

Berkeley City College

**Roundtable Meeting Minutes**

Wednesday, April 08, 2013

*Chair: Debbie Budd, President*

**Attendees:** Katherine Bergman, Ramona Butler, May Chen, Victor Flint, Jennifer Lenahan, Jenny Lowood, Siraj Omar, Shirley Slaughter, Cleavon Smith, Gabriel Martinez, Joan Berezin

**Agenda Review**

Dr. Budd reviewed the agenda and noted that she has a couple of additional topics to add; 1) The Fair and 2) Management Evaluation Process - Peer Staff Feedback.

**First Year Experience Discussion**

Dr. May Chen reviewed the design of the BCC First Year Experience (Fall 2013 Pilot) chart. She indicated that when Gail Pendleton does her regular assessment and orientation she urged participants to attend the Berkeley City College Orientation (BCCO) scheduled for April 13th and April 27th.

During the regular assessment they will have the placement assessment ready. If students attend the more comprehensive BCCO orientation, towards the end of it, they will meet with counselors to develop the Student Education Plan. Counselors will collect comprehensive information from students and we will establish our first cohort and follow-up. Students will be informed that the counselor they meet at the orientation will be their counselor throughout the semester/year. BCCO attendees will be established as a group and will be sent for priority registration.

Dr. Kerry Compton reviewed the core classes that will be recommended. Classes are outlined on the “FYEv3” attachment.

Joan Berezin stated that we need to ensure the existing learning communities i.e., Global Studies, PACE, Persist, Human Services, remain viable options for students.

Victor Flint indicated that he went to all of the feeder schools and reinforced the event on the 10th.

*Fall Schedule*

The rooms being built-out will be finished for Fall. The scheduling framework was changed and the department chairs changed their classes to align with the new framework.

As we will be losing use of the Annex and sharing of rooms may be necessary, a recommendation was made to be clear on the auditorium’s availability for event planning. It was stated that signage updates are needed that includes the new rooms. A suggestion was made to have a tour for faculty showing where the new rooms are as often students ask for directions.

Coming out of the Friday scheduling discussion at chairs, Joan Berezin asked that the VPI and Dean look at an idea like with “Late Starts” so we can set up Friday scheduling where classes could be slightly longer on some Fridays to accommodate holiday Fridays. This can be the same thing for Mondays where classes are also affected by holidays. The target could be for Spring 2014.

**Review of Goals and Objectives for 2012-13 - Begin to Identify Accomplishments for 2012-13**

Dr. Budd reviewed the Goals spreadsheet noting accomplishments. Attendees were asked to note additional accomplishments and forward to Cynthia Reese.

In regards to developing partnerships with local high schools to create a clear pathway from high to BCC to 4-year institutions, Dr. Budd stated that this is exactly what we are doing with BCCO and the next step is to look at how it is broken down by demographics and gather data that identifies students from local high schools and increase by 20% the number of historically under-represented students by 2014. Dr. Chen added that we need to enhance gathering the data; if not we will gather the data but won’t be able to track them. We need to communicate with the district office to enhance our institutional research capacity.

One of the exciting things coming up now through next year is to join the multimedia academies that are now in three of the Oakland schools, Skyline, Fremont and Oakland High, that are part of the statewide push called the Linked Learning Academies. A proposal was put through to Career Ladders Project to link students from those three academies with our multimedia program here so that the pathway for those students will be clearer than it is now. This will enhance that pathway and partnerships and we have a really good chance of getting it.

A question was asked if there is an academy like that at Berkeley High and Dr. Compton indicated that there isn’t. Berkeley High is not part of the statewide linked learning initiative. It is a goal to bring Berkeley High into the linked learning partnership.

Cleavon Smith noted that Albany High has a multimedia program. He also reported that he forwarded to Dean Lilia Celhay and Katherine Bergman, Interim Director of Special Projects, information on a state senate initiative that has model articulation agreement templates. Some have already been accepted. They have a template that has been provided by the state and also some from other colleges that already have those agreements with high schools. Dr. Budd requested that this information be forwarded to Dr. Compton, Dr. Chen, and Dr. Joseph Bielanski and to her.

Victor Flint reported that they recently tabled at Albany High for students who wanted to come to Berkeley City College and highlighted the ambassadors’ role at the event. He wanted to know if this is the sort of outreach that is part of helping the career success path. He also asked if the ambassador program have a part in the First Year Experience and if so, what is it.

Dr. Chen requested to meet with Mr. Flint as there are several projects under his expertise that needs to be discussed with him. Mr. Flint agreed with her proposal.

For A.3.2 Dr. Compton noted that “persistence” is really critical.

The Spring 2013 Retreat was discussed.

Jenny Lowood asked if the Goals document could be distributed for comments to be added.

**Grants Update**

Katherine Bergman highlighted her experience at the Title III conference in Washington DC. She stated there has been incredible programmatic work going on that has been innovative. Data gathering was discussed. Ms. Bergman feels the first year experience offers a good opportunity to look at data. She indicated she is excited to begin circulating the request for proposals for Perkins (CTEA) and discussed the proposal form. She welcomes feedback on the form.

**Academic Senate**

Looking at the goals, some need to be brought to Academic Senate. Will be responding to goals and faculty positions; working with Laurie to create a resolution for modifying the tenure experience for Spring hires. Dr. Budd added that it is important that when we are posting positions, she hopes the goal is not only to hire someone who is great in their field but also great in helping make sure we reach all other goals in helping students be successful.

**Tech Committee**

Dr. Compton reported that one of the tools that Lilia Celhay, Fabian Banga, and Vincent Koo are using at the technology committee both here and at the district is a compilation of all of the technology requests from our program reviews. We are hoping that the document lasts for longer than a few meetings as it highlights so many needs. We want to try to bring all the information together and have it in one place. Dr. Compton suggested that perhaps the document could be shared at the next Roundtable meeting.

Dr. Budd added that this could be added to the next Roundtable as well as classified hires and sharing responses to goal accomplishments.

**Facilities Committee**

Shirley Slaughter indicated that the committee has not met recently. However, the committee will be developing guidelines and criteria for hanging art in the building.

Fifth floor construction will be completed by the end of May. Room 125 should be completed by the end of May as well. There is a concern about the LRC and the number of outlets, but unfortunately we did not learn that additional outlets were needed until last Friday. Dr. Budd has come up with a temporary solution. We will move forward to request that additional work be done going forward. Ms. Slaughter doubts that it will be included in this project. She requested that administrators, faculty and staff let them know in advance when things such as the need for outlets, first become known.

**Education Committee**

Primarily the topic has been the Learning Resource Center and what we want it to become. Dean Brenda Johnson was unable to attend this meeting but prepared a summary of some of the things being considered for the LRC, which Dr. Compton provided.

**PBC**

Jenny Lowood presented a CTE handout from the last PBC meeting which the group discussed.

Dr. Budd will bring information on non-resident students to the next meeting.

Also from the PBC meeting, Jennifer Lenahan added that there will have to be public forums for district vice chancellors.

**Other**

Dr. Budd reported that administrators’ evaluations will be due in June. In the past faculty, staff and administrators participated in peer/staff evaluations for every administrator but the new practice will be that peer/staff evaluations will be conducted every three years. Only administrators new to a position will be evaluated. For Berkeley City College evaluations will be conducted for Dr. Budd, VPI Linda Berry, and Dean Lilia Celhay.

-End of Minutes-

Minutes taken by: Cynthia Reese, [creese@peralta.edu](mailto:creese@peralta.edu), 510.981.2851