



DATE: March 25, 2019

TO: Kelly Pernell and Rowena Tomaneng, co-Chairs
Berkeley City College Roundtable for Planning and Budgeting

FROM: Stacey Shears, Vice President, Student Services, Co-Chair, Integrated Planning Committee (IPC); Kuni Hay, Vice President of Instruction, Co-Chair, Integrated Planning Committee (IOC)

CC: Shawn McDougal, Co-chair, Professional Development Committee
Jenny Yap, Co-Chair, Professional Development Committee

RE: Program Review 2019-2020 Resource Requests

Due to the District changes made to the Program Review (PR) tool this year, BCC's timeline for the Program Review process was augmented in mid-January 2019. The integrated Planning Committee (IPC) validated submitted PRs and disseminated PR summary information to relevant Participatory Governance committees for their review.

Because of the short time frame, many of the committee's meeting dates and PR timeline did not align; so, prioritization did not occur. Professional Development requests is one of them.

Since IPC did not prioritize requests, we are submitting all requests to Roundtable for their review as is (attached below).

Please let us know should you have questions or should you need us to take any actions on this matter.

| Program Code | Course | Resource Category | Description/Justification | Estimated Annual Salary Costs | Estimated Annual Benefits Costs | Total Estimated Cost |
|---------------------|--------------------------------------|--|---|--------------------------------------|--|-----------------------------|
| ASL | American Sign Language | Professional Development: Department-wide PD | Canvas training especially for ASL instructors (making, uploading and making signing videos). \$1,000 for trainers who are familiar with. | | | \$0 |
| ANTH | Anthropology | Professional Development: Department-wide PD | ADA training associated with accessibility of online platform and support faculty development | | \$20,000 | \$20,000 |
| ANTH | Anthropology | Professional Development: Department-wide PD | Stipends for part-time faculty for participating in assessment efforts | \$6,000 | | \$6,000 |
| AP Science | ASTR, BIOL, GEOG, GEOL, PHYS, PHYSC | Professional Development: Department-wide PD | sabbaticals to work in research areas that contribute to updating knowledge and understanding of latest technologies – which translates into improved and updated information passed on to students and student success in the workplace. | | | \$0 |
| BAS | Business and Administrative Services | Professional Development: Department-wide PD | staff development training | | | \$0 |
| CalWORKs | CalWORKs | Professional Development: Department-wide PD | software and system update trainings to improve job performance, customer service, other professional development offerings (Microsoft office, SARS/Starfish, PeopleSoft, Outlook 365, Adobe Acrobat Pro) | | | \$0 |
| | Career Transfer Center | Professional Development: Department-wide PD | Current Training of Coordinator, students, and staff to ensure any updates and changes are received. | \$1,500 | | \$1,500 |
| | Chemistry | Professional Development: Department-wide PD | Refreshment for Science Advisory Committee Meetings | | \$500 | \$500 |
| COMM | Communications | Professional Development: Department-wide PD | Create a communication workshop modeled after the writing workshop in order to help students with communication anxiety; as well as tutoring for speech writing and delivery. | | | \$0 |

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| CIS | Computer Information Science | Professional Development: Department-wide PD | Attend conferences and professional development activities | | \$5,000 | \$5,000 |
| | Counseling | Professional Development: Department-wide PD | Career Assessment and Interpretation Trainings - UC/CSU/CCC Conferences | | \$10,000 | \$10,000 |
| ECON | Economics | Professional Development: Department-wide PD | ADA trainings associated with accessibility of online platform and support faculty development. | | \$20,000 | \$20,000 |
| | English | Professional Development: Department-wide PD | The department has been fortunate in the past because it has been able to provide small stipends to faculty who receive FELI (Faculty Experiential Learning Institute) training, and its faculty have received free Reading Apprenticeship training. It would continue to benefit the college and the department to offer these trainings to faculty. They improve the quality of instruction across all English courses, and they consequently support the mission of the department and increase student success. | | | \$0 |
| EOP&S - CARE | EOP&S - CARE | Professional Development: Department-wide PD | Software and system update trainings to improve job performance, customer service, other professional development offerings. Professional Development is an important part of EOPS/CARE program continued improvement and success. | | \$7,000 | \$7,000 |
| FYE | FYE - Ignite, Persist, UMOJA | Professional Development: Department-wide PD | Annual Conference on First Year Experience - pd for FYE team: Associate Dean, Division Dean, FYE Counselors (2), Umoja Coordinator, Adult Ed Program Manager. | | \$7,568 | \$7,568 |

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| HIST | History | Professional Development: Department-wide PD | ADA trainings associated with accessibility of online platform and support faculty development. | | \$20,000 | \$20,000 |
| LSP | Library | Professional Development: Department-wide PD | backfill is needed ASAP so that all F/T library faculty and staff can be trained on the new library services platform for statewide implementation Library Technician backfill 20 hr/month (\$1900/mo x 17 wks). Librarian backfill 30hr/month x AY schedule College Goals: V -see attached timeline and LSP plan | \$84,542 | | \$84,542 |
| MATH | Mathematics | Personnel: Part Time Faculty | A dedicated counselor (5-10 hours a week) focused on helping students in support classes that would result in more collaboration with student services for students required to take the support courses. | | | \$0 |
| MATH | Mathematics | Personnel: Full Time Faculty | A dedicated counselor (5-10 hours a week) focused on helping students in support classes that would result in more collaboration with student services for students required to take the support courses | | | \$0 |
| MATH | Mathematics | Professional Development: Department-wide PD | Faculty Stipends for: AB705 implementation, Guided Pathways, Developing non-credit courses to be offered at the Adult school. \$500 per faculty member | | | \$0 |
| MMART | Multimedia Art | Professional Development: Department-wide PD | Design thinking training | | \$40,000 | \$40,000 |
| NextUP | NextUP | Professional Development: Department-wide PD | Professional development is an important part of NextUp program continued improvement and success. Training includes: customer service, technology to improve job performance - Microsoft office, Starfish, PeopleSoft, Outlook 365, Adobe Acrobat Pro | | \$1,000 | \$1,000 |
| VPI | Office of Instruction | Professional Development: Department-wide PD | Distance Education Committee and faculty training for DE with OEI standard and rubrics OEI Conference and training CANVAS/Instructure training | \$7,000 | | \$7,000 |

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| President | Office of the President | Professional Development: Department-wide PD | Council for Advancement and Support of Education (CASE) for President, VP of Instruction, VP of Student Services, Public Information Officer - conferences and workshops | \$5,000 | | \$5,000 |
| VPSS | Office of Vice President, Student Services | Professional Development: Department-wide PD | Local SEAP Training, Annual Title IX Training, Annual Behavioral Intervention Team training, Annual UC and CSU Counselor Conferences | \$4,000 | | \$4,000 |
| POSCI | Political Science | Professional Development: Department-wide PD | Increased support for faculty professional membership and travel to regional, national, and international conferences. | | \$5,000 | \$5,000 |
| PSSD | Program and Services for Students with Disabilities | Professional Development: Department-wide PD | Universal design, adaptive technology for greater student access and crisis intervention. | | \$3,000 | \$3,000 |
| PSYCH | Psychology | Professional Development: Department-wide PD | Many instructors are describing situations in which they are interacting with hostile students. Learning how to diffuse and prevent these interactions will serve both our students and instructors. Active learning is found to support critical thinking and learning of the material. To prepare our students for higher education and employment it might be worthwhile to learn new strategies for how to incorporate this into our curriculum. | | \$50,000 | \$50,000 |
| HUSV | Social Work and Human Services | Professional Development: Department-wide PD | many of us request a series of trainings and/or supportive audits to improve the compliance of our courses and assists with ADA. | | | \$0 |
| SOC | Sociology | Professional Development: Department-wide PD | ADA trainings associated with accessibility of online platform and support faculty development | | \$20,000 | \$20,000 |

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| Veteran | Veteran Services | Professional Development: Department-wide PD | Continued annual training for both VA certifying official and VA Academic Counseling is required. Travel and conference fees for two people | | \$15,000 | \$15,000 |
| APU Wellness | Wellness Center | Professional Development: Department-wide PD | Mental Health oriented Conference/Trainings MHWA Annual Conference, The Psychotherapy Institute | | \$2,500 | \$2,500 |