**Berkeley City College Academic Senate Meeting Minutes**

**Kelly Pernell✓***President*

**Sam Gillette✓***Vice President*

**Catherine Nichols✓***Secretary*

### *Senators*\_\_\_\_\_\_\_\_\_\_\_\_

**(Vacant)***Arts and Humanities*

**(Vacant)***Business/CIS*

**Gabriel Martinez✓***Counseling*

**Linda King✓***English, ESL, Education*

**Jenny Yap✓***Library*

**Patrick Zulkowski✓***Mathematics*

**Jenny Gough***Modern Languages & ASL*

**Mary Clarke-Miller✓***MMART*

**Gurnam Singh✓***Part Time*

**Neeta Sharma***Sciences*

**(Vacant)***Social Sciences*

**Wednesday, September 6, 2017, 12:30-1:20pm, Rm 315**

1. **Call to Order**
2. **Approval of Minutes from Previous Meetings**

*Action Item: Minutes from 8/30/17 Approved “as corrected” Motioned Mary, Second Jenny Y. (10)*

1. **Action Items**
	1. CTE/WFDC District Funding

*Discussion Item: More information will be researched regarding the adoption of a Career Education (CE/Previously CTE) subcommittee*

* 1. BCC Committee membership confirmation

*Madame President will send an email to the Department Chairs to confirm participation-report back*

* 1. Senate By-Laws Update – Reconvene workgroup for 2017-18

*Discussion Item: Workgroup will be Sam and Mary, Catherine will offer Robert’s Rules consultation-timeline of work goals will be presented at the next Academic Senate Meeting (9/20/17)*

* 1. Process for Faculty of the Year Award

*Discussion Item: subcommittee to be small-we will revisited the item during the next Academic Senate Meeting (9/20/17)*

* 1. Ongoing Faculty Acknowledgement and Recognition-Opus Award

*Congratulations go to Maricela Becerra for being recognized as our first recipient of the Opus Award. Maricela will return to our next Academic Senate Meeting (9/20/17) and recognize a new faculty colleague*

1. **Standing Items**
	1. BCC Committee Reports
		1. Schedule and Template for Reporting
	2. District Academic Senate (DAS) Report

*Discussion: DAS Committee report out*

1. **For Discussion and/or Information**
	1. Office 365 Outlook – Features for Communication
2. **New Business/Announcements**
	1. BCC Senate elections to fill vacancies under way.
3. **Adjournment**

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Notes:**

**Guests: Matt Freeman, Joseph Bielanski, Claudia Abadia, Maricela Becerra, Michael Grey (ASBCC), EJ Cruz (ASBCC), Tom Kies**

The BCC Academic Senate meets each month on the first and third Wednesdays, 12:30 – 1:20pm

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**Academic Senate means an organization whose primary function is to make recommendations with respect to academic and professional matters.**

Academic and Professional matters means the following policy development matters:

1. Curriculum, including establishing prerequisites.

2. Degree and certificate requirements.

3. Grading policies.

4. Educational program development.

5. Standards or policies regarding student preparation and success.

6. College governance structures, as related to faculty roles.

7. Faculty roles and involvement in accreditation processes.

8. Policies for faculty professional development activities.

9. Processes for program review.

10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon.

**Academic Senate meets every first and 3rd Wednesday of the month**