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		The Curriculum Committee approved the February 5, 2015 meeting minutes. Unanimously approved. Motion carries.
III. Planning for Systematic Program/Department Review and Update Cycle	A. Tomas presented the Department/Discipline Review Cycle. The following were discussed: • It was noted that some deaprtments might take longer than others. The Committee should be able to accommodate that. • Departments are allowed to switch time lots as long as they agree to switch.	A list of questions or topics to be covered will be created by J. Lowood and A. Tomas. This will serve as a guide to what departments should present.
IV. Standardizing Program Language for the Catalog		J. Lowood, J. Bielanski, and A. Tomas will be meeting to draft a standardized language to describe programs for the catalog.
V. Course Grading Options	Currently, the PROMT system can only keep one grading option for a course that is offered at multiple colleges within our District even if one college has a "Letter Grade Only" option and another colleges has "Both letter grade or for pass/no pass" options. This causes confusion when scheduling course, as the schedulers would have to keep track of the grading options for courses and manually override the system when there is a mistake. The following were discussed: • It is important to know how course grading options are determined for every course. Several factors are considered when assigning a grading option for a course: o Student needs to earn a letter grade for courses that are part of	

	the "Golden Four" GE areas.
	  o Students can only transfer with a certain amount of units that were earned with a P/NP.
	  o Students sometimes prefer to take a course as P/NP if they know they will struggle with the course.
	 • If it is a system issue, the District IT Department should be informed.

VI. Curriculum Proposals	Please see attached file.
VII. Announcements	No announcements.
VIII. Spring 2015 Schedule	CURRICULUM COMMITTEE: (1st and 3rd Thursday of the Month, 10:00 to 12:00 noon) • 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) • February 26 • March 12 • March 26 • April 9 • April 23 • May 14
IX. Next Meeting Date	Technical Review: February 26, 2015 Curriculum Committee: March 5, 2015
X. Adjournment	11:59 p.m.

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

Notes Taken by: A. Tomas