

**Chairs Council**

**Date: May 12, 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  \_\_Science/Bio/Chemistry - Sam Gillette  \_x\_Social Sciences - Tim Rose  Also in attendance: Mary Clarke-Miller, Barbara desRochers, Dana Cabello, Lisa Cook,  Jenny Yap, Martin de Mucha Flores, Luis Chavez, Kuni Hay, Chris Lewis, Stacey Shears |

**Agenda:**

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| Time | Agenda Topics | Facilitators | Minutes/Notes |
| 1:30-1:40 | Welcome – Check In  Approval: Agenda and Minutes from 4/28/23 | Claudia | Pieter de Haan moved to approve the agenda.  Tim Rose seconded.  13 voted yes – approved.  Fabian Banga moved to approve the minutes.  Carolyn Martin seconded.  13 voted yes – approved. |
| 1:40-1:55 | Zero Textbook Cost Grant | Heather/Jenny | Heather Dodge and Jenny Yap presented a powerpoint concerning zero textbook cost degree pathways.  The State has designated over a million dollars to support this initiative. This is for ADTs, AAs or CE certificates in which students can complete the program with no textbook costs. The Chancellor’s Office ZTC link gives more information. Research shows that textbook costs are a barrier to students, particularly underserved students. Heather and Jenny have mapped programs at BCC to show to what degree each one currently has ZTC courses or could be developed into a ZTC program.  LibreTexts, OER Commons, and Press Books are resources for faculty who want to create their own OER books.  To chairs: If your program is close to being a “ZTC” ADT, AA, or CE certificate or you want to help with these efforts at BCC, let Heather and Jenny Yap know via email. |
| 1:55-2:10 | BCC Tutoring | Jenny Lowood | Jenny L. shared the Canvas shell for faculty working with tutors, “The BCC Tutoring Site for Faculty” and showed department chairs where faculty working with tutors need to submit total hours of their embedded tutors’ work and submit evaluations of these tutors before the end of the semester. If any faculty have questions about this, they should contact Jenny at jlowood@peralta.edu. |
| 2:05-2:15 | Summer Enrollment  Deans will send out an email next week | Chris/Lisa | Chris and Lisa discussed the timeline for cancellations due to low enrollment. For both summer and fall, discussions regarding cancellations will occur both three weeks before and two weeks before the beginning of classes. She will email more details about potential cancellations from the VPI and deans. |
| 2:15-2:30 | Chair of Chairs Election for 2023-2024 | Claudia | Ari Krupnick nominated himself to be “Chair of Chairs” next year. He’d like to work individually with each chair. Jenny Lowood suggested that we create a working group next year to institutionalize our “rules” for the chair of chairs rotation.  Fabian Banga moved to make Ari Chair of Chairs for next year.  Jenny Lowood seconded.  Ari has been elected Chair of Chairs for the 23/24 academic year. |
| 2:30-2:45 | Meeting Dates   * Fall 2023 * Spring 2024 | Kuni/Claudia | Claudia proposed the following dates for chairs’ meetings for next year:  8/25, 9/8, 9/22, 10/13, 10/27, 11/3, 11/17, 12/18  1/26, 2/9, 2/23, 3/8, 3/22, 4/12, 4/26, 5/10, 5/24  There’s been discussion of reducing the meetings to one per month because our meetings generally last for one hour rather than two. Claudia suggested that this be an early agenda item next year. Ari agreed with this. |
| 2:35 | Announcements  Next Meeting: May 26, 2023 ??? | Claudia | Ari discussed the modality of the meetings and suggested that, if we reduce the number of meetings, that might make it easier to meet in person.  Claudia asked whether we would meet on May 26th.  The consensus was not to meet. Kuni said that she and the deans would communicate with department chairs via email.  Thursday, May 25th 5-7 p.m. will be the retirement party for Salvador Garcia at the Residence Inn.  Governance Retreat – May 30, 2023 – Kuni shared information about the BCC annual Participatory governance retreat with Tri-chairs of the governance and standing committees. In addition, a few classified professionals who support committees are invited.  Claudia asked whether we could have some sort of memorial event for David Powell, a math instructor who recently passed away, in the fall. Kuni said that there will be an event to celebrate his life in the fall.  Fabian asked who will serve as president of the college after the current president leaves. Kuni said that we will be informed as soon as this is known.  Claudia will email information about POCR to the department chairs. |
| 2:38 | Meeting Adjourned |  |  |

Meeting adjourned: 2:38

Minutes taken by: Jenny Lowood