



**Chairs Council**

**Date: 4-8-22**

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

**Time: 1.30-3.30**

**Chair: Carolyn Martin**

**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

__ American Sign Language - Jenny Gough __ Arts, Humanities, Cultural Studies - Carolyn Martin __ Arts, Humanities, Cultural Studies - Dylan Eret __ CIS/Business/Econ: Paramsothy Thananjeyan _x_ Counseling - Gabriel Martinez __ Counseling - Susan Truong __ English - Adán Olmedo __ English - Jenny Lowood _x_ ESOL - Gabriel Winer	_x_ Library - Heather Dodge __ Math – Claudia Abadia __ Modern Languages - Fabian Banga __ MMART - Mary Clarke Miller __ MMART - Natalie Newman __ Science/Bio/Chemistry - Pieter de Haan __ Science/Bio/Chemistry - Sam Gillette _x_ Social Sciences - Tim Rose  Also in attendance:
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**Agenda:**

Time	Agenda Topics	Facilitators	Minutes/Notes
1:30 - 1:35	Welcome and Check-in	C. Martin	

1:35-1:40	<u>Approvals:</u> Agenda 4/8 & minutes 3/25	C. Martin	Motion to approve agenda (4/8): Motion to approve minutes (3/25):
	<u>Assessment committee announcement/request about IGETC &amp; CSU Certificate assessment</u>	Adan	Need help with assessment for igetc and csu certificates. Adan will be reaching out via email to areas needing more information.
1:40-2:00	<u>Update:</u> Tutoring program	J. Lowood	BCC faculty senate endorsed the ASCCC position paper on the role of faculty in tutoring and learning center. Jenny Lowood looking to expand tutoring into all departments and creation of a potential tutor advising committee (Tac) will be brought to Senate in next meeting. Recommend students for tutoring in fall this month in April to John so that paperwork can be completed ahead of time.
2:00-2:05	<u>Update:</u> Chair nominations – confirm eligibility and agreement of nominees	C. Martin	Reminder that nominations for chair need to be submitted by today. Nominations will be vetted next week and then voting begins on 18 <sup>th</sup> to be completed by 29 <sup>th</sup>
2:05-2:10	<u>Follow-up:</u> Recommendations for posting job announcements	C. Martin	<a href="#">Teams site doc</a> Kuni working on outreach to increase diversity of applicants – please check teams site that Tim created and add suggestions for posting of job postings.
2:10-2:15	<u>Follow-up:</u> Diversity statement for job announcements	C. Martin	Making sure that language on diversity and inclusion to be included in job description and in grading rubric
2:15-2:30	<u>Action:</u> Review draft schedule – summer and fall 2022, submitted by 4/8	All	Any corrections need to be submitted today – we go live with schedule April 11 <sup>th</sup> Monday

Meeting adjourned: 2pm

Minutes taken by: Mary Clarke-Miller