



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



PRESENT: Fabian Banga, Antonio Barreiro, Joseph Bielanski, Emma Carlbloom (Confirm Last Name), Barbara Des Rochers, Heather Dodge, Ryan Jaeger, Thomas Kies, Willy Lizaraga, Jennifer Lowood, Emie Mitsuno Hernandez, and Alejandria Tomas

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. Call to Order	10:08 a.m.	MOTION: The CC approved the agenda as is. Unanimously approved. Motion carries.
II. Approval of Meeting Minutes		The Curriculum Committee tabled the approval of the February 19, 2015 meeting minutes.
III. Department/Discipline Review Schedule and Checklist	The final schedule for the Department/Discipline Review was disseminated.	
IV. Standardizing Program Language for the Catalog A. Associate Degrees for Transfer (ADT) Program Description	<p>The Curriculum Committee drafted the standardized program description template for all ADTs:</p> <p>Paragraph 1: Program Description</p> <p>EXAMPLE: The Associate in Science Degree in Business Administration for Transfer is designed to prepare students for a seamless transfer with junior status and priority admission to their local CSU campus to a program or major in Business Administration or similar major for completion of a baccalaureate degree. <u>If the ADT program goal selected is “Career Technical Education (CTE) and Transfer,” list the potential careers students may enter upon completion.</u></p> <p>Paragraph 2: Requirements</p> <p>Students are required to complete 60 semester units that are eligible for transfer to the California State University, including both of the following: (1) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements and (2) 27 semester units with a grade of C or better in the major and an overall minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. A “P” (Pass) grade</p>	

<p>B. Catalog Notation for Programs that are Currently being Revised and have not been approved by the State Chancellor's Office (Item added on the agenda)</p> <p>C. Catalog Notation for Certificates of Proficiency</p>	<p>is not an acceptable grade for courses in the major.</p> <p>Paragraph 3: Encouraging Students to see a counselor Students are advised to consult with a counselor and/or the department chair for additional information and to verify transfer requirements *Highlighted areas will vary depending on the ADTs.</p> <p>It was noted that the college cannot print any new or modified programs that have not been approved by the State Chancellor's Office. Therefore, all programs that are currently being revised will have the following notation:</p> <p>"At the time of the printing of the 2015-2017 Berkeley City College Catalog, this program is being revised pending the State Chancellor's Office. Please see a counselor for updates."</p> <p>It was noted that Certificates of Proficiency</p> <ul style="list-style-type: none"> • are not State approved. They are only approved by the local governing board. • do not appear in the students' transcripts. • do not qualify for financial aid. <p>The Curriculum Committee will draft a statement that will be noted on all the Certificates of Proficiency in the College Catalog.</p>	<p>The Curriculum Committee approved the catalog notation for programs that are currently being revised and have not been approved by the State Chancellor's Office.</p> <p>The Curriculum Committee will draft a statement that will be noted on all the Certificates of Proficiency in the College Catalog.</p>
<p>V. Program Assessment Matrix as a Requirement for Program Proposals</p>	<p>It was proposed that the Curriculum Committee require all program proposals to have a completed Program Assessment Matrix, which helps align the all the courses of the program to its outcomes.</p>	<p>The Curriculum Committee will now require all program proposals to have a completed Program Assessment Matrix.</p>
<p>VI. Pedagogical Soundness Taskforce</p>	<p>The Berkeley City College Academic Senate approved the following resolution:</p> <p>"Whereas current needs for increased access to community colleges has resulted in growing tensions between higher productivity and an environment conducive to high engagement and student success.</p> <p>Whereas instructors are increasingly being asked to voluntarily take on larger classes as part of their normal teaching responsibilities without forethought of implications of these actions.</p>	

	<p>Whereas the college’s lack of an institutional policy on appropriate teaching and learning support based on learning outcomes assessment and pedagogy speaks to a need for institutional introspection to assess class size in relation to curriculum.</p> <p>Resolved, that the Academic Senate of Berkeley City College urge the Department Chairs Council and Curriculum Committee to work collaboratively to establish a process for determining class caps on individual courses to best serve the teaching and learning environment and ensure student success.</p> <p>Resolved, that the Academic Senate of Berkeley City College urges the Department Chairs Council and Curriculum Committee to use Program Updates and Reviews to assess the proper support needed for faculty who voluntarily agree to take into their sections larger numbers of students than the department/course average.”</p>	
<p>VII. Curriculum Proposals</p> <p>A. Spanish Medical Interpreter CA, and SPAN 70, 71, and 202</p>	<p>For a complete list of all the curriculum proposals, please see the attached document.</p> <p>The following were discussed:</p> <ul style="list-style-type: none"> • Since SPAN 202 will serve as an orientation/gateway to the program, it should not be a part of the program. • HUSV 70 and HUSV 71 should be revised to add SPAN 202 as their recommended preparation. • The TOP Codes for SPAN 202 was carried on from when it was originally being proposed as HUSV 69. This does not necessarily mean it is correct. • The TOP Codes for SPAN 70 and 71 are academic TOP Codes. 	<p>ACTION ITEMS FOR A. TOMAS:</p> <ol style="list-style-type: none"> 1. Remove SPAN 202 from the SMI program 2. Revise HUSV 70 and 71 to include SPAN 202 as recommended preparation 3. Research what TOP Codes SPAN 70, 71, and 202 should use
<p>VIII. Other Items</p> <p>A. CIPD: BCC Representation</p>	<p>BCC has 5 votes on the Council On Instruction, Planning, And Development</p> <ol style="list-style-type: none"> 1. Vice President of Instruction 2. Dean 3. Curriculum Committee Chair 4. Articulation Officer 5. Academic Senate Representative <p>Currently, the Dean and Academic Senate Repretative positions are vacant. E. Mitsuno-Hernandez and T. Kies will consider being BCC’s Academic Senate Representative on the CIPD.</p>	<p>A. Barreiro, as a Dean, will begin representing BCC on the CIPD.</p>

B. Curricunet Clean-Up Team	The Peralta Community College District is now in the process of preparing for the transition from Curricunet to Curricunet Meta. It is being proposed that during the summer, each of the four colleges form a team of 5 to clean up Curricunet prior to the transition. Each of the five members will be given a stipend. More updates will be provided when the specifics have been confirmed.	
D. Spring 2015 Schedule	<p>CURRICULUM COMMITTEE: (1st and 3rd Thursday of the Month, 10:00 to 12:00 noon)</p> <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"> • March 26 • April 9 • April 23 • May 14 	
E. Next Meeting Date	<p>Technical Review: March 26, 2015 and April 9, 2015</p> <p>Curriculum Committee: April 16, 2015</p>	
F. Adjournment	12:15 p.m.	

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