



**Chairs Council**

**Date: 4-8-22**

**Location: <https://cccconfer.zoom.us/j/99522574397>**

**Time: 1.30-3.30**

**Chair: Carolyn Martin**

**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

__ American Sign Language - Jenny Gough __ Arts, Humanities, Cultural Studies - Carolyn Martin __ Arts, Humanities, Cultural Studies - Dylan Eret __ CIS/Business/Econ: Paramsothy Thananjeyan __ Counseling - Gabriel Martinez __ Counseling - Susan Truong __ English - Adán Olmedo __ English - Jenny Lowood __ ESOL - Gabriel Winer	__ Library - Heather Dodge __ Math – Claudia Abadia __ Modern Languages - Fabian Banga __ MMART - Mary Clarke Miller __ MMART - Natalie Newman __ Science/Bio/Chemistry - Pieter de Haan __ Science/Bio/Chemistry - Sam Gillette __ Social Sciences - Tim Rose  Also in attendance:
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**Agenda:**

Time	Agenda Topics	Facilitators	Minutes/Notes
1:30 - 1:35	Welcome and Check-in	C. Martin	

1:35-1:40	<u>Approvals:</u> Agenda 4/8 & minutes 3/25	C. Martin	Motion to approve agenda (4/8): Motion to approve minutes (3/25):
1:40-2:00	<u>Update:</u> Tutoring program	J. Lowood	
2:00-2:05	<u>Update:</u> Chair nominations – confirm eligibility and agreement of nominees	C. Martin	
2:05-2:10	<u>Follow-up:</u> Recommendations for posting job announcements	C. Martin	<a href="#">Teams site doc</a>
2:10-2:15	<u>Follow-up:</u> Diversity statement for job announcements	C. Martin	
2:15-2:30	<u>Action:</u> Review draft schedule – summer and fall 2022, submitted by 4/8	All	

Reminder: timeline for Dept Chair elections:

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

Reminder:

Graduation – May 26<sup>th</sup>, 6pm

Meeting adjourned:

Minutes taken by: