



AGENDA

August 28 2013

9:00 a.m.

I E Conference Room (L-40)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. Approve Minutes (5/7/13; 7/24/13)
3. IEC Meeting Schedule (*Discussion; Action*)
4. Program Review Committee: Co-Chair(s) (*Discussion/Action*)
5. Consideration of Revised Program Review templates (*Action*)
6. Timeline for 2013-14 Integrated Planning Cycle (*Discussion*)
7. Follow-Up Response to ACCJC: Champions and Timetable (*Discussion*)
8. Budget Allocation Proposal (BAP) Revision (*Discussion*)
9. Enrollment Management Subcommittee (*Information*)
10. Mission, Vision, Values revision (*Information*)
11. Other



August 28, 2013
9:00 a.m.
IE Conference Room (L-40)

| | | | | | | | | |
|---|------------------|---------------------|---|---------------|------------|---|------------------|--------------------------|
| X | Stephen Eaton | (CHAIR) VPAA | X | Sandi Thomas | Management | X | Sally VanDenBerg | President, AS (Advisory) |
| X | Penny Shreve | Dean of Instruction | X | Kim Young | Management | | Virgil Stanford | VPAS (Advisory) |
| X | Nance Nunes-Gill | SLO Coordinator | X | Dayleen Hubby | Classified | X | Jim Daniels | VPSS (Advisory) |
| X | Kyri Freeman | Academic Senate | X | Nancy Olson | Classified | | | |
| X | Gabriela Edmund | Associated Students | | | | X | Jayne Sanchez | Recorder |

| | Agenda Item | Action/Decision | Owner/Person Responsible | Complete Date/Deadline | Status* |
|----|--|-------------------------|--------------------------|------------------------|------------------------|
| | Call to Order: 8:58 a.m. | | | | |
| 1. | Approve Agenda | Approved | | | Completed |
| 2. | Approve Minutes: 5/7/13 | Approved | Nunes-Gill/Young | | Completed |
| | Approve Minutes: 7/24/13 | Approved | Olson/Young | | Completed |
| 3. | IEC Meeting Schedule | Discussion | | 9/4/13 | Carried forward |
| | Meeting scheduled for following week, 9/4/13. Frequency of subsequent meetings will be determined at that time. | | | | |
| 4. | Program Review Committee (PRC): Co-Chair(s) | Discussion/ Appointment | Eaton | 9/4/13 | Carried forward |
| | Kim Young will continue as co-chair of the PRC; Kyri Freeman will replace Dr. Stinson as the faculty co-chair. Additional appointments/recommendations to be made by the Academic Senate and by S. Eaton, as indicated in the committee charge. | | | | |
| 5. | Consideration of Revised Program Review Templates | Discussion/Approval | Nunes-Gill/Olson | | Completed |
| | Brief discussion summarizing the minor changes to the Program Review templates. The committee approved the revisions and the forms will now move forward. | | | | |
| 6. | Timeline for 2013–14 Integrated Planning Cycle | Approved | Nunes-Gill/Thomas | | Completed |
| | The IEC Task Timetable was reviewed and summarized for the members. The following due dates established: <ul style="list-style-type: none"> • October 2, 2013: Program Reviews (PRs) and any accompanying Budget Allocation Proposals (BAPs) due to the VPs • October 16, 2013: PRs and BAPs due to IEC by VPs • November 13, 2013: BAPS distributed, as applicable, to Academic Senate, Technology Committee, or Facilities Committee • December 4, 2013: BAPS returned to IEC with appropriate input from applicable committees • January 15, 2014: IEC Priorities to Budget and Finance Committee | | | | |
| 7. | Follow-Up Response to ACCJC: Champions and Timetable | Approved | Young/Olson | | Completed |
| | The timeline for completing the Follow-Up Report was reviewed, emphasizing the need for completion of the bulk of the narrative prior to the holiday break. The following “Champions” were designated: <ul style="list-style-type: none"> • Recommendation 2 (Distance Ed): Sona Vartanian/Nancy Olson • Recommendation 3 (SLOs): Nance Nunes-Gill/Penny Shreve • Recommendation 4 (Integrated Planning): Stephen Eaton/Trinda Best • Recommendation 13 (Dialogue): Maureen Stokes/Dr. DiThomas | | | | |
| 8. | Budget Allocation Proposal (BAP) Revision | Discussion | K. Young | 9/4/13 | Carried forward |



| | Agenda Item | Action/Decision | Owner/Person Responsible | Complete Date/Deadline | Status* |
|-----|---|-----------------|--------------------------|------------------------|------------------|
| | A brief explanation was provided regarding the BAP form and areas that may need updating to ensure alignment with current planning processes as well as with revised program review documents. Members are encouraged to review the PR forms and the BAP and to provide appropriate input. The BAP will be considered for approval at the 9/4/13 meeting. | | | | |
| 9. | Enrollment Management Subcommittee | Information | S. Eaton | | Completed |
| | A participatory governance committee will be formed to consider enrollment management aspects of planning. | | | | |
| 10. | Mission, Vision, Values revision | Information | S. Eaton | | Completed |
| | The September 3, 2013 All-College meeting will look at institutional values and strategic planning. | | | | |
| | Adjourned at: 10:05 | | | | |

*Completed, deleted or carried forward



AGENDA

September 4, 2013

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. Approve Minutes ((8/28/13))
3. IEC Meeting Schedule (*Discussion; Action*)
4. Program Review Committee: 2013–14 Membership (*Discussion*)
5. Budget Allocation Proposal (BAP) Revision (*Discussion/Action*)
6. Non-Instructional Program Review Cycle (*Information*)
7. IEC Statement of Purpose (*Discussion/Action*)
8. Other



**September 4, 2013
9:00 a.m.
LRC Conference Room (L-4)**

| | | | | | | | | |
|---|------------------|---------------------|---|---------------|------------|---|------------------|--------------------------|
| X | Stephen Eaton | (CHAIR) VPAA | X | Sandi Thomas | Management | X | Sally VanDenBerg | President, AS (Advisory) |
| | Penny Shreve | Dean of Instruction | X | Kim Young | Management | | Virgil Stanford | VPAS (Advisory) |
| X | Nance Nunes-Gill | SLO Coordinator | X | Dayleen Hubby | Classified | X | Jim Daniels | VPSS (Advisory) |
| X | Kyri Freeman | Academic Senate | X | Nancy Olson | Classified | | | |
| X | Gabriela Edmund | ASB Representative | | | | X | Jayne Sanchez | Recorder |

| | Agenda Item | Action/Decision | Owner/Person Responsible | Complete Date | Status* |
|-----|---|----------------------------|--------------------------|----------------|------------------------|
| | Call to Order: 9:00 a.m. | | | | |
| 1. | Approve Agenda | Approved with modification | Nunes-Gill/Olson | | Completed |
| | Agenda was modified to include item 3.5: Academic Senate: Program Review template | | | | |
| 2. | Approve Minutes (8/28/13) | Approved | Nunes-Gill/Thomas | | Completed |
| 3. | IEC Meeting Schedule | Discussion | | | Completed |
| | The committee agreed to schedule meetings on a weekly basis, with the understanding that this schedule may change should the need for frequency decline. | | | | |
| 3.5 | Academic Senate: Program Review template | Information | | | Completed |
| | The Academic Senate approved the revised Instructional Program Review template at their 8/29/13 meeting. However, the approval was with the caveat that the previous year's program reviews would be made available online. It was reported that this had already been done, and that additional materials such as the Program Review Handbook, the Budget Allocation Proposal (BAP), and the BAP Rubric will also be made available in a central location for use in preparation of this year's PRs. (http://www.barstow.edu/ProgramReview/ProgRev.html) | | | | |
| 4. | Program Review Committee (PRC): 2013–2014 Membership | Discussion | | 9/11/13 | Carried forward |
| | The PRC needs appointment of an Academic Senate representative, which will be made by the next meeting (9/11). Additional discussion held regarding the designation of classified representatives; these will be selected by the union. | | | | |
| 5. | Budget Allocation Proposal (BAP) Revision | Approved | Young/Olson | | Completed |
| | The BAP form was reviewed with the committee. Some minor, administrative changes have been incorporated to facilitate processing. In addition, in previous years, users were asked to indicate how the request was "aligned with the college's Strategic Priorities"; they will now be asked to describe how their request is "aligned with the college's strategic planning documents," which are listed separately, with links to the actual documents. The revised form was approved by the committee. | | | | |
| 6. | Non-Instructional Program Review Cycle | Information | | | Completed |
| | The Non-Instructional 3-Year Program Review cycle was reviewed with the committee. | | | | |
| 7. | IEC Statement of Purpose | Discussion | | 9/11/13 | Carried forward |
| | Committee reviewed the "charge" of the IEC, as shown in the Participatory Governance Handbook. Discussion held regarding providing clarification of the Program Review Committee as sub-committee of IEC, as well as designating the VPAA as Chair of the IEC. Discussion will continue next meeting for determination of a "statement of purpose." | | | | |
| | Adjourn: 9:50 a.m. | | | | |

*Completed, deleted or carried forward



AGENDA

September 11, 2013

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. Approve Minutes (9/4/13)
3. Program Review Committee (PRC):
 - 2013–14 Membership (*Information*)
 - Next Steps (*Discussion*)
4. IEC Statement of Purpose (*Discussion/Action*)
5. ACCJC Follow-Up Report: Status Update (*Information*)
6. Other



| | | | | | | | | |
|---|-------------------------|----------------------------|---|----------------------|-------------------|---|-------------------------|---------------------------------|
| September 11, 2013 9:00 a.m. LRC Conference Room (L-4) | | | | | | | | |
| X | Stephen Eaton | <i>(CHAIR) VPAA</i> | X | Sandi Thomas | <i>Management</i> | X | Sally VanDenBerg | <i>President, AS (Advisory)</i> |
| X | Penny Shreve | <i>Dean of Instruction</i> | X | Kim Young | <i>Management</i> | | Virgil Stanford | <i>VPAS (Advisory)</i> |
| X | Nance Nunes-Gill | <i>SLO Coordinator</i> | X | Dayleen Hubby | <i>Classified</i> | | Jim Daniels | <i>VPSS (Advisory)</i> |
| X | Kyri Freeman | <i>Academic Senate</i> | X | Nancy Olson | <i>Classified</i> | | | |
| X | Gabriela Edmund | <i>Associated Students</i> | | | | X | Jayne Sanchez | <i>Recorder</i> |

| | Agenda Item | Action/Decision | Owner/Person Responsible | Complete Date | Status* |
|-----|--|----------------------------|--------------------------|---------------|------------------------|
| | Call to Order: 9:00 a.m. | | | | |
| 1. | Approve Agenda | Approved with modification | | | Completed |
| | "DCP Coordinator Status" was added to agenda as item 3.5. | | | | |
| 2. | Approve Minutes (9/4/13) | Approved with modification | | | Completed |
| | Minor addition made for clarification. | | | | |
| 3. | Program Review Committee (PRC): | Information | Young | | Completed |
| | <ul style="list-style-type: none"> • 2013–14 Membership: Classified members Christina Calderon and Rhonda Sheffield have been added the PRC. One slot for Academic Senate representative is still vacant. The committee will begin meeting, hopefully this week. • Next Steps: The committee will be looking at mechanisms for evaluating program reviews and establishing a timeline for Fall 2013 tasks. | | | | |
| 3.5 | DCP Coordinator Status | Information | Shreve | | Completed |
| | DCP Coordinators have been appointed for the Natural Science/Math and the Humanities areas. | | | | |
| 4. | IEC Statement of Purpose | | | | Carried forward |
| | <p>The committee drafted the following for submission as "Statement of Purpose" for the IEC:</p> <p style="text-align: center;">Through integrated planning the Institutional Effectiveness Committee (IEC) leads program review and accreditation processes to ensure that decision-making is data driven and connected to the mission and strategic priorities of the institution.</p> <p>The committee also reviewed the current update of the committee charge, with suggested changes incorporated. This discussion will continue among members via email throughout the week and will be addressed at the next meeting.</p> | | | | |
| 5. | ACCJC Follow-Up Report: Status Update | Information | Eaton | | Completed |
| | Adjourned: 10:00 a.m. | | | | |

*Completed, deleted or carried forward



AGENDA

October 2, 2013

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda (*Action*)
2. Approve Minutes (*9/11/13*)
3. IE Committee Charge: Update
4. Program Review Committee: Status Update
5. Accreditation Follow-Up Report: Update on Responses to Recommendations
 - a. Distance Education
 - b. Student Learning Outcomes
 - c. Integrated Planning Documents
 - d. Institutional Effectiveness Dialog
6. IEC Task Timetable: Upcoming “Tasks”
7. Other



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|--|------------------|---------------------|---|---------------|------------|---|------------------|--------------------------|
| October 2, 2013 9:00 a.m. LRC Conference Room (L-4) | | | | | | | | |
| X | Stephen Eaton | (CHAIR) VPAA | X | Sandi Thomas | Management | X | Sally VanDenBerg | President, AS (Advisory) |
| X | Penny Shreve | Dean of Instruction | X | Kim Young | Management | | Virgil Stanford | VPAS (Advisory) |
| X | Nance Nunes-Gill | SLO Coordinator | X | Dayleen Hubby | Classified | | Jim Daniels | VPSS (Advisory) |
| X | Kyri Freeman | Academic Senate | X | Nancy Olson | Classified | | | |
| | Gabriela Edmund | Associated Students | | | | X | Jayne Sanchez | Recorder |

| | Agenda Item | Action/Decision | Owner/Person Responsible | Complete Date | Status* |
|----|--|-----------------|--------------------------|---------------|------------------|
| | Call to Order: 9:00 a.m. | | | | |
| 1. | Approve Agenda | Approved | | | Completed |
| 2. | Approve Minutes (9/11/13) | Approved | | | Completed |
| 3. | IE Committee Charge: Update | Approved | Eaton | 10/2/13 | Completed |
| | The committee reviewed the draft purpose statement and revised committee charge. Approval was unanimous. These will be forwarded to the president's office for finalization. | | | | |
| 4. | Program Review Committee (PRC): Status Update | Information | Young/Freeman | | |
| | The PRC is developing a rubric for use with the evaluation of program reviews later this month. The rubric will be also be used as a feedback mechanism for PR originators, and as tool in the development of the PR Report to the IEC. The PRC task timetable for completion of PR evaluations was outlined for the committee. | | | | |
| 5. | Accreditation Follow-Up Report: Update on Responses to Recommendations | Information | Eaton | | |
| | <ul style="list-style-type: none"> a) Distance Education: Moodle implementation is on track to meet the projection for 50% of online classes offered in Moodle this fall; the goal is to reach 100% in spring of 2014. A rubric for regular and effective contact has been put in place as a benchmark for interaction. b) SLOs: Faculty are continuing to document improvement in student learning with outcomes assessment results. The results will be highlighted within the program review, and linkage to planning and resource allocation can be demonstrated. A pilot group will be using TracDat for fall SLO assessment results with the intent of full implementation in 2014. College-wide utilization of TracDat will further facilitate documentation of improvement in student learning, and linkage of assessment results to planning and resource allocation. c) Integrated Planning Documents: The Staff Development and Excellence Recognition Committee (SDERC) is examining the components for a Professional Development Plan and an HR Staffing Plan is currently under development. d) Institutional Effectiveness Dialog: Documented institutional dialog regarding strategic planning continues to take place, such as All-College meetings, President's Advisory Council (PAC), or Management Council. As an example, information from a recent "values" session held at an All-College meeting was taken to an ad hoc subcommittee of PAC, formulated into a draft of BCC core values, and presented at the next All-College meeting for additional input. | | | | |
| 6. | IEC Task Timetable: Upcoming "Tasks" | Information | Eaton | | |
| | Program Reviews, along with any accompanying BAPs, will be submitted to IEC by October 16, and forwarded to the PRC for evaluation. Those with BAPs will be returned to the IEC by November 13 and the BAPs forwarded to other committees for input, if applicable. In order to meet the timeline required for budget development, IEC prioritization of BAPs will be done by January 15, 2014. | | | | |
| | Adjourn: 9:45 a.m. | | | | |

*Completed, deleted or carried forward



AGENDA

October 16, 2013

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda (*Action*)
2. Approve Minutes (*10/2/13*)
3. Program Reviews: Status and Update (*Information*)
4. BAP Rubric: Review (*Discussion*)
5. BAP Ranking Process: Clarification (*Discussion*)
6. Other



October 16, 2013
9:00 a.m.
LRC Conference Room (L-4)

| | | | | | | | | |
|----------|-------------------------|----------------------------|----------|----------------------|-------------------|----------|-------------------------|---------------------------------|
| X | Stephen Eaton | <i>(CHAIR) VPAA</i> | | Sandi Thomas | <i>Management</i> | X | Sally VanDenBerg | <i>President, AS (Advisory)</i> |
| | Penny Shreve | <i>Dean of Instruction</i> | X | Kim Young | <i>Management</i> | | Virgil Stanford | <i>VPAS (Advisory)</i> |
| X | Nance Nunes-Gill | <i>SLO Coordinator</i> | X | Dayleen Hubby | <i>Classified</i> | | Jim Daniels | <i>VPSS (Advisory)</i> |
| X | Kyri Freeman | <i>Academic Senate</i> | X | Nancy Olson | <i>Classified</i> | | | |
| | Gabriela Edmund | <i>ASB Representative</i> | | | | X | Jayne Sanchez | <i>Recorder</i> |

| | Agenda Item | Action/Decision | Owner/Person Responsible | Complete Date | Status* |
|-----------|---|-----------------|--------------------------|---------------|------------------------|
| | Call to Order: 9:00 a.m. | | | | |
| 1. | Approve Agenda | Approved | | | Completed |
| 2. | Approve Minutes: 10/2/13 | Approved | | | Completed |
| 3. | Program Reviews: Status and Update | Information | Eaton | | Completed |
| | <ul style="list-style-type: none"> The committee reviewed the timeline for processing of program reviews (PRs) and accompanying Budget Allocation Proposals (BAPs). An email message will be sent appropriate administrators as a reminder to complete the administrative portion of the BAP. Suggestion was made to include an indication of PR status (i.e. Full PR, Update #1 and Update #2) on the front page of the form for reader and processing clarification. | | | | |
| 4. | BAP Rubric: Review | Discussion | | | Carried Forward |
| | The BAP rubric was briefly reviewed by the committee. A more thorough, itemized, review and discussion will take place prior to, and as a preparation for, the ranking process. | | | | |
| 5. | BAP Ranking Process: Clarification | Discussion | | | Carried Forward |
| | <ul style="list-style-type: none"> The committee discussed the process and timeline for BAP ranking. It was agreed that additional "special" meetings will be scheduled to accomplish the prioritization process within the timeline. Materials will be made available ahead of time for member review. The meetings will provide opportunity for committee dialog regarding proposals. IEC priority ranking of requests will be submitted to the Budget & Finance Committee for consideration. The process will be covered in additional detail at the next meeting. | | | | |
| | Adjourn: 9:55 a.m. | | | | |

*Completed, deleted or carried forward



AGENDA

October 23, 2013

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda (*Action*)
2. Approve Minutes (*10/16/13*)
3. Introduction: Carl Yuan, Dean of Research, Development & Planning and incoming committee chair
4. Upcoming BAP Ranking Procedure (*Discussion*)
5. Example BAP: Process exercise (*Discussion*)
6. Other



October 23, 2013
9:00 a.m.
LRC Conference Room (L-4)

| | | | | | | | | |
|---|-------------------------|----------------------------|---|----------------------|-------------------|---|-------------------------|---------------------------------|
| X | Stephen Eaton | <i>(CHAIR) VPAA</i> | | Sandi Thomas | <i>Management</i> | X | Sally VanDenBerg | <i>President, AS (Advisory)</i> |
| X | Penny Shreve | <i>Dean of Instruction</i> | X | Kim Young | <i>Management</i> | | Virgil Stanford | <i>VPAS (Advisory)</i> |
| X | Nance Nunes-Gill | <i>SLO Coordinator</i> | X | Dayleen Hubby | <i>Classified</i> | | Jim Daniels | <i>VPSS (Advisory)</i> |
| | Kyri Freeman | <i>Academic Senate</i> | X | Nancy Olson | <i>Classified</i> | X | Carl Yuan | <i>Dean, RD&P</i> |
| X | Gabriela Edmund | <i>ASB Representative</i> | | | | X | Jayne Sanchez | <i>Recorder</i> |

| | Agenda Item | Action/Decision | Owner/Person Responsible | Complete Date | Status* |
|--|---|------------------------|---------------------------------|----------------------|------------------------|
| | Call to Order: 9:00 a.m. | | | | |
| 1. | Approve Agenda | Approved | | | Completed |
| 2. | Approve Minutes: 10/16/13 | Approved | | | Completed |
| 3. | Introduction: Carl Yuan, Dean of Research, Development & Planning | Information | | | Completed |
| As the Dean of Research, Development & Planning, Carl Yuan will take over as chair of the committee. | | | | | |
| 4. | Upcoming BAP Ranking Procedure | Discussion | | | Completed |
| | <ul style="list-style-type: none"> The committee reviewed the timeline for program review (PR) evaluations. The timeline includes a period during which the Budget Allocation Proposal (BAP) may be returned to the originator, who will then have an opportunity to resubmit with strengthened connections. The committee will have the opportunity to review submitted materials; the committee will meet and hold discussion regarding the BAPs; committee members can then score the BAPs outside of the meeting and submit to the IE office. After scoring is totaled, committee will meet and determine final ranking for submission to Budget & Finance (B & F). Additional "special meetings" will be scheduled, if necessary, to complete the process within the timeline. | | | | |
| 5. | Example BAP: Process exercise | Discussion | | | Carried forward |
| | <ul style="list-style-type: none"> The committee briefly reviewed the components of the BAP Scoring Rubric The two BAPs submitted by WELD were used as examples for discussion regarding the rubric, and how the rubric will be utilized to assess and prioritize all submitted BAPs Several questions were raised regarding availability of program enrollment information for use when considering requests. While not specifically requested on the PR, the information can be made available as needed during the process. Discussion and review will continue at the next meeting and will also address a Non-Instructional PR and BAP. | | | | |
| | Adjourn: 10:05. | | | | |

*Completed, deleted or carried forward



AGENDA

October 30, 2013

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda (*Action*)
2. Approve Minutes (*10/23/13*)
3. BAP Rubric and Example BAP: Process Exercise (*Continued*)
4. Other



October 30, 2013
9:00 a.m.
LRC Conference Room (L-4)

| | | | | | | | | |
|---|-------------------------|-------------------------------|---|----------------------|-------------------|---|-------------------------|---------------------------------|
| X | Carl Yuan | <i>(CHAIR) Dean, RD&P</i> | | Sandi Thomas | <i>Management</i> | X | Sally VanDenBerg | <i>President, AS (Advisory)</i> |
| X | Penny Shreve | <i>Dean of Instruction</i> | X | Kim Young | <i>Management</i> | | Virgil Stanford | <i>VPAS (Advisory)</i> |
| X | Nance Nunes-Gill | <i>SLO Coordinator</i> | X | Dayleen Hubby | <i>Classified</i> | X | Jim Daniels | <i>VPSS (Advisory)</i> |
| X | Kyri Freeman | <i>Academic Senate</i> | X | Nancy Olson | <i>Classified</i> | | Stephen Eaton | <i>VPAA (Advisory)</i> |
| X | Gabriela Edmund | <i>ASB Representative</i> | | | | X | Jayne Sanchez | <i>Recorder</i> |

| | Agenda Item | Action/Decision | Owner/Person Responsible | Complete Date | Status* |
|----|--|------------------------|---------------------------------|----------------------|-----------------|
| | Call to Order: 9:05 a.m. | | | | |
| 1. | Approve Agenda | Approved | | | Completed |
| 2. | Approve Minutes: 10/23/13 | Approved | | | Completed |
| 3. | BAP Rubric and Example BAP: Process Exercise (Continued) | Discussion | Yuan | 11/6/13 | Carried Forward |
| | <ul style="list-style-type: none"> The committee reviewed the Budget Allocation Proposal (BAP) Scoring Rubric and added several notations directing the reviewer to specific sections of the Program Review and/or BAP for information. Additional suggestions were made by the committee to improve both the form and the process for upcoming cycles. Process review will continue at the next meeting. | | | | |
| 4. | Other | n/a | | | |
| | Adjourn: 9:50 a.m. | | | | |

*Completed, deleted or carried forward



AGENDA

November 6, 2013

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda (*Action*)
2. Approve Minutes (*10/30/13*)
3. PRC Update (*Young/Freeman*)
4. 2014 BAPs: Overview (*Sanchez*)
5. BAP Committee Input: Discussion (*Eaton*)
6. BAP Scoring: Exercise (*Young*)
7. Other



November 6, 2013
9:00 a.m.
LRC Conference Room (L-4)

| | | | | | | | | |
|---|-------------------------|-------------------------------|---|----------------------|-------------------|---|-------------------------|---------------------------------|
| X | Carl Yuan | <i>(CHAIR) Dean, RD&P</i> | | Sandi Thomas | <i>Management</i> | X | Sally VanDenBerg | <i>President, AS (Advisory)</i> |
| X | Penny Shreve | <i>Dean of Instruction</i> | X | Kim Young | <i>Management</i> | | Virgil Stanford | <i>VPAS (Advisory)</i> |
| X | Nance Nunes-Gill | <i>SLO Coordinator</i> | X | Dayleen Hubby | <i>Classified</i> | | Jim Daniels | <i>VPSS (Advisory)</i> |
| X | Kyri Freeman | <i>Academic Senate</i> | X | Nancy Olson | <i>Classified</i> | X | Stephen Eaton | <i>VPAA (Advisory)</i> |
| X | Gabriela Edmund | <i>ASB Representative</i> | | | | X | Jayne Sanchez | <i>Recorder</i> |

| | Agenda Item | Action/Decision | Owner/Person Responsible | Complete Date | Status* |
|----|--|------------------------|---------------------------------|----------------------|------------------------|
| | Call to Order: 9:00 a.m. | | | | |
| 1. | Approve Agenda | Approved | | | Completed |
| 2. | Approve Minutes: 10/30/13 | Approved | | | Completed |
| 3. | PRC Update | Information | Young/Freeman | | Completed |
| | <ul style="list-style-type: none"> The PRC has evaluated those program reviews with BAPs and submitted feedback to the originators. This provides an opportunity for originators to make adjustments or modifications to the PR and/or BAP before final submittal of BAPs to the IEC on 11/13/13. The PRC scheduled a drop-in workshop to answer questions and provide assistance with PR and BAP modifications. Suggestion was made for future cycles: schedule an additional workshop for evening or Saturday to accommodate adjunct faculty who work full time and cannot attend the daytime workshop. | | | | |
| 4. | 2014 BAPs Overview | Information | Sanchez | 11/13/13 | Carried forward |
| | The committee was provided a tentative list of Budget Allocation Proposals for 2014. A brief discussion was held regarding an institution-wide deadline for submission. Final list will be available in one week (11/13/13). | | | | |
| 5. | BAP Committee Input: Discussion | Discussion | Eaton | | Completed |
| | Applicable BAPs will be forwarded to appropriate participatory governance committees for input and recommendations prior to IEC consideration and scoring: BAPs for instructors will go to the Academic Senate; BAPs for technical items will go to the Technology Committee; BAPs for facilities will go to the Facilities & Safety Committee. According to the timetable set previously, committees must submit responses to the IEC no later than December 3. | | | | |
| 6. | BAP Scoring Exercise | Participatory | Young | | Completed |
| | The committee reviewed BAPs from previous year to facilitate rubric utilization and determine appropriate scoring methodology. | | | | |
| | Adjourn: 10:07 a.m. | | | | |

*Completed, deleted or carried forward



AGENDA

November 13, 2013

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. Approve Minutes (11/6/13)
3. Schedule for BAP Reviews (Yuan)
4. BAP Consideration and Discussion (Yuan):
 - a. BAP 2014:10 HUMA/Professional Development
 - b. BAP 2014:11 HUMA/AV Equipment
 - c. BAP 2014:02 AUTO/Air Conditioning machine
 - d. BAP 2014:40 WELD/Welding Equipment
5. Other



November 13, 2013
9:00 a.m.
LRC Conference Room (L-4)

| | | | | | | | | |
|----------|-------------------------|-------------------------------|----------|----------------------|-------------------|----------|-------------------------|---------------------------------|
| X | Carl Yuan | (CHAIR) Dean, RD&P | X | Sandi Thomas | <i>Management</i> | X | Sally VanDenBerg | <i>President, AS (Advisory)</i> |
| | Penny Shreve | <i>Dean of Instruction</i> | X | Kim Young | <i>Management</i> | | Virgil Stanford | <i>VPAS (Advisory)</i> |
| X | Nance Nunes-Gill | <i>SLO Coordinator</i> | X | Dayleen Hubby | <i>Classified</i> | | Jim Daniels | <i>VPSS (Advisory)</i> |
| X | Kyri Freeman | <i>Academic Senate</i> | X | Nancy Olson | <i>Classified</i> | X | Stephen Eaton | <i>VPAA (Advisory)</i> |
| X | Gabriela Edmund | <i>Associated Students</i> | | | | X | Jayne Sanchez | <i>Recorder</i> |

| | Agenda Item | Action/Decision | Owner/Person Responsible | Complete Date | Status |
|-----------|---|-----------------|--------------------------|---------------|------------------------|
| | Call to Order: 9:03 | | | | |
| 1. | Approve Agenda | Approved | | | Completed |
| 2. | Approve Minutes (11/6/13) | Tabled | | | Carried Forward |
| 3. | Schedule for BAP Reviews | Schedule set | Yuan | 1/15/14 | Completed |
| | <ul style="list-style-type: none"> Beginning 11/20/14 the committee will meet twice weekly until all the BAPs have been reviewed. Members must submit all scoring sheets prior to leaving for the holiday break, NLT 12/20/13. IEC will meet 1/15/14 to review the scores and determine final ranking for submission to Budget & Finance Cmte. | | | | |
| 4. | BAP Consideration and Discussion | | Yuan | | Completed |
| | <ul style="list-style-type: none"> a. BAP 2014:10 HUMA/Professional Development b. BAP 2014:11 HUMA/AV Equipment c. BAP 2014:02 AUTO/Air Conditioning machine d. BAP 2014:40 WELD/Welding Equipment | | | | |
| | Adjourn: 10:00 a.m. | | | | |



AGENDA
November 18, 2013
9:00 a.m.
LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. Approve Minutes (11/6/13)
3. BAP Consideration and Discussion (*Yuan*):
 - a. BAP 2014:03 AUTO/Lab Tech PT
 - b. BAP 2014:07 CHLD/Child Dev Videos
 - c. BAP 2014:09 HUMA/Flex-time
 - d. BAP 2014:15 MGMT/Stipend-Coordinator
 - e. BAP 2014:17 A&R-FA/Fin Aid Clerk
 - f. BAP 2014:18 A&R-FA/Operator
4. Other



November 18, 2013
9:00 a.m.
LRC Conference Room (L-4)

| | | | | | | | | |
|----------|-------------------------|-------------------------------|----------|----------------------|-------------------|----------|-------------------------|---------------------------------|
| X | Carl Yuan | <i>(CHAIR) Dean, RD&P</i> | X | Sandi Thomas | <i>Management</i> | X | Sally VanDenBerg | <i>President, AS (Advisory)</i> |
| X | Penny Shreve | <i>Dean of Instruction</i> | X | Kim Young | <i>Management</i> | | Virgil Stanford | <i>VPAS (Advisory)</i> |
| X | Nance Nunes-Gill | <i>SLO Coordinator</i> | | Dayleen Hubby | <i>Classified</i> | | Jim Daniels | <i>VPSS (Advisory)</i> |
| X | Kyri Freeman | <i>Academic Senate</i> | | Nancy Olson | <i>Classified</i> | X | Stephen Eaton | <i>VPAA (Advisory)</i> |
| | Gabriela Edmund | <i>ASB Representative</i> | | | | X | Jayne Sanchez | <i>Recorder</i> |

| | Agenda Item | Action/Decision | Owner/Person Responsible | Complete Date | Status |
|-----------|--|-----------------|--------------------------|---------------|------------------|
| | Call to Order: 9:00 a.m. | | | | |
| 1. | Approve Agenda | Approved | | | Completed |
| 2. | Approve Minutes: 11/6/13 | Approved | | | Completed |
| 3. | BAP Consideration and Discussion (Yuan) | | | | Completed |
| | a. BAP 2014:03 AUTO/Lab Tech PT b. BAP 2014:07 CHLD/Child Dev Videos c. BAP 2014:09 HUMA/Flex-time d. BAP 2014:15 MGMT/Stipend-Coordinator e. BAP 2014:17 A&R-FA/Fin Aid Clerk f. BAP 2014:18 A&R-FA/Operator | | | | |
| | <ul style="list-style-type: none"> Discussion held regarding the several separate requests for stipends for additional training and/or program coordination adjunct activities. Request was made to forward a recommendation to Budget & Finance and/or President's Council to establish a budget for coordinator and training activities to compensate adjunct faculty for these additional duties. This would eliminate the need for several similar BAPs. | | | | |
| | Adjourn: 9:55 a.m. | | | | |



AGENDA
November 20, 2013
9:00 a.m.
LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. BAP Consideration and Discussion (*Yuan*):
 - a. BAP 2014:23 BusOff/Acct. Asst.
 - b. BAP 2014:24 HR/Professional Development Funds
 - c. BAP 2014:25 HR/Benefits Coordinator
 - d. BAP 2014:26 HR/Admin. Asst.
 - e. BAP 2013:27 Library/Lib. Tech
3. Other



November 20, 2013
9:00 a.m.
LRC Conference Room (L-4)

| | | | | | | | | |
|---|------------------|-------------------------------|---|---------------|-------------------|---|------------------|---------------------------------|
| X | Carl Yuan | <i>(CHAIR) Dean, RD&P</i> | X | Sandi Thomas | <i>Management</i> | X | Sally VanDenBerg | <i>President, AS (Advisory)</i> |
| X | Penny Shreve | <i>Dean of Instruction</i> | X | Kim Young | <i>Management</i> | | Virgil Stanford | <i>VPAS (Advisory)</i> |
| X | Nance Nunes-Gill | <i>SLO Coordinator</i> | X | Dayleen Hubby | <i>Classified</i> | | Jim Daniels | <i>VPSS (Advisory)</i> |
| X | Kyri Freeman | <i>Academic Senate</i> | X | Nancy Olson | <i>Classified</i> | X | Stephen Eaton | <i>VPAA (Advisory)</i> |
| | Gabriela Edmund | <i>ASB Representative</i> | | | | X | Jayne Sanchez | <i>Recorder</i> |

| | Agenda Item | Action/Decision | Owner/Person Responsible | Complete Date | Status |
|------|--|--|--------------------------|---------------|------------------|
| | Call to Order: 9:00 a.m. | | | | |
| 1. | Approve Agenda | Approved (with modification) | | | Completed |
| | Agenda modified to include item to address questions from previous BAP discussions. | | | | |
| 1.5. | Questions regarding previous BAPs | | | | Completed |
| | Several questions raised regarding BAPs from previous meetings; discussion followed to address those issues. | | | | |
| 2. | BAP Consideration and Discussion | | <i>(Yuan)</i> | | Completed |
| | a. BAP 2014:23 | BusOff/Acct. Asst. | | | |
| | b. BAP 2014:24 | HR/Professional Development Funds | | | |
| | c. BAP 2014:25 | HR/Benefits Coordinator | | | |
| | d. BAP 2014:26 | HR/Admin. Asst. | | | |
| | e. BAP 2013:27 | Library/Lib. Tech | | | |
| 3. | Other: Additional BAPs – Consideration and Discussion | | | | |
| | a. BAP 2014:30 | Student Services Counseling/ Clerical Staff | | | |
| | b. BAP 2014:31 | Transfer Center/10 mo. to 12 mo. Staff | | | |
| | c. BAP 2014:32 | Tutorial Svcs./PT to FT Staff | | | |
| | d. BAP 2014:33 | Viking Shop/Staff (information only, no ranking) | | | |
| | Adjourn: 10:05 a.m. | | | | |



AGENDA
November 25, 2013
9:00 a.m.
LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. Status of BAPs Sent to Committees for Recommendation (Yuan/VanDenBerg)
3. BAP Consideration and Discussion (Yuan)
 - BAP 2014:36 Student Services/New Online Orientation
 - BAP 2014:37 Student Services/Student Success Coordinator
 - BAP 2014:38 WARE/Revision of WARE 50
 - BAP 2014:41 Workforce Development/Coordinator
4. Other



| | | | | | | | | |
|--|------------------|---------------------|---|---------------|------------|---|------------------|--------------------------|
| November 25, 2013 9:00 a.m. LRC Conference Room (L-4) | | | | | | | | |
| X | Carl Yuan | (CHAIR) Dean, RD&P | X | Sandi Thomas | Management | X | Sally VanDenBerg | President, AS (Advisory) |
| X | Penny Shreve | Dean of Instruction | | Kim Young | Management | | Virgil Stanford | VPAS (Advisory) |
| X | Nance Nunes-Gill | SLO Coordinator | X | Dayleen Hubby | Classified | | Jim Daniels | VPSS (Advisory) |
| X | Kyri Freeman | Academic Senate | X | Nancy Olson | Classified | X | Stephen Eaton | VPAA (Advisory) |
| | Gabriela Edmund | ASB Representative | | | | | Jayne Sanchez | Recorder |

| | Agenda Item | Action/Decision | Owner/Person Responsible | Complete Date | Status* |
|----|---|-----------------|--------------------------|---------------|------------------|
| | Call to Order: 9:00 | | | | |
| 1. | Approve Agenda | | | | |
| 2. | Status of BAPs Sent to Committees for Recommendation | Information | Yuan/Vandenberg | | Completed |
| | The BAPs requesting technology, facilities, and faculty positions were sent to the Technology Committee, Facilities & Safety Committee, and Academic Senate on 11/14/13, with requests for committee input and recommendations for IEC consideration. The Technology Committee and Academic Senate both expect to submit recommendations by 12/5/13. | | | | |
| 3. | BAP Consideration and Discussion | | Yuan | | Completed |
| | <ul style="list-style-type: none"> a. BAP 2014:36 Student Services/New Online Orientation Discussion regarding the technology component and BANNER integration. This request will also be forwarded to the Technology Committee for input and recommendation. b. BAP 2014:37 Student Services/Student Success Coordinator This request does not include a job description or list of duties indicating what level should be considered. c. BAP 2014:38 WARE/Revision of WARE 50 (Stipend) d. BAP 2014:41 WKFC/Coordinator (Stipend) Both 38 and 41 are requesting a stipend for a coordinator to work with curriculum and program review (among other duties). Discussion held regarding creating a uniform process for appropriate compensation. e. BAP 2014:42 M & O/Groundskeeper (Staff) This request is to re-establish a position that has been laid off. Discussion held regarding the administrator's support or non-support of this request. | | | | |
| 4. | Other: Upcoming Meetings | | Yuan | | Completed |
| | Meetings scheduled for Wednesday, November 27 and Monday, December 2 are cancelled. Members will continue to work on BAP Scoring Rubrics. Next meeting: December 4. | | | | |
| | Adjourn: 10:00 a.m. | | | | |

*Completed, deleted or carried forward



AGENDA

December 4, 2013

9:00 a.m.

IE Conference Room (L-40)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. IEC Description: Membership Review
3. Budget Allocation Proposals: Status and Discussion
4. Other



December 4, 2013
9:00 a.m.
IE Conference Room (L-40)

| | | | | | | | | |
|----------|------------------|-------------------------------|----------|---------------|------------|----------|------------------|--------------------------|
| X | Carl Yuan | <i>(CHAIR) Dean, RD&P</i> | | Sandi Thomas | Management | X | Sally VanDenBerg | President, AS (Advisory) |
| X | Penny Shreve | <i>Dean of Instruction</i> | X | Kim Young | Management | | Virgil Stanford | VPAS (Advisory) |
| | Nance Nunes-Gill | <i>SLO Coordinator</i> | X | Dayleen Hubby | Classified | | Jim Daniels | VPSS (Advisory) |
| X | Kyri Freeman | <i>Academic Senate</i> | | Nancy Olson | Classified | X | Stephen Eaton | VPAA (Advisory) |
| | Gabriela Edmund | <i>ASB Representative</i> | | | | X | Jayne Sanchez | Recorder |

| | Agenda Item | Action/Decision | Owner/Person Responsible | Complete Date | Status |
|-----------|---|-----------------|--------------------------|---------------|------------------|
| | Call to Order: 9:05 a.m. | | | | |
| 1. | Approve Agenda | Approved | | | Completed |
| 2. | IEC Description: Membership Review | Approved | Sanchez | | Completed |
| | <ul style="list-style-type: none"> The committee reviewed and discussed the membership as currently listed in the Participatory Governance Handbook. Motion to approve the list as shown. All in favor. Recommendation made that governance committee chairs have a joint meeting periodically (perhaps each semester) to promote integration of necessary functions between committees. | | | | |
| 3. | Budget Allocation Proposals: Status | Discussion | Yuan | | Completed |
| | <ul style="list-style-type: none"> Recommendations from Technology Committee and Academic Senate are expected by the 12/9/13 meeting. Copies of BAPs for both groups were distributed for members' review prior to the meeting. (Copies will be sent to members who were not able to attend today's meeting.) Message will go to members with reminders of submission deadlines for BAP Scoring Rubrics. Scoring rubrics must be submitted prior to the holiday break so that totals can be determined. Results will be sent to members for consideration prior to meeting scheduled for January 15, 2014. | | | | |
| | Adjourn: 9:40 a.m. | | | | |



AGENDA
December 9, 2013
9:00 a.m.
LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. BAP Consideration and Discussion: **Technology Committee Recommendations**
 - a. BAP 2014:19 A&R/FinAid: Drop for Non-Payment
 - b. BAP 2014:21 A&R/FinAid: SARS Student Tracking software
 - c. BAP 2014:22 BusOff/Laserfiche
 - d. BAP 2014:28 Library/ILS software
 - e. BAP 2014:35 VPAS:ARGOS software
 - f. BAP 2014:36 VPSS: Online Orientation/Banner integration
3. BAP Consideration and Discussion: **Academic Senate Recommendations**
 - a. BAP 2014:01 ADJU Instructor
 - b. BAP 2014:04 AUTO Instructor
 - c. BAP 2013:05 CHLD Instructor
 - d. BAP 2014:08 ELCT Instructor
 - e. BAP 2014:12 Dance Instructor
 - f. BAP 2014:13 IMMT Instructor
 - g. BAP 2014:14 MGMT Instructor
 - h. BAP 2014:16 MATH Instructor
 - i. BAP 2014: 29 SPS Counselor
 - j. BAP 2014:43 ACSI-READ Instructor
4. Other



AGENDA

December 11, 2013

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. BAP Consideration and Discussion:
 - a. BAP 2014:39 WELD/Facilities Upgrade
3. Academic Senate Recommendations: Tabled from 12/9/13 (*VanDenBerg*)
4. Program Review Committee Report Out: Trends and Recommendations (*Young/Freeman*)
5. IEC Trends and Recommendations (*Discussion/Yuan*)
6. Other



| | | | | | | | | |
|--|------------------|---------------------|---|----------------|------------|---|------------------|--------------------------|
| December 11, 2013 9:00 a.m. IE Conference Room (L-40) | | | | | | | | |
| X | Carl Yuan | (CHAIR) Dean, RD&P | X | Sandi Thomas | Management | X | Sally VanDenBerg | President, AS (Advisory) |
| | Penny Shreve | Dean of Instruction | X | Kim Young | Management | | Virgil Stanford | VPAS (Advisory) |
| X | Nance Nunes-Gill | SLO Coordinator | X | Dayleen Hubby | Classified | | Jim Daniels | VPSS (Advisory) |
| X | Kyri Freeman | Academic Senate | X | Nancy Olson | Classified | | Stephen Eaton | VPAA (Advisory) |
| | Gabriela Edmund | ASG Representative | X | Morgan Bohnsak | Guest | X | Jayne Sanchez | Recorder |

| | Agenda Item | Action/Decision | Owner/Person Responsible | Complete Date | Status |
|----|---|----------------------------|--------------------------|---------------|------------------------|
| | Call to Order: 9:05 a.m. | | | | |
| 1. | Approve Agenda | Approved | | | Completed |
| 2. | BAP Consideration and Discussion: BAP 2014:39 WELD/Facilities Upgrade | Discussion | Yuan | | Completed |
| | The Facilities & Safety Committee did not provide any input or recommendation regarding this request. Members will evaluate and score request using the information presented in the BAP and PR. | | | | |
| 3. | Academic Senate Recommendations (tabled from 12/9/13) | Information/ Discussion | VanDenBerg | | Completed |
| | Information from the Academic Senate meetings regarding faculty positions was reported out for members' consideration when evaluating the requests for faculty positions. | | | | |
| 4. | Program Review Committee Report Out: Trends and Recommendations | Information/ Discussion | Young/ Freeman | | Completed |
| | As part of the report which will be prepared by the Program Review Committee (PRC) and submitted to the IEC, the PRC identified the following trends from the current cycle: | | | | |
| | <ol style="list-style-type: none"> 1. Adjunct Faculty resources for assessment and/or program review tasks 2. Human Resources: staff and faculty positions 3. Large scale technology projects 4. Direct people to a process for obtaining smaller resources, and the need for a bottom amount dollar limit for BAPs 5. Short term help and how to get it | | | | |
| 5. | IEC Trends and Recommendations | Discussion | Yuan | | Completed |
| | The following areas were identified and will be addressed as part of process evaluation: | | | | |
| | <ol style="list-style-type: none"> 1. Needs should be grouped, such as a) equipment; b) Human Resources/positions; c) extra work that needs to be done 2. A supplemental form, similar to the technology form, should be developed for both equipment and human resources needs; the technology form should be updated to eliminate redundancy with the BAP. 3. Connections between the PR and BAP need to be strengthened; forms need to be evaluated, and revised if necessary, to reinforce the connection. 4. Requests for resources that will be funded with restricted funds need to be identified as such; an existing area in the "Administrative Use" section of the BAP needs to be utilized by administrators to appropriately support this process. | | | | |
| 6. | Other | Information | Yuan | | Carried Forward |
| | Prioritization of the Budget Allocation Proposals will be finalized at the next meeting, which is scheduled for January 15, 2014. The prioritization list will then be submitted to the Budget and Finance Committee. | | | | |
| | Adjourn: 10:00 a.m. | | | | |



AGENDA

January 15, 2014

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. **Approve Agenda**
2. **Approve Minutes:** *November 13, 18, 20, 25, 2013; December 4, 9, 11, 2013*
3. **Meeting Schedule for Spring** *(Action)*
4. **Accreditation Follow-Up Report: White Draft** *(Eaton)*
5. **Upcoming Projects** *(Information):*
 - a. BCC Strategic Plan: Assessment of goal attainment and report to "The Council"
 - b. BCC Mission Statement
 - c. Process Review: Program Review and Budget Allocation Proposals
6. **Ranking of 2014 Budget Allocation Proposals** *(Action)*
7. **Other**



January 15, 2014
9:00 a.m.
LRC Conference Room (L-4)

| | | | | | | | | |
|----------|-------------------------|-------------------------------|----------|----------------------|-------------------|----------|-------------------------|---------------------------------|
| X | Carl Yuan | <i>(CHAIR) Dean, RD&P</i> | X | Sandi Thomas | <i>Management</i> | X | Sally VanDenBerg | <i>President, AS (Advisory)</i> |
| | Penny Shreve | <i>Dean of Instruction</i> | X | Kim Young | <i>Management</i> | | George Walters | <i>VPAS (Advisory)</i> |
| X | Nance Nunes-Gill | <i>SLO Coordinator</i> | X | Dayleen Hubby | <i>Classified</i> | | Jim Daniels | <i>VPSS (Advisory)</i> |
| X | Kyri Freeman | <i>Academic Senate</i> | X | Nancy Olson | <i>Classified</i> | X | Stephen Eaton | <i>VPAA (Advisory)</i> |
| | Gabriela Edmund | <i>ASG Representative</i> | | | | X | Jayne Sanchez | <i>Recorder</i> |

| | Agenda Item | Action/Decision | Owner/Person Responsible | Complete Date | Status |
|---|--|-----------------|--------------------------|---------------|------------------|
| | Call to Order: 9:00 | | | | |
| 1. | Approve Agenda | Approved | | | Completed |
| 2. | Approve Minutes: November 13, 18, 20, 25, 2013; December 4, 9, 11, 2013 | Approved | | | Completed |
| 3. | Meeting Schedule for Spring | Approved | | | Completed |
| Members agreed to continue with same meeting day/time. Meetings will be scheduled weekly, with the anticipation of decreasing frequency to every two weeks once projects have been moved forward. | | | | | |
| 4. | Accreditation Follow-Up Report: White Draft | Information | Eaton | | Completed |
| WHITE DRAFT of Follow-Up Report was distributed to committee members, with request for input back to S. Eaton by 1/21/14. The WHITE DRAFT will be distributed to the Academic Senate, Management Council, and President’s Shared Governance Council today, also with the request for input back to S. Eaton by 1/21/14. | | | | | |
| 5. | Upcoming Projects: | Information | Yuan | | |
| <p>a. BCC Strategic Plan: Assessment of goal attainment and report to “The Council”: Assessment of the Strategic Plan will begin this spring; the IE Office will prepare an update for the committee to review in preparation of status report.</p> <p>b. BCC Mission Statement: The process to revise the BCC Mission Statement will also begin this spring and will ultimately be led by the IEC.</p> <p>c. Process Review: Program Review and Budget Allocation Proposals: The IEC will evaluate the current processes to determine what worked well and what will need refinement for upcoming cycles.</p> | | | | | |
| 6. | Ranking of 2014 Budget Allocation Proposals | Action | | | Completed |
| <p>Discussion held regarding presentation of priority list to the Budget & Finance Committee. Recommendation made as follows:</p> <ul style="list-style-type: none"> • Retain the order of priority as listed • Eliminate the following BAPs from priority list as they have either already been funded, or appropriate funding has been identified and those requests will be addressed separately: <ul style="list-style-type: none"> ○ 2014:35 ARGOS Software; ○ 2014:37 Staff: Student Success Coordinator; ○ 2014:16 Faculty: MATH; ○ 2014:36 Online Orientation • Eliminate 2014:04 Faculty: Diesel and 2014:08 Faculty: ELCT/BCTT as per request from dean • Eliminate 2014:17 Staff: FA Clerk as funding for that position is “restricted” • Scores that are tied will rank the same • Cover letter to B & F regarding the criteria used for scoring and ranking will be included • Request will be made to B & F for feedback regarding the disposition of the Budget Allocation Proposals | | | | | |
| Adjourn: 10:05 a.m. | | | | | |



AGENDA

January 22, 2014

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

- 1. Approve Agenda**
- 2. General Recommendations from the IEC on the Budget Allocation Proposals**
- 3. Process Review: Program Review and Budget Allocation Proposals**
- 4. Other**



January 22, 2014
9:00 a.m.
LRC Conference Room (L-4)

| | | | | | | | | |
|---|------------------|---------------------|---|---------------|------------|---|------------------|--------------------------|
| X | Carl Yuan | (CHAIR) Dean, RD&P | X | Sandi Thomas | Management | X | Sally VanDenBerg | President, AS (Advisory) |
| X | Penny Shreve | Dean of Instruction | X | Kim Young | Management | | George Walters | VPAS (Advisory) |
| X | Nance Nunes-Gill | SLO Coordinator | X | Dayleen Hubby | Classified | | Jim Daniels | VPSS (Advisory) |
| X | Kyri Freeman | Academic Senate | X | Nancy Olson | Classified | X | Stephen Eaton | VPAA (Advisory) |
| | Gabriela Edmund | ASG Representative | | | | X | Jayne Sanchez | Recorder |

| | Agenda Item | Action/Decision | Owner/Person Responsible | Complete Date | Status |
|----|--|------------------|--------------------------|---------------|------------------------|
| | Call to Order: 9:05 a.m. | | | | |
| 1. | Approve Agenda | Approved | | | Completed |
| 2. | General Recommendations from the IEC | Assignments made | Varied | 1/29/14 | Carried forward |
| | <ul style="list-style-type: none"> The committee discussed several general trends observed as a result of the program review and budget allocation proposal processes. The committee will compile and present a report to cabinet to convey those observations. To assist in the compilation of the report, the following members will prepare bullet-point lists regarding specific topics: <ul style="list-style-type: none"> Faculty: Stephen Eaton/Sally VanDenBerg WED/CTE: Sandi Thomas/Nance Nunes-Gill Staffing: Dayleen Hubby/Nancy Olson Members were requested to bring forward any other topics or details appropriate for inclusion in the report Lists will be brought to the next meeting, or sent to chair Carl Yuan prior to 1/29/14. | | | | |
| 3. | Process Review: Budget Allocation Proposals | Discussion | Yuan | TBD | Carried forward |
| | <p>Discussion began regarding the BAP process and how to make it more effective. Several suggestions were made, including:</p> <ul style="list-style-type: none"> Provide training for appropriate completion of "Administrative Use" area of the Budget Allocation Proposal Provide samples of various types of correctly completed BAPs (i.e. human resource; technology resource; facilities resource; other resource) Collaborate with committees responsible for supplemental forms (technology, facilities) to assure alignment of requested information Determine appropriate procedure and parameters for request of additional human resources; create checklist and/or supplemental form for facilitation Clarify process for IEC ranking of requests going forward: will the committee submit one list with all requests, or will requests be separated and prioritized according to category for submission to Budget & Finance Committee. Clearly document process for communication to campus community and for reference in subsequent cycles. <p>Discussion began regarding possible changes to the BAP form. Suggestions will be incorporated into the form and discussion will continue at subsequent meeting(s).</p> | | | | |
| | Adjourn: 10:00 a.m. | | | | |



AGENDA

January 29, 2014

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Minutes *(1/15/14; 1/22/14)*
2. Approve Agenda
3. General Recommendations from the IEC *(Continued)*
4. Process Review: Budget Allocation Proposals *(Continued)*
5. Other



January 29, 2014
9:00 a.m.
LRC Conference Room (L-4)

| | | | | | | | | |
|----------|-------------------------|-------------------------------|----------|----------------------|-------------------|----------|-------------------------|---------------------------------|
| X | Carl Yuan | <i>(CHAIR) Dean, RD&P</i> | X | Sandi Thomas | <i>Management</i> | X | Sally VanDenBerg | <i>President, AS (Advisory)</i> |
| X | Penny Shreve | <i>Dean of Instruction</i> | X | Kim Young | <i>Management</i> | X | George Walters | <i>VPAS (Advisory)</i> |
| X | Nance Nunes-Gill | <i>SLO Coordinator</i> | X | Dayleen Hubby | <i>Classified</i> | | Jim Daniels | <i>VPSS (Advisory)</i> |
| X | Kyri Freeman | <i>Academic Senate</i> | X | Nancy Olson | <i>Classified</i> | X | Stephen Eaton | <i>VPAA (Advisory)</i> |
| | Gabriela Edmund | <i>ASG Representative</i> | X | Debbie Wynne | <i>Guest</i> | X | Jayne Sanchez | <i>Recorder</i> |

| | Agenda Item | Action/Decision | Owner/Person Responsible | Complete Date | Status |
|-----------|---|-----------------|--------------------------|---------------|------------------------|
| | <i>Call to Order: 9:00</i> | | | | |
| 1. | Approve Agenda | Approved | | | Completed |
| | Agenda amended to move "Other" to #3. Approved as amended. | | | | |
| 2. | Approve Minutes: (1/15/14; 1/22/14) | Approved | | | Completed |
| 3. | Other: Questions and Feedback from Budget & Finance Committee | Discussion | Walters | | Completed |
| | <p>George Walters led the discussion on behalf of the Budget & Finance Committee in response to the prioritized list of BAPs presented to them.</p> <ul style="list-style-type: none"> • B & F indicated that it would be helpful to separate the list into categories: Staff, Faculty, Technology, etc. • B & F also asked if it could be indicated on the BAP if the request was for the use of restricted or categorical funds. • Could/should the department requests be prioritized by the VP prior to submission to IEC and B & F? • Discussion held regarding the existing "Administrative Use" area on the BAP. Recommendation was made to request completion of this area by applicable administrators. • Funding determinations made by B & F would also be facilitated if information regarding income generation and/or replacement of costs was included. For example: <ul style="list-style-type: none"> ○ A request for an annual technology subscription may be replacing a current subscription; net funding would be the difference between the two, rather than the entire amount for the new request. ○ A request for CTE equipment may be part of an income generating contract; net funding would be impacted by the income generated. • B & F will be looking at funding after determination of total college budget amount and will consider recommendations in the following order of priority: <ul style="list-style-type: none"> ○ One-time funded items ○ Requests on the appropriate side of the 50% requirement ○ All other requests • B & F will update IEC as items on the prioritized list are funded. | | | | |
| 4. | General Recommendation from the IEC | Tabled | Yuan | TBD | Carried forward |
| 5. | Process Review: Budget Allocation Proposals | Discussion | Yuan | TBD | Carried forward |
| | In depth dialog held regarding various aspects of the process for BAPs and the method for forwarding IEC ranking on to B & F. Discussion will continue at upcoming meeting(s) as necessary to evaluate and refine the process for subsequent cycles. | | | | |
| | <i>Adjourn: 10:05 a.m.</i> | | | | |



AGENDA

February 5, 2014

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. General Recommendations from the IEC (*Continued*)
3. Process Review: Budget Allocation Proposals (*Continued*)
4. Other



**February 5, 2014
9:00 a.m.
LRC Conference Room (L-4)**

| | | | | | | | | |
|---|-------------------------|-------------------------------|---|----------------------|-------------------|---|-------------------------|---------------------------------|
| X | Carl Yuan | <i>(CHAIR) Dean, RD&P</i> | X | Sandi Thomas | <i>Management</i> | X | Sally VanDenBerg | <i>President, AS (Advisory)</i> |
| | Penny Shreve | <i>Dean of Instruction</i> | | Kim Young | <i>Management</i> | | George Walters | <i>VPAS (Advisory)</i> |
| X | Nance Nunes-Gill | <i>SLO Coordinator</i> | X | Dayleen Hubby | <i>Classified</i> | | Jim Daniels | <i>VPSS (Advisory)</i> |
| X | Kyri Freeman | <i>Academic Senate</i> | X | Nancy Olson | <i>Classified</i> | X | Stephen Eaton | <i>VPAA (Advisory)</i> |
| | Gabriela Edmund | <i>ASG Representative</i> | | | | X | Jayne Sanchez | <i>Recorder</i> |

| | Agenda Item | Action/Decision | Owner/Person Responsible | Complete Date | Status |
|----|---|------------------------|---------------------------------|----------------------|------------------------|
| | <i>Call to Order: 9:02 a.m.</i> | | | | |
| 1. | Approve Agenda | Approved | | | Completed |
| 2. | General Recommendations from the IEC: <i>Continued</i> | Discussion | Yuan | TBD | Carried Forward |
| | <p>The committee divided into small groups to compile information and draft preliminary content in the following areas:</p> <ul style="list-style-type: none"> • Faculty • CTE/WEDD • Staffing <p>Each group presented a brief report-out of results. Results will be sent to chair for compilation into preliminary report.</p> | | | | |
| 3. | Process Review: Budget Allocation Proposals | Tabled | Yuan | TBD | Carried Forward |
| | <i>Adjourn: 9:50 a.m.</i> | | | | |



AGENDA

February 12, 2014

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. Mission Statement Exercise
3. Other



February 12, 2014
9:00 a.m.
LRC Conference Room (L-4)

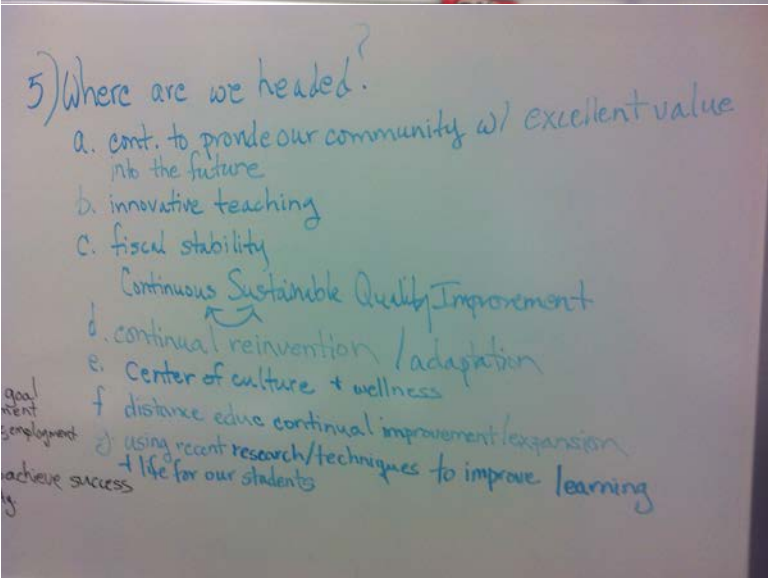
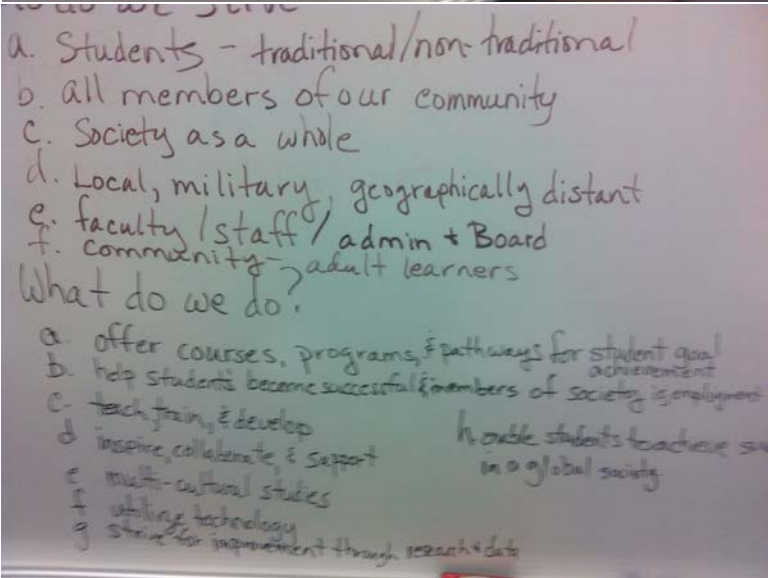
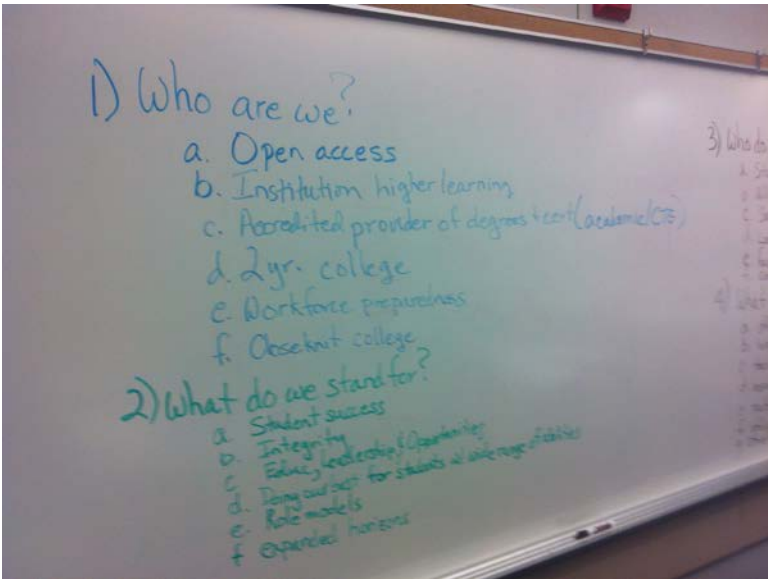
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|----------|-------------------------|-------------------------------|----------|------------------------|-------------------|----------|-------------------------|---------------------------------|
| X | Carl Yuan | <i>(CHAIR) Dean, RD&P</i> | | Sandi Thomas | <i>Management</i> | X | Sally VanDenBerg | <i>President, AS (Advisory)</i> |
| X | Penny Shreve | <i>Dean of Instruction</i> | | Kim Young | <i>Management</i> | | George Walters | <i>VPAS (Advisory)</i> |
| X | Nance Nunes-Gill | <i>SLO Coordinator</i> | | Dayleen Hubby | <i>Classified</i> | | Jim Daniels | <i>VPSS (Advisory)</i> |
| X | Kyri Freeman | <i>Academic Senate</i> | X | Nancy Olson | <i>Classified</i> | X | Stephen Eaton | <i>VPAA (Advisory)</i> |
| | Gabriela Edmund | <i>ASG Representative</i> | X | Morgan Bohnsack | <i>Guest</i> | X | Jayne Sanchez | <i>Recorder</i> |

| | Agenda Item | Action/Decision | Owner/Person Responsible | Complete Date | Status |
|--|-----------------------------------|------------------|--------------------------|---------------|------------------------|
| | <i>Call to Order: 9:00 a.m.</i> | | | | |
| 1. | Approve Agenda | Approved | | | Completed |
| 2. | Mission Statement Exercise | Discussion/Draft | Yuan | 2/19/14 | Carried Forward |
| <p>Carl Yuan introduced the mission statement project and advised the group of the proposed timeline for the process: 2/12 and 2/19: IEC Development of DRAFT Mission Statement 2/26: Present DRAFT to President’s Shared Governance Council; request and incorporate college input 3/4: Present DRAFT to All College Meeting; request and incorporate additional college input April: Present completed proposal for revised Mission Statement to All College and BOT</p> <p>The committee discussed the various elements which make up a good mission statement. Dialog followed with members contributing suggestions under the following headings:</p> <ol style="list-style-type: none"> 1. Who are we? 2. What do we stand for? 3. Who do we serve? 4. What do we do? 5. Where are we headed? <p>Suggestions were recorded for use in further development of the mission statement at the next meeting.</p> | | | | | |
| | <i>Adjourn: 10:00 a.m.</i> | | | | |



Mission Statement Exercise 2/12/2014

- 1. Who are we?**
 - a. Open access
 - b. Institution of higher learning
 - c. Accredited provider of degrees & certificates (academic /cte)
 - d. 2 yr college
 - e. Workforce preparedness
 - f. Close-knit college
- 2. What do we stand for?**
 - a. Student Success
 - b. Integrity
 - c. Education, leadership & opportunities
 - d. Doing our best for students w/wide range of abilities
 - e. Role models
 - f. Expanded horizons
- 3. Who do we serve?**
 - a. Students/traditional and non-traditional
 - b. All members of our community
 - c. Society as a whole
 - d. Local, Military, Geographically distant
 - e. Faculty & staff, administration and board
 - f. Community-adult learners
- 4. What do we do?**
 - a. Offer courses, programs & pathways for student goal achievement
 - b. Help students become successful members of society
 - c. Teach, train, develop
 - d. Inspire, collaborate and support
 - e. Multicultural studies
 - f. Utilize technology
 - g. Strive for improvement through research & data
 - h. Enable to achieve success in a changing global society
- 5. Where are we headed?**
 - a. Continue to provide our community with an excellent value into the future
 - b. Innovative teaching
 - c. Fiscal stability
 - d. Sustainable continuous quality improvement
 - e. Continual adaptation to changing circumstances
 - f. Center of culture
 - g. Distance education continual improvement/expansion
 - h. Center of wellness and fitness
 - i. Using recent research/techniques to improve learning and life for our students





AGENDA

February 19, 2014

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. Mission Statement Review: Continued Discussion
3. Other



February 19, 2014
9:00 a.m.
LRC Conference Room (L-4)

| | | | | | | | | |
|---|-------------------------|-------------------------------|---|------------------------|-------------------|---|-------------------------|---------------------------------|
| X | Carl Yuan | <i>(CHAIR) Dean, RD&P</i> | | Sandi Thomas | <i>Management</i> | X | Sally VanDenBerg | <i>President, AS (Advisory)</i> |
| X | Penny Shreve | <i>Dean of Instruction</i> | | Kim Young | <i>Management</i> | | George Walters | <i>VPAS (Advisory)</i> |
| X | Nance Nunes-Gill | <i>SLO Coordinator</i> | | Dayleen Hubby | <i>Classified</i> | | Jim Daniels | <i>VPSS (Advisory)</i> |
| X | Kyri Freeman | <i>Academic Senate</i> | X | Nancy Olson | <i>Classified</i> | X | Stephen Eaton | <i>VPAA (Advisory)</i> |
| | Gabriela Edmund | <i>ASG Representative</i> | X | Morgan Bohnsack | <i>Guest</i> | X | Jayne Sanchez | <i>Recorder</i> |

| | Agenda Item | Action/Decision | Owner/Person Responsible | Complete Date | Status |
|----|---|------------------------|---------------------------------|----------------------|------------------|
| | <i>Call to Order: 9:00 a.m.</i> | | | | |
| 1. | Approve Agenda | Approved | | | Completed |
| 2. | Mission Statement Review: Continued | Discussion/Draft | Yuan | 2/19/14 | Completed |
| | <ul style="list-style-type: none"> The results of the discussion from the previous meeting were sent out via email requesting members to rank the top 3 concepts under each heading. Carl Yuan compiled the ranking and shared the outcome with the committee. The committee broke into small groups to formulate potential mission statements utilizing the ranked items. After consideration of several suggestions, the committee agreed on the following DRAFT Mission Statement to send forward to the college: <p style="margin-left: 40px;">BCC is an accredited, open access institution of higher learning that provides our students, community and military with the tools to achieve personal goals and professional growth. To accomplish this, the College offers traditional and distance education courses, programs and pathways for student success, leadership and opportunities, thus enabling all in the community to thrive in a changing global society.</p> | | | | |
| | <i>Adjourn: 10:00 a.m.</i> | | | | |



MISSION STATEMENT EXERCISE

1. Who are we?
 - a. Accredited provider of degrees & certificates (academic /CTE)
 - b. Institution of higher learning
 - c. Open Access
2. What do we stand for?
 - a. Student Success
 - b. Education, leadership & opportunities
 - c. Expanded horizons
3. Who do we serve?
 - a. All members of our community
 - b. Students/traditional and non-traditional
 - c. Society as a whole
4. What do we do?
 - a. Offer courses, programs & pathways for student goal achievement
 - b. Enable to achieve success in a changing global society
 - c. Help students become successful members of society
5. Where are we headed?
 - a. Sustainable continuous quality improvement
 - b. Continue to provide our community with an excellent value into the future
 - c. Continual adaptation to changing circumstances

The mission of Barstow Community College is to provide our students and community with an excellent value into the future. To this end, the College offers courses, programs and pathways for student success, leadership and opportunities to enable all in the community to achieve success in a changing global society.

Barstow Community College is an accredited, open access institution of higher learning that provides our students and community with an excellent value into the future. To achieve this, the College offers courses, programs and pathways for student success, leadership and opportunities to enable all in the community to thrive in a changing global society.

Barstow Community College is an accredited, open access institution of higher learning that provides our students and community with continual adaptation to changing circumstances and quality improvement. To achieve this, the College offers courses, programs and pathways for student success, leadership and opportunities to enable all in the community to thrive in a changing global society.



The mission of BCC is to provide our students and community with excellent value into the future. To this end, the College offers a accredited, open-access courses, programs, and pathways for student success, leadership, and opportunities to enable all in our community, including distance education students and ^{the} military, ~~to~~ to achieve success in a changing global society.

Barstow Community College is an accredited, open access institution of higher learning that provides our students and community with an excellent value into the future. To achieve this, the College offers courses, programs and pathways for student success, leadership and opportunities to enable all in the community to thrive in a changing global society.

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BCC is an accredited, open access institution of higher learning that provides our students, communities and military with the tools to achieve ^{goals} personal and professional growth. To accomplish this, the College offers ^{programs, courses & dist. ed.} courses, programs and pathways for student success, leadership and opportunities, thus enabling all in the community to thrive in a changing global society.



AGENDA

February 26, 2014

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. IEC Budget Allocation General Recommendations: Continued Discussion
3. Other



February 26, 2014
9:00 a.m.
LRC Conference Room (L-4)

| | | | | | | | | |
|----------|-------------------------|-------------------------------|----------|------------------------|-------------------|----------|-------------------------|---------------------------------|
| X | Carl Yuan | <i>(CHAIR) Dean, RD&P</i> | | Sandi Thomas | <i>Management</i> | X | Sally VanDenBerg | <i>President, AS (Advisory)</i> |
| X | Penny Shreve | <i>Dean of Instruction</i> | X | Kim Young | <i>Management</i> | | George Walters | <i>VPAS (Advisory)</i> |
| X | Nance Nunes-Gill | <i>SLO Coordinator</i> | X | Dayleen Hubby | <i>Classified</i> | | Jim Daniels | <i>VPSS (Advisory)</i> |
| X | Kyri Freeman | <i>Academic Senate</i> | X | Nancy Olson | <i>Classified</i> | X | Stephen Eaton | <i>VPAA (Advisory)</i> |
| | Gabriela Edmund | <i>ASG Representative</i> | X | Morgan Bohnsack | <i>Guest</i> | X | Jayne Sanchez | <i>Recorder</i> |

| | Agenda Item | Action/Decision | Owner/Person Responsible | Complete Date | Status |
|-----------|--|-----------------|--------------------------|---------------|------------------------|
| | <i>Call to Order: 9:00 a.m.</i> | | | | |
| 1. | Approve Agenda | Approved | | | Completed |
| 2. | IEC General Recommendations: <i>Continued Discussion</i> | Draft Revision | Yuan | 3/5/14 | Carried Forward |
| | <ul style="list-style-type: none"> Carl Yuan reviewed the preliminary draft of the IEC General Recommendations from the 2/5/14 discussion. The committee held general dialogue regarding the content and presentation of the various elements included. The committee was divided into small groups to continue discussion and prepare revisions. Suggestions for revisions were reported out and recorded. Carl will send revised draft to members for review. | | | | |
| 3. | Other: ALO Workshop Update | Information | Eaton | | Completed |
| | <p>Stephen Eaton provided the committee with the following information regarding upcoming accreditation requirements:</p> <p style="padding-left: 40px;">The U.S. Department of Education is requiring institutions to set standards for satisfactory performance in achieving student success (learning and achievement). Learning is defined as what ends up in a student's brain. Achievement is what ends up in their pocket (certificates, degrees, licensures, etc.) The ACCJC will be monitoring whether we have set those standards and how we assess the College's achievement of those standards.</p> | | | | |
| | <i>Adjourn: 10:05 a.m.</i> | | | | |



IEC Budget Allocation General Recommendations

During the course of the 2013–14 academic year, the Institutional Effectiveness Committee (IEC) evaluated Budget Allocation Proposals (BAPs) based on close reading of the Program Review documentation for evidence and factual support. The IEC discussed whether to incorporate larger-scale issues of campus need into the evaluation process. While IEC's role should continue to involve close reading of submitted documents, the committee did identify a few general trends that, if addressed, would lead toward sustainable continuous quality improvement:

1. The Vice Presidents are encouraged to more fully review and complete the administrative portion of the BAPs. This would include identifying possible and alternate funding sources. Some inexpensive requests may not need to go through the BAP process, since they can be funded from existing budget categories. VPs should look carefully at BAPs from their departments to make sure they need to be sent forward.
2. Full-time faculty are needed for support with development of programs and other state and accreditation requirements in several programs which are consistently high in enrollment, especially CTE programs, such as Industrial Maintenance Mechanic Technology–IMMT; Management–MGMT; Administration of Justice–ADJU; and Child Development–CHLD.
3. A need exists to establish a system for compensating adjunct faculty for additional program support duties— including program reviews, curriculum updates, pre-requisite updates, and other institution, accreditation, and state requirements—if full time faculty is not available.
4. Facility and technology upgrades across campus are needed to enhance institutional effectiveness leading to increased student success.
5. Many departments identified staff shortages affecting efficiency and services to students, staff, and the community, we should consider:
 - a) Requests for specific positions such as telephone operator, receptionist, and business office support. Some positions are currently filled by part-time staff, which is unsustainable.
 - b) Limit overtime and overuse of existing staff by reinstating part-time positions back to full time status from recent cutbacks, reorganization, and/or adding full-time staff. This will also allow us to restore eliminated hours that have impacted services.



AGENDA

March 5, 2014

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. Approve Minutes (1/29/14; 2/5/14; 2/12/14; 2/19/14; 2/26/14)
3. IEC General Recommendations: *Continued Discussion*
4. Report out from All College Meeting: *Mission Statement Exercise (Yuan)*
5. Report out from Program Review Committee: *Proposed Training Schedule (Young)*
6. Other



March 5, 2014
9:00 a.m.
LRC Conference Room (L-4)

| | | | | | | | | |
|---|-------------------------|-------------------------------|---|----------------------|-------------------|---|-------------------------|---------------------------------|
| X | Carl Yuan | <i>(CHAIR) Dean, RD&P</i> | X | Sandi Thomas | <i>Management</i> | | Sally VanDenBerg | <i>President, AS (Advisory)</i> |
| | Penny Shreve | <i>Dean of Instruction</i> | X | Kim Young | <i>Management</i> | | George Walters | <i>VPAS (Advisory)</i> |
| X | Nance Nunes-Gill | <i>SLO Coordinator</i> | X | Dayleen Hubby | <i>Classified</i> | | Jim Daniels | <i>VPSS (Advisory)</i> |
| X | Kyri Freeman | <i>Academic Senate</i> | X | Nancy Olson | <i>Classified</i> | X | Stephen Eaton | <i>VPAA (Advisory)</i> |
| | Gabriela Edmund | <i>ASG Representative</i> | | | | X | Jayne Sanchez | <i>Recorder</i> |

| | Agenda Item | Action/Decision | Owner/Person Responsible | Complete Date | Status |
|----|--|-----------------|--------------------------|---------------|------------------------|
| | Call to Order: 9:02 a.m. | | | | |
| 1. | Approve Agenda | Approved | | | Completed |
| 2. | Approve Minutes: (1/29/14; 2/5/14; 2/12/14; 2/19/14; 2/26/14) | Approved | | | Completed |
| 3. | IEC General Recommendations | Discussion | Yuan | | Carried forward |
| | <ul style="list-style-type: none"> President DiThomas joined the meeting to provide input and guidance regarding the report from IEC to cabinet regarding general trends observed from this cycle of the Budget Allocation Proposal process. The committee discussed the various bullet points of the report and made some minor modifications. C. Yuan will edit the report for re-submission to the President and cabinet. | | | | |
| 4. | Report out from All College Meeting: Mission Statement Exercise | Discussion | Yuan | 3/12/14 | Carried forward |
| | C. Yuan reported that he is receiving comments and input regarding the mission statement as a result of the exercise held at the All College meeting on 3/4/14. These will be compiled and brought back to the IEC for the next step in the process. | | | | |
| 5. | Report out from Program Review Committee: Proposed Training Schedule | Information | Young | | Completed |
| | <ul style="list-style-type: none"> K. Young shared the proposed training schedule for non-instructional program review, and extended an invitation to IEC members to participate and/or facilitate applicable training segments. S. Eaton indicated that he would work with P. Shreve and S. Thomas to develop a schedule to meet the needs of the instructional areas. Request was made for an IEC or PRC representative to present PR philosophy and process at a CSEA meeting to increase understanding and reinforce the importance of Program Review and its place in the integrated planning process. | | | | |
| | Adjourn: 10:05 a.m. | | | | |



AGENDA

March 12, 2014

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

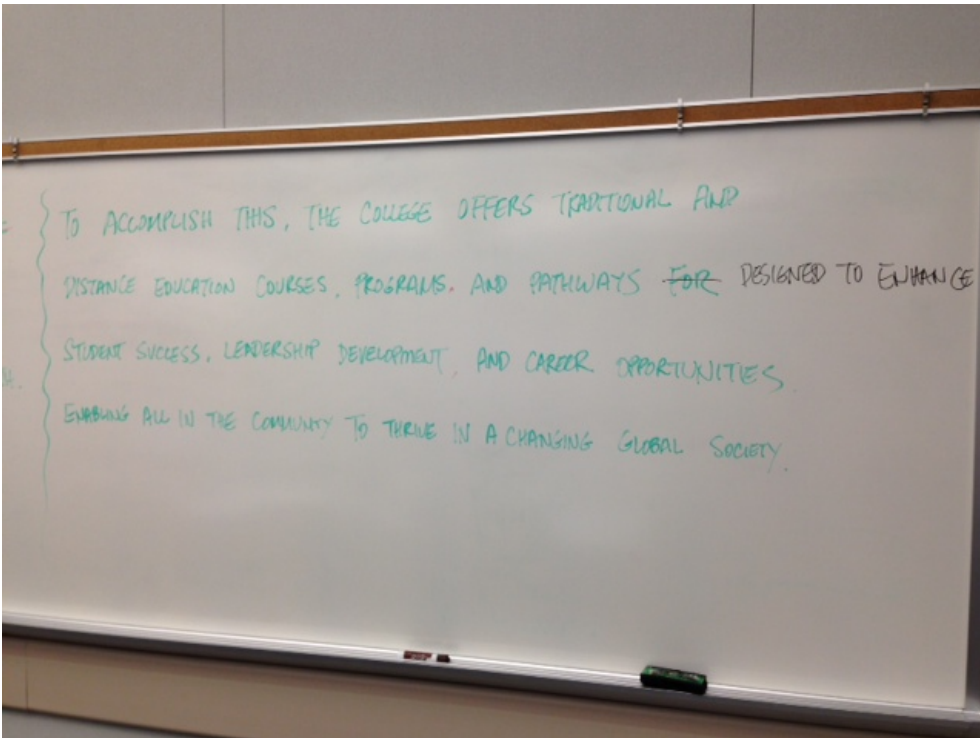
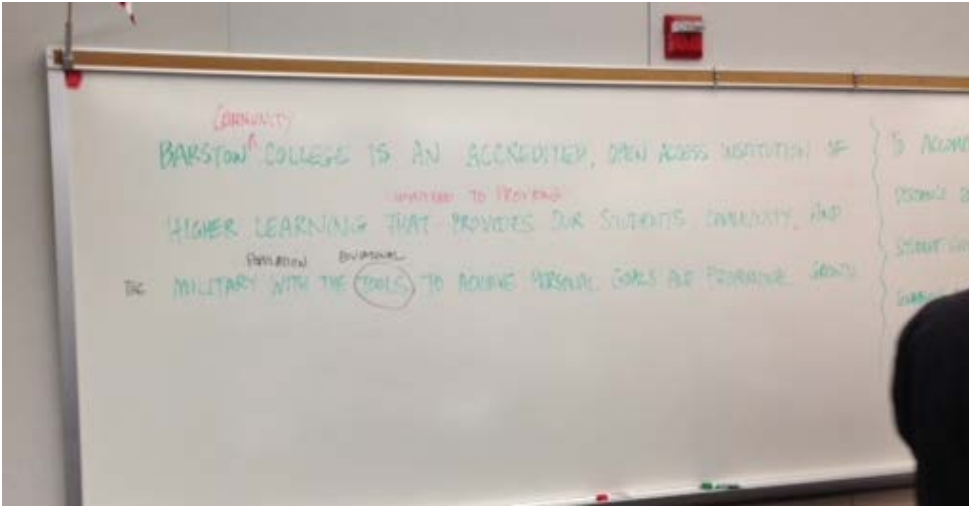
1. Approve Agenda
2. Approve minutes (3/5/14)
3. Mission Statement Revision: All College Feedback
4. Other



March 12, 2014
9:00 a.m.
LRC Conference Room (L-4)

| | | | | | | | | |
|---|-------------------------|-------------------------------|---|-----------------------|-------------------|---|-------------------------|---------------------------------|
| X | Carl Yuan | <i>(CHAIR) Dean, RD&P</i> | | Sandi Thomas | <i>Management</i> | X | Sally VanDenBerg | <i>President, AS (Advisory)</i> |
| X | Penny Shreve | <i>Dean of Instruction</i> | X | Kim Young | <i>Management</i> | | George Walters | <i>VPAS (Advisory)</i> |
| X | Nance Nunes-Gill | <i>SLO Coordinator</i> | X | Dayleen Hubby | <i>Classified</i> | | Jim Daniels | <i>VPSS (Advisory)</i> |
| X | Kyri Freeman | <i>Academic Senate</i> | X | Nancy Olson | <i>Classified</i> | X | Stephen Eaton | <i>VPAA (Advisory)</i> |
| | Gabriela Edmund | <i>ASG Representative</i> | X | Jose Hernandez | <i>Guest</i> | X | Jayne Sanchez | <i>Recorder</i> |

| | Agenda Item | Action/Decision | Owner/Person Responsible | Complete Date | Status |
|----|---|------------------------|---------------------------------|----------------------|------------------|
| | Call to Order: 9:03 am | | | | |
| 1. | Approve Agenda | Tabled | | | |
| 2. | Approve Minutes: 3/4/14 | Tabled | | 3/26/14 | Carried Forward |
| 3. | Mission Statement Revision: All College Feedback | Discussion/Revision | Yuan | 3/12/14 | Completed |
| | <ul style="list-style-type: none"> Carl Yuan reviewed with the committee the comments and feedback received from the mission statement survey distributed at the All College meeting on March 4. The committee considered suggestions received from the survey and other sources and made edits and modifications to the proposed mission statement, with the following result: <p style="margin-left: 40px;">Barstow Community College is an accredited, open access institution of higher learning committed to providing our students, community, and military population with the educational tools to achieve personal goals and professional growth. To accomplish this, the college offers traditional and distance education courses, programs, and pathways designed to enhance student success, leadership development, and career opportunities, enabling all in the community to thrive in a changing global society.</p> The proposal will go to April's All College meeting for 2nd reading. | | | | |
| | Adjourn: 10:00 am | | | | |





AGENDA

March 26, 2014

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. Approve Minutes (3/5/14; 3/12/14)
3. IEC Task Timetable for 2014–15
4. Evaluation of Strategic Plan: Preview
5. Strategic Planning and Program Review Evaluation Process
6. BAP Process: Evaluation and Revision (*cont.*)
7. Other



**March 26, 2014
9:00 a.m.
LRC Conference Room (L-4)**

| | | | | | | | | |
|---|------------------|---------------------|---|---------------|------------|---|------------------|--------------------------|
| X | Carl Yuan | (CHAIR) Dean, RD&P | X | Sandi Thomas | Management | X | Sally VanDenBerg | President, AS (Advisory) |
| X | Penny Shreve | Dean of Instruction | X | Kim Young | Management | | George Walters | VPAS (Advisory) |
| X | Nance Nunes-Gill | SLO Coordinator | X | Dayleen Hubby | Classified | | Jim Daniels | VPSS (Advisory) |
| X | Kyri Freeman | Academic Senate | X | Nancy Olson | Classified | X | Stephen Eaton | VPAA (Advisory) |
| | Gabriela Edmund | ASG Representative | | | | X | Jayne Sanchez | Recorder |

| | Agenda Item | Action/Decision | Owner/Person Responsible | Complete Date | Status |
|----|---|-----------------|--------------------------|---------------|-----------------|
| | Call to Order: 9:00 a.m. | | | | |
| 1. | Approve Agenda | Approved | | 3/26/14 | Completed |
| | Approved with modification (Change made to Item 4 for clarification: Evaluation of Strategic "Goals.") | | | | |
| 2. | Approve Minutes: 3/5/14; 3/12/14 | Approved | | 3/26/14 | Completed |
| 3. | IEC Task Timetable for 2014–15 | Discussion | Yuan | 3/26/14 | Completed |
| | <p>The committee discussed the timetable for the 2014-15 Program Review (PR)/Budget Allocation Proposal (BAP) cycle. The following dates were determined for IEC task completion:</p> <p>October 6, 2014: Originators submit PRs and BAPs to VPs</p> <p>October 20, 2014: VPs submit PRs and BAPs to IEC</p> <p>November 3, 2014: BAPs distributed to applicable committees for input</p> <p>December 5, 2014: BAPs returned to IEC with committee input</p> <p>January 28, 2015: BAP scoring completed</p> <p>February 18, 2015: BAP ranking submitted to Budget & Finance Committee</p> | | | | |
| 4. | Evaluation of Strategic Goals: Preview | Information | Eaton | 4/2/14 | Carried Forward |
| | Stephen Eaton advised the committee of the upcoming review of the college's Strategic Goals. He will bring additional information on this item to the next meeting. | | | | |
| 5. | Strategic Planning and Program Review Evaluation Process | Information | Yuan | 4/2/14 | Carried Forward |
| | Carl Yuan clarified that these are actually two separate processes which will be evaluated. He shared with the group a survey he is preparing to solicit input from various committee members (and others) regarding the effectiveness of the committees in the overall strategic planning process. The effectiveness of the program review process will also be evaluated with a separate instrument. The IEC will monitor and document these evaluations. | | | | |
| 6. | BAP Process: Evaluation and Revision (cont.) | Tabled | Yuan | 4/2/14 | Carried Forward |
| | Adjourn: 10:05 a.m. | | | | |



AGENDA

April 2, 2014

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. Approve Minutes (3/26/14)
3. Strategic Planning Process Evaluation: Procedure and Timeline (*Yuan*)
4. Strategic Goals Annual Review: Procedure and Timeline (*Eaton, Yuan*)
5. BAP Process: Evaluation and Revision (*cont.*)
6. Other



April 2, 2014
9:00 a.m.
LRC Conference Room (L-4)

| | | | | | | | | |
|---|------------------|-------------------------------|---|---------------|-------------------|---|------------------|---------------------------------|
| X | Carl Yuan | <i>(CHAIR) Dean, RD&P</i> | | Sandi Thomas | <i>Management</i> | X | Sally VanDenBerg | <i>President, AS (Advisory)</i> |
| X | Penny Shreve | <i>Dean of Instruction</i> | X | Kim Young | <i>Management</i> | X | George Walters | <i>VPAS (Advisory)</i> |
| X | Nance Nunes-Gill | <i>SLO Coordinator</i> | X | Dayleen Hubby | <i>Classified</i> | | Jim Daniels | <i>VPSS (Advisory)</i> |
| X | Kyri Freeman | <i>Academic Senate</i> | | Nancy Olson | <i>Classified</i> | X | Stephen Eaton | <i>VPAA (Advisory)</i> |
| | Gabriela Edmund | <i>ASG Representative</i> | | | | X | Jayne Sanchez | <i>Recorder</i> |

| | Agenda Item | Action/Decision | Owner/Person Responsible | Complete Date | Status | | | | | | | | | | | | | | | | | | |
|---|--|------------------------|--------------------------|---------------|------------------------|----|-----------------------------------|--------|----|---|---------------|----|------------------------------------|----------------|----|---|----------------|----|---|--------|----|-------------------------------------|--------|
| | Call to Order: 9:05 a.m. | | | | | | | | | | | | | | | | | | | | | | |
| 1. | Approve Agenda | Approved | | | Completed | | | | | | | | | | | | | | | | | | |
| 2. | Approve Minutes: (3/26/14) | Approved | | | Completed | | | | | | | | | | | | | | | | | | |
| 3. | Strategic Planning Process Evaluation: Procedure and Timeline | Information/Discussion | Yuan | 5/7/14 | Carried Forward | | | | | | | | | | | | | | | | | | |
| <p>Carl Yuan reviewed the discussion from the 3/26/14 meeting regarding the evaluation of the Strategic Planning Process (SPP). The following procedure and timeline was outlined:</p> <table border="1"> <tr> <td>1.</td> <td>Surveys distributed to committees</td> <td>4/1/14</td> </tr> <tr> <td>2.</td> <td>Analysis of results</td> <td>4/8/14</td> </tr> <tr> <td>3.</td> <td>IEC discussion/recommendations</td> <td>4/16 – 4/23/14</td> </tr> <tr> <td></td> <td>a. Notification to committee chairs and members</td> <td>4/24 – 4/30/14</td> </tr> <tr> <td>4.</td> <td>Present findings at All-College Meeting</td> <td>5/6/14</td> </tr> <tr> <td>5.</td> <td>Forward formal report to committees</td> <td>5/7/14</td> </tr> </table> | | | | | | 1. | Surveys distributed to committees | 4/1/14 | 2. | Analysis of results | 4/8/14 | 3. | IEC discussion/recommendations | 4/16 – 4/23/14 | | a. Notification to committee chairs and members | 4/24 – 4/30/14 | 4. | Present findings at All-College Meeting | 5/6/14 | 5. | Forward formal report to committees | 5/7/14 |
| 1. | Surveys distributed to committees | 4/1/14 | | | | | | | | | | | | | | | | | | | | | |
| 2. | Analysis of results | 4/8/14 | | | | | | | | | | | | | | | | | | | | | |
| 3. | IEC discussion/recommendations | 4/16 – 4/23/14 | | | | | | | | | | | | | | | | | | | | | |
| | a. Notification to committee chairs and members | 4/24 – 4/30/14 | | | | | | | | | | | | | | | | | | | | | |
| 4. | Present findings at All-College Meeting | 5/6/14 | | | | | | | | | | | | | | | | | | | | | |
| 5. | Forward formal report to committees | 5/7/14 | | | | | | | | | | | | | | | | | | | | | |
| 4. | Strategic Goals Annual Review: Procedure and Timeline | Information/Discussion | Yuan/Eaton | 5/7/14 | Carried Forward | | | | | | | | | | | | | | | | | | |
| <p>Stephen Eaton distributed copies of the Strategic Priorities/Goals, with notations regarding progress of each goal. He reviewed each Strategic Priority and accompanying Goals, and provided a verbal summary of status and progress to date. The following procedure and timeline was outlined:</p> <table border="1"> <tr> <td>1.</td> <td>Update by S. Eaton at IEC</td> <td>4/2/14</td> </tr> <tr> <td>2.</td> <td>Written "Annual Update" to IEC for Review</td> <td>4/9 – 4/16/14</td> </tr> <tr> <td>3.</td> <td>"Annual Update" to Cabinet/Council</td> <td>4/17 – 4/30/14</td> </tr> <tr> <td>4.</td> <td>Present at All-College Meeting</td> <td>5/6/14</td> </tr> </table> | | | | | | 1. | Update by S. Eaton at IEC | 4/2/14 | 2. | Written "Annual Update" to IEC for Review | 4/9 – 4/16/14 | 3. | "Annual Update" to Cabinet/Council | 4/17 – 4/30/14 | 4. | Present at All-College Meeting | 5/6/14 | | | | | | |
| 1. | Update by S. Eaton at IEC | 4/2/14 | | | | | | | | | | | | | | | | | | | | | |
| 2. | Written "Annual Update" to IEC for Review | 4/9 – 4/16/14 | | | | | | | | | | | | | | | | | | | | | |
| 3. | "Annual Update" to Cabinet/Council | 4/17 – 4/30/14 | | | | | | | | | | | | | | | | | | | | | |
| 4. | Present at All-College Meeting | 5/6/14 | | | | | | | | | | | | | | | | | | | | | |
| 5. | BAP Process: Evaluation and Revision (cont.) | Discussion | Yuan | 4/14/14 | Carried Forward | | | | | | | | | | | | | | | | | | |
| <p>Due to the brief time available for review and action, a special meeting will be scheduled for 4/14/14 to complete this item. Members from the Program Review Committee will also be included in the meeting to provide input regarding the process.</p> | | | | | | | | | | | | | | | | | | | | | | | |
| 6. | Other: | | | | | | | | | | | | | | | | | | | | | | |
| <p>a. Carl Yuan reported that the Mission Statement was presented for second reading and approved at the All College Meeting on 4/1/14; it will go to the Board of Trustees for approval on 4/16/14.</p> <p>b. Stephen Eaton reported that the cabinet reviewed the report regarding trends and observations submitted by IEC. The report was well received, with questions asked for clarification. He will report next meeting on the feedback provided.</p> | | | | | | | | | | | | | | | | | | | | | | | |
| Adjourn: 10:05 a.m. | | | | | | | | | | | | | | | | | | | | | | | |



AGENDA

April 9, 2014

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. Approve Minutes (4/2/14)
3. All-College Meeting Evaluation Survey
4. Strategic Planning Process (SPP) Survey Results
5. Strategic Plan/Goals: Spring 2014 Update
6. Reminder: Special Meeting Monday, April 14
7. Other



April 9, 2014
9:00 a.m.
LRC Conference Room (L-4)

| | | | | | | | | |
|---|-------------------------|-------------------------------|---|----------------------|-------------------|---|-------------------------|---------------------------------|
| X | Carl Yuan | <i>(CHAIR) Dean, RD&P</i> | X | Sandi Thomas | <i>Management</i> | X | Sally VanDenBerg | <i>President, AS (Advisory)</i> |
| X | Penny Shreve | <i>Dean of Instruction</i> | | Kim Young | <i>Management</i> | | George Walters | <i>VPAS (Advisory)</i> |
| X | Nance Nunes-Gill | <i>SLO Coordinator</i> | X | Dayleen Hubby | <i>Classified</i> | | Jim Daniels | <i>VPSS (Advisory)</i> |
| X | Kyri Freeman | <i>Academic Senate</i> | X | Nancy Olson | <i>Classified</i> | X | Stephen Eaton | <i>VPAA (Advisory)</i> |
| | Gabriela Edmund | <i>ASG Representative</i> | | | | X | Jayne Sanchez | <i>Recorder</i> |

| | Agenda Item | Action/Decision | Owner/Person Responsible | Complete Date | Status |
|----|---|------------------------|---------------------------------|----------------------|------------------------|
| | <i>Call to Order: 9:05</i> | | | | |
| 1. | Approve Agenda | Approved | | | Completed |
| 2. | Approve Minutes: April 2, 2014 | Approved | | | Completed |
| 3. | All-College Meeting Evaluation Survey | Information/Discussion | Yuan | TBD | Carried Forward |
| | Carl Yuan shared the survey intended to evaluate the All-College Meetings and requested feedback. Minor typographical edits were suggested. In addition, question #13 will be rephrased for clarity and to better elicit meaningful responses. | | | | |
| 4. | Strategic Planning Process (SPP) Survey Results | Information/Discussion | Yuan | 4/16/30 | Carried Forward |
| | <ul style="list-style-type: none"> Handouts included a summary sheet of the raw scores for the sixteen committee evaluation surveys administered over the past several days, as well as the compiled comments for each committee. Carl requested that the results for each committee be evaluated and summarized by 2 IEC members, and those summaries brought back to the IEC for compilation into an evaluation report. Cohorts for each committee were assigned. The summary sheet will be modified to include number of respondents as well as committee and question averages. The revised summary, along with the individual committee spreadsheet containing comprehensive response information, will be sent to cohorts no later than 4/10. Cohorts will be requested to submit their responses by 4/15 for discussion at the 4/16 IEC meeting. IEC will discuss the results and prepare report of observations, which will be sent to committee chairs by 4/30. The intent is to present the findings at All-College on 5/6, and to forward the formal report to committees 5/7. | | | | |
| 5. | Strategic Plan/Goals: Spring 2014 Update | Information/Discussion | Yuan | | Completed |
| | The draft of the Spring 2014 update to the Strategic Plan Goals was reviewed with the committee. Some minor edits to the report were suggested and will be incorporated into the draft document. The finalized "Annual Update" will be forwarded to the cabinet and council for consideration prior to presentation at the All-College Meeting on 5/6/14. | | | | |
| 6. | Reminder: Special Meeting Monday, April 14 | Information | Yuan | | Completed |
| | <i>Adjourn: 10:00 a.m.</i> | | | | |



AGENDA

April 16, 2014

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. Approve minutes (*April 9, 2014*)
3. BAP Revision (*Continued*)
4. Strategic Planning Process Survey Recommendations
5. Other



April 16, 2014
9:00 a.m.
LRC Conference Room (L-4)

| | | | | | | | | |
|----------|-------------------------|-------------------------------|----------|----------------------|-------------------|----------|-------------------------|---------------------------------|
| X | Carl Yuan | <i>(CHAIR) Dean, RD&P</i> | | Sandi Thomas | <i>Management</i> | X | Sally VanDenBerg | <i>President, AS (Advisory)</i> |
| | Penny Shreve | <i>Dean of Instruction</i> | | Kim Young | <i>Management</i> | | George Walters | <i>VPAS (Advisory)</i> |
| | Nance Nunes-Gill | <i>SLO Coordinator</i> | | Dayleen Hubby | <i>Classified</i> | | Jim Daniels | <i>VPSS (Advisory)</i> |
| X | Kyri Freeman | <i>Academic Senate</i> | X | Nancy Olson | <i>Classified</i> | X | Stephen Eaton | <i>VPAA (Advisory)</i> |
| | Gabriela Edmund | <i>ASG Representative</i> | | | | X | Jayne Sanchez | <i>Recorder</i> |

| | Agenda Item | Action/Decision | Owner/Person Responsible | Complete Date | Status |
|-----------|--|-----------------|--------------------------|---------------|------------------------|
| | Call to Order: 9:05 a.m. | | | | |
| 1. | Approve Agenda | Approved | | | Completed |
| 2. | Approve Minutes: 4/9/14 | Approved | | | Completed |
| 3. | BAP Revision (Continued) | Discussion | Yuan | | Carried Forward |
| | The committee reviewed the revisions made to the Budget Allocation Proposal form. Several additional edits and modifications were discussed. Carl Yuan will incorporate the recommended changes into the form. | | | | |
| 4. | Strategic Planning Process Survey Recommendations | Discussion | Yuan | | Carried Forward |
| | IEC member evaluations of the SPP committee survey results were compiled into a working document for committee review. The committee began discussion regarding the results for Academic Senate and Curriculum Committee. Further review will continue next meeting. | | | | |
| | Adjourn: 10:00 a.m. | | | | |



AGENDA

April 23, 2014

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. Approve Minutes (4/16/14)
3. Procedure for finalization and distribution of SPP evaluations/recommendation to committees
4. SPP Survey Recommendations: Continued discussion
5. Other



April 23, 2014
9:00 a.m.
LRC Conference Room (L-4)

| | | | | | | | | |
|----------|-------------------------|-------------------------------|----------|----------------------|-------------------|----------|-------------------------|---------------------------------|
| X | Carl Yuan | <i>(CHAIR) Dean, RD&P</i> | X | Sandi Thomas | <i>Management</i> | X | Sally VanDenBerg | <i>President, AS (Advisory)</i> |
| X | Penny Shreve | <i>Dean of Instruction</i> | X | Kim Young | <i>Management</i> | | George Walters | <i>VPAS (Advisory)</i> |
| X | Nance Nunes-Gill | <i>SLO Coordinator</i> | X | Dayleen Hubby | <i>Classified</i> | | Jim Daniels | <i>VPSS (Advisory)</i> |
| X | Kyri Freeman | <i>Academic Senate</i> | | Nancy Olson | <i>Classified</i> | X | Stephen Eaton | <i>VPAA (Advisory)</i> |
| | Gabriela Edmund | <i>ASG Representative</i> | | | | X | Jayne Sanchez | <i>Recorder</i> |

| | Agenda Item | Action/Decision | Owner/Person Responsible | Complete Date | Status |
|--|---|-----------------|--------------------------|---------------|------------------------|
| | <i>Call to Order: 9:05 a.m.</i> | | | | |
| 1. | Approve Agenda | Approved | | | Completed |
| 2. | Approve Minutes: 4/16/14 | Approved | | | Completed |
| 3. | Procedure for finalization and distribution of SPP evaluations/ recommendation to committees | Information | Yuan | | Completed |
| Carl Yuan reviewed the procedure to be used for the SPP evaluations: <ul style="list-style-type: none"> • The IEC will determine recommendations for each committee • The recommendations will be sent to committee chairs for review and/or rebuttal • Final results will be distributed to the full committees for consideration and use in improving internal processes | | | | | |
| 4. | SPP Survey Recommendations: Continued | Discussion | Yuan | 4/30/14 | Carried Forward |
| <ul style="list-style-type: none"> • The members reviewed the evaluation summaries for the committees. Several comments and observations were made regarding individual committee summaries, which will be incorporated into the final report. • In addition, the following points were brought forward: <ul style="list-style-type: none"> ▶ A question was raised regarding consistency among the summaries: if one committee has observations and recommendations, should all committees have them? ▶ The report should differentiate between trends and isolated comment(s) ▶ The report should clearly separate the raw comments from the surveys and the summaries and comments made by evaluators • The final report will be shared with the members prior to sending out to committee chairs. | | | | | |
| <i>Adjourn: 10:00 a.m.</i> | | | | | |

Institutional Effectiveness Committee

Agenda – April 30, 2014; 9:00 a.m.; LRC Conference Room (L-4)

1. Approve Agenda
2. Strategic Planning Process Evaluation – Committee Survey Results Final Draft
3. BAP Revision Update
4. Student Success Scorecard
5. Other

CARL
APR 30 2014
Institutional Effectiveness



| April 30, 2014 9:00 a.m. LRC Conference Room (L-4) | | | | | | | | |
|--|------------------|---------------------|---|---------------|-------------------------|---|------------------|---------------------------|
| X | Carl Yuan | (CHAIR) Dean, RD&P | X | Sandi Thomas | Dean of Instruction CTE | X | Sally VanDenBerg | President, (AS (Advisory) |
| X | Penny Shreve | Dean of Instruction | X | Kim Young | Management | | George Walters | VPAS (Advisory) |
| X | Nance Nunes-Gill | SLO Coordinator | | Dayleen Hubby | Classified | | Jim Daniels | VPSS (Advisory) |
| X | Kryi Freeman | Academic Senate | X | Nancy Olson | Classified | | Stephen Eaton | VPAA (Advisory) |
| | Gabriela Edmund | ASG Representative | | | | | Jayne Sanchez | Recorder |

| | Agenda Item | Action/Decision | Owner/Person Responsible | Complete Date | Status |
|----|---|-----------------|--------------------------|---------------|------------------|
| | Call to Order 9:05 | | | | |
| 1. | Approve Agenda | Approved | | | Completed |
| | Penny Shreve moved, Sally VanDenBerg second, all approved | | | | |
| 2. | Strategic Planning Process Evaluation – Committee Survey Results Final Draft | | Carl Yuan | | |
| | After much discussion – the IEC Chair will send out to the respective committee’s chairs/leads the compiled survey results for review and the opportunity to respond (rebuttal). The due date to receive information back is Friday May 2 nd , no later than Monday May 5 th . Once the rebuttals are received a final draft will be sent out to all IEC members to review prior to the All College meeting to be held on May 6 th . | | | | |
| 3. | BAP Revision Update | | Carl Yuan | | |
| | Carl will follow-up with the responsible parties for HR Request draft, Technology draft, and Facilities Request draft. The information is due by May 6 th . | | | | |
| 4. | Student Success Scorecard | | Carl Yuan | | |
| | Carl shared with the committee what he has prepared to present to Cabinet, All College, and the BOT. A few recommendations were made in regards to be able to provide additional information for example: specific to student to counselor ratio, etc. | | | | |
| 6. | Other: | | Kim Young | | |
| | Kim Young gave a brief synopsis on an article from Fox News pertaining to the value of Higher Education as per Businesses take and then of course as to Higher Educations take. She will email the article to the IEC members. | | | | |
| | Adjourn: 9:56 | | | | |



AGENDA

May 7, 2014

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. Approve Minutes (4/23/14; 4/30/14)
3. Dr. DiThomas
4. Meeting Schedule for Summer
5. BAP Revision (*Continued*)
6. Other



May 7, 2014
9:00 a.m.
LRC Conference Room (L-4)

| | | | | | | | | |
|---|-------------------------|-------------------------------|---|----------------------|-------------------|---|-------------------------|---------------------------------|
| X | Carl Yuan | <i>(CHAIR) Dean, RD&P</i> | | Sandi Thomas | <i>Management</i> | X | Sally VanDenBerg | <i>President, AS (Advisory)</i> |
| X | Penny Shreve | <i>Dean of Instruction</i> | | Kim Young | <i>Management</i> | | George Walters | <i>VPAS (Advisory)</i> |
| X | Nance Nunes-Gill | <i>SLO Coordinator</i> | | Dayleen Hubby | <i>Classified</i> | | Jim Daniels | <i>VPSS (Advisory)</i> |
| X | Kyri Freeman | <i>Academic Senate</i> | X | Nancy Olson | <i>Classified</i> | X | Stephen Eaton | <i>VPAA (Advisory)</i> |
| | Gabriela Edmund | <i>ASG Representative</i> | | | | X | Jayne Sanchez | <i>Recorder</i> |

| | Agenda Item | Action/Decision | Owner/Person Responsible | Complete Date | Status |
|----|--|------------------------|---------------------------------|----------------------|------------------------|
| | <i>Call to Order: 9:03</i> | | | | |
| 1. | Approve Agenda | Approved | | | Completed |
| 2. | Approve Minutes: 4/23/14; 4/30/14 | Approved | | | Completed |
| 3. | Dr. DiThomas | Information | DiThomas | | Completed |
| | Dr. DiThomas thanked the committee for the large body of work completed, especially the recent process and committee evaluations and reports produced. | | | | |
| 4. | Meeting Schedule for Summer | Discussion | Yuan | | Completed |
| | Today's meeting will be the last for the spring semester; meetings scheduled for 5/14 and 5/21 will be cancelled. The IEC will plan meetings for Wednesday on the third week of June and July, which will coincide with the BOT meeting. The time will be changed to 3:00 p.m. Faculty should arrange for potential substitute representation if they will not be available. | | | | |
| 5. | BAP Revision (Continued) | Discussion | Yuan | | Carried Forward |
| | The committee reviewed the revised BAP as well as the proposed questions for inclusion in the HR section. Several suggestions and comments will be incorporated into the final version, which will be sent to members for consideration and approval. | | | | |
| | Adjourn: 10:05 a.m. | | | | |

INSTITUTIONAL EFFECTIVENESS COMMITTEE

Attendance

2013–2014

| | SPRING 2014 | 1.15 2014 | 1.22 2014 | 1.29 2014 | 2.05 2014 | 2.12 2014 | 2.19 2014 | 2.26 2014 | 3.05 2014 | 3.12 2014 | 3.26 2014 | 4.02 2014 | 4.09 2014 | 04.16 2014 | 04.23 2014 | 04.30 2014 | 05.07 2014 |
|-------------------------|---------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|---------------|---------------|---------------|
| Carl Yuan | <i>(CHAIR) Dean, RD&P</i> | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Penny Shreve | <i>Dean of Instruction</i> | | X | X | | X | X | X | | X | X | X | X | | X | X | X |
| Nance Nunes-Gill | <i>SLO Coordinator</i> | X | X | X | X | X | X | X | X | X | X | X | X | | X | X | X |
| Kyri Freeman | <i>Academic Senate</i> | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Gabriela Edmund | <i>Associated Students</i> | | | | | | | | | | | | | | | | |
| Sandi Thomas | <i>Management</i> | X | X | X | X | | | | X | | X | | X | | X | X | |
| Kim Young | <i>Management</i> | X | X | X | | | | X | X | | X | X | | | X | X | |
| Dayleen Hubby | <i>Classified</i> | X | X | X | X | | | X | X | X | X | X | X | | X | | |
| Nancy Olson | <i>Classified</i> | X | X | X | X | X | X | X | X | X | X | | X | X | | X | |
| Sally VanDenBerg | <i>President, AS (Advisory)</i> | X | X | X | X | X | X | X | | X | X | X | X | X | X | X | X |
| George Walters | <i>VPAS (Advisory)</i> | | | X | | | | | | | | X | | | | | |
| Jim Daniels | <i>VPSS (Advisory)</i> | | | | | | | | | | | | | | | | |
| Stephen Eaton | <i>VPAA (Advisory)</i> | X | X | X | X | X | X | X | X | X | X | X | X | X | X | | X |
| Morgan Bohnsack | <i>Guest</i> | | | | | X | X | X | | | | | | | | | |
| Jayne Sanchez | <i>Recorder</i> | X | X | X | X | X | X | X | X | X | X | X | X | X | X | | X |

| | FALL 2013 | 8.28 2013 | 9.04 2013 | 9.11 2013 | 10.02 2013 | 10.16 2013 | 10.23 2013 | 10.30 2013 | 11.06 2013 | 11.13 2013 | 11.18 2013 | 11.20 2013 | 11.25 2013 | 12.4 2013 | 12.9 2013 | 12.11 2013 |
|-------------------------|---------------------------------|--------------|--------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|--------------|---------------|
| Carl Yuan | <i>(CHAIR) Dean, RD&P</i> | | | | | | X | X | X | X | X | X | X | X | X | X |
| Penny Shreve | <i>Dean of Instruction</i> | X | | X | X | | X | X | X | | X | X | X | X | X | |
| Nance Nunes-Gill | <i>SLO Coordinator</i> | X | X | X | X | X | X | X | X | X | X | X | X | | X | X |
| Kyri Freeman | <i>Academic Senate</i> | X | X | X | X | X | | X | X | X | X | X | X | X | X | X |
| Gabriela Edmund | <i>Associated Students</i> | X | X | X | | | X | X | X | X | | | | | | |
| Sandi Thomas | <i>Management</i> | X | X | X | X | | | | | X | X | X | X | | | X |
| Kim Young | <i>Management</i> | X | X | X | X | X | X | X | X | X | X | X | | X | | X |
| Dayleen Hubby | <i>Classified</i> | X | X | X | X | X | X | X | X | X | | X | X | X | X | X |
| Nancy Olson | <i>Classified</i> | X | X | X | X | X | X | X | X | X | | X | X | | | X |
| Sally VanDenBerg | <i>President, AS (Advisory)</i> | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Virgil Stanford | <i>VPAS (Advisory)</i> | X | | | | | | | | | | | | | | |
| Jim Daniels | <i>VPSS (Advisory)</i> | X | X | | | | | X | | | | | | | | |
| Stephen Eaton | <i>VPAA (Advisory)</i> | X | X | X | X | X | X | | X | X | X | X | X | X | X | |
| Morgan Bohnsack | <i>Guest</i> | | | | | | | | | | | | | | X | X |
| Jayne Sanchez | <i>Recorder</i> | X | X | X | X | X | X | X | X | X | X | X | | X | X | X |