

**Chairs Council**

**Date: 3-25-22**

**Location:**[**https://cccconfer.zoom.us/j/99522574397**](https://cccconfer.zoom.us/j/99522574397)

**Time: 1.30-3.30**

**Chairs: Tim Rose**

**Mission***:  Berkeley City College’s mission is to promote student success, to provide our diverse community with educational opportunities, and to transform lives. The College achieves its mission through instruction, student support and learning resources, which enable its enrolled students to earn associate degrees and certificates and to attain college competency, careers, transfer, and skills for lifelong success.*

**Vision:***Berkeley City College is a premier, diverse, student-centered learning community, dedicated to academic excellence, collaboration, innovation and transformation.*

**Charge:***Keeping in mind BCC’s mission, vision, values, and learning outcomes the Department Chairs Council will serve as the leadership advisory group for matters related to:*

* *schedule and program development*
* *enrollment management*
* *faculty hiring*
* *administration of the instructional units including facilities, technology, assessment, and curriculum*
* *policies, practices, procedures and processes as they pertain to department affairs*

Members of Chairs Council

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| \_x\_American Sign Language - Jenny Gough  \_x\_Arts, Humanities, Cultural Studies - Carolyn Martin  \_x\_Arts, Humanities, Cultural Studies - Dylan Eret  \_x\_CIS/Business/Econ: Paramsothy Thananjeyan  \_\_Counseling - Gabriel Martinez  \_\_Counseling - Susan Truong  \_x\_English - Adán Olmedo  \_x\_English - Jenny Lowood  \_x\_ESOL - Gabriel Winer | \_x\_Library - Heather Dodge  \_x\_Math – Claudia Abadia  \_x\_Modern Languages - Fabian Banga  \_x\_MMART - Mary Clarke Miller  \_x\_MMART - Natalie Newman  \_\_Science/Bio/Chemistry - Pieter de Haan  \_\_Science/Bio/Chemistry - Sam Gillette  \_x\_Social Sciences - Tim Rose  Also in attendance: Kuni Hay, Vanessa Phillip |

**Agenda:**

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| Time | Agenda Topics | Facilitators | Minutes/Notes |
| 1:30 - 1:35 | Welcome and check-in | T. Rose | Spring Break plans were discussed. |
| 1:35-1:45 | Announcement: New-hires for 2022-2023 – steps for the hiring process | T. Rose/VP Hay | There are 4 confirmed new FT hires (and maybe a 5th). Process begins: 1) committee membership, 2) job description revision by committee, 3) advertising of positions. |
| 1:45-2:00 | Discussion: Assuring diversity in faculty-hiring application pool | T. Rose/VP Hay/C. Martin | Speaking of hiring process, the new FT hire job descriptions should reflect a commitment to cultural diversity and intersectionality. Location of where jobs are posted matters too: There should be greater advocacy to publicize positions even though it may cost a couple hundred bucks more; community members should research more venues (professional organizations/websites) and address gaps where current locations are insufficient. The hiring cycle also impacts pool; summer hiring practices may restrict pool.  T. Rose offered to collect recommendations via email or Teams so chairs could recommend venues for publicizing the new FT positions.  C. Martin recommends a shared diversity statement all descriptions should contain and will assist in sharing that language. |
| 2:00-2:05 | Announcement: Potential to use summer FTEF for fall. | VP Hay | Chairs can use FTEF from the summer in the Fall. |
| 2:05-2:10 | Announcement: PeopleSoft training | VP Hay | District is monitoring training. Programs with student assistants and tutors should attend or watch the recording since it’s happening during Spring Break.  President Garcia and M. Freeman, Academic Senate President, issued a call for testers of PeopleSoft phase 2. If interested, contact Matt Freeman.  M. Clark-Miller requests additional trainings since recordings are not as effective as an active training. |
| 2:10-2:15 | Announcement: Status of state hyflex application? | VP Hay | M. Clark-Miller asks where we stand with getting permission from the State to have hyflex?  More info from CIO is coming. There is not a conclusive decision. State guidance says it is to be described as asynchronous even though it may be hyflex. Stay tuned. State DE is also waiting for more details.  There is a working group around hyflex, led by Cora Leighton. |
| 2:15-2:30 | Discussion: Chairs Council – Brown Act compliance – Updating Chairs Council Webpages | T. Rose/A. Olmedo | As a standing committee of the BCC Academic Senate, we are required to fully comply with the Brown Act, so we will take immediate steps to fully comply:   1. BCC FAS will be used to welcome public and disseminate agenda 2. Agenda will be sent more than 72 hours in advance 3. Attendance will be reported 4. Minutes will be taken and posted by T. Rose 5. Website will include revised Chairs Council charge |
| 2:30-2:50 | Discussion: Message from PFT regarding use schedule as means of protesting FTEF allocation reductions | All | PFT meeting debrief of the tactics that were discussed. There was support to take a softer action to highlight courses above allocation—courses that should be in the schedule that were not. This tactic garnered support even though some campuses’ chairs had already submitted schedules. An unknown number of chairs attended the meeting and “voted” in a straw poll. BCC disagreed with the strategy for many reasons, namely its lack of efficacy and potential backfiring risks even though symbolic action is generally better than no action.  In sum, it doesn’t seem like the scheduling tactic will transpire across the District, at least not at BCC; however, a letter expressing concerns about course reductions is being drafted. |
| 2:50-3:00 | Reminder: Chairs nomination forms should be distributed by incumbent chairs to faculty within the department no later than April 1 | T. Rose | Reminder to send out nomination forms. Co-chairs must be nominated as a co-chair. |

Meeting adjourned at 2:40 PM.

Minutes taken by A. Olmedo and emailed to T. Rose on 3/25/2022.

Next meeting is on 4/8, where C. Martin will serve as stand-in Chair in T. Rose’s absence, and minutes will be taken by M. Clark-Miller.

Additional resources included in the agenda:

Proposed timeline for Dept Chair elections:

3/14 – prepare nomination forms

3/21 – distribute nomination forms

4/8 – all nominations forms returned

4/18 – begin election

4/29 – complete election

5/6 – announce election results

5/13 – elect new Chair of Chairs in Chairs Council

Role of incumbent chair: the incumbent Department Chairperson shall initiate and oversee an election process between April 1 and May 1 for the purpose of selecting a Department Chairperson for the following year.

Voting eligibility: Any contract faculty member and any part-time faculty member who currently has an assignment in the department (or cluster) is eligible to nominate candidates and vote for chair.

Nominations: The current chair distributes a nomination form (see attached) to all eligible faculty by April 1, or the closest business day following April 1; the form shall also be sent to the dean and the PFT rep(s) to verify nominations have begun. If the department chair fails to send out nomination forms by April 1, the dean shall work to ensure that the process is completed. Nominations will take place over ten business days. including at least one weekend for weekend instructors. Self-nominations are acceptable.

Collecting nominations: PFT rep (Justin Hoffman) collects nomination forms. Designated incumbent chair (Chair of Chairs) along with PFT rep will distribute forms back to appropriate chair (or PFT designee).

Election: Designated incumbent chair and PFT rep meet with IR (Phoumy) to review online election tool, timeline, and process. Launch election. Send follow up reminders each week.

Ballot counting: Ballots are counted by PFT (at least one rep) and dean/administrator. Other interested parties may attend.

Election validation: PFT rep, Administrator, and IR meet to validate the election results IR sends results to VPI (and PFT) rep to make announcement.

Reporting election results: The election results, including vote counts, are posted/e-mailed to faculty by the incumbent chair.

Chair selection: The election of department chair stands as a recommendation to the college president. Upon recommendation, the college president, after review by the appropriate administrator and dean, selects chairperson. If the president does not select the person elected, the department shall hold another election to select a different faculty member who shall be automatically appointed.