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

Meeting Date: Thursday, 8/28/2014

Co-Chairs: Tram Vo-Kumamoto and May Chen

Recorder: Joanna Louie

Attendants: Joseph Bielanski, Katherine Bergman, Roberto Gonzalez, Carlos Cortez, Brenda Johnson, Paula Coil, Cleavon Smith, Hermia Yam, Allene Young, Gail Pendleton

Absent: Dylan Eret, Jenny Lowood, Joshua Boatright, Fatima Shah, Adan Olmedo, Gabe Winer, Danny McCarty, Barbara Des Rochers, Siraj Omar

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| **Agenda Item** | **Discussion** | **Follow-up Action** | **Decisions****(Shared Agreement/Resolved or Unresolved?)** |
| Meeting called to order | 12:37 P.M. |  |  |
| 1. Approve Agenda
 | Agenda Approved.  |  | Resolved. |
| 1. Review and approve meeting minutes
 | Roberto’s last name ends with Z, not S (changed).Guest’s Julie Sinai spelling of last name corrected.Updated note added to agenda item IV. (Accreditation Update)- All the writers have submitted their reports to Jenny Lowood for review. We are right on target. Paula motions, Cleavon seconds, Tram and 2 others abstain. Minutes Approved. |  | Resolved. |
| 1. Committee Norms-
* Our Culture -commitment

-collaboration-celebrate* How do we operate
 | 12:15-1:20pm is College Hour; therefore 12:30-1:30pm is the only time we can hold this meeting. Commitment (what do we want to commit to?):-commitment to keep focus on committee charge-1 hour commitment-come prepared- read prior minutes before- take actions from last meeting-communicate to the other committees advising so they can get us info ahead for us to act or discuss-if designated member cannot attend, there is a designee-projects with budget should be discussed first then 2nd meetings as an action-agendas should be populated for the year -align this committee with OOI & Student Services agenda -other items on agenda- how to add?Collaboration (how do we want to collaborate with each other?):-intranet log of info/voting/forum (b/c new items always coming up)-create agenda for next meeting at end of each meeting-minutes sent 1 week prior-if need follow-up, stay on agenda-organized info- its relevance to the topic-respect & space for voice-Moodle shell- action itemCelebration (what should we celebrate?):-when we can be transparent & communicate our decision making flow-recommend to Round Table-help other committees achieve their goals -efficiency-good and honest process -give time to the work-if we can really integrate we will be able to bring marginal successes to the forefront -using data to make informed decisions-the Ed. Comm. spent a huge amount of time last year discussing committees inside committees- hopefully we can stick to this for 1 year -calendars wanted for this committee  | Tram will reach out to Fabian in a week or 2 to create Moodle for Ed. Comm. \*Agenda item for next meeting: calendar on what we need to do for the year. The Co-Chairs of this committee will present the calendar at the next meeting. Please send any suggestions/recommendations to the co-chairs.  |  |
| 1. Review Shared Governance Draft for Ed. Committee and Shared Governance Flow Chart
 | Membership missing Deans.Paula suggests looking at the purpose of the Ed. Comm. (stay true to the purpose) therefore we can figure out who the members should be. Joseph suggests looking at the tasks as well. Discussion on the idea of integrating all the smaller committees. Focus of the Ed. Comm. is on the macro data at the college-level. Ed. Comm. is supposed to be a working committee. Round Table is advising on the work we have produced.  | VPI Vo-Kumamoto will ask members to send designees if members will be absent.  |  |
| 1. Ed. Master Plan- Data and timeline
 | There was not enough time to discuss this item. |  |  |
| 1. Committee Updates:
* Senates
* PIE Committee
* Special Projects
 | There was not enough time to discuss this item. |  |  |