



**Chairs Council**

**Date:**

**Location: Zoom 1.30-3.30**

**Chairs: Tim Rose**

**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

**Agenda: DRAFT**

Time	Agenda Topics	Facilitators	Action items
1:30 - 1:35	Welcome and check-in <ul style="list-style-type: none"> <li>• Cyber attack at Ohlone and 5 other CCCs – Reported this matter to Antione at the District IT</li> </ul>		
1:35-1:40pm	<u>Informational:</u> Clarifying policy for instructor quarantining <ul style="list-style-type: none"> <li>• Review of Table 1-3</li> </ul>	Tim/Kuni	
1:40-1:45pm	<u>Informational:</u> Evening support for IT <ul style="list-style-type: none"> <li>• SEIU agreement, 2 week notice required to return, T. W. TH F2F schedule for now M/F OL ervice</li> <li>• Kuni is looking into possible support on Monday 2-10pm F2F and Saturday</li> </ul>	Kuni	
1:45-2:00pm	<u>Informational:</u> Beginning department chairs election process <ul style="list-style-type: none"> <li>• Self nomination only?</li> <li>• Review contract language and form (PFT)</li> <li>• Discussion at the next Chairs only meeting</li> </ul>	Tim	

2:00-2:10pm	<u>Update:</u> Completed prioritization – recommendations to Academic Senate 2/2	Tim/Kuni
2:10-2:20pm	<u>Update:</u> Assessing Chairs reassign time <ul style="list-style-type: none"> <li>• Waiting for a total allocation for the Department chair from the District.</li> <li>• Once done, review allocation process per PFT process</li> </ul>	Tim/Kuni
2:20-2:30pm	<u>Update:</u> Updating department webpages? <ul style="list-style-type: none"> <li>• Not a template, let it be interactive</li> <li>• Faculty build their own website – need consistency; however.</li> <li>• Front page is out of control – students need to google still to find what they need.</li> <li>• Tom has only been here for 3 weeks, let the president office clarify his role in terms of Web development.</li> <li>• Potentially invite Tom and Tania to the Chairs meeting for improvement of the website</li> </ul>	Tim
2:30-2:40pm	<u>Informational:</u> Timeline for building summer and fall schedule? <ul style="list-style-type: none"> <li>• None of the colleges have the information yet. Will be coming shortly after the validation</li> <li>• Deans, Kuni and Tim will identify the best way to disseminate information.</li> </ul>	Tim/Deans
2:40-3:00pm	<u>Informational:</u> Overview of State Academic Senate paper on role of faculty in tutoring and learning resource centers <ul style="list-style-type: none"> <li>• Move to next meeting</li> </ul>	Jenny Lowood
3:00-3:10pm	<u>Informational:</u> Accommodations for classes offered only F2F <ul style="list-style-type: none"> <li>• Elissa Jaw: Faculty do not have the power to change/convert class modality. If students request accommodations, refer them to SAS office and have them assess what their needs are.</li> <li>• Students do not need to be participating with SAS even though they have disability.</li> </ul>	Elissa Jaw Adán

3:15-3:25pm	<ul style="list-style-type: none"> <li>• SAS does not provide “personal aides”.</li> <li>• Elissa will share upcoming workshops – will be after 2/9/22.</li> <li>• CANVAS shell will be coming soon.</li> <li>• LACCC has a law suit: Equity and people with disability – review (Link in chat)</li> </ul>		
	<p>Fabian – process for DE is confusing. Need help for counseling support. Parents of the HS students are asking questions.</p> <ul style="list-style-type: none"> <li>• DE for Equitable Completion project – working on this matter.</li> <li>• Refer them to Counselor Dri (Adriana) Regalado</li> <li>• Refer students to Gail Pendleton as well.</li> </ul> <p>Kuni: Congratulations! BCC is placed on warning for Accreditation, moved up from probation.</p> <p><u>Update:</u> Assessment report</p> <ul style="list-style-type: none"> <li>• Update on ILO and SLO – will obtain Adan’s document and place them in teams for the chairs.</li> </ul>		

- Proposed timeline for Dept Chair elections:
- 3/14 – prepare nomination forms
  - 3/21 – distribute nomination forms
  - 4/8 – all nominations forms returned
  - 4/18 – begin election
  - 4/29 – complete election
  - 5/6 – announce election results
  - 5/13 – elect new Chair of Chairs in Chairs Council