



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.

<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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