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Berkeley City College

**COLLEGE ROUNDTABLE FOR PLANNING AND BUDGETING**

***MINUTES***

Monday, January 26, 2015

*Chair: Dr. Debbie Budd, President*

**Attendees:** Brenda Johnson, Joseph Bielanski, Jr., Jenny Lowood, Shirley Slaughter, Cleavon Smith, Hermia Yam, Roberto Gonzalez, Danny McCarty, Antonio Barreiro, Katherine Bergman, Nancy Cayton, Carolyn Martin, Tram Vo-Kumamoto, Carlos Cortez, Mostafa Ghous, Cynthia Reese, Victor Flint, Malique Banks, Paula Coil, Shawn McDougal, Thomas Torres-Gil, Troy Dotson, Noelle Atkins, Emma Carlblom, Bonnie Cherry, Aman Williams, Leila Mansour, AJ Moultrié, R. Cheng, Iman Abdella,

The meeting was called to order by Dr. Budd. Self-introductions were made for the benefit of new attendees to the College Roundtable for Planning and Budgeting (Roundtable) meeting. Dr. Budd noted that Roundtable is a shared governance group that meets twice monthly with representation from faculty, classified staff, students and administration, and always open meetings.

**Agenda Review and December 8th Roundtable Minutes**

The December 8th Roundtable Minutes was referenced with Dr. Budd noting that they were worked on up until the very last minute. She suggested that attendees briefly review them and stated that she would come back to them at the end of the meeting, for any comments or changes. The agenda was then reviewed.

**Institutional Self-Evaluation Updates**

For the benefit of new attendees Dr. Budd noted that every six years there is a full visit from the Accreditation visiting team. In the future the goal will be every seven years. Berkeley City College’s (BCC) six year review is scheduled for March 9th – 12th of this year. They are coming to look at how we are doing with:

* Student Success
* Shared Governance
* Leadership
* Planning
* Evaluating and Assessing Student Learning Outcomes
* Instruction
* Resources
* Institutional Effectiveness
* Mission

Dr. Chen reviewed a status handout noting that the information can be found on the Accreditation website: <http://www.berkeleycitycollege.edu/wp/accreditation/2015-self-evaluation/>.

She reported that:

* The team will arrive between March 8th and March 9th
* Room 451 will be the resource room reserved for the team
* Many from BCC’s community will be called individually or as a group to be interviewed;

These include:

* Administrators
* Classified Senate
* Academic Senate
* Steering Committee Members
* Standard Team Members
* Faculty
* Student Services
* ASBCC/Student Leaders
* Any kind of Ad Hoc Members
* All of the evidence is being posted online and they are ensuring BCC and related webpages are up-to-date.
* Co-chairs for Standards are urged to call at least two meetings in February to familiarize Standard team members with report contents.
* The visiting team’s roster is included in the update document.

Ms. Jenny Lowood reported that she will put together a brief PowerPoint to ensure everyone has information that may be helpful before the Accreditation team comes. She is asking that everyone provide their ideas for the kind of information that should be included.

She stated that Mr. Cleavon Smith recommended having the presentation on CCC Confer. Attendees were invited to email Ms. Lowood their recommendations for the presentation content to jlowood@peralta.edu.

Dr. Budd added that we will be having an Accreditation Town Hall as well as information sharing at the Senates and through ASBCC. What would be helpful is if everyone goes to the Accreditation website and review the entire document. Ms. Lowood stated that there is a table of charts and tables in the document where a lot of the key information can be found.

**Educational Master Plan Update / Timelines / Table of Contents**The Educational Master Plan is our overarching plan that everything ties into; our Equity Plan, Student Success and Support Plan, as well as our Facilities and Technology.

Ms. Tram Vo-Kumamoto reported that we are starting the actual document itself now that we have done a lot of framework and planning in the fall. The big piece that is still in the works for this spring is talking about our actual programs. Ms. Vo-Kumamoto reviewed the handout noting the vision that BCC would like to be known for in 2024. Based upon a flex a day activity, we want to be known for transforming lives and innovation in education. The college’s Mission, Vision, and Values will be used to guide that work. The goal identified in the fall was to eliminate the achievement gap and advance student success with exemplary programs. Our philosophical framework includes the RP group’s six success factors and using that as a way of addressing students’ needs, and reinventing some of the things that we do here on campus. The three areas of focus that we are working on in the Ed Master Plan are:

1. Focus: To and Through
2. Equity
3. Exemplary Programs

As we look at the programs that we have, what are the things that we want to see in those programs to make them exemplary. She highlighted qualities, from web resources, that exemplary programs will have:

* *Commitment to Career and Life Readiness*
  + *Respond to current and projected demographic and economic trends*
* *Educational Support Systems and Intentional Design*
  + *Meet current and projected student and community needs*
* *Engaging Learning Approaches*
* *Equitable Student Access to 21st Century Learning*
* *Student Acquisition of 21st Century Knowledge and Skills*
* *Partnerships for Sustainable Success*

The work that lies ahead in the next couple of months is going through our shared governance structure to have the conversation about what are exemplary qualities from student, faculty, staff and administrative perspectives.

Ms. Lowood stated that in terms of quality of exemplary academic programs we have institutional learning outcomes and the work that has been done in terms of assessment connect to how we identify exemplary programs and she hopes that this will be included. Ms. Vo-Kumamoto indicated that this was highlighted at the top of the document and that this is in addition to those learning outcomes.

Dr. Carlos Cortez added that ultimately we should be determining the quality of a program based upon qualitative and quantitative data.

There was also mention of the use of the term “sexual orientation” in the Ed Master Plan handout and a suggestion to use the term “sexual identity.”

There was additional discussion on preparing our students. Dr. Budd indicated that this was accomplished in the spring with the student survey.

A comment on students’ curriculum needs was also made. The Ed Master Plan will hone in on the curriculum and offerings. Ms. Vo-Kumamoto will reach out to the ASBCC president and other key student groups to talk about how to get to that kind of information.

Mr. Shawn McDougal asked about the kind of space available online for continued feedback from stakeholders around the emerging document. Ms. Vo-Kumamoto is open to using an electronic format to collect information college-wide, which she will do sometime in February. Ultimately, this should also be discussed and shared by the various leaders through the shared governance groups.

Also briefly reviewed were two additional documents associated with this discussion topic:

1. Berkeley City College Programs of Study
2. Economic and Workforce development document; Doing What Matters for Jobs and the Economy.

Due to the attention being given by the accrediting commission along with the state and federal levels, Dr. Joseph Bielanski mentioned incorporating in standards of performance with respect to student achievement. He indicated that the language may be worth reading through because there may be some way to add that into an Ed Master Plan. Then we could be able to say that not only are we in compliance but also show that it really is important to the college.

Q. How can students help in making the accreditation visit a success?

1. Be welcoming when the team is here. Also, the same as people do when there are issues; always feel free to come to the administrative team.

Q. In what ways do we keep students informed on meeting dates and times?

A. Meeting invitations are sent out to representatives of student groups.

Ms. Lowood added that it would be helpful to know what questions students might have.

Dr. Budd suggested coming up with commonly asked questions as many may not know enough of what to expect to come up with questions.

**Annual Program Update/Faculty Prioritization Rubric**

Program Updates are done every year and Program Reviews occur every three years.

The process used for faculty prioritization decision-making was reviewed. Ms. Vo-Kumamoto reviewed the position rubric used at BCC. Attendees were asked to read the definitions and process descriptions.

Mr. Smith asked if there was any way to do this to reflect our prioritization is based on our equity needs and concerns. This has come up before and, in the past, we have recycled the previous year’s rubric and he is hoping that is something that we haven’t forgotten.

Dr. Cortez indicated that he would use the Equity Plan as a spring board for the Ed Master Plan by taking the work that we have done and looking at course completion in pre-transfer and transfer level courses and disaggregating that data at a more nuance level, and see if any changes have had an impact on course completion.

Dr. Budd added that a lot of the work done in the Equity Plan and the SSSP is exactly what’s going in the Ed Master Plan. She indicated that why we tied that into the Ed Master Plan and this prioritization, is to make sure that we don’t use the same rubric we used before doing all of this work and to make sure that there is nothing being left out if people think there is something that should be added.

Student Questions:

Q. While looking at specific subjects and departments are we looking at how specific people perform vs. others i.e., foster youth vs. non-foster youth, how many women are in the sciences.

A. Yes.

Q. How is the plan going to make sure it is more catered towards people with learning disabilities?

A. Dr. Chen added that there is a program review for DSPS, EOPS, etc. and they will be looking into all of these areas.

Ms. Lowood added that there was a discussion on counselors and librarians not fitting into the rubric but even so, department chairs have consistently put counselors and librarians at the top of the list. She also stated we need to come up with our list very soon in order to get it to the district.

It was stressed that the rubric is step one and does not stand on its own.

Topic Meeting: Friday, January 30th, 1:30 – 3:30 p.m. with Department Chairs

Open Meeting: Friday, February 6th 1:30 – 3:30 p.m. – Notice to be sent out BCC-FAS

**Budget Review – Status To-Date (Burn Rate)**Ms. Shirley Slaughter reviewed the 10 Funds within our current accounting system; their budgets, YTD expenses, and remaining balances.

* Fund 1 – Consists of Unrestricted General Funds, Staff Development and Accreditation
* Fund 3 – Revenue from fee based classes
* Fund 7 – Dedicated to student services
* Fund 10 – Facilities rentals and foundation account. Very recent is the migration from our trust account to PeopleSoft.
* Fund 11 – Restricted Funds; categorical budgets. Important to note that we have a substantial number of projects that will end June 30th.
* Fund 12 – Measure B, PASS
* Fund 30 – Contract Ed
* Fund 63 – Measure A
* Fund 84 – In accordance with Ed Code 76375; Student body center student trust fund.
* Fund 71 – Recently added and board approved; student club accounts and bank accounts.

**Equity Plan Highlights and Week’s Activities**

We will commence with additional Equity meetings, every 3rd Wednesday beginning in February. Also in the process of applying for our TriO grant.

**Other**

Wednesday, January 28th, Student Town Hall – 12:15 p.m.

Motion to approve December 8th Minutes made by Carolyn Martin

Opposed – None

Abstentions - One

-End of Minutes -

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