

Berkeley City College

**COLLEGE ROUNDTABLE FOR PLANNING AND BUDGETING**

Monday, September 28, 2015

**MEETING MINUTES**

*Chair: Dr. Debbie Budd*

**Attendees:** Diana Bajrami, Katherine Bergman, Nancy Cayton, May Chen, Paula Coil, Roberto Gonzalez, Brenda Johnson, Jennifer Lenahan, Jenny Lowood Cynthia Reese, Brianna Rogers, Theresa Rowland, Karen Shields, Cleavon Smith, Tram Vo-Kumamoto, Hermia Yam, Ramona Butler, Linda McAllister, Siraj Omar, Joe Doyle, Mary Miller, Thomas Kies

**Agenda Review**

Dr. Budd opened the meeting and thanked everyone for attending. She requested that attendees review the minutes for approval at the end of today’s meeting. The agenda was then reviewed and opened for additional topics. Tuesday’s Brown Bag meeting was announced with Dr. Diana Bajrami leading the meeting and sharing a lot of her research on Scaling Up Student Success. It will be held in room 341, 12:15 – 1:15 pm. On October 21st, Chancellor Laguerre will come to BCC and meet with different groups from 9:00 am – noon. He will be meeting with groups such as Classified Senate, Academic Senate, and ASBCC, to see how things are going. Meeting times have not been determined and it was requested that the date be noted on attendees’ calendars.

**Equity**

*Highlights from Equity Committee and Working Groups: Summary of Activities and Accomplishments*

* *Access and Equity*
* *Transfer*
* *ESL/Basic Skills Foundation Course Completion*
* *Course Completion*
* *Degree & Certificate*

On the first Wednesday of every month Student Equity meetings are held providing an opportunity for everyone to come together and share updates from their sub-committees. Ms. Brenda Johnson, Lead, Student Equity, providing an overview of the Equity group noting that the next meeting is scheduled for next Wednesday, 9:30 to 11:30 AM. We were given more time to complete this year’s equity plan however it is still on the fast track. It is now due December 18 and there are indicator groups that have been meeting weekly to look at data given by the IR. Dr. May Chen has been heavily involved in interpreting that data. They would like to give the indicator groups an opportunity to update us so that when we have the equity group meeting it is not necessary to rehash everything from the ground level up but instead a reporting out.

***Access and Equity (Dr. Diana Bajrami)***

The equitable access team is meeting weekly on Thursdays from 10 to 11 AM, South campus, room 204. Great work is being done with this group who are focusing on how we can provide equitable access pathways especially for underserved communities in higher education. Even within the subgroup they have many groups working specific areas such as foster youth, veterans, etc. Foster youth is led by Loan Nguyen and Susan Truong and Ms. Jennifer Lenahan is leading the veterans group. Dreamers was invited because they are another underserved community in higher education. Excellent work has been done by Mr. Roberto Gonzalez who brought things into perspective. Dr. Bajrami stated that when we talk about access we know what we are talking about, but when we talk about diverse learning styles, access takes a different meaning. She indicated that it was interesting for all of them to hear feedback on how to increase access for students with diverse learning styles. She reported that part of their group includes counseling coordinators at Berkeley high school. The idea is creating partnerships and pathways from BHS to BCC. She added that the counseling coordinator has contributed significantly. The agenda is distributed weekly. There are faculty members, Debra Pruitt who was really great in assisting us with ideas for foster youth. In order to accommodate faculty schedules they will rotate the time to be held at a time when more faculty can attend. The normal group consists of between 13 to 20 people. Everyone is welcome to attend.

When they focused on the data they focused on using a triangulation method, multiple data. They ask for additional data to look at cross sectionality of the race, ethnicity, social economic status, to have a flavor of who are the underrepresented or disproportionately impacted. Most importantly with the data that they have they are going back to take another look. One small success story is that we have 41 foster youth in the books but the Ms. Nguyen was able to identify a total of 116 foster youth at BCC. Dr. Bajrami indicated that the access group is focusing more on activities and determining how to create seamless pathways for underserved students’ success.

***ESL/Basic Skills Foundation Course Completion (Ms. Theresa Rowland and Ms. Maeve Katherine Bergman)***

Ms. Bergman reported that the next meeting will be on October 2, 12:15 to 1:45 p.m. this meeting was moved from their regular time to ensure that more faculty could attend, particularly the mathematics faculty. Everyone is invited to attend.

Ms. Bergman stated that they had some really interesting emergence and great attendance from faculty and staff between instruction and student services. There was great development digging deeper into the data especially in areas of ESL where we are not sure the data is reflecting what’s going on. There were great ideas about before and after class surveys directly with the students scale up on what ESL has already been doing and what the CTE faculty have also been doing as well as to create for in these BSI areas to be able to save their queries within the BI tool and others in that group will also do that so that the queries can be pulled repeatedly, but also created at the local level so that we can drill in more deeply and also splice the data in a really interesting way. Also discussed was increasing resources for these groups whether it’s additional embedded tutors or digital resources and also bringing in what’s been going on with this group into our existing systems of evaluation and shared governance.

***Course Completion (Ms. Tram Vo-Kumamoto)***

Ms. Vo-Kumamoto reported that they started off their first meeting by looking at the overall college data. She noted that there are two data sets one for the district IR office and one for the overall institutional effectiveness partnership initiative which is from the state data. The group has met twice and the information packet has been sent to the chairs as well. They will probably take the next chairs meeting to discuss the course completion information in more detail. The initial analysis in regards to course completion, based on the new program review data that the district IR office has provided, separates between DE and non-DE courses. Ms. Vo-Kumamoto reviewed the handout noting that it contained an additional data point that we have not had in the past. A snap-shot is given on the DE for groups that are disproportionately impacted, and under the non-DE. These are noted with an “x” and give us a better opportunity to improve in these areas. In reviewing the following page Ms. Vo-Kumamoto highlighted information from Course Completion Analysis by Program within a Department. She reported that they took program review data within each of the different department areas and looked at what the success rates were for students in those areas for the target populations: American Indian, African American, and Pacific Islander. Focus was directed to the face-to-face classes.

Ms. Jenny Lowood noted that the sample sizes are radically different in these groups and it is worth noting. The African American population is far more significant because of the size of the population and she indicated a desire to someway distinguish that. Ms. Vo-Kumamoto indicated that the information is highlighted on the second chart with asterisks notating the area.

Ms. Vo-Kumamoto shared that in the end they group is trying to accomplish the actual plan that needs to be submitted to the state.

Dr. Bajrami added that even though the state gave us some indicators, very important is that the state also clearly tells us that we have to use local data. All of the teams are looking deeper in the data and going through cross sectionality of the data. The disproportion impact is only one indicator and is not always the most valid indicator. She indicated that they are going to look at other layers of data because even with access, the disproportionate impact shows that only one category has disproportionate access but we know we have to improve access for other categories of students too.

Dr. Linda McAllister asked if there was any discussion of the multi-discipline departments regarding pulling out the disciplines as this may tell a different story.

The goal is to bring it to the chairs to address this type of work as part of the program review.

Also shared was a conversation that Ms. Lowood’s group had regarding low income. When looking at the numbers, it is not telling the story. There were conversations within her groups as to why that might be whether it is self-identification and people don’t identify as low income or whether it has to do with the fact that the national poverty level is being used as opposed to something taking into account the cost of living in the bay area. Ms. Lowood commented that maybe there is some other way that we can do some research on this.

Dr. Budd added that we would be remised to not have Latino students and also look at other categories such as foster youth and veterans.

***Degree & Certificate / Transfer (Antonio Barreiro and Ms. Paula Coil)***

Degree and certificate was emerged the transfer subcommittee. Ms. Coil indicated that she led the last meeting and Mr. Barreiro will lead the meeting on Friday. The next meeting will be held during college hour on Friday, October 2, location to be determined. Ms. Coil reported that the group has met twice. In the first meeting their focus was primarily on transfer and there were seven attendees. She noted that it was a good mix of instructional faculty and student services employees. During the first meeting everyone was brought up to speed by reviewing the data and the plan. She noted that there were a number of people who attended that had not been able to be involved in much of the equity work last year. The last meeting was a recap and that they also looked at the overlap with the goals between Degree and Certificate Completion and Transfer. Coming from the Equity Plan they are nearly identical. Ms. Coil noted that there were areas where data was not available. At the next meeting they will be focusing on some of the activities outlined in the plan and also look at places where these overlap. They will determine what seems most significant for the coming year.

Ms. Coil reported that at the end of their last meeting one of their members spoke about a paradigm shift that is needed for success in all of our different efforts. This could include staff development or in-service but is really about helping people understand more about micro aggressions, cultural ignorance or humility.

An additional comment added by Ms. Vo-Kumamoto was that course completion group was thinking about connecting the Basic Skills group as math is an area that comes up and it covers both.

Dr. Budd thanked the groups for their great work.

**BSI**

*Report, Plan and Review process going forward*

Ms. Bergman reported on a presentation she shared last week at the Education Committee meeting which includes both her notes as well as the emergence that they had this fall in the BSI pre-transfer equity group.

She presented an overview looking at the incredible innovation that the BSI money has funded here at Berkeley City College.

Basic Skills Initiative is innovation money that here at Berkeley City College has funded acceleration in the ESOL English and math areas. Our ESL faculty has done something really transformative in the way students are assessed from the second they arrive here, that is now being looked at in the region and beyond.

* Funded a BSI counselor and one-stop assessment orientation both of which are now models that have been adopted by the counseling department and included the hiring of Learning Community counselors.
* Supported FELI and Academy for College Excellence as well as individual and group professional development through the Professional Development group.

Ms. Bergman indicated that the funding is there to permit people to do innovative things, the challenge is then how do we evaluate and institutionalize that which has worked and has been successful for us.

She reported that ESOL was moved to SSSP and the Learning Community counselors and One-stop Assessment and Orientation has also been absorbed by either SSSP or Student Services, noting that these are incredible things to adopt. FELI has also been funding itself more. Professional Development continues but use of district funds has been unable to assist.

Ms. Bergman stated that she shared a little bit about beginning emergences from their meeting with the team and spoke about the correction of prior CCCCO MIS data. When the work was done, in English it was not properly coded and reflected at the state level so our story is not being told the way it should be. Also emerging from their meeting was the need for queries that can be run regularly that show us throughput the programs and are comparing like data. We need to figure out how to do these comparisons so that when we sit down to evaluate, the data is meaningful. Also, really linking into the existing evaluation methods that we have the convenience to practice on campus whether it is PIE, the Office of Institutional Effectiveness, our district IR, which she noted has really been transformed, as well as the program review and program update process.

These are all of the places that they as a group thought needed to be the sources of evaluation that informed the BSI innovation spending. Finally the integration of this work into all of the other planning that we do so that it is not siloed.

They will sit down to draft this year plan and are looking to narrative the data. They also need to put forward future plans, goals from now until 2020, as well as the activities and allocations for this next year. She noted a desire to align that work, as well as the SSSP, the Educational Master Plan, as well as Program Reviews, to inform those goals being set.

They would like to merge the BSI Committee with the BSI Pre-transfer ESOL Equity Committee so that they can do this work together and be incredibly informed by the program reviews that occur this Fall.

As Ms. Bergman is departing on the date that the report is due, she provided a brief report of the Special Programs and Grants budget. The budget is currently housed under Dean Rowland’s budget and the only funding that has been spent is the allocation for Dr. Vanessa Vega to write the report.

Dr. Budd recognized Ms. Maeve Katherine Bergman for her incredible work and dedication during the past 2 ½ years. She will be sharing her knowledge and excellence across the region and will be missed here at BCC. A celebration is being planned in Ms. Bergman’s honor and will be announced soon.

Mr. Siraj Omar commented on the BSI noting that the problem that we have here is staffing or manpower to execute our plan. He stated that for students requiring extra assistance in Science and Biotechnology, they know what needs to be done but lack manpower to do it. Mr. Omar also noted that space is a problem.

A part of the plan noted by Dr. Budd is working with the high schools and ensuring we are looking at a prep for AP and ensuring students are on that pathway, so they are not trying to catch up when they get here.

As they look at course success and program success information, Ms. Vo-Kumamoto stated that they need to first know how many students are going into those pathways. She has asked Institutional Research (IR) to collect that information.

The importance of collecting data and what students want was stated by Dr. Bajrami who also noted that it is our role as an institution of higher education to make the students want more, i.e., introducing information to them regarding STEM, opportunities, 21st century jobs, mentorships, transitions, and counseling.

**Goals and Objectives 2015-16**

*Discussion and Adoption*

Dr. Budd thanked Dr. Bajrami and Dr. Chen for their work on tying in the Ed Master Plan goals with what has come from the other groups.

Referencing Dr. Bajrami’s PowerPoint presentation, Dr. Budd reminded attendees of the overarching goal of the Ed Master Plan Vision 2024 at 70% successful course completion for all students and the 20 transferable units or stackable certificate.

Dr. Bajrami proceeded to go over the PowerPoint slides. She noted that the Mission, Vision, Vision 2024 should guide our goals.

In responding to Mr. Joe Doyle’s statement regarding mentioning CTE in our Mission or our Vision, Ms. Bergman noted that in response to the ACCJC’s inquiry in the CTE subgroup during their visit, it was discussed that our CTE was included in our statement “to provide our diverse community with educational opportunities, and to transform lives,” and we were commended for our CTE work.

Ms. Lowood added that student success, educational opportunities and transform lives refers to transfer, completion, CTE, etc. She also stated that exemplary programs also include programs for transfer and CTE.

Dr. Bajrami continued by reviewing the district and college goals. Editing suggestions were noted.

*BCC Goals*

* Capitalize “businesses” in the 2nd goal.
* Insert a comma after “Collaboration” in the 4th goal and after “State” in the 5th goal.
* 2nd goal to read, “Opportunities for all.”
* Remove “the” in the last line of the 5th goal.
* 3rd goal edited to read, “Design, Implement, and Support Programs…

Dr. Budd noted that the goal after this is for the different groups to come up with their activities to achieve the goals.

Ms. Lowood moved to adopt this language for the 2015-2016 goals with the revised language.

Second by Ms. Brenda Johnson

All in favor

Opposed: None

Abstentions: None

Date adopted to be noted on the document.

Mr. Cleavon Smith hopes that over the next year we are able to start talking about what we are actually doing, such as initiatives to be endorsed and funded by Roundtable, as opposed to reporting on meeting discussions.

The presentation of the PowerPoint continued at this point.

Dr. Bajrami will district the 2015-2016 Goals, Activities and Measurable Outcome Indicators to the various shared governance groups/chairs and workgroups.

**2015-16 Budget**

*Questions from Town Hall Presentation*

Dr. Budd was pleased with the attendance of so many faculty, staff, and students at the Town Hall meeting where Mr. Ron Little Vice Chancellor, Finance & Administration presented. At that time, Dr. Budd highlighted some of the funding sources for scheduled maintenance and instructional equipment. She noted that it was moved on Friday that $150K of the money from the State will come to each college for instructional equipment which will be library and things such as technology. It is now being stated that the balance ($1.8M) will be for scheduled maintenance, which we have very little of at BCC. The items being identified as scheduled maintenance, ADA compliance, health and safety compliance, internal HVAC needs could all qualify for Measure A. Dr. Budd hopes there will be additional discussion on this in Chancellor’s Cabinet to come back and share with the group. The importance of having more representation from BCC, faculty and staff, at the PBC meetings was stressed by both Dr. Budd and Dr. Bajrami. Dr. Budd asked Ms. Vo-Kumamoto to help follow-up with Mr. Smith for Academic Senate.

Mr. Joe Doyle referenced a handout updating Multi-media’s recommendations for computers. There was a brief discussion on Peralta’s support of technology needs for the Multi-media program.

**Enrollment Update**

To be highlighted on the next agenda.

**Chancellor’s visit to BCC**

Wednesday, October 21st, 9 am – 12 pm

*Objective: To meet individually with faculty, staff, students and any other stakeholders.*

**Approval of September 14, 2015 Minutes**

*Correction:* In scanning the minutes, Dr. Budd noted the bond mentioned was $390M and not the $380M noted. Also, the user groups and timing was mentioned.

A motion was made to approve the Minutes, with noted correction, by Ms. Vo-Kumamoto.

Second by: Ms. Maeve Katherine Bergman

Majority in favor with one abstention

Opposed: None

**Other**

A brief discussion on the User Group for the new facility was presented by Ms. Vo-Kumamoto. All three Classified Senate representatives were confirmed. Academic Senate Representatives have not been confirmed. There were 3 recommendations and 2 alternates and all 3 of the recommendations are unable to make the time which is Wednesday’s 2-4 pm. She will now go to the alternates. Additional alternates will now be needed. Administrators and student representatives have also been identified for the User Groups.

The plan is for the first meeting to be the first Wednesday in October which will be October 7th, 2-4 pm.

The next Roundtable meeting will be held on Monday, October 12th.

-End of Minutes -

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