**Phone conversation with President Budd and VP Chen**April 20, 2015 from 4:00 to 5:00 p.m.  
Prepared by: Sonya Christian (PRT Lead)

This was the second conversation to continue to detail the scope of the project and start defining deliverables.

In the true spirit of the Institutional Effective Partnership Initiative, the college and the PRT team decided to create smaller “partnership” teams between the college and PRT to work together to advance the areas of focus for this project.

**Areas of Focus:**

In the conversation two areas within the framework of the LOI emerged:

**Area 1: Enrollment management and Fiscal Sustainability:**

*Context as described*: There are four colleges in the Peralta district. Is the district as a whole managing enrollments in a proactive manner to position the district competitively to grow in a productive manner and therefore pull in the maximum allocation from the state?

*Approach*: Two or three members of the PRT team (TBD) will work in partnership with two of three members of the college (TBD). The Enrollment Management and Fiscal Sustainability Partnership Team will work together as a subgroup to further identify specific elements of the project.

This integrated team will study:

1. the historical enrollment data of the colleges within the Peralta district and the future projections
2. the district Budget Allocation Model
3. the state allocation model

This integrated team will develop preliminary findings and conclusions

*Deliverables*:

* a powerpoint presentation of the data analysis and preliminary findings and conclusions will be presented to the President of the college
* At that point the President will decide on the next steps. This could include presentations to college committees and/or the chancellor’s cabinet

*Deadline*:

* Presentation to the president: August 2015 (will need to confirm this with the team if it is doable)

**Area 2: Equity and Couse Success Rates**

*Context as described*: Area 2 is focused at the college level and not at the district level. The college describes that there is a lack of consistency in the course success rates across courses and disciplines on campus. Furthermore, all student groups do not perform at the same level. For example, it was specifically called out that African American students do not complete course success rates as students in other demographic groups.

*Approach*: Two or three members of the PRT team (TBD) will work in partnership with two of three members of the college (TBD). The Equity and Course Success Rates Partnership Team will work together as a subgroup to further identify specific elements of the project.

This integrated team will study:

1. the historical course success data of BCC
2. comparative course success data across the state
3. historical course success data for BCC disaggregated by student demographic
4. comparative course success data across the state disaggregated by student demographics

This integrated team will develop preliminary findings and conclusions

*Deliverables*:

* a presentation and workshop facilitated by the Equity and Course Success Rates Partnership Team at Fall 2015 In-service

*Deadline*:

* Presentation at In-service : August 2015. Potential dates under consideration August 17th, 18th, 19th, and 20th.

**Area 3: Equity and Student Learning**

*Context as described*: The College describe having done good work related to student learning outcomes at the course, program and institutional levels. However they would like to develop a framework disaggregating and analyzing learning outcomes for subpopulations of students. Specifically as it relates to accreditation standard I.B.6

“The institution disaggregates and analyzes learning outcomes and achievement for subpopulations of students. When the institution identifies performance gaps, it implements strategies, which may include allocation or reallocation of human, fiscal and other resources, to mitigate those gaps and evaluates the efficacy of those strategies.”

*Approach*: Two or three members of the PRT team (TBD) will work in partnership with two of three members of the college (TBD). This partnership team will develop the next steps for the work as well as the deliverables.

*Deliverables*:

* TBD

*Deadline*:

* TBD

**Area 4: Professional Development**

*Context as described*: The professional development will be focused on the three areas identified in this project: enrollment management, course success and student learning. However the team has yet to decide it this will be a standalone area or whether it will be embedded.

**Timeline:**

|  |  |
| --- | --- |
| April 13, 2015 to May 4, 2015 | PRT team three preparatory conference calls  PRT team has three preparatory conference calls with President to define scope of project |
| May 4, 2015 | Visit 1: The team breaks into groups to meet with different bodies on campus gather additional information, develop a partnership teams for Areas 1, 2, 3, 4. Develop shared understanding of the project, its outcomes and deliverables. |
| May 4 to  August 17, 2015 | Each Area group will continue their work.  A preliminary summary of observations + an updated scope of the project will be shared with the President and Matthew  Prepare for Visit 2 on August 17, 2015 |
| August 17, 2015 | Visit 2: agenda TBD |
| August 2015 to Jan 2016 | Work continues with periodic conference calls |
| January 2016 | Visit 3 |

**Schedule for Visit 1: May 4, 2015**

|  |  |  |
| --- | --- | --- |
| **Time** | **Location/Groups** | **Location/Group** |
| 8-8:50 am | IEPI Breakfast - 451 | IEPI Breakfast – 451 |
| 9-9:50 am | 451A – Equity Committee | 451B – Planning and Institutional Effectiveness (PIE) Committee |
| 10-10:50 am | 451A – Academic Senate | 451B – Student leaders, ASBCC |
| 11am-11:50 | 451A – Department Chairs | 451B – Classified Senate |
| 12:00 – 12:50 pm | 451A/B -  BCC Education Committee/Counselors | 451A/B – BCC Education Committee/Counselors |
| 1:00 – 2:00 pm | TLC - IEPI Visiting Team Meeting/Lunch | TLC - IEPI Visiting Team Meeting/Lunch |
| 2:00- 2:30 pm | 451A/B – IEPI Team Oral Report | 451A/B – IEPI Team Oral Report |
|  | IEPI adjourn | IEPI adjourn |