

**Chairs Council**

 **Date: January 27, 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 12/16/22 | Claudia | Motion to approve the agenda with the friendly amendment to add an item to the “announcements” portion on tutoring Moved by Jenny Lowood Seconded by Pieter de Haan Approved (12 ayes, no nays, no abstentions)  Motion to approve the agenda from last meeting (12/16/22) Moved by Tim Rose Seconded by Carolyn Martin Approved (12 ayes, no nays, no abstentions)  |
| 1:40-1:50 | Spring 2023 Enrollment Updates | Kuni | Kuni presented an enrollment update for Spring 2023 * We are now fully accredited by ACCJC
	+ The Mid-term report will be due in March 2025
* We are doing well, currently 84.83% of our enrollment goal for this semester
* We are done with cancellations (only 15 cancelled)
* Some dual enrollment and contract education classes are still gaining enrollment.
* Late start classes will also increase enrollments.
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| 1:50-2:00 | Schedule Development Check In* Summer/Fall 2023
 | Kuni | Kuni presented information about Fall and Summer 2023 scheduling. * Drafts will be developed on the team site, as they were last semester.
* Go to BCC Department Chairs in Teams, then go to “Schedule Development,” then to “Summer and Fall 2023 schedule” for materials needed for scheduling.
* The FTEF allocations are close to what they are for Spring 2023.
* Make recommendations on pdf for “BCC Summer Planning Schedule” for summer.
* Use Excel sheet in Teams for Fall 2023 scheduling.
* The first draft of these schedules is due February 9.
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| 2:00-2:10 | Faculty Evaluations* Full Time
* Part Time
 | Kuni/Lisa/Chris  |  Will receive list from office of instruction. Please follow up with Vanessa if there are questions. She may present at a future meeting if needed. |
| 2:10-2:25 | Spring 2023 Chair Activities* Chairs Elections
* Chair Evaluations
 | Kuni | Faculty Evaluations and Chairs’ Elections (Kuni, Chris & Lisa) * Kuni reminded the chairs to stay on task with the faculty evaluations.
* Under “General channel” and then under “chairs’ activities,” we can find the information about evaluations and chairs’ elections.  These are due by May 1.
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| 2:25 | AnnouncementsNext Meeting Feb 10, 2023 | Claudia | Jenny Lowood shared information about the Canvas shell for faculty working with tutors. * Faculty can add the Canvas shell to their Canvas dashboards by clicking on the following url: [**https://peralta.instructure.com/enroll/4CLW6T**](https://peralta.instructure.com/enroll/4CLW6T)

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| [Canvas Portal](https://peralta.instructure.com/enroll/4CLW6T)Peralta Colleges Canvas Portalperalta.instructure.com |

* **It’s important that the Canvas dashboard be open on your computer when you click on this).**
* Faculty will be asked to report attendance of each of their tutors at the end of the semester, and will also be asked to evaluate their tutors, also at the end of the semester.
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| 2:30 | Meeting Adjourned |  |  |
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Meeting adjourned:

Minutes taken by: Jenny Lowood