

Berkeley City College
ACCJC Midterm Report 2018

Submitted by:

Berkeley City College
2050 Center Street
Berkeley, CA 94704

Submitted to:

Accrediting Commission for Community and Junior Colleges,
Western Association of Schools and Colleges

March 15, 2018



BERKELEY CITY COLLEGE

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Midterm Report Certification Page

To: Accrediting Commission for Community and Junior Colleges,
Western Association of Schools and Colleges

From: Berkeley City College
2050 Center Street
Berkeley, CA 94704

Date: March 2018

We certify there was broad participation and review by the campus community, and believe this report accurately reflects the nature and substance of this institution.

Peralta Community College District (PCCD)

Julina Bonilla - President, Board of Trustees (Date)

Jowell Laguerre, Ph.D. – Chancellor (Date)

Berkeley City College (BCC)

Rowena Tomaneng, Ed.D. - President (Date)

Kelly Pernell – President, Academic Senate (Date)

Jennifer Lenahan – President, Classified Senate (Date)

Marcus Stewart - Associated Students of Berkeley City College (Date)

Jason Cifra, Accreditation Liaison Officer (Date)

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Report Preparation

Berkeley City College (BCC) is dedicated to a systematic, collaborative, and cyclical process that includes data-driven evaluation, college and community-wide planning, transparent resource allocation, utilizing best practices and exemplary programs, and continuous evaluation.

The 2018 Berkeley City College Midterm Report responds to the recommendations of the Accrediting Commission for Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges Follow up Report in September of 2016 and provides evidence of BCC's commitment to the continuous improvement.

The 2018 Midterm Report details BCC's progress in five self-identified Actionable Improvement Plans and one Team Recommendation related to research capacity. Also included is the analysis of Annual Data Trends and the Annual Fiscal Report.

Berkeley City College developed this report by engaging the campus community through updates that were presented in various shared governance meetings and public forums. Information contained in this report reflects the work of and feedback from the faculty, staff, administration, and students.

Date	Group Responsible	Action
March 27, 2017	Roundtable	-Review Actionable Improvement Plans (AIP) from March 2015 -Present Midterm Report Timeline
August 11, 2017	President	-Communicate AIP's & Recommended Improvement Area -Announce November 20 Town Hall
September-October 2017	Accreditation Liaison Officer (ALO)	-Finalize draft and gather evidence -Compile annual and fiscal report data and district evidence
	President	-Communicate Progress on AIP's and Recommended Improvement Area
October 9-13, 2017	Shared Governance Committees	-Review progress on AIP's and Recommended Improvement Area
October 27, 2017	BCC Leadership Team	-Present Midterm Report Draft
November 1 – 16, 2017	Shared Governance Committees Review	-Provide feedback and suggestions
November 17-27, 2017	ALO	-Update draft -Finalize evidence
November 20, 2017	ALO	Town Hall
December 1-15, 2017	Shared Governance Committees Review	-Review of final draft
January 29, 2018	College Roundtable	-Obtain recommendation
February 27, 2018	President/ALO	-Present Midterm Report and obtain board approval

Plans Arising out of Self-Evaluation Process

Summary of Overarching Actionable Improvement Plans (AIP)

- 1) BCC will use its integrated planning process to update and implement the Education Master Plan (2016-2021) and, in alignment with it, complete the SSSP and Equity Plan (1.B.3, II.B.1)
- 2) BCC will expand its mechanisms for publicizing and widely distributing a budget calendar that clarifies expenditures and deadlines for spending, based on funding streams from the District and College. (II.C.1.a, III.D.2)
- 3) BCC will acquire additional building space in order to meet growing enrollment and student needs. (III.B.1.a)
- 4) BCC will enhance wireless internet access, as well as hardware and software, in order to meet growing enrollment and student needs. (III.C.1, III.C.1.e)
- 5) BCC will work with the District to achieve full implementation of the Budget Allocation Model. (III.D.1.a)

Self-Identified AIP 1	Standard	Timeline	Outcome
AIP 1: Update Education Master Plan (EMP) and align with Student Success and Support Program (SSSP)/Equity/Basic Skills Initiative (BSI)	(1.B.3, II.B.1)	Ongoing	<ul style="list-style-type: none"> • EMP updated in Spring 2016 • Integrated Plan Matrix draft Spring 2017 • Integrated Plan for SSSP/Equity/BSI updated in Fall 2017
<p>The 2017-2021 Berkeley City College EMP was updated and approved in Spring 2016. In addition, SSSP, SE, and BSI activities, strategies, and metrics were aligned to the EMP goals and documented in the 2017-19 Integrated Plan submitted to the California Community College State Chancellor's Office after campus and board approval.</p>			
Evidence			
AIP 1.1	Educational Master Plan, Approval - Board Of Trustees Meeting Minutes (June 14, 2016), and Roundtable Minutes (April 18, 2016 and May 9, 2016)		
AIP 1.2	Integrated Plan Matrix and Roundtable Agenda (May 22, 2017)		
AIP 1.3	Integrated Plan Submission to Board Agenda for Approval and Integrated Plan Signature Page		

Self-Identified AIP 2	Standard	Timeline	Outcome
AIP 2: Publicize budget calendar for expenditure deadlines	(II.C.1.a, III.D.2)	Ongoing	<ul style="list-style-type: none"> • Budget calendar for expenditures communicated out each Spring term with deadlines
<p>The Berkeley City College Business Office has provided continuous communication, including a comprehensive timeline and reminders to ensure that the campus community is aware of deadlines for processing purchase requests and other expenditure to improve budget usage and timely reconciliation.</p>			
Evidence			
AIP 2.1	Business Services FY 2016-17 Cut-Off Dates		

Self-Identified AIP 3	Standard	Timeline	Outcome
AIP 3: Acquire additional building space	(III.B.1.a)	Fall 2017: Campus and District planning and discussions. Spring 2018: Plan approval and secure construction contract	<ul style="list-style-type: none"> • Building acquired in Spring 2015 • Campus discussions about needs for new building 15-16 • Architectural plans for renovations
<p>Since the completion of the purchase of the Milvia Property in Spring 2015, Berkeley City College, Peralta District, and architects have embarked on discussions and forums with the campus community, consultations with programs, renderings of architectural plans, and development of timelines to ensure the timely completion of the renovation.</p>			
Evidence			
AIP3.1	Milvia Property Grant Deed and Final Closing Statement		
AIP3.2	Building User Group Minutes (October 14, 2015, October 21, 2015, and November 10, 2015), Milvia Project Preliminary Survey, BCC Classroom Survey, and BCC Facilities Needs-APU results		
AIP 3.3.1	Update of the design of the floor plan for the Milvia Street Property for Berkeley – Board of Trustees Meeting Agenda (November 20, 2017).		
AIP 3.3.2	BCC 2118 Milvia Street Project Update with Rendering of Instructional, Service, and Student Floor Plan		
AIP 3.4	Summary of Five-Year Facilities Plan with the addition of the Milvia property to increase instructional and support space		

Self-Identified AIP 4	Standard	Timeline	Outcome
AIP 4: Enhance internet and technology	(III.C.1, III.C.1.e)	Ongoing	<ul style="list-style-type: none"> • Wireless updated in Spring 2015 • Tech Committee prioritization process to support end of life replacement, software upgrades
<p>Berkeley City College recognizes the need for continuous technology updates to maintain quality learning, teaching, and service environments. Wireless updates to improve connectivity was completed in Spring 2015 and a prioritization process has been adopted to ensure a replacement cycle for hardware and an update schedule for software.</p>			
Evidence			
AIP 4.1	Technology Committee Meeting Minutes (May 13, 2015)		
AIP 4.2	Technology Prioritization Process (February 2, 2017) and Roundtable Minutes (March 7, 2016 and February 27, 2017)		

Self-Identified AIP 5	Standard	Timeline	Outcome
AIP 5: Work with District to implement Budget Allocation Model (BAM)	(III.D.1.a)	Ongoing	<ul style="list-style-type: none"> • Participated in BAM review committee in Spring 2016 • Recommendation for changes presented to District Planning and Budget Committee Fall 2016 • Current BAM Task Force Ad Hoc Committee participation
<p>The Budget Allocation Model is an allocation methodology to ensure equitable and transparent funding to the four Peralta Colleges. A <i>pro rata</i> calculation based on Full Time Equivalent Student (FTES) is used to allocate apportionment, non-state apportionment, and Parcel Tax proceeds. Berkeley City College administrators, faculty, and staff were active in the development of the Peralta District Budget Allocation Model, including the completion of the Budget Allocation Model Task Force Report in 2016 with recommendations to inform and improve the budgeting process.</p> <p>BCC's current <i>pro rata</i> share is about 20%. BCC will remain active in the BAM Task Force Ad Hoc Committee to ensure that the previous recommendations and action items are acted upon, to review the current allocation budget model, and to provide additional recommendations to ensure continuous accountability in budget allocation and reconciliation. Most importantly, this will help BCC advocate for resources and support identified in various plans.</p>			
Evidence			
AIP 5.1	BAM Taskforce Meeting Minutes (March 15, 2016, April 5, 2016, and April 26, 2016)		
AIP 5.2	The Budget Allocation Model Task Force Report (May 2016)		
AIP 5.3	BAM Spring 2018 Taskforce Ad Hoc Committee Request from Planning and Budget Taskforce		

Institutional Reporting on Quality Improvements

Response to Team Recommendations for Improvement

College Recommendation 2

In order to improve institutional effectiveness, the team recommends that the College develop a plan to increase its research capacity in order to better analyze progress towards achieving institutional and strategic goals (I.B.2, I.B.3, I.B.5)

Timeline	Action	Outcome
July 2015	<ul style="list-style-type: none"> Established interim role in organizational chart for Vice President of Institutional Effectiveness 	<ul style="list-style-type: none"> Moved from Vice-President of Student Services (VPSS) to Vice President of Institutional Effectiveness (VPIE)
Fall 2015	<ul style="list-style-type: none"> Updated job description for Research Analyst and prepared to post 	<ul style="list-style-type: none"> Failed search
Spring 2016	<ul style="list-style-type: none"> Posted Research Analyst position to hire Contracted with Independent Contractor to support research efforts 	<ul style="list-style-type: none"> Search successful Hired 1.0 Research Analyst position
Fall 2016	<ul style="list-style-type: none"> VPIE position changed to .5 FTE Interim Dean of Institutional Effectiveness position 	<ul style="list-style-type: none"> New shared position established with Laney College.
Spring 2017	<ul style="list-style-type: none"> Research Analyst resigned Research Analyst position posted .5 Dean of Institutional Effectiveness posted 	<ul style="list-style-type: none"> Failed internal search Rescind hiring process for .5 Dean of Institutional Effectiveness
Spring 2017	<ul style="list-style-type: none"> .5 Dean of Institutional Effectiveness search discontinued 	<ul style="list-style-type: none"> .5 Dean of Institutional Effectiveness Interim Appointment ends
Summer 2017	<ul style="list-style-type: none"> .5 Dean of IE changed to 1.0 Research Analyst position 	<ul style="list-style-type: none"> 1.0 Research Analyst moved supervision moved to VPSS from President
Fall 2017	<ul style="list-style-type: none"> Research Analyst Position posted. 	<ul style="list-style-type: none"> Search Successful Hired 1.0 Research Analyst position (Fall 2017)

Data Trend Analysis

ANNUAL REPORT DATA

INSTITUTION-SET STANDARDS

Category	Reporting Years Since Comprehensive Review		
	2014	2015	2016
STUDENT COURSE COMPLETION			
(Definition: The course completion rate is calculated based on the number of students' completions with a grade of C or better divided by the number of student enrollments.)			
Institution Set Standard	64%	64%	64%
Stretch Goal	N/A	N/A	N/A
Actual Performance	64.1%	63.4%	63.4%
Difference between Standard and Performance	+0.1%	-0.6%	-0.6%
Difference between Stretch Goal and Performance	N/A	N/A	N/A
Analysis of the data: The completion rate has largely remained the same in the last 3 years. Integrated planning activities, initiatives in Financial Aid, and Early Alert are projected to have a positive impact on completion by targeting equity gaps, rewarding course completion, and by providing early support to students. Assessment of activities and impact will be reported annually, and findings will be used to develop Stretch Goals for 2018-19.			

DEGREE COMPLETION (Students who received one or more degrees may be counted once.)			
Institution Set Standard	110	182	200
Stretch Goal	N/A	N/A	N/A
Actual Performance	217	252	361
Difference between Standard and Performance	+117	+70	+161

Difference between Stretch Goal and Performance	N/A	N/A	N/A
Analysis of the data: The continued increase in degree completion could be the impact of work in providing more opportunities to get to college level courses earlier, strong faculty collaboration with students, curriculum and program updates, and increase in counseling services and student services through SSSP and SE. Assessment findings will be used to develop Stretch Goals for 2018-19.			

CERTIFICATE COMPLETION (Students who received one or more certificates may be counted once.)			
Institutional Standard	48	117	250
Stretch Goal	N/A	N/A	N/A
Actual Performance	253	396	372
Difference between Standard and Performance	+205	+279	+122
Difference between Stretch Goal and Performance	N/A	N/A	N/A
Analysis of the data: Similar to the increase in degrees, the increase in certificates could be attributed to the strong collaboration with students, improved student access to services, and new certificates that support student interests and vocational interests developed by faculty.			

TRANSFER			
Institutional Standard	250	262	300
Stretch goal	N/A	N/A	N/A
Actual Performance	288	288	358
Difference between Standard and Performance	+38	+26	+58
Difference between Stretch goal and Performance	N/A	N/A	N/A
Analysis of the data: Berkeley City College is one of the top transfer partners for the four-year public and private institutions in the Bay Area. Berkeley City College continue to develop more articulation agreements that support students and their goals, provide access to representatives from partner institutions, provide opportunities for concurrent enrollment with transfer partners, and develop transfer agreements and guarantees with students and their future university of choice.			

STUDENT LEARNING OUTCOMES ASSESSMENT			
	2014	2015	2016
Number of Courses	641	460	564
Number of courses assessed	641	460	564
Number of Programs	99	99	110
Number of Programs assessed	99	99	110
Number of Institutional Outcomes	7	7	7
Number of outcomes assessed	7	7	7
<p>Analysis of the data: Berkeley City College is committed to ensuring quality programs and student experience through continuous assessment. The Student Learning Outcomes Coordinator, Faculty, and the Program and Institutional Effectiveness Committee have worked hard to ensure that courses, programs, and institutional outcomes are assessed consistently and continuously <u>and that results are analyzed and used to improve student learning</u>. Updates are provided to the campus through the Program and Institutional Effectiveness Committee, Educational Committee, Roundtable, College Flex Days, and various reports.</p>			

LICENSURE PASS RATE (Definition: The rate is determined by dividing the number of students that passed the licensure examination divided by the number of students that took the examination)							
Program Name	Institution Set Standard	Performance			Difference		
		2015	2016	2017	2015	2016	2017
N/A							

JOB PLACEMENT RATE (Definition: The placement rate is defined as the number of students employed in the year following graduation divided by the number of students who completed the program.)							
Program Name	Institution Set Standard	Performance			Difference		
		2014	2015	2016	2014	2015	2016
Accounting	57.5%	52%	59%	58%	-5.5%	+1.5%	+0.5%
Multimedia Arts	57.5%	47%	40%	46%	-10.5%	-17.5%	-11.5%

ANNUAL FISCAL REPORT DATA

Category	Reporting year		
	2014	2015	2016
<u>General Fund Performance</u>			
Revenues	\$146,892,941	\$161,101,652	\$186,996,827
Expenditures	\$143,866,155	\$159,843,207	\$185,259,306
Expenditures for Salaries and Benefits	\$113,601,870	\$122,758,912	\$136,588,830
Surplus/Deficit	\$3,026,786	\$1,258,445	\$1,737,521
Surplus/Deficit as % Revenues (Net Operating Revenue Ratio)	2%	1%	1%
Reserve (Primary Reserve Ratio)	13%	13%	11%
Analysis of the data: The district has consistently shown fiscal prudence over the past three reporting years, demonstrating surpluses over these years and maintaining a reserve ratio sufficiently above the 5% minimum generally acceptable reserve percentage.			
<u>Other Post-Employment Benefits</u>			
Actuarial Accrued Liability (AAL) for OPEB	\$174,703,920	\$152,429,020	\$152,429,020
Funded Ratio (Actuarial Value of plan Assets/AAL)	0%	0%	0%
Annual Required Contribution (ARC)	\$11,228,305	\$9,874,857	\$9,874,857
Amount of Contribution to ARC	\$8,756,303	\$7,308,367	\$7,151,315
Analysis of the data: Actuarial Accrued Liability for OPEB will continue to decrease as fewer number of employees are eligible to receive lifetime retirement benefits since the district ceased offering lifetime retirement benefits for employees hired on or after July 1, 2004.			
<u>Enrollment</u>			
Actual Full Time Equivalent Enrollment (FTES)	18,642	19,502	19,528

Analysis of the data: The district has maintained consistent enrollment figures over the past three reporting years.

Financial Aid

USDE official cohort Student Loan Default Rate (FSLD - 3 year rate)	16%	% N/A	% N/A
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Analysis of the data: Berkeley City College Financial Aid Office continues to provide students with information on how to obtain loans, but more importantly, the Financial Aid Office continues to adopt and provide training modules and financial literacy programs to students who are seeking and have applied for loans to ensure that they know the terms of their loans, their responsibilities to maintain those loans, and the terms of their repayment. A default rate of 28% or below is considered acceptable. 3 year rates are not available for 2015 and 2016 as these cohort years are still in progress.

EVIDENCE IN SUPPORT OF PLANS ARISING OUT OF SELF-EVALUATION PROCESS:

- [AIP1.1 EMP Final Board Approval and Roundtable Minutes](#)
- [AIP1.2 Integrated Planning Matrix and Roundtable Agenda](#)
- [AIP1.3 Integrated Plan Submission to Board Agenda for Approval and Integrated Plan Signature Page](#)
- [AIP2 Business Services FY 2016-17 Cut-Off Dates](#)
- [AIP3.1 Milvia Property Grant Deed and Final Closing Statement](#)
- [AIP3.2 BUG Committee Minutes and Surveys](#)
- [AIP3.3.1 Peralta BOT Agenda November 14 2017](#)
- [AIP3.3.2 BCC 2118 Milvia Street Project Plan and Update](#)
- [AIP3.4 Summary of Five-Year Facilities Plan with the addition of the Milvia property to increase instructional and support space](#)
- [AIP4.1 Tech Committee Minutes February 16, 2017](#)
- [AIP4.2 Prioritization Process and Roundtable Minutes](#)
- [AIP5.1 BAM Task Force Meeting Minutes](#)
- [AIP5.2 BAM Taskforce End of Year Report May 2016](#)
- [AIP5.3 BAM Spring 2018 Taskforce Ad Hoc Committee Request from Planning and Budget Taskforce](#)

EVIDENCE IN SUPPORT OF RESPONSE TO TEAM IMPROVEMENT RECOMMENDATION:

- [Announcement New BCC Research and Systems Technology Analyst](#)

GLOSSARY OF TERMS

AIP	Actionable Improvement Plan
BCC	Berkeley City College
BSI	Basic Skills Initiative
EMP	Education Master Plan
FTES	Full Time Equivalent Students
PCCD	Peralta Community College District
SE	Student Equity
SSSP	Student Success and Support Program
VPIE	Vice President of Institutional Effectiveness
VPSS	Vice President of Student Services