



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



PRESENT: Joseph Bielanski, Carlos Cortez, Barbara Des Rochers, Heather Dodge, Thomas Kies, Jennifer Lowood, Jayne Matthews, Emie Mitsuno Hernandez, and Alejandria Tomas

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	<p>From the December 4, 2014 meeting minutes, the Curriculum Committee discussed following topics:</p> <ul style="list-style-type: none"> • Convening the Pedagogical Soundness Taskforce (PST) <ul style="list-style-type: none"> ○ It was noted that the task force has not been convened. ○ The Curriculum Committee will make this a standing agenda item. ○ J. Lowood will follow-up with D. Eret. • Accuracy statement for the catalog <ul style="list-style-type: none"> ○ During the last CIPD meeting, it was noted that the statement was simply a proposal, and it has not been finalized. ○ A. Tomas will research on what other the other districts/colleges put on their catalogs. 	The Curriculum Committee approved the December 4, 2014 meeting minutes. Unanimously approved. Motion carries.
III. Announcements	No announcements.	
IV. Role Curriculum Committee and Curriculum Technical Review	<p>J. Lowood proposed that all technical aspects of a proposal be reviewed during the Curriculum Technical Review meetings, so that the Curriculum Committee can focus on the following areas:</p> <ul style="list-style-type: none"> • Reviewing the justification for each proposal or the philosophy of courses and programs (viability or appropriateness of the curriculum). • Discipline/department review <p>It was noted that the role of Technical Review and Curriculum Committee are outlined in the Peralta Program and Course Approval Process Manual (PCAPM).</p>	
V. Systematic Program/Department Review and Update Cycle	<p>It was noted that we need to resume or recreate a systematic review of our curriculum by department or discipline. The following were discussed:</p> <ul style="list-style-type: none"> • In the past, there was a proposal that the Curriculum Committee meet one whole Friday per semester where the meeting is solely dedicated to reviewing curriculum. 	J. Lowood and A. Tomas will develop an infographic to guide departments/disciplines on program review.

	<ul style="list-style-type: none"> • It was suggested that the Curriculum Committee dedicate half of their meeting time to reviewing curriculum per discipline/department. • Departments will be invited to showcase their curriculum. The objective of the discussion will be to ask the following questions: <ul style="list-style-type: none"> ○ Courses <ul style="list-style-type: none"> ▪ When were they last offered? ▪ When were they last assessed? ▪ When were they last updated? ▪ Presentation of date: productivity and/or completion rates ○ Programs <ul style="list-style-type: none"> ▪ Structure and goals of the programs ▪ How effectively are we offering these programs? ▪ How viable/appropriate are these programs? ▪ Presentation of date: completion rates • There are several programs in the college that grew without checks and balances. Administrators seldom attend the Curriculum Committee, and when they do, there is usually a high turnover employment rate for administrators, so there is no consistency. • There is currently no system in place where in concerns raised by the Curriculum Committee are discussed and possibly addressed. • How do we evaluate program proposals where in the program consists of existing courses versus a program that consists of new courses? • It was suggested that when a department is planning to build a new program that they attend a Curriculum Committee once so that they can hear the committee's input. 	<p>When issues arise, the Curriculum Committee will list their concerns, and the list will be sent to the Academic Senate, Department Chairs Council, and administrators for continued discussion.</p>
<p>VI. Curriculum Proposals</p> <ul style="list-style-type: none"> • Economics AA-T • Global Studies AA 	<p>For a detailed list of the proposals, please see the attached document.</p> <p>It was noted that we need to be mindful of impacted ECON and MATH classes. We need to ensure that ECON AA-T majors are able to take the classes they need to complete the degree.</p> <p>The following were discussed:</p> <ul style="list-style-type: none"> • ASL Courses were removed from the foreign language requirement of the program. • The Global Studies program should be mapped to its program learning outcomes. • This is a program and a learning community, but students who choose not 	

<ul style="list-style-type: none"> • ENGL 14 • Public and Human Services Programs 	<p>to participate in the learning community can still complete the program.</p> <ul style="list-style-type: none"> • J. Berezin noted that the Global Science AA does not include a Science course, because in the past, when GEOG 10 was included, the Science Department had issues with the locking of the courses so that they can only be taken by the students who are in the learning community. It is possible to lock only a certain number of seats in a class so that those can be reserved for students who are participating in a learning community. <p>The following were discussed:</p> <ul style="list-style-type: none"> • This course was mistakenly deactivated in the past, so it is submitted for reactivation. • We need to consider the viability of this course. The intended outcome of the course is the BCC Voice, which is the campus student newspaper. Resources are needed to support this goal. In the past, it was supported by grants/contract education funds. We need to address budget issues for the course. <p>The following were discussed:</p> <ul style="list-style-type: none"> • T. Kies noted that SOC 3 should be deactivated and removed from the program. • It was noted that the catalog descriptions and career opportunities of the programs should be reviewed. 	<p>A. Tomas will research on the status of SOC 3.</p> <p>The Public and Human Services were approved with the condition that they will once again be reviewed during the February 19, 2015 Curriculum Technical Review meeting, so that the catalog descriptions and career opportunities can be refined.</p>
<p>VII. Uniform Course Numbering System</p>	<p>A draft of the Uniform Course Numbering System proposal was disseminated. All members of the Curriculum Committee were encouraged to review the draft.</p>	
<p>VIII. Standardizing Program Language for the Catalog</p>	<p>No discussion.</p>	
<p>IX. Spring 2015 Schedule</p>	<p>CURRICULUM COMMITTEE: (1st and 3rd Thursday of the Month, 10:00 to 12:00 noon)</p> <ul style="list-style-type: none"> • February 5 • February 19 • March 5 	

	<ul style="list-style-type: none"> • March 19 • April 16 • May 7 • May 21 <p>CURRICULUM TECH REVIEW: (2nd and 4th Thursday of the Month, 10:00 to 12:00 noon)</p> <ul style="list-style-type: none"> • January 29 • February 12 • February 26 • March 12 • March 26 • April 9 • April 23 • May 14 	
X. Next Meeting Date	<p>Technical Review: February 12, 2015</p> <p>Curriculum Committee: February 19, 2015</p>	
XI. Adjournment	12:15 p.m.	

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