**Berkeley City College Academic Senate Meeting *Minutes* Wednesday, September 5, 2018, 12:30-1:20pm, Rm 315**

**Kelly Pernell✓***President*

**Sam Gillette✓***Vice President*

**Catherine Nichols✓***Secretary*

### *Senators*

**Laura Ruberto✓***Arts and Humanities*

**VACANT***Business/CIS*

**Gabriel Martinez✓***Counseling*

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

**Jenny Yap✓***Library*

**Claudia Abadia✓***Mathematics*

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

**Mary Clarke-Miller✓***MMART*

**VACANT***Part Time*

**VACANT***Sciences*

**Matt Freeman (sabbatical)**

**Linda McAllister (proxy)✓***Social Sciences*

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

**Academic Senate’s 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.

1. **Call to Order-12:30**
2. **Approval of Minutes from Previous Meetings**
   1. May 16, 2018 Minutes-***Gabriel M. moved, Sam G. motioned. Approved “as corrected” unanimously***
3. **Action Items**
   1. Strategic Plan 2018-19 (Phoumy Sayavong)-***Presentation regarding the updated draft of the Strategic Plan. Phoumy will return with the final version so that the Academic Senate can vote regarding endorsement prior to Roundtable submission.***
   2. BCC Academic Senate Goals for 2018-19-***Discussion on potential goal for the new academic year. Executive team will meet to prioritize goals discussed and bring to the body for potential approval at the September 19th meeting.***
   3. Confirmation of Committee faculty representatives for 2018-19 year-***Shared Google document sent out on September 4th by Madam President for updates. Please review and update as needed.*** 
      1. Academic Senate Vacancies – need to hold Special Elections
4. **For Discussion and/or Information**
   1. Assessment -***Cora L. raised concerns about getting assessments done by faculty who do not actively assess their courses. Discussion focused on past and current practices that are not effective***

***Kuni H. shared actions that need to be implemented to facilitate appropriate completion of course assessment. First, the use of data is crucial to the process. Secondly, the processes needs to be as simple as possible and lastly, a clear timeline needs to be established. In addition, Kuni H. expressed the need to expand the Planning for Institutional Effectiveness (PIE) Committee in order to have more participation by the campus community.***

* 1. Starfish – Status Update
  2. Guided Pathways – Beginning the Work

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1. **Standing Items**
2. PIE Committee Report
3. Student Learning Outcomes - Status

**b**. Curriculum Committee Report

**c.** District Academic Senate Report

**d.** Department Chairs Report

**e.** Professional Development Committee Report

**f.** OPUS Award: Faculty Honors & Acknowledgement-***Catherine N. presented the Opus Award to Linda McAllister for her exceptionally outstanding contributions as faculty member not only to our students but also as a colleague.***

**6. New Business/Announcements**

**a.** Business Instructor – need faculty appointments to hiring committee

**b.** Computer Science Instructor – need faculty appointments to hiring committee

**c.** Upcoming Professional Development Events – DAS Travel Budget

**7. Adjournment**

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Guests: Poumy Sayavong, Kuni Hay, Michael L, Cora L, Joseph B.