

**Chairs Council**

**Date: February 24, 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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| \_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  \_x\_Counseling – Catherine Nichols  \_x\_English - Adán Olmedo  \_x\_English - Jenny Lowood  \_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: Vanson Nguyen, Kuni Hay, Stacey Shears, Lisa Cook, Dana Cabello, Chris Lewis, Randy |

**Agenda:**

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| Time | Agenda Topics | Facilitators | Minutes/Notes |
| 1:30-1:40 | Welcome – Check In  Approval: Agenda and Minutes from 2/10/23 | Claudia | Fabian moves to approve minutes; Jenny L. seconds; passes unanimously.  Carolyn moves to approve minutes from February 10; Tim seconds; passes unanimously. |
| 1:40-1:55 | PT and Tenured Faculty Evaluation process on Canvas | Vanessa | Kuni thanked Vanessa for her work in streamlining the evaluation process. Vanessa has created a Canvas shell to provide information about the evaluation process and to allow evaluators to submit documents. Vanessa will have office hours on Wednesdays at 11:00 and by appointment. The Canvas shell is an information hub, which includes an instructional video about using Adobe Sign. Evaluators should upload materials to Vanessa on the Canvas shell; the timeline submission is due by March 1st. All of the materials are due by April 21st. Please contact Vanessa if you have questions or concerns.  Tim Rose raised the problem that the District Office is taking a long time to return student response analyses.  Jenny Lowood raised a concern about how early the final submission deadline is, and how this may not allow for the most informed student responses. |
| 1:55-2:05 | Faculty Diversity Internship Program | Vanson Nguyen | Vanson Nguyen is the new FDIP coordinator. He related that he wants to build confidence among the faculty in the quality of the program. He is surveying faculty about their needs and concerns about FDIP training. |
| 2:05-2:15 | Program Mapping | Catherine | Catherine Nichols gave a presentation on program mapping. This ensures that Catalog information about certificate, AA, AS, and AA-T programs is accurate and that students’ academic pathways are clear and streamlined. Counselors will work with department chairs and/or discipline leads to create the program mapping. The counselors request that the department chairs be available to meet with them in mid-April. Catherine requested that all department chairs let her know who the contact people will be for each department. |
| 2:15-2:30 | Culturally relevant pedagogy grant update  PD announcement for March 14, 2023 | Heather and Scott | At the Flex Day in March, the Department Meetings will occur in the morning, followed by afternoon sessions, which will be primarily in-person and hyflex. Departments will be requested to focus on specific questions for fifteen minutes during their meetings.  Scott, Heather, and Alejandro applied for a Chancellor’s Office Grant for two years to develop culturally responsive practices. They proposed to develop communities of practice relating to learning communities at the college. |
| 2:30-2:40 | Schedule development Summer and Fall 2023 | Lisa and Chris | Most departments have submitted their first drafts of the schedules for Summer and Fall 2023. It’s important to staff all of the classes by March 9, if possible, and to stipulate modalities clearly. Kuni emphasized the importance of using the block schedules. Chris suggested sharing the schedules with faculty. |
| 2:40 | Meeting Adjourned  **Next Meeting:March 10, 2023** | Claudia | Announcements: Fabian announced that the Academic Senate created a taskforce regarding minimum qualifications. Department Chairs who’ve had difficulty hiring qualified people due to minimum qualifications should contact Fabian Banga. |

Meeting adjourned: 3:14PM

Minutes taken by: Jenny Lowood