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Berkeley City College

**COLLEGE ROUNDTABLE FOR PLANNING AND BUDGETING**

***MINUTES***

Monday, October 13, 2014

*Chair: Dr. Debbie Budd, President*

**Attendees:** Danny McCarty (ASBCC), Nancy Cayton, May Chen, Paula Coil, Carlos Cortez, Mostafa Ghous, Roberto Gonzalez, Jenny Lowood, Carolyn Martin, Tram Vo-Kumamoto, Hermia Yam

**Agenda Review**

Dr. Budd opened the meeting by referencing meeting handouts and the previous meeting minutes distributed by Ms. Cynthia Reese. Because of the importance of these conversations she wants to ensure meeting members have these documents in front of them to make notes and for sharing at any future meetings that Roundtable members may attend.

Upon reviewing the minutes, she noted that it is evident how much work is happening at the campus and how we are able to pull all of the parts together to ensure that the planning is driven by our strategic goals, and our mission, vision, and values.

The agenda was reviewed and opened up for additional topics. There were no additional topics added.

**Educational Master Plan**

* *Highlights from October 3rd Meeting*
* *Next steps, and next meeting*

The Educational Master Plan was developed in 2009 and valid through 2015. Ideally, everything that we do fits within that educational master plan. Now is the time that we are going to update the plan and ensure that it is going to help us to meet our audacious goals. We will also ensure that what we are doing with the educational master plan supports student success and assists with closing the achievement gap.

Dr. May Chen was thanked for all of the work she has done gathering data which has helped to lead some of the discussions. Ms. Tram Vo-Kumamoto was thanked for helping to facilitate some of the college wide meetings. The next meeting will be Friday, November 14th, 11:00 am to 1:30 pm.

Ms. Vo-Kumamoto reviewed the “Ed Master Plan 10.3.14 Discussion” handout indicating that it is a very quick scan of the discussion results.

In reviewing the Education Continuum, she stated that exploration happens throughout and, in different phases of exploration, the focus changes; whether it’s just interest building, getting into a focus area, or getting deep into a focus area.

Highlighting the community college portion, Ms. Vo-Kumamoto briefly discussed the progression arrow for the four semesters and beyond. In the conversation on October 3rd, the first semester was noted as being a very important interdisciplinary conversation to get students to see the range of programs offered and decide on that focus area. By the second semester, aligned with the Student Success and Support Program (SSSP) plan, our goal is to get students into a focused pathway (this was refined from the October 3rd conversation.) The idea is that a pathway may have multiple majors within it. By the third semester the focus is for students to identify a program; a degree or major of interest. And hopefully by the fourth semester, they will be deep into that focused program.

Ms. Vo-Kumamoto also summarized the “Future Discussions” noted on the bottom of the handout.

Ms. Jenny Lowood added that the first semester is also a foundational semester and a lot of research is going to show that developing strong English and Math skills and reaching a certain level of attainment is critical for student success. Therefore, she suggests adding “Foundational and Interdisciplinary” exploration.

Noted by Dr. Budd is that a piece of this discussion, as outlined with our audacious goals of ensuring full time students complete 20 transferable units or a stackable certificate after their first year, has us looking at what we’re offering. It is a huge piece that will be a part of this ed master planning and our schedule development; ensuring that we offer a schedule that has the capacity for our students to take the recommended units.

Ms. Vo-Kumamoto will brainstorm with Mr. Danny McCarty on how to connect with students to get their point of view on some of the questions. It is her hope is to have a broad conversation within the student population, beyond those students who participate in student government.

He noted a pending event hosted by the ASBCC which he feels will be a good avenue to start exploring students’ opinions. Dr. Budd also suggested that Ms. Vo-Kumamoto could attend an ASBCC meeting. Mr. McCarty suggested creating a temporary ad hoc committee where any enrolled student can share their ideas and opinions.

**SSSP Plan**

* *Highlights from plan; Due to state October 17th*

We found out recently what is arriving from the state for Berkeley City College and, as a part of that we need to have a plan. We need to have that plan sent to the state by this Friday, October 17. It has been shared in draft form at many of our meetings and brought here to make sure everyone could see it prior to sending it out.

Dr. Chen thanked those who put in their time providing input into the report. This will serve as a foundation for much of our planning. Shared with the group was a summary of the larger report. She indicated that many of the strategies, actions, and plans put into the document are not new and there are two things happening that coincide with the educational master plan.

Referencing page 2 on the last row in the Strategies column, Dr. Chen indicated that they have received the list from the district office which was divided to target student programs as well as the general student population. Counselors are identifying students that they are going to contact. All counselors will take on the case management approach to communicate one-on-one with our students. The second thing identified by Dr. Chen related to the educational master plan was on page 3; identifying all students with undeclared majors. There are approximately 1200 students with undeclared majors.

The hope is that student leaders will organize and promote a Student Educational Plan (SEP) / SSSP day. She would like to look at their proposal to utilize SSSP funds.

Mr. McCarthy asked what would be a reasonable timeline to prepare a student response. According to Dr. Chen, Mid-November may be too late. She suggested they work under the leadership advice of Mr. Mostafa Ghous to put a proposal together soon.

Dr. Budd inquired about the prerequisite procedures noted on page 32 of the larger document and wondered if the section could be referenced instead of having all of the information outlined. The response was that this could be done. Dr. Chen noted that although the document is large, Berkeley City College’s report is not as large as some of the other colleges’ report. She will consult with other VP’s to see how they are reporting this.

**Equity Plan**

* *Updates and highlights*

There is an equity plan meeting on Wednesday, October 15 beginning at 9:00 am. Dr. Carlos Cortez reported that Ms. Brenda Johnson will continue to chair the equity plan meeting and, in addition there are five indicators for which an administrator has been appointed to chair subcommittees. For those that are not a part of this conversation and wish to be, please feel free to reach out to the administrators. The administrators are:

* Dr. Carlos Cortez Course Completion
* Maeve Katherine Bergman ESL and Basic Skills Course Completion
* Tram Vo-Kumamoto Transfer
* Antonio Barreiro Degree and Certificate Completion
* Mostafa Ghous Access

Dr. Cortez will work over the next couple of weeks closely with Mr. Ghous and Ms. Bergman while Ms. Johnson will work with Ms. Vo-Kumamoto and Mr. Barreiro as those indicators overlap. They will identify goals and measurable outcomes as well as activities based on the knowledge of the data they currently have in place. He has reached out to the institutional researcher at the district as well as our contract researcher here on campus to see if they can help us take the data that they have had difficulty processing in order to present it in a manner that is user-friendly for the working groups.

The equity plan has been adjusted slightly to move beyond races of sex, class, and ethnicity to now incorporate considerations for students with disabilities, veterans, and students out of the foster care system. Unfortunately we have limited information in that regard and almost no data on foster youth.

Whereas the SSSP plan is due at the end of this month, the equity plan has actually been extended through the end of this year. The reality, however, is that we don’t have those weeks in mid-December onwards so we really have to have this wrapped up and ready for presentation to the board by early December. Dr. Cortez indicates that the hope to have a draft ready to circulate in mid-November through the shared governance process.

Ms. Lowood expressed interest in the completion part particularly since the planning for Institutional Effectiveness Committee is related to TLC activities and, activities for completion should really be connected in both directions. She indicated that there is some work that they have done that the equity planning group may be interested in and, planning for new activities may be connected to some of the work. Dr. Cortez indicates that this is central to some of the conversations.

A town hall meeting on the equity plan and the discussion around that will be held on Wednesday, November 12th. The next town hall will be held on Wednesday, October 22nd when we are looking at the institutional effectiveness portion of our accreditation self-evaluation. Along with the October 22nd meeting, Dr. Budd requested that meeting attendees note the November 12th Equity Planning town hall meeting on their calendars.

Dr. Cortez added that it is important that we recognize that this plan is about a specific pocket of funds. There are, however, funds in many sources of pockets including our general funds, special projects, categoricals, Peralta Accountability for Student Success (PASS), and SSSP that are funding activities to help us realize the measurable outcomes for each indicator.

Dr. Budd thanked Dr. Cortez for mentioning the different funding sources because as the Roundtable for Planning and Budgeting we spend a lot of time looking at the budgeting and the resource allocation portions. Last spring when we received the PASS money out of our Parcel tax Measure B dollars, we had about $586,000. Of that, we identified funds for an African-American student success program. At that time it was only about $80K. We then enlarged that into about $177K as part of the Peralta Scholars program that will be developed district-wide. The district-wide portion is to ensure that all of the colleges are using some of the same promising practices. As it is developed district-wide, that $177K will be spent at our college. Over and above that we can find other funds whether through SSSP or basic skills, or even other areas.

Dr. Budd announced the two new approved degrees, Spanish and Anthropology which brings the ADTs to 12. We are the highest in the state in the percentage of ADTs offered.

**Strategic Goals in Line with Mission, Vision, Values**

The reapproved Mission, Vision, and Values statement was distributed prior to today’s meeting and adopted by the Board of Trustees on October 7, 2014. Discussed at our last meeting was the need to not necessarily change our goals every year but instead revisit the activities and maybe set the bar higher for measurable outcomes. Dr. Budd referenced the 2014-2015 Goals and Proposed Activities document with the five previously approved 2014-2015 Institutional Goals.

Ms. Tram Vo-Kumamoto indicated that the five goals are similar to those last year. The only slightly difference is Goal #1. The FTES target was instead put under the “Activity” to allow continuous adjustment of that target on an annual basis, as necessary.

The goals have gone through all of the committees and senates and are approved. At the last meeting the compilation was presented raw from all of the committees identifying the proposed activities Additional information was received from classified senate after the last Roundtable and the list has now been organized into three categories: Institutional Effectiveness, Student Access, Equity & Success and, Professional Development. The goals were identified that were connected to those categories followed by activities being identified and connected to those goals.

Attendees individually reviewed the Activities for completion; ensuring nothing was missed.

* Ms. Lowood suggested, “Use learning outcomes assessments, planning processes and professional development to continuously improve teaching and learning.”
* Dr. Chen feels that we may want to communicate with faculty members to come up with activities they can be doing in the classroom. Recommendation made to follow-up with Academic Senate.
* Ms. Lowood’s previous suggestion is also recommended to be added under Goal #4.
* Ms. Paula Coil asked for clarification on the language under the Activity Section for Institutional Effectiveness; should “Creative” read “Create” a collaborative and transparent budgeting process.
* Under Student Access, Equity & Success’ Activity, “Expand FA Application Workshops,” Dr. Budd recommended adding “and Financial Literacy.”

A recommendation was made to work in teams and use a Roundtable session to complete the Proposed Activities document. Suggestion was made to do this at the Monday, October 27th Roundtable meeting. Ms. Vo-Kumamoto will send out the document ahead of time asking people to fill in some of the information before the meeting in order for the data to be compiled and synthesized.

**Shared Governance Manual – Final Review and Adoption**

The draft of the Shared Governance Manual was reviewed with the goal of being revised and adopted today, Monday, October 13, 2014.

Dr. Budd feels that the first couple of pages look great. Beginning on page 7, for Participatory Governance, she suggested removing the questions outlined on pages eight and nine. Dr. Chen agreed with the recommendation indicating that she had researched to find out where those questions generated from, and has yet to come up with an answer. It was noted that the 10+1 is all very clear on pages 10 and 11.

Dr. Budd recommended that everyone looked through the manual, noting any changes, in order to finalize the document.

* It was noted by Ms. Lowood to change the title for “College Roundtable for Planning and Budget” to “College Roundtable for Planning and Budgeting.”
* There was discussion on the Department Chairs’ Council frequency of meetings notation as a portion was taken off. The language removed had to do with the group having the option of meeting on their own. Ms. Lowood indicated that she was charged by the chairs to request that it go in as it was. Dr. Budd recommended that it read, “Twice a month” as it is too prescriptive and no other shared governance groups mentions the time. Ms. Vo-Kumamoto indicated that she can add that “Chairs may choose to have one meeting a month for Chairs only.”
* Ms. Nancy Cayton, inquired about the reporting relationship for Classified Senate as both Academic Senate and Classified Senate “Recommends to” the Education Committee but the manual does not reflect Classified Senate as “Recommending” to Roundtable as it is shown for Academic Senate.

It was clarified that all committees should report to the Education Committee and Roundtable. The manual will be updated to reflect this.

* Mr. McCarty referenced page 18 ASBCC “Membership” and noted that there are five members of the Judicial Council. He also pointed out that the term Interclub “Club” Council should read “Inter-club Council.””

Ms. Lowood moved to adopt the Shared Governance Manual with the changes noted.

The motion was second by Dr. May Chen.

All in favor

Opposed: None.

Abstentions: None.

**Accreditation – Sharing of Institutional Self-Evaluatio**n

Thursday, October 16th will be the PIE Committee’s first review of Standard 2 – 12:15 pm – 1:30 pm in the TLC.

In terms of the meetings, email messages will be distributed by Ms. Vo-Kumamoto with links to find documents. It will be helpful if the documents are read prior to the meetings.

At the next Roundtable meeting time will be given to discuss the activities from our goals as well as the bringing the topic, “Faculty Advising and Plans for Implementing” back for discussion.

**Other**

Dr. Budd reminded attendees of the 40th Anniversary events to be held this Friday, October 17th. The student event will start around 12:00 pm and the evening community event will start at 4:30 pm.

-End of Minutes -

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