

**Chairs Council**

**Date: December 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**

**Members of Chairs Council**

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| \_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 | \_x\_Library – Jenny Yap  \_\_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: Kuni Hay,Stacey Shears, Lilia Celhay, Christopher Lewis, Martin de Mucha Flores |

**Meeting Minutes 12/8/23:**

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| Time | Agenda Topics | Facilitators | Minutes/Notes |
| 1:30 | Call to Order | Ari Krupnick |  |
| 1:30-1:35 | Approval: Agenda, and Minutes from 11/17/23 | Ari Krupnick | We did not have an in-person quorum, so we are postponing the approval of agendas and minutes until the next meeting. |
| 1:35-1:45 | Front door replacement update | Sean Brooks | The work on the front door replacement will take place from December 11 – January 19. During that time, the side entrance will be utilized. |
| 1:45-1:55 | Completing SLO assessments | Ari | Ari shared a message from Kelly Pernell that comprehensive program review is coming up next fall, so it’s important to ensure that all courses are assessed in each department and to be in communication with the liaisons from each department. Kuni will share updates from ACCJC regarding assessment in the spring. |
| 1:55-2:15 | Reflections on faculty prioritization process | Ari | Barbara des Rochers and Randy Yang shared difficulties regarding how to use the rubric to prioritize faculty needs. Randy noted the importance of beginning the process much earlier than we did this year. There was discussion about how to improve in the future. Mary expressed her agreement that we shouldn’t rush our process (including the process of improving the process). |
| 2:15-2:30 | Spring 24 enrollment management | Kuni Hay/Chris Lewis/Lilia Celhay | Kuni reported on current enrollment at the college. Assignment letters are due to deans by September 18th. See the memo sent out by Kuni regarding cancellation dates. |
| 2:30-2:45 | Summer and Fall 24 schedule development | Kuni/Chris/Lilia | Part-time preference forms for fall scheduling are due to department chairs by December 15th. Please have faculty members review their schedules as early in the process as possible. |
| 2:45-2:50 | Announcements  Next Meeting: 1/26/24 |  |  |
| 2:50 | Meeting Adjourned |  |  |

Meeting adjourned: 3:00

Minutes taken by: Jenny Lowood