

**Chairs Council**

**Date: May 13, 2022**

**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  \_\_Arts, Humanities, Cultural Studies - Dylan Eret  \_X\_CIS/Business/Econ: Paramsothy Thananjeyan  \_X\_Counseling - Gabriel Martinez  \_X\_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  \_X\_Science/Bio/Chemistry - Sam Gillette  \_X\_Social Sciences - Tim Rose  Also in attendance: Chris Lewis, Lisa Cook, Kuni Hay, Joya Chavarin, Matthew Freeman, Catherine Nichols, Joseph Bielanski |

**Agenda:**

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| Time | Agenda Topics | Facilitators | Minutes/Notes |
| 1:30-1:35 | Greeting – Check-in | Tim | -Quorum achieved. At least 7 depts present  -mtg changed to 5/20 at 1:30pm. Should be brief.  -BCC GRADUATION celebration Friday 5/7 3-5pm at Merritt College  -reminder about completing the shared governance survey. Link at bottom of agenda  -Motion to approve 5/13 agenda. Moved by Mary C-M. 2nd by Jenny L. Motion passes with 8 votes in favor. no against. No abstentions  -Motion to approve minutes from 4/22. Moved by Sam G. 2nd by Fabian. Motion passes with 9 votes in favor. no against. No abstentions |
| 1:35-2:00 | ACTION ITEM: Education move to Social Sciences – Matt and Joya will inform the chairs meeting and vote on it, effective Fall 2022 | Matt F. & Joya C.  Rollcall vote: Tim | * Matt   + In district and campus consultations, as they push for a FT position for Education, data and evidence showed the Educ should be aligned with state trends for Educ programs. * Joya   + PPT shared by Joya   + 111 CCC’s have teacher prep programs. 89% are standalone programs under various acad departments like soc sci, chdev, Ed and Human Dev, Consumer and Family Sciences. 11% under STEM and CTE   + ACCCTEP recommends alignment with other programs across CCC’s   + This move is inline with the update to the state “Vision for Success” and Guided Pathways   + Soc Sciences has similar majors to Educ such as ECE, CDEV, and more   + New Preschool to 3rd Grade credential from CA Commission on Teacher Credentialing requires blended subject matters, many in social sciences   + CCC’s critical pipeline for teacher prep pathways   + Teacher Prep is most rapidly growing programs in colleges   + Governor and Sacramento approving funding and mandates that are increasing demand for teachers   + Focus on completion success, work attainment, transfer success and efficiency   + Designing with student experience in mind such as students of color and other underserved groups. We must meet the student where they are * Questions/Comments:   + Mary C-M: how will they attract professionals who want to shift to teaching. Joya: new law (AB130) will allow easier pathways for those who have degrees and want to return to get CTE credentials to teach. Mary: Min 3 years of experience.   + Joya: alternative options to qualify are now available through AB130.   + Mary: since FT position was through ENGL dept, how does it shift to Soc Sciences? Matt: confidentiality of hiring process. Dept chairs of English, and admin and Tim have all been consulted for the process moving forward. Position will be housed in soc sci in FA’22   + Jenny L: she has been working to develop curriculum for tutoring certification to be in place. CRLA is set up. She has concern meeting CRLA requirements. Two non-credit education course are related to CRLA and lead to a certificate. 14 were awarded last year. She worked with Loretta Kane to launch EDUC but it does not need to remain in ENGL. The tutoring program should be considered and maintain through this possible shift to Soc Sciences. Language shared in chat: “*The BCC faculty member who is designated as the ITTPC (International Tutor Training Program Certification) trainer by CRLA (the College Reading and Learning Association) will teach Education 510A and 510B and will recommend scheduling details (times, days, and modalities) of the courses to the Education Coordinator and Social Sciences Department Chair, who will convey these to the appropriate dean. This person will also be responsible for recommending changes to this curriculum in Curricunet.*”   + Matt: thanks everyone involved and for Jenny being to thorough and her work with tutoring efforts. They Soc Sciences is ready to uphold their commitment to EDUC which is interdisciplinary and operates across spaces   + Jenny L.: in the future people might have multiple backgrounds   + Tim: excited to welcome EDUC to their academic family   + Jenny L.: its very fuzzy for process for moving a program. The senate should develop a process that involved time for discussion for all involved   + Tim: Maybe a process can be developed in coming Fall term.   + Motion to endorse action item by Jenny Lowood with caveat of language included above from the chat. 2nd by Mary C-M. Motion passes with 12 approvals. Unanimous.   + Tim: thanks to Jenny, Matt, Joya, Kuni and all involved   + Matt F.: next Acad Sen mtg in May 18th and this item will be on the agenda as a report out from Chair of Chairs (Tim). This is a topic that we will come back to and develop a process. Thanks to incumbents and welcome to incoming chairs |
| 2:00-2:10 | ACTION ITEM: elect in-coming Chair of Chairs  ACTION ITEM: formalize Chair of Chair election process for 2022-2023 | Rollcall vote: Tim  All  Rollcall vote:  Tim | * Tim: Process was not very formal in the past. Move to formalize the election of Chair of Chairs position * Jenny L.: there was a process in the past that had certain rules that were good rules. Maybe they can be reviewed and modified since it was a good process. * Tim: there was a rotation of depts. Did this end? * Jenny: no formal ending of rotation but that it should not stay in one dept for long periods. Others who have not served before and are interested would received priority * Tim: Same person cant be this role within 3 years. There are details in the governance manual * Jenny: they cannot also have another higher leadership role at same time. Some details were left out. * Fabian: specific reason for the rotation. Encourage those who might be more shy. Also, there was an option to postpone one’s term if need be during normal rotation. One could reject their turn too. A process should be implemented * Tim: should this be addressed in Fall term? * Fabian: support Claudia to be next Chair of Chairs but he supports returning to rotation * Tim: before his term, he heard that rotation process was not working and it would skip along and was ultimately suspended. * Jenny L.: having rotation allows Admin to work with many diff depts. This is not something we can formalize today. Lets have that convo later. Maybe a subcommittee * Kuni: Sam’s comment in chat. A set of standing rules for the Chair’s Council that can guide the processes and help to avoid an loss of institutional memory for these important groups. * Thana: uncompensated role and rotation was the past practice. Problem with rotation is there might be depts who cannot release a person to support this role due to staffing issues. It should not be forced. * Tim: he recommends we follow recommendations to address this right away in Fall ’22 for next academic year. Incorporate best past practices and adjust as needed. * Tim: following practices from last few years, Tim nominates Claudia Abadia. No one else was nominated. * Fabian: he also supports Claudia. And next semester we formalize the process * Jenny L.: also supports Claudia. We started to use staggered process where there are outgoing chairs who support incoming Chair. * Tim: Since Claudia already served in this role the understanding is that she would not need the additional support * Motion in chat by Sam to open a vote to elected Claudia. 2nd by Fabian. Claudia is approved, motion passes, with 11 yes votes. * Motion to table process to formalize election of chair of Chairs by Jenny L. 2nd Sam. Motion passes with 11 votes of yes |
| 2:10-2:20 | Informational: IGETC offerings impact departments offering programs completely online | Jenny L. | * Jenny L.   + ADT programs that are fully online. The ENGL ADT is that way. But they cannot be advertised as fully online unless the GE portion is also offered online. She visited Curriculum Committee to discuss. The currently we are offering course in each IGETC category for FALL 22 to be fully online. But what if this is not the case in the future as course offerings can fluctuate. Can we discuss and make a commitment to each GE category having some online courses to degree can be fully online * Kuni: from 5 C’s from the state and senate perspective, it can be fulfilled online. Question raised around science lab sections. Kuni will confirm details and report back. She does confirm it can be sync or async * Jenny: wanted to bring up the topic so that we commit once programs are advertised as fully online. She would like us to discuss more in the fall * Lisa: there is intention to have at least one Anthro 1 and 1L online * Jenny L: it could be we need to discuss with other science category, Physical Sciences. * Sam: Biol 10 and Chem 30A should not have an issue with having online labs. Chem 1A could be an issue for online lab * Jenny L.: she will approach the science related chairs for another meeting * Tim: how about a Fall term meeting on this topic * Fabian: For, languages tech now allows them to authenticate students for sync courses and they will have some portion online. Reference to AP4105 |
| 2:20-2:25 | Informational: Department Chair election results; modification to COUN Chair | Tim/Kuni | * Tim:Chairs elections were processed with Justin involved. Justin and Drew for MMART. Ari with Carolyn in Art and Cultural Studies. Sepi joining Gabe in ESOL. Thanks to outgoing Chairs.   + Counseling elections. Deadline was missed for nominations. Angelica was now approved Emie and Catherine for co-chairs for next academic year. * Kuni: thanks to Tim. Process was followed per contract. Phoumy, Justin and Kuni did validation process. Everything is a clean process. Phoumy and Kuni have added language on validation form to include the changes for Counseling elections. Thanks for Gabriel and Susan to get endorsement from Counseling dept at their last meeting |
| 2:25-2:35 | Informational: cancellation information for summer and fall 2022/modalities for fall | Kuni | * Kuni: personally thank outgoing chairs during pandemic and difficult times and transitions   + PPT on screen share)   + Kuni: for summer and fall cancellations. No new information but number are now available.   + We need to catch up on FTES. We are within the allocated FTEF   + 14 more weeks to go for Fall enrollment   + Dual enrollment has gone very high already for Fall ’22. Big thanks to Deans and faculty involved with that.   + Cancellation memo will be sent out today or next Monday. We need to be in communication with students to make sure they have all the info needed to enroll.   + Assignment letters will go out in mid-June   + 17% of summer is F2F. 4% hybrid and rest full online   + 28% of Fall is F2F , 9.8% hybrid and 61% full online   + She will email if there are changes   + Many cancellation questions at board meetings. Reminder that for SP’22 we achieved 67.9% of our goal and we stayed within our allocation   + For planning for SP’22 we overscheduled around 4.26 FTE. We all made cancellations. 73 sections cancelled. 16 had between 6-10 students. 57 sections had 5 or less students. We focused on single digit courses for cancellation * Fabian: when hybrid was calculated, was it count of number total of FTEF and * Kuni: it was a section count * Tim: are their fill rates for Summer and Fall for f2f and online courses * Lisa: wanted to add, we cancelled 73 low enrolled sections. For Fall ’22 we are scheduled closer to allocation so we hope it will be better environment in which we don’t have to reduce as much. We can get together as start date nears and make plans to change a course, maybe shift modalities and also see offerings at other campuses. We can get more creative with improving enrollment and shifting without the heavy focus on getting the cancellations done first. * Mary C-M: could we get the fill rates? She has used it in the past to track enrollment across her dept * Carolyn: could we get a dept contact list of students by subject/major? * Mary C-M: she can work with Phoumy to get this list. She has received it in past * Kuni: great. Please copy her and Angelica in the request * Fabian: if you monitor classes, the async fill quickly. F2f courses are doing okay and async are packed. Many would appreciate a serious convo of how much should be async online to support student demand |
| 2:35-2:45 | Informational: PFT meeting (5/11) and message to chairs | Tim/Jenny L. | * Jenny L: mtg was less than an hour. She was only BCC chair in attendance. Class cuts occurring despite level funding from state. District costs are now 30% of total budget. Actions were brought to the group. She encourages people to use some link to she with colelagues and students. Link below to letter than can be forwarded to the Chancellor and Board.   + <https://actionnetwork.org/letters/letter-to-chancellor-jackson-and-peralta-board-of-trusteees> * Information flyer below is for students   + <https://docs.google.com/document/d/12Iv1sfE-XilWwsPhWeH_PMCqU82qMv2MquOao8WtdKQ/edit?usp=sharing> * Letter from PFT asking chairs to support is below:   + <https://docs.google.com/document/d/1rQZl_c_PeprhPhOkjG02ERcfySMAh33gc7O628NGKzM/edit?usp=sharing> |
| 2:45-2:55 | Reminder: Assessment reminders + CSU/IGETC matrix | Adan | * Adan   + Still trying to wrap up mapping for the certificates for IGETC and CSU GE   + Assessment comm meeting next tues. last of the semester   + Every row on document take only a few minutes to complete   + Cora will update the doc and Ari will ask Shawn Doubiago to complete their portion   + Others have been identified to complete missing sections. Thanks for all involved * Joseph: would like this to be completed * Catherine: the two certificates are up for review through assessment. Please help finish the process * Adan:   + has created a data entry tool for entering SLO assessment details. At the bottom lots of totals are automatically calculated. When actions plans are created the tool can guide you for areas of improvement   + Phoumy can do the disaggregation of this data and it will make are data even more robust and highlight inequities in our classrooms   + You can also view previous assessments and copy info directly to Curricunet   + Adan will review for accuracy before sharing with all * Tim: many advantages to using this tool for the assessment cycle |
| 2:55-3:00 | Scheduling Update: No meeting on May 27 (commencement @ Merritt)  Rescheduled for May 20 @ 1:30pm  (Allocation of chairs reassign time for 2022-2023) | Tim | * Tim: reminder on 5/20 instead of 5/27. Starts at 1:30pm |

Meeting adjourned: 3:01pm

Minutes taken by: Gabriel Martinez