



Academic Senate Minutes

Wednesday, February 17, 2021 - 12:30 pm – 1:20pm

<https://cccconfer.zoom.us/j/96348228664>

Berkeley City College’s mission is to promote student success, to provide our diverse community with educational opportunities, and to transform lives. The college achieves its mission through instruction, student support and learning resources which enable its enrolled students to earn associate degrees and certificates, and to attain college competency, careers, transfer, and skills for lifelong success.

Required Membership: (Attended = marked with “X”, Partial Attendance “P”)

<input checked="" type="checkbox"/> Matthew Freeman, President Academic Senate <input checked="" type="checkbox"/> Sam Gillette, Vice President Academic Senate <input checked="" type="checkbox"/> Kelly Pernell, Secretary Academic Senate <input type="checkbox"/> Lisa Cralle, Senator Arts and Cultural Studies <input checked="" type="checkbox"/> Pete DuBois, Senator Business/CIS <input checked="" type="checkbox"/> Joseph Bielanski, Senator Counseling <input type="checkbox"/> Jenny Lowood, Senator English, Education <input type="checkbox"/> Mona Williams, Senator ESOL	<input checked="" type="checkbox"/> Linda McAllister, Senator Social Sciences <input checked="" type="checkbox"/> Jenny Yap, Senator Library <input checked="" type="checkbox"/> Mark Rinker, Senator Mathematics <input checked="" type="checkbox"/> Fabian Banga, Senator Modern Languages <input type="checkbox"/> Jenny Gough, American Sign Language (ASL) <input checked="" type="checkbox"/> Mary Clarke-Miller, Senator MMART <input type="checkbox"/> Vacant, Senator Part Time <input checked="" type="checkbox"/> Randy Yang, Senator Sciences
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Guests: Kuni Hay (VPI), Vanessa Phillips (ASL Interpreter), Cora Leighton (DE Coordinator)

Agenda Item	Discussion	Follow-up Action	Decisions (Shared Agreement/Resolved or Unresolved?)
Meeting called to order	12:32pm		
1. Approval of Agenda	2 mins		Moved by: Joseph B. Seconded by: Fabian B. Approved: 10 votes yes, no NOs and no abstentions
2. Approval of Minutes	a. Feb. 3 Meeting (2 mins)		Moved by: Linda M. Seconded by: Jenny Y. Approved: 10 votes yes, no NOs, and no abstentions
3. Action Items			
4. Discussion and/or Information	a. Accreditation Visit Update (10 min) b. Facilities Committee & “Return to Campus” Update (10 min) c. Waitlist & Auto-Enrollment Issue (10 min)	b. Appoint 3 faculty to the BCC Facilities Committee c. Form a list of suggestions to improve the	a. Accreditation Visit Update Dr. Curry, Chair of the ACCJC visiting team will visit our March 3rd Senate meeting. As soon as the recommended meeting schedule comes to VPI Kuni Hay, we will receive the schedule.

		<p>processes for enrolling students from Wait lists during first two weeks of a term.</p>	<p>Student Services Council will meet that Tuesday, and they plan on visiting that meeting as well.</p> <p>Two important things to share that Dr. Garcia has received from Chair Dr. Curry:</p> <p>1- BCC will receive an Assessment related recommendation while still meeting the Standard. It is a really good thing to say in our interviews that we know we are challenged by assessment but that we are making progress. The team knows we have a committee that meets regularly and that we know what our processes are. It should not surprise us that we will get this recommendation.</p> <p>If we don't have assessment results, how are we going to make improvements on behalf of students and contribute data to measure institutional effectiveness? It's not just a matter of getting the assessments done.</p> <p>Can the Senate help with concrete ideas/suggestions to improve the practice of being a data-driven college?</p> <p>Laney had an SLO Summit. Would this be helpful? What are things we can do to get to 100% assessment of all courses?</p> <p>Please share ideas with visiting team on what we can do to improve in this area.</p> <p>2 - Processes - The ACCJC team is noticing that some processes are not written down/documented. IPAR is one. Now we are meeting as a committee, which is great and clearly needed for the college. However, we need to put in writing what the process is to integrate this committee. The phrase the Chair used was "close the loop" on something important that we have started.</p> <p>We are annually updating our participatory governance manual. We are doing well in this area in terms of processes. Let's close the loop.</p> <p>This Friday will be a short Accreditation Day from 12noon - 1pm. We will go over the protocols about the visit. There will be no recording of meetings. All are password protected. Everyone needs to show video during a meeting, etc. The Core Team has been working on bullet</p>
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		<p>points of important topics of the ISER to talk about as well.</p> <p>Please review the ISER ahead of next week. Focus on answering the questions they ask and no more. They do not expect you to recite the ISER or retell it. They ask questions for clarification.</p> <p>b. Facilities Committee & “Return to Campus” Update</p> <p>BCC needs 3 faculty representatives on the District Facilities Committee.</p> <p>This Friday's BCC Facilities Committee will discuss the "Return to Campus" District Proposal. They will also present a draft COVID-19 Prevention Plan. A District VC will make the presentation. The meeting is from 12:30pm - 1:30pm. It's a public meeting, so anyone can attend.</p> <p>One senator recommended that a Science faculty member serve on the BCC Committee. Natalia F from Classified Science staff is on the Facilities Committee, but it would be great to have faculty voice from Sciences as well.</p> <p>BCC is unique in that we operate in one building. So our input on Returning to Campus and Preventing the Spread of COVID is extremely important.</p> <p>ISER Accreditation Day overlaps this meeting. Please send out the link to attend the Facilities Committee to a wider audience. Some of us will not be able to make it as many of us are on the Accreditation Meeting.</p> <p>DE Coordinators believe one of them ought to be on the BCC Facilities Committee. They will consult with each other about Friday's meeting for sure.</p> <p>FACILITIES COMMITTEE Friday, February 19, 2021 12:30 pm – 1:30 pm Location: https://cccconfer.zoom.us/j/92025748158</p> <p>c. Waitlist & Auto-Enrollment Issue</p> <p>If you have students on your wait list, they are automatically added to your class if a spot opens up -- up to the first day of class.</p>
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			<p>After auto-enroll stops, the waitlist stays. It's up to the faculty to do the outreach and offer permission numbers.</p> <p>Enrollment is down. We need to ensure that we maximize enrollment and provide assistance to students who want to add classes.</p> <p>Proposal at DAS is to keep the waitlists and auto-enroll in place for the first week of instruction. Another proposal is on the first day of Class, auto-enroll and Wait lists go away. In the second week, you need an add code even if it's under cap.</p> <p>Comments Senators made:</p> <ul style="list-style-type: none"> - Ability to add and remove students to the wait list would be nice to have during the open enrollment period. - Second week should be permission number only (right now it's permission number from first day if a course has a waitlist on the first day.) - We are offering fewer classes. It's important to maximize students' ability to get the classes they need. - What we can do right away is educate all faculty to check campus solutions, check to see who is on their wait lists and that they know the autofill caps and how they work. <p>Motion to Extend meeting by 6 minutes... Moved by Fabian, seconded by Joseph. No objections.</p>
<p>5. Standing Items</p> <ul style="list-style-type: none"> a. Follow Through Task Force b. Senate Equity Working Group c. Assessment Committee Report d. Curriculum Committee Report e. Department Chairs Report f. Professional Development Committee Report 	<ul style="list-style-type: none"> a. Update from Assessment Committee Chair (10 mins) b. Follow Through Task Force projects (5 mins) 	<ul style="list-style-type: none"> b. Agenda item on Assessment for March 3rd Senate meeting. 	<p>a. Update from Assessment Committee Chair</p> <p>As of October 7th, according to Curricunet, only 20% of the SLO course assessments were completed. The highest discipline course assessments were not above 40%.</p> <p>As of February 2, 2021 6 out of the 12 departments were over 50% complete within Curricunet. For the college, we are now at 45%.</p> <p>ACCJC is most certainly going to give BCC a recommendation on Assessment.</p> <p>We need to come up with a strategy to make significant improvements.</p>

<ul style="list-style-type: none"> g. Integrated Planning Committee Report h. Facilities Committee Report i. Technology Committee Report j. Teaching and Learning Center Report k. Distance Education Report l. Accreditation Report/Update m. District Academic Senate Report n. OPUS Award: Faculty Honors & Acknowledgement 			<p>Data is currently being entered, so we know our data is going to get better by the time they arrive. We should be proud of the work we have done but recognize we need to improve.</p> <p>Social Science Assessment Schedule was heavily slated for Fall. We ought to look at how we are scheduled to assess to accurately determine what our completion is.</p> <p>It might be good to put our progress into graph format and use it for our next Senate meeting. Color code it as well.</p> <p>Ask Assessment Team to identify what percent should be completed based on what departments reported in their specific assessment cycles. It is not likely at all that during an Accreditation Visit the college should be nearing 100% completion of SLO course assessments. We should move towards "relative" reporting, ie percentatge complete of where we SHOULD be within our cycle.</p>
<p>6. New Business/Announcements</p>	<p>a. Accreditaion Team Visit @ March 3 Senate Meeting</p>		
<p>Meeting adjourned</p>	<p>1:34pm</p>		
<p>Next Meeting:</p>	<p>March 3, 2020</p>		