



BERKELEY CITY COLLEGE
Curriculum Committee (CC)
Meeting Minutes
November 5, 2015



PRESENT: Antonio Barrero, John Boatright, Leonard Chung, Mary Clarke-Miller, Tamara Harris Coleman, Ari Krupnick, Jennifer Lowood, Laura Ruberto, Alejandria Tomas, and Tram Vo-Kumamoto

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. Call to Order	10:09 a.m.	MOTION: The CC approved the agenda as is. Unanimously approved. Motion carries.
II. Approval of Meeting Minutes		MOTION: The Curriculum Committee approved the October 15, 2015 meeting minutes. Unanimously approved. Motion carries.
III. Arts and Cultural Studies	Copies of the Arts and Cultural Studies Curriculum Overview was disseminated. Laura Ruberto, Co-Chair of the Arts and Cultural Studies (ACS) Department presented. The following were discussed: <ul style="list-style-type: none">• BCC's ACS Department serve the same number of students as COA's and Merritt's art, communication, humanities, philosophy and music courses combined and we are only slightly smaller than the same group of classes at Laney.• Within the past three years, new full time instructors were hired for the following disciplines: Communication, Music, and Philosophy.• A chart was showed to explain the different strands within Humanities.• The Women's Studies program in BCC is currently being revised. Six instructors are willing to work on it but they need support from the college.	
IV. Curriculum Committee Leadership	When Dylan Eret, former Curriculum Committee Chair, left at the end of Fall 2014, it was discussed that the Curriculum Committee implement the following schedule for Curriculum Chairs: <ul style="list-style-type: none">• 1 year of being the Chair-Elect while being mentored by the previous Chair• 2 years of being the Chair• 1 year of mentoring the next Chair	This will be further discussed during the next meeting.

V. Process for Grant Seeking	<p>The following were discussed:</p> <ul style="list-style-type: none"> • This item was requested to be added on the Curriculum Committee meeting agenda by Cleavon Smith, BCC Academic Senate President. • Before applying for a grant, we should look at our current resources to see if we can support the demands of the grant. • It was noted that logically, it is at times not feasible for a grant to go through the shared governance process before we apply for them because the application period is usually very quick. • It was suggested that we put Deans of Special Projects and Grants on the agenda as a standing item, but this may not cover all grants because not all grants go through the Deans of Special Projects and Grants. • We need to establish workflow. 	<p>MOTION: The Curriculum Committee supports the principle that as a college, we should seek funds that supports our curriculum needs and not funds to drive our curriculum. Unanimously approved. Motion carries.</p> <p>MOTION: Any new curriculum required to satisfy a grant should come to curriculum committee before a grant application is submitted or at the first available opportunity. Unanimously approved. Motion carries.</p>
VI. Curricunet Meta	<p>The following were reported:</p> <ul style="list-style-type: none"> • We have until November 15th to verify that all of the data migrated correctly from Curricunet to Curricunet Meta. Stipends are available to for faculty to assist in data verification. • Both systems will be down during the week of November 16th so that the company can conduct the final migration. • Curricunet Meta will go live on Monday, November 23rd. 	
VII. Uniform Course Numbering System (UCN)	<p>It was reported that only a few disciplines are running out of numbers, and some of those disciplines have already found a solution to the problem:</p> <ul style="list-style-type: none"> • ESL will begin using ESOL. • BUS and CIS will probably use 900-999 which is a category that was never used in the past. • MMART is discussing categorizing the discipline by strand (MMARTAN—Animation, MMARTDI—Digital Imaging, MMARTWD—Web Design, MMARTVI—Video). <p>Durign the December 7th CIPD Meeting, Jayne Matthews will be discussing the different ways we can resolve this issue.</p>	
VIII. Non-credit Curriculum	No discussion.	
IX. UC Transfer Pathways	J. Lowood presented a handout she created to show how BCC's Mathematics AS-T with some courses from the IGETC or CSU-Breadth GE Requirements can satisy the UC Pathway requirements for mathematics major.	The Curriculum Agreed to use this template for all UC Transfer Pathways.

X. Enrollment Maximum and Minimum Duration	No discussion.	
XI. Curriculum Proposals	Please see attached.	
XII. Other Items <ul style="list-style-type: none"> • Educational Technology (EDT) Program • Emergency Medical Technician 	<p>Alexis Alexander, Merritt College Instructor, developed the EDT Program for instructors who will be teaching online, and she is proposing that BCC could adopt the program. Fabian Banga, DE Coordinator at BCC, fully supports adopting the program.</p> <p>The Berkeley Fire Department has requested for BCC to develop and eventually offer a Emergency Medical Technician Program, but we have not been able to build the program because Merritt College offers the program. However, Merritt recently agreed for us to develop and offer the program, so this is something that will come to the Curriculum Committee in the near future.</p>	The Curriculum Committee supports adopting the EDT Program.
A. Next Meeting Date	Technical Review: November 12, 2015 Curriculum Committee: November 19, 2015	
B. Adjournment	11:58 p.m.	

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