

**Chairs Council**

**Date: February 10, 2023**

**Location:** **Zoom**

**Zoom Link:** [**https://us06web.zoom.us/j/95403090667**](https://us06web.zoom.us/j/95403090667)

**Time: 1:30-3:30**

**Chair: Claudia Abadia**

**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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| \_\_American Sign Language - Jenny Gough  \_x\_Arts, Humanities, Cultural Studies - Carolyn Martin  \_x\_Arts, Humanities, Cultural Studies – Ari Krupnik  \_x\_CIS/Business/Econ: Paramsothy Thananjeyan  \_x\_Counseling – Catherine Nichols  \_x\_English - Adán Olmedo  \_x\_English - Jenny Lowood  \_x\_ESOL – Sepi Hosseini | \_x\_Library - Heather Dodge  x\_\_Math – Claudia Abadia  \_x\_Modern Languages - Fabian Banga  \_x\_MMART – Justin Hoffman  \_x\_MMART – Dru Kim  \_x\_Science/Bio/Chemistry - Pieter de Haan  \_x\_Science/Bio/Chemistry - Sam Gillette  \_x\_Social Sciences - Tim Rose  Also in attendance: |

**Agenda:**

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| Time | Agenda Topics | Facilitators | Minutes/Notes |
| 1:30-1:40 | Welcome – Check In  Approval: Agenda and Minutes from 1/27/23 | Claudia | Moved to approve agenda – Fabian  Seconded – Ari  Yes – 14  Abstentions - 1  Moved to approve minutes – Tim  Seconded – Catherine  Yes -14  Abstentions - 1 |
| 1:40-1:50 | Enrollment Check | Kuni | Kuni shared an enrollment update. We are at 82.6% of our target, but are doing much better than at this time last year. 100% of our census rosters were submitted on time! |
| 1:50-2:00 | Schedule Development Check In   * Summer/Fall 2023 due 2/9/23 | Kuni | Johnny Dong has requested that we make sure to be absolutely clear about the modalities of the courses.  Several people mentioned that the spreadsheet is much easier to use than the pdf. Sepi mentioned that it would have been helpful to have a spreadsheet for summer. Adán suggested having faculty names roll over since many teach the same sections. |
| 2:00-2:10 | Faculty Evaluations   * See Vanessa’s email * Need to assign evaluators by 2/19/23 | Kuni/Lisa/Chris | Faculty were encouraged to assign evaluators by the deadline of 2/19. |
| 2:10 | Announcements   * EMP Forum on 2/3/23 * Career Fair 2/23/23   Next Meeting Feb 24, 2023 | Claudia | The EMP (Educational Master Plan) Forum occurred on 2/3/23. Claudia offered to share information from Tom with the link to the website, as well as a form for providing feedback. |
| 2:20 | Meeting Adjourned |  | The next Department Chairs’ meeting will be on Friday, 2/24. |
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Meeting adjourned: 2:00

Minutes taken by: Jenny Lowood