

It was agreed that further perfecting the on-line processes will provide tremendous benefits to students as well as staff.

The Board requested that they be kept apprised of future progress with a report provided in the Board meeting notebooks, "Information" section. Mrs. Martinez indicated surveys should confirm improvements in satisfaction and requested that these metrics also be provided to the Board.

5. CLASS SCHEDULING PROCESS:

Dr. Don Astrab, Executive Vice President, Academic Services/Chief Learning Officer, provided an 11-step flowchart demonstrating the process involved in determining class schedules. He reported the steps involved in the three-month process which requires coordination and communication to include students, faculty and staff to determine class schedules, room assignments and class cancellations. Dr. Astrab reported that a minimum of 12 students is normally required to keep a class active, however, student graduation requirements are considered prior to making the decision to cancel a class. Mrs. Martinez suggested that future automation of historical data will provide a more accurate tool. Dr. Gamble concurred, and added that level of automation is not yet available and emphasized the importance of human judgment in the process.

6. TECHNICAL PROGRAM REVIEW PROCESS

Ms. Dianne Messer, Director, Technical Programs and Apprenticeships, reported on the technical program review process and provided a summary of programs closed since 1992 and new certificate offerings made available in 2003-2004. The goal is to review the programs every three years. Ms. Messer reported that programs are closed if studies indicate a diminished need or if the program is duplicative of other programs offered by BCC. Dr. Astrab explained that the certificate programs can be earned individually or a student may choose to earn multiple certificates as steps toward the completion of an AS degree. Dr. Astrab explained that the reason so many programs were closed in 2000-2001 was due to a changes to the review process. Dr. Astrab reported that PSAV enrollment standards are lower than those for an AS degree, but with demonstrated competency, credit can be earned toward the College Certificate or AS degree.

7. ADJOURNMENT:

The workshop adjourned at 4:00 p.m.

APPROVED: _____
Chairman, District Board of Trustees

ATTESTED: _____
Secretary, District Board of Trustees