

BCC Chairs Committee

MEETING DATE: Friday, September 9, 2016

TIME: 1:30-3:30 PM

LOCATION: TLC

CHAIRS: Tram Vo-Kumamoto, VP of Instruction and Tom Kies, Chair of chairs

MEMBERS:

Attended – marked with “X”, Partial Attendance “P”:

Dean of B-STM: Francisco Gamez -X Business & CIS: Paramsothy Thanajeyan-X MMART: Rachel Simpson-X and Mary Clarke-Miller Science: Barbara Des Rochers-X and Siraj Omar	Dean of Liberal Arts & Social Sciences: Lisa Cook-X Arts and Cultural Studies: Cora Leighton-X and Laura Ruberto (Fall only)(P) English, ESOL, and Education: Gabe Winer and Jenny Lowood Math: Kelly Pernell-X Modern Languages and ASL: Fabian Banga-X and Iva Ikeda-X Social Sciences: Tom Kies-X	Dean of Counseling: Windy Franklin (P) Counseling: Gabriel Martinez and Susan Truong-X	Library: Joshua Boatright-X
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Guest: Heather Dodge

AGENDA: Start time 1:30

Agenda Item	Discussion	Follow-up Action	Decisions (Shared Agreement/Resolved or Unresolved?)
I.TLC-Heather Dodge	TLC projects - \$2000 per department toward stipends for projects inquiries/action plan based FIG/APPLES - each project has a leader and participants -6-8hrs per semester time commitment - Prioritizing projects that involve assessment or APU identified need -Work with TLC website timelines for project guidelines -Can also use the DART model for projects -At the end present at the TLC symposium and possible Flex Day	1. Due date for application Oct 3rd	
II.Update on Spring reductions-Tram Vo-Kumamoto	Shared reduction chart-(doc) -Summer term used over 5.6 FTEF than target -Productivity was lower but went over our targets FTES b/c we offered more courses -Fall term: able to recoup some of summer deficit	1. Deans will get back to Chairs by the next meeting	1. For Spring term: a. Take 5 FTEF reduction upfront b. Leave 2.5 to sit until the

	<p>-Spring term: need to reduce 7.5. Currently we have 119.8 FTEF on schedule</p> <p>- Do we want to try for 7.5 or stay with the 5.0 and wait for enrollment? Try to do as much up front as possible. But leave room to see where enrollment is. One strategy- increase late start class offerings</p> <p>- Where are we with enrollment in classes that haven't started yet; late start classes? Dean Gamez's section has met the targets. Dean Cook's section most of the courses have a robust enrollment. But the target is too low- should be at 20-25 (currently 12-15).</p> <p>-Suggestions- Have 2 start dates We will move toward full term and half term course offered. deans will work with chairs</p> <p>-Fill rates: How to get students to enroll early. Stephan is looking into which courses are filling and during what time.</p> <p>-Are you checking across colleges when deciding to cancel course? Gamez; do look at high impact courses; Tram we consider single section that is required for a degree before reduction; Cook- have to do some work on mapping for student scheduling and course selections over the next year</p> <p>-Working with susan and gabriel on course mapping; students can change major and homeschool through the financial aid office</p> <p>-Live week right after thanksgiving faculty advising ;enrollment strategies- building early registrations, faculty to announce open enrollment in classes</p> <p>- Do other events (registration parties) first 2 weeks of registrations</p>	with reduction suggestions	<p>beginning of the term</p> <p>c. Make reductions for low enrollment. Stick to 20-25 for low enrollment reduction</p> <p>d. Have back up plan for areas that could put on a late start class quickly</p> <p>2. Move towards 2 start date terms; full term and half term</p> <p>3. We need to determine what is the students' home school; getting the district to get data on which school the students select as their home school</p>
<p>III.Presentation about funding sources</p> <p>-Gen Fund</p> <p>-Categorical</p> <p>-Grant</p>	<p>Tram presented: Budget Overview (doc)</p> <p>budget allocations (doc)</p>		
<p>IV.APU's</p> <p>-timeline</p> <p>-template</p> <p>-where do resource requests go?</p>	<p>Tram- present (doc handout)</p> <p>https://cptdata.peralta.edu/apu</p> <p>http://web.peralta.edu/programreview/files/2015/04/Final-Annual-Program-Update-Template-May-20-2016.pdf</p>	<p>1. Tom will resend the link to the website</p> <p>2. Meetings with the Deans -end of September 30th complete APU (for needs add anything that is new from the Program review)</p>	

		3. Chairs start working on it	
V.Other	Support for Francisco Gamez- Paula Hsieh and Francine Lewis		
	Adjourn: 3:30pm		
VI.Next meeting agenda	Chairs Only		
Future Meetings	<p>Berkeley City College Department Chair Meeting Calendar 2016-2017</p> <p>Fall: September 23rd Chairs only October 14th Chairs meeting with the VP October 28th Chairs only November 4th Faculty prioritization November 18th Faculty prioritization Dec 9th Chairs meeting with the VP</p> <p>Spring: January 17th Flex Day Tuesday, 10-12 February 10th Chairs meeting with the VP February 24th Chairs only March 10th Chairs meeting with the VP March 24th Chairs only April 28th Split 50% chairs & 50% with the VP. May 12th Chairs meeting with the VP</p>		