

BCC DEPARTMENT CHAIRS MEETING 26 February 2016 MINUTES

Members Attended-marked with "x"

started 1:34

X Tram Vo-Kumamoto, VPI - Linda McAllister-SOSCI Dept.,Chair - Jennifer Braman, ACS Dept., Co-Chair X Fabian Banga, Modern Languages Dept. Chair X Heather Dodge LIB Dept., Chair Rep. - Laurie Brion, ESL Dept., Chair P Barbara DesRochers, SCI Dept. Chair X Ivanetta Ikeda, ASI Dept. Chair X Thomas Kies, SOSCI Dept. Chair	X Antonio Barreiro, Dean - Jenny Lowood, ENGL Dept.,Chair X Siraj Omar, SCI Dept., Chair X Kelly Pernel, MATH Dept., Chair - Laura Ruberto, ACS Dept., Co-Chair X Rachel Simpson, MMART Dept., Chair X Paramsothy Thanaejeyan, BUS/CIS/ECON Dept., Chair X Susan Truong COUN Dept.,Co- Chair X Gabe Winer, ESL Dept., Chair
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Agenda Item	Discussion	Follow-Up Action	Decisions
1.<u>Update (30 mins)</u>	<ul style="list-style-type: none"> ● Schedule (Antonio) <ul style="list-style-type: none"> ○ Draft printout summer schedule -reflects updates as close of business 2/22/16 ○ District IT is having tech. issues currently no deadline for summer and fall schedules ○ Fall schedule passed out reflects updated through 2/25/2016 ○ Possible google form set up for schedule revisions ○ Johnny will be coming back March 7- there will be an overlap with Angela to help build some systems 	1.Review print out for content with red ink and leave in Antonio's box both summer and fall schedule. Return as ASAP	

	<ul style="list-style-type: none"> ● Building (Tram) <ul style="list-style-type: none"> ○ Annex lease ends summer ○ Move into new rental on Center - 3 classrooms and office space for health center and student services ○ Net gain of 1 classroom ○ Goal to have fall classes in the Center rental ○ User group meeting- mixed use space needs ○ Goal- 8 classrooms, health center, remaining space TDB for use <hr/> <ul style="list-style-type: none"> ● Classified prioritization (Tram) <ul style="list-style-type: none"> ○ Changes to classified position list will go to prioritization committee ○ Committee will meet on Monday Feb.29 - will use the same rubric, but focusing on a separation of grant funded positions, program positions and operational positions <hr/> <ul style="list-style-type: none"> ● Roundtable update: revise BCC's Mission statement <ul style="list-style-type: none"> ○ Updated mission last year ○ Proposal to add to the current language ○ Align with the accreditation standards <p>Mission statement suggestions -flow of student progress, transfer, competency, life skills -supporting our</p>		
		<hr/> <p>2. Final Mission Statement to Roundtable</p> <p>.</p>	

	<p>students</p> <hr/> <ul style="list-style-type: none"> ● Faculty Advising (Susan/Alley) <ul style="list-style-type: none"> ○ 114 students showed up ○ Improvements-better advertisement-banner,signs, teachers making classroom announcements, tying it once or twice a semester ○ Integrate event into the Live Week ○ Track how many students came and how many were invited ○ Get to the how many students we should be targeting. ○ Focusing on the student group that needs this service the most. ○ Every Department to develop how they want to see faculty advising for them. 		
<p><u>2.Processing Student Concerns(1hr)</u></p>	<ul style="list-style-type: none"> ● Petition for Substitution/Waiver <ul style="list-style-type: none"> a. Tram will meet with A&R for automatic substitutions 	<p>To be covered next meeting</p> <ol style="list-style-type: none"> 1. Added credit by exam 	<p>Plan:</p> <p>Create a list of pre-approved substitutions does not need to go to the Chairs & Deans/VPI but</p>

	<ul style="list-style-type: none"> ■ Ex.courses that have changed their name and/or number. courses that are more advance should cover for less advanced course only if degree/major doesn't require all the levels ■ COUN will stamp forms before they go to the Chairs ■ Can an electronic intake process be created 	<ol style="list-style-type: none"> 2. Form to calculate a repeat course and a higher grade 3. Tram will talk to Adela about the Challenge form about the 5 business day requirement 4. Pre-reqs 5. Discipline issues 6. Grade/instructor issues 7. Other 	straight from counseling to A&R.
<u>3.SLO/Curriculum schedule working session (30 mins)</u>	<p>due by next Friday...</p> <p>Departments that still need to submit schedules:</p> <ul style="list-style-type: none"> ● ASL ● CIS ● ENGL/EDUC/CHDEV/LRNRE ● MATH ● Modern Lang ● MMART ● SCI/BOITECH 		

FUTURE CHAIRS MEETINGS

Feb. 5 – Chairs-only meeting (note this is the first Friday of the month because of holidays).

Feb. 26 -- Chairs meeting w/VP

Mar. 11 – Chairs-only meeting/ Chairs meeting w/VP (split time due to spring break)

AGENDA draft

- Cleavon Smith (FAS) will be attending the first part of this meeting to discuss Faculty Senate/Chairs overlapping issues.
- The second half of the meeting will be devoted to the proposal for revision of the faculty prioritization process (presented by the subcommittee working on said revision)

Apr. 8 – Chairs-only meeting

Apr. 22 -- Chairs meeting w/VP

May 13—Chairs-only meeting/ Chairs meeting w/VP (split time if needed)