

## *Educational Services Committee (ESC)*

*Friday, February 3, 2023, 3:00-4:30*

### *Committee Membership:*

Tina Vasconcellos, AVC Educational Services, Tri-Chair	Matthew Freeman, President, BCC Academic Senate, Tri-Chair
Lilia Chavez, VPSS, Merritt	Maria Spencer- District Classified Senate
Lilia Celhay, Dean, COA	Donald Moore, President, District Academic Senate
Leslie Blackie, Faculty, Laney	Diana Bajrami, Acting President, COA
Didem Ekici, Faculty, Distance Ed Coordinator	Vacant, Academic Support Services Specialist, Laney
Joseph Bielanski, Faculty, BCC	Maurice Jones, Acting VPI, COA
Tom Renbarger, President, Merritt Academic Senate	Kuni Hay, VPI, BCC
Mary Clarke-Miller, Faculty, BCC	Mary Shaughnessy, Faculty, COA
Azul Lewis, SEIU 1021, Tri-Chair	Matthew Goldstein, Academic Senate President, COA
Martin DeMuchaFlores, Associate Dean of Educational Success and Equity, BCC	Laura Leon-Maurice, Note taker

### **I. STANDING ITEMS**

#### **A. CALL TO ORDER**

Meeting called to order at 3: 03. Added Azul Lewis as the classified rep as the tri-chair. Welcome. Correction made, add tri-chairs to committee membership.

#### **B. ADOPTION OF THE AGENDA**

Motion to approve Joseph Bielanski. Didem Ekici seconds. Corrections made on committee membership. Friendly amendments. Motion passes.

#### **C. APPROVAL OF MINUTES**

Motion to approve minutes made by Lilia Celhay. Seconded by Kuni Hay. Motion passes.

#### **D. PUBLIC COMMENT**

None.

#### **E. SUB COMMITTEE REPORTS**

##### **• Distance Education- Didem Ekici**

Follow-up recommendations made at the last meeting. New members on committee. We are approving the new membership of the DE Committee. Do we need a VPI's as a committee member. Asked members if we should continue to have a VPI on the committee. Everyone voted yes. VPI attendance was limited in past, asking for regular attendance going forward. VPI position is currently vacant.

Motion to endorse the DE membership list. Moved by Tom Renbarger, Leslie seconded.

Motion passes.

The district DE Committee meets every second and fourth Monday, so our first meeting will be on Monday February 13 and Title 5 DE related changes will be the scope of our first couple of meetings. We will come up with recommendations as the DE committee and pass it along to the district leadership team.

We launched the DE Faculty survey on Flex Day to learn more about the experiences and the need of faculty in online classes and also ask for the educational technology they need to have more productive classes. The Faculty DE Survey is still open, so please encourage your colleagues to take the survey. Student DE survey is on the way as well.

Accessibility resolution was approved in the final DE committee meeting. As a reminder, this resolution recommends hiring an accessibility expert to help faculty make their classes accessible for all students. We are hoping this resolution will be approved by the governance body by end of spring, and will be in place for hiring.

- Career Education  
They are meeting right now.
- International  
No representative.
- Adult Education  
No representative.

F. CO-CHAIR REPORT

G. CHANCELLOR’S REPORT

Dr. Kathy Bader update on the Highpoint project

Dr. Droker- Highpoint is looking at the student experience through student journeys. The previous product that came in was not up to the collective standards. Build on previous work, and do some further investigations. Focus groups, faculty, students, staff.

Kick off Peralta Student Life Cycle Review Power Point:

Improving the students and faculty experience. Student journey’s viewpoint.

Kathy Bader: Let me just review the specifics of this project. As Dr. Broker said, we are building on previous work. We are reviewing some of the issues that have been identified.

Clarifying the processes, both the processes and the use of systems. So that we can come up with as of as part of this report actionable items a project plan basically for doing these. And in that we will be working with leadership and all of you for prioritizing the recommendations.

- Overview of Project Goals: Building on Previous Work: Come up with actionable items, a project plan.
- Executive Leadership
- Senior Practitioners (Advisory Group)
- Timeline: Have recommendations by mid-March
- Sample of Meetings to Date, Planned Interviews
- Issues: waitlist and permission processes, cancelling courses, applicants not finishing CCC Apply, Student Records, Admissions, Financial Aid, Communications, manual processing of forms

Questions/feedback

When will you be reaching out to faculty and students? February. Will be virtual. Use the front-line student workers.

Concern about heavy reliance on chatbots on our website. Important to ask the students, what is the most effective way, how do you want to be communicated with? A student-centered approach to decision making. Adding in an ESOL body of students to test out, add feedback about accessibility and language barriers.

**II. CARRIED OVER AND NEW ITEMS**

Topic:	Presenter:	
ACTION ITEM:  DAASSC Committee Charge and Name Change	M. Freeman/T. Vasconcellos/ A. Lewis	
<p>Assessing our committee, charge, name, work, governance processes. First agendized in March of last year. What does our governance process look like? The relationship of our committees at the district level, to PGC and the chancellor. Lots of feedback, including hold off on identifying membership until we have a better understanding of committee charge. Charge and scope of work guide our decision making as to who should be on this committee. Potential idea to meet twice per month, would allow to discuss and sunshine at first meeting, then take action at second meeting of the month. The only action item today is committee charge. Begin discussion on membership and timelines for our meetings, to move forward in fall of next academic year.</p> <p>Motion: The Title and Committee Charge. Leslie Blackie moves, Matt Goldstein seconds.</p> <p>Discussion: Hooray for the change of name so it will be easier to say.</p>		

Third bullet point in charge: “develops, assesses and supports the implementation of district-wide strategic enrollment management efforts”. Have been various proposals and thoughts, including make enrollment management a separate governance committee. Thanks to Donald for advocating academic component of strategic enrollment. Idea of implementation of district-wide strategic enrollment management efforts is we would have the capacity to create an advisory team similar to the BAM task force, special forces team of dedicated folks could meet, make plans, recommendations, assess efforts, bring them back to this governance committee for further discussion and endorsement, and we would then take them on behalf of the team to PGC, for final discussion and endorsement. As PBC has BAM task force outside of committee space of PBC, we would house space for task force able to develop a plan and bring it to larger governance space for further discussion and endorsement.

If we are going to be doing district-wide strategic enrollment what do we do and what do colleges do? Interface needs to be clear, mechanics of it. Should not conflate together district-wide strategic enrollment efforts, and annual estimation of FTEF. Related, but don't want to conflate. Second committee or task force? Once we create a home at district level for conversation around strategic enrollment management, we can then have conversation about how colleges coordinate activities across these spaces so that it is strategic, a roadmap.

Joseph Bielanski-sixth bullet point: “Assure all educational planning is responsive to and aligned with the district mission, goals, community expectations and student learning needs”. How does that involve colleges?

Annual program reviews as an example, old education committee was a space where actions took place on evaluating APUs and making recommendations to endorse.

Are you proposing a friendly amendment to add the district and colleges? Recommendation to add “district and colleges”

Joseph Bielanski- Okay, I'll accept alright, Leslie, you were the author of the motion. You moved. Are you okay with that being a friendly amendment? Leslie Blackie- I am willing to accept a friendly amendment.

Kuni Hay-Enrollment management cannot be separated from finance, we're moving enrollment framework to SCCF. What is our committee's role, if BAM committee exists as part of PBC, and if we have a similar in strategic enrollment that cannot be separated from the finance responsibility, how do we interface, work together, is that duplication?

Second bullet point: “Facilitates the coordination, alignment and integration of college planning with district-wide educational planning and resource allocation”. Is this a district-wide EMP, resource allocation model?

Fourth bullet point: “Provides a forum for discussion for the coordination and synthesis of information from District and College level DE committees, CE committees, International Education and Adult Education”. Why those four entities, and what is role/responsibility to support?

Propose write in to charge, an annual work group/task force that would be convened with members from PBC along with members from DAASSC and maybe colleges, to look at address, and incorporate budget finance piece into enrollment management piece, for holistic and strategic approach. Bringing in SCCF is related. Add to third bullet point “...through the establishment of an annual Joint Task Force to be made up of members from PBC and ESC”. Friendly amendment. Matthew Freeman proposes to create a governance committee and create an advisory team similar to the Bam Task Force. This particular Task Forces addresses the need for a strategic enrollment management group.

Second bullet point came from looking at what are other colleges in bay area doing around this space? Can't be top down, can't be simply bottom up, need to have multi-layer conversation, that's what we were trying to get to. Alignment of missions between districts and colleges, and making sure of resources to support those missions.

Fourth Bullet point, choice of 4 committees from historical relationship.

Tina Vasconcellos- task force will address need for a strategic enrollment group, in lieu of another stand-alone committee. Work done, review of data by work group, the information then goes to PBC and ESC, flows back in to group again. Final recommendation comes out as a joint recommendation, address need for enrollment management here.

Lilia Celhay-desperate need of data for task force and committee to be effective. Further modify third bullet point “data driven” district-wide strategic enrollment efforts. Data driven as a friendly amendment. Matthew Goldstein-data driven and financially sound decision making important yes, but philosophical discussion of what we are as comprehensive colleges, what we're trying to offer to students, community also important. First bullet point says “district-wide support for education planning...allocation beyond those outlined in the RAM”

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Vote: 11 yes, 1 no, 1 abstention.

Motion to endorse charge and name change passes. Changes to go in to effect fall 2023.

Agendize for the next meeting a discussion on membership, next meeting, how often.

Table the next items.

Tri-Chairs will discuss when the next meeting will be held.

Agree to meet on the first Friday in March. District CTE has long been the first Friday. Poll will be sent on when we can meet.

Discussion: Committee Membership Makeup	M. Freeman/T. Vasconcellos/ A. Lewis	
Discussion: Meeting Schedule	M. Freeman/T. Vasconcellos/ A. Lewis	
Future Agenda Items	All	
Meeting Schedule and Next Meeting	All	
Open Comments	All	

III. Adjournment meeting ended at  
4:36

IV. Next Meeting: May 5, 2023

**Attendance:**

Kathy Bader  
Joseph Bielanski  
Matthew Freeman  
Lilia Celhay  
Didem Ekici  
Maria Spenser  
Tom Renbarger  
Nathaniel Jones  
Kuni Hay  
Matt Goldstein  
Stephanie Droker  
Tina Vasconcellos

Leslie Blackie  
Martin deMuchas Flores  
Azul Lewis  
Ken Lira  
Maurice Jones  
Donald Moore