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

Meeting Date: Thursday, 9/11/2014

Members Attended: Members Absent:

o Brenda Johnson, Dean

o Katherine Bergman, Director of Special Projects-

o Gabe Winer, Professional Development Chair & Teaching and learning Center Coordinator

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

o Paula Coil, Transfer and Career Information Center Coordinator

o Cleavon Smith, Academic Senate President or designee-

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

o Fatima Shah, EOPS/CARE Coordinator

o Antonio Barreiro, Dean

o Vacant, Learning Community designee

o Dylan Eret, Curriculum Committee Chair or designee

o Windy Franklin, DSPS Coordinator

o Joseph Bielanski, Articulation Officer-

o Danny McCarty, Associated Students President or designee

o Siraj Omar/Barbara Des Rochers, Department Chair or designee

o Roberto Gonzalez, Classified Senate President or designee-

o Carlos Cortez, Dean

o Gail Pendleton, Assessment and Orientation Coordinator-

Guests: Hermia Yam

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| **Agenda Item** | **Discussion** | **Follow-up Action** | **Decisions**  **(Shared Agreement/Resolved or Unresolved?)** |
| 1. Approve Agenda | Agenda Approved. |  | Resolved. |
| 1. Review and approve meeting minutes | Summary:  Do you approve of the meeting minutes as is?  https://chart.googleapis.com/chart?cht=p&chs=345x150&chl=Yes%20%5B5%5D%7CNo%20%5B2%5D&chco=0000e0&chd=e%3AttSS   |  |  |  | | --- | --- | --- | | Yes | **5** | 71% | | No | **2** | 29% |   If no, please provide comments  I thought that a commitment was to keep focus on committee charge--perhaps defining committee charge or agreeing to this is something still to be done...  Clarification please: were all present committee members? Were there any guests? Also I'm assuming if people were marked absent, they are official members, at least as of last term. That correct?  Minutes Approved. | Added comment-“commitment to keep focus on committee charge” to minutes.  Specifically mark down committee members who were absent, present, and guests going forward (this is included on this meeting’s minutes). | Resolved. |
| 1. Ed. Committee Charge | Summary:  Do you agree with the committee charge? https://chart.googleapis.com/chart?cht=p&chs=345x150&chl=Yes%20%5B7%5D%7CNo%20%5B0%5D&chco=ff9900&chd=e%3A..AA   |  |  |  | | --- | --- | --- | | Yes | **7** | 100% | | No | **0** | 0% |   If no, please provide information on area/topic you would like to address.  Actually I can't find the charge either on any of the enclosed documents or on the ed committee website. Looks like the Ed Cmte website could use updating too, with current meetings, charge, agenda, minutes, and these documents as they become available. Is the name still Education Committee for Quality Programs and Services? | Updated meeting times, agendas, and minutes on the Ed. Committee for Quality Programs and Services website. | Resolved. |
| 1. Planning and decision-making flow chart | What do you like about the flow chart? I like graphics that show a process. Often it is easier to understand than narrative. I would be interested in knowing how other committee members responded to the flow chart. If this becomes the graphic flow chart on planning and decision making, it would be helpful to put this in the Institutional Self-Evaluation and post it on an appropriate BCC website.  it's simplicity  clear  Clear.  I like the horizontal direction, the simplicity, and the labeling of function (recommendation, etc.) Also the graphics are pleasing. Great job!  I could not open the document. What is confusing about the flowchart? The final discussion about PIE I recall was to rename Assessment PIE but not to make a new committee altogether. I'm not saying it was never discussed, but where at Roundtable was that decided to disband Assessment as a committee of the Academic Senate and to make PIE a separate standing committee that consumed the responsibilities of Assessment? Just need clarification of that.  I am still a bit unclear (as are most people, based on the flex day activity), about the delineations of PIE/Ed/Roundtable. I do realize that PIE nee Assessment collects data, but PIE, Ed, and Roundtable all state that they will use data to inform planning and thus recommendations to cabinet. It appears to anyone not on all these committees that there are redundant layers. I think we need to make this easily transparent to all, and communicate it in multiple modes.  nothing Do you have any other questions do you have about the flow chart? na  I assume this will replace the previous flow chart. What is the difference between the chart posted 3 days ago and the one posted 47 hours ago. | Implementation flow on next agenda. Tram will get a draft out.  Redundancy comment- future item to look into all committees’ charges. Cleavon recommends sending to Roundtable to take on task and align all committees amongst charges. Paula seconds.  Suggestion to leave this flow chart to Roundtable so we can focus on Ed. Committee charge.  Jenny suggest adding full name for Roundtable “for Planning and Budgeting” to the flow chart. | Moved to Roundtable with suggestions. |
| 1. Annual timeline of critical processes | Are there any critical processes missing? not sure - maybe there should be a PD/TLC row? Perhaps that's too detailed for this broad overview. I could work with Tram to populate if so.  Integration and consolidation of discretional spending funds like PASS, BSI, Perkins, etc. The dates for the reports and budgets are listed, but I don't think I saw any explicitly marked dates for having that integrated review and decision making.  Per the PBIM, we would need a method to prioritize technology requests, facilities requests, and other. It would be helpful to get the Budget Building Calendar from Linda Sanford to see if there are any other requirements that have to go to a district committee, such as the Planning and Budgeting Council  I could not open the document.  seems fine at first glance What do you like about the timeline? its existence! making visible the coordination of processes  It is helpful to have all major processes listed on a calendar for regular review.  transparency What is confusing about the timeline? No responses yet for this question. Do you have any other questions about the timeline? I do not have attention to study in depth and think looking at this on my own is not the most useful process. it seems to mostly focus on instruction and I'm not as familiar with this "side"--good to see items mapped and more transparent.  Question: Do we do college goals first or APU’s?  Answer: College goals drive APU’s. | Jenny points out that the deadline for Learning Communities are missing on this timeline.  Cleavon hopes this timeline captures dates of budget discussions (i.e. Perkins, Equity, SSSP, PASS).  Next meeting- we will finish discussion on the timeline. Tram will leave feedback space there and we can look at comments at the next mtg. We will have an updated timeline for the next mtg. We will also look at all the task forces that have already been in place.  Next meeting- we will look at the different campus initiatives we have been working off of. | Moved to 9/25/14 meeting with additional information requested. |
| 1. Ed. Master Plan- Data and timeline | The October 3rd from 9-12. Meeting is to give more feedback and synthesize for the Ed. Master Plan. |  |  |
| 1. Summary of SSSP program plan and budget (including matching funds) guidelines | State requires SSSP to coordinate w/ BSI Plan and Equity Plan.  Core Services: Funding for SSSP is targeted to fully implement- (1) orientation; (2) assessment; (3) counseling, advising, and other education planning services.  State has strict definition of at-risk students.  2014-2015 budget not sure how much we are getting, maybe $440,000, $600,000, or as high as $800,000.  State asks for 2-1 match meaning 2 (institutional):1 (SSSP) must be directly related to core services. Cannot come from other categorical funds. May’s plans are to (1) develop $600,000 plan and identify another $1.2 million elsewhere; (2) develop $800,000 plan and identify $1.6 million elsewhere. | Gail and Hermia will be attending a state training next week. They will report back to us. | SSSP Training report back at next meeting 9/25/14 |
| 1. Committee Updates: (Handout)  * Academic Senate * PIE Committee * Special Projects | Update from Jenny: Accreditation report is being written right now. |  |  |