

**Chairs Council**

**Date: August 26, 2022**

**Location:** [**https://us06web.zoom.us/j/95403090667**](https://us06web.zoom.us/j/95403090667)

**Time: 1:30-3:30**

**Chairs: 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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| \_XAmerican Sign Language - Jenny Gough  \_X\_Arts, Humanities, Cultural Studies - Carolyn Martin  \_X Arts, Humanities, Cultural Studies – Ari Krupnik  \_X CIS/Business/Econ: Paramsothy Thananjeyan  X Counseling – Emmie Mitsuno Hernandez  \_\_Counseling – Catherine Nichols  \_X English - Adán Olmedo  X English - Jenny Lowood  X ESOL - Gabriel Winer  X ESOL – Sepi Hosseini | X Library - Heather Dodge  X Math – Claudia Abadia  X Modern Languages - Fabian Banga  X MMART – Justin Hoffman  X MMART – Dru Kim  X Science/Bio/Chemistry - Pieter de Haan  X Science/Bio/Chemistry - Sam Gillette  X Social Sciences - Tim Rose  Also in attendance: Joseph Bielanski; Lisa Cook; Kuni Hay; Chris Lewis; Stacey Shears; Martin de Muchas Flores; Phoumy Sayavong |

**Agenda:**

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| Time | Agenda Topics | Facilitators | Minutes/Notes |
| 1:30-1:45 | Greeting – Welcome &Why chairs?  Welcome new Chairs Check-in | Claudia, Lisa,  Chris and Kuni | Meeting commenced: 1:40pm  Ice breaker activity - why did we each decide to be dept. chair?  Claudia: chair since 2017- transferred from CoA. Good learning opportunity to get to know colleagues  Tim: a chance to participate in college governance.  Fabian: challenging position – guiding department and working with faculty; one of the most important positions in the campus; liaison between admin and faculty; we transfer energy – which can lead to overheating.  Ari: chance to participate  Heather: enjoys working with faculty and admin  Peter: asked to become chair  Sam: duty to step up to for dept. Fun being chair.  Jenny L.: chair and co-chair of English for over 25 years. Long term space within governance. History of developing chairs – advocated for election of chairs. Opportunity to creatively craft the dept. and make it work for students. Appreciates the opportunity to serve in the role.  Adan: likes to learn and figure out how things work; the things he likes are also the things he does not like. The position keeps us on our toes, never a dull moment.  Dru: absence of discipline leads within digital imagining. As an artist wants to contribute too.  Justin: interested in learning more about the Council. Working to support the department and work with other chairs.  Thana: chair for 10+ years. Originally assigned to the position but eventually grew to appreciate the role. Appreciates the work Chairs do.  Gabe: it was their turn. Collaboration across departments is a key component of the position.  Sepi: just became chair; totally new experience. Hopes to learn a lot.  Jenny G.: we get to network and become involved with other departments. ASL is an isolated dept. so chairs council allows better understanding in the depts across the college.  Emie: good next step in growing professionally. Wants to bring team together to work well. Looking forward to cross-collaboration. |
| 1:45-1:55 | New Chairs’ orientation and Chair mentors for new chairs | Kuni/Deans | Kuni: Five new chairs – orientation for new chairs – asking what type of information that the new chairs would believe helpful. What information do “old-hand” chairs have to share with the new chairs.  --Gabe: great to have a central timeline for responsibility for chairs.  --Justin: what chairs wished they knew about when they got started in the position; what have we learned over time that would have been helpful early on.  Kuni: will provide a folder for chairs to add ideas/orientation material. We will come up with a time to go over what chairs create for an orientation. |
| 1:55-2:10 | 22-23 Chairs activities – the big picture! | Kuni | Activities & big picture: |
| 2:10-2:20 | 22-23 Institutional Goals (leading to Educational Master Plan (EMP)  21-22 Chairs Goals (review for 22-23, Chairs only meeting) | Kuni, Lisa and Chris  Chairs | Institutional goals: showing the timeline for chairs timeline – in Microsoft teams  Going over the timeline in terms of following the various responsibilities.  --Schedule development  --Faculty evals  --Assessment  --Curriculum and program review and plan  --23-24 FT faculty hiring prioritization  --Use of banked leave requests  --Sabbatical applications (PD committee)  --Chairs election  --Chairs reassign time    Heather in chat: Question: is there a time when we can find out what happened with past resource allocation requests? Such as what was funded?  What can department chairs add to this timeline/list?  Jenny L: tutoring deadlines added to the timeline; also the distribution of preference forms to PT faculty.  To all Chairs - please send additions to the timeline/spreadsheet to Chair of Chairs Claudia  Institutional Goals for Educational Master Plan:  Areas of work: --Kickoff meeting with Peralta Advisory Committee – July 18 (expanded cabinet July 25)  --Initial meetings with college advisory committee – July/August  --Development of EMP template – Aug-Sept  --Qualitative data analysis – July-Dec  --Qualitative data collection and analysis – Aug-Jan  --Advisory Committee Meeting 2 to review initial analyses and draft template – Sept-Aug  --Charrettes - TDB  --Advisor y Committee Meeting 3 to review findings from charrettes – Nov/Dec  District strategic plan – March (draft) May (final)  Advisory Committee meeting 4 to review draft plans – March/April  College EMP – April/May |
| 2:20-2:30 | First week check and readiness for next week (discuss permission numbers?) | Kuni | Enrollment update: “Proactively Removing the Barriers” – strong work from student services and departments; congrats to the student ambassadors for the crucial role played by them; Phoumy came up with the idea of stop before you drop.  --Fall is free  --Coordination with HS for dual enrollment students  --Removing pre-requisite for capstone courses for DE students  --Enrollment workshops  --“Stop before you drop” program – getting students linked into support as they potentially move toward dropping class(es).  Fabian: Waiting lists during summer, early semester drops, opens seats when drops take place.  Lisa: waiting list stops working on first day of class. If any space opens up, any student can grab those spots. Second week of class, students can only add with permission. Please share this information with the faculty in departments.  Heather: library has been very busy. Great to see students back and using the facilities. Students are having a tough time with Canvas. Is there help on campus for Canvas? Can we send students to the LRC now?  Lisa: We can use the LRC both online and in person to support students who need help with Canvas or online class access.  Heather: textbooks, students only find out what textbooks are assigned when the get into class. Other colleges have lists of textbooks on the registration pages for the classes. Ask: admin advocate at PCCD having the link to the bookstore directly into PassPort.  Search here to see if we have your book (search by title of the book): <https://caccl-pccd.primo.exlibrisgroup.com/discovery/search?vid=01CACCL_PCCD:BERKELEY>  Here's the form if we don't have you textbook but you want to bring one in to put it on reseve: <https://forms.office.com/Pages/ResponsePage.aspx?id=Fmqh7q9Ie0eREwWxwBEj_wciLXpkF2>tNtiH422VyojlUQzI2N1M4TVFPQzUyS05FUzlSVVlOVERBVC4u  Gabe: if next semester textbook adoptions could be an item on the faculty canvas (syllabi/office hrs etc.) and Kiara was made a teacher, it would be more streamlined and she or someone could send a bulk email reminder from th grades thing to bug people who haven't submitted.  Jenny G.: frustration that some students do not show up on day one, full classes, if the class is completely full instructors can drop a student who does not attend yet another student who may have been on the waitlist to add.  Lisa: we’re having a lot of problems with Canvas, and because there are so many problems with Canvas and student email, etc. recommending patience with students who are unable to attend during the first meeting or first week. Suggests emailing students who do not attend in the first week to see what’s up with the student.  Shout out to all those who have contributed to the great boosts in enrollment in the past few weeks. For example, Fabian in Modern Languages for making long term changes in dept and Lisa Cook for recent efforts |
| 2:30-2:50 | Spring 2023 schedule development | Kuni/Deans | Kuni: Visit Dept. Chairs Teams site. Go to tile and then to channel and then to folder, you will find the scheduling tools. (Allocation of FTEF for spring should be the same for the spring – recommended draft schedules.) When chairs open the folders there will be exel sheet (with calculator); planning guide PDF rollover; schedule development timeline. Allocations will show up a in calendar. On PDF for SP 23, the course #s for the semester are correct. But the schedule shows the schedule as of spring 22 (an “excess of classes,” therefore), so some of the sections will need to be cut in order to make it within the allocation.  Emie in chat: Kuni, can you please list the courses that you have removed prerequisites for (capstone courses for DE courses that you mentioned in an earlier slide)?  Kuni: will get with Emie off-line for this request.  Kuni: colleges got delayed for scheduling due to PCCD just sending out the rollover this week.  Chris explanation of calculator: mark up the PDF – physical planning should be done in the PDF and then applied into the excel sheet (calculator). Use the block scheduling that’s in the spreadsheet. Use the catalog if you do not know the lecture/lab hours. Spreadsheet will track FTEF allocation/department recommended. If you’re scheduling CCAP classes, you may enter those into the spreadsheet, deans will be aware to incorporate those into the schedule. Let deans know faculty who are underload or overload – tab on the excel sheet for that.  Jenny L.: when scheduling an important consideration is the prioritization pool and instructor preference forms. Can we get away from using the PDF for scheduling? It’s really a pain.  Kuni: we need to get the rollover earlier in order to use another planning tool other than the PDF. There is a desire to move away from the PDF but it is difficult (if not impossible) when the rollover comes so late from the PCCD.  Adán in chat: Use this to determine PT load: https://web.peralta.edu/indev/part-time-faculty-workload/ |
| 2:50-3:30 | Enrollment Data – through new lens (Phoumy) | Phoumy | Phoumy: presenting a overview and update – long term view in conjunction with Master Plan. Context for the enrollment updates distributed by Phoumy. New chairs encouraged to contact Phoumy directly if they have any questions about the data or terms used in data assessment. What do the numbers mean and what are our strategies to address enrollment matters. Big picture: three-year trend – Headcount -11% and FTES -19%; data of age group change; ethnicity (how does this coincide with equity plans, etc.); general enrollment trends since 2019; persistence by semester/year/demographics (assist the college to plan for student support/outreach/etc.); success/retention/withdrawal rates/; drops by units taken/earned disaggregated by ethnicity; transfer (we are now exceeding the rate for years prior – good news)  Phoumy: Enrollment in the context of EMP topics Student completion; teaching and learning; data informed processes; community partnerships; human capital development; fiscal sustainability; diversity, equity, inclusion, and global community; advanced technology and facilities. Service area and how we can get more students to our college; service area enrollment pipeline – we project over the next five years how outreach strategies and our service area contribute to our enrollment master plan. Diversity and gentrification data.  Phoumy: this was a rushed presentation. This will be covered in greater detail in other shared governance spaces.  Kuni: we will ask Phoumy to return to Chairs Council at another time to dig deeper into the material presented here. |
| 3:30 | Adjournment |  | 3:38 |

Meeting adjourned: 3:38

Minutes taken by: Tim Rose