

Berkeley City College

**Leadership Council Meeting**

**MINUTES**

Wednesday, February 12, 2014

*Chair: Debbie Budd, President*

**Attendees:** Fabian Banga, Antonio Barreiro, Katherine Bergman, Jewell Soriano, May Chen, Carlos Cortez, Mostafa Ghous, Brenda Johnson, Jenny Lowood, Gail Pendleton, Shirley Slaughter, Cleavon Smith, Gabe Winder, Alley Young, Windy Franklin Fatima Shah

**Agenda Review**

Dr. Budd reviewed the agenda and announced the Berkeley City College/Mathematical Science Research Institute (BCC/MSRI) speaker series event tonight at 7:00 p.m. with Dr. Ge Wang from Stanford University and welcomed everyone to attend.

It was also announced that “*The Butler”* is being shown during college hour for Black History Month.

**Review of APUs** *- First Review and Discussion of the Process*

**Review of Planning Timeline**

The APUs (Annual Program Updates) are put together from each discipline identifying:

* Strengths
* What they have looked at from Student Learning Outcomes and Assessments
* What things we want to improve
* What resources are needed

A full program review is completed every three years.

What was evident from the Department Chairs meeting is that there needs to be prioritization.

Dr. Chen circulated Student Services’ draft document which summarizes their process and needs.

**Review of Shared Governance Flow and Number of Meetings**

*-Can we combine some of the meetings that overlap?*

*-Highlights from Senate Discussions*

Dr. Budd noted that a majority of attendees also serve on the Roundtable and we don’t want to overtax ourselves with overlapping meetings.

Jenny Lowood stated there has been a flow of approvals of the concept that the Assessment Committee becomes the Institutional Effectiveness Committee.

A draft flow chart highlighting the topic discussion and proposed data flow was drawn on the whiteboard and is shown below.

PRESIDENT’S

CABINET

INSTITUTIONAL

EFFECTIVENESS

TECHNOLOLGY

FACILITIES

DEPARTMENT

CHAIRS

SENATES

 EDUCATION

 ASSESSMENT

 SSSP

 TLC/PROFESSIONAL DEVELOPMENT

 CURRICULUM

Ms. Lowood suggested that the Senates go back and forth with Facilities and Technology and should have a direct link with Institutional Effectiveness. She added that it would depend on what the initiative would be.

Dr. Budd noted that what is missing is Leadership and it would be included in Roundtable. She stated that the time to meet is important and the only way the flow will work is if the work is done prior to the meetings.

The proposed flow reduces meeting times by approximately five hours per week and adds those additional hours to work and prepare for the meetings.

Dr. Fabian Banga added that it will be important to think clearly about membership so as to ensure proper information flow. Stated as an examples:

* To have a representative from the Facilities Committee serve on one of the other committees.
* To have someone from the Technology Committee serve on the District Technology Committee, as well as BCC’s Facilities Committee.

Dr. Chen stated she is attempting to update the Shared Governance Manual and is waiting for meeting information from some of the committees.

There was discussion on Professional Development/TLC and ensuring the two are not folded into one.

Mr. Smith feels it is important that we not get caught up in the diagram but instead document the actual work flow process.

Dr. Chen suggests creating a chart with each of the meeting minutes as evidence.

Ms. Lowood feels that explaining the arrows on the chart will be good for the accreditation document as it will explain the different processes.

Dr. Budd added that there appears to be consensus on a rethinking like this and, a consensus on a rethinking of having participants of Leadership rolled into the College for Planning and Budgeting Committee; and no longer having a Leadership Committee.

She also asked:

1. If there was consensus that Assessment becomes the Institutional Effective Committee?
2. Is there thought to mesh the Ed Committee to the Institutional Effective Committee?

Discussion on Meeting Chairs

* Roundtable - President
* Institutional Effectiveness - VPSS/Assessment Coordinator
* An administrator be appointed as co-chair for committees
* Chairs should be determined by roles
* Will be drafted and discussed further, and shared at Roundtable and Senate meetings
* Will talk about timing at the next Leadership meeting. (Targeting April, 2014)

**Review of APUs (continued)**

A handout was distributed to attendees. Dr. Carlos Cortez indicated that the document is being shared at this meeting and at tomorrow’s Ed Committee meeting to explain the process that was developed in collaboration with chairs of academic departments. He indicated that the first couple of pages contain a brief amount of information collected from learning communities. The next step is to work with Chairs and Learning Community Coordinators to prioritize the information in the document.

By the beginning of next week the document will make its way through Shared Governance. Chairs will ultimately receive it at the end of the process after Classified Senate and Academic Senate, Education Committee has the final review. After it goes to Chairs, it will come back to Leadership and Roundtable for agreement to send to the district.

He hopes to assemble a task force to determine what can be done next year to improve upon this year’s process.

Dr. Budd indicated that the document includes just the numbers; quantitative data that came out of the APUs and, it is a synopsis but still pretty big.

Dr. Banga indicated that the chairs are proactively working on this since they knew it was coming. He added that the Technology Committee will meet today and are working on the prioritization as the PBC wants these by the last week of March. They are going to put the technology information together and will give a list by the next Roundtable. It will be extremely important to try to approve it at that meeting as the list will need to be taken to the district the next day for a sub-committee meeting where another prioritization will be conducted using a rubric. It will then go to the District Technology Committee the following week.

Dr. Chen circulated and reviewed a collection of Student Services’ APU documentation. She will submit a copy to Cynthia Reese.

There was additional discussion on processes and the importance of step-by-step timelines.

Fabian Banga, Antonio Barreiro and Debbie Budd will work on the college-wide timeline.

Jenny Lowood and Carlos Cortez will work on the Schedule timeline.

**Gate to College Visit – February 19th and 20th**

*-Review of Schedule*

Dr. Cortez shared highlights of the timeline developed for the visit. It is still a draft as some of the schedules need to be confirmed. Adjustments to the schedule were discussed and agreed upon.

**Academic Senate**

* A lot of the conversation today has been circulated in the Academic Senate the last few weeks
* Curriculum committee working with BCC faculty and faculty throughout the district on repeatability issues with AP4225.
* Request for auto awarding of Certificate of Completion or the GE Pathways forwarded to the district Academic Senate
* Working with district senate and following up on the PSSTF on Learning Communities. Collaborating with Lisa Cook and working with administrators from the four different colleges to come up with a working definition of a Learning Community that can then be shared with the Office of Educational Services as a beginning step to get better data at the colleges around what is happening locally, for planning and assessment of Learning Communities, and scaling them up.
* Working on a policy for timely adoption of textbooks.

Dr. Keenan Norris will be at BCC on February 27th at 6:00 pm in the auditorium.

* Instructors are requested to please announce in their classes as part of Black History Month.
* Jenny Lowood added that it can be posted on the English Department ListServ or sent to her for posting.

**ASBCC**

* Spending a lot of time and effort on the upcoming elections in Student Government
* BCC Voice came out yesterday.
	+ *Mostafa Ghous will send out a copy*
	+ *Copies also available around the campus*
* Held a Government and Civics day last week
* Helping with events for Black History Month
	+ *Events to be held in the atrium on February 19th, 20th, 25th, 26th and 27th*
* Blood drive in room 51/57 on February 19th
* GSA having an event February 21st in the atrium at 8:00 p.m.
* AS putting on St. Patrick’s Day event in March
* Trying to get plants in the building
* Trying to get a meditation room

**Classified senate**

No report.

-End of Minutes-

Minutes taken by: Cynthia Reese, creese@peralta.edu, 510.981.2851