



Berkeley City College
COLLEGE ROUNDTABLE FOR PLANNING AND BUDGETING

Monday, October 26, 2015

MEETING MINUTES

Chair: Dr. Debbie Budd

Attendees: Debbie Budd, Diana Bajrami, Joseph J. Bielanski, Jr., Nancy Cayton, May Chen, Paula Coil, Dave Ivan Cruz, Roberto Gonzalez, Brenda Johnson, Jenny Lowood, Jasmine Martinez, Tanya Moore, Brianna Rogers, Theresa Rowland, Karen Shields, Tram Vo-Kumamoto, Natalia Fedorova, Rich Berberian, Thomas Kies

Agenda Review

Dr. Budd opened the meeting by introducing the newest member of the administrative team, Dr. Tanya Moore, Interim Dean of Special Programs & Grants. Roundtable attendees welcomed Dr. Moore and introduced themselves. During the introductions, Mr. Dave Ivan Cruz informed attendees that he was the newly appointed student representative for ASBCC. Mr. Majuan Franklin and Ms. Nicole Rodgers, will no longer serve as committee members. Dr. Budd explained College Roundtable for Planning and Budgeting committee membership for Dr. Moore's benefit.

Dr. Moore shared a brief history of her background with the group which includes working with the City of Berkeley.

Adding to Dr. Moore's introduction Dr. Budd stated that we have been doing great work with the city as well as within our college. An example provided was last Wednesday's Berkeley High School event where 150 families attended. Dr. Budd noted that AB86 has now been rolled into AB104 stating this is the new number related to building Adult Ed pathways.

Attendees were requested to review the October 12th Roundtable minutes for approval at the end of today's meeting.

Dr. Budd reported that on Friday afternoon they found out how much the college would receive for SSSP funding. It is more than last year, \$1.291M.

The agenda was reviewed by Dr. Budd.

Review of SSSP Plan- May and Diana

Dr. Diana Bajrami began the review of the, "Student Success and Support Program Plan 2015-2016" presentation. *Document reference: "RT102615 – SSSP Program Plan Presentation – Roundtable."*

The program will outline how we are going to document all of the SSSP services that the college will provide. The goal of the program is to increase student access and success by providing students with core SSSP services to assist them in achieving their education goals.

Dr. Bajrami reported that there are specific guidelines from the State of California on how to spend the money. The program plan outline, including goals and guidelines, have been shared with various groups and departments to include Classified Senate, Academic Senate, the Ed Committee, Student Services Council, and Counseling Department. Dr. Bajrami and Dr. May Chen have also explained SSSP to these groups, as well as the relationship between SSSP, Equity, our budget plan, and the Educational Master Plan. SSSP is focused on first time students and core services.

Today's focus will be on the following areas:

- Planning & Core Services
 - Planning
 - Orientation
 - Assessment for Placement
 - Counseling, Advising, and Other Education Planning Services
 - Follow-up for At-Risk Students
 - Other SSSP/Match Expenditures
- Professional Development

Ms. Hermia Yam was noted as the SSSP Coordinator. Ms. Yam, Ms. Gail Pendleton, Dr. Chen and Ms. Jennifer Lenahan worked together to collect data and provide the first draft.

Ms. Susan Truong and Ms. Allene Young-Hegler were recognized for doing a fabulous job on the counseling part where a lot of the services will be provided by the counseling department. As part of the SSSP, they are working hard to ensure faculty advising is implemented and is becoming very effective as it is an instrumental part of the SSSP plan.

Dr. Chen continued with the SSSP presentation beginning at the Integrated Planning slide which she noted was a slightly improved version. She noted additional wording in the Assessment & Evaluation circle. The Student Profile slides were reviewed and it was noted that we have 7,330 students for Fall 2015 in comparison with last Fall's number of 6,311. This is a significant one year increase.

A lot of struggle was noted by Dr. Chen to clearly define entering, first-time matriculating students. Information was collected from CCCApply the other was from the matriculation survey. Accomplishments in this area were reported. Dr. Chen thanked Ms. Pendleton for tabulating all of the numbers that went through assessment orientation for 2014-2015. Differences between the college's numbers verses the numbers published by the State Chancellor's Office were noted by Dr. Chen. She added that BCC started assessment/orientation in the Spring for the next year and suspects our Spring information was not reported to the State. She will further confirm this information.

Dr. Chen continued with her overview of the presentation. Placement ongoing work and planned activities were reviewed along with counseling activities, 2015-2016 goals, and follow-up for at-risk students. In the latter area, Dr. Chen believes items coded as "Other Services" should have been defined as "Academic/Progress Probation Services" based upon the number of forms that were hand counted in the counseling office. The resulting number was a lot higher than the number reported.

Dr. Bajrami wrapped up the presentation by reviewing the Professional Development and the Proposed Budget slides.

A motion to accept the SSSP plan for 2015-2016 as presented to move forward was made by Ms. Brenda Johnson
Second by Ms. Brianna Rogers
All in favor with one abstention
Opposed: None

Dr. Budd thanked everyone for their participation in development of the plan.

Equity Plan Updates - Next Steps for Working Groups

Next Wednesday, 9:30 – 11:30, will be the Equity Plan meeting where they will go into more details about the progress made in all of the workgroups. It was discussed and approved previously that the Basic Skills Initiative will be a part of the Equity Plan.

Ms. Brenda Johnson stated that the Access group initiated an activity to address equity.

- Foster Youth and Homeless Students Workshop to be held tomorrow.

Dr. Bajrami added that the Access group has met weekly with the exception of one week. They are in the process of starting to write the first part of the plan which is due shortly.

Ms. Johnson added that Peralta is the recipient of the Chancellor's Office grant. There were only 10 districts selected to provide services for foster youth via EOPS programs. Elements of BCC's Equity Plan were put into the grant competition. Dr. Budd also met with Dr. Evelyn Wesley, former Merritt College president who has an organization which she would like to form a partnership with at BCC.

Also added by Dr. Budd is that once we hear from the other groups, it will be evident that all of these tie together.

- Equity ties in with SSSP, our Ed Master Plan, and the ACCJC self-evaluation reports.

Ms. Theresa Rowland reported on the ESOL, Math and English Course Completion.

- They have mapped out about 15 activities.
- One of the complexities of figuring out what they want to do is figuring out the resources.

Ms. Paula Coil provided an update on the Degree Certificate Completion and Transfer Group

- In the process of identifying the most effective activities.

Once activities are identified it will be important to tie funding to it so we can get that into our budget. The Equity Plan is due mid-December, but it will need to go to the Board so really a month from today, we will need to be finished.

It was stated that they will be looking for overlap activities at next week's Equity meeting. It was requested that everyone submit their information prior to the meeting.

Ms. Tram Vo-Kumamoto reported on Course Completion which she stated has been separated into two areas; one with the Chairs through our Program Review process and one with a small equity working group. As part of chairs' review, they will be providing action plans.

Ms. Brianna Rogers reported that they had a strategy meeting last week where members of the Black Student Union joined them. A safe space was created for people to come in and share why they are having difficulties in their math courses. This session was supported by several math faculty members along with Ms. Rowland and Ms. Vo-Kumamoto. Planning was done to schedule a Math Equity Town Hall. It has been tentatively put on the calendar for November 18th and it was then decided to do a two-part series. They are now looking at November 17th and 18th during college hour, to be held in the auditorium. They may also be looking at creating a math skills workshop series similar to the English writing workshop series. Ms. Rogers added that Mr. John Saenz was also in attendance and there will be changes in the LRC in regards to how they train tutors and possibly looking at the hiring process to make sure that the needs of the students will be met.

In addition to the BSU meeting on the 21st, on Thursday, we had the opening of our Dreamers Center. Dr. Budd reported that it was an incredibly great turnout and these all tie into our work closing the opportunity gap.

Basic Skills Initiative

Ms. Vo-Kumamoto reported that a lot of their BSI work is carried over from planning done in the past and incorporating enough space so that the planning that is done now through equity can delve into it. One thing done differently on the BSI report this year is to identify the three specific areas within the math curriculum that they want to focus on.

1. Basic math pre-algebra area
2. Intermediate and elementary algebra area
3. Pre-stats to stats path

Ms. Rogers added that counseling will be starting a new series once a month which they are hoping to start in the spring semester. They will be introducing it at a winter Town Hall based on students having a plan and creating a vision to work smarter and not harder.

Survey to Assess Our Planning Process - May, Jenny, Carolyn, Nancy

Dr. Budd indicated that some of our conversation regarding the LRC and tutoring and how we can improve that is really what we do for accreditation self-evaluation. It is always looking at continuous improvement, what we are doing, and how we can improve. When we had our visit last spring, the team shared that they were proud and thrilled with the work that we are doing, and gave many accolades and commendations. They did give a few recommendations to us and there are two that we need to work on now but there were eight at the district level. She referenced a handout and noted a visit a year from now, October 2016 because we were put on Warning. She stated that the Warning was for the district deficiencies.

Highlighted on the handout were the team recommendations.

We had a task force that met last week to help identify a survey to assess our planning process. Dr. Chen helped to pull some of the information together. Along with Dr. Chen, task force members included Ms. Jenny Lowood, Ms. Carolyn Martin and Ms. Nancy Cayton. The thought is to share what the team has drafted with the hope that the information be shared by Senate presidents, ASBCC, and committee chairs at their subsequent meetings.

Before the discussion began, Ms. Lowood indicated that she had just completed the copy editing and the update would be sent out to everyone to share with their groups. She also recommended that the last use of the word "process" be eliminated in #9 on the survey.

Based on a conversation at the meeting, they agreed that while the survey is nice, the task force feels that it isn't what they are requesting. She pointed out that they are requesting that we develop and "publish" the shared governance decision making structure. Dr. Budd stated that when the team was here, every time they asked for something we were able to identify it on our website, but not very easily. She believes that is something we need work on here. We have incredible data and information it is just not easy to access.

Ms. Lowood's interpretation is that we could publish, for example, where our Mission is published on the website and maybe in the catalog a sentence about what the review process is and how often, and who does it. Similarly, on our Program Review page, we publish how we do it, how often we do it. She discussed other areas where this information could be published in the obvious place.

Dr. Chen indicated that this is the task force's first draft survey. She also outlined the survey's focus areas.

Also shared with the group by Dr. Bajrami was the need for improvement in navigating information on the Student Services webpages.

Mr. Cleavon Smith shared that when he reads the survey it sounds like pre-visit assessing and they are not asking us to necessarily assess but instead publish a process. This could simply be putting language in our shared governance manual saying this will be reviewed every three years. It is not to say that we do not need to review the process right now but he thinks in the pre-visit assessment a lot of that review was done already. He also stated that if such a survey still goes out, he hopes it goes out through Google forms or SurveyMonkey, and be a lot shorter.

There was continued discussion on BCC's processes with Ms. Vo-Kumamoto adding that in our shared governance manual we have a flow chart for decision making but what we don't have is how often we look at processes or an identified list of processes. She suggested adding a calendar completed by Dr. Chen from one of our first meetings into the shared governance manual for posting on the website, as part of the process for evaluating processes.

Dr. Budd stated that we will make the edits and requested that it be reviewed with the different shared governance groups between now and our next Roundtable and then come back with those comments then it will be sent out via SurveyMonkey. There was clarification that it will also be assessed. They will look back to ensure they are not, in one year's time, creating an assessment in a narrative that counters a narrative written in a previous accreditation report.

Program Review Updates - Timeline for Review and Validation - Tram

At last Friday's PBC meeting, a planning calendar was shared and exactly as thought, we have to complete our Program Reviews by the end of this week so that in November we can put it through our process. In December we are to take our faculty prioritization to the Ed Committee and PBC. In the spring will be the prioritization for Classified.

Ms. Vo-Kumamoto reviewed the document: "*RT102615 – ProgramReviewTimeline.*"

She added that they had discussed using the Ed Committee and the PIE Committee to help with the validation process. One of the next steps is to get a list of all of the Program Review areas and get a list of memberships in order to have people sign up to look over two or three to do the validation. Deans will be a part of this process.

Dr. Bajrami reported that Student Services also had a workshop and they will be offering another workshop on Wednesday.

Building Use Group - Shirley, Tram and Diana

The document *RT102615 - ChargeGroundRules-2118BUG* was referenced by Ms. Vo-Kumamoto for this report. The building user group has met twice. Ground rules and guiding principles were set at the first meeting along with the charge. They meet every Wednesday from 1:30-3:30 and are trying to shorten it to 3:00 because a faculty representative has a 3:00 class.

Referencing document *RT102615 - Timeline10.21-2118BUG*, Ms. Vo-Kumamoto reported they are in the process of hiring an architect firm to help with the design. She and faculty are working on identifying classroom designs. They are looking at doing a college hour discussion on November 10th specifically about the classroom design.

Ms. Karen Shields, Classified Senate President asked about any input staff would have on classroom designs. Ms. Vo-Kumamoto indicated that she will reach out to AV/IT staff specifically once faculty has some conversations. Also mentioned was that the campus engineer, Mr. Ralph Smeester, is a participant of the User Group.

Also asked by Mr. Roberto Gonzalez is where does the repurposing of 2050 Center Street fit into the plan. The response is that this will probably be closer to the end.

In response to Ms. Shields' question, Dr. Bajrami pointed out that the User Group has Classified representation as appointed by the senate.

Sharing from Shared Governance Groups on Activities to Meet Our Annual Strategic Goals

This topic has been tabled for a future meeting.

Other

Approval of October 12 Roundtable Minutes

Dr. Joseph Bielanski moved to approve the minutes.

Second by Dr. Diana Bajrami

All in favor with the exception of two abstentions; Dr. Bajrami and Ms. Brenda Johnson

Opposed: None

The next Roundtable meeting will be held on Monday, November 16th. At this meeting, the Office of Civil Rights (OCR) will provide training.

The following meeting will be held on Monday, November 30th.

The Program Review summary will be distributed as scheduled on the 16th with Dr. Budd noting follow-up on the 30th.

-End of Minutes -