PRESENT: Antonio Barreiro, Mary Clarke-Miller, Carol Copanhagen, Carlos Cortez, Barbara Des Rochers, Johnny Dong, Dylan Eret, Thomas Kies, Jennifer Lowood, Stephanie Sanders-Badt, Paramsothy Thananjeyan, Alejandria Tomas, and Tram Vo-Kumamoto

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. Call to Order	10:15 a.m.	MOTION: The CC approved the agenda as is. Unanimously approved. Motion carries.
II. Approval of Meeting Minutes	From the November 13, 2014 meeting minutes, the Curriculum Committee discussed forming a subcommittee which purpose is to explore determining maximum class sizes or caps and send a recommendation to the Academic Senate. The following instructors volunteered to be a part of the subcommittee: • J. Lowood • D. Eret • B. Des Rochers • T. Kies • C. Copenhagen D. Eret will convene the task force, and they will consider the following factors in determining maximum class sizes or caps: • How it will apply to different sets of courses • Actual labor time of instructors (amount of time it will take to grade student work) • How to make smaller or bigger classes • Effects of classes sizes to success/persistence rates • How to assess student learning	The Curriculum Committee approved the November 13, 2014 meeting minutes. Unanimously approved. Motion carries.
III. Announcements	No announcements.	
IV. Curriculum Proposals • **Public and Human Services Programs**	For a list of all curriculum proposals, please see attached. All the Public and Human Services programs will be tabled, so that further discussion can occur about the appropriate science requirements for the programs.	

V. Finalizing a Catalog Accuracy Statement (Disclaimer)	D. Eret reported that PCCD"s General Counsel has responded to CIPD's inquiry regarding student's rights—whether students have catalog rights. He was advised that colleges should have accuracy statements such as: "Berkeley City College endeavors to accurately and fairly present its programs and its policies to the public. Those responsible for the preparation of this catalog, the class schedule and all other public announcements make every effort to ensure that the information presented is correct and up to date. However, Berkeley City College reserves the right to add, amend or repeal any rules, regulations, policies and procedures. The college assumes no responsibility for program changes or publication errors beyond its control. Please check our Web site at http://www.berkeleycitycollege.edu, our catalog supplement, errata page, or the state inventory for the most current information." The following were discussed: - Several members of the Curriculum Committee expressed their concern that the statement above might give the impression that the catalogs are unreliable. - It was also noted that students should not be directed to the State Curriculum Inventory because of the following reasons: - It is not that easy to navigate the State Curriculum Inventory. - The public cannot see specific details about programs. - There should be a database where students can access information about all courses and programs in the district. Curricunet should be that database, but because of discrepancies with information on Curricunet, we cannot rely on it at this point. - Inquiries should not be directed to Curriculum Specialists as this would create more work for them. It was suggested that BCC use the following statement: "Berkeley City College endeavors to accurately and fairly present its programs and its policies to the public. Those responsible for the preparation of this catalog, the class schedule and all other public announcements make every effort to ensure that the information presented is correct and up to date. However, Berkeley City College reserves the right to add, amend or repeal any rules, regulations, policies and procedures. The college assumes no responsibility for program changes or publication errors beyond its control. For the most current information, please check our Web site at http://www.berkeleycitycollege.edu and our catalog supplement."	

VI.	**Making Curricunet and catalog consistent for degrees (especially program descriptions for ADTs)**	No discussion.	
VII.	**CIPD Leadership and Review Update**	No discussion.	
VIII.	**Systematic Program/Department Review and Update Cycle**	No discussion.	
IX.	**2015-2017 Catalog Deadlines**	2015-2017 Catalog Deadlines for New and Revised Courses • May 6 Ally's deadline to give all info to Shirley. • April 15 to May 6 (3 weeks) Ally to finalize curriculum info for the catalog. Work with Jenny and Joseph. • April 15 Ally's cutoff date for state approval. Whatever is not approved by the state at this point will not be included in the catalog. • February 24 to April 15 (7 weeks) Wait time for State Approval • February 24 Board approval • February 2 CIPD approval • December 4 Curriculum Committee approval (The first Curriculum Committee in the Spring is February 5. Items from that meeting will not make it to the February 2 CIPD.) Note: • At this point, new and revised courses that have not been approved by the Curriculum Committee will not make it on the 2015-2017 Catalog. • These dates are just estimates. It might take the state longer to approve new and revised courses. • New and revised programs that have been recently approved by the Curriculum Committee are not guaranteed to make it on the 2015-2017 Catalog. It takes a couple of months for the state to approve programs, so if they have not been approved by the state by April 15, we will not include them in the 2015-2017 Catalog. • We are planning to publish a catalog supplement once a semester—maybe beginning Spring 2016.	
X.	**Spring 2015 Schedule**	CURRICULUM COMMITTEE: (1st and 3rd Thursday of the Month, 10:00 to 12:00 noon) • February 5	

Notes Taken by: A. Tomas

	- February 19 - March 5 - March 19 - April 16 - May 7 - May 21 CURRICULUM TECH REVIEW: (2nd and 4th Thursday of the Month, 10:00 to 12:00 noon) - January 29 - February 12 - February 26 - March 12 - March 26 - April 9 - April 23 - May 14	
XI. Other AA in Liberal Arts with emphasis on Arts and Humanities	The AA in Liberal Arts with an emphasis on Arts and Humanities will be presented to the Curriculum Committee in Spring 2016. D. Eret discussed having student options listed on the catalog, which will depend on their educational goal and emphasizing the need to see a counselor to discuss appropriate options.	
AS-T in Computer Information Systems	P. Thananjeyan reported that he is planning to create an AS-T in Computer Information Systems.	
XII. Next Meeting Date	Technical Review: January 29, 2015 Curriculum Committee: February 5, 2015	
XIII.Adjournment	12:10 p.m.	

Berkeley City College's mission is to promote student success, to provide our diverse community with educational opportunities, and to transform lives.