Berkeley City College
Program Review Fall 2011
Summary of Resource Needs

Principles Guiding Administrator, Faculty and Staff Prioritization
1. Urgencies created by unexpected circumstances are put forth when they become known.
2. Parity in staffing, so as to realize a true allocation model, is an ongoing chronic need.
3. When indicated for compliance with regulations at the State and Federal levels, the position becomes a priority.
4. Given the Peralta fiscal situation, staffing for current levels of services is expedient; planning for reaching capacity to meet service area needs is essential.

Faculty Hiring Priorities
Hiring Cycle 2011-2012 (needs identified through Fall, 2011)
Faculty currently being recruited in intradistrict transfer process:
American Sign Language
Anthropology
Art
Biology, Biotechnology
Chemistry, Organic
Communication
Counseling, Bilingual
Counseling, General
Counseling, Psychological
English/PERSIST

Librarian
Math- Basic Skills
Math- Transfer
Multimedia Art—Digital Culture
Multimedia Art—Web Design
Music
Psychology
Sociology
Spanish

Hiring Cycle 2012-2013 (additional needs identified to be filled for 2012-2013 year) – Un-Prioritized
Additional faculty recruitments for the 2012-2013 academic year:
American Sign Language
Ethnic Studies
Political Science
Philosophy
EOPS Counselor

General Counselor
DPS  Counselor
Learning Disability Specialist
Articulation Officer (increase from .5 to 1.0)
DPS Coordinator-Counselor
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Classified Staff Hiring Priorities

**Hiring Cycle 2011-2012 (needs identified through Fall, 2011)**
*Classified Staff* to be recruited for hire by Spring 2012 (per District Staffing Plan):
- Senior Library Technician—already in this year’s budget
- Custodian
- Student Personnel Services Specialist (student career services)
- Toolroom Keeper/Equipment Manager (Multimedia Photo, Print, Video)
- Science Lab Technician/Chemistry

Additional top tier priorities not being recruited this year:
- Staff Assistant/Business Services
- Clerical Assistant II/Student Services
- Senior Clerical Assistant I/President’s Office

**Duplicating Service Technician**
**Science Lab Technician/Biotechnology**
**DSPS Adapted Computer Learning Technician**

**Hiring Cycle 2012-2013 (additional needs identified to be filled for 2012-2013 year) - Un-prioritized**

*Additional permanent Classified Staff* recruitments for the 2012-2013 academic year:

- Library Technician 1.5 FTE
- Clerical Assistant, Matriculation
- EOPS/CARE Staff Assistant (increase from .8 to 1.0)
- DSPS Staff Assistant
- Clerical Assistant, Counseling

- Studio Manager (MMART)
- DSPS Adaptive Technology Specialist
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Administrator Hiring Priorities

Hiring Cycle 2011-2012 (needs identified through Fall, 2011)
College Administrators to be recruited for hire by Spring 2012 (per District Staffing Plan):
Dean of Instruction
Dean of Instruction

Hiring Cycle 2012-2013 (additional needs identified to be filled for 2012-2013 year)
No additional college administrator positions identified for hire 2012-2013.
Principles Guiding Requests for Operating Expenses/Equipment/Technology:
1. Urgencies created by unexpected circumstances are put forth when they become known.
2. Parity in operating funds, so as to realize a true allocation model, is an ongoing chronic need.
3. Requests that fall within currently allocated college resources are handled locally.
4. Requests that require additional funds are identified for possible district support.
5. Requests that represent needs across the district are presented to PBC for consideration.
6. Given the Peralta fiscal situation, requests to support current levels of services are expedient; planning for reaching capacity to meet service area needs is essential.

Operating Expenses/Equipment/Technology Requests that Require Additional Funds
Enhanced funds for ASL guest speakers, art models, voice recording devices, films and models: $20,000
Increase adjunct counseling budget: $48,000
Student Ambassador Program operation cost: $40,000

Recurring instructional supplies and consumable materials used in science, modern languages, multimedia arts, Persist: $60,000
Update/Upgrade/new computer software in adaptive technologies for student support services $40,000

Operating Expenses/Equipment/Technology Requests that Represent Needs Across the District
Additional student tutor and hourly instructional aide funding to address student success and support the supplemental instruction needs of students in well-enrolled classes across the curriculum. $35,000

Equipment maintenance, repair, and upgrades of equipment purchased through bond funds (instruction and student services). $40,000
Principles Guiding Requests for Facilities Needs:
1. Urgencies created by unexpected circumstances are put forth when they become known.
2. Facilities funding is an important aspect of BCC’s parity issues.
3. Measure A is the source currently available to address facilities needs.
4. Requests that require additional funds are identified for possible district support.
5. Requests that represent needs across the district are presented to PBC for consideration.
6. Given the Peralta fiscal situation, requests to support current levels of services are expedient; planning for reaching capacity to meet service area needs is essential.

Facilities Needs Already Approved with Funding Allocated: to be done 2011-2012:

[Inserted here: Memo on facilities needs within next six months, provided to Dr. Ikharo on November 2.]

Additional Facilities Needs that Require Additional Funds

[All additional facilities needs are deferred for the year.]

NOTE: The space needs identified in Program Review for supporting current levels of services will be addressed in the completion of the already-funded building purchase for BCC, including: adequate faculty office space, high-tech language lab, film screening space, additional library space, DSPS full service hub, counseling offices, veteran’s services office and reception, health services facility (plumbing, etc, as needed), multi-use classroom space; student study areas.
Berkeley City College
Program Review, Fall 2011
Update on College Assessment Activities

General and Instructional Assessment Activities At BCC

Selected highlights:
- Course level outcomes—all high impact courses assessed
- Program outcomes identified, program assessment plans in place most programs
- Institutional outcomes addressed one per semester across the college beginning 2012
- Assessment results found in Curriculum Committee, Teaching-Learning Center and in Program Review/planning processes
- Evaluation of assessment and planning processes by Roundtable each year beginning 2012
- Culture of assessment widespread across college

Student Services Assessment Activities At BCC

Student Service at Berkeley City College (BCC) has made a significant progress in meeting the standards for Student Learning Outcomes. In order to meet the “proficiency” level as prescribed in the ACCJC/WASC rubric by 2012, BCC Student Services has completed all program level SLO’s; developed an assessment timeline for all student services programs. The team has been in dialogues about SLOs and SLO assessment over the last two years. We anticipate analyzing the results of the assessment of the SLO’s and using the dialogue for decision-making purposes.

BCC Student Services has reached Student Learning Outcomes (SLOs) Development Level by
- Establishing a division-wide framework for definition of student learning outcomes (where to start), how to extend, and timeline.
- Developing authentic assessment strategies for assessing student learning outcomes as appropriate to service area SLOs
- Having organizational structures (Student Services Council, and shared governance structure at the college (Leadership, Roundtable, Classified and Academic Senate, etc.) and the district levels (Joint Instruction and Student Services Committee, District-wide Classified and Academic Senate Curriculum Committee, Planning and Budget Integration Committees, etc.) are supporting strategies for student learning outcomes definition and assessment.
- Accepting responsibilities by Leadership groups at both college and district levels for student learning outcomes implementation.
- Sharing human and financial resources supporting student learning outcomes and assessment.
- Having fully engaging counseling faculty and Student Services staff in student learning outcomes development.
In addition to placing all SLOs online at [http://www.berkeleycitycollege.edu/wp/student_service_programs/student-services-slo-home/](http://www.berkeleycitycollege.edu/wp/student_service_programs/student-services-slo-home/), the team has begun to input SLOs into Taskstream.

All BCC Student Services areas will reach SLO Proficiency Level and approach Sustainable Continuous Quality Improvement Level by Fall 2012.

- Student Services SLOs and authentic assessment are in place for all Student Services areas/programs.
- A widespread dialogue about the results of assessment and identification of gaps will occur at the divisional, college, and district levels.
- Decision-making will include dialogue on the results of assessment in Student Services areas/programs and is purposefully directed toward aligning division, college, and district-wide practices to support and improve student learning in Student Services.
- Student Services will publish comprehensive assessment reports online on a regular basis.
- It is anticipated that SLO assessment findings will demonstrate students’ awareness of goals and purposes of Student Services areas/programs in which they participate.
- Student Services will integrate assessment results with continuous review and improvement by integrating SLO Action Plan with the Unit Action Plan in Student Services.

The table below illustrates the progress and status of all student services program level SLOs:

<table>
<thead>
<tr>
<th>Student Service Program</th>
<th>Has established SLOs or SAOs</th>
<th>Is assessing SLOs or SAOs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions &amp; Records</td>
<td>SLO</td>
<td></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>SAO</td>
<td></td>
</tr>
<tr>
<td>Outreach/Student Ambassador</td>
<td>SLO</td>
<td></td>
</tr>
<tr>
<td>Assessment and Orientation</td>
<td>SLO</td>
<td>Yes</td>
</tr>
<tr>
<td>Counseling</td>
<td>SLO</td>
<td>Yes</td>
</tr>
<tr>
<td>DSPS</td>
<td>SLO</td>
<td></td>
</tr>
<tr>
<td>EOPS/CARE/CalWORKS</td>
<td>SLO</td>
<td>Yes</td>
</tr>
<tr>
<td>Veterans Affairs</td>
<td>SLO/SAO</td>
<td>Yes</td>
</tr>
<tr>
<td>Career/Transfer Center</td>
<td>SLO/SAO</td>
<td>Yes</td>
</tr>
</tbody>
</table>

BCC Student Services will integrate assessment results with continuous review and improvement. Furthermore, the team will integrate SLO Action Plan with the Unit Action Plan.

**Evidence**

- SLO dialog is recorded in Student Services council meeting minutes, posted on BCC Student Services Homepage at [http://www.berkeleycitycollege.edu/wp/student_service_programs/student-services-department-meeting-minutes/](http://www.berkeleycitycollege.edu/wp/student_service_programs/student-services-department-meeting-minutes/)

BCC Student Services SLO is posted at [http://www.berkeleycitycollege.edu/wp/student_service_programs/student-services-slo-home/](http://www.berkeleycitycollege.edu/wp/student_service_programs/student-services-slo-home/)

Financial Aid service area review is posted at [http://web.peralta.edu/district/annual-program-reviews/](http://web.peralta.edu/district/annual-program-reviews/)