



**BERKELEY CITY COLLEGE**  
**Curriculum Committee (CC)**  
**Meeting Minutes**  
**October 2, 2014**



**PRESENT:** Joseph Bielanski, Carol Copenhagen, Carlos Cortez, Barbara Des Rochers, Heather Dodge, Dylan Eret, Thomas Kies, Jennifer Lowood, Emie Mitsuno Hernandez, Alejandria Tomas, and Tram Vo-Kumamoto

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
<b>I. Call to Order</b>	10:15 a.m.	MOTION: The CC approved the agenda as is. Unanimously approved. Motion carries.
<b>II. Approval of Meeting Minutes</b>		The approval of the September 18 <sup>th</sup> , 2014 meeting minutes was tabled.
<b>III. Announcements</b>	No announcements.	
<b>IV. Curriculum Proposals</b> <ul style="list-style-type: none"> <li>• Temporary and Permanent Deactivations</li> </ul>	There are still some questions about deactivations. The following were discussed: <ul style="list-style-type: none"> <li>• It was suggested that if we, Berkeley City College or the Peralta Community College District, are to have temporary and permanent deactivations, it is better to have it all in writing.</li> <li>• The Curriculum Committee decided to define temporary deactivations as “courses and programs will be inactivated in all databases such as the State Curriculum Inventory, Curricunet, Peoplesoft and the college catalog, but not in assist.org. If the faculty members within the discipline or department do not revamp the course or program within two years, the course will be permanently deactivated. If a course is to be temporarily deactivated, all changes to the program(s) that the course is tied to should also be presented to the Curriculum Committee” Permanent Deactivation was defined as “the courses and programs will be inactivated in all databases including assist.org. If a course is to be permanently deactivated, all changes to the program(s) it is tied to should also be presented to the Curriculum Committee.”</li> <li>• It was noted that the Council on Instruction, Planning and development has not discussed the issue of temporary and permanent deactivations.</li> </ul>	D. Eret will draft a document that clearly defines temporary and permanent deactivations.  A. Tomas noted that she will pull all of the deactivations that were approved from the last Curriculum Committee from the CIPD agenda because she has to review which programs those courses are tied to. She also needs to consult instructors whether those are courses that will be temporarily or permanently deactivated.  A. Tomas should keep a running list of all temporary deactivations to keep track of their revamp deadline.

- MMART 137 series and MMART Program Modifications

Joe Doyle, MMART Faculty, presented the following proposals:

**Program Modification:**

- Advanced Digital Printmaking Certificate of Proficiency
- Intermediate Digital Printmaking Certificate of Proficiency

**New courses:**

- MMART 137A Advanced Practices for Large Scale Print and Installation I
- MMART 137LA Advanced Practices for Large Scale Print and Installation I Lab
- MMART 137B Advanced Practices for Large Scale Print / Projection II
- MMART 137LB Advanced Practices for Large Scale Print and Installation II Lab
- MMART 137C Advanced Practices for Large Scale Print / Projection III
- MMART 137LC Advanced Practices for Large Scale Print / Projection III Lab
- MMART 137D Advanced Practices for Digital Printmaking IV
- MMART 137LD Advanced Practices for Large Scale Print / Projection IV Lab

The following were discussed:

- The new courses will be a part of the Advanced and Intermediate Digital Printmaking Certificates of Proficiency as additional electives.
- It was noted that these courses are being proposed to be a part of the Public Art Program.
- It was suggested that MMART 134A and MMART 134LA be a recommended preparation for these courses.
- The MMART Department should review its courses and consider renaming and renumbering them. Some of the series are not clearly named or numbered to suggest sequences for a program. For example, the MMART 137A is Advanced Practices for Large Scale Print and Installation I, and yet it is a part of the Intermediate Digital printmaking Certificate of Proficiency.
- Several members of the Curriculum Committee asked why there is a need to separate the lecture and laboratory components of the course into two different courses. What are the advantages and disadvantages of keeping them together or separate?
- The MMART Department should also create hand-outs that can guide and inform the whole community about their programs—one that clearly shows the pathways that students need to take in order to complete a certain program.

<ul style="list-style-type: none"> <li>HUMAN 15</li> </ul>	<p>D. Eret presented HUMAN 15:</p> <ul style="list-style-type: none"> <li>He noted that this is a new course that was borrowed from the College of Alameda (CoA).</li> <li>Some were concerned that the Lecture Content is too specific or that it gives too much details. D. Eret stated that he will put "Suggested Topics" on top of one area and will indicate which topics are a must for the course.</li> </ul>	
<p><b>V. Coding Issues</b></p>	<p>Berkeley City College, along with several other California Colleges, is having an issue with Basic Skills Coding. The following were discussed:</p> <ul style="list-style-type: none"> <li>For several reasons, most of our basic skills courses are not coded basic skills (CB 08) at the state level. This has some repercussions such as we cannot obtain data on our basic skills students from the Data Mart and we are not appropriate funding from the Basic Skills Initiative.</li> <li>It was noted that degree applicable courses cannot be designated as basic skills. Since a number of our basic skills courses are numbered under the 200-249 umbrella (degree applicable/not transferable), these courses cannot be designated as basic skills courses in the state.</li> <li>It was suggested that the Peralta Community College District consider revisiting the course numbering system.</li> <li>D. Eret presented language from Title 5 that outlines the differences amongst degree credit, non-degree applicable credit, noncredit, community services and contract education courses.</li> <li>What is the evaluation process to validate a particular course number? Who determines a course's components such as is it degree applicable or is it basic skills? Ultimately, the Curriculum Committee should review these, but this rarely happens, and a process for this should be outlined.</li> </ul>	
<p><b>VI. Curriculum Databases Cross-Check: Fixing Discrepancies (urgent)</b></p>	<p>We are now in the process of reviewing all of our programs to ensure that all information appears consistently amongst all databases such as State Curriculum Inventory, CurricUNET, PeopleSoft, and the college catalog. The Curriculum Chair and/or Curriculum and Student Learning Outcomes will be sending meeting requests to each of the Department Chairs to review all of the programs in their departments. We can also use all of the remaining Curriculum Technical Review meetings for the rest of the semester to review this information.</p>	
<p><b>VII. Volunteers for Curriculum Regional Meetings (October 17, 9:30am-3:30am, Sacramento City College)</b></p>	<p>No discussion.</p>	
<p><b>VIII. Curriculum Chair (Interim and Mentoring Process)</b></p>	<p>No discussion.</p>	

<b>IX. Next Meeting Date</b>	Technical Review: October 9, 2014 Curriculum Committee: October 16, 2014	
<b>X. Adjournment</b>	12:06 p.m.	

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