

**Minutes -- Chairs Council**

**Date: February 23, 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**

**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  \_\_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 Rose  Also in attendance: NA |

**Agenda:**

|  |  |  |  |
| --- | --- | --- | --- |
| Time | Agenda Topics | Facilitators | Minutes/Notes |
| 1:30 | Call to Order | Ari Krupnick |  |
| 1:30-1:35 | Approval: Agenda, and Minutes from 2/9/24 | Ari Krupnick | Barbara moves to approve the agenda; Jenny Yap seconds – minutes approved unanimously.(11-yes)  Fabian moves to approve the minutes from 9/3; Barbara seconds – minutes approved unanimously. (11-yes)  Tim Rose noted that his reason for raising the issue of AI at the last meeting was to work with the administration to gain support for the college to adopt GPT-Zero or a similar AI-detection tool. Mary volunteered to look into the possibility of a site license for GPT-Zero. We agreed to discuss this further at the end of today’s meeting. |
| 1:35-2:00 | Mid-Semester Flex Day | Heather Dodge/Scott Hoshida | Mid-semester flex day this semester will be on March 12. Heather and Scott discussed the theme of the mid-semester flex day from last spring. Faculty wanted to have more time to collaborate with one another; this time, they will have longer times for the departments to meet in the morning. The PD committee proposes that the departments have departmental “retreats” for 2.5 hours in the morning and address the following: ILO suggestions/revisions, course assessment wrap-up, and AI policies and practices. Barbara noted that departments should have time to address their own needs; Jenny L. agreed but addressed the importance of having all departments address the assessment wrap-up. |
| 2:00-2:15 | Course Substitutions in ADTs | Ari Krupnick | Ari raised the issue of course substitutions in ADT’s. Several chairs pointed out reasons that we need to deny requests for course substitutions when the course substitution isn’t legitimate. This led to a general discussion of problems relating to department chairs interfacing with counselors and of students bypassing prerequisites. Fabian mentioned that we used to have “dedicated counselors,” each of whom worked closely with a certain department. Jenny L. requested that we return to a practice of having each department “present” its programs to a counselor’s meeting on a rotating basis.  Recommended language for next time from JL:  It is the recommendation of the department chairs that the counseling department work, in conjunction with A&R, to develop a consistent process to ensure that department chairs receive petitions to waive prerequisites or substitute courses in a timely fashion so that they can respond quickly. |
| 2:15-3:00 |  |  | Fabian raised the issue of AI again, discussing a variety of tools which he will share with the committee. |
|  | Announcements  Next Meeting: 3/8/24  Associate Vice Chancellor of Educational Services, Tina Vasconcellos, will be attending, to discuss these topics:  -in-person versus online trends  -graduation module going live Feb 24  -auto award going live end of Spring 24  -CVC—working through issues…  -Her proposed change to waitlist process  -Unspecified “policy changes” | | |

Meeting adjourned: 3:00

Minutes taken by: Jenny Lowood