

Berkeley City College  
ACCJC Midterm Report 2018

Submitted by:

Berkeley City College  
2050 Center Street  
Berkeley, CA 94704

Submitted to:

Accrediting Commission for Community and Junior Colleges,  
Western Association of Schools and Colleges

March 15, 2018



**BERKELEY CITY COLLEGE**

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Midterm Report Certification Page

**To:** Accrediting Commission for Community and Junior Colleges,  
Western Association of Schools and Colleges

**From:** Berkeley City College  
2050 Center Street  
Berkeley, CA 94704

**Date:** March 2018

We certify there was broad participation and review by the campus community, and believe this report accurately reflects the nature and substance of this institution.

**Peralta Community College District**

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Julina Bonilla - President, Board of Trustees (Date)

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Jowell Laguerre, Ph.D. - Chancellor, PCCD (Date)

**Berkeley City College**

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Rowena Tomaneng, Ed.D. - President (Date)

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Kelly Pernell – President, Academic Senate (Date)

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Jennifer Lenahan – President, Classified Senate (Date)

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(Associated Students of Berkeley City College) (Date)

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Jason Cifra, Accreditation Liaison Officer (Date)

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## Report Preparation

Berkeley City College is dedicated to a systematic, collaborative, and cyclical process that includes data-driven evaluation, college and community-wide planning, transparent resource allocation, utilizing best practices and exemplary programs, and continuous evaluation.

The 2018 Berkeley City College Midterm Report responds to the recommendations of the Accrediting Commission for Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges Follow up Report in September of 2016 and provides evidence of BCC's commitment to the continuous improvement.

The 2018 Midterm Report details BCC's progress in five self-identified Actionable Improvement Plans and one Team Recommendation related to research capacity. Also included is the analysis of Annual Data Trends and the Annual Fiscal Report.

Berkeley City College developed this report by engaging the campus community through updates that were presented in various shared governance meetings and public forums. Information contained in this report reflects the work of and feedback from the faculty, staff, administration, and students.

<b>Date</b>	<b>Group Responsible</b>	<b>Action</b>
<b>March 27, 2017</b>	<b>Roundtable</b>	-Review Actionable Improvement Plans from March 2015 -Present Mid Term Report Timeline
<b>August 11, 2017</b>	<b>President</b>	-Communicate Actionable Improvement Plans & Recommended Improvement Area -Announce October 27 Town Hall
<b>September-October 2017</b>	<b>ALO</b>	-Finalize draft and gather evidence -Compile annual and fiscal report data and district evidence
	<b>President</b>	-Communicate Progress on Actionable Improvement Plans and recommended improvement area
<b>October 9-13, 2017</b>	<b>Shared Governance Committees</b>	-Review progress on Actionable Improvement plans and recommended improvement area
<b>October 27, 2017</b>	<b>BCC Leadership Team</b>	-Present Mid-Term Report Draft
<b>November 8 – 16, 2017</b>	<b>Shared Governance Committee Review</b>	-Provide feedback and suggestions on Draft
<b>November 17-27, 2017</b>	<b>ALO</b>	-Update draft -Finalize Evidence
<b>November 20, 2017</b>	<b>President/ALO</b>	Town Hall
<b>December 1-15, 2017</b>	<b>Shared Governance Committee Review</b>	-Recommendation to approve Mid-Term Report
<b>January 2018</b>	<b>President/ALO</b>	-Present mid-term report and obtain Board Approval

## **Plans Arising out of Self-Evaluation Process**

### **Summary of Overarching Actionable Improvement Plans (AIP)**

- 1) BCC will use its integrated planning process to update and implement the Education Master Plan (2016-2021) and, in alignment with it, complete the SSSP and Equity Plan (1.B.3, II.B.1)
- 2) BCC will expand its mechanisms for publicizing and widely distributing a budget calendar that clarifies expenditures and deadlines for spending, based on funding streams from the District and College. (II.C.1.a, III.D.2)
- 3) BCC will acquire additional building space in order to meet growing enrollment and student needs. (III.B.1.a)
- 4) BCC will enhance wireless internet access, as well as hardware and software, in order to meet growing enrollment and student needs. (III.C.1, III.C.1.e)
- 5) BCC will work with the District to achieve full implementation of the Budget Allocation Model. (III.D.1.a)

Self-Identified AIP 1	Standard	Timeline	Outcome
<b>AIP 1: Update EMP and align with SSSP/Equity</b>	(1.B.3, II.B.1)	Ongoing	<ul style="list-style-type: none"> <li>• EMP updated in Spring 2016</li> <li>• Integrated Planning Matrix draft Spring 2017</li> <li>• Integrated Plan for SSSP/Equity/BSI updated in Fall 2017</li> </ul>
<p>The 2017-2021 Berkeley City College Educational Master Plan was updated and approved in Spring 2016. In addition, SSSP, SE, and BSI activities, strategies, and metrics were aligned to the Educational Master Plan goals and documented in the 2017-19 Integrated Plan submitted to the California Community College State Chancellor's Office after campus and board approval.</p>			
<b>Evidence</b>			
<b>AIP 1.1</b>	Educational Master Plan, Approval - Board Of Trustees Meeting Minutes (June 14, 2016), and Roundtable Minutes (April 18, 2016 and May 9, 2016)		
<b>AIP 1.2</b>	Integrated Planning Matrix and Roundtable Agenda (May 22, 2017)		
<b>AIP 1.3</b>	Integrated Planning Report SSSP/SE/BSI Fall 2017 and add minutes reflecting endorsement from Senate and Board of Trustees.		

Self-Identified AIP 2	Standard	Timeline	Outcome
<b>AIP 2: Publicize budget calendar for expenditure deadlines</b>	(II.C.1.a, III.D.2)	Ongoing	<ul style="list-style-type: none"> <li>• Budget calendar for expenditures communicated out each Spring term with deadlines</li> </ul>
<p>The Berkeley City College Business Office has provided continuous communication, including a comprehensive timeline and reminders to ensure that the campus community is aware of deadlines for processing purchase requests and other expenditure to improve budget usage and timely reconciliation.</p>			
<b>Evidence</b>			
<b>AIP 2.1</b>	Business Services FY 2016-17 Cut-Off Dates		

<b>Self-Identified AIP 3</b>	<b>Standard</b>	<b>Timeline</b>	<b>Outcome</b>
<b>AIP 3: Acquire additional building space</b>	(III.B.1.a)	Fall 2017: Campus and District planning and discussions. Spring 2018: Plan approval and secure construction contract Fall 2018: Construction	<ul style="list-style-type: none"> <li>• Building acquired in Spring 2015</li> <li>• Campus discussions about needs for new building 15-16</li> <li>• Architectural plans for renovations</li> </ul>
<p>Since the completion of the purchase of the Milvia Property, Berkeley City College, Peralta District, and architects have embarked on discussions and forums with the campus community, consultations with programs, renderings of architectural plans, and development of timelines to ensure the timely completion of the renovation.</p>			
<b>Evidence</b>			
<b>AIP3.1</b>	Milvia Property Grant Deed and Final Closing Statement		
<b>AIP3.2</b>	Building User Group Minutes (October 14, 2015, October 21, 2015, and November 10, 2015), Milvia Project Preliminary Survey, BCC Classroom Survey, and BCC Facilities Needs-APU results		
<b>AIP 3.3.1</b>	Update of the design of the floor plan for the Milvia Street Property for Berkeley – Board of Trustees Meeting Agenda (November 20, 2017).		
<b>AIP 3.3.2</b>	BCC 2118 Milvia Street Project Update with Rendering of Instructional, Service, and Student Floor Plan		

<b>Self-Identified AIP 4</b>	<b>Standard</b>	<b>Timeline</b>	<b>Outcome</b>
<b>AIP 4: Enhance internet and technology</b>	(III.C.1, III.C.1.e)	Ongoing	<ul style="list-style-type: none"> <li>• Wireless updated in Spring 2015</li> <li>• Tech Committee prioritization process to support end of life replacement, software upgrades</li> </ul>
<p>Berkeley City College recognizes the need for continuous technology updates to maintain quality learning, teaching, and service environments. Wireless updates to improve connectivity was completed in Spring 2015 and a prioritization process has been adopted to ensure a replacement cycle for hardware and an update schedule for software.</p>			
<b>Evidence</b>			
<b>AIP 4.1</b>	Technology Committee Meeting Minutes (May 13, 2015)		
<b>AIP 4.2</b>	Technology Prioritization Process (February 2, 2017) and Roundtable Minutes (March 7, 2016 and February 27, 2017)		

<b>Self-Identified AIP 5</b>	<b>Standard</b>	<b>Timeline</b>	<b>Outcome</b>
<b>AIP 5: Work with District to implement BAM</b>	(III.D.1.a)	Ongoing	<ul style="list-style-type: none"> <li>• Participated in BAM review committee in Spring 2016</li> <li>• Recommendation for changes presented to District Planning and Budget Committee Fall 2016</li> </ul>
<p>Berkeley City College administrators, faculty, and staff were active in the development of the Peralta District Budget Allocation Model, including the completion of the Budget Allocation Model Task Force Report. Berkeley City College continues to work with the district and other colleges to ensure and maintain a transparent, responsive, and equitable budget process.</p>			
<b>Evidence</b>			
<b>AIP 5.1</b>	BAM Taskforce Meeting Minutes (March 15, 2016, April 5, 2016, and April 26, 2016)		
<b>AIP 5.2</b>	Budget Allocation Model Task Force Report (May 2016)		



## Institutional Reporting on Quality Improvements

### Response to Team Recommendations for Improvement

#### College Recommendation 2

In order to improve institutional effectiveness, the team recommends that the College develop a plan to increase its research capacity in order to better analyze progress towards achieving institutional and strategic goals (I.B.2, I.B.3, I.B.5)

Timeline	Action	Outcome
July 2015	<ul style="list-style-type: none"> <li>• Established interim role in organizational chart for VP of Institutional Effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>• Moved VPSS to VPIE</li> </ul>
Fall 2015	<ul style="list-style-type: none"> <li>• Updated job description for Research Analyst and prepare to post</li> </ul>	<ul style="list-style-type: none"> <li>• Failed search</li> </ul>
Spring 2016	<ul style="list-style-type: none"> <li>• Posted Research Analyst position to hire</li> <li>• Contracted with Independent Contractor to support research efforts</li> </ul>	<ul style="list-style-type: none"> <li>• Search successful</li> <li>• Hired 1.0 Research Analyst position</li> </ul>
Fall 2016	<ul style="list-style-type: none"> <li>• VPIE position changed to .5 FTE Interim Dean of IE position</li> </ul>	<ul style="list-style-type: none"> <li>• New shared position established with Laney College.</li> </ul>
Spring 2017	<ul style="list-style-type: none"> <li>• Research Analyst resigned</li> <li>• Research Analyst position posted</li> <li>• .5 Dean of IE posted</li> </ul>	<ul style="list-style-type: none"> <li>• Rescind hiring process for .5 Dean of IE</li> </ul>
Spring 2017	<ul style="list-style-type: none"> <li>• .5 Dean of IE search continues</li> </ul>	<ul style="list-style-type: none"> <li>• .5 Dean of IE Interim Appointment</li> </ul>
Summer 2017	<ul style="list-style-type: none"> <li>• .5 Dean of IE changed to 1.0 Research Analyst position</li> </ul>	<ul style="list-style-type: none"> <li>1.0 Research Analyst moved to VPSS</li> </ul>
Fall 2017	<ul style="list-style-type: none"> <li>• Research Analyst Position posted.</li> </ul>	<ul style="list-style-type: none"> <li>• Search Successful</li> <li>• Hired 1.0 Research Analyst position (Fall 2017)</li> </ul>

**Data Trend Analysis**

**ANNUAL REPORT DATA**

**INSTITUTION-SET STANDARDS**

Category	Reporting year		
	2014	2015	2016
<b>STUDENT COURSE COMPLETION</b>			
<b>(Definition: The course completion rate is calculated based on the number of students completions with a grade of C or better divided by the number of student enrollments.)</b>			
Standard	64%	64%	64%
Performance	64.1%	63.4%	63.4%
Difference between Standard and Performance	+0.1%	-0.6%	-0.6%
<p>Analysis of the data: The completion rate has largely remained the same in the last 3 years. Integrated planning activities, initiatives in Financial Aid, and Early Alert are projected to have a positive impact on completion by targeting equity gaps, rewarding course completion, and by providing early support to students. Assessment of activities and impact will be reported annually.</p>			

<b>DEGREE COMPLETION</b>			
<b>(Students who received one or more degrees may be counted once.)</b>			
Standard	110	182	200
Performance	217	252	361
Difference	+117	+70	+161
<p>Analysis of the data: The continued increase in degree completion could be the impact of work in providing more opportunities to get to college level courses earlier, strong faculty collaboration with students, curriculum and program updates, and increase in counseling services and student services through SSSP and SE.</p>			

**CERTIFICATE COMPLETION****(Students who received one or more certificates may be counted once.)**

Standard	48	117	250
Performance	253	396	372
Difference	+205	+279	+122

Analysis of the data: Similar to the increase in degrees, the increase in certificates could be attributed to the strong collaboration with students, improved student access to services, and new certificates that support student interests and vocational interests developed by faculty.

**TRANSFER**

Standard	250	262	300
Performance	288	288	358
Difference	+38	+26	+58

Analysis of the data: Berkeley City College is one of the top transfer partners for the four-year public and private institutions in the Bay Area. Berkeley City College continue to develop more articulation agreements that support students and their goals, provide access to representatives from partner institutions, provide opportunities for concurrent enrollment with transfer partners, and develop transfer agreements and guarantees with students and their future university of choice.

**LICENSURE PASS RATE**

(Definition: The rate is determined by dividing the number of students that passed the licensure examination divided by the number of students that took the examination)

Program Name	CIP Code	Institution Set Standard	Performance			Difference		
			2015	2016	2017	2015	2016	2017
N/A								

Analysis of Data: N/A

**JOB PLACEMENT RATE**

(Definition: The placement rate is defined as the number of students employed in the year following graduation divided by the number of students who completed the program.)

Program Name	CIP Code	Institution Set Standard	Performance			Difference		
			2014	2015	2016	2014	2015	2016
Accounting		57.5%	52%	59%	58%	-5.5%	+1.5%	+0.5%
Multimedia Arts		57.5%	47%	40%	46%	-10.5%	-17.5%	-11.5%

Analysis of Data: In consultation with programs and services, a major barrier in tracking employment is that it is difficult to identify comprehensive source of labor data. Often times, when students transfer or graduate, unless they provide us with the information of what they end up doing, we rely on limited job placement or career information. Nevertheless, BCC uses information whenever possible from sources like CTE California Student Data Tracking Dashboard, Department of Labor, self-reported information, and surveys.

**STUDENT LEARNING OUTCOMES ASSESSMENT**

	2014	2015	2016
Number of Courses	641	460	564
Number of courses assessed	641	460	564
Number of Programs	99	99	110
Number of Programs assessed	99	99	110
Number of Institutional Outcomes	7	7	7
Number of outcomes assessed	7	7	7

Analysis of the data: Berkeley City College is committed to ensuring quality programs and student experience through continuous assessment. The Student Learning Outcomes Coordinator, Faculty, and the Program and Institutional Effectiveness Committee have worked hard to ensure that courses, programs, and institutional outcomes are assessed consistently and continuously and that results are analyzed and used to improve student learning. Updates are provided to the campus through the Program and Institutional Effectiveness Committee, Educational Committee, Roundtable, and various reports.

**ANNUAL FISCAL REPORT DATA**

Category	Reporting year		
	2014	2015	2016
<u>General Fund Performance</u>			
Revenues	\$146,892,941	\$161,101,652	\$186,996,827
Expenditures	\$143,866,155	\$159,843,207	\$185,259,306
Expenditures for Salaries and Benefits	\$113,601,870	\$122,758,912	\$136,588,830
Surplus/Deficit	\$3,026,786	\$1,258,445	\$1,737,521
Surplus/Deficit as % Revenues (Net Operating Revenue Ratio)	2%	1%	1%
Reserve (Primary Reserve Ratio)	13%	13%	11%
Analysis of the data: The district has consistently shown fiscal prudence over the past three reporting years, demonstrating surpluses over these years and maintaining a reserve ratio sufficiently above the 5% minimum generally acceptable reserve percentage.			

Other Post Employment Benefits

Actuarial Accrued Liability (AAL) for OPEB	\$174,703,920	\$152,429,020	\$152,429,020
Funded Ratio (Actuarial Value of plan Assets/AAL)	0%	0%	0%
Annual Required Contribution (ARC)	\$11,228,305	\$9,874,857	\$9,874,857
Amount of Contribution to ARC	\$8,756,303	\$7,308,367	\$7,151,315

Analysis of the data: Actuarial Accrued Liability for OPEB will continue to decrease as fewer number of employees are eligible to receive lifetime retirement benefits since the district ceased offering lifetime retirement benefits for employees hired on or after July 1, 2004.

Enrollment

Actual Full Time Equivalent Enrollment (FTES)	18,642	19,502	19,528
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Analysis of the data: The district has maintained consistent enrollment figures over the past three reporting years.

Financial Aid

USDE official cohort Student Loan Default Rate (FSLD - 3 year rate)	16%	%	%
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Analysis of the data: Berkeley City College Financial Aid Office continues to provide students with information on how to obtain loans, but more importantly, the Financial Aid Office continues to adopt and provide training modules and financial literacy programs to students who are seeking and have applied for loans to ensure that they know the terms of their loans, their responsibilities to maintain those loans, and the terms of their repayment. 3 year rates are not available for 2015 and 2016 as these cohort years are still in progress.

EVIDENCE IN SUPPORT OF PLANS ARISING OUT OF SELF-EVALUATION PROCESS:

- AIP1.1 EMP Final Board Approval and Roundtable Minutes
- AIP1.2 Integrated Planning Matrix and Roundtable Agenda
- AIP2 Business Services FY 2016-17 Cut-Off Dates
- AIP3.1 Milvia Property Grant Deed and Final Closing Statement
- AIP3.2 BUG Committee Minutes and Surveys
- AIP3.3.1 Peralta BOT Agenda November 14 2017
- AIP3.3.2 BCC 2118 Milvia Street Project Plan and Update
- AIP4.1 Tech Committee Minutes February 16, 2017
- AIP4.2 Prioritization Process and Roundtable Minutes
- AIP5.1 BAM Task Force Meeting Minutes
- AIP5.2 BAM Taskforce End of Year Report May 2016

EVIDENCE IN SUPPORT OF RESPONSE TO TEAM IMPROVEMENT RECOMMENDATION:

- Announcement New BCC Research and Systems Technology Analyst