**Berkeley City College - Department Chairs’ Meeting**

**September 26, 2014**

Present: VPI Tram Vo-Kumamoto, Dean Antonio Barreiro, Dean Carlos Cortez, Jenny Lowood, Fabian Banga, Carol Copenhagen, P. Thananjeyan, Barbara Des Rochers, Ivanetta Ikeda, Linda McAllister, Siraj Omar, Laura Ruberto, Nancy Cayton, Rachel Simpson, Laurie Brion, Joshua Boatright, Allene Young, Jennifer Braman

Guests:

Absent: Kelly Pernell

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| **Agenda Item** | **Discussion** | **Follow-up Action** | **Decisions****(Shared Agreement/Resolved or Unresolved?)** |
| 1. Report out on concerns (10 minutes)
 | * Copier limits- 12,000 for full-time and 6,000 for part-time and 1 million copies in the copy center ($26,000 for copiers and maintenance and an additional $15,000 for paper per year)
* If limits are hit again, suggested to notify Deans.
* #1 concern: not enough paper for labs.
* #2 concern: if faculty is to use the copy center, it needs to be staffed at all times.
* Purchasing basic supplies (handout distributed)
* Lottery funds for each dept.
 | Dept. Chairs will send out copier updates to respective areas and faculty. -#1: Carlos will notify Shirley to store paper in the labs. Antonio will send a list of classrooms to Carlos that needs paper as well.-#2: Tram will let Shirley know of this concern. |  |
| 1. Spring targets by Discipline (30 minutes)
 | (handouts distributed)BI Tools now possible to get into off campus. Hoping other colleges can make up for their targets so we can make ours.Targets on Ed. Committee District site (also in page. 3 of handout)2014-2015 Total FTES Target: 20,812 (Fall, Summer , Spring)Productivity Target: 17.5FTEFTotal 250.2FTEF 32.45 Summer111.41 Fall106.34 FTEF we have remaining for SpringFTES42.78556.07 Summer2009.66 Fall1712.27 FTES for SpringRES FTEF (17.5 Productivity)NON + RES FTEF (above 17.5) ~19Looking at 1900 FTES which will put us at 17.9 productivityWith a 17.5 productivity target, that means 35 students in each class but classrooms have a cap of 30 and then not all classes get to 30. For instructors to take in more students, they will need way more support. Tier 3 (red): FTEF is close to Spring ’14 target. Tier 4 (blue): concern that it is complicated for Learning Communities Waitlist is not possible for shadow classes. 1. Do we want shadow classes? Yes, shadowing tier 3 classes.
2. Is there a deadline? Individual decision to pull all shadow classes.

\*Dept. Chairs submit schedules to Johnny on Tuesday, 9/30. | Tram wants to schedule a planning subcommittee for 2015-2016. * Deciding what classes would be conducive to large lecture classes
* Coming up with guiding principles

Names of those who would like to take part in the subcommittee:* Linda McAllister
* Jenny Lowood
* Laura Ruberto
* Alley Young
* Carol Copenhagen
* Iva Ikeda
* Mary Clarke-Miller? Justin Hoffman? MMART Rep.

Tram will ask District to generate FTES for unstaffed classes so numbers are more accurate. |  |
| 1. Spring Schedule- Room TBA (30 minutes)
 | Need to make sure schedule is more set then we can have rooms determined.  | Tram wants/needs to talk to each dept. and see which rooms do they really need to be in. |  |
| 1. Ed Master Plan (30 minutes)
 | Proposed activities listed, if anyone wants to add to it, click the link Tram provided. She will be taking this to Roundtable on Monday, 9/29.(handout distributed) Programs, how to cluster them and include student support and engagement opportunities?  | **Ed. Master Plan Meeting on Friday, October 3rd from 9am-12pm in room 212.**  |  |
| 1. Annual Timeline of Critical Processes (20 minutes)
 | 1. Focus on APU and budget- APU’s due on December 1 to Deans for compiling.
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