**BCC Education Committee for Quality Programs and Services**

Meeting Date: Thursday, December 10, 2015

Attended – marked with “X”, Partial Attendance“P”:

Co-Chairs: Tram Vo-Kumamoto, VPI, Diana Bajrami VPSS

- Brenda Johnson, Dean

- Vacant, Professional Development Chair

Heather Dodge and Meredith Paige Teaching and learning Center Coordinator

X Jenny Lowood, Planning for Institutional Effectiveness (PIE) Chair or designee-

X Jasmine Bomanjee Transfer and Career Information Center Coordinator

P Cleavon Smith, Academic Senate President or designee-

- Maricela Becerra, Learning Disabilities Specialist
- Allene Young, Counseling Faculty chair or designee
- Joshua Boatright, Library Faculty Chair or designee-

- Ramona Butler, EOPS/CARE Coordinator

x Antonio Barreiro, Dean

X Christina Taing Learning Community designee

X Jenny Lowood Curriculum Committee Chair or designee

- Windy Franklin, DSPS Coordinator

X Joseph Bielanski, Articulation Officer-

- Brianna Rogers,, Associated Students President or designee

- Karen Shields, Classified Senate President or designee- Roberto

- Vacant, Dean

- Gail Pendleton, Assessment and Orientation Coordinator-

Guest(s): , Hermia Yam, Ally Tomas, Members of the PIE committee, May Chen, Jenny Yap(? library), Peter

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| **Agenda Item** | **Discussion** | **Follow-up Action** | **Decisions****(Shared Agreement/Resolved or Unresolved?)** |
| 1. Minutes 11.12.2015
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| 1. **Program Review Validation Process**
 | * + **Lessons Learned-**

**Reviewed the comments on the final validation****Concerns-** * **District populates the data.**
* **It was hard to get the data we needed.**
* **There was more data for instruction and less for student service**
* **Need campus level researcher/ data analyst**
* **Basic information should be populated by the district**
 | 1. Create a rubric
2. Have a norming session next time
3. Workshops on how to interpret the data
4. Proposed- joint meeting with PIE in October, Nov & Dec. for Program Review
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| 1. **Faculty Prioritization Process and Results**
 | 1. **Feedback on the role of Ed Comm. informing the process**
	1. **Current process Chairs committee will provide recommendation to Academic Senate. Then that goes to roundtable**
	2. **There should be more integration with Student Services**
	3. **Process(handout shown) -**
* **There was a breakdown in process with Step 1 when it came to Student Services.**
* **There is a committee working on the process-Senate and Chair Rep. Identify a Counselor Rep.**
* **The indicators of the rubric need to change**
* **Chairs have to review all their departments**
 | 1. Look at other models, indicators and processes
2. Have process by March
3. Counseling Rep should be on committee-Forward to roundtable
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| **IV. Integrated Planning and Budgeting** | 1. **Create a better process for budgeting -**
	1. **Committee’s role to inform about what things that will help students succeed.**
2. **Budget building**
	1. **PCCD starts in April**
	2. **BCC should be 2 months ahead of PCCD in planning**
	3. **16-17 Goals should be set midway through the semester**
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| **V.Meetings for Spring and topics** | * + **Meeting dates for Spring:**
		- **Jan.28th, Feb. 11th/25th, March 10th, Apr 14th/28th, May 12th/19th**

**Jan-Feb- meetings to discuss budget- any expense other than faculty** * work on Classified positions in Jan,
* Resources in Jan/Feb maybe the same time as classified. it will be a simultaneous process Shirley- facilities, Antonio-IT/tech, Tram- Classified
* Integrated programs

**Jan/Feb/March- indicators*** Feb / March - planning/ process budget for next year
* How other colleges do it.
* In March bring to round table

**April- 2016-2017 goal setting****May/June- Research phase**NO Meeting Jan 28. first week of school  | 1. Tram and May will meet to brainstorm BCC planning calendar.
2. Look at some of the integrated programs and how they have been successful
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