



Berkeley City College
COLLEGE ROUNDTABLE FOR PLANNING AND BUDGETING

Monday, October 12, 2015

MEETING MINUTES

Chair: Dr. Debbie Budd

Attendees: Antonio Barreiro, Joseph Bielanski, Jr., Nancy Cayton, May Chen, Paula Coil, Roberto Gonzalez, Jennifer Lenahan, Jenny Lowood, Carolyn Martin, Cynthia Reese, Brianna Rogers, Theresa Rowland, Karen Shields, Shirley Slaughter, Hermia Yam, Rich Berberian, Windy Franklin, David Ivan Cruz (ASBCC), Natalia Fedorova, Thomas Kies

Agenda Review

The meeting was called to order by Dr. Budd. Attendees were asked to review the September 28th Minutes, for approval at the end of the meeting. It was noted that there is a smaller group in attendance as some members are at district meetings and conferences. A Town Hall meeting was announced and will be held on Wednesday, October 15th, 12:20 – 1:20 pm in the auditorium, on the subject of Student Equity. Dr. Bajrami will also present on the topic of “*Scaling Up Student Success.*” Dr. Budd welcomed students to attend.

Ms. Brianna Rogers stated that she is also working on creating an Equity Town Hall and is partnering with Ms. Theresa Rowland, several math faculty members, the BSU President and EOPS.

The agenda was reviewed by Dr. Budd and opened for additional comments, questions or topics to add. None were added.

ACCJC Request for CTE Job Placement Rate – Set Strategies

The first time any college in the state identified a set standard for successful course completion was a couple of years ago in spring 2013. The next thing the accreditation body has asked through the Department of Education nationally is that we have standards for job placement rates for our CTE programs.

Since 2012-2013 the ACCJC sent all of the colleges an annual survey requesting information including institutional set standards. To follow up, they want to see how have standards been met.

This year, they are focused on two things:

1. Job placement rates
2. Licensure examination passage rates

BCC does not offer any CTE programs that require licensure examinations in order to gain employment.

Starting in 2015 ACCJC asked institutions to submit job placement rates for any of the CTE programs that have graduates with degrees or certificates of 10 or more. Dr. Chen referenced the handout “Program Awards Summary” showing six years of degree or certificate recipients, noting that the yellow highlights are CTE programs.

In order to respond to the ACCJC, Dr. Chen reported that the college did several major things:

In the spring of 2014 BCC participated in Santa Rosa’s CTE Completers Survey. The survey results are posted online under our CTE program. Dr. Chen requested everyone’s support for BCC to use the survey

results of 57.5% job placement rate as our institution set standards. She presented this information at the Classified Senate meeting last week and will present to ASBCC tomorrow.

It was stated that BCC took a proactive approach by designing a survey and reaching out to the 2012-2013 multimedia and biotechnology degree and certificate recipients. Based upon the Fall 2015 BCC Survey results, biotech's job placement increased to 66.7% and job placement for multimedia arts increased to 83.3%. These will be submitted instead of what is shown on the handout.

Dr. Budd stated that when we set our institutional set standards for successful course completion we put what it was and stated that we wanted to make sure we never wanted to get below and always do better. The initial survey had the 57.5%. She asked if we are still submitting the 57.5%.

Dr. Chen stated that we are not. She stated that based on the Fall 2015 survey of the biotechnology and multimedia arts completers, almost all of the respondents were also employment seekers. She restated that for the biotechnology our job placement is 66.7%, well exceeding our job placement institutional set standard of 57.5%. For multimedia arts the job placement rate among those completers who were also looking for jobs, has reached 88%.

Initiated by Mr. Antonio Barreiro's question, there was a discussion on the number of students surveyed and the number of responses (30%). He also suggested using caution when setting standards based upon the total response number.

Ms. Jenny Lowood wanted to note that in multimedia art and, she believes, in biotechnology there was a program assessment, a survey of students, which wanted to know why they were not getting more certificate completers. As a result of that assessment they changed their certificates and, as shown on the table, multimedia went from 11 to 71 and certificates requiring 18 to 30 semester units, from 55 to 90.

Dr. Chen stated that we will not note this for this year as they are only asking about graduates in 2012-2013. She stated BCC will start reaching out to our 2013-2014 graduates.

In regards to whether we can get more respondents, Dr. Chen indicated that several rounds of emails were sent and phone calls were made. Additionally, contact information for some was no longer valid. Ms. Lowood suggested going through faculty and the departments to possibly reach people better, as opposed to going through district records.

Ms. Theresa Rowland added that the Santa Rosa project is statewide so every college is looking at this issue and they decided to ban together and share the cost as reaching out to students is very expensive. With email, you don't receive a lot of return. Santa Rosa JC, without bumping up the cost has taken on this project for many colleges so BCC was paying for their share of the cost. She reported that our share is fairly small and maybe what we are learning is to handle this in-house. As we are having the discussion about benchmarks, what seems essential is that we are shifting the conversation. Traditionally the colleges have not taken on the role of being connected to job placement, we are about educating the students, getting them the competencies and CTE validating that with advisory committees so that it is relevant curriculum so students are prepared and equipped. But then we then don't bridge them to that placement opportunity. Ms. Rowland feels this is starting to say that as a college, we will be held accountable and therefore, she feels we should talk about infrastructure first of all. She stated the conversation seems uninformed unless we have faculty from those areas because our CTE faculty are so connected and they have the network of people and industry and making those introductions and resumes and know where their students are going. That is part of the CTE role when teaching in that classroom, that you are more connected to job placement than any other faculty aspect. This is an opportunity to have that larger conversation around how faculty in those areas see the placement rates, what is realistic, and what can be support.

This is our first year submitting this to ACCJC as reported by Dr. Budd who agreed that all of the points made were valid. She pointed out that the initial 57.5% came from the Santa Rosa survey number and feels that ideally we should set the target similar to this survey.

Mr. Barreiro agreed and added that we need a little more experience with what the 2013-2014 cohorts will yield before setting higher expectations.

In terms of what we do at BCC for job placement or helping students with internships, Ms. Paula Coil stated that it is one thing to report if the student found employment in their area but it is also important to note how, and if we had anything to do with that.

Also brought up by Ms. Lowood is that students come, not to gain employment, but to gain advancement in their careers. This may not be reflected in the numbers.

Dr. Chen stated we can have a comprehensive report and survey all of our graduates, including gaining feedback on their education received at BCC.

Ms. Rowland indicated that she has worked closely with the Chancellor's Office and there is data called the CTE launch board where that kind of data is starting to go in:

- What was a student's earning two years before they started the program
- Two years after they completed the program
- Five years out

Ms. Jenny Lowood made a motion to use the 57.5%

Second by Dr. Joseph Bielanski

All in favor

Opposed: None

Abstentions: None

This will be moved forward with the goal that the deans will work closely with the faculty to have the cost discussion and survey tool to be able to collect the successes.

Dr. Bielanski asked if we say anything about this kind of standard in CTE program review.

It was recommended by Dr. Budd that as they are finalizing these last few weeks it would be great if we could have the deans work with faculty to identify plans of how they will help track these students and continue to increase the employment rate.

Integrated Planning, Resource Development, and Evaluation Progress

When we had our accreditation visit they identified that we do have processes and procedures for integrated planning and resource allocation. They wanted to ensure that we publish how we review and assess those processes. We looked at the program reviews and identified that we needed to make sure that we have disaggregated data in those. Another piece would be how we ensure that the CTE job placement is in the CTE programs.

Dr. Budd reported that the same way Santa Rosa is helping with the CTE survey, we have been looking at other colleges' processes for assessing what they do.

Dr. Chen reported that among the two ACCJC recommendations one is that we need to have a systematic way of integrating our planning, evaluation, resource allocation and publish it. She indicated that she learned it is not about publishing different plans online but instead how we show the college actually integrates all of those plans.

Dr. Chen then reviewed a PowerPoint presentation.

As part of the presentation she reviewed a draft of the *Integrated Planning and Resource Allocation Crosswalk*. For the Education Master Plan, Annual Strategic Plan, Program Review/APU, SSSP, Equity, and BSI, this handout identifies:

- Purpose
- Goal Indicators
- Target Student Groups
- Strategic Activities
- Plan Length
- Responsible Members
- Sources of Funding
- Evaluation

She also reviewed the handout, BCC Integrated Planning, Resource Allocation, and Evaluation Flow.

Dr. Chen asked for feedback on the draft document. Ms. Rogers responded that it is clear for her to understand. Ms. Lowood stated that she likes what Dr. Chen has done. She had a question on the evaluation flow handout. For the circle, with SSSP, Equity, BSI, CTE she wasn't sure if they are budget streams or planning documents. Dr. Chen responded that they are planning documents. Based on Ms. Lowood's suggestion, "Assessment Findings" will be added along with those listed.

She also stated one possibility is to have Plans or Planning Documents and then Assessment Findings added. Dr. Chen preferred "Plans."

This is a statewide hot topic, which Dr. Chen had mentioned. Dr. Budd added that we will have to have some language behind the final diagrams and come up with a nice document. When the visiting team was at BCC, Dr. Budd indicated that they identified that as a recommendation. Typically we would have three years for our mid-term report but because they are coming back a year from now for the district deficiencies we will need to have something to share with them at that time.

Dr. Chen continued her presentation and requested feedback on another chart that she is considering using that shows we are serving all of our students and shows the target student population.

There was discussion on this particular chart which was stated as a "good start" with discussion generated by the visual effect of the populations identified.

Dr. Chen stated that there are other things that she has shared with the group previously and, in order to show that all of the plans are integrated, she presented a 10-year development planning cycle and shared the two-year steps. She is waiting for input in order to complete this. She is in a hurry to do this one as she hopes by October 30th BCC will be able to place a draft entitled *BCC Integrated Planning, Resource Allocation, and Evaluation* on the website. The SSSP plan asks how we develop SSSP in conjunction with the rest of the planning. We want to say SSSP plays a significant role, however, this is not an isolated plan and we have this integrated planning, resource, development and evaluation process been ongoing.

Dr. Budd referenced a diagram entitled Planning Cycle 2014-15 as part of the *BCC Integrated Planning, Resource Allocation, and Evaluation* which showed all of the plans that we are working on. She stated that in theory, this is why Program Reviews drives everything. When you do a Program Review every three years you are assessing what you are doing in your program, looking at your course completion, student success, race and ethnicity disaggregated data and coming up with plans on how we can improve those results.

She continued reviewing the diagram's information referencing items on today's agenda under "*Annual Strategic Goals and Prioritized Activities*." Also mentioned were the Enrollment Management Plan,

Human Resource Plan and Staffing Plan. She asked about the Staffing and Hiring Plan vs. College Human Resource 3-Year Plan.

The Enrollment Management Plan and Human Resource Plan are on a 3-Year cycle. However, with the Staffing Plan, we prioritize needs and make suggestions on hirings. Additional review of the information was discussed and will be revisited including the College Facilities Plan.

Tech Plan

Mr. Barreiro indicated that last week the Technology Committee met and took a look at BCC's Strategic Goal and Activities. There was a very productive conversation about how do we take the goals and activities work that has happened so far and make sure we center the need for having a strategic approach to technology funding. A draft memo, a result of the work of the Technology Committee, was distributed by Mr. Barreiro. The Technology Committee is asking for a new goal or to embed within an existing goal the following phrase.

"Improve and sustain technology resources required to fulfill our mission."

Mr. Barreiro stated that this could be a goal or embedded within either goal 4 or 5 which is already part of their plan.

He reported that they also developed four activities related to this goal.

1. Develop college level strategic technology budget that identifies current, high urgency instructional and student services technology needs.
2. Prioritizes planned annual technology replacements and maintenance.
3. Anticipates program growth and innovation needs.
4. To identify and allocate existing funds to begin to address these needs and also the gap between what we have now and what we need.

The Technology Committee is asking for Roundtable to embed the goal within the 2015-2016 Goals and Activities document. It's offering to facilitate the work to accomplish this as soon as the program review cycle is complete.

Dr. Budd also stated that this ties into the header on the agenda "*Annual Strategic Goals and Prioritized Activities*" because resources for technology fit within our fifth goal for the college.

Last year it was recommended and acted on by the district Technology Committee that 2% of the college budget be set aside for technology. The same was true for facilities. Dr. Budd indicated that PCCD has \$120M general fund budget and, at 2%, that is \$2.4M. If we were to set that aside and divide it per the Budget Allocation Model, BCC would have the \$300-\$500K to purchase the technology we need.

Mr. Barreiro reported that on Friday at the district tech committee an overview was presented on expected IT budgets, looking at expected needs and, if we were to address those needs what the cost would be per college. For BCC, Merritt and COA roughly \$3M would be required at each college for this year to meet current needs. Those current needs would be the beginning of a refresh/recycle plan. He believes Laney may have been \$5M. He stated that while we know we have those needs for this year, there is no identified budget to address them. There was no action item at the end of the conversation other than to share this with the district Planning and Budget Council.

Dr. Budd recommended having on the next agenda, to review and adopt our technology plan for BCC so that we can forward that and help set the model for the district.

Ms. Nancy Cayton added that having plans and reviewing plans such as those on the chart are good but if it doesn't go anywhere or no action is taken to make the plan happen, then the plan isn't of much value.

Survey Discussion

Dr. Budd asked for a task for to assist with the survey. It will be a survey on our shared governance processes with our College Roundtable, Ed Committee, PIE, Curriculum, Senates as well as planning processes.

Volunteers

May Chen

Carolyn Martin

Nancy Cayton

Jenny Lowood

Shared Governance Committee Structure

Many years ago we reviewed our shared governance manual. At that time, we also looked at the makeup of the different shared governance groups. So much of what we do now relates to data and measuring ourselves. This is why we created the Vice President of Institutional Effectiveness and Research position. This is Dr. May Chen's position. As a result, we previously did not have that VPIE on committees. Dr. Budd brought this to College Roundtable for approval to add the position to the College Roundtable for Planning and Budgeting committee.

A motion was made by Ms. Lowood to include the Vice President of Institutional Effectiveness and Research position to the Roundtable structure.

Second by Ms. Brianna Rogers

All in favor

Opposed: None

Abstentions: None

A motion was made by Ms. Jennifer Lenahan to include the Vice President of Institutional Effectiveness and Research position to the Ed Committee structure.

Second by Dr. Joseph Bielanski, Jr.

All in favor

Opposed: None

Abstentions: None

Ms. Lowood requested that Dr. Chen, as Vice President of Institutional Effectiveness also be a member of the PIE committee.

A motion was made by Ms. Jennifer Lenahan

Second by Dr. Joseph Bielanski, Jr.

All in favor

Opposed: None

Abstentions: None

There was realignment of agenda topics, and the following items will be covered at later meetings.

Annual Strategic Goals and Prioritized Activities

- High School to College Pathways
- Multiple Measures/Multiple Assessments
- Increase Math Success
- New Building Design/Construction

Other

Correction to 9/28 Minutes

Page 3 "ends" to "sample sizes"

A motion was made by Dr. Joseph Bielanski, Jr. to approve the minutes with correction noted.

Second by Ms. Carolyn Martin

All in favor

Opposed: None

Absentions: None

-End of Minutes -

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