

Berkeley City College

**Roundtable Meeting Minutes**

Wednesday, March 11, 2013

*Chair: Debbie Budd, President*

**Attendees:** Katherine Bergman, Kerry Compton, Joseph Bielanski, Amora Brown, Ramona Butler, Nancy Cayton, Lilia Celhay, Paula Coil, Peter de Haan, Victor Flint, Brenda Johnson, Jennifer Lenahan, Jenny Lowood, Lee Marrs, Siraj Omar, Gail Pendleton, Shirley Slaughter, Cleavon Smith, Fatima Shah, Javier Lopez, Joan Berezin, Guang Chen, Kelly Pernell, Mirko Ranieri, Louisa Roberts

**Agenda Review**

Dr. Budd reviewed the agenda stated that for the Accreditation Visit – Overview there are a couple of things to discuss including the report that is due to the commission – not only our follow-up report but our annual report.

The agenda’s order was changed in order to start with the Accreditation discussion.

**Accreditation Visit-Overview**

Dr. Compton shared what she feels an accreditation team is looking for during a visit.

* Faculty-lead Student Learning Outcomes processes.
* Continuous improvement
* A dialogue about student learning outcomes - in-depth discussion about students learning.
* The use of program reviews and Student Learning Outcomes in the budget planning process
* Make sure our online students have equal access to student services (needs to implemented and fully evaluated before the team comes.) Counseling, admissions, library services, tutoring services and other related services have to be equal online as services for students coming to the campus.
* Full documentation of student learning outcomes
* Not just our traditional data but other creative outcomes that document student learning above and beyond the grades they may get in their courses. Learning should be everywhere.
* The spirit of the institution.

Dr. Budd stated that the follow-up report is due this coming Friday to the commission (March 15th) and will be approved and accepted by the Board of Trustees tomorrow (March 12th.)

The report has four recommendations (#2, #3, #4, and #5) that Berkeley City College is addressing.

Our Student Learning Outcomes and Assessment report is also due on March 15th.

Jenny Lowood provided attendees with an overview of the SLO and Assessment report. She also reminded everyone that BCC is participating in the CCSSE this semester. Classrooms will be interrupted sometime in April or May so that students can complete the surveys. The CCSSE survey is really important to our institution. She also indicated that we are participating in a Lumina Degree Qualifications project.

Jenny reported that next Wednesday, March 20th at 1:30 there will be a presentation on Curricunet and she invited anyone interested in attending to let her know.

Dr. Budd went over the ACCJC Annual Report Questions referencing the Student Achievement Data section. The report is due prior to spring break and Dr. Budd requested that a work group come together to work on the document prior to the Ed Committee meeting on the 21st. She will send a couple of dates out to the Student Success Committee and Ed Committee to find a couple of different meeting dates.

Cleavon Smith added that it would be helpful for the Ed Committee to be mindful of what the denominator is when they are setting these targets.

**BCC Space Needs and Master Planning**

Dr. Budd, Pieter de Haan, and Shirley Slaughter are meeting to look at the data we currently have to compile, for the Chancellor’s review and information, the master plan of what will go into the new building. Dr. Budd invited anyone who would like to be involved in developing the draft, to let her know. Nancy Cayton, Lee Marrs, and a student representative volunteered to join the meeting.

**Resource Needs Prioritization: Classified, Faculty, Other**

Dr. Budd stated that at tomorrow’s Chancellor’s Cabinet meeting, the entire meeting will be dedicated to the budget and positions.

*Faculty*

Cleavon Smith reported that one of the biggest issues that Faculty Senate worked through was the faculty advising model. There was a lot of discussion on the rankings from Roundtable versus the rankings at Department Chairs council. They talked about the rubric from the department chairs council and how that was used and also the narrative process.

Dr. Compton reviewed the Faculty Prioritization lists from Department Chairs and the President’s Cabinet/Leadership Council meetings. The recommended list from the President’s Cabinet/Leadership Council takes into consideration departments that do not have full-time faculty. It also takes into considers student demand, historical trends and a long term vision of BCC’s path and goals.

It was clarified that the recommendation on the President’s Cabinet/Leadership Council list comes from conversations generated by the Department Chairs list and, discussions from the previous Roundtable which included discussions on the value of looking at positions in which there were no full-time faculty.

Dean Johnson recommended that Ethnic Studies stay on the list.

Jenny Lowood motioned that we accept the President Cabinet/Leadership Council list.

Second by: Shirley Slaughter

In favor: All

Opposed: None

Abstentions: None

*Classified*

Shirley Slaughter acknowledged the work of the Classified Senate for their work on this assignment. In a short period of time they developed their criteria and prioritized the positions they wanted to present to Roundtable.

Ms. Slaughter reviewed the recommended, prioritized list. There was a question as to why the Audio Visual Assistant position was not on the list although it was in the program review.

Ramona Butler, Classified Senate President, discussed the process used for developing the prioritization list noting that it was a difficult process due to the limited timeline afforded for data research.

Existing vacant positions were discussed as well as some of the position titles.

Nancy Cayton recommended that for the future, time be allowed for a rubric to be developed and also, instead of just receiving a list with titles, additional supporting information should also be included.

Jenny Lowood thanked the Classified Staff for their work on the prioritization list. She also stated she would like to see the SLO Assessment/Curriculum Specialist higher on the list as we need someone who can ensure Task Stream and Curricunet are up-to-date. She emphasized that this is an accreditation issue.

Lee Marrs stated that having information from the Program Review could be attached for Classified Senate during their prioritization review process.

Shirley Slaughter stated that given the time and effort that the Classified Staff put into preparing their prioritization document, she would like to recommend that we accept the document as presented and let it go forward to the President’s Cabinet.

Motion was second by Javier Lopez.

In favor: All

There was additional discussion regarding the Classified Prioritization list.

Dean Lilia Celhay recommended that in the spirit of transparency and communication, a narrative be developed for each position.

Dr. Budd motioned we begin with the list as presented to share at the Ed Committee and revisit more in-depth at our next Roundtable.

In favor: Majority

Opposed: None

Abstentions: Jenny Lowood

**Other**

There has been a huge increase in our veteran’s population and the need for space to talk and converse. Veteran’s Resource Centers are on all campuses except Berkeley. A letter was put together for the VP of Student Services highlighting their needs. Jennifer Lenahan indicated that they were hoping to have a veteran’s center here and they are talking about housing it where Financial Aid used to be located which is currently being used as a computer lab. This was agreed to be a great idea.

Dean Lilia Celhay provided a summary of a new Supply, Equipment & Other Needs Budget Request rubric. Comments were shared.

Dr. Budd motioned to use it as a pilot.

In favor: All

Opposed: None

Abstentions: None

-End of Minutes-

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