

BERKELEY CITY COLLEGE
Planning for Institutional Effectiveness (PIE)
Meeting Minutes
May 15, 2014

PRESENT: Maeve Katherine Bergman, Leonard Chung, Heather Dodge, Triana Jones, Jennifer Lowood, Justin Terry, Alejandria Tomas, Gabe Winer,

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. Call to Order	12:21 p.m.	
II. May 1, 2014 Meeting Minutes		The PIE Committee approved the May 1, 2014 Meeting Minutes.
III. Committee Membership and Flow Chart	<p>A copy of the proposed PIE Committee Membership was disseminated (please see attached). The following were discussed:</p> <ul style="list-style-type: none"> • PIE Committee Co-Chairs: J. Lowood and G. Winer • More representatives from Student Services are needed. Allene Young, Counselor, would be encouraged to join the committee. <p>A copy of BCC's Committee Flow Chart was also disseminated. On one page, PIE Committee is under the standing committees, but on the other page, it is under the Education Committee. No decision was made on this matter.</p>	The PIE Committee Membership for the 2014-2015 Academic Year was approved.
IV. Place of Special Projects in Shared Governance <ul style="list-style-type: none"> • Special Projects Funding Sources 	<p>K. Bergman disseminated a copy of the Special Projects Funding Matrix ("Matrix"). The following were discussed:</p> <ul style="list-style-type: none"> • The Matrix only includes the projects K. Bergman is in-charge of. She reported encouraging other individuals who are managing grants or projects in the college to create the same matrix. • The Matrix provides a brief summary on the following: <ul style="list-style-type: none"> ○ What the grants/projects are for ○ Allowable expenses under the grant ○ What have already been spent under the grants/projects ○ Unallocated funds • There have been discussions surrounding increasing transparency on the different funding sources in the college. This is what prompted K. Bergman to create the Matrix. • 	

<ul style="list-style-type: none"> • Basic Skills Initiative 	<ul style="list-style-type: none"> • It was proposed that grant applications should not process without going through the shared governance process. • Most grants are housed under the Office of Instruction. Stronger integration between Office of Instruction and Student Services is needed. • J. Lowood disseminated a copy of the Prioritization Criteria for PASS Expenditures. It was suggested that a similar rubric be created to determine where funds should be allocated. • K. Bergman posed the question: where do we put Special Projects in the shared governance process? Should this be discussed under the Education Committee? <p>The following were discussed:</p> <ul style="list-style-type: none"> • BCC currently has no data on Basic Skills because of courses were miscoded. The following were discussed regarding this matter: <ul style="list-style-type: none"> ○ The departments with basic skills courses are now trying to address the miscoding issue. A. Tomas is helping with correcting the codes on the State Chancellor's Curriculum Inventory. ○ Once data is available, it should be thoroughly examined to determine strengths and weaknesses of students under that category. • K. Bergman posed the question: Should we create a separate or stand alone Basic Skills Committee or do we integrate the Basic Skills Initiative into an existing Committee? It was suggested that the PIE Committee should take on the tasks of the Basic Skills initiative. • Best practices on addressing basic skills issues were discussed such as intrusive/irresistible counseling, supplemental instruction, embedded tutoring, learning communities, and stronger integration of Student Services and Instruction. 	<p>A Focused Inquiry Group (FIG) will be formed to create a general Prioritization Criteria rubric for fund allocation.</p> <p>A Focused Inquiry Group (FIG) will be formed to analyze the Basic Skills data.</p>
<p>V. Course, Institutional Learning Outcomes (ILOs), and Student Services Assessment</p> <ul style="list-style-type: none"> • Course Assessments 	<p>It was noted that assessments are being completed, but we need to do better at documenting our assessment work. A. Tomas is assisting in entering the data into Taskstream. It was also noted that we need to deactivate courses that are no longer being offered.</p>	

<ul style="list-style-type: none"> • ILO Assessment • Student Services 	<p>We are currently assessing Communication and Critical Thinking. Portfolio assessments are being done across disciplines.</p> <p>The Student Services areas are actually conducting their assessments, but they have been posting the results on BCC's website and not on Taskstream. A. Tomas is currently working on transferring the data.</p>	
VI. Teaching and Learning Center (TLC) from Assessment to Action	<p>G. Winer noted some of the current FIGs:</p> <ul style="list-style-type: none"> • Handbooks for English on how to do well on the rubric • Best practices in using and implementing student e-portfolios • Word Problems for mathematics • Research Project on how faculty members spend their time • Smart pens • Pedagogy for older and/or returning students <p>It was also noted that the recommendations produced by FIGs should be forwarded to the Education Committee</p>	
VII. Assessment Committee Accomplishments	<p>A copy of the Accomplishments of the BCC Assessment Committee from February 2011 to March 2014 was disseminated.</p>	
VIII. PIE Activities for the Next Academic Year	<p>The following were suggested:</p> <ul style="list-style-type: none"> • Looking at Planning and Budgeting Integration and Decision Making Processes • Creation of the Innovator where results of FIGs can be publicized. 	
IX. Other	<p>No discussion</p>	
X. Adjournment	<p>1:50 p.m.</p>	

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