

**Chairs Council**

**Date: September 22, 2023**

**Location:** **TLC (room 341)**

**Zoom Link:** [**https://peralta-edu.zoom.us/j/84997782187**](https://peralta-edu.zoom.us/j/84997782187)

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

**Chair: Ari Krupnick**

**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 and Cultural Studies – Ari Krupnick  X CIS/Business/Econ: Paramsothy Thananjeyan  \_\_Counseling – Luis Chavez  X English - Adán Olmedo  X English - Jenny Lowood  X ESOL – Sepi Hosseini | X Library – Jenny Yap  X Math – Claudia Abadia  X Modern Languages - Fabian Banga  X MMART – Mary Clarke-Miller  X MMART – George Peterson  X Science/Bio/Chemistry – Barbara Des Rochers  \_\_Science/Bio/Chemistry - Sam Gillette  X Science/Bio/Chemistry – Randy Yang  X Social Sciences - Tim Rose  Also in attendance: |

**Agenda:**

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| Time | Agenda Topics | Facilitators | Minutes/Notes |
| 1:30 | Call to Order | Ari | Meeting called to order at1:33pm  Ari added other item to meeting agenda. VPI Hay will not be present to discuss 2nd Chairs Council Meeting. |
| 1:30-1:35 | Approval: Agenda, and Minutes from 9/8/23 | Ari | Agenda  1st-Jenny Lowood, 2nd-Tim Rose  9 yes, 0-No, No abstentions  Minutes  1st- Fabian, 2nd-George  10-yes, 0-no, No abstentions |
| 1:35-1:45 | Admin Attendance at 2nd Chairs Council Meeting of the Month | Ari | VPI Kuni Hay will talk about this at a future meeting. Historically admin did not attend second meeting of the month. Discussion about it in Fall 2021 put into charge chair’s council. Fall 2022 discussion about Brown Act. Admin could voluntarily recuse themselves from 2nd meeting. Moving forward admin will not attend second meeting.  Language was mistakenly left out of charge from participatory government manual for 2022-2023.  Kuni Hay will address this at a future meeting. |
| 1:45-2:10 | SP24 Schedule 2nd Draft | Ari | First draft will be available in PDF form by the end of next week. Corrections will be due a week later.  Check the class notes (fix roll over notes). Schedule may be online too. Sometimes notes get cut off in the PDF. Check the modality of the sections. Make sure instructor is aware of the modality. Try to staff as many sections as possible. For each section please note the cost of instructional materials. Each college must report more information. (Codes A,B,C,D or Y). Ari emailed the document explaining the codes to the department chairs.  Can use Amazon or publisher’s website to find retail cost of the textbook.  Concern was also stated about unstaffed classes and instructional costs. How much time do we have to notify Johnny about changes?  Codes will be entered on the PDF. |
| 2:10-2:15 | Double-checking Program Pathway Maps | Ari | Follow up on Catherine Nichol’s visit.  Can faculty double check program pathway maps? Catherine didn’t want to email links or PDFs. Department chairs worked with counseling team to create program pathway map. There is no need to recheck pathway map unless you think there is an error. |
| 2:15-2:30 | What Courses in Your Department Are Scheduled Only Occasionally? | Ari | What is the pattern for course offerings for courses that are scheduled occasionally?  Course cancellations changes course mappings sometimes. We are being asked to produce a document on courses that actually run. We need to note the scheduling pattern. Will administration commit to keeping low enrolled courses that are needed for a degree or certificate? We are gathering patterns. Spring, Summer, Fall, on occasion (should we consider deactivation)  Goals:  Minimize on occasion courses.  Gather information to put in catalog.  Challenging to do predictable schedule since our student population is changing. Ari can email spreadsheet of active courses by end of next week. Chairs would be responsible for filling out last column by October 27th. This information will be given to VPI. Moving forward this document can be edited. Concerns about sharing information in catalog. Ari’s idea is to add a disclaimer to catalog. Sample full time schedules for students are included. Part time student sample schedules are requested. |
| 2:30-2:40 | Working Groups Needed?   * Process for modifying departments * Formula for allocating release time to department chairs | Ari | Following up from previous years. There doesn’t seem to be agreement on a procedure or who has final say. It was left unresolved.  Can chairs make a recommendation? There is a level of complexity with the dean workload, chair reassign time, PFT etc.  Aril will send an email requesting volunteers to participate in the work group.  An official process is needed so that all stakeholders are informed of what is going on. It should be an open process.  Release time was also left unresolved. The contract states criteria that must be factored. A rubric is used but the contract doesn’t give guidance on how categories are weighted. BCC is using CoA’s rubric. Chairs agree that the district needs to give the department chairs more release time. Extra money has come from President’s discretionary funds in the past. Maybe this should be brought up to academic senate. Chairs are asking for release time before next department chair election. |
|  | Other | Ari | Melina contacted Ari about an event about academic and career communities on 10/27/23 from 12PM-2PM. We would start the meeting at 2PM instead of 1:30PM.  Concerns about APU, usually due mid-October. How many positions will BCC get? |
| 2:40 | Announcements  Next Meeting: 10/13/23 | Ari | Admin will be at next meeting. |
| 2:45 | Meeting Adjourned |  |  |
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Meeting adjourned: 2:52PM

Minutes taken by: Claudia Abadia