

**Chairs Council**

**Date: November 18, 2022**

**Location:451 A or** **Zoom**

**Zoom Link:** [**https://us06web.zoom.us/j/95403090667**](https://us06web.zoom.us/j/95403090667)

**Time: 1:30-3:30**

**Chair: Claudia Abadia**

**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, Humanities, Cultural Studies - Carolyn Martin  \_\_Arts, Humanities, Cultural Studies – Ari Krupnik  \_x\_CIS/Business/Econ: Paramsothy Thananjeyan  \_x\_Counseling – Emmie Mitsuno Hernandez  \_\_Counseling – Catherine Nichols  \_x\_English - Adán Olmedo  \_x\_English - Jenny Lowood  \_x\_ESOL - Gabriel Winer  \_x\_ESOL – Sepi Hosseini | \_x\_Library - Heather Dodge  \_x\_Math – Claudia Abadia  \_x\_Modern Languages - Fabian Banga  \_x\_MMART – Justin Hoffman  \_\_MMART – Dru Kim  \_x\_Science/Bio/Chemistry - Pieter de Haan  \_\_Science/Bio/Chemistry - Sam Gillette  \_x\_Social Sciences - Tim Rose  Also in attendance: Kuni Hay, Chris Lewis, Lisa Cook, Kelly Pernell, Matt Freeaman, Martin De Mucha Flores |

**Agenda:**

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| Time | Agenda Topics | Facilitators | Minutes/Notes |
| 1:30-1:45 | Welcome – Check In  Approval: Agenda and Minutes from 11/4/22 | Claudia | Motion to approve the agenda by Carolyn Martin, seconded by Pieter de Haan, unanimously approved |
| 1:45-1:55 | Program/Departmental realignment | Matt Freeman | Matt Freeman presented, based on requests made last May by Chairs’ Council, the need to develop and write up a process of how to move a program or discipline to another department and make a recommendation to the administration about this process.  According to Matt, “the final decision is within the jurisdiction of the Office of Instruction.”  Tim said that he understood that departments are decided by the faculty, divisions by the administration.  There was discussion on this.  Jenny Lowood mentioned the importance of consulting any departments involved in these kinds of changes in order to reconcile their concerns and aim at agreement about the change(s), and Tim reinforced the need for this.  Kuni agreed that this would happen, but she stressed the role of administrators to work with chairs on this type of “organizational or curriculum realignment.”  Tim Rose noted that we have the opportunity to create a process whereby Chairs Council has a role in this, then consulting the the Academic Senate, as well as the administration.  Matt noted that “consultation with the administration is crucial, but that is not the same as seeking approval.”  There was a discussion of how this fits into the shared governance structure.  Matt said that we want to codify a “step one, step two process,” and other faculty members expressed agreement with this.  We agreed to put together an advisory team to develop a draft for this proposal.  Chairs will receive an invitation to serve on this team. Lisa recommended that we consider how a faculty member can initiate this process. |
| 1:45-2:05 | APU Check in   * Questions * Data Review/Data Access | Phoumy | ` |
| 2:05-2:25 | Assessment   * Create culture of assessment * Training | Kelly | Kelly Pernell came as a representative of the SLO Assessment Committee to request that chairs work with SLO Assessment liaisons to complete SLO assessments and put them into Canvas.  She’s also promoting the communication ILO assessment.  She shared with us the Communication ILO rubric, a list of classes, and the spreadsheet faculty can use to input data concerning the assessment.  She has sent this material out to BCC faculty, but will resend it. |
| 2:25-230 | TRC and Faculty Evaluations | Gabe | As TRC Coordinator, Gabe requested that TRC documents be submitted in a timely fashion so that it’s clear that the committees are on track.  They announced that Carolyn Martin will replace Gabe as TRC Coordinator next semester.  Several people expressed gratitude to Gabe for their work as TRC. Coordinator. |
| 2:30-2:40 | ESOL Guided Pathways Certificate Programs | Gabe | Gabe Winer discussed their upcoming sabbatical project, which will focus on helping ESOL students prepare for transfer.  They are developing a set of six interdisciplinary certificates of achievement for ESOL students that align with guided pathways work.  They will be asking department chairs to provide information about recommended classes and identify who the discipline leads in departments are. |
| 2:40-2:45 | Attendance Verification Reminder  November 18, 2022 | Lisa and Chris |  |
| 2:45-2:55 | Announcements   * Assignment Letters * Preference Form | Kuni and Claudia |  |
| 2:55 | Adjournment | Claudia |  |
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Meeting adjourned:

Minutes taken by: