

**Chairs Council**

**Date: March 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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| \_x\_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  \_\_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  \_\_Science/Bio/Chemistry - Sam Gillette  \_x\_Social Sciences - Tim Rose  Also in attendance: Randy Yang, Stacey Shears, Martin de Mucha Flores |

**Agenda:**

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| Time | Agenda Topics | Facilitators | Minutes/Notes |
| 1:30-1:40 | Welcome – Check In  Approval: Agenda and Minutes from 2/24/23 | Claudia | The agenda was approved.  Tim moved to approve the minutes. The motion was seconded and passed. |
| 1:40-1:55 | In Person Meeting | Kuni/Lisa/Chris | Because the state of emergency in California was lifted on 2/28, “legislative bodies” bound by the Brown Act and AB 2449 will likely be required to increase face-to-face attendance to meet quorum requirements (for Department Chairs, this number is 7). The votes of those with approved exemptions will count toward quorum.  Matt Freeman and Donald Moore have asked the Chancellor to identify which committees at the college will be affected by this and what the policies will be in terms of face-to-face attendance and posting of meeting agendas, minutes, and links. |
| 1:55-2:05 | Summer and Fall 2023 Schedule   * Draft 2 updates due 3/10/23 | Kuni/Lisa/Chris | Please submit draft 2 updates to your dean as soon as possible. |
| 2:05-2:15 | 23-24 Chair’s FTE Allocation | Kuni | Next year’s total allocation for BCC is 3.5 for BCC (the total for the district is 15.5 FTE). In 2022, our allocation was 3.36. Last year, we used HERF funds to bring our allocation up. to 3.56. We will have a discussion item about this on our agenda for next month. |
| 2:10-2:25 | Leave Banking/Extra Service   * Intent to use banked leave 2/1 for Fall, 9/1 for Spring * Confirmation of overload banking needs to be done 6 weeks prior to the start of the semester, unless informed, faculty will be paid. | Kuni, Lisa, Chris | Please comply with the due dates noted in the column on the left for requests to use banked leave or to confirm overload banking. |
| 2:25-2:35 | Flex Day Reminder: 3/14/2023 | Heather/Scott | Heather gave a presentation on the format of the upcoming flex day |
| 2:35 | Announcements  Next Meeting: March 24, 2023 | Claudia | -John Nguyen, Dean of Enrollment Services, has sent out a memo indicating that students have until May 20 to select the P/NP option.  -Jenny Lowood shared the Canvas shell for faculty working with tutors and has reminded chairs that those faculty will be asked to post attendance hours and complete evaluations for each of their tutors by the end of the semester.  -Celebration of new tenured faculty on Tuesday, March 16 from 4-6 at the District Office  -BCC celebration of new tenured faculty on May 5 from 1-3 (more details to follow)  -Justin thanked our campus administration for being proactive in pursuing health benefits for our part-time faculty. |
| 2:40 | Meeting Adjourned | Claudia |  |
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Meeting adjourned: 2:17

Minutes taken by: Jenny