**Berkeley City College**

**Governance Committees**

**College Roundtable for Planning and Budget**

**Chair:** College President

**Membership:**

Vice President of Instruction,

Vice President of Student Services

Deans

Business and Administrative Services Manager

Director of Special Projects

Executive Assistant to the President

Faculty Senate President and 3 faculty appointees

Classified Senate President and 3 classified staff appointments

ASBCC President or designee(s)

**Length of Term:** Indeterminate

**How Selected:** Appointed by respective bodies

**Purpose**

The charge of the committee is to advise the administration on planning issues. Initially the charges will address the college strategic missions in the following ways:

* Give college-wide input on planning and budget
* Link planning documents to district missions and goals, strategic plans, and accreditation standards to inform budget decisions
* Review programs planned and in place in order to make recommendations as to what resources are needed for those programs. Develop a framework or model for this.
* Prioritize resource allocation based on recommendations that are informed by defined criteria and outcomes.
* Inform the college about strategic goals and the activities of this group.

**Recommends to:** College President

**Frequency of Meetings:** Twice per month

**Leadership Council**

**Chair:** College President

**Membership:**

Vice President of Instruction

Vice President of Student Services

Deans

Business and Administrative Services Manager

Public Information Officer

Faculty Senate President (or designee)

Classified Senate President (or designee)

Associated Student Body President (or designee)

Department Chairs Council Representative

The Executive Assistant to the President will send meeting notices and record action items from the meeting.

**Length of Term:** As long as position held

**How Selected:** By virtue of the position held

**Purpose**

The Leadership Council will:

* create, review, and revise committees;
* receive reports at least annually from all standing and ad hoc committees of the college;
* receive reports from district governance committee representatives and provide advice to the representatives in response;
* receive and review college procedural recommendations;
* adopt, review and revise college procedures;
* assess college needs to ensure systematic development of procedures;
* obtain constituent opinions;
* provide a venue for college-wide initiatives and provide a means of communication with the college community;
* discuss proposed changes in broad-based college processes before they are acted on or implemented by the College President;
* examine and discuss issues of college-wide importance in depth with the goal of ensuring that the institution as a whole is true to its mission, clear in its identity, and effective in serving students;
* consider issues brought forth from other bodies or from college constituencies and either (1) make a recommendation to the president or (2) refer the matter to another, more appropriate, body such as the College Roundtable for Planning and Budget;
* review, approve, and/or improve recommendations made by other bodies, as appropriate
* assess the effectiveness of the Leadership Council.

**Recommends to:** College President

**Frequency of Meetings:** Twice per month

**Faculty, Classified and Student Senates**

**Classified Senate**

**Chair:** Classified Senate President

**Membership:**

Classified Senate Vice President

Classified Senate Secretary/Treasurer

All full and part-time classified staff members

**Length of Term:** One year

**How Selected:** Officers are elected by all classified staff members

**Purpose**

The Classified Senate will

* represent classified employees in the college’s governance system;
* provide a body representing the various needs, concerns, and viewpoints of the classified staff not related to union negotiation matters;
* provide a means through which the classified staff will coordinate with administration and faculty to assure opportunities for input from classified staff regarding college business and classified representation on college committees, thus assisting in the shared governance process;
* articulate the professionalism of classified staff;
* enhance the democratic process of informed decision-making at Berkeley City College;
* develop individual leadership contributions among the college’s classified staff;

**Recommends to:** Leadership Council

**Frequency of meetings:** Once per month

**Faculty (Academic) Senate**

**Chair:** Faculty Senate President

**Membership:**

Faculty Senate Vice President

Faculty Senate Secretary/Treasurer

All full and part-time faculty members

**Length of Term:** One year

**How Selected:** Officers are elected by a vote of the entire faculty

**Purpose**

The Academic Senate will make recommendations with respect to academic and professional matters according to Title 5 and Board Policy 2.23. Academic and professional matters include, but are not limited to, the following:

1. Curriculum, including establishing prerequisites and placing courses within disciplines.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. College governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation processes, including self study and annual reports.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate. (Title 5 Regulations, Subchapter 2, section 53200, 53205)

*Consult collegially* means that the district governing board shall develop policies on academic and professional matters through either or both of the following:

1. rely primarily upon the advice and judgment of the academic senate, OR
2. the governing board, or its designees, and the academic senate shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

According to Board policy 2.23, the Board acknowledges that this choice means that:

1. It shall receive and consider any advice the academic senate wishes to offer on matters defined by the regulations as “academic and professional,”
2. it shall accept the Academic Senate’s advice on “academic and professional” matters unless there are exceptional or compelling reasons not to, and
3. If the Senate’s advice is not accepted the Board shall, if requested, promptly communicate to the Senate, in writing, the reasons (May 14, 1991).

**Recommends to:** Leadership Council

**Frequency of Meetings:** Twice per month during academic year

**Associated Students of Berkeley City College**

**Chair**: Associated Student Body President

**Membership:** Student body officers

**Length of Term:** One year

**How Selected**: Officers are elected by the student body

**Purpose**

The Associated Students of Berkeley City College will advocate for students in all appropriate venues.

**Recommends to**: Leadership Council

**Frequency of Meetings**: Weekly on Friday afternoons

**Standing Committees**

**Student Learning Outcomes Assessment Committee**

**Chair:** Assessment Coordinator

**Membership:**

One Assessment Liaison will be selected by each department/area

**Length of Term:** As long as position is held

**How Selected:** Faculty Senate and Respective Department Chairs appoint members

**Purpose**

The Assessment committee will:

* identify training needs and provide training and peer mentoring;
* pool and share resources, including calendar, timelines, templates, samples from the disciplines, and clarification of processes;
* provide support and information, including ongoing progress
* provide a forum for discussion and sharing of ongoing questions and issues, effective practices, and success stories
* provide a forum for presentation of assessment results
* provide input and advice related to assessment website and other college-wide assessment support activities

**Recommends to:** various college governance bodies including Department Chairs’

Council, Leadership Council, and Roundtable for Planning and Budget

**Frequency of Meetings:** Twice per month

**Curriculum Committee**

**Chair:** Selected by faculty senate

**Membership:** Proposed by committee chair and ratified by faculty senate president

**Purpose**

The curriculum committee will:

* provide guidance, advocacy, and oversight for the college’s curriculum;
* ensure that the curriculum is academically sound, comprehensive, and responsive to the evolving needs of the community;
* ensure that the college mission, goals, and educational delivery to students are well served;
* review and recommend course and program additions, revisions, and deletions;
* recommend policy related to academic offerings to the district’s Council of Instruction, Planning, and Development (CIPD);
* provides oversight of all new courses and programs to ensure that academic standards are maintained;
* recommend all new credit and noncredit courses for approval by the Peralta Board of Trustees, through CIPD;
* recommend program changes and course revisions for approval by the Peralta Board of Trustees, through CIPD;
* recommend graduation requirements and general education requirements for the associate of arts and associate of sciences degrees to the general education subcommittee of CIPD;
* assure the district and the Peralta Board of Trustees that all of the above comply with the standards set forth by the Education Code and Title 5;
* provide a forum for innovation in teaching and learning;
* review programs and courses in a systematic manner on a regular basis to ensure that courses are kept current and relevant.

**Recommends to:** Vice President of Instruction, District Curriculum Committee, and Board of Trustees

**Frequency of Meetings:**  Twice per month during academic year

**Department Chairs’ Council**

**Chair:** A department chair will be elected to serve as chair-facilitator for a one-semester term. The chair-facilitator role will rotate among the department chairs.

**Membership:**

Instructional department chairs

Instructional program coordinators

**Length of Term**: As long as position held

**Purpose**

The Department Chairs Council will serve as the leadership advisory group for matters related to

* scheduling,
* faculty hiring prioritization, and
* administration of the instructional units

The Council will appoint a representative to serve as member of the Leadership Council.

One meeting per month will serve as the Vice President of Instruction’s meeting with department chairs. The VPI will determine the agenda for that meeting, and an Instruction Office staff member will record action items from the meeting.

**Recommends to:** Vice President of Instruction

**Frequency of Meetings:** First and Third Fridays of the Month, 2:15-4:00 p.m., August through May

**Ad Hoc Committees**

**Bookstore Committee**

**Chair:** Vice President of Student Services (or designee)

**Membership:** Faculty, Students, and Staff

**Length of Term:** One year

**How Selected:** Volunteer

**Purpose**

The Bookstore Committee will:

* develop and implement strategies to identify and acquire textbooks and/or instructional materials in time for each term;
* work to ensure affordability for BCC students.

**Recommends to:** Vice President of Student Services

**Frequency of Meetings:** As needed

**Commencement Committee**

**Co-Chairs:** Vice President of Student Services and designee (currently Transfer and Career Information Center Coordinator)

**Membership:**

Classified staff members from student services and instruction areas

College administrators

Faculty members from instruction and student services

**Purpose**

The Commencement Committee will:

* plan and oversee the annual commencement ceremony that occurs in May;
* coordinate event planning with district offices and outside vendors.

**Recommends to**: College President

**Frequency of meetings**: As needed in the fall semester; at least monthly meetings during spring semester.

**Community Relations and Outreach Committee**

**Co-Chairs:** Volunteer

**Membership:** Volunteer

**Purpose:**

The Community Relations and Outreach Committee will:

* plan, review, and engage in college marketing, community relations and outreach; and
* integrate related activities with the college’s institutional planning process.

**Recommends to:** College President, College Units

**Frequency of meetings:** As needed in fall and spring semester

**Scholarship Committee**

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

One appointed co-chair (currently) Career Information Center Coordinator

**Membership:**

Voluntary from student services

**Length of Term:** Indeterminate

**Purpose:**

The Scholarship Committee will:

* publicize scholarships; and
* forward applications to funding bodies.

**Recommends to**: Vice President of Student Services

**Frequency of meetings**: As needed

**Safety Committee**

**Co-Chairs:** Dean of Student Support Services and one other (TBD)

**Membership:**

TBD

Associated Student Body President or designee

**How Selected:** Appointed by respective shared-governance bodies

**Length of Term**: Indeterminate

**Purpose:**

The Safety Committee will:

* provide support to enhance Berkeley City College’s safety practices;
* encourage employees to participate in the safety process for the betterment of all concerned;
* advise on the formulation and dissemination of policies, practices and procedures that promote health and safety;
* act as a problem solving group regarding the identification and control of hazards;
* help to resolve health and safety issues;
* assist College and District Administrators in the planning of action on occupational health and safety. This will include helping to set priorities to control hazards.

**Recommends to:** College Leadership Council

**Frequency of Meetings:** Twice Per Semester

**Teaching Learning Center Advisory Committee**

**Chair:** Teaching/Learning Center Coordinator

**Membership:** Faculty and staff

**Length of Term:** Indeterminate

**How Selected:** Voluntary; open to all faculty and staff

**Purpose:**

The TLC Advisory Committee consists of members of BCC staff and faculty who will serve as stewards of the center to ensure that its policies, programming, and long-term strategies are in the best interest of the students, faculty, staff, and college. The Advisory Committee strives to include members who represent a wide-range of disciplines, functions, and positions at BCC. All meetings are open to the general staff and faculty.

**Advisory Committee Overview**  
To accomplish this mission and to demonstrate these values, advisory committee members will be stewards of the center, providing feedback on TLC plans and reports, participating in activities, and promoting TLC activities in the broader BCC community. In addition, the committee will ensure the long-term viability of the center and its activities.  
  
**Proposed Membership (at minimum):**  
At least one of the following: full-time faculty, part-time faculty, staff, counselor, administration, and representatives from the following bodies: Staff Development Committee, Basic Skills Initiative, Title III. Other possible members might include the Peralta Staff Development Coordinator or other regional staff development organizations that might want to use the center for regional workshops, meetings, etc.  
  
**Roles & Responsibilities of TLC Stewards:**  
·       Approve policies and procedures for TLC use;  
·       Advise on plans and reports from TLC coordinator;  
·       Assist with at least one event during the academic year;  
·       Assist with outreach for TLC activities;  
·       Broker outside resources to sustain the TLC.

**Recommends to:** Title III Director

**Frequency of Meetings:** Twice per semester

Technology Committee

Membership

Reporting directly to the Roundtable, the Technology Committee serves the purpose of the shared governance decision-making process at BCC. The committee is composed of representatives from all constituency groups.

2012- Membership

Co-chairs:

May Chen, Ph.D. Vice President of Student Services

Leonard Chung Instructor, Computer Information Sciences/Business

Members:

Fabian Banga, Ph.D. Department Chair, Modern Language; Distance Education Coordinator

Linda Berry, Ed.D. Vice President of Instruction

Joshua Boatright Department Chair, Librarian

Ramona Butler Secretary, Student Services

Shirley Fogarino Public Relations Officer; Instructor, Business

Bryan Gibbs Multimedia Services   
Vincent Koo Campus Network Coordinator

Roberto Gonzalez Alternate Media Specialist

Brenda Johnson Dean, Student Support Services

Lee Marrs Department Chair and Instructor, Multimedia Arts

Loretta Newsom Admissions and Records Specialist

Siraj Omar, Ph.D. Department co-chair, Science; Instructor, Chemistry

John Pang Supervisor, Business Office

Student representative