



Chairs Council

Date/Time: November 19, 2021/1:30-3:30

Location: 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	
1:35-1:50	<u>Informational</u> : POCR prioritization w/ Chris Bernard; please fill out the survey and return it to Tim	Tim/Chris B.	
1:50-2:05	<u>Discussion</u> : Contingency scheduling? – spring 2022	Tim/Deans	
2:05-2:10	<u>Informational</u> : Assignment letters and fall 2022 part-time instructor preference forms	Kuni	
2:10-2:15	<u>Informational</u> : Retirements and new hires; important date: April 15	Kuni	
2:15-2:25	<u>Update</u> : Instructor medical exemptions for F2F instruction	Tim/Kuni	
2:25-2:30	<u>Update</u> : Electronic Media Administrator/Manager resolution – visit Teams (Teams>Chairs Only>Files>Resolution)	Tim	
2:30-2:40	<u>Update</u> : Last minute Program Review concerns?	Tim/Kuni	

2:40-3:30	<u>Workshop</u> : Finalize prioritization scoring and process	All	
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