**MINUTES for 9/9**



**Chairs Council**

**Date: September 9 2022**

**Location: TLC or** **Zoom**

**Zoom Link:** [**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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| \_x\_American Sign Language - Jenny Gough  \_x\_Arts, Humanities, Cultural Studies - Carolyn Martin  \_x\_Arts, Humanities, Cultural Studies – Ari Krupnik  \_x\_CIS/Business/Econ: Paramsothy Thananjeyan  \_A\_Counseling – Emmie Mitsuno Hernandez  \_x\_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: Elissa Jaw |

**Agenda:**

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| Time | Agenda Topics | Facilitators | Minutes/Notes |
| 1:30-1:40 | Welcome – Check In  Approval: Agenda and Minutes from 8/26/22 | Claudia | 1:34 PM  Tim moved, Sam 2nded  Friendly amendment to add a discussion of closed sessions and an announcement about FASTT  Yes: 9  No: 0  Abstain: 2 |
| 1:40-1:50 | SAS-Accessibility and DE courses | Elisa | Elissa: Auditory track can be added to PowerPoint, which means it’s a video, which also means it needs to be captioned.  If students need captioning and there is uncaptioned material, refer them to the SAS office.  Carolyn: It is on the faculty member to do the captioning, and this can pose problems for faculty members who are hired last-minute.  Carolyn/Tim: More support is needed at the college and district level.  Tim: 3C Media Solutions (CCC) was good with captioning a few years ago…still good?  Ari: They’ll probably do it if the video is a certain length **and** a student requires it.  Fabian/Elissa: Some situations may not apply and fundamentally alter the course, then exceptions may be made; consult SAS office. |
| 1:51PM | Discussion, closed session (added to agenda) | ALL | Claudia: I was asked to introduce this as a discussion item that we could then vote on—moving meetings to closed sessions.  Adán, via chat: “It is my understanding that Brown Act covered bodies have very limited scope for closed session: litigation, real estate negotiations, personnel (employment, evaluations, etc), labor negotiations, license applicants with criminal records, liability claims, threat to public services or facilities, health trade secrets, multijurisdictional drug law enforcement agency case review/planning. These do not apply here.”  Tim, via chat: “We're shared governance under the AS. So Brown Act applies.”  Heather worries there may be jockeying for time w/admin. meeting.  J. Lowood: For a long time, we had “chairs only” meetings and chair + admin. meetings. States that she attended closed session meetings at the District that did not discuss any of the items listed in Adán’s chat message, but they were still closed sessions. Petitions group to hold off voting so she can research.  “Adan, administrators have meetings that don't include us.” (Zoom chat)  Claudia: Sounds good to postpone this so we can research and maybe we invite Matt Freeman to join the next meeting.  Fabian: AS can’t have faculty-only meetings. |
| 1:50-2:00 | District Wide Project-Courses assigned to correct discipline | Ari | Ari: Are courses assigned to the best disciplines? Min. quals. are assigned to disciplines and are contained on a list provided by the State. Eg. AfAm Studies: “MA in AfAm/Bl/Africana studies; or, BA in aforementioned + MA in Ethnic Studies.” Most of the time it’s obvious which instructor’s education/min. quals fits with specific classes, but sometimes it’s not clear what discipline to assign a course to…Art & Art History & Studio Art are more blurry, and if these categories are defined, it may result in some faculty no longer being able to teach a course though they previously met min. quals. Ari will follow up via email within a couple weeks with a document for departments to recommend min. quals. (due date Oct 21). \*Screenshares example of Art doc\*  Tim, via chat: Ari, Do we just leave recommendations blank if the course looks fine?  Ari, via chat: Tim, better to just put something in that column, like copy over the currently assigned discipline, so we don't worry that you've just missed it. |
| 2:00-2:15 | Spring 2023 Schedule Development Updates | Claudia | Claudia: Spring 2023 schedule drafts are due today to your Teams folder.  Catherine: Any advice for new chairs?  Claudia: Use Excel, you can sort. Also, add notes for deans.  Kuni text message to Claudia: Does Friday 9/16, 1:30-3:00 PM for new chairs orientation sound like a good day/time? |
| 2:15-2:45 | 21-22 Chairs Goals (review for 22-23, Chairs only meeting) | Claudia | Claudia screen-shares chairs’ goals from last year.  Do we want to update/edit?  Tim notes revisions are needed.  J. Lowood recommends a taskforce look at it. Create a survey where we can prioritize the list as well as solicit items from non-task force group.  Tim/Claudia/Jenny: can be done asynchronously first, and then collectively sorted, focused, collapsed or categorized, and then prioritized. |
| 2:45-3:00 | Chair Reassign Time allocation Formula-Taskforce | Claudia | Tim: Kuni Hay, Matt Freeman, Chris Lewis drew up a plan that was presented at Chairs at the end of last year, after elections had occurred, and it was subsequently revised.  Claudia: Claudia will contact Chris Lewis to request more information. Some departments, particularly small ones got the short end of the stick.  Heather, via chat: “My request would be in terms of process, we need to do this process well before the elections process.” It should not have happened after elections.  Gabe: +1 Heather  J. Lowood: the allocations seemed unfair for many departments.  Tim: Kuni and Matt decide; we just contribute to the process. It would be good that we move on this within the next week and begin the conversation before the latter part of September so we have an answer by the end of the term. We’re a recommending body.  Claudia: There needs to be clear expression of how the numbers are arrived at. |
| 2:31 | FASTT | J. Lowood | Academic Senate approved FASTT last year: Faculty Advisory Support Team for Tutoring because faculty shall have a clear role in shaping tutoring at the college. Do department chairs have faculty members who want to get involved in tutoring with respect to their specific department or with respect to tutoring at the campus more broadly. There is a taskforce for interested faculty members.  Tim: I’ll do it for Social Sciences  Claudia: I’ll check for Math  Justin: We’ll check for MMart |
| 2:30-2:50 | Faculty Prioritization-Process, Questions, etc | Claudia | Claudia: more data will be provided.  Tim: we should put this at the top of our list, so it’s done by the end of the term to avoid December scrambling. Let’s form a taskforce to update last year’s model/formula.  Claudia: agree, will email and ask for taskforce volunteers.  Claudia: I’ll reach out to Matt to see if we can expect new hire(s).  Tim: Usually we can’t find out until winter.  Jenny: But even if it seems we won’t get hired, we should do it because there are nice surprises sometimes.  Tim: Agree…we got 5 FT hires last year, much more than we expected. |
| 3:30 | Adjournment | Claudia | No additional comments. |
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Meeting adjourned: 2:40 PM.

Minutes taken by: Adán Olmedo