



# Shared Governance Manual



**Envision**

**Engage**

**Excel**

# **Berkeley City College Shared Governance Manual**

# Table of Contents

Mission, Vision, & Values . . . . .	.1
Institutional Learning Outcomes. . . . .	.2
Shared Governance. . . . .	.3
Board Policy 2510 . . . . .	.5
Administrative Procedure 2511 . . . . .	.7
COLLEGE GOVERNANCE	
College Roundtable for Planning & Budgeting . . . . .	11
SENATES	
Academic Senate . . . . .	13
Associated Students of Berkeley City College (ASBCC) . . . . .	15
Classified Senate . . . . .	16
GOVERNANCE COMMITTEES	
Enrollment Management Committee . . . . .	18
Facilities, Health, and Safety Committee. . . . .	21
Budget Advisory Committee. . . . .	23
Integrated Planning Committee (IPC). . . . .	24
Tech Committee . . . . .	27
ACADEMIC SENATE STANDING COMMITTEES	
Affordable Educational Materials Committee . . . . .	29
Assessment Committee. . . . .	31
Career Education Committee . . . . .	33
Curriculum Committee . . . . .	35
Department Chairs Council . . . . .	38
Distance Education Committee . . . . .	40
Professional Development Committee . . . . .	42
AD HOC COMMITTEES	
Commencement Committee. . . . .	46

# Berkeley City College Shared Governance Manual

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## MISSION

Berkeley City College transforms lives. This shared commitment reflects the profound journey of growth and learning for every member of our campus community. Students pursue their passions through innovative academic programs, faculty inspire critical thinking, and administrators and staff offer vital guidance. Together, we create a dynamic and diverse environment that supports students in earning associate degrees and certificates, preparing them for successful careers and transfers.

## VISION

**Envision. Engage. Excel.**

## VALUES

**Equity:** providing fair access to resources, opportunities, and support for all students, regardless of their background, identity, or life circumstances. Addressing and removing barriers that might prevent certain groups from succeeding, so everyone has an equal chance to thrive.

**Diversity:** Supporting of a wide range of perspectives, experiences, and identities within the college community. Celebrating differences, including race, ethnicity, gender, age, socioeconomic status, disability, sexual orientation, and more. Fostering an inclusive environment where everyone feels valued and respected.

**Academic Excellence:** Maintaining high standards of learning and achievement. Promoting rigorous academic programs that challenge students and encourage them to reach their full potential. In all things, reflect the college's commitment to providing quality education and preparing students for success in their chosen fields.

**Innovation:** Encourage creativity, forward-thinking, and the adoption of new ideas, technologies, or teaching methods. Stay adaptable and open to change in order to meet the evolving needs of students and the workforce. Innovation helps the college stay relevant and prepares students for future challenges.

**Community:** Maintain an intentional focus on building a supportive and inclusive environment where students, faculty, staff, and the surrounding local area feel connected and engaged. Create a sense of belonging and support each other's growth and well-being, both within and outside the classroom.

**Collaboration:** Emphasize teamwork, communication, and the sharing of ideas and resources. Work together across departments, with other institutions, or with local organizations to improve the educational experience and outcomes for students.

**Respect:** Value and treat all members of the college community with dignity. Foster an environment where people listen to each other's ideas, perspectives, and concerns, and where differences are appreciated rather than dismissed.



# Berkeley City College Shared Governance Manual

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## Institutional Learning Outcomes

**Communication** Students show that they communicate well when they:

- critically read, write, and communicate interpersonally, with audience awareness; and
- analyze communications for meaning, purpose, effectiveness, and logic.
- work effectively with others in groups

**Critical Thinking** Students demonstrate critical thinking skills when they:

- identify problems or arguments and isolate facts related to arguments;
- use evidence and sound reasoning to justify well-informed positions; and
- generate multiple solutions to problems and predict consequences.

**Computational Skills/Quantitative Reasoning** Students demonstrate computational skills when they:

- master computational concepts and apply them to concrete problems; and
- demonstrate algorithmic competence.

**Ethics and Personal Responsibility** Students show the ability to act ethically and assume personal responsibility when they:

- analyze the consequences of their actions and the impact of these actions on society and the self; and
- demonstrate collaborative involvement in community interests.

**Global Awareness and Valuing Diversity** Students demonstrate global awareness and show that they value diversity when they:

- identify and explain diverse customs, beliefs, and lifestyles; and
- analyze how cultural, historical, and geographical issues shape perceptions.

**Information Competency** Students demonstrate information competency when they:

- find, evaluate, use, and communicate information in all its various formats;
- use library and online resources and research methodology effectively; and
- use technology effectively.

# Berkeley City College Shared Governance Manual

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## Shared Governance

### Academic Senate Involvement

#### Title 5 70902(b)(7)

The governing board of each community college district shall establish procedures not inconsistent with minimum standards established by the board of governors to ensure faculty, staff, and students the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance, **and to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.**

#### Cal. Admin. Code Title 5, 53200

“Academic senate,” “faculty council,” and “faculty senate” means an organization formed in accordance with the provisions of this Subchapter whose primary function, as the representative of the faculty, is to make recommendations to the administration of a college and to the governing board of a district with respect to academic and professional matters. For purposes of this Subchapter, reference to the term “academic senate” also constitutes reference to “faculty council” or “faculty senate.”

### Student, Staff and Faculty Participation

#### Title 5 70902(b)(7)

The governing board of each community college district shall establish procedures not inconsistent with minimum standards established by the board of governors to ensure faculty, staff, and students the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance, and to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

The concept of “governance” was not invented with the enactment of Title 5. It is as old as human civilization. Simply put “governance” means: **the process of decision-making and the process by which decisions are implemented (or not implemented).**

#### Title 5 51023.7

. . . requires the governing board to “adopt policies and procedures that provide students the opportunity to participate effectively in district and college governance.” Students are to participate in “formulation and development” of policies and procedures that have a “significant effect” on them. The regulation lists ten areas of such significant effect, most of which are quite similar to the senate’s academic and professional matters. Boards are not to act unless students have had the opportunity to participate, with the exception of “unforeseeable, emergency situations” and shall give positions of the students “reasonable consideration.” The regulation states the intent that boards are to respect the agreements with senates and unions while working with students.

# Berkeley City College Shared Governance Manual

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## **Title 5 51023.5**

. . . requires the governing board to “adopt policies and procedures that provide district and college staff the opportunity to participate effectively in district and college governance,” However, areas that affect staff are not defined in the regulation but remain matters “that the governing board reasonably determines, in consultation with staff, have or will have a significant effect on staff.”

The role of the exclusive bargaining agents is explicitly protected in Title 5 and is cited in the Educational Employment Relations Act. (See Government Code 3543.2.) The public is granted access to the governing board through the open meeting provisions of the Brown Act. (See Government Code 54950-54962.)

We use a tri-chair model (classified, faculty, administrator) for all college Governance Committees to support collaboration and collegiality. Chairs shall be appointed by the Senate Presidents and the College President or, when no appointment is made, chosen by the committee membership from their list of voting members.

### **Tri-Chairs shall be responsible to:**

1. Work collaboratively with constituent group leadership to recruit committee members
2. Plan how the agendas will be established and what roles each tri-chair may take (e.g., who will facilitate meetings, etc.).
3. Set the agenda for each meeting and email agenda to college community.
4. Collect and distribute all supplemental materials before being presented at a meeting. All materials required for meetings shall be distributed and posted for community access at least 72 hours before each meeting.
5. Serve as facilitator for committee discussions.
6. Work with committee members to set goals at the beginning-of-the-year and conduct end-of-year governance survey to assess the committee's progress and its adherence to governance goals.
7. Chairs are responsible for counting quorum for committee actions. Quorum is required for actions and shall consist of 50%+1 of the voting membership (including Chairs).
8. Assure that minutes are written, approved, and uploaded to on committee website. Record the results of any actions taken during each meeting. Chairs shall have a vote on all actions taken.
9. Serve as a mentor to new committee members, including student members, who may be unfamiliar with the committee and its charge.
10. Chairs are responsible to provide reports at Berkeley City College College Roundtable and attend the annual Berkeley City College Governance Retreat.

### **Meeting Agendas, Minutes and Supporting Materials:**

All meeting agendas, draft minutes and supporting document will be emailed to college community 72 hours before the meeting.

### **Proxy Voting**

Appointments of a voting Proxy is permitted for all governance committees. Proxy appointments must come from the same constituency group as the voting member. The voting member is responsible for notifying the Tri-Chairs of the Proxy appointment.

# Berkeley City College Shared Governance Manual

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## **Governance Retreat & Governance Manual Assessment**

Governance committees will conduct an annual self-evaluation to assess the effectiveness of our shared governance structures and processes. Leadership of all college constituencies groups will participate in an annual Governance Retreat and assess the findings from the annual shared governance self-evaluation. Assessment and recommendation on changes to the Shared Governance Manual shall happen every 3 years during the Governance Retreat.

Peralta Community College  
2510

District BP

## **BOARD POLICY 2510 PARTICIPATION IN LOCAL DECISION MAKING**

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for Chancellor action under which the District is governed and administered. Each of the following shall participate as required by law in the decision-making processes of the District:

### **Academic Senate(s)** (Title 5 Sections 53200-53206)

The Board or its designees will consult collegially with the Academic Senate, by relying primarily upon the advice and recommendations of the senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

### **Staff** (Title 5 Section 51023.5)

Staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff as defined by law. The opinions and recommendations of the staff will be given every reasonable consideration.

### **Students** (Title 5 Section 51023.7)

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate. Participation in decision making will not necessarily be limited to the named groups above.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code



# Berkeley City College Shared Governance Manual

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Sections 3540 et seq.

References:

Education Code Sections 70902(b)(7), 87360, 87458, 87610, 87663;

Title 5 Sections 53200 et. seq.(Academic Senate), 51023.5 (Staff), and 51023.73 (Students);

ACCJC Accreditation Standards IV.A and IV.D.7

Administrative Procedure 2410, 2511

Replaces:

Board Policy 2.23 Role of the Academic Senates in District and College Governance adopted June 24, 2010.

Board Policy 2.25 Faculty Participation in College Governance adopted June 20, 1966

Approved the Board of Trustees: January 22, 2013

Revised by the Board of Trustees: February 25, 2014

Revised by the Board of Trustees: April 14, 2015

# Berkeley City College Shared Governance Manual

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Peralta Community College District  
2511

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## ADMINISTRATIVE PROCEDURE 2511 ROLE OF ACADEMIC SENATES IN DISTRICT AND COLLEGE GOVERNANCE

The Governing Board of the Peralta Community College District, through its Chancellor, affirms the recognition of the District Academic Senate (DAS) and the Academic Senates of Berkeley City College, the College of Alameda, Laney College, and Merritt College (College Academic Senates) under Title 5 of the California Administrative Code and as provided for in law (specifically AB 1725).

- A. The District Academic Senate, representing the four College Academic Senates, is recognized to make recommendations to the District Chancellor, and to the Board of Trustees with respect to “academic and professional matters.”
- B. Each College Academic Senate shall be recognized to make recommendations with respect to “academic and professional matters” to their respective College President and the Management Team; and may consult collegially with the Board of Trustees about College matters. The administrative leadership of each college shall consult collegially on these and any other procedures established to carry out this policy.
- C. The definition of “academic and professional matters” as stated in Title 5 regulations means the following policy development and implementation matters:
  - 1. Curriculum, including establishing prerequisites and placing courses within disciplines
  - 2. Degree and certificate requirements
  - 3. Grading policies
  - 4. Educational program development
  - 5. Standards or policies regarding student preparation and success
  - 6. District and college governance structures, as related to faculty roles
  - 7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
  - 8. Policies for faculty professional development activities
  - 9. Processes for program review
  - 10. Processes for institutional planning and budget development
  - 11. Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate (Title 5 §53200)
- D. The DAS may assume additional responsibilities and perform such functions as may be delegated to them in writing by the Board or designee pursuant to Title 5. Additional academic and professional matters may be added through formal resolution of the Board.

# Berkeley City College Shared Governance Manual

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## ADMINISTRATIVE PROCEDURE 2511 ROLE OF ACADEMIC SENATES IN DISTRICT AND COLLEGE GOVERNANCE

- E. The Board, Chancellor, and College Presidents and their Management Teams shall “consult collegially” and “rely primarily” on the DAS and the College Academic Senates in the above cited “academic and professional matters” areas. The requirement to consult collegially shall not limit other rights and responsibilities of the DAS and the College Academic Senates which are specifically provided for in statute, regulations, or other Board policies.
- F. The Board shall receive and consider advice from the DAS on the above cited “academic and professional matters” and the Board shall accept the DAS recommendation unless there are exceptional circumstances or compelling reasons not to. Should the Board not accept a DAS recommendation, the Board shall communicate promptly the reasons in writing (which may include Board minutes).
- G. The DAS and/or College Academic Senates shall present a report to the Board at least at its first regularly scheduled monthly Board meeting and shall be extended an opportunity to meet with or appear before the Board with respect to their respective views, recommendations, and proposals.
- H. As directed by the Board, the DAS President shall serve an active role and represent the DAS at all Board meetings and throughout the District’s service areas as necessary.
- I. Further, per California Education Code, the governing board will “consult collegially” by “relying primarily on the advice and judgment” of the District Academic Senate in the following areas:
  - 1. Procedures for the waiver of minimum qualifications/equivalency [§70902 (b) (7)];
  - 2. Hiring criteria, policies, and procedures for hiring new faculty [§87360 (b)]; and
  - 3. Process and procedures for administrative retreat rights [§87458 (a)].
- J. The Peralta Federation of Teachers, prior to engaging in collective bargaining, will consult with the District Academic Senate in the following areas:
  - 1. Tenure evaluation procedures [§87610.1 (a)];
  - 2. Faculty evaluation procedures [§87663 (f)]; and
  - 3. Faculty service areas [§87743.2].
- K. Nothing in this administrative procedure shall be construed to neither impinge upon the due process rights of faculty, the negotiation rights of the faculty collective bargaining representative (the Peralta Federation of Teachers), nor detract from any negotiated agreements between the collective bargaining representative, and the Board.
- L. In alignment with section “K” above, please refer to Board Policy 2510 which addresses participation in local decision-making (shared governance) for faculty, staff, and students.

# Berkeley City College Shared Governance Manual

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## ADMINISTRATIVE PROCEDURE 2511 ROLE OF ACADEMIC SENATES IN DISTRICT AND COLLEGE GOVERNANCE

### Reference:

Title 5: California Administrative Code

California AB 1725

California Education Code §53200; 70902; 87360; 87458; 87610; 87663; 87743.

Renumbers: BP 2.23, Role of Academics Senates in District and College Governance; Board approved, October 10, 2011.

Approved by the Chancellor: January 21, 2014

## College Governance



# Berkeley City College Shared Governance Manual

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## College Roundtable for Planning & Budgeting

<b>Tri-Chairs:</b>	College President Academic Senate President Classified Senate President
<b>Membership:</b>	Three Administrator Appointees Three Faculty Appointees Three Classified Professional Appointees Director of Student Activities & Campus Life Public Information Officer Executive Assistant to the President Department Chairs Council Representative ASBerkeley City College President
<b>Selection/Appointment Process:</b>	Tri-Chairs in consultation with their respective constituency bodies.
<b>Length of Term:</b>	Unknown

### **Committee Charge:**

1. To address the college strategic mission;
2. To advise the administration on planning and budget issues by offering opportunities for college-wide participation and collecting recommendations; and
3. To ensure budget and planning integration and data-based decision making.

### **STRATEGIC MISSION:**

- Inform the college about strategic goals and the activities of this committee;
- Discuss proposed changes in broad-based college processes before they are acted on or implemented by the College President;
- Examine and discuss issues of college-wide importance in depth with the goal of ensuring that the institution as a whole is true to its mission, clear in its identity, and effective in serving students;
- Assess and improve the effectiveness of the Berkeley City College Shared Governance structure.

**Recommends to:** College President

**Meeting Days & Times:** Second and Fourth Mondays of each month 12:20pm – 1:30pm

## Senates

# Berkeley City College Shared Governance Manual

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## Academic Senate

<b>Chair:</b>	Academic Senate President
<b>Membership:</b>	Senate Exec Members (President, Vice President, Secretary) Part-time faculty representative Faculty Representative from each department
<b>Selection/Appointment Process:</b>	Executive members are elected by the entire faculty body. Senators are elected by their respective departments/ constituencies.

Vacancies that occur during a term are filled by appointment within the department.

Elections occur every two years.

<b>Length of Term:</b>	2 years
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### Committee Charge:

The Academic Senate will make recommendations with respect to academic and professional matters according to Title 5 (Subchapter 2, section 53200,53205), California AB 1725, California Ed Code, Board Policy 2510, and Administrative Procedure 2511.

Academic and professional matters include, but are not limited to, the following:

1. Curriculum, including establishing prerequisites and placing courses within disciplines.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. College governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation processes, including self-evaluation and annual reports.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

# Berkeley City College Shared Governance Manual

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## Academic Senate

**Per PCCD Board Policy BP 2510,**

The Board or its designees will consult collegially with the Academic Senate, by relying primarily upon the advice and recommendations of the senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

**Recommends to:** College Roundtable for Planning and Budgeting, District Academic Senate, PCCD Board of Trustees

**Meeting Days & Times:** First and Third Wednesdays, 12:30pm – 1:20pm

# Berkeley City College Shared Governance Manual

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## Associated Students of Berkeley City College (ASBCC)

**Chair:** Associated Student Body President

**Membership:** Executive Council: 6 members  
Legislative Council: 9 members  
Judicial Council: 5 members  
Inter-club Council: 2 members

**Selection/Appointment Process:** Officers are elected by the student body

**Length of term:** One year

**Committee Charge:**

- The Associated Students of Berkeley City College (ASBCC) will advocate and serve as the voice of Berkeley City College students in all Shared governance meetings at the district and college level; represent the student viewpoint on administration and faculty committees.
- Maintains the master calendar of student activities and events in collaboration with the Office of Student Activities Campus Life.
- Oversees and approves Inter-Club Council activities.
- In collaboration with the ASBCC advisor, prepare and administer the disbursement of Associated Student funds; authorize expenditures of funds; and assist with the preparation and development of Associated Students budgets in accordance with District policies and applicable regulations.
- To foster community and strive to make improvements in all areas of the Berkeley City College.
- Suggest and recommend policy governing the activities and welfare of the students at Berkeley City College.
- Practice real-world experience and develop leadership skills while at Berkeley City College.
- Encourage meaningful participation in student activities.
- Address the needs, problems and concerns of the student body and to carefully listen to suggestions from the student body.

**Recommends to:** College Roundtable for Planning and Budgeting

**Frequency of meetings:** Once per week. Day and time varies each year and is dependent on student availability. Meeting times will be posted on the ASBCC homepage: <https://www.berkeleycitycollege.edu/asbcc>

**Information dissemination:** The Secretary of ASBCC will submit meeting minutes and other reports generated by the ASBCC to all members of the public as requested and in accordance to the Brown Act. The Secretary will disseminate meeting minutes and agendas online on the ASBCC homepage.



# Berkeley City College Shared Governance Manual

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## Classified Senate

<b>Chair:</b>	Classified Senate President
<b>Membership:</b> 39 and	Berkeley City College Classified Professionals (SEIU, Local Confidentials)
<b>Selection/Appointment Process:</b>	Election
<b>Length of Term:</b>	Two Years

### Committee Charge:

The Classified Senate will:

- Provide a body representing the needs, concerns, and perspectives of the Classified Professionals with respect to operational effectiveness, budgetary concerns, and matters regarding equity and student access.
- Provide a means through which the Classified Professionals will coordinate with administration, faculty and students to assure opportunities for input regarding college policies, procedures through equitable committee representation.
- Develop and encourage individual and collective leadership, and contribution among Classified Professionals.
- Provide ongoing professional development to advance the careers, education, and personal growth of Classified Professionals.
- Encourage meaningful participation in not only the Classified Senate, but campus activities and Shared governance committees.

**Recommends to:** Roundtable (report out)

**Meeting Days & Times:** Wednesdays (first and third of each month), 3:00pm - 4:30pm

## **Governance Committees**

# Berkeley City College Shared Governance Manual

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## Enrollment Management Committee

<b>Tri-Chairs:</b>	Classified Professional Faculty Administrator (Tri-chair representatives designated by the president of each entity)
<b>Administrative Support:</b>	Vice President of Student Services Vice President of Instruction
<b>Membership:</b>	Dean of Student Support Services Dean of Liberal Arts and Social Sciences Dean of Math, Science, and Career Education Associate Dean of Educational Success Director of Student Activities and Campus Life Public Information Officer Academic Senate President or designee Classified Senate President or designee Associated Students of Berkeley City College (ASBerkeley City College) designee  Chair of Chair Council or designee Senior Research and Planning Analyst Enrollment Services Coordinator EOPS Coordinator Financial Aid Officer Admissions and Records Specialist Adult Education Project Manager Academic Senate Designee Transfer and Career Center Coordinator Veterans Affairs Coordinator The Staff Assistants to VP of Instruction and/or VP of Student Services send meeting notice and record action items from the meeting.

**Selection/Appointment Process:** By virtue of the position held

**Length of Term:** As long as position held

# Berkeley City College Shared Governance Manual

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## Enrollment Management Committee

### Information Dissemination:

Meeting minutes and other reports generated by the Committee will be posted regularly and in a timely fashion on the Berkeley City College Shared Governance homepage at <https://www.berkeleycitycollege.edu/wp/Shared-governance>

### Committee Charge:

1. The Enrollment Management Committee (EMC) meets twice per semester (before and after peak registration period) and once during the summer to enhance effectiveness and efficiency for enrollment services and identify and minimize redundancies and barriers.
2. EMC uses disaggregate enrollment data by student demographics to increase access, success, persistence, and equitable completion through innovative, culturally relevant, and intentional outreach and retention plans and activities.
3. Assist in determining, achieving and maintaining equitable and inclusive enrollment utilizing Guided Pathways;
4. Strategically plan and implement publicity regarding outreach activities, program, and other relevant events.
5. Develop, propose, and implement retention activity plan in order to increase retention and completion
6. Facilitate high school to college and Adult School transition by establishing and/or confirming liaisons with local feeder schools such as Oakland Unified, Berkeley Unified, Albany Unified, and Emeryville Unified
7. Incorporate Guided Pathways Academic Career Communities shared strategies on enrollment and retention of targeted DEI student groups.

### Increase Organizational Efficiency –

1. Integrate related activities with the college's institutional planning process
2. Identify and remove registration bottlenecks, e.g., student registration holds;
3. Review, evaluate registration process, procedures, and practices to enable the delivery of effective academic programs and student support services;
4. Improve existing service triage design and implement the enhanced plan in areas, e.g., assessment, orientation, counseling, financial aid, business services, instruction;
5. Promote and ensure visitor follow-up through the welcome desk

### Improve Service Level and Quality –

1. Service mapping. Continue to enhance and implement the referral slip to facilitate enrollment services and communication.
2. Professional development. Continue to identify and conduct professional development trainings and workshops, e.g., customer service.
3. Increase service hours. Continue to improve and implement service hours for day and evening students. Publish office hours online, post signage in front of the office and on the electronic monitors, and ensure

# Berkeley City College Shared Governance Manual

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## Enrollment Management Committee

service quality and availability.

Advisory - Serve as an advisory body to college-wide administrators and staff members who have responsibilities in enrollment services, student services, instruction, campus and external community communication and marketing

**Recommends to:** College Roundtable

**Meeting Days & Times:** Twice per semester and once in the summer, before and after peak registration period.



# Berkeley City College Shared Governance Manual

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## Facilities, Health, and Safety Committee

<b>Tri-Chair:</b>	Administrative Designee Academic Senate Designee Classified Senate Designee
<b>Membership:</b>	3 Administrators 3 Faculty 3 Classified Professionals 3 Associated Students
<b>Selection/Appointment Process:</b>	Appointed by respective shared-governance bodies
<b>Length of Term:</b>	2 years with option of renewing

### Committee Charge:

The Berkeley City College Facilities Committee is a college-wide Shared governance body responsible for making recommendations on facilities issues of campus-wide or of significant scope to ensure that Berkeley City College facilities are safe, maintained, and improved to meet the changing needs of staff and students.

To that end, the Berkeley City College Facilities Committee shall:

1. Recommend procedures and policies affecting Berkeley City College facilities;
2. Review and make recommendations concerning the campus Facilities Master Plan;
3. Integrate program review results / Educational Master Plan updates into the Facilities Master Plan annually;
4. Solicit from the Berkeley City College Community issues of concerns related to building repairs, scheduled maintenance, and 30-day projects;
5. Review and make recommendations to the District Facilities Committee concerning proposed building repairs, scheduled maintenance, and 30-day projects;
6. Establish subcommittees to assist with the planning for building renovations and remodels as needed;
7. Receive and review submissions and presentations for all proposed facility changes and/or proposed facility utilization, and considering requests for:
  - facilities allocation, but not to include classroom scheduling;
  - upgrades, renovations, or remodels of existing facilities;
8. Assess the impact of facilities use and collaborate with the district on decisions that impact campus facilities.
9. Provide support to enhance Berkeley City College's safety practices;
10. Encourage employees to participate in the safety process for the betterment of all concerned;
11. Advise on the formulation and dissemination of policies, practices and procedures that promote health and safety;
12. Act as a problem solving group regarding the identification and control of hazards;
13. Help to resolve health and safety issues

# Berkeley City College Shared Governance Manual

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## Facilities, Health, and Safety Committee

14. Assist College and District Administrators in the planning of action on occupational health and safety. This will include helping to set priorities to control hazards;
15. Develop annual plans for in-service training and other staff and student development activities, which support a safe campus.

Upon receiving requests, this committee shall carefully consider the positive and negative impact of the request and make recommendations to the College Roundtable for consideration, and recommendation to the President for action as appropriate. Recommendations of the committee will be verified by vote, with a simple majority constituting a valid decision. The committee shall provide a written record of all meetings and decisions which will be available to any member of the college community at any time.

**Recommends to:** College Roundtable for Planning and Budgeting

**Meeting Days & Times:** Fourth Tuesday every month, 12:15pm – 1:30pm

# Berkeley City College Shared Governance Manual

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## Budget Advisory Committee

<b>Tri-Chair:</b>	Vice President of Administrative Services Faculty Representative Classified Professional Representative
<b>Membership:</b>	Three Classified Professionals (Appointed by Academic Senate) Three Student Representatives Three Faculty (Appointed by Academic Senate) Three Administrators
<b>Ex-Officio:</b>	President Supervisor of Business Services
<b>Selection/Appointment Process:</b>	Classified Professionals appointed by Classified Senate Faculty appointed by Academic Senate
<b>Length of Term:</b>	Classified Professionals: 2 years Student Representatives: 1 year Faculty: 2 years Administrators: 3 years
<b>Committee Charge:</b>	<ol style="list-style-type: none"><li>1. Inform and discuss the college budget development process for unrestricted general fund (Fund 01).</li><li>2. Review and prioritize resource allocation requests from the Program Review and Annual Program Updates (APU) process that align to the college goals, priorities, district goals, and ultimately Vision for Success.</li><li>3. Recommends adoption of the budget for the new fiscal year.</li></ol>
<b>Recommends to:</b>	
<b>Meeting Days &amp; Times:</b>	Second and Fourth Tuesdays, 2:30pm - 4:30pm

# Berkeley City College Shared Governance Manual

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## Integrated Planning Committee (IPC)

<b>Chair:</b>	Administrator designee Classified Senate designee Academic Senate designee
<b>Administrative Support:</b>	Vice President of Instruction Vice President of Student Services
<b>Membership:</b>	Curriculum Committee Chair or designee (F) Assessment Committee or designee (F) Classified Senate President or designee (C) Academic Senate President or designee (F) Associated Students –President or designee Counseling Faculty Chair or designee (F) Library Rep (F) Enrollment Services Rep Special Programs Rep Learning Communities Rep Professional Development Chair (F) Teaching and Learning Center Coordinator (F) Department Chair of Chairs or designee (F) Transfer and Career Center Rep (C)
<b>Selection/Appointment Process:</b>	Tri-Chairs of IPC to be determined by appointments from College President for Administrative Chair, Academic Senate President for Faculty Chair and Classified Senate for Classified Chair. Members selected by virtue of position held; Designees selected by appointment/designation - from Academic or Classified Senate
<b>Length of Term:</b>	By virtue of position held; By appointment/designation – indeterminate
<b>Committee Charge:</b>	<p>The Integrated Planning Committee (IPC) is a governance committee of the College Roundtable for Planning and Budgeting that is responsible for overall institutional effectiveness. Its duties are:</p> <ol style="list-style-type: none"><li>1. Coordinate and collaborate on college-wide program review process and work to establish strategic planning and goals.</li></ol>

# Berkeley City College Shared Governance Manual

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## Integrative Planning Committee (IPC)

2. Coordinate and implement college-wide initiatives to support the Education and Facilities Master Plan through a data-informed and Racial Equity-minded decision-making approach:
3. Coordinate and assist with accreditation efforts regarding integrated planning and institutional effectiveness.
4. Assist the college in developing and updating educational master planning process and implementation, including economic/workforce development related to educational services at the college and program levels.
5. Facilitate college-wide initiatives that support the Education Master Plan goals.
6. Disaggregates data by race, ethnicity and gender to assess, interpret, and evaluate student success at institutional, program, and course levels for the purpose of recommending systemic changes in education programs and support services.
7. Inform College enrollment management efforts from the integrated planning perspective.

**Recommends to:** College Roundtable for Planning and Budgeting

**Meeting Days & Times:** Twice per month on the second and fourth Thursdays during the academic year.



# Berkeley City College Shared Governance Manual

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## Tech Committee

**Tri-Chair:**

Administrative Designee  
Academic Senate Representative  
Classified Senate Representative

**Membership:**

Faculty Senate President and/or representatives  
Classified Senate President and/or representatives  
Associated Student President and/or representative  
Office of Instruction Representative  
Faculty, Science Department  
Faculty, Multimedia Arts Department  
Faculty, CIS Department  
Faculty, At Large  
Library Representative  
Student Services Representative  
Distance Education Representative  
Disability Services Representative  
Multimedia Services  
Campus Network Coordinator  
Web Specialist  
Public Relations/Communications Representative  
Admissions and Records Representative  
Business Office Representative

**Selection/Appointment Process:**

Faculty appointed by Academic Senate.  
Classified appointed by Classified Senate.

**Length of Term:**

2 years

**Committee Charge:**

Reporting directly to the Roundtable, the Technology Committee serves the purpose of the Shared governance decision-making process at Berkeley City College. The charge of the Committee is to advise the administration on technology issues.

1. Access: Provide secure computer and internet access to learning resources and support services by systematically plans, acquires, maintains, and upgrades or replaces technology and equipment to meet institutional needs.
2. Instructional Technology: Support the success of all students through the development of instructional technologies, including the delivery of instructional media.

# Berkeley City College Shared Governance Manual

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## Tech Committee

3. Campus Computing: Improve technology systems to increase institutional efficiencies and provide long-term support for campus computing needs.
4. Network Infrastructure: Upgrade and maintain the network infrastructure to support comprehensive wireless, voice, video, and data communications (shared with District).
5. Technology Support: Provide ongoing training and technology support services to meet the needs of students, faculty, staff and managers.
6. Human and Fiscal Resources: Develop, distribute and utilize resources to support the development, maintenance, and enhancement of its programs and services.
7. Business Continuity: Ensure technology resources as sufficient to maintain uninterrupted business-critical operations.
8. Timeline for Procurement: Request/ensure that timelines are posted for the procurement process upon submission of reports.

**Recommends to:** College Roundtable

**Meeting Days & Times:** First Thursday every month, 12:30pm -1:20pm

## **Academic Senate Standing Committees**

# Berkeley City College Shared Governance Manual

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## Affordable Educational Materials Committee

**Co-chair:** One Member Chosen from Existing Membership  
Faculty, ASCCC OERI liaison or any other interested faculty member

**Membership:** Faculty, Library  
Faculty, ASCCC OERI liaison or other area at large  
Distance Education committee member  
Faculty, Curriculum Committee  
Faculty, Liberal Arts, Business, Mathematics  
Faculty, CTE programs  
Administrator  
Bookstore manager  
Student Services faculty or representative  
Student representative  
\*A member may represent multiple constituency groups.

### Selection/Appointment Process:

Members are appointed by respective shared-governance bodies. Two co-chairs are elected at the end of the previous academic year. One co-chair must have served on the committee for the previous academic year.

**Length of Term:** Chair or Co-Chairs: Two Years  
Members: Indeterminate

### Committee Charge:

The Berkeley City College Affordable Educational Materials Subcommittee (Berkeley City CollegeAEM) is a Subcommittee of the Berkeley City College (“Berkeley City College”) Academic Senate. Its mission is to recommend policies, practices, and procedures (1) about alternatives to high-cost textbooks and other academic materials, (2) to track and document the financial, enrollment, and academic impact of affordable learning materials on Berkeley City College’s students, (3) and to provide opportunities to educate faculty, staff, and administrators about low and no-cost educational materials.

### Proposed Committee Functions:

- Identify alternative strategies to reduce textbook and course material costs for students.
- Make recommendations that address textbook and course material affordability, cost transparency, and accessibility, while respecting academic freedom.
- Educate students, faculty, and staff about alternative strategies to reduce textbook and course material costs.

# Berkeley City College Shared Governance Manual

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## Affordable Educational Materials Committee

### **Proposed Committee Functions (cont'd):**

- Encourage OER and low-cost material adoption and facilitate departmental and interdisciplinary sharing of materials.
- Ensure that faculty who have no cost associated with their courses have a ZTC icon in the online class schedule.
- Advocate for and review the allocation of resources dedicated to affordable educational materials.
- Work closely with the ASBerkeley City College to help communicate with and incorporate the suggestions of students into the work of the subcommittee.
- Develop objectives and timelines to accomplish actionable goals.

**Recommends to:** Academic Senate

**Meeting Days & Times:** Twice monthly during the academic year

# Berkeley City College Shared Governance Manual

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## Assessment Committee

**Chair:** Student Learning Outcomes Assessment Coordinator

**Membership:** Assessment Coordinator  
American Sign Language Rep.  
Arts and Cultural Studies Rep.  
Business/CIS/Economics Rep.  
Counseling Rep.  
English/Education Rep.  
ESOL Rep.  
Library/LIS Rep.  
Mathematics Rep.  
Modern Languages Rep.  
Multimedia Arts Rep  
Sciences Rep.  
Social Sciences Rep.  
Vice President of Instruction  
Curriculum & SLO Assessment Specialist  
TLC Coordinator

### Selection/Appointment Process:

Committee members (“liaisons”) self-nominate and serve one academic year commitments (for part-time faculty, as teaching assignment allows) that may be continued; recommended maximum of 5 consecutive years and desired 3-year commitment whereas 3 years is one assessment cycle. The Curriculum and SLO Assessment Specialist position is permanent and provides continuity. The Chair self-nominates and is voted on by committee members.

**Length of Term:** desired 3-year commitments for chairs and committee members, but committee members can serve 1 year.

### Committee Charge:

The Assessment Committee is a standing committee of the Academic Senate. The purpose of the committee is to ensure continuous improvement in all courses and programs (including instructional programs, student services, and administrative areas) throughout the college, informed by quantitative and qualitative evidence and broad participation in analysis of evidence, in order to support the college mission.

1. Serves as a resource for assessments of learning outcomes and service area outcomes in all courses and programs (including instructional programs, student services areas, and administrative areas)
2. Implements regular and meaningful Institutional Learning Outcomes assessments
3. Analyzes student learning outcomes assessment data

# Berkeley City College Shared Governance Manual

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## Assessment Committee

4. Supports instructional programs, student services, and administrative areas in the implementation of meaningful action plans for continuous improvement in promoting student success
5. Integrates assessment work and accreditation in order to support accreditation efforts
6. Promotes transparency and equity in planning and decision-making efforts
7. Communicates results of and serves as a resource for student learning outcomes assessment activities across campus
8. Makes recommendations, through the participatory governance process, regarding resources needed for assessment
9. Works with external partners and the District on assessment and other initiatives regarding data collection and analysis to support student success
10. Includes participation of all college constituents in planning for assessment, and implementing resulting action plans
11. Presents assessment data and initiatives during college-wide meetings, such as Flex Day activities and Roundtable meetings

**Recommends to:** Academic Senate.

**Meeting Days & Times:** 12:30pm -1:20pm, first and third Tuesday of the month.

# Berkeley City College Shared Governance Manual

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## Career Education Committee

**Chair(s):**

CTE Liaison  
CTE District Committee member

**Membership:****Voting Members (One designee from each CE Department/Program):**

CIS/CS (1 vote)  
    o Business  
    o CIS  
Science (1 vote)  
    o Biotechnology  
    o Analytical  
Education (1 vote)  
HUSV (1 vote)  
Multimedia Arts (1 vote)  
    o Animation and Game, Digital Imaging, Mobile  
    and Web, Video Arts

**Non-voting Members:**

Deans that support CE  
CE Project Manager  
Classified Staff  
DE representative  
Counselor

**Selection/Appointment Process:**

Voting Membership shall be composed of faculty members from across the divisions who are involved with CE programs. Terms of office shall be two years with half the representatives elected or appointed every two years. There will be no limit on the total number of times a person may serve on the committee. Appointments or elections shall be held by May of each year for the following academic year.

The chairperson shall be elected from among and by committee members by the last CE meeting in May for the following academic year.

**Length of Term:**

Chairperson: two years with no limits

**Committee Charge:**

As a standing committee of the Berkeley City College Academic Senate, the Career Education Committee (CE) represents CE faculty and works with CE staff and administrators throughout Berkeley City College. The committee



# Berkeley City College Shared Governance Manual

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## Career Education Committee

advises the Berkeley City College Community through the Academic Senate of its efforts to analyze community workforce needs, provide programs to meet those needs, and help students develop the skills to be competitive and thrive in the workplace.

As a key component of advising the Berkeley City College administration of the needs and concerns of CE programs and services, the responsibilities of the CE committee include, but are not limited to, the following activities.

1. Review budget and funds relevant to CE, and recommend to the CE Deans annual budgets that reflect costs and expenditures associated with each CE program, e.g., materials and supplies, equipment maintenance, travel and meeting expenses, and part time support staff.
2. Review and update programs to meet regulatory changes at the local, state, federal level and industry certifications to ensure diversity maximization of funding for CE Programs.
3. Identify additional CE faculty and staff needs to the CE Dean and that will be included in Faculty and Classified Prioritization.
4. Identify and report common CE facilities and materials, e.g., computers, classroom technology, software, that are in need of upgrade or maintenance.
5. Meet with the Counseling department annually to share updates for each CE program.
6. Identify granting agencies for each CE program and participate in grant writing.
7. Participate in planning and implementing CE quality standards, and short-term and longrange goals for college-wide CE programs, including the development of advisory committees and appropriate pathways.
8. Work with the college to assist with advertising CE programs.
9. Review CE websites to ensure content is accurate and updated.
10. Participate in outreach activities, including college open house, summer workshops, and seminars designed to attract high school and college students and inform the community of CE offerings.
11. Identify regional opportunities and activities that benefit students and meet the demands of granting agencies.

### **Recommends to:**

Berkeley City College Academic Senate and District CE Committee

### **Meeting Days & Times:**

First Fridays of the month in Fall and Spring semesters, 12:30pm -1:20 pm

# Berkeley City College Shared Governance Manual

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## Curriculum Committee

### Membership:

Curriculum Committee Chair  
Curriculum Specialist  
Articulation Officer  
Distance Education Coordinator  
SLO and Assessment Coordinator  
ASBerkeley City College Rep.  
Modern Languages Rep.  
Business/CIS Rep.  
Multimedia Arts Rep.  
Counseling Rep.  
Science and Biotechnology Rep.  
Library Rep.  
Social Sciences Rep.  
Arts and Cultural Studies Rep.  
English/Educational Rep.  
Mathematics Rep.  
ESOL Rep.  
American Sign Language Rep.  
Dean of Liberal Arts and Social Sciences  
Dean of Math, Science, and Career Education  
Vice President of Instruction

### Selection/Appointment Process:

For the faculty reps: The faculty representative from a given department is appointed by that department and approved by the Berkeley City College Academic Senate.

For the Curriculum Chair: In the final year of the current Chair's term, the Curriculum Committee will hold an election for the Chair position. When an election year arrives, the Academic Senate will post the job description for the Curriculum Committee Chair and for the Chair-Elect, including the amount of release time provided. These descriptions shall be posted no later than October 31st.

The Curriculum Committee will accept applications for Chair only from current or past members of the committee up until the last meeting of the fall semester. If one or more current or past members apply for the Chair position by that deadline, then no more applications will be accepted.

If no current or past member of the committee applies for the Chair position by the deadline, then the Academic Senate will announce that any faculty member is free to apply (including any current or former committee member who missed the fall deadline, but then subsequently wishes to apply). Such applications would be due February first of the election year.

# Berkeley City College Shared Governance Manual

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## Curriculum Committee

On the last meeting in March of the election year, the Committee will elect, from among those individuals whose applications it accepted, one individual to be Chair. The election will be by majority vote on a secret ballot. If the individual elected to be Chair is already serving in that role, then they will continue to serve in that role for another term. In the final year of that term, it will again be time to hold an election for Chair. The individual in question will be barred from applying for the Chair position in that election, unless authorized to do so by the Academic Senate.

If the individual elected to be Chair is not already serving in that role, then the year immediately following will be a transition year. During a transition year, the Chair from the previous year serves as Outgoing-Chair, while the individual just elected to Chair serves as Chair-Elect. The two will co-chair the committee during that year. In the year after that, the Chair-Elect officially begins their term as Chair, and will chair the committee on their own.

### **Length of Term:**

For the faculty reps: 2 years

For the Curriculum Chair: 2 years

### **Committee Charge:**

Review all curriculum proposals to ensure that they are appropriate to, and further the mission of, Berkeley City College; that there is a need for the proposed curriculum in the community we serve; that the proposals adhere to curriculum standards as given in Title 5, and as given by accrediting agencies and other relevant external bodies; that the college has adequate resources to maintain the proposed curriculum; and that the proposals comply with all applicable laws and regulations.

Review existing courses and programs periodically to ensure that they meet the standards cited above, and help departments plan for and enact any appropriate changes in their curriculum in the light of that review.

Maintain and publicize to the college policies and procedures concerning the development, review, and approval of curriculum that are clear, efficient, and ensure that the standards cited above are met.

Review general education requirements and graduation requirements for the Associates of Arts and Associates of Science degree, and make recommendations if necessary

Review district-level policies and procedures that concern the development, review, or approval of curriculum, and make recommendations if necessary

### **Recommends to:**

All curriculum proposals, except for minor course updates, are forwarded to CIPD for approval, which then forwards proposals approved by CIPD to the Board of Trustees.

Resolutions are forwarded to the Berkeley City College Academic Senate.

# Berkeley City College Shared Governance Manual

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## Curriculum Committee

### **Meeting Days & Times:**

Committee meetings are from 10:50 am - 12:20 pm. Typically they are on the 1st and 3rd Thursdays of each month, but that schedule may be altered to accommodate holidays, professional development days, etc.

# Berkeley City College Shared Governance Manual

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## Department Chairs Council

<b>Chair:</b>	Lead Department Chair
<b>Membership:</b>	Elected Department Chairs
<b>Ex-Officio Officers:</b>	Vice President of Instruction Dean of Liberal Arts and Social Sciences Dean of Mathematics, Science, and Career Education

### **Selection/Appointment Process:**

The Lead Department Chair shall be elected each spring following department chairs elections and serve in this role for one academic year. Faculty interested in serving in this position will self-nominate each spring and voting will consist of one vote for each department. Eligible candidates will not represent departments that have had the Lead Department Chair role within the last three years. Eligible candidates will also not currently serve in another major leadership position, such as chair of another shared governance committee at the college. If no faculty member comes forward, the above restrictions may be waived by agreement of a simple majority of the Chairs Council. If an individual is unwilling or unable to serve out an entire term, the process will be repeated to elect a new Lead Department Chair for the remainder of that term. Whenever possible and/or practical, the incumbent Lead Department Chair may serve as co-Lead Department Chair for one academic year with a Lead Department Chair-elect, in order for operational continuity. Lead Department Chair will serve as representative of the Chairs Council on the College Roundtable for Budget and Planning Committee, the Integrated Planning Committee, the Faculty Senate (non-voting), and other committees as well.

<b>Length of Term:</b>	One academic year, no term limits
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### **Committee Charge:**

Department Chairs Council is a standing committee of the Academic Senate. The Council serves as a leadership advisory group for matters related to:

- schedule development,
- enrollment management,
- faculty hiring, and
- instructional units including facilities, technology, assessment, and curriculum
- policies, practices, procedures and processes as they pertain to department affairs

Through Chairs Council, all department chairs contribute to college-wide decision-making activities. Department Chairs' roles and responsibilities are defined in the PFT Contract, Appendix 16. Lead Department Chair will serve as representative of the Chairs Council on the College Roundtable for Budget and Planning Committee, the Integrated Planning Committee, the Faculty Senate (non-voting), and other committees pertaining to the Chairs Council charge.

# Berkeley City College Shared Governance Manual

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## Department Chairs Council

**Recommends to:** Academic Senate

**Meeting Days & Times:** 2nd and 4th Friday of each month; 1:30pm to 3:30pm.

To determine the agenda for chairs and administrators meetings, the Lead Department Chair shall consult the Vice President of Instruction and Division Deans, as well as all department chairs .

# Berkeley City College Shared Governance Manual

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## Distance Education Committee

**Co-Chairs:**

Distance Education Coordinator  
POCR Lead

**Membership:**

Disability Services Representative  
Counselor Representative  
Faculty, Distance Education Reviewer on Curriculum  
Committee  
Faculty, Liberal Arts  
Faculty, Business, Science, & Applied Technology  
Three Faculty At Large  
IT or AV Representative  
Student Representative  
Web Content Representative  
Instructional Designer  
Accessibility Expert

**Selection/Appointment Process:**

Members are appointed by respective shared-governance bodies. DE Coordinator is a position with faculty re-assign time. Refer to DE Job Description.

**Length of Term:**

Co-Chairs: two years  
Members: indeterminate

**Committee Charge:**

The Berkeley City College Distance Education Committee (“BCCDEC”) is a Subcommittee of the Berkeley City College (“BCC”) Academic Senate. Its mission is to recommend policies, practices, and procedures that (1) aim to support faculty teaching in the online environment and (2) contribute towards the creation of high quality, engaging, and equitable online, hybrid, and web-enhanced courses to Berkeley City College students based on research and existing regulatory and accreditation requirements.

Berkeley City CollegeDEC acts as the point of contact for issues related to distance education at Berkeley City College and serves as the primary recommending body to the Berkeley City College Academic Senate on issues related to distance education and online learning. Additionally, BCCDEC, through the Berkeley City College Distance Education Coordinator, provides input to the Peralta Community College District Distance Education Committee.

The BCCDEC Peer Online Course Review (POCR) work group will meet and work with faculty to review courses in small teams in order to facilitate and support the design and creation of “Aligned” courses within the meaning of the California Virtual Campus (“CVC”) Rubric. The POCR work group is focused on each section of CVC Rubric (Content Presentation, Interaction, Assessment, and Accessibility)

# Berkeley City College Shared Governance Manual

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## Distance Education Committee

Within the POCR work group, at least one member of the section review teams shall be certified as a CVC Course Reviewer, or in the process of completing certification. Members of the section review teams shall receive stipends or release time based on their work with faculty to create OEI Rubric “Aligned” courses.

### Committee Functions:

- Inform the college community on issues related to distance education.
- Provide recommendations to the Academic Senate regarding issues related to distance education.
- Provide input and advice on distance education issues in order to promote the creation of a strategic distance education plan related to online education and instructor professional development.
- Review the allocation of resources dedicated to distance education and effectiveness of distance education policy through distance education program review.
- Collaborate and coordinate with other Academic Senate subcommittees and college stakeholders on issues related to distance education.
- Work with faculty by providing one-on-one assistance and identifying and promoting professional development opportunities in order to promote the development and alignment of distance education courses that are consistent with the requirements of the OEI Rubric.
- POCR work group reviews faculty courses based on the four sections of the CVC Rubric (Content Presentation, Interaction, Assessment, and Accessibility) and works with faculty to design and create “Aligned” courses.

**Recommends to:** Academic Senate

**Meeting Days & Times:** Twice monthly during the academic year.



# Berkeley City College Shared Governance Manual

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## Professional Development Committee

### Chair:

Once a year, after the membership and the amount of release time are determined, the Committee shall elect a chairperson. The chairperson shall be a faculty member but does not have to be a member of the Committee. If the chair is not a member, the chair shall not be eligible to vote. The term of office shall be for one year, and shall not exceed four consecutive terms.

### Membership:

The Professional Development Committee shall consist of: Three (3) administrators designated by the College President;

Three (3) faculty members:

- One chosen by the PFT Chapter Chairs,
- One chosen by the College Academic Senate and,
- One by mutual agreement; and,

Three (3) Classified Staff chosen by Classified Senate.

### Length of Term:

The term of service shall be for two (2) years, and no one shall serve for more than four (4) consecutive years. Term of service shall commence on the first day of school of each academic year. If someone replaces a member, he/she will fill out that member's term and then be eligible to serve his/her own two-year term, if reappointed. In no case may anyone serve beyond four consecutive years. If a faculty vacancy on the committee is anticipated, there shall be a written notice no later than April 15th of the preceding academic year to every faculty member from both the PFT Chapter chairs and the college Academic Senate notifying all faculty

1. of any vacancies on the committee;
2. that all are eligible to serve;
3. what the responsibilities for committee members are;
4. what the procedures for application are.

### Committee Charge:

1. The Berkeley City College Professional Development Committee supports faculty, staff, administrators, and student leaders in activities that build our capacity to contribute to Berkeley City College's vision:
2. Berkeley City College is a premier, diverse, student-centered learning community, dedicated to academic excellence, collaboration, innovation, and transformation.
3. Work with Unions, other Shared governance bodies, and Special Projects to create and foster a broad array of Professional Development activities.
4. Establish priorities and procedures and approve funding requests for Professional Development activities. Depending on funds available and requests received, professional development funds may be awarded for the

# Berkeley City College Shared Governance Manual

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## Professional Development Committee

following:

- collaborative projects including TLC activities
  - tuition reimbursement, in-house training, and webinars
  - books, materials, supplies, and software
  - memberships and subscriptions
  - retreats
  - conference registration, travel, hotel accommodations, meals, and other related expenses
  - other expenses that directly contribute to professional development
5. Oversee the sabbatical leave process (see Article 26, Paragraph R and the Sabbatical Leave Handbook for description of guidelines, procedures, applicants, etc.); and review, score and rank all applicants. The committee shall make its recommendations to the College President and the Chancellor.
  6. Oversee the retraining leave process (See Article 26, Paragraph S).
  7. Plan the Flex Day activities.
  8. Oversee and advise the activities and use of the Teaching and Learning Center.
  9. Issue twice yearly report to the College Community and the District Officer of Staff Development: on expenditures, funding priorities, procedures, deadlines, activities, schedule of meetings, attainment of goals, needs assessments, etc.
  10. Professional Development Committee decisions and recommendations shall not be subject to the grievance process.

### **Responsibilities of the Chairperson:**

1. The chairperson shall be responsible for implementing all of the policies, procedures, and guidelines that have been established by the College Professional Development Committee and the PFT-PCCD collective bargaining agreement
2. The chairperson shall
  - Call and schedule all meetings of the committee, including special meetings as requested or needed; prepare an agenda; distribute minutes; conduct all communication, including the committee's recommendations and decisions, to all interested parties
  - As assigned, write all official College reports, local and state, as required, in a timely manner
  - Make sure the business of the Committee is conducted in a fair, open, and timely manner
  - Oversee all College Flex (Professional Day) Activities, including registration, room assignments, equipment availability, designating facilitator, evaluations, etc.
  - Communicate with the College community on a regular, on-going basis in order to discuss, refine, and update the Professional Development Committees funding goals and priorities
  - Meet on a periodic basis, as needed, with the District Officer of Staff Development and the other Professional Development chairs
  - Plan, develop, initiate, co-ordinate the College's collaborative/special projects and college-wide activities and be generally responsible for the overall improvement of skills, knowledge, and morale of all segments of the College community

# Berkeley City College Shared Governance Manual

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## Professional Development Committee

**Recommends to:** College President

**Meeting Day & Times:** Once per month, with special meetings as necessary

For additional specifications, please refer to PFT Contract Article 25.

## **Ad Hoc Committees**

# Berkeley City College Shared Governance Manual

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## Commencement Committee

<b>Co-chairs:</b>	Vice President of Student Services and designee
<b>Membership:</b>	Classified staff members from student services and instruction areas College administrators Faculty members from instruction and student services
<b>Committee Charge:</b>	The Commencement Committee will: <ol style="list-style-type: none"><li>1. Plan and oversee the annual commencement ceremony that occurs in May;</li><li>2. Coordinate event planning with district offices and outside vendors.</li></ol>
<b>Recommends to:</b>	College President
<b>Meeting Day &amp; Times:</b>	As needed in the Fall semester; at least monthly meetings during Spring semester.