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

_XAmerican Sign Language - Jenny Gough	X Library - Heather Dodge
_X_ Arts, Humanities, Cultural Studies - Carolyn Martin	X Math – Claudia Abadia
_X Arts, Humanities, Cultural Studies – Ari Krupnik	X Modern Languages - Fabian Banga
_X CIS/Business/Econ: Paramsothy Thananjeyan	X MMART – Justin Hoffman
X Counseling – Emmie Mitsuno Hernandez	X MMART – Dru Kim
__Counseling – Catherine Nichols	X Science/Bio/Chemistry - Pieter de Haan
_X English - Adán Olmedo	X Science/Bio/Chemistry - Sam Gillette
X English - Jenny Lowood	X Social Sciences - Tim Rose
X ESOL - Gabriel Winer	
X ESOL – Sepi Hosseini	Also in attendance: Joseph Bielanski; Lisa Cook; Kuni Hay; Chris Lewis; Stacey Shears; Martin de Muchas Flores; Phoumy Sayavong

Agenda:

Time	Agenda Topics	Facilitators	Minutes/Notes
1:30-1:45	Greeting – Welcome &Why chairs?	Claudia, Lisa, Chris and Kuni	Meeting commenced: 1:40pm Ice breaker activity - why did we each decide to be dept. chair?

	Welcome new Chairs Check-in		Claudia: chair since 2017- transferred from CoA. Good learning opportunity to get to know colle Tim: a chance to participate in college governance. Fabian: challenging position – guiding department and working with faculty; one of the most imp we transfer energy – which can lead to overheating. Ari: chance to participate Heather: enjoys working with faculty and admin Peter: asked to become chair Sam: duty to step up to for dept. Fun being chair. Jenny L.: chair and co-chair of English for over 25 years. Long term space within governance. H Opportunity to creatively craft the dept. and make it work for students. Appreciates the opportun Adan: likes to learn and figure out how things work; the things he likes are also the things he doe Dru: absence of discipline leads within digital imagining. As an artist wants to contribute too. Justin: interested in learning more about the Council. Working to support the department and wo Thana: chair for 10+ years. Originally assigned to the position but eventually grew to appreciate Gabe: it was their turn. Collaboration across departments is a key component of the position. Sepi: just became chair; totally new experience. Hopes to learn a lot. Jenny G.: we get to network and become involved with other departments. ASL is an isolated de the college. Emie: good next step in growing professionally. Wants to bring team together to work well. Loc
1:45-1:55	New Chairs' orientation and Chair mentors for new chairs	Kuni/Deans	Kuni: Five new chairs – orientation for new chairs – asking what type of information that the new chairs have to share with the new chairs. --Gabe: great to have a central timeline for responsibility for chairs. --Justin: what chairs wished they knew about when they got started in the position; what have we Kuni: will provide a folder for chairs to add ideas/orientation material. We will come up with a t
1:55-2:10	22-23 Chairs activities – the big picture!	Kuni	Activities & big picture:
2:10-2:20	22-23 Institutional Goals (leading to	Kuni, Lisa and Chris Chairs	Institutional goals: showing the timeline for chairs timeline – in Microsoft teams Going over the timeline in terms of following the various responsibilities. --Schedule development

	Educational Master Plan (EMP) 21-22 Chairs Goals (review for 22-23, Chairs only meeting)		--Faculty evals --Assessment --Curriculum and program review and plan --23-24 FT faculty hiring prioritization --Use of banked leave requests --Sabbatical applications (PD committee) --Chairs election --Chairs reassign time Heather in chat: Question: is there a time when we can find out what happened with past resource What can department chairs add to this timeline/list? Jenny L: tutoring deadlines added to the timeline; also the distribution of preference forms to PT To all Chairs - please send additions to the timeline/spreadsheet to Chair of Chairs Claudia Institutional Goals for Educational Master Plan: Areas of work: --Kickoff meeting with Peralta Advisory Committee – July 18 (expanded cabinet July 25) --Initial meetings with college advisory committee – July/August --Development of EMP template – Aug-Sept --Qualitative data analysis – July-Dec --Qualitative data collection and analysis – Aug-Jan --Advisory Committee Meeting 2 to review initial analyses and draft template – Sept-Aug --Charrettes - TDB --Advisor y Committee Meeting 3 to review findings from charrettes – Nov/Dec District strategic plan – March (draft) May (final) Advisory Committee meeting 4 to review draft plans – March/April College EMP – April/May
2:20-2:30	First week check and readiness for next week (discuss permission numbers?)	Kuni	Enrollment update: "Proactively Removing the Barriers" – strong work from student services and role played by them; Phoumy came up with the idea of stop before you drop. --Fall is free --Coordination with HS for dual enrollment students --Removing pre-requisite for capstone courses for DE students --Enrollment workshops --"Stop before you drop" program – getting students linked into support as they potentially move Fabian: Waiting lists during summer, early semester drops, opens seats when drops take place. Lisa: waiting list stops working on first day of class. If any space opens up, any student can grab permission. Please share this information with the faculty in departments. Heather: library has been very busy. Great to see students back and using the facilities. Students Canvas? Can we send students to the LRC now? Lisa: We can use the LRC both online and in person to support students who need help with Canv Heather: textbooks, students only find out what textbooks are assigned when the get into class. C classes. Ask: admin advocate at PCCD having the link to the bookstore directly into PassPort.

Time	Topic	Lead	Notes
			Search here to see if we have your book (search by title of the book): https://caccl-pccd.primo.exlibrisgroup.com/discovery/search?vid=01CACCL_PCCD:BERKELEY
			Here's the form if we don't have you textbook but you want to bring one in to put it on reseve: https://forms.office.com/Pages/ResponsePage.aspx?id=Fmqh7q9Ie0eREwWxwBEj_wciLXpkF2'
			Gabe: if next semester textbook adoptions could be an item on the faculty canvas (syllabi/office h and she or someone could send a bulk email reminder from th grades thing to bug people who hav
			Jenny G.: frustration that some students do not show up on day one, full classes, if the class is cor another student who may have been on the waitlist to add.
			Lisa: we're having a lot of problems with Canvas, and because there are so many problems with C who are unable to attend during the first meeting or first week. Suggests emailing students who c
			Shout out to all those who have contributed to the great boosts in enrollment in the past few week changes in dept and Lisa Cook for recent efforts
2:30-2:50	Spring 2023 schedule development	Kuni/Deans	Kuni: Visit Dept. Chairs Teams site. Go to tile and then to channel and then to folder, you will fi the same for the spring – recommended draft schedules.) When chairs open the folders there will schedule development timeline. Allocations will show up a in calendar. On PDF for SP 23, the c schedule as of spring 22 (an "excess of classes," therefore), so some of the sections will need to b
			Emie in chat: Kuni, can you please list the courses that you have removed prerequisites for (capst Kuni: will get with Emie off-line for this request.
			Kuni: colleges got delayed for scheduling due to PCCD just sending out the rollover this week.
			Chris explanation of calculator: mark up the PDF – physical planning should be done in the PDF scheduling that's in the spreadsheet. Use the catalog if you do not know the lecture/lab hours. Sp you're scheduling CCAP classes, you may enter those into the spreadsheet, deans will be aware t are underload or overload – tab on the excel sheet for that.
			Jenny L.: when scheduling an important consideration is the prioritization pool and instructor pre It's really a pain.
			Kuni: we need to get the rollover earlier in order to use another planning tool other than the PDF. not impossible) when the rollover comes so late from the PCCD.
			Adán in chat: Use this to determine PT load: https://web.peralta.edu/indev/part-time-faculty-worl
2:50-3:30	Enrollment Data – through new lens (Phoumy)	Phoumy	Phoumy: presenting a overview and update – long term view in conjunction with Master Plan. C chairs encouraged to contact Phoumy directly if they have any questions about the data or terms u our strategies to address enrollment matters. Big picture: three-year trend – Headcount -11% and coincide with equity plans, etc.); general enrollment trends since 2019; persistence by semester/y support/outreach/etc.); success/retention/withdrawal rates/; drops by units taken/earned disaggreg prior – good news)

			Phoumy: Enrollment in the context of EMP topics Student completion; teaching and learning; dat development; fiscal sustainability; diversity, equity, inclusion, and global community; advanced t students to our college; service area enrollment pipeline – we project over the next five years how master plan. Diversity and gentrification data. Phoumy: this was a rushed presentation. This will be covered in greater detail in other shared go Kuni: we will ask Phoumy to return to Chairs Council at another time to dig deeper into the mate
3:30	Adjournment		3:38

Meeting adjourned: 3:38
Minutes taken by: Tim Rose