



Chairs Council

Date: 4-22-22

Location: <https://cccconfer.zoom.us/j/99522574397>

Time: 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*

Members of Chairs Council

<p>__ American Sign Language - Jenny Gough</p> <p>__ Arts, Humanities, Cultural Studies - Carolyn Martin</p> <p>__ Arts, Humanities, Cultural Studies - Dylan Eret</p> <p>__ CIS/Business/Econ: Paramsothy Thananjeyan</p> <p>_x_ Counseling - Gabriel Martinez</p> <p>__ Counseling - Susan Truong</p> <p>__ English - Adán Olmedo</p> <p>__ English - Jenny Lowood</p> <p>__ ESOL - Gabriel Winer</p>	<p>__ Library - Heather Dodge</p> <p>__ Math – Claudia Abadia</p> <p>__ Modern Languages - Fabian Banga</p> <p>__ MMART - Mary Clarke Miller</p> <p>__ MMART - Natalie Newman</p> <p>__ Science/Bio/Chemistry - Pieter de Haan</p> <p>__ Science/Bio/Chemistry - Sam Gillette</p> <p>__ Social Sciences - Tim Rose</p> <p>Also in attendance:</p> <p>Janine Greer</p> <p>Brenda Johnson</p> <p>Lisa Cook</p> <p>Kuni Hay</p> <p>ASL Interpreters</p>
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Agenda:

Time	Agenda Topics	Facilitators	Minutes/Notes
1:30 - 1:35	<p>Welcome – Check-in</p> <p>Approval: agenda 4/22/22 Approval: minutes 4/8/22</p>	Tim	<p>Motion to approve agenda (4/22): Motion to approve minutes (4/8):</p>
1:35-2:00	<p><u>Informational</u>: Supporting students through mental health crisis</p>	Stacey/Brenda/Janine	<p>Kuni: thanked all for supportive responses to the difficult week.</p> <p>Tim: Where do we go/who can we contact when students are in crisis?</p> <p>Brenda: There is a behavior intervention team that meets weekly. Sam is on the committee. They provide direct support to faculty and students in crisis and need. They are trained for this support. Best way to contact is through their website</p> <p>Janine: Wellness Center did training with academic counselors, and she shared some of this same content with us.</p> <ul style="list-style-type: none"> - Handout: the signs of a mental health crisis and process to handle - Helpful to prepare person that help is showing up as 2 police officers and social worker, so they are not surprised <p>Kuni: Let deans and VP know if you are about to make a call for a student/faculty.</p> <p>Lisa: Putting these flyers in faculty spaces, posted etc. so easily accessible</p> <p>Janine: Email should you ever need to consult. Brenda and Mobile Crisis Team also available to consult. After an incident, follow up with Wellness + Mobile Crisis Team. Individual therapy sessions are full at Wellness Center. Listening session: Poster to share with teachers to share with students in Canvas shells. Spread the word. Another healing circle maybe next W/Th on zoom or hybrid. Success Inc on W evenings welcome to all students: space for students to talk about anything. https://www.berkeleycitycollege.edu/phs/success-inc/</p>

Sam: Could HEERF provide more funding for counseling sessions?

Kuni: Kathleen sees students, staff, and faculty one-on-one

Janine: Students can take advantage of EAP offerings

Open Source Wellness – another resource for wellness that Janine recommends

Most of the work is done remotely. Janine is on campus.

Fall hours: likely to have hybrid space because remote allows for more options to provide services, larger reach

Jenny: a guide for zoom vs F2F on how to contact support. How can there be more support for online classes with this kind of support?

Janine: no Zoom guideline yet but recommends it is still the same process so call Janine or Brenda, 911 if needed.

Good idea to consider Zoom nuances.

Knowing student location during a zoom class - how do we collect their physical location?

Jenny: maybe including that in the registry when they come online?

Janine:

BIT Team

<https://www.berkeleycitycollege.edu/wellness-center/behavioral-intervention-team/>

Tim: incident report process?

Brenda: questionnaire to refer someone or identify situation on the webpage. Maxient software.

Business services area has incident report forms but maybe you are looking for something more immediate...

Kuni: crisis response process needs to be clarified but until then make sure your supervisor and security team knows to support the situation.

Brenda: bring to our attention early on to help assess before student hits crisis level.

Sam: show Wellness Center during class. Schedule in time to share in concrete ways to show school resources.

			<p>Tim: Mental Health First Aid Certificate Training for faculty.</p> <p>Janine: Day-long program, 8hrs. Will leave more confident. Would love a whole Flex Day to do this.</p> <p>Jenny: could we have a series of workshops related to mental health during the summer?</p> <p>Janine: they are very strict about how you teach the curriculum, so she is trying to get certified to teach this</p> <p>Kuni: Mental Health First Aid great way to prepare faculty. They are looking for funding, how to support.</p>
2:00-2:15	<u>Update</u> : Status of new-hire job announcements, forming committees, etc.	Kuni	<p>Kuni: 5 positions - PSYCH, EDUC, COUNS, MMART, COMM</p> <p>Please sign Adobe sign docs quickly so posting can move forward.</p> <p>Matt 70% done with appointment. Trying to find those that are available for July. Gender and racial equity important for members.</p> <p>Some community members want to wait until Fall for search process such as Biology. Likely to get ok'd by Pres. Garcia.</p> <p>HR prescribes the timeline. (Usually committee does). Staff members may not be available during summer.</p> <p>Hiring committees need to be in place ASAP. Committee member availability will determine whether process will happen during summer or fall.</p>
2:15-2:20	<u>Update</u> : Assessing department chairs reassign time	Kuni	<p>Kuni: Per PFT contract, the VPI connects with Academic Senate Pres and local PFT rep. Need tool that includes 7 criteria.</p> <p>Considering using sample from other colleges to model.</p>
2:20-2:25	<u>Update</u> : EW grade policy – documentation required in spring 2022	Tim	<p>Tim: This semester S22, we are reverting to pre-pandemic policy to documentation required for students to quality. Share info with students so they know about this update.</p>
2:25-2:30	<u>Informational</u> : Zero Textbook Cost student survey and faculty self-reporting ZTC status	Heather/Tim	<p>Heather: pilot project where students provide feedback on courses with no textbook costs. Instructors with zero-textbook-cost asked to share survey with students that closes Apr30.</p>

			<p>Johnny recycles old ZTC icon from previous semester so have faculty check that the logo is properly showing up for their classes.</p> <p>Tim: ZTC check box on semester schedule planners would be helpful.</p>
2:30-2:40	<u>Informational</u> : Class schedule issue for hybrid sections not listing instructors	Chris L./Tim/Kuni	<p>Chris: District issue on how classes are represented in Passport where instructor name is not appearing. Johnny can do short-term fix of putting instructor name in class notes.</p> <p>Kuni: asked district to fix in Jan but haven't heard back.</p>
2:40-2:50	<u>Reminder</u> : Chairs help with assessment for IGETC and CSU certificates	Adán	Adan: Please update the matrix for CSU/IGETC as soon as possible if you haven't. "Sign" at the bottom, so we know your department has vetted the entries.
2:50-2:55	<u>Reminder</u> : Chairs and Academic Senate elections ongoing	Tim	<p>Tim: remind faculty to vote for chairs & Academic Senate.</p> <p>Voting closes for both: May 6</p> <p>Chairs don't meet again for next 3 weeks.</p> <p>First meet in May is on 13th</p> <p>Sam: please vote, some positions don't have any votes.</p>
2:55-3:00	<u>Other Announcements</u>	Kuni	Kuni: Tenure celebration at new Marriott Tentative date is May 6. Possible will have to move to May 13.

Meeting adjourned: 3pm

Minutes taken by: Natalie Newman