September, 12, 2014

Department Chairs’ Council

Chair of Chairs Council: A department chair will be appointed to serve as the chair-facilitator for a one-semester term. The chair-facilitator will rotate among the department chairs.

Membership:

Elected Instructional Department Chairs

Purpose:

The Council is comprised of experts in the respective instructional fields whose responsibilities are outlined in the PFT contract under Department Chair Job Description, Appendix 16. The Council is a central part of the decision-making processes of the shared governance of the college and acts in many cases as an extension of the Faculty Senate. The Council will provide leadership and guidance for the college in matters related to instruction, and instructional facilities, technology, assessment, and curriculum. The Council should be consulted in all matters relating to instruction, including but not limited to staffing, physical and fiscal resources and the development and implementation of instructional programs. Keeping in mind BCC’s vision, goals, and Institutional Learning Outcomes, the Council makes specific recommendations, including but not limited to the following academic operations:

• Development and implementation of program and/or department vision

• Allocation of physical and fiscal resources

• Faculty hiring prioritization

• Scheduling and instructional staffing.

The Council will appoint a representative to serve as member of the Roundtable. One meeting per month will serve as the vice president of instruction’s meeting with department chairs. The VPI will determine the agenda for that meeting, in consultation with the Chair Representative, and an Office of Instruction staff member will record action items from the meeting.

Recommends to: Vice President of Instruction

Frequency of Meetings: One Friday per month, 1:30-3:30pm with a representative of the Office of Instruction August through May. A second Friday meeting, of Council members only, may also be held by determination of the Council as needed.