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Berkeley City College

**Leadership Council Minutes**

Wednesday, October 17, 2012

*Chair: Dr. Debbie Budd, Interim President*

Attendees: Linda Berry, Jenny Lowood, Brenda Johnson, Lilia Celhay, Ramona Butler, May Chen, Ben Fagan, Denise Jennings, Cleavon Smith

Dr. Budd reviewed the agenda. No additional discussion topics to add.

**2012-2013 Goals – Discuss Lead, Timelines, Notes/Activities**

It is felt that goals noted can be accomplished. A matrix for the goals has been developed. Administrators were added as Leads and Team members, committee members and resources were noted in the working document. The Leadership Council reviewed the matrix and suggested updates were made by Dean Celhay.

*A.4.1 Provide faculty development opportunities on effective teaching techniques, updated instructional information (learned and shared), and shared vision regarding instructional goals and outcomes, in conjunction with the assessment of instruction inside the classroom as a support mechanism to ensure teaching effectiveness.*

A.4.1 is thought to be too lengthy. Suggestion made to eliminate “inside the classroom as a support mechanism to ensure teach effectiveness.” Suggested to add “and student services” at the end of the goal.

*Provide faculty development opportunities on effective teaching techniques, updated instructional information (learned and shared), and shared vision regarding instructional goals and outcomes, in conjunction with the assessment of instruction and student services.*

It was suggested that “committees” be mirrored for A.2.4 and C.3.2 on the matrix to team members.

Other items noted:

* C.3.2 and C.3.3 – suggestion made to add, “Counselors and Paula Coil.”
* Although already approved suggested to add “and college” to D1.1 goal.
* D.2.2 Team Members: Add Department Chairs

- Goes back to A.2.1. Should also mirror A.2.3’s team members.

* E.2.1 Team Members: Tech, Ed, Facilities, Roundtable
* E2.2 Team Members: Department Chairs
* E.3.1 Important to share with Senate

**Grants – Trio/Title III / Salary Savings**

What we are finding with some of our grants is that when people are reassigned time with grants there is actually salary savings in Fund 1. Not sure if it has been tracked in the past. It is a significant salary savings.

The college presidents will work with the Vice Chancellor Finance so they know to move the money to keep it from being absorbed at the end of the year.

This should be effective immediately.

**Academic Senate**

* Looking into online classes
* Looking at goals D.2.2 and A.4.1.
* Katherine Kocel has been elected to the senate.

**Classified Senate**

* Waiting for confirmation from one of the classified members in regards to participating on the Ed Committee.
* Meeting on November 1st and will continue to try to get participation.
* Confirming priorities of classified staff hires.
* Discussed chancellor’s message regarding OT/comp time for classified staff.
* Discussed submitting proposals for staff development.

**ASBCC**

* Drafting new ICC constitution and new set of bylaws. Current constitution is borderline inoperable.

(Dean Johnson and VP Chen will talk to Ben Fagan about the process.)

* Working on Student Services satisfaction survey. Should have draft set of questions done by the end of the week. The survey is to address student complaints.

There is hope that before the survey results go to VC Ng, that it is shared here with Berkeley City College. VP Chen will be working with ASBCC as advisor. There is a serious validation process.

Jenny Lowood added that efforts in conducting surveys should be coordinated in order to reduce redundancy and repetition and to increase communication.

**Committee Updates**

At BCC’s Education Committee meeting they discussed the Community College Survey of Student Engagement (CCSSE) and unanimously endorsed it, and recommended it for the Roundtable Committee. The CCSSE is a national student success engagement survey. There are three different parts.

1. Student Engagement (CCSSE)
2. Faculty Survey - Community College Faculty Survey of Student Engagement (CCFSSE)
3. Incoming students – Survey of Entering Student Engagement (SENSE)

CCSSE also allows us to add 10 questions. Might be good for ASBCC to look at the CCSSE and think about questions that are not included that are important and can be added.

Suggested that there needs to be a meeting with Student Government and Student Services and everybody should have the CCSSE to see what it is.

Registration for CCSSE has to be completed by November 1, 2012.

ASBCC’s survey would be going out this semester and the results would be back next semester.

Recommended to move CCCSE forward to Roundtable.

**Education Committee**

* Notes from the Education Committee’s meeting, now referred to as Berkeley Education Committee (BEC) were distributed. (See attached.)

**Technology Committee**

* Met on October 3rd.
* Mary Jennings elected faculty co-chair
* Fatima Shah was elected as the classified co-chair
* EOPS and CalWorks initiated their own student success strategy committee meeting

**Facilities Committee:**

* Reported at the last Roundtable meeting.

Next Leadership Council meeting: October 31, 2012

- End of Minutes -

Minutes taken by: Cynthia Reese, 981.2851, creese@peralta.edu