PRESENT: Joseph Bielanski, Mary Clarke-Miller, Carol Copanhagen, Carlos Cortez, Barbara Des Rochers, Heather Dodge, Johnny Dong, Dylan Eret, Tom Kies, Jennifer Lowood, Emie Mitsuno Hernandez, Alejandria Tomas, and Tram Vo-Kumamoto

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. Call to Order	10:08 a.m.	
II. Approval of Meeting Minutes	The CC approved the following motion during its September 4th meeting: **"MOTION:** The BCC Curriculum Committee proposes that the CIPD consider subcategories for deactivations (temporary/permanent deactivation/inactivation) that will enable us to maintain articulation and that reactivations should be treated as informational items only when brought to the CIPD." The following were discussed: • Upon Board approval, the courses to be deactivated will be deactivated on all databases except for Assist.org. • All proposals for deactivation will be treated as an inactivation (deactivated on all databases except on Assist.org) unless otherwise stated. • All of the courses that are numbered above 200 will be permanently deactivated. Note: Inactivated is only ideal for articulation so it will only affect transferrable courses generally numbered 1-199.	MOTION: The CC approves all the meeting minutes from the 2013-2014 AY. They also approve the September 4th and 18th meeting minutes. Unanimously approved. Motion carries.
III. Announcements		
IV. Curriculum Proposals • **LIS 80**	LIS 80: Introduction to Library Research was submitted to the CC for catalog changes. The recommended preparations for the courses were changed to align to the LIS 80 at Laney College. The following were discussed: • It was noted that courses offered at several colleges within our District are required to have identical prerequisites, co-requisites and/or recommended preparations. • Students who enter LIS 80 must be able to communicate in written English and navigate the Internet and communicate via e-mail. • LIS 80 is meant to be partnered with other courses. • H. Dodge is hoping that more programs would incorporate LIS 80 into their	

	degrees and/or certificates. She has also worked with BCC's Distance Education (DE) Coordinator to market the course to online classes. • LIS 80 can be used as an early alert system. • Information Competency as one of BCC's Institutional Learning Outcomes (ILOs) will be assessed during the Spring 2015 semester, and LIS 80 will be of great help during this process.	
• **Deactivations**	Because of the questions on deactivations/inactivations, the CC agreed to temporarily approve all of the deactivations on the agenda with the understanding that: • Upon Board approval, the courses to be deactivated will be deactivated on all databases except for Assist.org. • All proposals for deactivation will be treated as an inactivation (deactivated on all databases except on Assist.org) unless otherwise stated. • All of the courses that are numbered above 200 will be permanently deactivated. Note: Inactivated is only ideal for articulation so it will only affect transferrable courses generally numbered 1-199.	
V. Curriculum Chair	No discussion.	
VI. Mentorship	No discussion.	

VII. Course/Program Justification (Formal and Informal Steps)	D. Eret presented a draft of the Course Outline or Record and Program Justification Checklist. The information on the documents is based on what is in the Peralta Program and Course Approval Process Manual, and he added comments to explain what proof or evidence is necessary to justify a particular course or program, and move a particular proposal forward for potential approval. The following were discussed:
	• The formal component for the curriculum approval process is to enter data/approvals on Curricunet. The informal steps are when people discuss the proposal to determine what it needs before they reach the technical review stage.
	• Justification for a proposal should contain the following:
	    o For new courses/programs: Identify the need
	    o For changes: what has been changed to the course/program.
	• Under Curriculum Standards, add "Linkage of Course Content to Learning Outcomes."
	• Under Adequate resources, add "Contacting librarian" and "Funding Sources: grants sources and conversations with deans and department
		All comments/edits on the proposed checklist should be sent to D. Eret. Once finalized, the checklist will be posted in Curricunet.

	chairs." • Under CTE departments' advisory board support, change "… lead to jobs…" to "…prepare students for careers in the specific field…" or "…provide students with appropriate foundational skills for specific fields…" • How do we obtain data for jobs or completion? If we cannot obtain data, what are the alternatives for justification? • Which of the items on the checklist is required and in what way are they required? • Department Chairs should accompany originators when they present their proposal to the BCC.	
VIII. Curriculum/Program Review	No discussion.	
IX. Next Meeting Date	Technical Review: September 25, 2014 Curriculum Committee: October 2, 2014	
X. Adjournment	11:48 a.m.	

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