



Chairs Council

Date: 3-11-22

Location: <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*

Agenda: DRAFT

Time	Agenda Topics	Facilitators	Action items
1:30 - 1:35	Welcome and check-in	Tim	
1:35-2:00	<u>Discussion:</u> PFT possible proposal to use schedule as means of protesting FTEF allocation reductions.	Tim	
2:00-2:10	<u>Discussion:</u> Recommendations for bolstering enrollment.	All	
2:10-2:15	<u>Informational:</u> Potential to use summer FTEF for fall.	Tim	
2:15-2:30	<u>Discussion:</u> Department chair support and training for incoming chairs.	Tim/Dylan	
2:30-2:45	<u>Discussion:</u> Chairs developing a handbook for incoming part-time instructors.	Tim	
2:45-2:50	<u>Reminder:</u> Chairs nomination forms should be distributed by incumbent chairs to faculty within the department no later than April 1.	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

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.

