

**Chairs Council**

 **Date: October 14 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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| \_\_American Sign Language - Jenny Gough\_\_Arts, Humanities, Cultural Studies - Carolyn Martin\_\_Arts, Humanities, Cultural Studies – Ari Krupnik\_\_CIS/Business/Econ: Paramsothy Thananjeyan\_\_Counseling – Emmie Mitsuno Hernandez \_\_Counseling – Catherine Nichols\_\_English - Adán Olmedo\_\_English - Jenny Lowood\_\_ESOL - Gabriel Winer\_\_ESOL – Sepi Hosseini | \_\_Library - Heather Dodge\_\_Math – Claudia Abadia\_\_Modern Languages - Fabian Banga \_\_MMART – Justin Hoffman\_\_MMART – Dru Kim\_\_Science/Bio/Chemistry - Pieter de Haan\_\_Science/Bio/Chemistry - Sam Gillette\_\_Social Sciences - Tim RoseAlso in attendance:  |

**Agenda:**

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| Time  | Agenda Topics  | Facilitators  |  Minutes/Notes   |
| 1:30-1:45  | Welcome – Check InApproval: Agenda and Minutes from 9/23/22 | Claudia | Agenda with amendment to move Heather and include GP presentation -Tim moved, Ari second, passedMinutes Pieter moved and J. Lo second, passed with an amendment by Emi. |
| 1:45-2:00 | POCR | Chris Bernard | Economic professor and current POCR faculty coordinator. Update: We are the POCR certified college by CVC OEI. POCR certification by getting the badges.3 classes approved, 2 are to be approved shortly and 1 more coming, a total of 6 in the queue.CVC OEI confirmed that BCC has an effective process – time to move onto the strategic use of POCR review to use in your OL classes.POCR review process – Go through @ One training and 2 weeks of Accessibility training.In the process of building the GE CSU track badge through POCR.Benefits – helps the college, helps students to identify badged courses so they know that these courses count for their transfer to CSU.Following disciplines are POCR reviewers:MMART (2)SociologyAnthropologyEconSpanishBioBusinessCommunicationsEnglishHumanitiesNeed POCR reviewers from Math.Quality review badge stays with the faculty, not the class. No other faculty can use one’s badge to teach the class. For example, it one faculty in Econ is badged and another Econ faculty did, too, then both instructors can use each other’s’ shells to teach.POCR is a collaborative process, learn so much from each other. State provides feedback to faculty who are going through the POCR reviews.Community of practice – multiple reviews within the discipline review each other’s courses.Ask for the chairs – go back to your department and identify faculty who may benefit from having this quality badges and encourage them to go through the process.For Chris, this was one of the best PD experiences – learn from the peer faculty and getting feedback from the students.Encourage Ari to be the POCR reviewer!World language department has 4 faculty who have gone through the process. Time is a challenge.But he would recommend any faculty to be the POCR reviewer.Chris can walk through PT faculty who may be interested. He can share the process and what they can expect.CVC OEI – Home college (BCC and 3 other colleges), once we become Teaching College, students can go directly to courses from any colleges within California, just 5 clicks and they can enroll in classes. |
|  |  |  | Link for the Flex day will be sent to the Chairs. Make sure that we have the correct link for department meetings (10/19/22)Spring 2023 – ZTC icons to be in the schedule.Heather is working with Johnny to ensure that icons will be showing in the schedule.Many students didn’t know that textbook costs were not there when they registered for courses for fall 2022. See Heather’s additional information provided here (what qualifies for ZTC)Make sure that chairs identify ZTC when the staffing is done – go through Deans for approval and check before Johnny puts the icons.How can we let students know about ZTC more strategically and proactively?Better publicity – let students know without drilling down to the course level to find out.Let them know the icon, put it on the website and let them now to look for it. Heather will connect with Kiara/bookstore – especially open stack textbooks.PDF to be accessible – how to handle itIf no copy right, you can put it in word document and make it accessible.Departments to check against Heather’s list (9/28/22) to see if we need to include more.Departments to make sure that final spring 2023 check to be done. All parts of the schedule to be correct. |
| 2:00-2:15 | Spring 2023 schedule development – Draft 2 due 10/7/22 | Kuni/Lisa/Chris | Thank you for reviewing the draft #2 carefully, was due on 10/7, Johnny has inputted most of the approved revisions in PeopleSoft. BCC is coordinating our timeline with the District’s PIO office for the wrapper updates. We are on course for the 10/31 live and final upload to the website. Priority registration begins on 11/14. |
| 2:15-2:35 | Fall 2022 Activities* APU and Resource Allocation
* Faculty Evaluations
 | Kuni | 22-23 APU and IPAR timeline was shared. This will go along with 22-23 APU template for Instruction, SS, and Administrative Services to Roundtable on 10/24. APU templates will be in alignment with the institutional priority |
| 2:35-2:50 | Uncleared Students* Information
* Discussion
 | Kuni | Kuni is checking with HR regarding what they can do to help. Clarification on “not cleared” and “not recorded” are inquired to HR, waiting to hear back for their definition.So far, there are no major concerns from faculty but clarification is asked for especially spring 2023 semester. |
| 2:50-3:00 | Mid Semester Flex Day | Heather | [Link to Zero Cost textbook handout](https://peralta4-my.sharepoint.com/%3Aw%3A/g/personal/hdodge_peralta_edu/ETGoZUuYRXxEvEuGwDE3tQcBr65fLzHl0basVcsQvlZPPg?e=Wz6SHU&CID=edad7d20-5675-17eb-3349-d9332aa394c6)   |
| 3:00-3:10 | Announcements | Kuni/Claudia | 23-24 Faculty prioritization needs to be done by 12, 2022 to the senate and Roundtable.Claudia will be reaching out to Tim, as well as other Chairs via e-mail on Monday to solicit a small group. This group will reflect on the last process, make recommendations for 23-24 process and bring it to the next Charis’ meeting.Tim – Min qual revisions – need assistance in knowing your past experiences.  |
| 3:30 | Adjournment | Claudia |  |
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Meeting adjourned:

Minutes taken by VPI Kuni Hay