

**Chairs Council**

 **Date: March 10, 2023**

 **Location:** **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 – Catherine Nichols\_\_English - Adán Olmedo\_\_English - Jenny Lowood\_\_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   |
| 1:30-1:40  | Welcome – Check InApproval: Agenda and Minutes from 2/24/23 | Claudia |  |
| 1:40-1:55 | In Person Meeting | Kuni/Lisa/Chris |  |
| 1:55-2:05 | Summer and Fall 2023 Schedule* Draft 2 updates due 3/10/23
 | Kuni/Lisa?Chris | ` |
| 2:05-2:15 | 23-24 Chair’s FTE Allocation | Kuni |  |
| 2:10-2:25 | Leave Banking/Extra Service* Intent to use banked leave 2/1 for Fall, 9/1 for Spring
* Confirmation of overload banking needs to be done 6 weeks prior to the start of the semester, unless informed, faculty will be paid.
 | Kuni, Lisa, Chris |  |
| 2:25-2:35 | Flex Day Reminder: 3/14/2023 | Heather/Scott |  |
| 2:35 | AnnouncementsNext Meeting: March 24, 2023 | Claudia |  |
| 2:40 | Meeting Adjourned | Claudia |  |
|  |  |  |  |

Meeting adjourned:

Minutes taken by: