

**Chairs Council**

 **Date: December 9, 2022**

 **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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| X American Sign Language - Jenny GoughX Arts, Humanities, Cultural Studies - Carolyn MartinX Arts, Humanities, Cultural Studies – Ari KrupnikX CIS/Business/Econ: Paramsothy ThananjeyanX Counseling – Catherine NicholsX English - Adán OlmedoX English - Jenny LowoodX ESOL - Gabriel WinerX ESOL – Sepi Hosseini | X Library - Heather DodgeX Math – Claudia AbadiaX Modern Languages - Fabian Banga X MMART – Justin HoffmanX MMART – Dru KimX Science/Bio/Chemistry - Pieter de HaanX Science/Bio/Chemistry - Sam GilletteX Social Sciences - Tim RoseAlso in attendance: Lisa Cook, Kuni Hay, Chris Lewis, Vanessa Phillips, Stacey Shears |

**Agenda:**

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| Time  | Agenda Topics  | Facilitators  |  Minutes/Notes   |
| 1:30-1:45  | Welcome – Check InApproval: Agenda and Minutes from 11/18/22 | Claudia | Fabian moved to approve the agenda. Catherine seconded.13 yes – agenda approved (with friendly amendment of adding an announcement concerning BCC tutoring, made by Jenny Lowood)12 yes, 1 abstention – minutes from 11/18 approved |
| 1:45-2:30 | 2023-2024 Faculty Prioritization Presentation and Q&A* Chemistry 7 minutes presentation , 5minutes (max) of Q&A
* History 7 minutes presentation , 5minutes (max) of Q&A
* MMART 7 minutes presentation ,5 minutes (max) of Q&A
 |  | Representatives from Chemistry, History, and MMART were given 7 minutes each for presentations relating to prioritization of new faculty positions.Pieter de Haan presented the Science Department’s argument for their request to hire 3 full time faculty positions in chemistry (on each in the Chemistry 1 series, Chemistry 30AB series, and Organic Chemistry series). He cited high enrollments in the science classes that would be taught by these faculty members and noted a recent retirement of a full-time Chemistry teacher at BCC. For further details, see the narrative submitted by the department.Tim Rose presented the History Department’s argument for their request to hire a full-time faculty member. Tim emphasized the need to add faculty in order to diversify the history offerings at the college and addressed the loss of a number of history instructors over the past five years. In response to a question by Fabian, Tim explained that the new faculty hire would teach general history classes but would also help to broaden the range of history classes at the college. For further details, see the narrative submitted by the department.Justin Hoffman presented his argument for their request for a new full-time instructor in the area of digital imaging to “support the strand, develop curriculum and support the students,” as well as supporting the advisory board and managing C.E. (Career Education) needs. He noted that in the last few years, the MMART Department has lost two full-time instructors, including the Digital Arts lead. For further details, see the narrative submitted by the department. There was discussion about how to adjust scores, based on the fact that the Science Department has requested three Chemistry positions. It was decided that Pieter deHaan would send a priority list of the three positions, and departments would submit a separate narrative for each of the three Chemistry positions. |
| 2:30-2:40 | Next steps:  12/14 noon – score submission to chair of the Chair (J. Lo, Adan and Phoumy) 12/14 4pm – score validation by Dean, VPI, and chair of the chair) Spring 2023 semester meetings  | Kuni/Claudia | On 12/14 at 4 p.m., Kuni Hay, both deans, and Jenny L., Adán, Phoumy, and Claudia will meet to validate the scores.In Spring 2023, the department chairs will meet twice per month. The dates of Department Chairs’ meetings for the Spring semester will be shared next Friday.Each department should send its rubric scores for each narrative to Claudia before 12/14. The three Chemistry positions should be treated separately. |
|  | Announcement regarding BCC Tutoring |  | Jenny L. shared information about a flex day meeting regarding BCC tutoring; the meeting will focus on sharing information that department chairs, department liaisons, and faculty working with tutors need to work effectively with tutors and better serve their students. |
|  | Announcement regarding scheduling for Fall 2023 |  | Kuni discussed the upcoming schedule development process; she will have more information about district-level fiscal developments that impact Fall 2023 schedule development at the next chairs’ meeting. |
| 2:45 | Adjournment | Claudia  |  |

Meeting adjourned: 3:08

Minutes taken by: Jenny Lowood