

Berkeley City College

**Leadership Council Minutes**

Wednesday, March 6, 2013

*Chair: Debbie Budd, President*

**Attendees:** Brenda Johnson, Ramona Butler, Lilia Celhay, Shirley Slaughter, Jennifer Lowood, Cleavon Smith, Shirley Fogarino, Jennifer Lowood, May Chen, Ramona Butler, Bilge Okumus, Cynthia Reese

**Agenda Review**

The agenda was reviewed by Dr. Budd and open up for additional topics. No topics to add.

**ACCJC Assessment Report**

Dr. Budd referenced the Accreditation Report and stated that it is almost final and the Chancellor is reviewing it. The goal is for it to be printed on Thursday and the Board will ideally adopt it this coming Tuesday. She asked that attendees review it and share their comments.

Jenny Lowood referenced the report and indicated that under “Narrative Response” we are basically saying we are at proficiency and, since ACCJC has awarded us the opportunity to participate in the Lumina project, which you have to be at proficiency to participate in, by inference ACCJC is saying we are at proficiency too. We were asked to respond to seven different prompts and for each of the prompts there was a limit of 250 words. A lot of the discussion has to do with what we have been doing with our assessment committee and what we have been doing with the Teaching Learning Services and how that has been promoting cultural assessment at the college. In the last response, she talked about the Lumina Project, CCSSE, the ILO assessments and how the Title III grant has supported us. Ms. Lowood said she is still working on the Table of Evidence but she does not have access to syllabus beyond her department; so needed help. It was recommended that she contact Donna Dorsey for the required information.

Dr. Budd added that when we begin to discuss classified positions and requests later, one of those positions have assessment responsibilities and she believes there is confusion in this regard. One is assessment when students come in to the campus and take their tests for Math and English and the other is our student learning outcomes and assessment; assessing how students are doing with learning. With all of the work that is going into student learning outcomes and in task stream, we really need someone to assist larger than the conversations we are having. That is why there is a classified position request.

It was stated we also need to work on student awareness regarding SLO’s. Cleavon Smith, President Academic Senate noted SLOs, emails, and ASTs-AATs for faculty communications.

Dr. Budd tied in an additional topic from the Chancellor’s Cabinet meeting on disaster preparedness, Alertify notifications and cell phone usage in the classrooms as students usually give their cell phone numbers as their contact information.

Jenny Lowood inform attendees about another assessment issue which is Curricunet, and reported that there will be two demonstrations at the district office, the morning of March 11th, and the afternoon of March 15th. On those two days assessment coordinators will be there and Interim Vice Chancellor Mike Orkin, What they are looking into is whether it will be feasible to house assessment information and program review information with course outlines on Curricunet instead of having two systems. Having two systems have been very difficult.

**CCSSE**

The master file from BCC has gone to CCSSE. We are just waiting for the packets and they will let us know which classes were picked and the required action. Time periods were discussed as well as an action plan for working with faculty for classroom participation.

**Director of Special Projects**

Dr. Budd introduced Katherine Bergman, Interim Director of Special Projects and CTE.

**Use of new funding ($163,000 and planning for 2013-14)**

Shirley Slaughter distributed the budget calendar, and highlighted the dates of February 11th through April 19th; which is the time period we are currently in related to the preliminary budget due date.

She discussed the $163,000 received and stated they have allocated those funds out with more than $109,000 being placed in Instruction for part-time faculty non-teaching assignments, as well as instructional aides, substitutes, etc. The remainder of the funds has been distributed among other departments based upon their needs. The good news is that we will receive those monies again next year.

**Discussion of Topics for Community Building/Professional Development**

Dr. Budd discussed the new faculty/transfers orientation meeting and the importance of creating a culture of caring and innovation, student success and transforming lives. She highlighted participants’ discussions on working together and ongoing staff development, not just in person but also with web Moodles. She indicated that this flows into the meeting last Friday on working this spring and early summer to really plan for a wonderful flex day, and activities throughout the year, so attendees don’t come with a blank slate but instead come with a focused purpose.

Cleavon Smith said they are working to improve attendance and discussions, including webinars for people who can’t attend, so they can see the conversations that are happening and provide their input.

**Program Review Prioritizations: Faculty, Classified, Supplies/Equipment, Hourly**

Faculty worked with Lilia Celhay and Kerry Compton to develop rubric for the ranking of the faculty positions. The process was discussed. It is also going to be presented at Academic Senate and Classified Senate.

Suggested that the process be revisited to ensure it includes student success. The rubric system is needed not only for faculty but also for classified staff as classified can also make a difference in the student success.

One of the areas that require more in-depth conversation is the desire for BCC to be a comprehensive college and the desire to ensure we are receiving better access and success for students.

It was stated that Department Chairs and Academic Senate is consultation and we need to be more clearly in our communications back to the consultation councils.

Referencing the faculty position rankings, it was felt that counseling is not adequate. Counselor to student ratio was discussed and the importance of the counseling department emphasized. It was recognized and agreed that more counselors are needed. It was also stated that the rubric wasn’t really designed for counseling positions.

Also in alignment with the discussion on faculty position rankings, Ramona Butler stated that as a recent student she has a more student-centered feel on how she is being represented when going to the classrooms and noted her concern that there is no Ethnic Studies at BCC.

Dr. Budd asked if there are recommendations from the Leadership group on the priorities of the position rankings. The discussion centered on those that do not have full-time faculty and a counseling and math position.

Shirley Fogarino asked are there any plans for new departments such as music.

Dean Celhay stated that the evidence points to the impact that counseling has on everything as student information needs to be disseminated in a timely manner for appropriate action/research to occur.

Dr. Budd stated that recommendations could be made regarding the position ranking. She will be sharing this information at Roundtable and requested that conversations from today be brought to Academic and Classified Senates.

Out of the program reviews, the Office of Instruction, Student Services, and Business Office classified position prioritizations have come forward.

Each department’s administrator discussed their prioritization process. It was emphasized that these are draft documents.

**Correction:**

Office of Instruction SLO Assessment Coordinator should read SLO assessment/curriculum specialist

Beginning next Monday, Life Long Health Services will be on campus on Monday evenings.

Next step: Prioritization lists will go to Classified Senate. Should also go to the Ed Committee.

**Academic Senate**

Nothing to report.

**Classified Senate**

Ramona Butler reported that Classified employees were surveyed on satisfaction and results will be discussed next week.

-End of Minutes-

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