

# Berkeley City College Shared Governance Manual

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## Education Committee For Quality Programs and Services

**Co-Chairs:** Vice President of Instruction  
Vice President of Student Services

**Membership:**

Director of Special Project  
Curriculum Committee Chair or designee  
Planning for Institutional Effectiveness (PIE) Chair or designee  
Classified Senate President or designee  
Academic Senate President or designee  
Articulation Officer  
Counseling Faculty Chair or designee  
Library Faculty Chair or designee  
Assessment and Orientation Coordinator  
EOPS/CARE Coordinator  
DSPS Coordinator or Learning Disabilities Specialist  
Learning Community designee  
Professional Development Chair  
Teaching and Learning Center Coordinator  
Associated Students President or designee  
Department Chair or designee  
Transfer and Career Information Center Coordinator

**Length of term:**

By position – as long as position held  
By appointment/designation - Indeterminate

**How Selected:**

By position – by virtue of position held  
By appointment/designation - Indeterminate

**Purpose:** The purpose of this committee is three-fold:

- ▶ Coordinate and collaborate on college-wide program review, development, evaluation, and strategic planning
- ▶ Request and review recommendations based on data analyses for the purpose of making informed decisions regarding educational programs and student support services
- ▶ Coordinate and implement Student Success and Support Program (SSSP) at the college level

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## Coordination and Collaboration:

Take, assess, and summarize institutional effectiveness related suggestions from, and make informed, data-driven recommendations to BCC Roundtable for

- ▶ Planning for Institutional Effectiveness Committee (PIE)
- ▶ Curriculum Committee
- ▶ Professional Development Committee
- ▶ Education Ad hoc Committee
- ▶ Learning Community Committee(s)
- ▶ Department Chairs Council
- ▶ Student Services Council
- ▶ District Education Committee
- ▶ District Student Success and Support Program Committee

## Data-Driven Decision Making:

- ▶ Coordinate and assist with accreditation efforts
- ▶ Facilitate college-wide effort in curriculum planning and development, including new programs, coursework and distance learning, and the implementation and coordination of the instructional and student support programs
- ▶ Assist the college in developing and updating educational master planning process and implementation, including economic/workforce development related to educational services at the college and program levels
- ▶ Assess, interpret, and ensure compliance with federal and state statutes and regulations, PCCD Board policy and administrative procedures, as they affect educational and student support services at college, program, and course levels
- ▶ Identify, discuss, and recommend to the President through Roundtable necessary changes in organizational and operating process and procedures regarding education programs and support services
- ▶ Help the College with enrollment management, linking with budget planning and class scheduling and support services offers
- ▶ Serve as liaison with PCCD Education Committee

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## Student Success Support Program (SSSP):

Through college-wide cooperation, BCC will partner with PCCD and the State Chancellor's Office to

- ▶ Improve educational outcomes and workforce preparedness and close achievement gaps for historically underrepresented students
- ▶ Decrease time it takes students to earn a degree, certificate and/or transfer
- ▶ Save students and taxpayers money through efficiencies

by focusing on 8 areas as follows:

1. Increase college and career readiness
2. Strengthen support for entering students
3. Incentivize successful student behaviors
4. Align course offerings to meet student needs
5. Improve education of basic skills students
6. Revitalize and re-envision professional development
7. Enable efficient statewide leadership and increase coordination among colleges
8. Align resources with student success recommendations

**Recommends to:** College Roundtable for Planning and Budget

**Frequency of Meetings:** 2<sup>nd</sup> and 4<sup>th</sup> Thursdays