



**Chairs Council**

**Date: 1-28-22**

**Location: Zoom 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*

**Agenda: DRAFT**

Time	Agenda Topics	Facilitators	Action items
1:30 - 1:35	Welcome and check-in		
1:35-1:40pm	<u>Informational:</u> Clarifying policy for instructor quarantining	Tim/Kuni	
1:40-1:45pm	<u>Informational:</u> Evening support for IT	Kuni	
1:45-2:00pm	<u>Informational:</u> Beginning department chairs election process	Tim	
2:00-2:10pm	<u>Update:</u> Completed prioritization – recommendations to Academic Senate 2/2	Tim/Kuni	
2:10-2:20pm	<u>Update:</u> Assessing Chairs reassign time	Tim/Kuni	
2:20-2:30pm	<u>Update:</u> Updating department webpages?	Tim	
2:30-2:40pm	<u>Informational:</u> Timeline for building summer and fall schedule	Tim/Kuni	

2:40-3:00pm	<u>Informational</u> : Overview of State Academic Senate paper on role of faculty in tutoring and learning resource centers	Jenny Lowood
3:00-3:10pm	<u>Informational</u> : Accommodation notices	Elissa Jaw
3:15-3:25pm	<u>Update</u> : Assessment report	Adán
3:25-3:30pm	<u>Request</u> : create a support group for new high school students and parents	Fabian
3:30-3:30pm	<u>Reminder</u> : PO CR survey	Tim

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