

Berkeley City College

**Leadership Council Meeting**

**MINUTES**

Wednesday, October 16, 2013

*Chair: May Chen, VPSS*

**Attendees:** Antonio Barreiro, Katherine Bergman, Lilia Celhay, Carlos Cortez, Mostafa Ghous, Roberto Gonzalez, Shirley Slaughter, Cleavon Smith, Gabe Winer, Nate Heller, Windy Franklin, Justin Terry, Doris Cuellar

**Agenda Review**

Lilia Celhay, Acting VPI opened the meeting and asked everyone to review the agenda. Dr. Chen followed by asking if there were questions regarding the agenda items. There were none.

**Shared Governance Manual Update/ Status Report/ Committee Charges**

Dr. Chen thanked committee chairs Jenny Lowood, Paula Coil, Cleavon Smith for their draft updates. Cleavon Smith submitted links for other colleges’ Shared Governance Manuals for the group to review example formats.

Katherine Bergman likes Chabot College’s format indicating that it is very clear and easy to read and process. She also likes the flow chart which reflects that they have worked out that process.

Cleavon Smith found the samples of other colleges’ Shared Governance documents by conducting a goggle search of “Shared Governance California Community Colleges.” The thought is to look beyond ourselves and tailor the best formats from the example shared to fit with our culture.

Dr. Chen reviewed Chabot College’s Shared Governance Manual with the group. Mr. Smith suggested that everyone take a look at the models and come back in a couple of weeks to discuss them. At that time, if someone has a preference for a certain template, those who have reviewed the documents can provide input or consensus. He noted that it will be a work-in-progress and does not have to be perfect the first time around.

Dr. Chen requested that everyone take a look at the models and note:

* What was liked, particularly
* What you love and feel we must have in our format
* What you dislike

Dr. Chen indicated that step 1 is for all of the chairs to submit their content/updates for their committees. Updated drafts from chairs should be submitted to Jasmine Martinez.

Recommendations regarding preferences for the Shared Governance model should be forwarded to Lilia Celhay, Interim VPI, Dr. May Chen, VPSS and Cleavon Smith, Academic Senate President. It was also recommended that we note the language used in the manuals, at other colleges.

**Review of Goals Developed at 09/23/13 Roundtable**

At last Monday’s Roundtable the document prepared by Katherine Bergman was reviewed. The only difference between the document being reviewed today and the one from the Roundtable meeting is wording changes. The basic nature of the goals did not change.

Gabe Winer recommended adding, in the collaboration section, the goal of revitalizing and re-envisioning professional development from the Student Success Task Force. It was noted that the Goals were approved at Roundtable but, we can change the Activities and Outcomes. It was suggested to put clear activities related to this, with measurable outcomes such as we will commit to providing measurable development for X and Y. Ms. Winer clarified that she wasn’t asking to change the goals but instead to make sure the seven methods and activities are more specific.

Katherine Bergman indicated that the document is posted as a Word document and they need more feedback and putting in new methods and activities is exactly what we are doing.

Ms. Winer indicated that when the Professional Development committee meets later today maybe they can specify what those things are and bring back a more completed bullet point.

She would like to see an additional bullet point down in the collaboration with programs and support services to engage in sustainable continuous improvement.

There was additional discussion on this proposed activity and the thought was shared that perhaps it should be woven throughout each of the goals.

Ms. Celhay noted that the other thing to review and look at closely is the percentages under Measurable Outcomes. Are they realistic? Are they achievable? Who’s going to do the work? The percentages do not allow for gradual or continuous improvement.

Antonio Barreiro, Dean Academic Pathways and Workforce Development asked, “What informed the numbers?”

Ms. Bergman noted that the percentages emerged from the conversation map. The numbers are not informed and are completely draft. She is expecting people to come back to address them. She is hoping the numbers will be informed by our shared governance process as the numbers shown are placeholders. There was a suggestion that the percentages be blank.

Additional discussions on benchmarking and target justifications occurred. In addition to this, a question was asked about the new researcher who would be assigned to the COA, Merritt, and Berkeley City College one day a week and Laney two days out of the week. It was noted that there would be value in ensuring that the tasks assigned be tailored to obtaining data that we could not get on our own. Ms. Celhay noted that a lot of the work would be project-based.

Mr. Smith added that if we utilize this person to do the things that we can’t otherwise do then maybe we can come in an hour, hour and a half earlier and someone can show us the BI tool. Knowing what it is and what we have access to locally may empower some of the committee chairs to generate a lot of the work then when we see what we can’t do, we will know exactly what to ask of this person.

Dr. Chen stated that the colleges have to do the annual program update now (Fall 2013) which is a miniature project of our program review.

Ms. Celhay will follow up on two training sessions.

1. BI Tool
2. Basic PROMT

Ms. Bergman will make the recommended changes to the draft goals document and submit it again to be posted on the website.

**Accreditation**

Dr. Chen discussed the draft Organization for the Accreditation Self-Evaluation 2009-2015 document. At this time, they are asking for co-chairs and writers. The steering committee will provide support to all of the co-chairs.

In terms of the recruitment a college-wide invitation was sent out by Ms. Celhay for anyone interested in participating in the drafting of the self-evaluation. Those who responded were added. They are close to confirming everyone that they have identified as people who would add value in specific areas. Roberto Gonzalez, Classified Senate President will be reaching out to Classified staff. Mr. Smith will also reach out to faculty. There will be training on October 29th at Merritt College. Next year on October 29th the draft should be finalized. Ms. Celhay indicated that there is a need to get more student participation for all of the Standards and Sub-standards.

A document noting the Roles and Responsibilities of co-chairs as well as Principal Authors/Writers has been developed and distributed. Jenny Lowood will give writers for the Sub-standards a lot of support.

Dr. Chen indicated that for each of the Standards and Sub-standards they will provide the Word document of the questions and areas that we need to respond.

Dr. Chen will be reviewing some of the other colleges’ self-evaluation reports to share best practices on the same line as the Shared Governance Manual template review. She will provide several links of colleges’ that have recently been fully accredited.

Cleavon Smith brought up the town square model being developed by Associated Students (AS) and indicated that this would be a good forum for us to follow to get information out. This could be forums for sharing who we are to each other so we can relate to one other in different ways. The idea is to share information in a way that is meaningful to us and not only to get the work done.

Nate Heller added that if we plan a little this semester we could roll out a few punctuated community-oriented, information gathering experiences next semester. Perhaps co-sponsored by the Student Success group and the AS group who will be running Town Square.

Ms. Bergman indicated that this would be a great forum for looking at the Mission collaboratively.

**Academic Senate**

* Based upon the process experience that Jenny Lowood had to go through to get proposals from the Assessment Committee, and eventually to Roundtable, a consent calendar is being developed to streamline processes.
* Working with Curriculum and Assessment Committee to make rubrics for Programs of Distinction.

**Classified Senate**

* They are meeting for the second time this semester tomorrow, October 17th. A great turnout is expected; above 90%. The meeting is for the purpose of accreditation and to dialogue on shared governance.

**ASBCC Update**

Introductions were made from ASBCC officers: Justin Terry, Vice President of Programs, Doris Cuellar, Communications Officer, Nate Heller, Senator.

Mr. Terry indicated that one of the things ASBCC can do to help with accreditation is solid bookkeeping. He reported that they are working on a calendar with strict deadlines to:

* Streamline the process for clubs requesting funds.
* Make sure the treasurer, himself and president can field all requests for funds in a timely manner.
* Make sure funds are allocated in a fair way
* Make sure it is a process that is clear and transparent to everyone.

The Inter-Club Council meets on Mondays. AS meets on Wednesdays.

A draft copy of the calendar and important dates was distributed to meeting attendees. The final vote is still needed and it will be passed on to AS.

-End of Minutes-

Minutes taken by: Cynthia Reese, [creese@peralta.edu](mailto:creese@peralta.edu), 510.981.2851