

Present: Pieter de Haan, Hannah Chauvet, Jenny Lowood, Cleavon Smith, Chuck Wollenberg, Barbara Des Rochers, Mariela Thaning, Iva Ikeda, Nancy Cayton
Guests: Betty Inclan and Linda Berry

Today's Agenda:

1. **Call to order** at 12:15 PM
2. **Approval of the minutes** - Secretary asked for guidelines for format of minutes - detail level was OK and names should only be noted for official motions. Minutes approved unanimously.
3. **Accreditation Report** - Betty reported that BCC completed the midterm report before Krista left and it was adopted at the Round Table. The report addresses the five WASC recommendation:
 1. Streamline our planning process - our planning process always was at the sustainable level recommended for accreditation; we had so many plans that WASC asked that we prioritize annually on our plans. We now have done that - plans and accomplishments for each of the last 3 years are on the Accreditation Website
 2. Learning Outcomes Assessment Needs to be at Proficiency Level by 2012 - we are to be at the proficiency level by Fall 2012. By the time of their visit they want to see SLOs for all courses and some instances of closing the loop. We have provided a lot of information in the Appendices ahead of time so that WASC will be familiar with our ongoing SLOA process and they will have fewer questions. The report is 31 pages long but with all Appendices it is now 140 pages long.
 3. BCC Library Resources need to be commensurate with the size of our College - they did an assessment and we met the accreditation requirement. We need to keep hiring hourly staff to keep the Library open even when Library staff is sick.
 4. Staffing plan in preparation for the Resource Allocation Model - District allowed only one faculty position (in communication) this year and two classified position (a library technician and a custodian). We have not been able to hire from outside the District but we are including the transfers that we have had.
 5. We need to have the administrative capacity to deliver quality instruction - We are in the process of recruiting two Deans so we believe that we have also addressed the administrative capacity.

Having a clean accreditation review is critical because if a college remains on sanctions for more than two years than a higher level of scrutiny is applied. This affects any Federal Grants for which we apply. It was proposed that students be surveyed about the need for Library availability in the evenings and on weekends. Also we need to survey the instructors to see if they are limiting their assignments because of limited Library availability. Having the Bookstore open longer hours might be considered. This depends on the District contract with Follett, the company that runs the Bookstore. If we do not have the best of Deans then we will wait until we have more appropriate candidates. The district changed the job descriptions so that the Dean advocate for their faculty and have true knowledge of the disciplines that they oversee. Having bad deans is worse than having no deans at all! The final report will be placed on the Accreditation Blog Website to showcase what we have done.

4. **Out of state Students Latest Update** - Ron Gerhart explained at the PBC that the allocation of Out of State Student (OOST) fees will be according to % of FTES rather than

head count and Berkeley should get \$1-\$1.2 million/year. This will be built into the District Fund Allocation Model.

The question of what happened to all the OOST fees prior to this was raised? The idea of eliminating the International Student Office (ISO) was proposed. When some instructors ask International Students how the students felt about the ISO, many replied that they disliked it, felt it was predatory and taking their money, and many did not find out about BCC through the ISO but through the Internet.

A general survey of all Out of State Students was proposed and discussed as a way of finding out how effective the ISO is in recruiting and serving them. This Survey should bring in.

5. **PCCD Student Success Recommendations Task Force** - Three faculty members from BCC were appointed to the Task Force:
Cleavon Smith, Daniel Najjar, and Hermia Yam.
6. **Library** - Joshua sent us a list of things that the Library needs; many students may not use the Library on Saturday because traditionally it is not open and they may not know about it. Early morning may not be as crucial as extending the hours into the evening. The survey will actually provide data that shows what is really needed. We should base what the Library needs on our instruction requirements; we need to know what databases our Library needs based on the instructional requirements; MMART also would love to have the Library subscribe to the Lynda.com tutorials for our students.
Faculty members need to consult on the Library list of needs; the Library data from the Course Outline of record may often be outdated and for quickly changing disciplines may not be appropriate. The Library claims that they have a limited amount of space and cannot accept a lot of Books on Reserve. We should be designing a Library that supplements the other local Libraries - Berkeley Public Library and UCB Library. There is a communication problem between all parties involved. If we bolstered our instruction to use the Library to get experience in doing research.
Next semester when we assess the ILO of Critical Thinking, we should stress use of the Library to do research in all courses whose SLOs map to the Critical Thinking ILOs. We also need to be aware of Library's copyright material regulations. In any new building, we should plan for a Library Annex.
7. **Assessment** - We now have PLOs for all Programs in our College; we are trying to make the appearance match the reality of how much work we have done; we are on our way to doing the Communication ILO assessment and we should have data by summer.
8. **Adjournment** - At 1:20 PM