



BERKELEY CITY COLLEGE
Curriculum Committee (CC)
Meeting Minutes
May 21, 2015



PRESENT: Antonio Barreiro, Joseph Bielanski, Mary Clarke-Miller, Heather Dodge, Thomas Kies, Jennifer Lowood, Rachel Mercy-Simpson, Alejandria Tomas

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. Call to Order: Agenda Review	10:10 a.m.	MOTION: The CC approved the agenda as is. Unanimously approved. Motion carries.
II. Curriculum Committee Members for 2015-2016 Academic Year (AY)	<p>The following faculty members have been identified as members of the Curriculum Committee for the 2015-2016 AY:</p> <p>VOTING MEMBERS:</p> <ul style="list-style-type: none"> • Jennifer Lowood, Curriculum Chair, English/ESL/LRNRE Department Representative • Fabian Banga, Modern Languages Department • Joseph Bielanski, Articulation Officer • Emie Mitsuno Hernandez, Counselor • Mary Clarke-Miller, Multimedia Arts Department Representative • Barbara Des Rochers, Science and Biotechnology Department Representative • Heather Dodge, Librarian, LIS/Library Department Representative • Thomas Kies, Social Sciences Department Representative <p>NON-VOTING MEMBERS:</p> <ul style="list-style-type: none"> • Tram Vo-Kumamoto, Vice President of Instruction • Antonio Barreiro, Dean of Instruction <p>CIPD Representatives:</p> <ul style="list-style-type: none"> • Tram Vo-Kumamoto, Vice President of Instruction • Antonio Barreiro, Dean of Instruction • Jennifer Lowood, Curriculum Chair • Joseph Bielanski, Articulation Officer • Fabian Banga, Faculty Senate Appointee • Alejandria Tomas, Curriculum and Student Learning Outcomes Assessment Specialist 	MOTION: The Curriculum Committee approved to grant the Curriculum and Student Learning Outcomes Assessment Specialist voting rights to the committee.

	<p>The following were discussed:</p> <ul style="list-style-type: none"> • The Council on Instruction, Planning, and Development (CIPD) has recently elected to grant voting rights to Curriculum Specialists. It was proposed that the BCC Curriculum and Student Learning Outcomes Assessment Specialist also be granted voting rights to the local Curriculum Committee. • CIPD also discussed adding a student to its list of members. Members of the Curriculum Committee weighed in on granting voting rights to the students. The following were decided: <ul style="list-style-type: none"> ○ Students will be granted an advisory vote to recognize their opinion in curriculum matters. ○ The Curriculum Committee will reach out to the Associated Students of Berkeley City College (ASBCCC) to request for two student representatives—1 first year experience student and 1 second year student. • It was noted that the following departments do not have representation in the Curriculum Committee: <ul style="list-style-type: none"> ○ American Sign Language ○ Arts and Cultural Studies ○ Business/CIS ○ Mathematics 	
<p>III. Curriculum Committee Meeting Dates for 2015-2016 Academic Year (AY)</p>	<p>CURRICULUM TECH REVIEW: (2nd and 4th Thursday of the Month, 10:00 to 12:00 noon)</p> <ul style="list-style-type: none"> • August 27 • September 10 • September 24 • October 8 • October 22 • November 12 • December 3 (1st Thursday of December) <p>CURRICULUM COMMITTEE: (1st and 3rd Thursday of the Month, 10:00 to 12:00 noon)</p> <ul style="list-style-type: none"> • September 3 • September 17 • October 1 • October 15 • November 5 • November 19 • December 10 (2nd Thursday of December) 	

IV. Curricunet Work Team (Summer 2015)	<p>BCC has been asked to form a Curricunet Work Team, which will be working to ensure that all course and programs have been completely moved from Curricunet to Curricunet Meta. The following were discussed:</p> <ul style="list-style-type: none"> • The work team will be composed of three faculty members, all of whom will be provided a stipend. • Several questions were raised about the assignment: <ul style="list-style-type: none"> ○ What does the assignment entail? ○ Will there be face-to-face meetings? If so, will Skype be available to those who cannot attend? ○ How much is the stipend. • J. Lowood, M. Clarke-Miller, and A. Tomas will be a part of the work team. 	
V. Department/Discipline Review Schedule and Checklist	<p>No discussion.</p>	
VI. Non-credit courses	<p>There has been a lot of discussion about non-credit courses statewide. BCC is interested in offering non-credit courses. However, there are several things that are not clear to us at the moment:</p> <ul style="list-style-type: none"> • Non-credit courses are traditionally offered as open entry/open exit courses, but is this a requirement? If we are to run credit and noncredit courses simultaneously, how will it work if credit courses starts and ends at a certain time, and noncredit courses are supposed to be open entry/open exit courses? • Which courses should be noncredit and which should be fee-based? • Will noncredit courses go through the same approval process as credit courses? • If we are to pilot noncredit courses, what disciplines should we work on? 	
VII. Experimental Courses	<p>No discussion.</p>	
VIII. Curriculum Development Stipends	<p>The Multimedia Arts Department made a presentation on the curriculum they developed throughout the academic year. The faculty members from the department (F/T and P/T) spent a lot of hours working on new and modified courses and programs. Several members of the Curriculum Committee raised the issue of curriculum development stipends. The following were discussed:</p> <ul style="list-style-type: none"> • It is faculty's job to develop curriculum, but when do we draw the line? When do we start compensating faculty for curriculum development that is too massive? We need to define what is and what isn't within the scope of faculty's job description. • The BCC Academic Senate has requested that the college administrative team be transparent about extra service assignments. 	

	<ul style="list-style-type: none"> We should create a “Stipend Application Form.” 	
IX. Spring 2015 Accomplishments	No discussion.	
X. Other	No discussion.	
XI. Adjournment	12:08 p.m.	

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