



**BERKELEY CITY COLLEGE**  
**Curriculum Committee (CC)**  
**Meeting Minutes**  
**March 19, 2015**



**PRESENT:** Fabian Banga, Emma Carlblom, May Chen, Barbara Des Rochers, Heather Dodge, Ryan Jaeger, Thomas Kies, Lorenzo Lewis, Jennifer Lowood, Emie Mitsuno Hernandez, Alejandria Tomas, 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 Curriculum Committee tabled the approval of the February 19, 2015 meeting minutes.  The Curriculum Committee approved the March 5, 2015 meeting minutes. Unanimously approved. Motion carries.
<b>III. Pedagogical Soundness Recommendations</b>	The curriculum Committee recommends adding two new fields on the Course outlines of records: maximum enrollment, with a default of 40 for courses that are not mentioned in the PFT Contract, and minimum course length (weeks), with a default of 6 weeks. The following were discussed: <ul style="list-style-type: none"> <li>• There are certain courses that cannot be taught in the summer or on accelerated time due to pedagogical soundness. A justification field has to be provided so that reasons can be stated when requesting for a time that is different from the default. These can be discussed during Curriculum Committee meetings.</li> <li>• It is the purview of administrators to coordinate scheduling, but faculty can indicate maximum enrollments and minimum course length in the Course Outline of Record.</li> <li>• Maximum enrollments should be clearly defined along with its exemptions. For example, an instructor may make arrangements for support like instructional assistants. We also need to clearly define what an instructional assistant can and cannot do.</li> </ul>	MOTION: In the Course Outlines of Record, new fields will be added for maximum enrollment, with a default of 40 for courses that are not mentioned in the PFT Contract, and minimum course length (weeks), with a default of 6 weeks. Unanimously approved. Motion carries.



<b>Numbering System</b>	members of the Curriculum Committee were encouraged to review the draft.	
<b>IX. Standardizing Program Language for the Catalog</b>	No discussion.	
<b>X. Spring 2015 Schedule</b>	<p>CURRICULUM COMMITTEE: (1st and 3rd Thursday of the Month, 10:00 to 12:00 noon)</p> <ul style="list-style-type: none"> <li>• February 5</li> <li>• February 19</li> <li>• March 5</li> <li>• March 19</li> <li>• April 16</li> <li>• May 7</li> <li>• May 21</li> </ul> <p>CURRICULUM TECH REVIEW: (2nd and 4th Thursday of the Month, 10:00 to 12:00 noon)</p> <ul style="list-style-type: none"> <li>• January 29</li> <li>• February 12</li> <li>• February 26</li> <li>• March 12</li> <li>• March 26</li> <li>• April 9</li> <li>• April 23</li> <li>• May 14</li> </ul>	
<b>XI. Next Meeting Date</b>	<p>Technical Review: March 26, 2015</p> <p>Curriculum Committee: April 16, 2015</p>	
<b>XII. Adjournment</b>	12:02 p.m.	

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