**Berkeley City College Academic Senate Meeting *Minutes***

**Kelly Pernell***President*

**Sam Gillette***Vice President*

**Catherine Nichols***Secretary*

### *Senators* \_\_\_\_\_\_\_\_\_\_\_\_

**Aaron Mobley***Arts and Humanities*

**Tracey Coleman***Business/CIS*

**Gabriel Martinez***Counseling*

**Linda King***English, ESL, Education*

**Jenny Yap***Library*

**Patrick Zulkowski***Mathematics*

**Jenny Gough***Modern Languages & ASL*

**Mary Clarke-Miller***MMART*

**Gurnam Singh***Part Time*

**Neeta Sharma***Sciences*

**Matt Freeman***Social Sciences*

**Wednesday, November 1, 2017, 12:30-1:20pm, Rm 315**

The BCC Academic Senate meets each month on the first and third Wednesdays, 12:30 – 1:20pm.

**Academic Senate means an organization whose primary function is to make recommendations with respect to academic and professional matters.**

Academic and Professional matters means the following policy development matters:

1. Curriculum, including establishing prerequisites.

2. Degree and certificate requirements.

3. Grading policies.

4. Educational program development.

5. Standards or policies regarding student preparation and success.

6. College governance structures, as related to faculty roles.

7. Faculty roles and involvement in accreditation processes.

8. Policies for faculty professional development activities.

9. Processes for program review.

10. Processes for institutional planning and budget development.  
11. Other academic and professional matters as mutually agreed upon.

1. **Call to Order**
   1. ***In attendance (voting Senators in italics): Sam Gillette, Gabriel Martinez, Jenny Yap, Linda McAllister, Jenny Gough, Matt Freeman, Patrick Zulkowski, Claudia Abadia, Tracey Coleman, Mary Clarke-Miller, Siraj Omar, Linda King, Joe Doyle, Tom Kies***
   2. ***Guests: Hermia Yam, VP Cifra***
2. **Approval of Minutes from Previous Meetings (*topic tabled to next meeting)***
3. **Action Items**
   1. Ongoing Faculty Acknowledgement and Recognition
      1. ***Jennifer Lenahan nominates Linda King for Opus award for going above and beyond in supporting students, in particular Veteran Students.***
4. **For Discussion and/or Information**
   1. Draft of BCC Strategic Integrated Plan (Jason Cifra)
      1. ***Variety of links on Ed Comm webpage where drafts and changes can be accessed until documents move into accreditation tool***
      2. ***Integrated plan deadline extended to January***
      3. ***3 main documents to view on Ed Comm page:*** 
         1. ***Integrated Planning Plan Report draft (13 pages)***
            1. ***Please review and give feedback to VP Cifra***
         2. ***Integrated Planning Executive Summary (5 pages)***
            1. ***Can be used for other efforts like grants, mission revisions, etc.***
         3. ***Integrated Planning Matrix (15 pages)***
            1. ***Shows where we want to be in 2021***
            2. ***Maps plan to track and evaluate student success and other metrics***
   2. Draft of Accreditation Midterm Report (Jason Cifra)
      1. ***Links to this report are also on the Ed Comm page***
         1. ***Midterm Draft (13 pages)***
            1. ***Includes preparation, timeline, Actionable Improvement Plans (5 of them), outcomes***
            2. ***Descriptions of efforts to make changes based on Accreditation recommendations***
         2. ***Annual Data report is also available to view (4 pages)***
   3. SLO Coordinator Position ***(topic tabled to next meeting)***
5. **Standing Items**
   1. District Senate Report
      1. ***(topic tabled to next meeting)***
   2. Senate By-Laws Update (Sam Gillette)
      1. ***Constitution and bylaws were reviewed and text noted for revision. Sam will bring proposed language for amendments. Topics such as: # of senators, who votes, updating document names to match with district level documents, election procedures for senators and exec council, who can attend Exec mtgs, how amendments happen; setting proxies who can vote for each voting senator***
      2. ***Sam encourages all to review the document to recommend changes and review his recommendations; will be posted on Acad Sen site***
      3. ***Jenny Gough, Matt Freeman, Mary Clarke-Miller to join Sam on by-laws sub-committee. Sam will chair this sub-committee***
6. **New Business/Announcements**
   1. Canvas Training
      1. Check the DE Web site
      2. Drop in Lab – Tues, Wed, Thu, 12:30 – 1:20pm, Rm 312
   2. Sustainability and Resiliency Master Plan – Request for response to plan to remove BCC’s parking subsidy – affects many faculty who must drive to campus
      1. If you feel parking subsidy should remain for BCC faculty and staff, please emailRincon at [rgardner@rinconconsultants.com](mailto:rgardner@rinconconsultants.com)  and [www.peraltasustainabilityplan.org](http://www.peraltasustainabilityplan.org) and ask that this be removed from BCC’s plan.
   3. ***Mary presents letter to try and stop District from taking Strong Workforce funds from our campus. She will update on how this is progressing at future meetings***
   4. ***Linda McAllister, proposed Administrative Procedure changes in how instructors are assigned to online courses***
7. **Adjournment**

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