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Berkeley City College

**Roundtable Meeting Minutes**

Monday, October 22, 2012

*Chair: Dr. Debbie Budd, Interim President*

Attendees: Lilia Celhay, Joseph Bielanski, Linda Berry, Denise Jennings, Brenda Johnson, Shirley Slaughter, Ramona Butler, Trieveon Cooper, Nazik Aytjanova, Hayley Laity, Vishal Arya, Paula Coil, Scott Hoshida, Victor Flint, Kelly Pernell, Amora Brown, Jenny Lowood, Lee Marrs

The agenda was reviewed by Dr. Budd and opened up to the committee for additional agenda topics. There were no items to add.

**2012-2013 Goals**

Dr. Budd noted the incredible progress made on the goals and shared with the committee that Dean Celhay had worked with her team to put the goals into a rubric so that a lead person, who would participate in the attainment of the specific goal, was identified. A timeline was also developed.

A suggestion was made by Jenny Lowood to change “Lead” to “Admin Lead” as some goals have faculty leads. This would clarify who the lead administrator is for each goal. Dr. Budd thought this to be a great suggestion and the change will be added.

The rubric will be sent electronically to the committee for review. Suggested changes are to note if a student leader is missing or needs to be added, as the goals have already been approved. Any suggestions should be sent to Dr. Budd by the end of the day Friday, October 26th.

**Program Review**

Dean Celhay provided a summary of a program review for the benefit of students in attendance.

*The program review is a tool used for each program department to allow for them to take an analytical look at what’s working or what’s not working. We look at improvements and data and it also helps with planning in terms of budget allocation. It’s an important tool for everyone to complete to allow the college, as a whole, to look at what needs to happen for the following year.*

Q. In regards to tutoring and losing room 126, Victor Flint inquired if there is a plan to use other places for students to study, and is that material available so that it can be put in their information systems to give students a heads up?

A. There are gaps in the assessment schedule and Dr. Berry will work offline with Gail Pendleton to sure make that space is available when she is not using it. Also looking at the CIS lab and the issue with the CIS lab is that it needs staffing.

The assumption is that student ambassadors can move to CIS lab if Assessment is closed. Ideally by the end of the week this should be planned out.

Dr. Chen provided update on Student Services Program review and passed out update report.

Dr. Budd added that program reviews happen every three years. Updates happen every year.

Subject closure:

* Goals reviewed
* Will make sure it fits into matrix
* Will be shared at Roundtable.

Once we see that, then the committee can discuss about conversation of cross-departments /cross dialogue and sharing.

**Master Calendar**

We are working on ensuring that it is kept up-to-date and on the website for everyone to see. In the past there were three different areas doing work.

* Student Services posting what is happening with student government and with student affairs.
* Office of Instruction/President’s Office posting meetings and,
* General Business Office doing facilities rental.

Want to make sure they all talk together.

Shirley Slaughter was recognized for her work in successfully bringing everything together for the Emerald Cities Collaborative meeting.

Shirley Fogarino has a student assistant who will post all of the meetings on the website.

**Education Committee**

Dr. Berry distributed the Berkeley Education Committee (BEC) handout (see attached.)

She indicated that we should agree to add:

* Department chair rep
* Faculty member representing grants/special projects.
* Two classified (One will be Ramona, until others are found.)
* ASBCC student rep

**Facilities**

* Would like a student representative
* Would like a couple of classified and another faculty
* Need more faculty participation
* Initial meeting on 10/5
* Discussed charter and mission.
* It was reported that BCC didn’t request funds for equipment.
* Vishal Arya added as student
* Next meeting 11/2

**Tech**

* Developing structure to track requests.
* Have met twice
* Program reviews should be basic document showing our needs.
* Will ask Vincent Koo to provide list of computer needs and provide information at the next Roundtable.

**Accreditation:**

Dr. Linda Berry provided a summary of the Accreditation meeting at the district. The committee spent time on the timeline and made necessary adjustments.

Dean Celhay discussed a tool being developed to support students, which is a listing of classes they can take semester after semester to allow them to complete a program of study. This is done under the consultation of faculty and department chairs. It is not a substitute for using counselors as this is always recommended, and it is an easy way, at-a-glance tool for students to look at what classes are being offered to help fulfill academic goals.

The pathways will be printed in the Berkeley City College Spring class schedules and the next step is to post them online.

Q. Will it note which classes will not be available?

A. Suggestion to include (F), (S) or (F/S) to indicate if it is offered in the spring, fall or spring and fall.

Dr. Berry would like to host a Brown Bag 11/1 for accreditation.

-End of Minutes-

Minutes taken by: Cynthia Reese, creese@peralta.edu, 510.981.2851