PRESENT: Barbara Des Rochers, Leonard Chung, Mary Clarke-Miller, Tamara Harris-Coleman, Ari Krupnick, Jennifer Lowood, Alejandria Tomas, Jenny Yap
GUEST(S): Krista Johns, Rachel Simpson Mercy

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. Call to Order	10:05 a.m.	MOTION: The CC approved the agenda as is. Unanimously approved. Motion carries.
II. Approval of Meeting Minutes		The Curriculum Committee approved the April 7, 2016 meeting minutes.

III. Not-for-credit Curriculum, President Krista Johns	Interim President Krista Johns attended the meeting to introduce the Curriculum Committee to Not-For-Credit Curriculum. The following were discussed:
	• There are four different types of curriculum: credit, fee-based, noncredit, and not-for-credit.
	• Since the curriculum being introduced is not-for-credit, the Curriculum Committee does not have any control of its approval. The Curriculum Committee can recommend policies.
	• There are some funds available to develop not-for-credit curriculum. There is a not-for-credit advisory group/committee formed at the district level.
		The Curriculum Committee will forward the following questions to the Council on Instruction, Planning, and Development (CIPD):
		• Please clearly define the different types of curriculum: credit, fee-based, noncredit, and not-for-credit.
		• What kind of course is appropriate for "noncredit" vs "not-for-credit?"
		• We were informed that there is a not-for-credit advisory group/committee formed at the district level.
		  o How will this group/committee communicate with the colleges?
		  o This group/committee should have representatives from CIPD.

IV.	**Curriculum Overview Presentation: Multimedia Arts**	Tabled for Fall 2016	
V.	**Presence of Representatives at Tech Review Meetings**	All curriculum proposals submitted to the Technical Review meetings should be represented by someone from the department that originated the proposal.	
VI.	**Report from CIPD** • **Policy Change for Hours and Units Calculations for Credit Courses**	Erik Shearer, Professor of Art, Napa Valley College, Curriculum Director, C-ID, Co-Chair, System Advisory Committee on Curriculum, was invited to provide an overview of the Policy Change for Hours and Units Calculations for Credit Courses. • Standard Formula for Credit Hour Calculations is Total Contact Hours + Outside-of-class-Hours divided by the hours-per-unit Divisor equals the Units of Credit. Total contact hours is the sum of all contact hours for the course in all calculations categories. It is required for COR. Outside-of class Hours are hours students are expected to engage in course work outside of the classroom. Required for Credit Hour definition and calculation. Not required on COR. Hours-per-unit Divisor is the total student learning hours (contact+outside) for which the college awards one unit of credit. • Outside-of-Class Hours common categories and ratios: Lecture (lec, discussion, seminar and related work) one in-class hours; 2 outside of class hours. Activity (activity, Lab with homework, studio and seminar) 2 in-class hours, 1 outside-of-class hours. Laboratory (traditional lab, clinical, and seminar) 3 in-class hours, 0 outside-of class hours. • Hours-per-unit Divisor – total student learning hours (contact + outside) for which the college awards one unit of credit. Minimum of 48, maximum of 54 for semester system and 33 min, 36 max for quarter system. Peralta uses 52.5 hrs, 17.5 weeks calculations. • Cooperative Work Experience (COPED) – COPED hours is a thing to itself. It's not lecture, lab nor activity. Orientation hours are allowable as long as it meets the minimum lab hours. 75 hrs of paid work experience = 1 unit; 60 hrs of un-paid work experience = 1 unit. At present, Chancellor's Office is currently rejecting submissions that include hours under lecture. It is recommended for now to follow what is needed to secure approval of courses locally and to wait for the legal guidance from the Chancellor's Office. • "Carnegie "unit – colloquialism used in higher ed, but does not actually apply to higher ed.	MOTION: Labs can have homework. Unanimously approved. Motion carries.

	• Local Policy – Colleges are encourage to develop local policy, regulations or procedures explaining how the institution calculates credit hours to ensure consistency in awarding units of credit. Local policy should align to standard practices in higher education. • It was noted that it has always been an issue for certain courses that labs are not allowed to have homework, but this is a local decision.	
• **Proposal to Unify Course Grading Policy Districtwide**	Currently, the District does not have a uniform course grading policy. One course that is offered by all four colleges can have different grading options. The proposal is to adopt a uniform course grading policy. The following were discussed: • What are the advatages and disadvantages of each grading option? What kind of courses should have "Grade Only (GR)" versus "Both Letter Grade or Pass/No Pass (GR or P/NP)? o A grade of C or better is required in each of the General Education Golden Four areas (Oral Communication, Written Communication, Critical Thinking, and Mathematics). o A grade of C or better is also required for the courses under the major chosen by the student. o Having the P/NP option helps students who are struggling in certain courses. • It was noted that in Laney, all transferable courses only have the (GR) option. • Because of the limitations in Peoplesoft, we are only able to enter one grading option per course for the whole district even when that same course is active or offered in multiple colleges colleges and the colleges have different grading options for that same course. ANTHR 1 in BCC may have a (GR or P/NP) option, but since Laney has a (GR) option for the course, BCC's ANTHR 1 would be set-up as (GR) or Laney's would be (GR or P/NP). This creates more work for schedulers who would have to manually monitor each course to make sure they have the proper grading option and to Admissions and Records staff members who would have to correct errors in student records. It was noted that if this is a technological issue, then the technology should be fixed to fit our needs instead of changing our processes.	
VII. **Curriculum Proposals**	See attached.	
VIII. **Other**	No discussion.	
IX. **Next Meeting Date**	Tech Review: April 28, 2016 and Curriculum Committee: May 5, 2016	

X.	Adjournment	11:58 p.m.	

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