



# Berkeley City College Shared Governance Manual



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## Mission

Berkeley City College's mission is to promote student success, to provide our diverse community with educational opportunities, and to transform lives.

## Vision

Berkeley City College is a premier, diverse student-centered learning community, dedicated to academic excellence, collaboration, innovation, and transformation.

## Values

Berkeley City College embraces values which allow all members of our college community to grow and thrive. Our values include the following:

- *A Focus on Academic Excellence and Student Learning*

We value our students' varied educational and experiential backgrounds and learning styles, as well as educational objectives.

*Strategic Intention:* Berkeley City College faculty use teaching and learning strategies that respond to the many different needs of Berkeley City College students. The college's scheduling and delivery methods are responsive to students' needs for access, convenience, and different learning styles.

- *A Commitment to Multiculturalism and Diversity*

We value diversity, which fosters appreciation of others, depth of understanding, insight, empathy, innovation and creativity, characteristics our institution seeks in its students, faculty, and staff.

*Strategic Intention:* Berkeley City College provides students with an environment that supports diversity in learning and self-expression, and with a curriculum supportive of multiculturalism. Berkeley City College hires faculty and staff that reflect the diversity of its communities and students.

- *A Commitment to Preparing Students for Citizenship in a Diverse and Complex Changing Global Society.*

We value the fact that students live and work in an increasingly complex society and world.

*Strategic Intention:* Berkeley City College faculty members prepare students with learning experiences that help them develop cultural and global perspectives and understanding.

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- *A Commitment to a Quality and Collegial Workplace.*

We value the high quality that characterizes everything we do.

*Strategic Intention:* The college implements review and improvement processes that constantly improve quality. The college develops leadership skills and respectful, close ties among all employee groups, continuously improving the institution.

- *The Importance of Innovation and Flexibility*

We value innovation because it encourages our students to question the typical and expand their thinking in a flexible manner that allows them to understand life's dynamic potential.

*Strategic Intention:* We celebrate the maverick attitude which challenges conventional ways of viewing life.

Berkeley City College's mission statement defines the college's broad educational purposes, emphasizing that the college mission is "to promote student success, to provide our diverse community with educational opportunities, and to transform lives."

## **Institutional Learning Outcomes**

- Communication
- Computational Skills
- Critical Thinking
- Ethics and Personal Responsibility
- Global Awareness and Valuing Diversity
- Information Competency
- Self-Awareness and Interpersonal Skills

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## 2014-2015 District and Berkeley City College Strategic Goals and BCC Measureable Outcomes

Peralta Community College Strategic Goals were approved in August 2014 at PCCD Planning and Budget Integration Summit. Berkeley City College’s Leadership and Roundtable for Planning and Budgeting at their September and October meetings approved a set of college goals for FY 2014-15.

PCCD Strategic Goals	BCC Strategic Goals	BCC Activities and Measureable Outcomes
<p>A. Advance Student Access, Equity and Success</p>	<p>1. Preserve and nourish resources to ensure access, equity and success for all students.</p> <p>2. Increase certificate/degree completion and transfers to 4-year colleges or universities by inspiring and supporting students and maintaining high quality educational programs.</p> <p>3. Improve career and college preparation progress and success rates</p>	<p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>-Investigate system to automate certificate/degree process.</li> <li>-Identify student data by program of study</li> <li>-Implement faculty advising/mentor program</li> <li>-Develop program pathways leading to programs of study</li> <li>-Conduct career and alumni panels.</li> <li>-Continue accelerated curriculum refinement, especially in math</li> <li>-Embedded tutoring in math</li> <li>-Increase technology access for students</li> <li>-Develop alternate options for and increase access to assessment placement services</li> <li>-Financial aid workshops for incoming and current students</li> <li>-Increase participation in peer mentor/Ambassadors program and services</li> </ul> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li>-Reach BCC resident student FTES target of 3,939 and achieve a total FTES of 4500 FTES.</li> <li>-Increase transfer, degree and certificates by 5% of 2013-2014 numbers.</li> </ul>

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		<ul style="list-style-type: none"> <li>-Increase student completion by 5%, especially for basic skills, specifically math, and CTE courses</li> <li>-Increase student awareness of career and opportunities after BCC</li> </ul>
B. Engage and Leverage Partners	5. Collaborate to maintain high-quality educational programs and ensure fiscal stability	<p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>-Engage local financial institutions to provide financial literacy workshops</li> <li>-Contribute and engage in alignment and planning collaborative efforts on campus, in the district and region w/ K-12 and university partners</li> <li>-Increase H.S. collaboration in concurrent enrollment and financial aid literacy</li> </ul> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li>-Provide students access to financial resources.</li> <li>-Increase the number of students going to college directly after high school</li> </ul>
C. Build Programs and Distinction	<p>4. Ensure BCC programs and services reach sustainable, continuous quality improvement level</p> <p>5. Collaborate to maintain high-quality educational programs and ensure fiscal stability</p>	<p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>-Implement satisfaction surveys after point of service</li> <li>-Assess needs and determine peak periods in student services to support timely student access to services</li> <li>-Research new development in GE programs</li> <li>-Evaluate ILO's and develop plan for discussion and update</li> <li>-Increase access and engagement in PD to encourage collaboration, inquiry, and innovation.</li> </ul> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li>-Increased student satisfaction and access to services.</li> <li>-Plan for GE evaluation developed for 15-16</li> <li>- Increase faculty and staff participation in shared governance and professional development activities by 5%</li> </ul>

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<p>D. Strengthen Accountability Innovation and Collaboration</p>	<p>4. Ensure BCC programs and services reach sustainable, continuous quality improvement level</p>	<p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>-Reaffirm full Accreditation in Spring 2015</li> <li>- Investigate technology options to increase data collection, evaluation and continuous improvement</li> <li>-Ensure data-driven program improvement process and integrate planning into resource development and allocation</li> <li>-Use learning outcomes assessments, planning process and professional development to continuously improve.</li> <li>-Enhance the budget process to be more collaborative</li> <li>-Build online faculty resources, including model assignments and model papers.</li> <li>-Encourage flexibility in delivery of - foundational/basic skills instruction.</li> <li>-Training for staff to support continuous growth and development</li> </ul> <p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li>-Increase faculty and staff participation in shared governance and professional development activities by 5%</li> <li>-Increase understanding of shared governance process</li> </ul>
<p>E. Develop and Manage Resources to Advance Our Mission</p>	<p>5. Collaborate to maintain high-quality educational programs and ensure fiscal stability</p>	<p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>-Identify gaps in funding for future collaborative grant proposals</li> <li>-Stay within adopted 2014-15 annual budget</li> <li>-Develop and secure additional revenue streams, i.e. non-resident enrollment, community partnerships, industry relationships, etc.</li> </ul> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li>-Increase revenue stream</li> </ul>

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## Participatory Governance

### Student, Staff and Faculty Participation

#### Title 5 70902(b)(7)

The governing board of each community college district shall establish procedures not inconsistent with minimum standards established by the board of governors to **ensure faculty, staff, and students the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance**, and to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

The concept of "governance" was not invented with the enactment of Title 5. It is as old as human civilization. Simply put "governance" means: **the process of decision-making and the process by which decisions are implemented (or not implemented).**

#### Title 5 §51023.7

. . . requires the governing board to “adopt policies and procedures that provide students the opportunity to participate effectively in district and college governance.” Students are to participate in “formulation and development” of policies and procedures that have a “significant effect” on them. The regulation lists ten areas of such significant effect, most of which are quite similar to the senate’s academic and professional matters. Boards are not to act unless students have had the opportunity to participate, with the exception of “unforeseeable, emergency situations” and shall give positions of the students “reasonable consideration.” The regulation states the intent that boards are to respect the agreements with senates and unions while working with students.

#### Title 5 §51023.5

. . . requires the governing board to “adopt policies and procedures that provide district and college staff the opportunity to participate effectively in district and college governance,” However, areas that affect staff are not defined in the regulation but remain matters “that the governing board reasonably determines, in consultation with staff, have or will have a significant effect on staff.”

The role of the exclusive bargaining agents is explicitly protected in Title 5 and is cited in the Educational Employment Relations Act. (See Government Code §3543.2.) The public is granted access to the governing board through the open meeting provisions of the Brown Act. (See Government Code §54950-54962.)

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## Academic Senate Involvement

### **Title 5 70902(b)(7)**

The governing board of each community college district shall establish procedures not inconsistent with minimum standards established by the board of governors to ensure faculty, staff, and students the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance, and **to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.**

### **Cal. Admin. Code Title 5, § 53200**

“Academic senate,” “faculty council,” and “faculty senate” means an organization formed in accordance with the provisions of this Subchapter whose primary function, as the representative of the faculty, is to make recommendations to the administration of a college and to the governing board of a district with respect to academic and professional matters. For purposes of this Subchapter, reference to the term “academic senate” also constitutes reference to “faculty council” or “faculty senate.”

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Peralta Community College District

BP 2510

## **BOARD POLICY 2510 PARTICIPATION IN LOCAL DECISION MAKING**

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for Chancellor action under which the District is governed and administered.

Each of the following shall participate as required by law in the decision-making processes of the District:

### **Academic Senate(s)** (Title 5 Sections 53200-53206)

The Board or its designees will consult collegially with the Academic Senate, by relying primarily upon the advice and recommendations of the senate\*, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

### **Staff** (Title 5 Section 51023.5)

Staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff as defined by law. The opinions and recommendations of the staff will be given every reasonable consideration.

### **Students** (Title 5 Section 51023.7)

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of district policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate. Participation in decision making will not necessarily be limited to the named groups above.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540 et seq.

### References:

Education Code Sections 70902(b)(7), 87360, 87458, 87610, 87663;  
Title 5 Sections 53200 et. seq.(Academic Senate), 51023.5 (Staff), and 51023.73 (Students);  
Accreditation Standard IV.A  
Administrative Procedure 2410, 2511

### Replaces:

Board Policy 2.23 Role of the Academic Senates in District and College Governance adopted June 24, 2010.  
Board Policy 2.25 Faculty Participation in College Governance adopted June 20, 1966

Approved the Board of Trustees: January 22, 2013  
Revised by the Board of Trustees: February 25, 2014

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## **ADMINISTRATIVE PROCEDURE 2511 ROLE OF ACADEMIC SENATES IN DISTRICT AND COLLEGE GOVERNANCE**

The Governing Board of the Peralta Community College District affirms the recognition of the District Academic Senate (DAS) and the Academic Senates of Berkeley City College, the College of Alameda, Laney College, and Merritt College (College Academic Senates) under Title 5 of the California Administrative Code and as provided for in law (specifically AB 1725).

The District Academic Senate, representing the four College Academic Senates, is recognized to make recommendations to the District Chancellor, and to the Board of Trustees with respect to “academic and professional matters.”

Each College Academic Senate shall be recognized to make recommendations with respect to “academic and professional matters” to their respective College President and the Management Team; and may consult collegially with the Board of Trustees about College matters. The administrative leadership of each college shall consult collegially on these and any other procedures established to carry out this policy.

The definition of “academic and professional matters” as stated in Title 5 regulations means the following policy development and implementation matters:

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
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 between the governing board and the academic senate (Title 5 §53200)

The DAS may assume additional responsibilities and perform such functions as may be delegated to them in writing by the Board or designee pursuant to Title 5. Additional academic and professional matters may be added through formal resolution of the Board.

The Board, Chancellor, and College Presidents and their Management Teams shall “consult collegially” and “rely primarily” on the DAS and the College Academic Senates in the above cited “academic and professional matters” areas. The requirement to consult collegially shall not limit other rights and responsibilities of the DAS and the College Academic Senates which are specifically provided for in statute, regulations, or other Board policies.

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The Board shall receive and consider advice from the DAS on the above cited "academic and professional matters" and the Board shall accept the DAS recommendation unless there are exceptional circumstances or compelling reasons not to. Should the Board not accept a DAS recommendation, the Board shall communicate promptly the reasons in writing (which may include Board minutes).

The DAS and/or College Academic Senates shall present a report to the Board at least at its first regularly scheduled monthly Board meeting and shall be extended an opportunity to meet with or appear before the Board with respect to their respective views, recommendations, and proposals.

As directed by the Board, the DAS President shall serve an active role and represent the DAS at all Board meetings and throughout the District's service areas as necessary.

Further, per California Education Code, the governing board will "consult collegially" by "relying primarily on the advice and judgment" of the District Academic Senate in the following areas:

- Procedures for the waiver of minimum qualifications/ equivalency [§70902 (b) (7)];
- Hiring criteria, policies, and procedures for hiring new faculty [§87360 (b); and
- Process and procedures for administrative retreat rights [§87458 (a)].

The Peralta Federation of Teachers, prior to engaging in collective bargaining, will consult with the District Academic Senate in the following areas:

- Tenure evaluation procedures [§87610.1 (a)];
- Faculty evaluation procedures [§87663 (f)]; and
- Faculty service areas [§87743.2].

Nothing in this policy shall be construed to neither impinge upon the due process rights of faculty, the negotiation rights of the faculty collective bargaining representative (the Peralta Federation of Teachers), nor detract from any negotiated agreements between the collective bargaining representative, and the Board.

In alignment with the preceding paragraph, please refer to Board Policy 2510 which addresses participation in local decision-making (shared governance) for faculty, staff, and students.

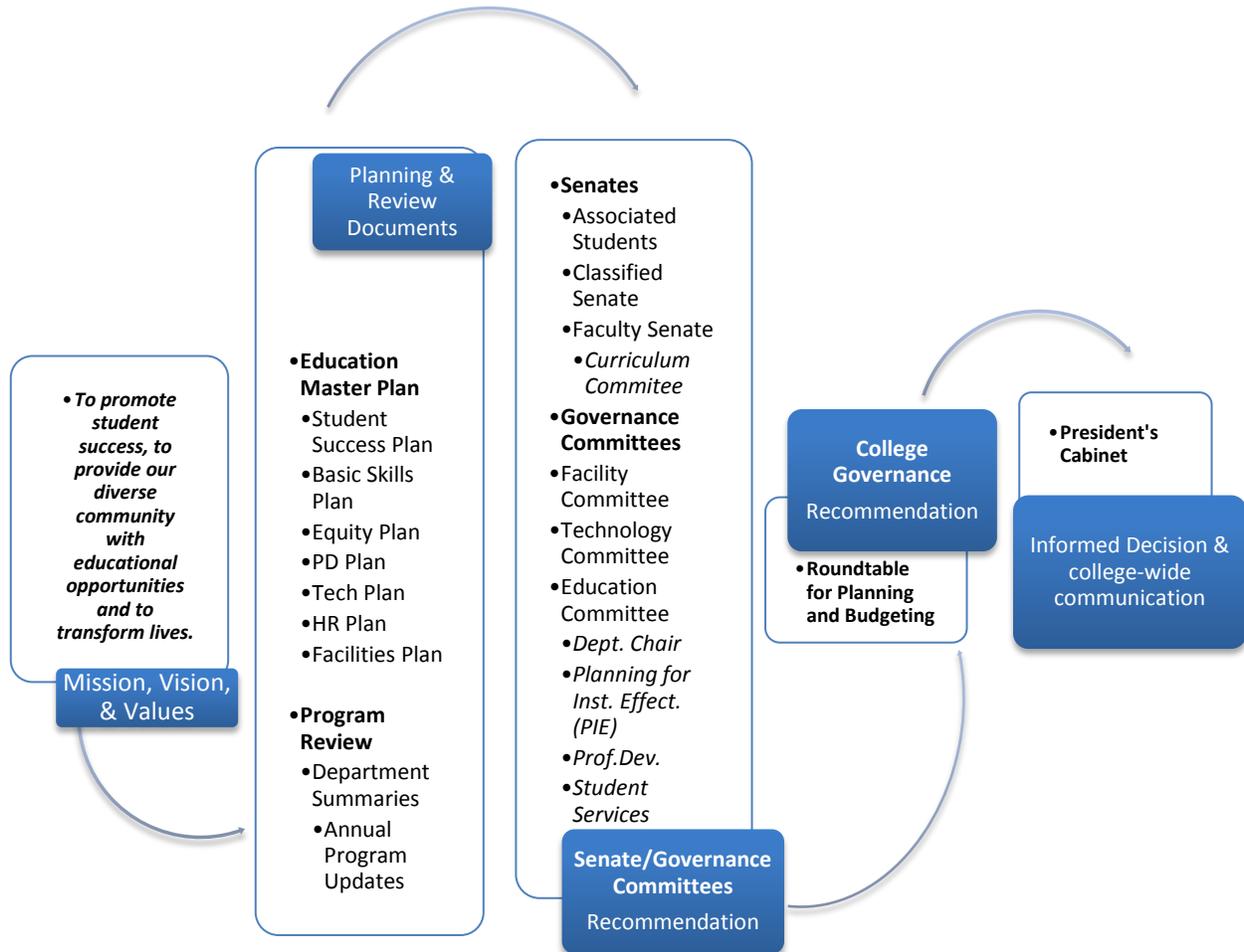
Reference:

Title 5: California Administrative Code  
California AB 1725  
California Education Code §53200; 70902; 87360; 87458; 87610; 87663; 87743.

Renumbers: BP 2.23, Role of Academics Senates in District and College Governance; Board approved, October 10, 2011.

Board approval of renumbering the policy:

## Planning and Decision-Making Flow Chart



## **College Governance**

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## College Roundtable for Planning and Budgeting

**Chair:** College President

**Membership:** Vice President of Instruction  
Vice President of Student Services  
Deans  
Director of Business and Administrative Services  
Director of Student Activities and Campus Life  
Director of Special Projects  
Public Information Officer  
Executive Assistant to the President  
Faculty Senate President and 3 faculty appointees  
Classified Senate President and 3 classified staff appointments  
Department Chairs Council Representative  
Student Services Council Representative  
ASBCC President or designee(s)

**Length of Term:**

By position – as long as position held  
By appointment - Indeterminate

**How Selected:**

By position – by virtue of position held  
By appointment - Appointed by respective bodies

**Purpose**

The charge of this committee is three-fold:

- (a) to address the college strategic missions;
- (b) to advise the administration on planning and budget issues by offering opportunities for college-wide participation and collecting recommendations; and
- (c) to ensure budget and planning integration and data-based decision making.

Strategic Missions:

- ▶ Inform the college about strategic goals and the activities of this committee;
- ▶ discuss proposed changes in broad-based college processes before they are acted on or implemented by the College President;
- ▶ examine and discuss issues of college-wide importance in depth with the goal of ensuring that the institution as a whole is true to its mission, clear in its identity, and effective in serving students;
- ▶ assess and improve the effectiveness of the BCC Shared Governance Structure.

College-Wide Input and Participation:

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- ▶ create, review, and revise committees;
- ▶ receive reports at least annually from all standing and ad hoc committees of the college;
- ▶ receive reports from district governance committee representatives and provide advice to the representatives in response;
- ▶ receive and review college procedural recommendations; adopt, and revise college procedures;
- ▶ assess college needs to ensure systematic development of procedures;
- ▶ obtain constituent opinions;
- ▶ provide a venue for college-wide initiatives and provide a means of communication with the college community;
- ▶ review, approve, and/or improve recommendations made by other bodies, as appropriate.

### Budget and Planning Integration:

- ▶ Link planning documents to district missions and goals, strategic plans, and accreditation standards to inform budget decisions;
- ▶ Review programs planned and in place in order to make recommendations as to what resources are needed for those programs. Develop a framework or model for this;
- ▶ Prioritize resource allocation based on recommendations that are informed by defined criteria and outcomes;
- ▶ consider budget and planning related issues brought forth from other bodies or from college constituencies before make a recommendation to the president.

**Recommends to:** College President

**Frequency of Meetings:** twice per month during the academic year.

## **Senates**

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## Associated Students of Berkeley City College (ASBCC)

**Chair:** Associated Student Body President

**Membership:** Student body officers including four members of the Judicial Council and two members of the Interclub Club Council

**Information Dissemination:** The Secretary of ASBCC will submit meeting minutes and other reports generated by the ASBCC to all members of the public as requested and in accordance to the Brown Act. The Secretary will disseminate meeting minutes and agendas online on the ASBCC homepage.

**Length of Term:** One year

**How Selected:** Officers are elected by the student body

**Purpose:**

- The Associated Students of Berkeley City College (BCC) will advocate and serve as the voice of Berkeley City College students in all shared governance meetings at the district and college level; represent the student viewpoint on administration and faculty committees.
- Maintains the master calendar of student activities and events in collaboration with the Office of Campus Life.
- Oversees and approves Inter-club Council activities
- In collaboration with the ASBCC advisor, prepare and administer the disbursement of Associated Student funds; authorize expenditures of funds; and assist with the preparation and development of Associated Students budgets in accordance with District policies and applicable regulations
- To foster community and strive to make improvements in all areas of the BCC
- Suggest and recommend policy governing the activities and welfare of the students at BCC
- Practice real-world experience and develop leadership skills while at BCC
- Encourage meaningful participation in student activities
- Address the needs, problems and concerns of the student body and to carefully listen to suggestions from the student body

**Recommends to:** Education Committee and College Roundtable for Planning and Budgeting

**Frequency of Meetings:** Once per week. Day and time varies each year and is dependent on student availability.

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## Classified Senate

**Chair:** Classified Senate President

**Executive**

**Committee:** Classified Senate Vice President  
Classified Senate Secretary/Treasurer

**Membership:** All full and part-time classified staff members

**Length of Term:** One year

**How Selected:** Officers are elected by all classified staff members

**Purpose**

The Classified Senate will

- represent classified employees in the college's governance system;
- provide a body representing the various needs, concerns, and viewpoints of the classified staff not related to union negotiation matters;
- provide a means through which the classified staff will coordinate with administration and faculty to assure opportunities for input from classified staff regarding college business and classified representation on college committees, thus assisting in the shared governance process;
- articulate the professionalism of classified staff;
- enhance the democratic process of informed decision-making at Berkeley City College;
- develop individual leadership contributions among the college's classified staff;

**Recommends to:** Education Committee and College Roundtable for Planning and Budgeting

**Frequency of meetings:** twice per month on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays

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## Faculty (Academic) Senate

**Chair:** Faculty Senate President

**Executive**

**Committee:** Academic Senate Vice President  
Academic Senate Secretary  
Departmental Senators  
Part-time Faculty Senator

**Membership:** All full and part-time faculty members

**Length of Term:** Two years

**How Selected:** Officers are elected by a vote of the entire faculty

### Purpose

The Academic Senate will make recommendations with respect to academic and professional matters according to Title 5, California AB 1725, California Ed Code, Board Policy 2510, and Administrative Procedure 2511. Academic and professional matters include, but are not limited to, the following:

1. Curriculum, including establishing prerequisites and placing courses within disciplines.
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, including self evaluation and annual reports.
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 between the governing board and the academic senate. (Title 5 Regulations, Subchapter 2, section 53200, 53205)

*Consult collegially* means that the district governing board shall develop policies on academic and professional matters through either or both of the following:

- a. rely primarily upon the advice and judgment of the academic senate, OR
- b. the governing board, or its designees, and the academic senate shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

**Recommends to:** Education Committee and College Roundtable for Planning and Budgeting.

**Frequency of Meetings:** twice per month on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays during the academic year

## **Governance Committees**

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## Education Committee For Quality Programs and Services

**Co-Chairs:** Vice President of Instruction  
Vice President of Student Services

**Membership:**

Director of Special Project  
Curriculum Committee Chair or designee  
Planning for Institutional Effectiveness (PIE) Chair or designee  
Classified Senate President or designee  
Academic Senate President or designee  
Articulation Officer  
Counseling Faculty Chair or designee  
Library Faculty Chair or designee  
Assessment and Orientation Coordinator  
EOPS/CARE Coordinator  
DSPS Coordinator or Learning Disabilities Specialist  
Learning Community designee  
Professional Development Chair  
Teaching and Learning Center Coordinator  
Associated Students President or designee  
Department Chair or designee  
Transfer and Career Information Center Coordinator

**Length of term:**

By position – as long as position held  
By appointment/designation - Indeterminate

**How Selected:**

By position – by virtue of position held  
By appointment/designation - Indeterminate

**Purpose:** The purpose of this committee is three-fold:

- Coordinate and collaborate on college-wide program review, development, evaluation, and strategic planning
- Request and review recommendations based on data analyses for the purpose of making informed decisions regarding educational programs and student support services
- Coordinate and implement Student Success and Support Program (SSSP) at the college level

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## Coordination and Collaboration:

Take, assess, and summarize institutional effectiveness related suggestions from, and make informed, data-driven recommendations to BCC Roundtable for

- ▶ Planning for Institutional Effectiveness Committee (PIE)
- ▶ Curriculum Committee
- ▶ Professional Development Committee
- ▶ Education Ad hoc Committee
- ▶ Learning Community Committee(s)
- ▶ Department Chairs Council
- ▶ Student Services Council
- ▶ District Education Committee
- ▶ District Student Success and Support Program Committee

## Data-Driven Decision Making:

- ▶ Coordinate and assist with accreditation efforts
- ▶ Facilitate college-wide effort in curriculum planning and development, including new programs, coursework and distance learning, and the implementation and coordination of the instructional and student support programs
- ▶ Assist the college in developing and updating educational master planning process and implementation, including economic/workforce development related to educational services at the college and program levels
- ▶ Assess, interpret, and ensure compliance with federal and state statutes and regulations, PCCD Board policy and administrative procedures, as they affect educational and student support services at college, program, and course levels
- ▶ Identify, discuss, and recommend to the President through Roundtable necessary changes in organizational and operating process and procedures regarding education programs and support services
- ▶ Help the College with enrollment management, linking with budget planning and class scheduling and support services offers
- ▶ Serve as liaison with PCCD Education Committee

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Student Success Support Program (SSSP):

Through college-wide cooperation, BCC will partner with PCCD and the State Chancellor's Office to

- ▶ Improve educational outcomes and workforce preparedness and close achievement gaps for historically underrepresented students
- ▶ Decrease time it takes students to earn a degree, certificate and/or transfer
- ▶ Save students and taxpayers money through efficiencies

by focusing on 8 areas as follows:

1. Increase college and career readiness
2. Strengthen support for entering students
3. Incentivize successful student behaviors
4. Align course offerings to meet student needs
5. Improve education of basic skills students
6. Revitalize and re-envision professional development
7. Enable efficient statewide leadership and increase coordination among colleges
8. Align resources with student success recommendations

**Recommends to:** College Roundtable for Planning and Budgeting

**Frequency of Meetings:** twice per month on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays during the academic year.

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## Facility Committee

**Co-Chairs:** Director of Business and Administrative Services  
Elected from membership

**Membership:** Faculty – Six Representatives  
Classified – Seven Representatives  
Administration – Three Representatives  
ASBCC – One Representative

**Length of Term:** Indeterminate

**How Selected:** Appointed by respective shared-governance bodies

### **Purpose:**

The Facilities committee's purpose is to ensure that the physical resources of our urban campus:

- Support student learning programs and services.
- Create an educationally functional, safe, and aesthetically pleasing environment that is conducive to the physical and intellectual well-being of our internal/external communities.
- Support institutional planning and budget.

**Recommends to:** Education Committee and College Roundtable for Planning and Budgeting

**Frequency of Meetings:** once per month on the 1<sup>st</sup> Friday during the academic year.

## Technology Committee

**Co-Chairs:** One administrator, one faculty member, one classified staff member

**Membership:**

- Faculty Senate President and/or representatives
- Classified Senate President and/or representatives
- Associated Student President and/or representative
- Office of Instruction Representative
- Faculty, Science Department
- Faculty, Multi-Media Arts Department
- Faculty, CIS Department
- Faculty, At Large
- Library Representative
- Student Services Representative
- Distance Education Representative
- Disability Services Representative
- Multimedia Services
- Campus Network Coordinator
- Web Specialist
- Public Relations/Communications Representative
- Admissions and Records Representative
- Business Office Representative

\*Members may represent multiple constituency groups

**Length of Term:**

- Co-Chair(s): two years
- Members: indeterminate

**How Selected:** Appointed by respective shared-governance bodies

**Attendance Requirement:**

- Members may miss no more than two meetings per year

# Berkeley City College Shared Governance Manual

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## **Purpose:**

Reporting directly to the Roundtable, the Technology Committee serves the purpose of the shared governance decision-making process at BCC. The charge of the Committee is to advise the administration on technology issues regarding:

- Access: Provide secure computer and internet access to learning resources and support services by systematically plans, acquires, maintains, and upgrades or replaces technology and equipment to meet institutional needs.
- Instructional Technology: Support the success of all students through the development of instructional technologies, including the delivery of instructional media.
- Campus Computing: Improve technology systems to increase institutional efficiencies and provide long-term support for campus computing needs.
- Network Infrastructure: Upgrade and maintain the network infrastructure to support comprehensive wireless, voice, video, and data communications (shared with District).
- Technology Support: Provide ongoing training and technology support services to meet the needs of students, faculty, staff and managers.
- Human and Fiscal Resources: Develop, distribute and utilize resources to support the development, maintenance, and enhancement of its programs and services.
- Business Continuity: Ensure technology resources as sufficient to maintain uninterrupted business-critical operations.

**Recommends to:** Education Committee and College Roundtable for Planning and Budegting

**Frequency of Meetings:** once per month during the academic year.

## **Standing Committees**

# Berkeley City College Shared Governance Manual

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## Curriculum Committee

**Chair:** Selected by faculty senate

**Membership:** Proposed by committee chair and ratified by faculty senate president

### Purpose

The curriculum committee will:

- ▶ provide guidance, advocacy, and oversight for the college's curriculum;
- ▶ ensure that the curriculum is academically sound, comprehensive, and responsive to the evolving needs of the community;
- ▶ ensure that the college mission, goals, and educational delivery to students are well served;
- ▶ review and recommend course and program additions, revisions, and deletions;
- ▶ recommend policy related to academic offerings to the district's Council of Instruction, Planning, and Development (CIPD);
- ▶ provides oversight of all new courses and programs to ensure that academic standards are maintained;
- ▶ recommend all new credit and noncredit courses for approval by the Peralta Board of Trustees, through CIPD;
- ▶ recommend program changes and course revisions for approval by the Peralta Board of Trustees, through CIPD;
- ▶ recommend graduation requirements and general education requirements for the associate of arts and associate of sciences degrees to the general education subcommittee of CIPD;
- ▶ assure the district and the Peralta Board of Trustees that all of the above comply with the standards set forth by the Education Code and Title 5;
- ▶ provide a forum for innovation in teaching and learning;
- ▶ review programs and courses in a systematic manner on a regular basis to ensure that courses are kept current and relevant.

**Recommends to:** Vice President of Instruction, District Curriculum Committee, and Board of Trustees

**Frequency of Meetings:** twice per month on the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays during the academic year.

# Berkeley City College Shared Governance Manual

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## Department Chairs' Council

**Chair:** VP of Instruction and a lead department chair to be elected to serve as co-chair facilitator for a one-semester term. The chair-facilitator role will rotate among the department chairs.

**Membership:** Elected Instructional Department Chairs

**Ex Officio Members:** Deans

**Length of Term:** As long as position held

**Purpose:**

Keeping in mind BCC's mission, vision, values, and learning outcomes the Department Chairs Council will serve as the leadership advisory group for matters related to:

- ▶ schedule development,
- ▶ enrollment management,
- ▶ faculty hiring, and
- ▶ administration of the instructional units including facilities, technology, assessment, and curriculum

The Council is a central part of the decision-making process within the organizational structure and the job description is identified in the PFT Contract under Department Chair Job Description, Appendix 16.

The Council will appoint a representative to serve as member of the College Roundtable. The VPI and Lead Department Chairs will determine the agenda for meetings in collaboration with the Deans.

The Lead Department Chair, in collaboration with the VPI, may deem it appropriate to hold a chairs-only meeting in place of one of the two monthly meetings.

**Recommends to:** Vice President of Instruction

**Frequency of Meetings:** twice per month on the 2<sup>nd</sup> and 4<sup>th</sup> Fridays during the academic year.

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## Planning for Institutional Effectiveness Committee

**Co-chairs:** Assessment Coordinator and Teaching-Learning Center Coordinator

**Membership:** Departmental Liaison from each instructional department, appointed by the Department Chair, with alternate to be designated to attend meetings, if so desired (including two faculty part-time representatives)  
Three classified representatives  
Administrators from the Office of Instruction and Student Services  
1-2 representatives from Counseling  
1-2 additional representatives from Student Services  
College researcher  
1-2 students

**How Selected/ Length of Term:** By position - as long as position held  
By appointment – indeterminate

**Purpose:** The purpose of the committee is to ensure continuous improvement in institutional effectiveness throughout the college, informed by quantitative and qualitative evidence and broad participation in analysis of evidence, in order to support the college mission.

Strategic missions:

- Serve as a resource for and monitor systematic, authentic assessments of learning outcomes and service area outcomes in all courses and programs (including instructional programs and student services areas) and implement meaningful action plans for continuous improvement in promoting student success;
- Implement regular and meaningful Institutional Learning Outcomes assessments and implement action plans for continuous improvements for all ILOs;
- Oversee Teaching and Learning Center collaborative projects, such as focused inquiry groups (FIGs) and Action Plan Projects for Learning Excellence (APPLEs), Discuss-Apply-Reflect-Tools (DART) Workshops, and Peer Observation Pools (POPs);
- Develop and recommend program review and APU templates to coordinate assessment, data review and analysis, and planning;
- Analyze student achievement data and implement related research projects (for example, the CCSSE, CCFSE, and SENSE administrations or DQP project);
- Integrate assessment work and accreditation in order to support accreditation efforts;
- Promote transparency and equity in planning and decision-making efforts;
- Communicate results of institutional effectiveness activities across campus; and
- Serve as a resource for institutional effectiveness activities across campus.
- Make recommendations, through the shared governance process, regarding resources needed for assessment
- Work with external partners and the District on assessment and other initiatives regarding data collection and analysis to support student success

**Recommends to:** Education Committee

**Frequency of Meetings:** twice per month on the 1<sup>st</sup> & 3<sup>rd</sup> Thursdays during the academic year.

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## Professional Development Committee

**Chair:** Once a year, after the membership and the amount of released time are determined, the Committee shall elect a chairperson. The chairperson shall be a faculty member but does not have to be a member of the Committee. If the chair is not a member, the chair shall not be eligible to vote. The term of office shall be for one year, and shall not exceed four consecutive terms.

### Membership:

The Professional Development Committee shall consist of three (3) administrators designated by the College President; three (3) faculty members: one chosen by the PFT Chapter Chairs, one chosen by the College Academic Senate, and one by mutual agreement; and three (3) Classified Staff chosen by Classified Senate.

### Length of Term:

The term of service shall be for two (2) years, and no one shall serve for more than four (4) consecutive years. Term of service shall commence on the first day of school of each academic year. If someone replaces a member, he/she will fill out that member's term and then be eligible to serve his/her own two-year term, if reappointed. In no case may anyone serve beyond four consecutive years. If a faculty vacancy on the committee is anticipated, there shall be a written notice no later than April 15th of the preceding academic year to every faculty member from both the PFT Chapter chairs and the college Academic Senate notifying all faculty

- a. of any vacancies on the committee;
- b. that all are eligible to serve;
- c. what the responsibilities for committee members are;
- d. what the procedures for application are.

### Charge of the Committee:

The Berkeley City College Professional Development Committee supports faculty, staff, administrators, and student leaders in activities that build our capacity to contribute to BCC's vision:

*Berkeley City College is a premier, diverse, student-centered learning community, dedicated to academic excellence, collaboration, innovation, and transformation.*

- a. Work with Unions, other shared governance bodies, and Special Projects to create and foster a broad array of Professional Development activities
- b. Establish priorities and procedures and approve funding requests for Professional Development activities. Depending on funds available and requests received, professional development funds may be awarded for the following:
  - o collaborative projects including TLC activities
  - o tuition reimbursement, in-house training, and webinars
  - o books, materials, supplies, and software
  - o memberships and subscriptions
  - o retreats
  - o conference registration, travel, hotel accommodations, meals, and other related expenses
  - o other expenses that directly contribute to professional development
- c. Oversee the sabbatical leave process (see Article 26, Paragraph R and the Sabbatical Leave Handbook for description of guidelines, procedures, applicants, etc.); and review,

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score and rank all applicants. The committee shall make its recommendations to the College President and the Chancellor.

- d. Plan the Flex Day activities
- e. Oversee and advise the activities and use of the Teaching and Learning Center
- f. Issue twice yearly report to the College Community and the District Officer of Staff Development: on expenditures, funding priorities, procedures, deadlines, activities, schedule of meetings, attainment of goals, needs assessments, etc.
- g. Professional Development Committee decisions and recommendations shall not be subject to the grievance process.

## **Responsibilities of the Chairperson**

1. The chairperson shall be responsible for implementing all of the policies, procedures, and guidelines that have been established by the College Professional Development Committee and the PFT-PCCD collective bargaining agreement
2. The chairperson shall
  - a. Call and schedule all meetings of the committee, including special meetings as requested or needed; prepare an agenda; distribute minutes; conduct all communication, including the committee's recommendations and decisions, to all interested parties
  - b. As assigned, write all official College reports, local and state, as required, in a timely manner
  - c. Make sure the business of the Committee is conducted in a fair, open, and timely manner
  - d. Oversee all College Flex (Professional Day) Activities, including registration, room assignments, equipment availability, designating facilitator, evaluations, etc.
  - e. Communicate with the College community on a regular, on-going basis in order to discuss, refine, and update the Professional Development Committees funding goals and priorities
  - f. Meet on a periodic basis, as needed, with the District Officer of Staff Development and the other Professional Development chairs
  - g. Plan, develop, initiate, co-ordinate the College's collaborative/special projects and college-wide activities and be generally responsible for the overall improvement of skills, knowledge, and morale of all segments of the College community

**Frequency of Meetings:** Once per month, with special meetings as necessary

**Recommends to:** Education Committee and College Roundtable, Academic Senate, Classified Senate

For additional specifications, please refer to PFT Contract Article 25.

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## Student Services Council

**Chair(s):** Vice President of Student Services  
Designees:  
Dean of Student Support Services  
Director of Student Activities and Campus Life

**Membership:** Lead and/or designee(s) from all student services functions/offices: Admissions and Records, Assessment and Orientation, Financial Aid, Health Services, Counseling, DSPS, EOPS/CARE, CalWORKs, Transfer and Career Information Center, TRiO, Student Activities and Campus Events, etc.

The Staff Assistants to VP of Student Services and/or to Dean of Student Support Services send meeting notice and record action items from the meeting.

**Information Dissemination:** Meeting minutes and other reports generated by the Council will be posted regularly and in a timely fashion on the BCC Student Services homepage at [http://www.berkeleycitycollege.edu/wp/student\\_service\\_programs/](http://www.berkeleycitycollege.edu/wp/student_service_programs/).

**Length of Term:** As long as position held

**How Selected:** By virtue of the position held

### Purpose

The Student Services Council will:

- create, review, and compose taskforce and/or working groups to accomplish specific joint tasks;
- offer team training workshops in order to accomplish necessary tasks, e.g., program review, student success support programs (SSSP), SLO, accreditation;
- receive reports orally and/or in writing at least monthly from all student services functions/offices;
- receive and review procedural updates and recommendations from all student services offices/functions;
- adopt, review, and revise procedures and practices relating to student services, when necessary;
- obtain, discuss constituent opinions and provide feedbacks for improvement and enhancement;
- provide a venue for college-wide initiatives and provide a means of communication with the college community regarding student services related issues;
- discuss proposed changes in broad-based college processes before they are acted on or implemented by the College;

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- examine and discuss student services related issues of college-wide importance in depth with the goal of ensuring that the institution as a whole is true to its mission, clear in its identity, and effective in serving students;
- consider issues brought forth from other bodies or from college constituencies and either (1) make a recommendation to the student services administrators: Vice President, Dean, and Director for improvement and/or update/upgrade, or (2) refer the matter to the appropriate offices, body such as instruction, associated students, business, shared governance committees, Leadership, and the College Roundtable for Planning and Budget;
- review, approve, and/or improve student services related recommendations for implementation made by other bodies, as appropriate
- review, discuss, and rank resource needs arrived via program review or annual program updates, and forward the recommendations to VP of Student Services for consideration.
- receive reports from district governance committee representatives and provide advice to the representatives in response;
- serve as an advisory body to student services administrators and staff members.

**Recommends to:** VP of Student Services

**Frequency of Meetings:** twice per month on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays

## **Ad Hoc Committees**

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## Commencement Committee

**Co-Chairs:** Vice President of Student Services and designee

**Membership:** Classified staff members from student services and instruction areas  
College administrators  
Faculty members from instruction and student services

### Purpose

The Commencement Committee will:

- ▶ plan and oversee the annual commencement ceremony that occurs in May;
- ▶ coordinate event planning with district offices and outside vendors.

**Recommends to:** College President

**Frequency of meetings:** As needed in the fall semester; at least monthly meetings during spring semester.

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## Health & Safety Committee

**Co-Chairs:** Dean of Student Support Services  
Director of Business and Administrative Services (or designee)

**Membership:** Security Officer  
Faculty – Four Representatives  
Classified – Four Representatives  
Administration – Co-Chairs and one additional  
Student – Two Representatives

**How Selected:** Appointed by respective shared-governance bodies

**Length of Term:** Indeterminate

**Purpose: Develop and recommend health, wellness, and safety related educational programs for staff and students**

The Campus Health & Safety Committee will:

- ▶ provide support to enhance Berkeley City College's safety practices;
- ▶ encourage employees to participate in the safety process for the betterment of all concerned;
- ▶ advise on the formulation and dissemination of policies, practices and procedures that promote health and safety;
- ▶ act as a problem solving group regarding the identification and control of hazards;
- ▶ help to resolve health and safety issues;
- ▶ assist College and District Administrators in the planning of action on occupational health and safety. This will include helping to set priorities to control hazards;
- ▶ develop annual plans for in-service training and other staff and student development activities, which support a safe campus.

**Recommends to:** Facility Committee

**Frequency of Meetings:** Twice per semester

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## Outreach and Retention Committee

**Chair:** Director of Campus Life and Student Activities

**Membership:** Learning communities coordinators or designee, student ambassador representative, EOPS Coordinator, Assessment Coordinator, Financial Aid representative, Special Projects Director

The Director of Campus Life and Student Activities or the designee sends meeting invitations and records action items from the meeting.

**Information Dissemination:** Meeting minutes and other reports generated by the Outreach and Retention Committee will be sent to all invited members via e-mail. Meeting minutes will be disseminated online at the BCC Student Services homepage.

**Length of Term:** As long as position is held

**How Selected:** By virtue of the position held

**Purpose:**

The Outreach and Retention Committee will:

- ▶ Increase access, ensure equity, and enhance student success through outreach and retention plans and activities
- ▶ Facilitate high school to college transition by establishing and/or confirming liaisons with local feeder schools
- ▶ Integrate related activities with the college's institutional planning process
- ▶ Ensure adequate assistance is available to help students with the registration and enrollment process throughout the year
- ▶ Establish and assess measurable student learning outcomes, program goals, and objectives as they relate to Outreach and Retention; and use assessment findings to improve the program
- ▶ Plan and implement a program of publicity and outreach activities which inform and involve students
- ▶ Develop, propose, and implement retention activity plan in order to increase retention and completion
- ▶ Promote and ensure visitor follow-up through the welcome desk

**Recommends to:** Educational Services, Technology and Facilities Committees

**Frequency of meetings:** To be determined.

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## Registration Enhancement Committee

**Chair(s):** Vice President of Student Services and/or Designee(s)  
Vice President of Instruction and/or Designee(s)

**Membership:** Lead and/or designee(s) from all divisions/functions/offices in student services, instruction, business, and president's office.

The Staff Assistants to VP of Student Services and/or to Dean of Student Support Services send meeting notice and record action items from the meeting.

**Information Dissemination:** Meeting minutes and other reports generated by the Committee will be posted regularly and in a timely fashion on the BCC Student Services homepage at [http://www.berkeleycitycollege.edu/wp/student\\_service\\_programs/](http://www.berkeleycitycollege.edu/wp/student_service_programs/).

**Length of Term:** As long as position held

**How Selected:** By virtue of the position held

### Purpose

The Registration Enhancement Committee meets twice per semester before and after peak registration period to enhance effectiveness and efficiency for enrollment services, and identify and minimize redundancies and barriers.

#### ► Enrollment –

- Become familiar with the established enrollment targets and promote access, equity, and success;
- Assist in determining, achieving and maintaining optimum enrollment in credit and contract education programs;
- Ensure class schedule development meets enrollment needs by adopting the revised/up-to-date class schedule from previous term with adjustment for improvement.

#### ► Increase Organizational Efficiency –

- Identify and remove registration bottlenecks, e.g., student registration holds;
- Review, evaluate registration process, procedures, and practices to enable the delivery of effective academic programs and student support services;
- Improve existing service triage design and implement the enhanced plan in areas, e.g., assessment, orientation, counseling, financial aid, business services, instruction;

#### ► Improve Service Level and Quality –

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- Service mapping. Continue to enhance and implement the referral slip to facilitate enrollment services and communication.
  - Professional development. Continue to identify and conduct professional development trainings and workshops, e.g., customer services.
  - Increase service hours. Continue to improve and implement service hours for day and evening students. Publish office hour online, post signage in front of the office and on the electronic monitors, and ensure service quality and availability.
- Advisory - Serve as an advisory body to college-wide administrators and staff members.

**Recommends to:** VP of Student Services

**Frequency of Meetings:** Twice per semester, before and after peak registration period.

## Scholarship Committee

**Chair:** One appointed co-chair (currently) Transfer & Career Information Center Coordinator

**Membership:** Voluntary membership – open to all members of campus community

**Length of Term:** Indeterminate

**Purpose:**

The Scholarship Committee will:

- ▶ publicize scholarships; and
- ▶ forward applications to funding bodies.

**Recommends to:** Vice President of Student Services

**Frequency of meetings:** As needed in the fall and spring semesters