

**Chairs Council Meeting Minutes**

 **Date: February 9, 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*

**Chairs’ Council Attendance**

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| \_\_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\_\_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 RoseAlso in attendance: Kuni Hay, Chris Lewis, Lilia Chavez, Joya Chavarin |

**Meeting Notes:**

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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 1/26/24  | Ari Krupnick | Fabian moved to approve the agenda; Jenny Yap seconded. Approved unanimously (10-0)Tim moved to approve the minutes; Claudia seconded. Approved unanimously (10-0). |
| 1:35-1:55 | BCC Strategic Plan  | Phoumy Sayavong | Phoumy presented an overview of a BCC Strategic Planning document from the Strategic Planning Steering Committee. The Educational Master Plan cites “Equitable Student Completion” as our overall goal, relating to “student engagement and success,” “responsive teaching and student support,” and other areas. Phoumy discussed metrics relating to ways in which BCC is meeting the overall goal of equitable student completion. The group examined whether FTES is increasing; looked at disaggregated data relating to gender and ethnicity, focusing on reducing gaps; and looked at persistence rates and other measures of success.The Department Chairs will receive copies of this document and are encouraged to give feedback. |
| 1:55-2:15 | Student Use of AI for Cheating | Tim Rose | Tim raised the issue of AI being used in classes in the Social Sciences, particularly in discussion boards. He said that one way of mitigating this might be “GPT-zero,” which has a component that can be used in Canvas. We discussed how we would pay for resources such as this. |
| 2:15-2:35 | Building Our Schedule: In-Person vs Online | Ari Krupnick  | Jenny L. mentioned that department chairs need data (success rates and fill rates, etc.) to assess which modalities would work best for students in specific classes in their departments and should be allowed to base decisions on modalities of courses on analyses of the data. Ari requested that we get data on success rates in courses, disaggregated by modality, before our next deadline for scheduling. Kuni said that IEPI funds will be used to give us access to these types of information. |
| 2:35-2:45 | Summer and Fall 24 Schedule Development  | Kuni Hay/Chris Lewis/Lilia Celhay | The issue was raised that dual enrollment and Society of Scholars requests have not come in yet, even though the deadline for submitting the schedule was 2/9. It was noted that this makes scheduling very difficult for some departments.  |
| 2:45-2:55 | Motivate Lab | Kuni H | Kuni gave a presentation on “Motivate Lab,” which should help with implementation of AB 1705. The people from Motivate Lab will be visiting BCC on 2/28. |
| 2:55 | AnnouncementsNext Meeting: 2/23/24  |  |  |

Meeting adjourned: 3:20

Minutes taken by: Jenny