

**Chairs Council**

**Date: October 27, 2023**

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

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

**Time: 2-3:30**

**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**

|  |  |
| --- | --- |
| \_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: |

**Agenda:**

|  |  |  |  |
| --- | --- | --- | --- |
| Time | Agenda Topics | Facilitators | Minutes/Notes |
| 2:00 | Call to Order | Ari Krupnick |  |
| 2:00-2:05 | Approval: Agenda, and Minutes from 10/13/23 | Ari Krupnick | Fabian moves to approve the agenda; Claudia seconds. 12 vote to approve (unanimous).  Barbara moves to approve the minutes; Tim seconds.  12 vote to approve (unanimous). |
| 2:05-2:10 | Scheduling Pattern for Active Courses – Check In | Ari Krupnick | ASL, CIS, Business/Econ, Counseling, and Social Science haven’t yet submitted the spreadsheets in the Teams folder regarding scheduling patterns of courses in their departments. |
| 2:10-2:50 | Faculty Prioritization for 24-25  Finalize:   * List of requested positions * Prioritization Process * Narrative questions * Narrative scoring rubric * Data scoring rubric * Members of data scoring sub-committee | Ari Krupnick | The following positions have been requested:   * 3 in Chemistry * 1 in Biology * 1 in HUSV * 1 in CIS/CS * 2 in Counseling * 1 in MMART (Digital Imaging)   We might not have any positions funded. In relation to this, there was some discussion of the Faculty Obligation Number (FON).  We will follow the previously established process for prioritizing faculty staffing requests, except that the presentation for each position will be limited to five minutes, with an additional five minutes for Q&A, if needed. There was ample discussion of the narrative rubric, with a proposal to have a sub-group of the committee work on improving it for next year. Ari shared that our college goal is “equitable student completion.” Ari updated the language of the narrative rubric, based on suggestions from chairs.  Jenny L. and Fabian will work with Phoumy to validate the rubrics.  Jenny L. moved to approve decisions made (listed above) regarding the prioritization process. Tim seconded. 10 voted yes, with one abstention. The documents and process were approved. |
| 2:55 | Meeting Adjourned |  |  |

Meeting adjourned: 3:30

Minutes taken by: Jenny Lowood