

## BCC Department Chairs Meeting

### Minutes

**Meeting Date: Friday December 4, 2015**

**Members Attended- marked with "X"**

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| <ul style="list-style-type: none"> <li>- Tram Vo-Kumamoto, VPI</li> <li>X Theresa Rowland, Dean</li> <li>- Linda McAllister, Social Science Dept. Chair</li> <li>- Jennifer Braman, Arts &amp; Cultural Studies Dept. Co-Chair</li> <li>X Fabian Banga, Modern Languages Dept. Co-Chair</li> <li>X Joshua Boatright, Library Dept. Chair</li> <li>- Laurie Brion, ESL Dept. Chair</li> <li>- Carol Copenhagen, Modern Languages Dept. Co-Chair</li> <li>- Barbara Des Rochers, Science/Biotechnology Dept. Co-Chair</li> <li>- Ivanetta Ikeda, ASL Dept. Chair</li> </ul> | <ul style="list-style-type: none"> <li>X Antonio Barreiro, Dean</li> <li>X Jenny Lowood, English Dept. Chair</li> <li>X Siraj Omar, Science/Biotechnology Dept. Co-Chair</li> <li>X Kelly Pernell, Math Dept. Chair</li> <li>X Laura Ruberto, Arts &amp; Cultural Studies Dept. Co-Chair</li> <li>X Rachel Simpson, MMART Dept. Chair</li> <li>X Paramsothy Thananjeyan, CIS Dept. Chair</li> <li>- Allene Young, Counseling Dept. Chair                             <ul style="list-style-type: none"> <li>X Thomas Kies, Social Science Dept. Chair</li> <li>X Gabe Winer, ESL Dept. Chair</li> </ul> </li> </ul> |
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Agenda Item	Discussion	Follow-Up Action	Decisions (Shared Agreement/Resolved or Unresolved)
I. Faculty	<p>Pres. Budd and Dean Barrerio provided updates on security issues.</p> <p>Highlights:</p> <ol style="list-style-type: none"> <li>Chancellor directed resources to secure doors-new locks</li> <li>Badge access doors should be set on lock</li> </ol>	<ol style="list-style-type: none"> <li>Shelter in place drill Oct 23</li> <li>Antonio will follow up with Shirley about the defibrillator on the 5<sup>th</sup> fl.</li> <li>Iva will contact Fremont school about training and emergency practices</li> </ol>	

	<ol style="list-style-type: none"> <li>3. Faculty should ask students to be vigilant and talk to them or security if they suspect anything suspicious</li> <li>4. Blackboard system will be up and running in November. It has a feature to send out texts notifications for emergencies</li> </ol> <p>Faculty concerns:</p> <ol style="list-style-type: none"> <li>1. No Emergency flip charts in faculty offices</li> <li>2. Emergency and first aid training for faculty and staff</li> <li>3. Late students needing access to classrooms will create classroom interruptions</li> <li>4. A direct line to 911 without drawing attention( panic button)</li> <li>5. All phones in the Library aren't working</li> <li>6. How to lock down the library and LRC</li> </ol>	for hearing impaired staff and faculty	
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		7. The length of the expulsion process( refer to 5500BP)		
II.	Spring schedule update			
III.	Program Review Timeline update	<p>Program Review(handout)  Program Review Timeline(handout)  President Budd</p> <ol style="list-style-type: none"> <li>1. Faculty should use the most updated Program Review handbook that was sent out 10.13.15</li> <li>2. Faculty concerned that there will be more revisions made to the hand book.</li> <li>3. President Budd assured faculty that this latest version is what BCC will use and she won't budge on that</li> <li>4. Bob Bar will be here on the 19<sup>th</sup> and faculty can make appointments with him</li> </ol> <p>Antonio introduced the topic of Peer Review for Program Review.  Concerns</p>	<ul style="list-style-type: none"> <li>➤ 10/30 Deadline for Peer review to be completed</li> <li>➤ Use the validation framework to provide feedback in the Program Handbook</li> <li>➤ Jenny requested that the Administration provide a document with all the areas related to the college for Program Review. The document should allow faculty to copy and paste these areas.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Laura Ruberto proposed that the Peer Review be optional. Those that are interested in participating in the Peer Review should let Laura know.</li> </ul>

		<ol style="list-style-type: none"> <li>1. There will be an issue with consistencies. The different variations will create inconsistencies</li> <li>2. Thana doesn't feel that the Peer Review is a good idea. Jenny says that it will help with making decisions as a college if everyone understands what is going on as a college. Iva agreed.</li> </ol>		
IV.	Annual Goals for program review action planning	Joint 2015-2016Goals(handout)		
V.	Program review and course completion –workgroup/activity	Course Completion(handout) Success Indicator(handout)		
VI.	Announcements	none		
VII.	Adjourn	3:08pm		