



**Chairs Council**

**Date: May 20, 2022**

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

**Time: 1:30-2:00**

**Chair: 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

__ American Sign Language - Jenny Gough __ Arts, Humanities, Cultural Studies - Carolyn Martin __ Arts, Humanities, Cultural Studies - Dylan Eret __ CIS/Business/Econ: Paramsothy Thananjeyan __ Counseling - Gabriel Martinez __ Counseling - Susan Truong __ English - Adán Olmedo __ English - Jenny Lowood __ ESOL - Gabriel Winer	__ Library - Heather Dodge __ Math – Claudia Abadia __ Modern Languages - Fabian Banga __ MMART - Mary Clarke Miller __ MMART - Natalie Newman __ Science/Bio/Chemistry - Pieter de Haan __ Science/Bio/Chemistry - Sam Gillette __ Social Sciences - Tim Rose  Also in attendance:  Quorum = representation from 7 departments
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**Agenda:**

Time	Agenda Topics	Facilitators	Minutes/Notes
1:30-1:35	Greeting – Check-in	Tim	
	Approve agenda (5/20)		
	Approve minutes (5/13)		

1:35-1:45 Informational: department chair Kuni  
reassign time allocation

### Kuni present on chairs reassign time along with Matt Department chair reassigned time - History

- It has been a long time since BCC reviewed this process.
- Timely to review per Article 14
- Share process for 22-23 Reassigned Time allocation

AY	Campus	Sessions	% Sections [College / District]	FTEF allocation on : - based
Year 22-23	Alameda	727	17.5%	2.68
	Berkeley	932	22.5%	3.44
	Laney	1555	37.5%	5.73
	Merritt	937	22.6%	3.45
<b>District</b>	<b>4151</b>	<b>100%</b>	<b>15.30</b>	

%\_Section% [College totl / District totl]  
FTEF Form:[Allocation] \* [%\_Section]

### Department Chair Reassigned Time - Article 14

- How should the total allocation be distributed?

#### D. Allocation Criteria and Procedures

1. The Vice President of Instruction (or his/her designee) of each college, after consulting with the Academic Senate President and the PFT Chapter Chairs, shall allocate the contractual FTE to each department (or cluster of disciplines) considering the following criteria in making such allocations:

- Full-time FTE in the department;
- Part-time FTE in the department;
- The size and complexity of the departments' budget allocation;
- Any facilities (such as laboratories) and/or equipment that must be monitored;
- Classified staff FTE assigned to the department;
- The need for the Department Chairperson to be involved in community groups or other outside agencies;
- Departmental responsibility for assessment or admission of students to programs.

Matt – it has been a long time since there has been a study on reassign time – numbers for 22-23 will be more accurate as we move forward and will be reviewed yearly. Kuni shared spreadsheet Screen shot 1

Department	Total FTE (FY22)	FTE FY22-23	FTE Reassigned	FTE Reassigned (FY22-23)	Reassigned (FY22-23) as a % of Total	Budget (FY22)	Budget (FY23)	Budget Change	Weighted Budget	Weighted Budget (FY23)	Weighted Budget Change	Total Weighted Budget	Total Weighted Budget (FY23)	Total Weighted Budget Change	% of College Total	Assess. Fee Total (FY22-23)
Chemistry	4.6	0.40	0.08	4.22	0.844	2	0.3	3	0.65	1	0.3	1	0.3	0	0.40	
History	6.3	3.72	0.714	2.75	0.55	2	0.3	3	0.45	1	0.3	1	0.3	0	2.24	
Anthropology	0.2	0.00	0	0.20	0.04	1	0.35	1	0.35	1	0.3	0	0	0	0.44	
Geology	0.6	0.00	0	0.60	0	1	0.35	2	0.3	1	0.3	0	0	0	0.55	
Geography	0.2	0.00	0	0.20	0.04	1	0.35	2	0.3	1	0.3	0	0	0	0.59	
Physical Science (Oceanography)	0.0	0.00	0	0.00	0	1	0.35	1	0.35	1	0.3	0	0	0	0.40	
Physics	1.7	1.28	0.256	0.43	0.086	1	0.35	3	0.45	1	0.3	0	0	0	1.04	
MAJAN	2.4	0.71	0.142	1.65	0.32	2	0.3	3	0.45	0	0	1	0.3	0	1.36	7.14
MMAP	2.3	0.61	0.122	1.71	0.342	2	0.3	3	0.45	0	0	1	0.3	0	1.31	
MMAPM	1.6	0.97	0.194	0.63	0.127	2	0.3	2	0.3	0	0	1	0.3	0	1.00	
MMAG	1.7	0.00	0	1.74	0.348	2	0.3	3	0.45	0	0	1	0.3	0	1.20	
MMANT	2.6	0.61	0.122	1.96	0.392	2	0.3	2	0.3	0	0	1	0.3	0	1.71	0.10
Math	38.3	29.00	5	3.00	0.60	1	0.35	2	0.4	0	0	0	1	0.3	0.37	0.17
Business	3.8	1.00	0.20	2.81	0.562	2	0.3	3	0.45	0	0	1	0.3	0	1.31	
ELK	3.6	3.05	0.61	0.46	0.092	2	0.3	2	0.3	0	0	1	0.3	0	1.47	
Engineering	0.3	0.00	0.00	0.00	0.00	1	0.35	1	0.35	0	0	0	0	0	0.40	0.14
Art	4.0	2.33	0.466	1.69	0.338	1	0.35	3	0.45	0	0	0	0	0	1.40	
Games	2.2	0.60	0.12	1.60	0.32	1	0.35	1	0.35	0	0	0	0	0	0.74	
Healthcare	2.5	2.07	0.414	0.47	0.094	1	0.35	1	0.35	0	0	0	0	0	0.81	
Music	0.6	0.60	0.12	0.00	0	1	0.35	1	0.35	0	0	0	0	0	0.42	
Philosophy	1.0	0.60	0.12	0.40	0.08	1	0.35	1	0.35	0	0	0	0	0	0.50	
WS	0.2	0.00	0	0.20	0.04	1	0.35	1	0.35	0	0	0	0	0	0.34	0.21
SEE	2.2	2.20	0.44	0.00	0	1	0.35	2	0.3	1	0.3	0	0	0	0.59	0.10
<b>Total</b>	<b>11.3</b>	<b>4.96</b>	<b>1.038</b>	<b>4.96</b>	<b>0.993</b>	<b>2</b>	<b>0.3</b>	<b>2</b>	<b>0.3</b>	<b>1</b>	<b>0.3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3.56</b>	<b>0.23</b>

Explained out how weighting happened – Fabian – Catherine, Gabe asked about smaller departments how to equalize to a class release rather than just hours – asked if it can be part of the negotiations to have a minimum reassigned time of 3 units. Kuni said 15.3 was established a while ago and the Bam is also based on a 3 year average – Sciff may be considered as part of this in the future. Jenny would like to have data looked at to see if there are any inaccuracies as there appears to be some dips that

			<p>may not reflect department numbers. Kuni happy to review numbers and formulas.</p> <p>Jenny asked about where do funds go that are not been used for classes as we are still getting funded at 2018-19 level.</p> <p>Adan mentioned maybe a cap for one department – rather than each discipline</p> <p>Group asked that we get the numbers prior to chairs election so that chairs can make informed decision on whether to run. Highlighted the need to have a minimum requirement – Kuni looking for feedback by Monday – Tim requested longer for everyone to review – 25<sup>th</sup> is deadline for feedback. Matt pointed out that we shall align to Article 14. Unfortunately there is not much wiggle room. Kuni noted that spreadsheet is not perfect. We have until 25<sup>th</sup> to check for errors and correct. Fabian – disappointed by the numbers not enough time to actually complete the chair work. Jenny suggested that maybe district can mitigate the allocation to smaller departments .. Tim asked is there other funds at the college level to help mitigate the under whelming reassign numbers. As Fabian says chairs need physical time to do the work – Please give Tim any errors that you see to Tim by the morning of the 25<sup>th</sup></p>
1:45-2:00	<p><u>Discussion:</u> Review Chairs Council goals for 2021-2022. Assess attainment. Looking forward to 2022-2023</p>	Tim/All	

Meeting adjourned:

Minutes taken by:

Please remember to take the 2022 Participatory Governance Self-Evaluation Survey:

[https://bcc.az1.qualtrics.com/jfe/form/SV\\_eqYK1eddIP87r4q](https://bcc.az1.qualtrics.com/jfe/form/SV_eqYK1eddIP87r4q)