

**Chairs Council – Meeting Minutes**

**Date: January 26, 2024**

**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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| \_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  \_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  \_x\_Science/Bio/Chemistry - Sam Gillette  \_x\_Science/Bio/Chemistry – Randy Yang  \_x\_Social Sciences - Tim Rose  Also in attendance:  Kuni Hay, Lilia Chavez, Chris Lewis, Joseph Bielanski, Nima Najari Kianfar |

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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 and 12/8/23 | Ari Krupnick | All minutes were approved. |
| 1:35- | Announcement from the Academic Senate | Matt Freeman | On February 7, the Academic Senate will be reporting the president’s official response regarding the faculty prioritization list from the chairs. The Chancellor of the District has reported to the colleges that we continue to have budgetary problems, so BCC will receive no new positions. Spring 2024 is an election cycle for the department chairs and academic senators. Matt is encouraging department chairs to promote new leadership from their departments. |
| 1:35-1:45 | A better way to submit syllabi and office hours? | Nima Kianfar/Cora Leighton | Nima presented a proposal from Cora Leighton and himself that syllabi could be submitted using google forms or Microsoft forms rather than Canvas, which would make it easier to access the forms and easier for staff to see who has submitted. There was some discussion about it, but the final resolution was to keep the system we have in place now. |
| 1:45-2:40 | Summer and Fall 24 Schedule Development | Kuni Hay/Chris Lewis/Lilia Celhay | The tools for scheduling are available in the Department Chairs’ team folder. Go from the “department chairs” tile to “schedule development” to “summer and fall 2024 schedule development” to access relevant files. Our allocation for summer represents a .04 increase from last summer. The allocation for fall 24 is 93, as opposed to 90.5 (not including dual enrollment). Departmental allocations have not changed. Use the fall 23 document as a reference, with the awareness that the five-digit codes will be inaccurate. The deadline for the first round of schedules for summer and fall is February 9th. |
| 2:40-2:50 | Review Spring 24 Chairs Council Activities | Kuni Hay | Kuni reminded us that there is a team folder for “chairs’ activities.” Kuni mentioned the need to address allocation for chairs. The deadline to choose chairs for next year is May 1. |
| 2:50-3:00 | Faculty Prioritization Taskforce Updates | Ari | The Task Force has met once. |
| 3:00- | Announcements  Next Meeting: 2/9/24 |  |  |
| 3:00 | Meeting Adjourned |  |  |

Meeting adjourned: 3:00

Minutes taken by: Jenny Lowood