



Berkeley City College
Roundtable Minutes
Monday, September 24, 2012

Chair: Debbie Budd, Interim President

Attendees: Joseph Bielanski, Fabian Banga, Jennifer Lowood, Lilia Celhay, May Chen, Lee Marrs, Cleavon Smith, Scott Hoshida, Brenda Johnson, Ramona Butler, Fatima Shah, Denise Jennings, Victor Flint, Linda McAllister, Siraj Omar, Gail Pendleton, Katherine Kocel, Paula Coil, Amora Brown, Kristophe Green, Iman Howard, Nazik Aytjanova, Clair Foster, Ostavio Bejarano, Vishal Arya

In reviewing the Shared Governance Manual Dr. Budd found that we have some great things in place at BCC yet there are a few other areas where we can improve our communication flow.

Looking at the structure of the president's cabinet, leadership council and the college roundtable, the structure of other committees wasn't clear. While the Shared Governance Manual identifies the make-up of the Leadership Council and Roundtable, it has the Technology Committee as an ad hoc. At the Leadership meeting it was determined that it makes more sense to have BCC mirror the committees at the district level. We would have the Leadership and Roundtable as the Shared governance structures and have three committees feed up to that. The recommendation was for an Education Committee that consisted of representatives from our Curriculum Committee, Staff Development/Teaching and Learning Center, Student Success Task Force, Assessment, Student Services, Special Programs and Grants. Also, as we all know, part of shared governance structure is ASBCC, Classified Senate and Faculty Senate. Also identified as shared governance "standing committees" were the Technology and Facilities committees.

The plan of each of those committees would be the communication body up to the district level. What we found happening is people would go to the Facilities Committee at the district but, since we didn't have a Facilities Committee meeting here at BCC there wasn't a communication channel going up to the district level and back to the college.

Thoughts/Comments.

- Q So are we going to renew or revitalize the staff development committee? We don't have that right now.
- A. A huge piece of that also flows into our grants. We have the Teaching and Learning Center and the question also is, shouldn't that be one of the areas that we make sure we are always focusing on student success, since we don't have a lot of identified staff development funding from the district as we used to have.
- Q. Since the flow chart says Staff Development should Teaching Learning Center coordinator be included?
- A. Yes. We will put Staff Development/TLC

Staff Development (should be Student Success)

The importance of committees was noted for ASBCC Students (for communication flow).

In regards to Staff Development, Dr. Budd stated that she thinks this to be a longer conversation and believes we should have something. It is also believed that across the district other colleges have kept the Staff Development Committee in place. She will bring the topic back in the future.

Q. Regarding the Student Success committee, which was formed but not listed on the flow chart, will that be parallel to the other committees?

A. Staff development was, in fact, student success on the flow chart.

Jenny Lowood feels that the committees are not all sub-committees of the Education Committee - because Curriculum and Assessment are sub-committees of Faculty Senate. But rather, there are representatives from each one of these committees to form the Education Committee.

Student Success fits in the Education Committee as its own arm. It has not met on this campus yet and when it meets there will be someone from this committee that serves on the Education Committee.

General discussion on subset committees occurred. The bottom line is that they are contributing committees for the sake of communication.

Dr. Budd stated that very similar to how we evaluated the structure at the district level once it was organized, we will do the same thing after we get this going.

We have all of this information but we don't have a clear channel as to how it is shared. And more important, how does it affect the net product, our students. What is the end users benefit to this and, does the end user have a voice.

Dr. May Chen, VPSS indicated she has communicated with ASBCC regarding the importance of sending representatives to these committee meetings. She also distributed the new Student Shared Governance structure to them, with instructions to note meetings that they should participate in, because we need their voices.

This is important for communication flow to share what's happening in their area and also to share back to the committees. In order to have effective governance and meeting structures people need to be prepared for the meetings and work needs to go into it before the meeting and after.

Jenny Lowood motioned to approve the structure

Lee Marrs second the motion.

All in favor of putting it into the Shared Governance structure.

Opposed – None

Goals:

Attendees were directed to the Strategic Goals and Institutional Outcomes identified at the district level for 2012-2013. The goals were reviewed. The college's responsibility is to identify which goals we want to achieve to help reach the goals set at the institutional level. An example of the 2011-2012 goals, identified through Roundtable last year, was briefly reviewed.

Attendees were divided into breakout groups to work on Goals for 2012-2013; ensuring that all of the goals strive to improve student success and institutional capacity and ensuring that they are measurable.

- A. **ADVANCE STUDENT ACCESS, EQUITY, AND SUCCESS**
 - A-1 *Brenda, May, Iman*
 - A-2 *Kristophe, Siraj, Amora*
 - A-3 *Nazik, Fatima, Scott*
 - A-4 *Ramona, Victor, Fabian*

- B. **ENGAGE AND LEVERAGE PARTNERS**
 - Lilia, Katherine, Paula*

- C. **BUILDING PROGRAMS OF DISTINCTION**
 - Jenny, Lee, Denise*

- D. **CREATE A CULTURE OF INNOVATION AND COLLABOATION**
 - Claire, Ostavio, Joseph, Cleavon*

- E. **DEVELOP AND MANAGE RESOURCES TO ADVANCE OUR MISSION**
 - Vishal, Gail*

The note taker (italicized names) will transcribe the notes and forward them to Debbie Budd, Lilia Celhay and Cynthia Reese.

The plan is to send the updated goals back out and also review at Leadership; and again at the next Roundtable meeting.

Debbie wants to make sure we dedicate the next Roundtable to going through the adopted budget:

- Where are we with parcel tax?
- Where are we with international students?

Highlights of Goals with Special Programs and Grants

Scott Hoshida and Denise Jennings met this summer and began talking about a few major grants, the Title III Grant and Basic Skills Initiative. Initially there was a lot of funding that went out and a lot of ideas that began to roll out but didn't come back together. They are reviewing the goals and all of the activities and seeing where there is alignment; where there needs to be more clarity and also developing a chance to communicate what is happening.

- End of Minutes -