

**Chairs Council**

**Date: December 16, 2022 Minutes**

**Location:451 A or** **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  \_X\_Arts, Humanities, Cultural Studies - Carolyn Martin  \_X\_Arts, Humanities, Cultural Studies – Ari Krupnik  \_X\_CIS/Business/Econ: Paramsothy Thananjeyan  \_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  \_\_Science/Bio/Chemistry - Pieter de Haan  \_\_Science/Bio/Chemistry - Sam Gillette  \_X\_Social Sciences - Tim Rose  Also in attendance: Lisa Cook, Kuni Hay, Stacey Shears, Joseph Bielanski, Jennifer Mantle, Vanessa Phillip, Randy Yang, Chris Lewis |

**Agenda:**

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| Time | Agenda Topics | Facilitators | Minutes/Notes |
| 1:30-1:40 | Welcome – Check In  Approval: Agenda and Minutes from 12/9/22 | Claudia | Agenda approved with friendly amendment to add Recent FTET Allocation-Carolyn motioned, Gabe 2nd, 10 yeas  Minutes approved-Catherine motioned, Heather 2nd, 12yeas |
| 1:40-1:50 | 2023-2024 Faculty Prioritization Results | Kuni | CHEM 1A & 1B score = 17.5  HIST score = 17.2  MMART score = 16.5  CHEM 30A & 30B score = 15.05  CHEM 12A & 12B score = 11.09 |
| 1:50-2:15 | Schedule Development Timeline   * Summer/Fall 2023 | Kuni | `Summer and Fall draft schedules are due to the dean’s for approval is February 9th  See BCC Department Chairs Microsoft Teams site: Schedule Development |
| 2:00-2:45 | 2023-2024 FTET Allocation | Kuni | Kuni outlined the parameters of the 23/24 Allocation:  3-year BAM to SCFF model, this is a good time to dig deeper/translate to SCFF, work toward BCC receiving 40.0 for the 210.14 FTEF.  Kuni discussed the Faculty Load Column – underload and overload and compelling information for new FTEF allocation.  Comments: Ari when we use the calculator for FTEF can we round to the nearest hundredth an not tenth.  Lisa reminded everyone about deadlines for Bank Leave |
| 2:45-3:00 | Spring 2023 semester Chairs meeting dates | Kuni/Claudia | 1/27, 2/10, 2/24, 3/10, 3/24, 4/14, 4/18, 5/12, and hold 5/26 |
| 3:00-3:15 | Spring 2023 Enrollment Efforts   * Spring to Success * Workshops * Phone Calls | John Nguyen | John shared activities that are happening to boost S23 enrollment:  Spring is Free for qualifying students-fees paid  Free parking, weekly lunches, and other student friendly events. The student ambassadors phone banking to reach out to continuing students to remind them to resister for spring 2023 |
| 3:15 | Meeting Adjourned | Claudia |  |
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Meeting adjourned:

Minutes taken by: