**BCC Department Chairs Meeting Minutes**

Meeting Date: Friday, April 24,2015

Members Attended – marked with X

X Tram Vo-Kumamoto, VPI X Antonio Barreiro, Dean

- Carlos Cortez, Dean - Linda McAllister, Social Sciences Dept. Chair

- Jennifer Braman, Arts & Cultural Studies Dept. Co-Chair X Fabian Banga, Modern Languages Dept. Co-Chair

- Joshua Boatright, Library Dept. Chair X Laurie Brion, ESL Dept. Chair

- Carol Copenhagen, Modern Languages Dept. Co-Chair - Barbara Des Rochers, Science/Biotechnology Dept. Co-Chair

X Jenny Lowood, English Dept. Chair X Siraj Omar, Science/Biotechnology Dept. Co-Chair

X Kelly Pernell, Math Dept. Chair X Laura Ruberto, Arts & Cultural Studies Dept. Co-Chair

X Rachel Simpson, MMART Dept. Chair X Paramsothy Thananjeyan, CIS Dept. Chair

- Allene Young, Counseling Dept. Chair X Ivanetta Ikeda, ASL Dept. Chairs

| **Agenda Item**  **Closing out the year** | **Discussion** | **Follow-up Action** | **Decisions**  **(Shared Agreement/Resolved or Unresolved?)** |
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| 1. Office Space(handout) | * Desk ratios are off for Math and MMA-suggested ratio 1 desk per Full timer/ 1 desk per 8 part timers/retirees * Chairs should decide what part timers get * Need to build in open use swing space * Need space for private conversations with students * Bring learning communities back into main building | 1. Have a small group discuss future planning (Chair of Chairs to ID reps to meet with Tram) 2. Chairs will provide Tram with a list of who is moving. 3. Work on getting keys, cabinets and boxes (VPI Office) 4. Timing:  * International Students move 1st week in July. * 2nd week science * 3rd week 541 opened people can move in. |  |
| 1. Scheduling for SP16 | * + Information sent in an email   + Currently 7 TBA classrooms for fall 2015 – so we have done a good job at adding to fall in a manner that maximizes our classrooms.   + Creating shadow sections-options online/hybrid   + Look at changing class schedules to meet   students’ needs to progress | 1. Get information to Deans for review and Johnny to enter by June 1st 2. Deans meet with Chairs to discuss and propose additional courses in June |  |
| 1. PT evaluations (handout) | * Chairs shared a concern that the letter negatively impacts and blames the part-time faculty. * There should be a letter that goes out to the evaluators too * If there is some extenuating situation that is preventing the evaluation from happening that information needs to go to the Deans and Deans to communicate with | 1. Letter to all parties explaining roles and responsibilities (VP Office) 2. Check if we can ePAF out people that won’t be working at BCC after 3 terms (Lisa talk to Khang) 3. Maintain a list of Part time faculty at BCC (VP Office) |  |
| 1. Deans Hiring | * Hiring for 2 Dean positions | 1. HR will send out email to Faculty and Classified Senate for Dean Hiring committee reps 2. Interviews in late July early August 3. Permanent Dean in place by September. 4. Depending on strengths possible redesigning of departments. |  |
| 1. Future Topics | * Stipend compensation for work above professional duties * Volunteers | 1. 1 meeting this summer (VPI Office to schedule for June) 2. Planning timeline | Jenny, Kelly and Rachel volunteered |
| 1. Chairs Meeting before College Flex Day and College Flex Dates 2. Chairs Meeting dates for 15-16 | * Year 1 Program Review * Prep time for that work | 1. Check on a location for Wednesday 8/19 3:30 meeting (VPI Office) 2. If Chair can’t make it to August meeting send a representative (Chairs) 3. Get District Data by end of July to Chairs (VPI Office) | Meeting set Aug. 19th 3-5PM at Laney District Office |
| 1. Program Review/ILO(handouts) | * Cycle-Year 1 work   + - August: Projects; PR; Finalize S16     - September: PR; FTE targets; planning 16-17     - October: PR due: Building SU/Fall ‘16     - November: Faculty Prioritization; TLC Project     - December: Faculty Prioritization     - February: Build SP17     - March: Hiring committee; Budget   + Identifying support chairs need to complete work     - Support other than student workers     - More support from the Deans     - Reducing workload for Faculty leadership * F’15 Teamwork ILO   + - Additional handout from Jenny Lowood-ILO Assessment Cycle-Fall 2015-Spring 2016     - Need additional clerical support | 1. Create a group to work with Tram to create a BCC addendum for the Program Review handbook-Jenny.   Group to meet in June/July.   1. Chairs submit a proposals (bullet point format) on How to get work done and the time, people and money needed for support by June 5 to VPI Office 2. Communicate with Financial Aid office about student worker (VPI Office – Lisa)   Possibilities of additional support: Additional release time during Program Review 1st semester of the 1st year or reassign/stipend to other faculty to support work. |  |
| 1. Faculty Prioritization | Not discussed | Chairs to have proposal completed and forwarded to Senate and Roundtable in September. So that it can be reviewed and approved in October and used in November. |  |