



Chairs Council

Date: 2/25/22

Location: <https://cccconfer.zoom.us/j/99522574397>

Time: 1.30-3.30

Chair: Tim Rose

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>Update:</u> Schedule-build, Summer/Fall 22	Tim/Kuni/Lisa/Chris	
1:50-1:55	<u>Update:</u> Advertising 8-week-2s	Tim/Kuni	
1:55-2:00	<u>Update:</u> Data request Fall 21 & Spring 2022 (enrollment comparisons F2F/online)	Tim/Kuni	
2:00-2:10	<u>Update:</u> Finalizing dept. chairs election timeline and nomination form	Tim	
2:10-2:20	<u>Update:</u> Chair reassign-time assessment	Kuni	
2:20-2:30	<u>Update:</u> Assessment status, update & questions	Tim/Adán	
2:30-2:40	<u>Informational:</u> Substitution petition workflow	Gabriel	

2:40-2:50	<u>Discussion</u> : Recommendation for Electronic Media Administrator	All	
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Proposed timeline for Dept Chair elections:

- 3/14 – prepare nomination forms
- 3/21 – distribute nomination forms
- 4/8 – all nominations forms returned
- 4/18 – begin election
- 4/29 – complete election
- 5/6 – announce election results
- 5/13 – elect new Chair of Chairs in Chairs Council