by the state); (2) the state major maintenance projects (50% district match); and (3) the district major maintenance projects (100% local funding). Mr. Sullivan also provided a spreadsheet on the Equipment Replacement Fund (Fund 41) for the fiscal year 2003-2004 (revised March 26, 2004). This itemizes the source and use of funds for technical equipment and non-technical equipment by department.

4.2 Cost savings of not filling classified positions

Joe Sullivan provided an accounting of the dollars saved from the unfilled classified positions. Salary and benefits provide a savings of \$334,533 for the fiscal year 2003-04. Keith McLellan asked to clarify the procedure for making an assessment of which of these positions should be reinstated. Dr. Friedlander responded that the process would be the one we are going through of identifying resource requests that meet the two critical needs criteria established by CPC and approved by EC. Joe Sullivan indicated that a request would be for a "new position" as these positions have been deleted from the budget model. He said each positions put forth now would be evaluated as to whether it is a critical need or requirement. Dr. Friedlander said that for the first round of critical resource requests for spring of next year, if one or more of the unfilled classified positions is critical it will be considered in the context of other requests. Liz Auchincloss asked whether there was a procedure for reinstatement. Jack reiterated that the process would be what we are doing now which will be presented to CPC on April 27th.

4.3 Three-year Comparison of Unrestricted General Fund

Joe Sullivan gave a report on the updated three-year comparison of the unrestricted General Fund from 2002-03 to the projected budget for 2004-05.

4.4 Budget development timeline

The timeline was provided to the Council.

5.0 Action Items

5.1 Smoke-Free Workplace Policy 2510

M/S [Carroll/McLellan] to approve the smoke-free workplace policy.

Liz Auchincloss reminded the Council that at its last two meetings the representatives to CPC for the Associated Student Body and CSEA indicated that their constituencies favored the signs designating a 20-foot non-smoking buffer around the buildings as opposed to designated smoking areas. Rose Ladanyi echoed Liz Auchincloss' remarks. Peter Haslund said the Academic Senate's view was to support the proposed policy although the vote to do so was not by a large margin.

In regard to the question of signage to designate the 20-foot smoking area, Joe Sullivan responded that since this policy designates the campus as a "non-smoking" campus with designated areas, we are not required to have signage outside of every entry -way to buildings about the 20-foot smoking policy. We will need signage to designate that the college is a non-smoking campus and to indicate the designated smoking areas. Mr. Sullivan will clarify this issue prior to the April 27th meeting.

There was further discussion on the language under "Temporary designated smoking areas..." and the order of this language in the policy. This will be corrected and brought back.

M/S/C [Rose/Garey] to postpone the vote until April 27th to allow time for clarification on the signage issue and to contact other colleges to determine how the designated smoking area policy is working on their campuses.

Joe Sullivan clarified that under the authority of this "Smoke-Free Workplace Policy", we are to guarantee to all individuals the right to a smoke-free workplace. That is what we are trying to do and is the ultimate goal. Under this policy, we will be a non-smoking campus with designated smoking areas.

Jack Friedlander will make arrangements to contact Santa Monica, Questa and Hancock community colleges to inquire about the success of their non-smoking policy. An updated designated smoking areas map will also be provided.

6.0 Other Items

The next CPC meeting will be April 27th.

7.0 Adjournment

Chairperson Jack Friedlander adjourned the meeting.

Interim Reorganization for Educational Programs: 2004-2005

Background for making the interim changes in job assignments and in the organizational structure for Educational Programs

Michael Gallegos request to resign his position of Dean of Educational Technologies on June 30, 2004 in favor of becoming a full-time contract faculty member in the Media Arts and technologies department has been approved. After consultation with the deans, faculty and classified staff that currently report to Dean Gallegos as well as with IRD and others that would be affected by not replacing the Dean of Educational Technologies position, I made the decision to not fill the vacant position for next year so that we could examine the effectiveness of an alternative approach to providing technology training and support for students and faculty. The reorganization is to be regarded as a one-year interim experiment to help determine the most effective approach to providing students and faculty with the technology support and training needed to achieve desired college objectives.

Changes in deans, classified management and non-teaching faculty assignments

The changes in assignments noted below are being made on an interim basis. These changes in assignments, noted in the organizational chart for Educational Programs (**Attachment 1**), reflect the distribution of the Dean of Educational Technologies responsibilities.

Erika Endrijonas: In addition to her ongoing assignments, Erika Endrijonas will be the dean for the School of Media Arts.

Mark Ferrer: Mark Ferrer will serve as the Director of Faculty Professional Development and the Co-Director of the Faculty Resource Center.

Marilynn Spaventa: In addition to her ongoing assignments, Marilynn Spaventa will be the dean for Faculty Professional Development, the Faculty Resource Center and the Online College.

Jack Ullom: In addition to his ongoing responsibilities, Jack Ullom will be the dean for Learning Support Services and for the Library.

Dan Watkins: In addition to his ongoing responsibilities, Dan Watkins will be the Director of Student Technology Support and will report to Jack Friedlander, the Executive Vice President, Educational Programs. Dan will be responsible for directing the development, implementation, and support of student technology as related to Educational Programs goals. He will provide the leadership and direction of campus-wide student technology initiatives, applications, policies and procedures and will serve as the liaison between Educational Programs and IRD. This is a temporary out-of-class assignment that HRLA has rated as an M/S/C Level 58.

David Wong: In addition to performing his ongoing responsibilities, David Wong will be the Director for the Online College and Co-Director of the Faculty Resource Center. He will report to Dean Marilynn Spaventa. This is a temporary out-of-class assignment that HRLA has rated as an M/S/C Level 58.

Changes in classified staff assignments

Jeff Barnes: Jeff Barnes will continue in his role as FRC Web Developer reporting to David Wong.

FRC User Support Specialist II (position vacated by Lori Gastineau): The title but not the job classification (User Support Specialist II) for this vacated position will be changed to FRC Technology Specialist. This 75% time position will be converted to a full-time classified staff position. The additional costs for making this position full-time will be paid for by savings from not replacing the Dean of Educational Technologies position.

Michele Rasch: Michele Rasch is currently the senior secretary supporting the Dean of Educational Technologies position. Michele will report to Marilyn Spaventa, providing senior secretary support for the FRC, the Online College and the Scheduling Office. She will no longer be responsible for providing senior secretary support for the School of Media Arts.

Savings Resulting from the Interim Reorganization

Funds available by not replacing the dean's position vacated by Mike Gallegos:

Salary: \$104,889
Benefits: \$ 11,621
Health: \$ 10,050
Total: \$126,560

Additional costs

David Wong's temporary working out-of-class assignment: \$31,285
Dan Watkins temporary working out-of-class assignment: \$13,950

Increasing the FRC User Support Specialist II position to 100% from 75%: \$19,290
Total Increased Costs: \$64,525

Funds Available: \$126,560
Minus Costs of Reorganization \$64,525

Total Savings: \$62,035

PRESIDENT

John Romo

Angie Esqueda, Secretary to President/Board of Trustees Ext. 2211; Sara Fargo, Secretary Ext. 2212

EXECUTIVE VICE PRESIDENT, EDUCATIONAL PROGRAMS

Jack Friedlander

Beverly Schwamm, Administrative Secretary Ext. 2579; Agnes Kalisher, Senior Secretary Ext. 2353

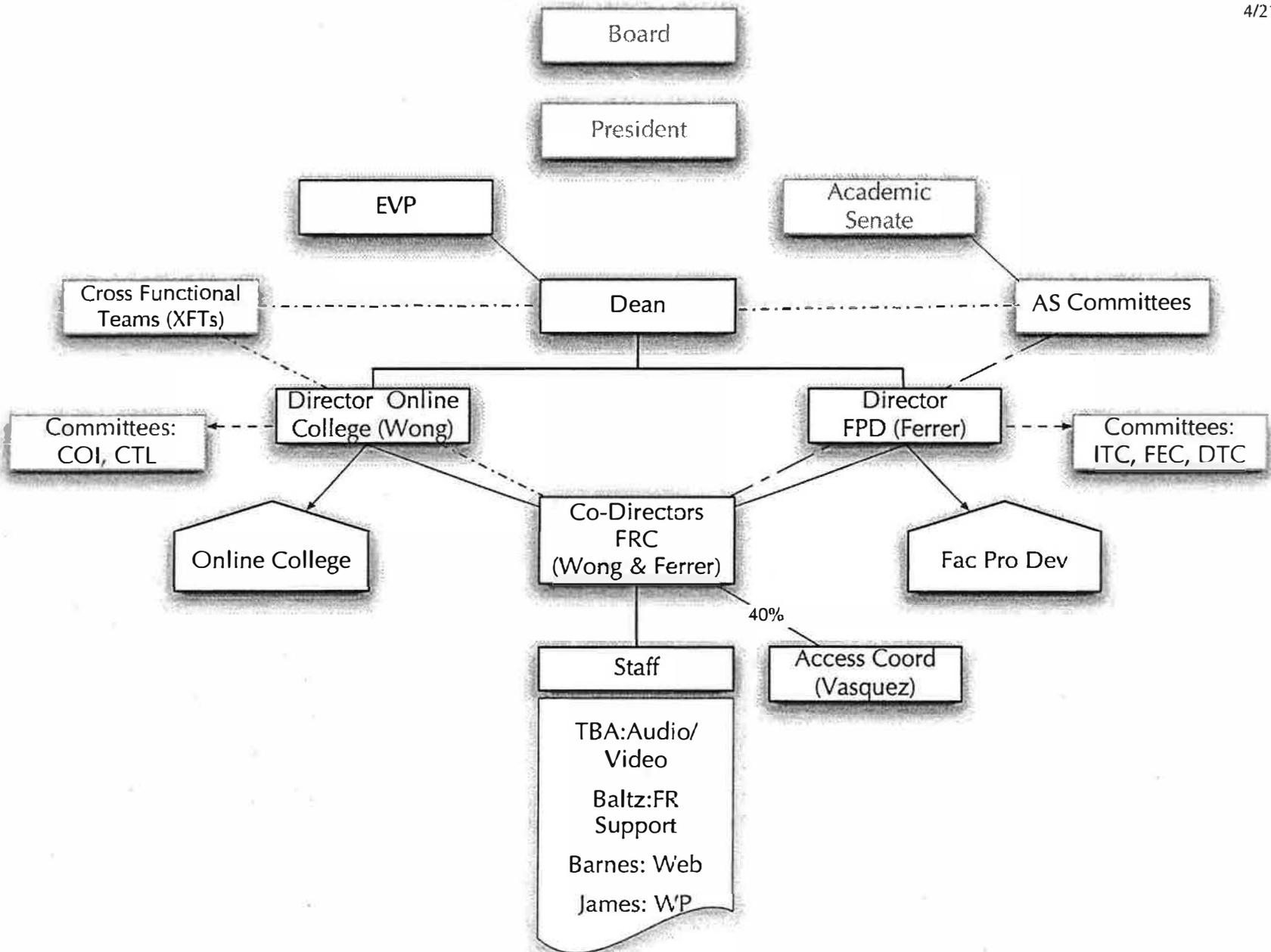
<p>Dean Educational Programs <i>Ron Baker, Ext. 2278</i> (Cindy Salazar, Administrative Secretary)</p> <p>Athletics Director Commencement Dorantes Lecture Honor Roll Reception PE/Health/Recreation & Athletics Divisions</p>	<p>Dean Educational Programs <i>Pablo Buckelew, Ext. 2541</i> Team Leader Marketing/Access (Agnes Kalisher, Senior Secretary)</p> <p>Access/Recruitment Financial Aid Gen. Work Experience Industry-Based Program Dev't International Students Marketing Middle College Pre-Ed. Major Publications Office School Relations Study Abroad</p> <p>Assistant Dean <i>Diane Hollems</i></p> <p>Professional Development Center: Business & Industry Employees' Univ. Employer-Based Training Dual Enrollment EU Center Facility Professional Dev't Studies Tech Prep</p>	<p>Dean Educational Programs <i>Pablo Buckelew</i></p> <p>Assistant Dean <i>Ben Partee, Ext. 2825</i> (Cindy Salazar, Administrative Secretary)</p> <p>Alumni Associated Student Senate CalSOAP Co-curricular budget Community Concerns EOPS/CARE Federal Work Study Financial Aid Scheduling Office: Class Schedule & Catalog Student Sexual & Racial Discrimination Sexual Harassment Student Activities Student Affirmative Action Student Discipline Student Employment Student Grievances Student Housing Student Scholarships Title IX Compliance Officer</p>	<p>Dean Educational Programs <i>Keith McLellan, Ext. 2237</i> Co-Team Leader, Student Success (Barbara Smith, Senior Secretary)</p> <p>Articulation Athletics Academic Support Program Career Adv. Center Counseling Degree Certification/ Degree Audit Faculty Advising Health & Wellness Matriculation Coordination Orientation Personal Development Curriculum Probation/Disqualification Student Concerns Transfer Academy: UCSB Emphasis Transfer Academy Transfer Center Veterans Support Prog.</p>	<p>Dean Educational Programs <i>Jack Ullom, Ext. 2354</i> Team Leader, Student Success (Joan Cartwright, Senior Secretary)</p> <p>Assessment Office CAP English Division Faculty Teaching & Learning Seminar Fine Arts Division/ Humanities Emphasis Gateway to Success Program Honors Program MET Readers Social Science Division</p> <p>Director Learning Support Services <i>Jerry Pike</i></p> <p>Assistant Dean Library <i>David Kiley</i></p>	<p>Director of Student Technology Support <i>Dan Watkins, Ext. 3485</i></p> <p>Campus Pipeline Ed Programs Computer Applications Instructional Computer Labs IT Planning Liaison to Technology-Based Committees Online Student Support Student Information System Student Training Web-CT</p>	<p>Dean Educational Programs <i>Erika Endrijonas, Ext. 2721</i> Team Leader, VocEd/Economic Development (Kathryn Williams, Senior Secretary)</p> <p>Assistant Dean <i>Betty Pazich</i></p> <p>Administrative Rep to CAC Business Division Health & Human Services Division Occupational Ed. Advisory Committees Police Dept. RHORC Sheriff's Dept Technology Division VocEd Grants VTEA Work-Based Learning</p> <p>Director School of Media Arts <i>Guy Smith</i></p> <p>Film Studies Graphics Design & Photography Journalism MAT South Coast Multimedia Education Center</p>	<p>Dean Educational Programs <i>Marilynn Spaventa, Ext. 2216</i> Team Leader, Faculty Professional Development (Joyce McPheter, Senior Secretary)</p> <p>DSPS ESL/FL Division Faculty Professional Development Faculty Recognition Committee Liaison FEC Liaison FRC Math Division Online College Sabbatical Leave Committee Liaison Science Division Technology Mediated Instruction</p> <p>Co-Directors Faculty Professional Development <i>Mark Ferrer, David Wong</i></p> <p>Director FRC Online College <i>David Wong</i></p>	<p>Dean Educational Programs <i>Jane Craven, Ext. 2793</i> Team Leader, Oracle Student Information System Implementation</p> <p>Special Assignment 2004-2005</p> <p>Interim Director Admissions <i>Allison Curtis, Ext. 2956</i> (Valerie Clark, Senior Secretary)</p> <p>Admissions College Calendar Degree Award Registration & Records Scholastic Standards Transcripts</p> <p>Manager Bookstore <i>John Lorell,</i></p>
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Organizational Chart: Online College Director, Faculty Professional Development Director, Faculty Resource Center Co-Directors

4/21/04



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Total Requests for One-Time Funding, Restoration of Budget Reductions and Budget Augmentations**Continuing Education**

One-time	\$215,600	
Ongoing	\$42,000	
Total		\$257,600

Educational Programs

One-time	\$257,809	
Restoration	\$315,974	
Augmentation	\$250,263	
Total		\$824,046

Business Services

Augmentation (Oracle)	\$85,705	
Total		\$85,705

Information Resources

Ongoing	120090	
Total		\$120,090

TOTAL		\$1,287,441
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Requests to Restore Budget Reductions Made in 2003-04

Department	Item	Amount Requested for 2004-05
FRC	T&C	\$10,000
FRC	Consultants	\$3,500
FRC	Instruc. Supplies	\$4,000
FRC	Capital Outlay	\$500
Readers	Readers	\$14,987
Sociology/Anthro	Supplies	\$202
Sociology/Anthro	P&D	\$771
Political Science/Econ	P&D	\$3,546
Psychology	Supplies	\$1,581
English Skills	Supplies	\$400
Dual Enrollment	Hourly Classified	\$12,000
Enrollment Management	T&C	\$3,500
Enrollment Management	Supplies	\$5,000
Counseling	Supplies	\$2,300
Counseling	P&D	\$5,101
Counseling	Hourly Classified	\$15,000
Counseling	50% Counseling Center Secreta	\$35,123
Counseling*	College Reps/Peer Advisors	\$3,160
Counseling*	T&C	\$2,493
Counseling*	Student Trips to 4-yr. Schools	\$1,748
Study Abroad	Certificated Hourly	\$7,000
Study Abroad	T&C	\$2,100
Study Abroad/Wk. Exp.	P&D	\$500
Mathematics	Supplies	\$552
Mathematics	P&D	\$1,260
Computer Science	T&C	\$2,060
Chemistry	Supplies	\$2,585
Chemistry	P&D	\$315
Physics	Supplies	\$567
Physics	P&D	\$163
ESL Lang Lab	Supplies	\$429
ESL	Supplies	\$1,795
ESL	P&D	\$1,656
ESL	T&C	\$5,840
Foreign Language	Supplies	\$596
Foreign Language	P&D	\$500
Foreign Language	T&C	\$2,500
Faculty Enrichment	T&C	\$1,601
Biology	Supplies	\$16,000
Athletics	T&C	\$1,500
Dean: Science	T&C	\$4,406
PE	T&C	\$1,300
Accounting Ed	P&D	\$500
Accounting Ed	Supplies	\$500
AJ	P&D	\$500
AJ	Supplies	\$1,000
Business Division	P&D	\$250

Requests to Restore Budget Reductions Made in 2003-04

Bus. Div. Comp Lab	Supplies	\$500
Bus. Div. Comp Lab	Hourly Classified	\$2,000
CIS	P&D	\$250
CIS	Supplies	\$1,500
COMAP	P&D	\$500
COMAP	Supplies	\$1,000
Finance & Inst. Bus.	P&D	\$250
Finance & Inst. Bus.	Supplies	\$250
AJ	P&D	\$500
AJ	Supplies	\$250
A D N	P&D	\$500
A D N	Hourly Classified: Instruc.	\$777
CNA	Supplies	\$250
Cosmetology	Supplies	\$300
Cosmetology	Certificated Hourly	\$6,600
ECE	P&D	\$500
ECE	Supplies	\$500
ECE	Hourly Classified: Non-Instructio	\$550
HIT	Supplies	\$775
Allied Health	Supplies	\$2,000
VN	Supplies	\$250
Radiography	P&D	\$1,500
Radiography	Supplies	\$2,000
Automotive	Supplies	\$2,000
Drafting/CAD	P&D	\$750
Drafting/CAD	Supplies	\$1,000
CNEE	P&D	\$500
CNEE	Supplies	\$2,000
EH	P&D	\$750
MDT	P&D	\$830
MDT	Supplies	\$1,000
MDT	Classified Hourly	\$1,221
SoMA	Classified Hourly	\$15,000
Library	Capital Outlay	\$25,000
Library	Other Operating Costs	\$13,000
Library	Supplies	\$2,500
Library	FT Classified position	\$40,234
Dean: Voc Ed	P&D	\$500
Dean: Voc Ed	Supplies	\$3,300
TOTAL		\$315,974

***Note: These budget items were funded from Cleysens donation 03-04. Funds are available for this donation for 04-05 if approved by the college President.**

Total:

Supplies	\$58,882
P & D	\$22,392
T & C	\$37,300
Consultants	\$3,500
Hourly Classified	\$81,671
FT Classified	\$40,234
Certificated Hourly	\$13,600
Capital Outlay	\$25,500
Other Operating Costs	\$13,000
Readers	\$14,987
Faculty Enrichment	\$1,601

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Budget Augmentation Request of 2004-05 for Educational Programs

Department	Item	Amount Requested 2004-05
School Relations	Classified Hourly	\$1,050
School Relations	College Reps	\$400
Sociology/Anthropology	Supplies	\$200
Sociology/Anthropology	Printing & Duplicating	\$229
Sociology/Anthropology	Printing & Duplicating	\$200
Psychology	Printing & Duplicating	\$500
English Skills	Supplies	\$100
English Skills	Printing & Duplicating	\$500
English	Printing & Duplicating	\$1,000
Music	Printing & Duplicating	\$500
Political Science/Economics	Printing & Duplicating	\$300
Counseling	Printing & Duplicating	\$2,500
Math	Supplies	\$1,104
Math	Printing & Duplicating	\$2,520
Math	Travel & Conference	\$3,000
Modern Languages/Art	Upgrade 19.5 to FT, Classified	\$11,365
ESL Language Lab	Printing & Duplicating	\$500
PE/Athletics	Printing & Duplicating	\$7,245
Life Fitness Center	Certificated Hourly	\$17,000
Life Fitness Center	Classified Hourly - Expand hours	\$5,300
Life Fitness Center	Other Operating Exp: Equipment	\$9,000
PE/Athletics	Restore Pool Rental Fees	\$5,000
Athletics	Transportation	\$3,000
Admissions & Records	Other Operating Exp: Translation of materials into Spanish	\$1,500
Biology	Equipment Replacement	\$10,000
Biology	Expand Biology Lab Classes offer on Fri., Sat., & evenings	
	Classified Staff: 50 to 100%	\$25,000
	Classified Staff: 11 to 12 mos.	\$3,000
	Classified Hourly:	\$15,000
Biology	Supplies	\$10,000
Modern Languages	Supplies	\$500
Modern Languages	Printing & Duplicating	\$500
Radiography	Equipment Repair	\$500
Drafting/CAD	Printing & Dup: Trades Classes	\$500
Drafting/CAD	Equipment Repair	\$750
SoMA	Supplies, Support	\$5,000
SoMA	Supplies, Instructional	\$10,000
Online College	Supplies, Support	\$8,000
Online College	Supplies, Instructional	\$1,000
Online College	Other operating expenses	\$66,500
Online College	Capital Outlay	\$20,000
Total		\$250,263

Total:

Supplies	\$35,904
P & D	\$16,994
T & C	\$3,000
Equipment Repair	\$1,250
Equipment Replacement	\$10,000
Classified PT to FT	\$56,359
Hourly Classified	\$21,350
Certificated Hourly	\$17,000
Capital Outlay	\$20,000
Other Operating Costs	\$77,000

REQUESTS FOR ONE-TIME FUNDING

Division/Dept.	Request	Amount Requested
Educational Programs		
Theatre Arts/Garvin Theatre		
Capital Outlay	Repair rigging system in Garvin	\$20,000
Admissions & Records	Classified Staff: Extension of out-of-class assignment for 3 A&R clerks for OSS	\$11,734
Biology Department	Equipment: install approved tack boards in EBS	\$10,000
Biology Department	Supplies: label holders for drawers & cabinets in EBS	\$4,000
	Equipment: Install tack boards	\$10,000
	Replace 24 microscopes	\$32,000
	12 new general microscopes	\$21,000
	3UV-vis spectrophotometers	\$12,000
	24 dissecting microscopes	\$36,000
	1 BioPac MP-30 computer interfact	\$5,000
Biology Department	Certificated Hrly - Evening Coordinator	\$5,000
Earth Science	Equip: Tack board and Misc. Furniture	\$10,000
Online College	Printing solution for Cyber Center (see request)	\$27,500
Faculty & Staff	Additional office space (TBD)	
Technologies	Upgrade Campus Pipeline to Luminis	
	One-time upgrade \$25,575	
	Yearly maintenacne cost (3 yrs) \$28k	\$53,575
TOTAL		\$257,809

Total:

Supplies	\$4,000
Classified Hourly	\$11,734
Certificated Hourly	\$5,000
Equipment	\$126,000
Equipment Repair	\$20,000
Other Operating Expenses	\$81,075

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BP 3730 Web Standards

Reference:

Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794d); 36 CFR 1194.1 et seq.; Government Code Section 11135; Title 5 Section 59300 et seq.

The Superintendent /President, in a manner consistent with District Policy 1200 on Shared Governance and consistent with this policy, has the right to establish procedures for the management and maintenance of a comprehensive District-wide web site. The procedures shall include provisions for compliance with pertinent college policies and federal, state, and local laws including copyright, license and accessibility laws and electronic communication policies as well as definitions of page types, official college information, content and style guide requirements and limitations, and responsibilities and processes for the development and maintenance of District web pages. Information and applications available through www.sbccc.edu and related web pages should provide ease of navigation, universal access, accuracy and currency of information.

This Policy applies to:

- **Web Pages** - Santa Barbara City College web pages stored and accessed on internet servers that are maintained by Santa Barbara City College or its agents and applies to the official District home page, directory pages, administrative and, instructional department and organizational unit gateway pages, resource pages, instructor pages, online course pages, and links to external sites.
- **Publishers** - Any member of the Santa Barbara City College Community or its authorized agent(s) using the web-based resources of www.sbccc.edu to publish information, provide on-line services through, and/or link from www.sbccc.edu.
- **Information** - Official College Information as defined herein and/or by other college policy.
- **Content** - All www.sbccc.edu resources provided by and through the District through actual property, intellectual property rights and through contract and other agreements with the District.

Santa Barbara City College provides www.sbccc.edu for communication and access to services. The web provides a more efficient and effective source of information about the college's programs, services, faculty and staff. Web-based media provided by the college are college property¹ and their purpose is to facilitate and support college business. All District employees and everyone

¹ Subject to District policies, including, but not limited to those regarding protection of intellectual property, including laws and policies regarding copyright, patents, and trademarks.

associated with the college who access www.sbccc.edu and its related sites have the responsibility to use these resources in a professional, ethical, and lawful manner.

The purpose of this Policy is to:

- Ensure that district web pages are used for purposes appropriate to the District's mission
 - Inform the District community about the applicability of laws and District policies pertinent to web pages
 - Ensure that web page resources are used in compliance with those laws and District policies
 - Define procedures for the management and maintenance of the college web site
 - Ensure consistency and ease of navigation
 - Define web page types and the scope, limitations and flexibility of web content, presentation and procedures for differing types of web pages
- Ensure that approved district "branding" is used on designated page types including the District Home page, related Directory pages and Organizational unit gateway pages, Resource pages and Instructional pages

See also:

Section 508 of the Rehabilitation Act of 1973

<http://www.section508.gov/index.cfm?FuseAction=Content&ID=11>

Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132)

<http://www.usdoj.gov/crt/ada/cguide.htm#anchor62335>

California Government Code: Section 11135 of the Government Code

<http://caselaw.lp.findlaw.com/cacodes/gov/11135-11139.5.html>

Legal Opinion M 03-09

California Community Colleges Chancellor's Office

<http://www.cccco.edu/divisions/legal/opinions/attachments/03-09.pdf>

Guidelines for Producing Instructional and Other Printed Materials in Alternate Media for Persons with Disabilities

<http://www.htctu.net/publications/guidelines/altmedia/altmedia.htm>

Distance Education: Access Guidelines for Students with Disabilities

http://www.htctu.net/publications/guidelines/distance_ed/disted.htm

Web Accessibility Initiatives – Priority One

<http://www.w3.org/TR/WAI-WEBCONTENT/>

To: Academic Senate
From: Laurie Vasquez, Instructional Technology Committee Chair
Date: February 23, 2004
Re: Web Standards Policy

The purpose of the Web Standards Policy is to help guide Santa Barbara College in creating accessible web pages in accordance with federal, state and district policies.

In keeping with Santa Barbara City College's ongoing commitment to provide access for all students in our community, a Web Standards Policy has been established. This policy is intended to help District publishers (administrators, faculty, and staff) to facilitate the design of web materials so that all web pages/sites are accessible to people with disabilities.

Electronic communication and information technology are significant means by which the college provides information to students, faculty, staff and other constituents. Although the Web has the potential to make information more accessible to disabled individuals, it relies on web creators to insure that accessibility is achieved.

Santa Barbara City College is required by Federal Law (the Americans with Disabilities Act of 1990 and Sections 504 and 508 of the Rehabilitation Act) to provide access to its programs and services to all qualified individuals. Just as these laws prevent Santa Barbara City College from designing buildings with no wheelchair access, they similarly prevent Santa Barbara City College from designing web sites that deny access to persons who access the web through screen readers, cannot hear audio content, or are unable to use a mouse.

If a department or instructional web page or site is found to be out of compliance, the **content area developer** will be notified by the Faculty Resource Center that changes need to be made. These changes will be monitored by the Faculty Resource Center and be made in a timely manner;

if not, the appropriate **executive publisher** will be notified and the page will be removed from the college website and redesigned with the support of the FRC.

Created by the Web Implementation Workgroup	
Mark Ferrer	Director of the Faculty Resource Center
Laurie Vasquez	Assistive Technologies Specialist
David Wong	Instructional Technology Coordinator
Katie Sweeney	Webmaster
Tim Muzzin	Webmaster
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This policy was approved and moved to Senate by the Instructional Technology Committee as of February 23, 2004.