**Present:** Krista Johns, Josie Baltodano, Antonio Barreiro, Joseph J. Bielanski, Jr. May Chen, Roberto Gonzalez, Brenda Johnson, Jennifer Lenahan, Jenny Lowood, Carolyn J. Martin, Tanya Moore, Cynthia Reese, Karen Shields, Andre Singleton, Shirley Slaughter, Cleavon Smith, Tram Vo-Kumamoto, Hermia Yam, Ramona Butler, Natalia Fedorova, Thomas Kies, Katie Koelle, Siraj Omar, Sam Gillette

**Chair:** Krista Johns, Interim President

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| **Meeting Called to Order: 12:16 PM** |
| **AGENDA AND DISCUSSION ITEMS** | **FOLLOW-UP/****ACTION ITEM** |
| **1.** | **Agenda Review /Approval of 02/08/16 Roundtable Minutes** |
| The meeting was called to order by Dr. Johns who announced a new mandate.* If an agenda topic has handouts, presenters will need to submit their handouts electronically to Ms. Cynthia Reese in advance of the meeting, or the discussion topic will be passed on the agenda.
* This will be effective after today’s meeting.
* The deadline to submit electronic copies of the handouts is the Friday prior to the meeting, at noon.

The agenda was reviewed with a request to add Shared Governance updates.A motion to approve the February 8, 2016 Roundtable minutes was made by Ms. Shirley Slaughter.Second by Dr. Joseph J. Bielanski, Jr.All in favor. |  |
| **2.** | **Institutional Effectiveness Goals (State Chancellor’s Office)** |
| *Handout Referenced: The Board of Governors of the California Community Colleges*Institutional Effectiveness framework started in 2014-15 with the legislature providing about $2.5M to the State Chancellor’s Office to improve effectiveness at the colleges. A section was added to the Ed Code regarding this. All colleges have to address four major areas:1. Student performance and outcome
2. Accreditation status
3. Fiscal health
4. Programmatic compliance with state and federal guidelines.

We are now in year two and the number of metrics has increased from 18 to 22. Required goals added this year were reviewed. The new student achievement metric on unprepared students or basic skills students is a metric that has to be posted on the web. It is about being very public about what colleges are doing and how well they are doing. February is when they have asked colleges to set their goals.*Handout Referenced: Preliminary Proposal for linking BCC’s Ed Master Plan Overarching Goal with Ed Code section 84754.6*It was reported that after all of the indicators were reviewed, there is nothing new. Everything can be linked with the Ed Master Plan goal.During the next two weeks Dr. Chen requested to be invited to all of the following shared governance groups.* Classified Senate
* Academic Senate
* ASBCC

She hopes to come back with revisions or approval for posting online. There was a brief discussion on current versus aspirational expectations. In discussing throughput, it was stated that things that are being measured are being looked at in unique or non-conventional ways. A suggestion was made to invite people to the Education Committee meeting to do a demonstration of the different things surfacing in various departments. The upcoming Ed Committee meeting will be a working meeting and the agenda is full. The next meeting is two weeks from Thursday, February 25th. It was agreed that it would be good to look at the timeline and also give people time to prepare.An update on the Technical Assistance team previously requested will be provided soon. |   |
| **3.** | **Mission Statement Review** |
| *Handout Referenced: BCC Mission Statement Revise*The district has engaged consultants to help us wrap up the completion of our Educational Master Plan documents. It has been realized that the last updated Mission Statement does not currently align with the requirements of the accreditation standards.Proposal: To add language to the Mission Statement that gets into the details that the accreditation standards would expect us to have in the Mission Statement. 2014 Standards ask for colleges to detail degrees. The suggested language was reviewed.Poll of attendees on adding a phrase: All in favor. Wordsmithing ideas are to be sent to Krista Johns and Jenny Lowood. Goal:* Review next week
* Distribute for comments
* Finalize and approve at Roundtable
* Submit to the Board for adoption.
 | Due during the week of February 22nd. |
| **4.** | **Educational Master Plan Table of Contents (and completion)** |
| *Handout Referenced: BCC's EMP Table of Contents Revised Feb 2016*Summary: The district has hired consultants to come in to oversee the development of the four Peralta Colleges’ Ed Master Plans. The consultants are from California Collegiate Brain Trust. The document was reviewed by Dr. Johns who noted:* One of the things we have to review with them is the Table of Contents of our document.
* She is not sure we have to call it an Educational Master Plan.
* The overarching goal is now being called the overarching focus.
* We want to make sure that anything we say is our goal is in the context of BCC’s Mission and Values.
* Comparative data: At the end, we will be able to identify key data that will inform areas of focus for us.
* Key Elements:
	+ Who are we
	+ What are we doing
	+ What do some of our numbers point out in terms of areas we want to look at
* In the Indicators of Excellence “Learning” was added to Equity, Access, Completion and Success.
* Resilience: On top of degrees and certificates, we haven’t given ourselves credit for empowering students to become self-directed, focused and engaged, in the pursuit of life-long learning experiences that result in personal and academic success.
* For each of the six goals we are hoping for a small narrative, three stories or so, on areas of the college that we think are doing work in this area and support this idea. At the end of that will be some indicators.
* It was stated that this is our chance to have indicators related to a particular area of practice. Indicators should total somewhere between 3-6.
* Effective practice guides should not be many in number or overly scattered. They should be measures coming from our Indicators of Excellence related to that particular area of college practice.

There was a discussion/comments on grants. It was stated that we need grants that support the direction we want to go. There needs to be a clear explanation on funds and what is available as well as linking grant funds to the priorities that individual departments have already determined. The consultants agree there should not be a district Educational Master Plan. They will lead this conversation at the district and Dr. Johns will take this on as a project to follow-up on. She noted that these are college master plans. The district may have a strategic plan in terms of setting some things within their areas, but she sees that as being cross-walked to the college.It was recommended that we make our students’ learning public. Dr. Johns noted she is adding this under Institutional Sustainability. Attendees were invited to email additional thoughts to Dr. Johns. |  |
| **5.** | **Classified Hiring Prioritization – on agenda for next Roundtable** |
| Dr. Johns inquired if we will be able to bring to the next Roundtable the Classified Prioritization list. This is due to PBC March 26th. Due to the deadline and the need to provide a window of review on the recommendations, it was requested that a preliminary list be brought to the next meeting on Monday, March 7th. |  |
| **6.** | **Other Business** |
| *Shared Governance Reports:* We will adopt having a check-in from the various Shared Governance groups every other meeting. If something comes up that needs to be presented on the agenda, the groups were encouraged to email Dr. Johns or Cynthia Reese.*Signage:* The issue of signage has come up in more than one setting. This is something that needs to be done as it is good for students and new faculty, administrators and staff. This is being explored and Dr. Johns indicated that they will have information to report back on in the near future.It was brought up that the database also needs to be updated in regards to class schedules.*Restroom*: State of the restrooms are deteriorating i.e., parts missing to the doors, hooks, shelves and lack of basic supplies; repeatedly. This has been since January and mostly affects general population areas. Ms. Shirley Slaughter took note of this and will follow-up. |  |
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|  | **Next meeting:**  | March 7, 2016, 12:15 pm, Room 451A/B |  |

Minutes taken: Cynthia D. Reese, 981.2851, creese@peralta.edu