**BCC Education Committee for Quality Programs and Services**

Meeting Date: Thursday, December 10, 2015

Attended – marked with “X”, Partial Attendance“P”:

Co-Chairs: Tram Vo-Kumamoto, VPI, Diana Bajrami VPSS

- Brenda Johnson, Dean

- Vacant, Professional Development Chair

Heather Dodge and Meredith Paige Teaching and learning Center Coordinator

X Jenny Lowood, Planning for Institutional Effectiveness (PIE) Chair or designee-

X Jasmine Bomanjee Transfer and Career Information Center Coordinator

P Cleavon Smith, Academic Senate President or designee-

- Maricela Becerra, Learning Disabilities Specialist  
- Allene Young, Counseling Faculty chair or designee  
- Joshua Boatright, Library Faculty Chair or designee-

- Ramona Butler, EOPS/CARE Coordinator

x Antonio Barreiro, Dean

X Christina Taing Learning Community designee

X Jenny Lowood Curriculum Committee Chair or designee

- Windy Franklin, DSPS Coordinator

X Joseph Bielanski, Articulation Officer-

- Brianna Rogers,, Associated Students President or designee

- Karen Shields, Classified Senate President or designee- Roberto

- Vacant, Dean

- Gail Pendleton, Assessment and Orientation Coordinator-

Guest(s): , Hermia Yam, Ally Tomas, Members of the PIE committee, May Chen, Jenny Yap(? library), Peter

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| **Agenda Item** | **Discussion** | **Follow-up Action** | **Decisions**  **(Shared Agreement/Resolved or Unresolved?)** |
| 1. Minutes 11.12.2015 |  |  |  |
| 1. **Program Review Validation Process** | * + **Lessons Learned-**   **Reviewed the comments on the final validation**  **Concerns-**   * **District populates the data.** * **It was hard to get the data we needed.** * **There was more data for instruction and less for student service** * **Need campus level researcher/ data analyst** * **Basic information should be populated by the district** | 1. Create a rubric 2. Have a norming session next time 3. Workshops on how to interpret the data 4. Proposed- joint meeting with PIE in October, Nov & Dec. for Program Review |  |
| 1. **Faculty Prioritization Process and Results** | 1. **Feedback on the role of Ed Comm. informing the process**    1. **Current process Chairs committee will provide recommendation to Academic Senate. Then that goes to roundtable**    2. **There should be more integration with Student Services**    3. **Process(handout shown) -**  * **There was a breakdown in process with Step 1 when it came to Student Services.** * **There is a committee working on the process-Senate and Chair Rep. Identify a Counselor Rep.** * **The indicators of the rubric need to change** * **Chairs have to review all their departments** | 1. Look at other models, indicators and processes 2. Have process by March 3. Counseling Rep should be on committee-Forward to roundtable |  |
| **IV. Integrated Planning and Budgeting** | 1. **Create a better process for budgeting -**     1. **Committee’s role to inform about what things that will help students succeed.** 2. **Budget building**    1. **PCCD starts in April**    2. **BCC should be 2 months ahead of PCCD in planning**    3. **16-17 Goals should be set midway through the semester** |  |  |
| **V.Meetings for Spring and topics** | * + **Meeting dates for Spring:**     - **Jan.28th, Feb. 11th/25th, March 10th, Apr 14th/28th, May 12th/19th**   **Jan-Feb- meetings to discuss budget- any expense other than faculty**   * work on Classified positions in Jan, * Resources in Jan/Feb maybe the same time as classified. it will be a simultaneous process Shirley- facilities, Antonio-IT/tech, Tram- Classified * Integrated programs   **Jan/Feb/March- indicators**   * Feb / March - planning/ process budget for next year * How other colleges do it. * In March bring to round table   **April- 2016-2017 goal setting**  **May/June- Research phase**  NO Meeting Jan 28. first week of school | 1. Tram and May will meet to brainstorm BCC planning calendar. 2. Look at some of the integrated programs and how they have been successful |  |