



Chairs Council

Date/Time: October 22: 1:30-3:30

Location: RM 451: Zoom: <https://cccconfer.zoom.us/j/96257284032>

Co-Chairs: Chair of Chairs - Tim Rose; VPI - Kuni Hay

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*

Agenda: DRAFT

Time	Agenda Topics	Facilitators	Action items
1.30 – 1.35	Welcome and check-in	Tim	
1.35...	<p><u>Informational:</u> departmental budgets for supplies ordering</p> <p><u>Update:</u> Beginning new-hire prioritization (COMM; EDUC; HIST; MMART; PSYCH; CHEM; Counseling)</p> <p><u>Discussion:</u> Return to campus – anything else to address?</p> <p><u>Discussion:</u> Program Review – questions/concerns?</p> <p><u>Input:</u> HEERF III – teaching items that might need to be purchased for <i>in-person instruction</i></p>	Tim	<p><u>Supplies:</u> will certain PPE be considered instructional supplies?</p> <p><u>Prioritization:</u> decide on presenting requests to Chairs.</p> <p><u>Return to campus:</u> (Contact admin) Form for HEERF; will signage for protocols be on display in every instructional/counseling/library space?</p>
...2.40	<p><u>Announcements:</u></p> <ul style="list-style-type: none"> • PFT negotiations survey https://www.surveymonkey.com/r/5LPLWM9 		<p><u>Website updating/webmaster:</u> submit a resolution to Academic Senate for fulltime webmaster position—statement of need.</p>
2.40-2.45	<u>Discussion:</u> Website Updates, PIO position, and Creating a Website Taskforce		<p><u>Revisions to Council:</u> create poll for voting on proposed changes; update Council description for PGM</p>
2.25-3.30	<u>Discussion:</u> Proposals for revisions to Chairs Council place in participatory governance, structure, description and charge		

Instructional Supplies Guidelines: Supplies are items of expendable nature that are consumed or worn out, deteriorate in use, or are easily broken, damaged or lost. Examples include paper, pencils, cleaning materials, nails, scissors, test tubes, and keys. Items that have a relatively short service life (less than one year) and that, therefore, must be replaced frequently are also charged as supplies. Examples include brooms, tools, and rubber stamps. Computer software and hardware could fall into either category, supplies or equipment, depending on the cost and useful life. To determine which category of expenditure an item belongs, follow the questions and/or guidelines listed below. Some articles clearly cannot be classified as either supplies or equipment. They have the characteristics of equipment, but they have a low unit cost or are frequently lost, broken or worn out and replaced in normal use. To obtain uniformity, the district should assign items to the various classifications on the basis of the answers to the questions in the list below: 1. Does the item lose its original shape and appearance with use? 2. Is it consumable, with a normal service life of less than one year? D-1 3. Is it easily broken, damaged, or lost in normal use? 4. Is it usually more feasible to replace it with an entirely new unit than to repair it? 5. Is it an inexpensive item? Does the small unit cost make it inadvisable to inventory the item?

Program Review - PD Department-wide - Accessibility Training Support: Increased training on accessibility even offering a service to make PDF material accessible for faculty. Many contract services exist who offer at a pay-per-page rate for converting PDF material to accessible documents. Many OER projects already funded to make textbook costs free for students could use assistance to make these materials accessibility to screen readers.