



BERKELEY CITY COLLEGE
Curriculum Committee (CC)
Meeting Minutes
November 13, 2014



PRESENT: Antonio Barreiro, Mary Clarke-Miller, Carol Copanhangen, Carlos Cortez, Barbara Des Rochers, Johnny Dong, Dylan Eret, Thomas Kies, Jennifer Lowood, Stephanie Sanders-Badt, Alejandria Tomas, and Tram Vo-Kumamoto

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. Call to Order	10:20 a.m.	MOTION: The CC approved the agenda as is. Unanimously approved. Motion carries.
II. Approval of Meeting Minutes		The Curriculum Committee approved the October 16, 2014 meeting minutes. Unanimously approved. Motion carries.
III. Announcements	No announcements.	
IV. Curriculum Proposals <ul style="list-style-type: none"> • ENGL 264A/B • Course Deactivations • American Sign Language Programs 	<p>ENGL 264A and ENGL 264B were submitted for catalog changes. These were formerly ENGL 204A and ENGL 204B. The course numbers were changed so that these courses are not degree applicable, which will then qualify them to be basic skills courses. The justification for the proposals should be “Changing/correcting the course numbers and coding to basic skills.”</p> <p>Please see attached file.</p> <p>The approval of the American Sign Language (ASL) programs was tabled. The following were discussed:</p> <ul style="list-style-type: none"> • It was suggested that the Curriculum Committee wait for the changes to the courses before approving the program. • D. Eret reported that the ASL Department is making some changes to their courses which should be clearly linked to “interpreting” so as to qualify as Career and Technical Education (CTE) courses. • What is the GE pattern for the AA Degree? 	Please see attached file for course and program approvals.

<ul style="list-style-type: none"> • Liberal Arts with an Emphasis in Social and Behavioral Sciences • Psychology • Public and Human Services Programs 	<p>The program requirements were updated to reflect current curriculum offerings. IGETC and CSU-GE-Breadth will be specified as requirements for the program.</p> <p>A. Tomas clarified the changes on the proposal. The program was originally approved by the Board of Trustees (BOT) on 04/26/2011 with BIOL 1A and PSYCH 7A as electives. When it was submitted to the state, the faculty originator decided to take out BIOL 1A (not approved by the local curriculum approval process), but the total major units in the state remained 19-21 instead of 19-20 (w/o BIOL 1A). In 01/22/2013, the BOT approved the removal of PSYCH 7A as one of the electives; it was never submitted to the state. We are resubmitting the program to the curriculum approval process to reflect the correct list of courses.</p> <p>It was noted that HUSV programs and courses will now be housed in Social Sciences. The following were discussed:</p> <ul style="list-style-type: none"> • Programs that cross multiple disciplines and departments should be housed in the department that has the majority of the program courses. • Within the program, for courses that cross departments– if there is a department already scheduling for that discipline, the scheduling and curriculum will be coordinated with the appropriate chair/dean of the other area. <p>For example:</p> <ul style="list-style-type: none"> • HUSV Program – Social Sciences • HUSV Courses – Social Sciences • HLTED Courses – Social Sciences • HLTOC Courses – Social Sciences • ANTH Courses – Social Sciences • COMM Courses – Arts & Culture • COPED Courses – Social Sciences (wherever the program needs are) • BUS Courses - Business & CIS • ENGL, LRNRE Courses – English • BIOL Courses – Science & Biotech • COUN Courses – Counseling 	
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<ul style="list-style-type: none">• Spanish Programs • English Language and Literature A.A.	<p>The approval of the Public and Human Services programs were tabled. The following were discussed:</p> <ul style="list-style-type: none">• For the Public and Human Services: Community Health Worker A.A. Degree:<ul style="list-style-type: none">○ Remove double entry of HUSV 117○ BIOL 10○ HUSV 114○ Remove SLO #5• For the Public and Human Services: Community Health Worker Certificate of Achievement:<ul style="list-style-type: none">○ Remove HUSV 114• For the Public and Human Services Cohort I Certificate of Proficiency:<ul style="list-style-type: none">○ Should "Cohort 1" be a part of the title?○ Change ENGL 204A to ENGL 264A• For all of the programs:<ul style="list-style-type: none">○ Review and revise program description, career opportunities field, and program outcomes as necessary○ Map program outcomes to Institutional Learning Outcomes (ILOs).○ Specify GE Pattern: IGETC/CSU-GE-Breadth or Local GE Pattern. <p>The following were discussed:</p> <ul style="list-style-type: none">• The Modern Languages Department would like to have the following programs:<ul style="list-style-type: none">○ Spanish A.A.-T: the program can be for heritage and non-heritage speakers (Existing)○ Spanish Language for Heritage Speakers A.A. (Modification to current Spanish A.A.)○ Spanish Language for Heritage Speakers Certificate of Achievement (Modification to current Spanish Certificate of Achievement)○ Spanish Language for Non-Heritage Speakers Certificate of Achievement (New program that will be submitted to the Curriculum Committee within the next few months)• IGETC and CSU-GE-Breadth will be specified as requirements for the program. <p>The English Language and Literature Associate in Arts will be deactivated as it is very similar to the English A.A.-T.</p>	
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<p>V. Determining Maximum Class Sizes or Caps for Course Outlines of Record and DE Addenda (Maximum Class Size Subcommittee or Enrollment Subcommittee?)</p>	<p>D. Eret is proposing that the Curriculum Committee begin discussing optimum maximum caps for classes. The following were discussed:</p> <ul style="list-style-type: none"> • Currently, the following factors drive maximum caps for classes: <ul style="list-style-type: none"> ○ Peralta Federation of Teachers (PFT)—concerned with working conditions ○ Fire Code—concerned with safety ○ Productivity—concerned with funding allocation • The following should be considered when determining class sizes: <ul style="list-style-type: none"> ○ Pedagogical soundness ○ Operational capacities ○ Providing access to the community • D. Eret is proposing to form a working group or task force that will identify evidence for a maximum cap size for a course. • It was noted that cap sizes might work differently for every class. Cap sizes should not be limited to course by course basis. • Criteria for recommended cap sizes should be listed. • Some classes might have more than 70 students depending on the resources available to support the instructor and the class. • Several representatives from different areas should be a part of the working group such as faculty, administrators, students, and the Distance Education coordinator. • The Curriculum Committee will be keeping this topic on the agenda 	
<p>VI. Equity Plan</p>	<p>C. Cortez reported that the Student Equity Plan documented several requests from students that the Curriculum Committee should be aware of such as:</p> <ul style="list-style-type: none"> • Request for additional courses related to ethnicity • Expanding accelerated English and Math courses • Certain students would like to form discussion groups. C. Copenhagen noted that returning students of a certain age would like to form a student group to discuss issues related to that population, and that she would like to be a part of that group. 	
<p>VII. Coding Redux: Basic Skills coding for ESL, English, and Math (Create final list to be sent to CIPD and other department chairs across the district)</p>	<p>The following were discussed:</p> <ul style="list-style-type: none"> • English submitted their revision to ENGL 204A/B, which will now be ENGL 269A/B. This serves as the basic skills course for the discipline. • All courses and program tied to ENGL 204A/B have to be updated to reflect the change. • It was simple making the changes on BCC's ENGL 204A/B because we are the only college in the District that has this course. Other colleges have to consult and agree about the changes on their ENGL courses. 	

	<ul style="list-style-type: none"> J. Lowood reported that she sent an e-mail to the English faculty listserv in the district 	
VIII. Tech Review Workflow Processes (Assignment of Disciplines to Committee Members)	No discussion.	
IX. Next Meeting Date	Technical Review: November 30, 2014 Curriculum Committee: December 4, 2014	
X. Adjournment	12:10 p.m.	

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