PRESENT: Fabian Banga, Antonio Barreiro, Joseph Bielanski, Leonard Chung, Mary Clarke-Miller, Tamara Harris-Coleman, Ari Krupnick, Jennifer Lowood, Alejandria Tomas, Allene Young Hegler

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. Call to Order	10:07 a.m. The following items were added to the agenda: • Launching of proposals in CurricUNET Meta • Erik Shearer's CIPD Visit	MOTION: The CC approved the amended agenda. Unanimously approved. Motion carries.
II. Approval of Meeting Minutes		The Curriculum Committee approved the February 18, 2016 meeting minutes.
III. Curriculum Overview Schedule: Counseling	Allene Young Hegler, Co-Chair of the Counseling Department, presented her department's curriculum overview. Materials regarding the presentation were disseminated. The following were discussed: • The counseling department has developed student learning outcomes that reflect the goals of the department and Berkeley City College's institutional goals. • COUN 207C has been deactivated. • It was noted that COUN 207A and COUN 207B have been scheduled for the Human Services cohort. It was suggested that a separate section of each of the courses be opened for general student, or for students in the Career and Technical Education (CTE) programs. • COUN 24, 54, 200A, and 200B can be offered via distance education.	
IV. CurricUNET Meta Approval Workflows		The approval workflows for all types of proposals have been modified.

V. Requirements for Tech Review	Recently, there have been several proposals that were submitted to the Tech Review Committee with incomplete information. The following were discussed:
	• Listed below are reasons why the Tech Review Committee receives incomplete proposals:
	   o CurricUNET Meta is not clear on what fields are required.
	   o Faculty originators usually just change the areas they need to change without going through the whole outline to make sure that
		J. Lowood and A. Tomas will draft a checklist for curriculum proposals.

		the proposal is complete.
		    o Lack of training
		• J. Lowood proposed that faculty originators consult with A. Tomas and J. Lowood before submitting a proposal or a draft of the proposal should be sent to J. Lowood and A. Tomas.
		• It was noted that in the past, former Curriculum Chair, Jayne Matthews, would review proposals and mark the areas that are incorrect/incomplete and return the proposals to the originators. She did this until the proposal is complete.
		• There are a number of faculty members who are not very familiar with all the aspects of a Course Outline of Record. Two solutions were proposed to address this issue
		    o Create a document that lists all of the requirements for a Course Outline of Record.
		    o Hold curriculum trainings during the beginning of the semester.	

VI.	**Justification for Changes Based on C-ID Descriptor**	Is it appropriate to change a course based on C-ID Descriptors? The following were discussed: • There have been courses that were submitted recently were the contents or performance objectives were directly copied and pasted from the descriptor. It was noted that we should make a habit of looking at the old course outline or comparison report to see if the course truly matches • J. Bielanski, Articulation Officer, explained that all colleges in the State of California have been encouraged to match as many C-ID descriptors as we can as this serves students when they switch from college to college. He also explained that most of the time, he submits the active COR to see if the courses match, so no changes are required initially. • There is also an issue of consultation—is it appropriate for one discipline to send courses for C-ID approval in courses from a different discipline?	J. Lowood will work on the language of the justification.
VII.	**DE Frequency of Instructor/Student Contact**	The frequency of instructor/student contact in DE classes were discussed: • Instructor/student contact in DE classes should be the same as the ones in f-2-f classes, so if a course has 3 hours of lecture, then those 3 hours should be compensated in DE delivery methods. • Listing specific hours in Meta becomes problematic because a course can be delivered in different durations (6 weeks v 17.5 weeks). • Another issue is that preparation for online classes can be more extensive that f-2-f classes and yet, instructors are paid the same for both. This should be discussed with the Academic Senate and Peralta Federation of Teachers (PFT) Union.	

VIII. Independent Study Requisites	J. Lowood has drafted a proposed standardized language for all Independent Study course pre/corequisites. The following discussed:
	• The Curriculum Committee approved the standardized language for all Independent Study course pre/corequisites.
	• The deans or VPI should check whether the topic of the course is not available district-wide. It was suggested that they check with Curriculum Chairs or Specialist as they have access to all four college's curriculum through CurricUNET Meta.
	• The Independent Study Application form will be reviewed during the 03/17/2016 Curriculum Committee meeting.
		Below is the standard language for all Independent Study course pre/corequisites:
		A. Prerequisites:
		  1. Completion of 12 units at BCC
		  2. Prior successful academic experience in the _____ discipline
		B. Corequesite:
		  1. Concurrent enrollment in at least one other class at BCC

IX. Other • **Ability to edit proposals after launching**	Currently, faculty originators are not able to edit proposals, mostly based on feedback from tech review, once the proposal has already been submitted/launched in CurricUNET meta. It was explained that once the approval workflows have been fixed, proposals can be sent back to originators so that they can amend the proposal.	
• **Erik Shearer's Visit**	Erik Shearer, Co-chair of the System Advisory Committee on Curriculum, will attend the April 18, 2016 Special CIPD meeting to discuss recent policy changes for hours and units calculations for credit courses. All are welcome to attend.	
X. **Next Meeting Date**	Tech Review: 03/10/2016 Curriculum Committee: 03/17/2016	
XI. **Adjournment**	12:03 p.m.	

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Notes Taken by: A. Tomas