

**Chairs Council – Meeting Minutes**

**Date: September 8, 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 -- Attendance**

|  |  |
| --- | --- |
| \_x\_American Sign Language - Jenny Gough  \_x\_Arts and Cultural Studies – Ari Krupnick  \_x\_CIS/Business/Econ: Paramsothy Thananjeyan  \_x\_Counseling – Luis Chavez  \_x\_English - Adán Olmedo  \_x\_English - Jenny Lowood  \_x\_ESOL – Sepi Hosseini (Gabe Winer as proxy) | \_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 (Alejandro as proxy)  Also in attendance: Lilia Chavez, Kuni Hay, Christopher Lewis |

**Minutes:**

|  |  |  |
| --- | --- | --- |
| Agenda Topics | Facilitators | Minutes/Notes |
| Approval of Minutes and Agenda | Ari | Barbara made the motion to approve the agenda and Luis seconded – approved unanimously (12 yes)  Luis moved to approve the minutes; Fabian seconded — approved unanimously |
| Guided Pathways Update | Catherine Nichols | Catherine Nichols, the Guided Pathways Project Counselor Coordinator, gave a presentation. Last semester, four teams of three counselors each mapped the AA’s, AS’s and ADTs — Catherine shared their work so far, including an overview of the Academic and Career Communities (ACCs). Each associate’s degree descriptor includes a program description, program learning outcomes, career opportunities, and required courses mapped in a four semester sequence. Mary asked about whether adjustments can still be made to these materials. Ari asked whether this material will be sent out to department chairs before it goes live. Catherine encouraged department chairs to contact her in order to review the materials. Catherine agreed to send out a pdf of this material to the departments if she can. Lilia raised the issue of how to create maps for part-time students. |
| Textbook Adoptions for Spring 2024 | Kuni Hay, Jabari Spears, and Naomi Fredgant | Kuni shared that this past summer, we learned that the structure of the textbook store has changed, though the company (Follett) has remained the same. Jabari Spears is the new textbook manager, and Naomi Fredgant is in charge of textbook adoptions. Faculty members should submit textbook adoption requests at about the same time that they accept faculty assignments. Kuni suggested that the textbook store request information from faculty in mid to late November. Lilia reminded everyone that faculty should let the textbook store know if they are using OER or no textbooks. Fabian asked whether the textbook store can print OER materials for students. Naomi said that they might be able to print OER materials for a fee, but it would take some time. |
| Spring 2024 Schedule Draft Check-In | Kuni Hay | The ratio of face-to-face to online has been approximately 40/60 throughout the college. Kuni encouraged departments to offer more face-to-face classes. There was a discussion of the complexity of enrollment management now that there are many factors involved concerning modality. Kuni mentioned Measure G bond money, which can be used, among other things, to fund the development of High Flex classrooms. Kuni shared an update re CVC — “Peralta is very close to being a teaching college.” If the college provides the proper information to the CVC-OEI, we can be a teaching college by the end of this semester. |
| Definitions for OER/ZTC/Low-Cost | Jenny Yap | Definitions for OER/ZTC/Low-Cost — In the spring, there will be an extra column in the schedule for the following codes relating to cost of textbooks:  ZTC - no textbook cost to students (supplies don’t count)  OER - licensed with creative commons or open license  Low cost - under $50 (for new textbooks) if books are purchased at the bookstore  Jenny Yap will send out the key recommended by the State Chancellor’s office for textbook information. |
| Announcements  Next Meeting: 9/22/223 |  | Luis said that he and Melina have been meeting concerning the six “communities.” He will send details about this.  Vision 2030, the State Chancellor’s Office Roadmap, is now being shared throughout the State. We will receive more information about this. |

Meeting adjourned: 3:00

Minutes taken by: Jenny Lowood