

## BERKELEY CITY COLLEGE Curriculum Committee (CC) Meeting Minutes March 19, 2015



**PRESENT:** Fabian Banga, Emma Carlblom, May Chen, Barbara Des Rochers, Heather Dodge, Ryan Jaeger, Thomas Kies, Lorenzo Lewis, Jennifer Lowood, Emie Mitsuno Hernandez, Alejandria Tomas, 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		The Curriculum Committee tabled the approval of the February 19, 2015 meeting minutes.
			The Curriculum Committee approved the March 5, 2015 meeting minutes. Unanimously approved. Motion carries.
III.	Pedagogical Soundness Recommendations	<ul> <li>The curriculum Committee recommends adding two new fields on the Course outlines of records: maximum enrollment, with a default of 40 for courses that are not mentioned in the PFT Contract, and minimum course length (weeks), with a default of 6 weeks. The following were discussed:         <ul> <li>There are certain courses that cannot be taught in the summer or on accelerated time due to pedagogical soundness. A justification field has to be provided so that reasons can be stated when requesting for a time that is different from the default. These can be discussed during Curriculum Committee meetings.</li> <li>It is the purview of administrators to coordinate scheduling, but faculty can indicate maximum enrollments and minimum course length in the Course Outline of Record.</li> <li>Maximum enrollments should be clearly defined along with its exemptions. For example, an instructor may make arrangements for support like instructional assistants. We also need to clearly define what an instructional assistant can and cannot do.</li> </ul> </li> </ul>	MOTION: In the Course Outlines of Record, new fields will be added for maximum enrollment, with a default of 40 for courses that are not mentioned in the PFT Contract, and minimum course length (weeks), with a default of 6 weeks.  Unanimously approved.  Motion carries.

IV.	ACCJC Recommendations		
	A. Distance Education	One of the few recommendations from the ACCJC is that DE courses (100%) should	
	(DE)	have equitable evaluation and student support services.	
	,	The Department Chairs recommended that we do not hold 100% DE	
		courses. We can have 95% DE Courses where an orientation and/or final	
		examination is held face-to-face.	
		Some instructors expressed the following concerns:	
		o If we are holding orientations, where do we do it?	
		<ul> <li>We should look at case to case basis</li> </ul>	
		This should be discussed in the Academic Senate.	
		If we are moving in this direction, we should be able to explain to our	
		community our philosophy for doing so.	
		We should administer a survey for distance education. One of the	
		questions could be if they are taking other classes face to face?	
		We should evaluate courses and maybe create dileneations on which	
		courses can be offered 100%.	
	B. Consistency of		We should have a process of
	Information on COR		communicating the minimum
	and Syllabus		information instructors should have
	, , , , , , , , , , , , , , , , , , , ,		in their syllabus.
V.	Appointing Academic	Fabian Banga is now Modern Languages' representative to BCC's Curriculum	
	Senate Representatives to	Committee, replacing Willy Lizarraga.	
	CIPD		
VI.	Department/Discipline	Programs	J. Lowood and A. Tomas will draft a
	Review Checklist	<ul> <li>Structure and goals of the programs</li> </ul>	checklist to be presented to the
		<ul> <li>How effectively are we offering these programs?</li> </ul>	Curriculum Committee during its
		O How viable/appropriate are these programs?	next meeting.
		<ul> <li>Presentation of date: completion rates</li> </ul>	
		• Courses	
		When were they last offered?	
		O When were they last assessed? When were they last assessed?	
		When were they last updated?	
\///	Coning 2015 Commission	o Presentation of date: productivity and/or completion rates	
VII.	Spring 2015 Curriculum	April 6, 2015 will be the deadline for all Spring 2015 proposals (new and/or	
1/111	Proposals Deadline . Uniform Course	modifications for courses and programs).	
VIII	. Unitorm Course	A draft of the Uniform Course Numbering System proposal was disseminated. All	

	Numbering System	members of the Curriculum Committee were encouraged to review the draft.
IX.	Standardizing Program	No discussion.
	Language for the Catalog	
Х.	Spring 2015 Schedule	CURRICULUM COMMITTEE: (1st and 3rd Thursday of the Month, 10:00 to 12:00
		noon)
		February 5
		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)  I January 29 February 12 February 26 March 12 March 26 April 9 April 23 May 14
XI.	Next Meeting Date	Technical Review: March 26, 2015
		Curriculum Committee: April 16, 2015
XII.	Adjournment	12:02 p.m.

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