

Berkeley City College

**Leadership Council Meeting**

**MINUTES**

Wednesday, January 29, 2014

*Chair: Debbie Budd, President*

**Attendees:** Antonio Barreiro, Katherine Bergman, May Chen, Carlos Cortez, Joe Doyle, Windy Franklin, Mostafa Ghous, Roberto Gonzalez, Jenny Lowood, Lee Marrs, Shirley Slaughter, Cleavon Smith, Hermia Yam, Fernando Jimenez, (ASBCC), Acacia Woods Chan (ASBCC), Justin Terry, (ASBCC)

**Agenda Review**

Dr. Budd reviewed the agenda and also opened it up additional topics. Added to the agenda after the Facility Usage/Conference Hosting will be:

* Gates Foundation Visit – Gateway to College

**Course Repeatability – Title 5 Regulations**

Dr. Budd began the discussion noting that Dylan Eret, Curriculum Chair, has been speaking on this subject at Academic Senate.

She provided a brief history on the mission of community colleges’ which, due to a large workload reduction and decrease in state funding, was changed by the Governor and the State Chancellor’s Office to reflect:

1. Foundational Skills
2. Career Technical Education
3. Transfer

Lifelong learning, which had been a part of the previous Community College Mission, was taken out.

When that changed at the state level, the guidelines indicated that colleges would not receive funds for students who repeat courses: The regulations state that there can be a sequence of four (4) courses, as had been discussed at our Curriculum meeting.

Dr. Chen indicated that the most recent change to the guidelines was July 2013 and she provided a brief summary of those guidelines (see full summary “012914 – BCC Repetition Policy Jul-13Summary 013014”.)

She reviewed some of the guidelines and exceptions.

There was additional discussion on the subject and Dr. Chen answered questions. She also noted that many community colleges still have active contract education programs and those are fee-based. Nothing prevents us from offering fee-based contract education. We just need to ensure our cost will be covered.

MMART is interested because students who have taken various classes as recent as two years ago need retraining due to software upgrades. Also quite a few of their students are self-employed and need training in order to work and stay competitive in the job market.

Dr. Budd noted that this is not a Leadership decision we are following the rules and guidelines of the state.

Joe Doyle added that video editing just changed this year from Final Cut Pro to Premiere and there are hundreds of professionals who will want to retrain and, we may change in a year to SMOKE because of the grant from Autodesk. He suggested that for those who are self-employed, a self -written letter (as their employer representative) should suffice to retake the class.

Jenny Lowood agreed that we need to find a way to address compliance with the regulations in regards to those who are self-employed. She volunteered to help come up with a specific proposal for an alternative letter that will work in the MMART field. Katherine Bergman also volunteered and offered to take our work to the district CTE committee to get their advice and inform them of our progress.

More discussion to follow at Curriculum and Academic Senate meetings.

**Facility Usage/Conference Hosting**

This past October, Cleavon Smith and Joseph Bielanski attended a conference that included a presentation from faculty members at Santa Barbara who had developed curriculum around getting students connected (either in their freshman year or high school before they get to college) with cross-listed courses that could get them on their path through college. Dylan Eret and Adan Olmedo also attended the workshop and they, along with Cleavon, are really excited about the possibility of that workshop happening here at BCC. The people who facilitate the workshop provide discounts to host campuses for a number of people to attend. Allene Young is reaching out to feeder high schools to make sure some of their counselors could attend.

Mr. Smith believes the discount to host institutions is 5 free admissions and 5 additional at 50% discount.

Mr. Smith spoke on “My 10-Year Plan” from the program which helps students talk about their goals and help them backwards design from those goals, pathways to help fulfill them.

Dr. Budd asked Mr. Smith to send the information to the group so it can be discussed at Monday’s Roundtable meeting. The workshop coordinators need to know our decision by 2/5/14.

**Gates Foundation**

The Gates Foundation is conducting a survey of 10 different colleges that have been selected to participate in a study that allows them to come in and review our SSSP related activities to determine the effectiveness of these services on campus; as well as present data that they have collected across the country. They have asked to come for a two day site visit, February 19th and 20th. Dr. Cortez has created a draft schedule. Requested participants need to confirm their availability. He then reviewed the draft schedules and participants and asked for suggestions.

Lee Marrs suggested showing videos during the meals as we have a lot that shows what we are doing in the college.

Dr. Cortez indicated that those whose names are on the schedules are taking ownership of participating. Dr. Cortez will send out the schedule.

**Accreditation Review**

Dr. Budd stated we need a draft of the report by the end of this term. We have to make sure the Standard groups meet and that we are identifying what needs to happen.

The self-evaluation is very comprehensive and requests more information. Dr. Chen indicated that although we reference it as a report, it is really documentation of all of our work including the history and student demographics; that we are serving the students we say are serving and that we have positive outcomes.

Jenny Lowood distributed a matrix handout and noted that if we are talking about having a complete draft by the end of the semester, we need to get moving. She indicated that based on a conversation with Dr. Budd, the matrix was developed. She reviewed the document with the group.

* Identify who you need to talk to
* Identify what data is needed
* If you feel that we have the data and you don’t need to write it down, *write it down* as it is isn’t just keeping track of what data we need to look at, it is also what data is needed for documentation. If we know something is true, we need to write down where it is documented as we will need that for evidence.
* Talking about have one survey instead of multiple surveys.

The sample shows how to fill it out.

There are dropboxes that everyone has access to. Dropbox is for draft documents. The Moodle shell is not for draft documents.

Jenny Lowood requested to create two Google groups; one for team leaders and one just for the writers, for ease of communication.

Regarding the timeline, need questions soon for the survey as the timeline being looked at is the end of March.

Katherine Bergman added that the matrix may identify data that we might need from the district and encourages that this be identified rapidly so it can be requested at once.

The data requests and survey questions deadline is February 21st.

**Shared Governance Timeline – Review of APUs**

Dr. Budd indicated that this is hand-in-hand with what was being talked about with accreditation. All of the discipline’s APUs should be turned in. February is the month that all needs to be reviewed at the committees so it can flow to Leadership and Roundtable for Planning and Budgeting.

Dr. Cortez added that Learning Communities will go through the same process

In the Program APUs there will be some analysis of what was working; what will need to be improved; whether there would be time to collaborate; whether there would needs to be different supplies and equipment, etc.

**Grants/Special Projects**

Katherine Bergman reviewed the BCC Special Projects and CTE Update handout. Grant dollars have funding BHS/BCC Meet Ups. It is the beginning of creating clear pathways for students and their families. All of the money is planning and systems money.

There is funding for adult education. They held their first ESL advisory panel. From that advisory emerged an interest in international students and serving them at BCC. There is a second task force that is developed out of grant funding that sent classifieds, faculty and staff up to the undocumented students conference.

Ms. Bergman indicated that she was excited to join the adult education regional collaborative. Six feeder schools, as well as Peralta, have received $330K in funding to do planning. She will represent Peralta in Career Technical Education. She indicated that if anyone is interested in this work in the area GED the district is looking for a representative to serve with her. BCC has been invited to present at the Urban Foundation Linked Learning Initiative Arts, Media, and Entertainment Industry Conference in LA with Skyline about the pathway that Lee Marrs and her department has built with Skyline. Title III annual report has been turned in.

Made a request that a yearly data pull will occur on our lower income students, our basic skills and part time students to ensure we are tracking their process this year and making decisions based on this data.

**Academic Senate**

* Meeting today
* Looking at templates of APUs
* Trying to solidify the relationship between the senate and department chairs
* Trying to work on Cognito training
* Working with DSPS office
* Supporting learning communities and data request issues and how we can take that to the district
* Hoping to take on ensuring committee reps are reporting back to the senate and making the loop happen so we can see continuous conversation through shared governance committees.

**Classified Senate**

* First meeting of the year was during the week of flex days.
* They meet once a month and are considering more often; perhaps twice a month.
* Met largely in preparation for the plenary, which was quite engaging and successful
* Had to bridge one of the exercises and would like to take up the exercise at the next Leadership meeting (the calendar will be looked at.) Will need 15-20 minutes for the exercise.

**ASBCC**

* Met for the first time this semester last week
* Government and civics day first week in February
* Club Rush during the week of Valentine’s Day – Heart of the College
* Black History Month events
* Excited to engage in accreditation

**Other**

* New t-shirt was shown
* Dr. Cortez is headed to Berkeley High School today to meet with cohorts of PERSIST to college students.

-End of Minutes-

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