



BERKELEY CITY COLLEGE
Curriculum Committee (CC)
Meeting Minutes
September 3, 2015



PRESENT: Fabian Banga, Antonio Barreiro, Joseph Bielanski, Leonard Chung, Tamara Harris-Coleman, Thomas Kies, Ari Krupnick, Jennifer Lowood, Alejandria Tomas, and Tram Vo-Kumamoto

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. Call to Order	10:00 am	MOTION: The CC approved the agenda as is. Unanimously approved. Motion carries.
II. Approval of Meeting Minutes		The Curriculum Committee approved the minutes from the following meetings: <ul style="list-style-type: none"> • February 19, 2015 • March 5, 2015 • March 19, 2015 • April 16, 2015 • May 21, 2015 Unanimously approved. Motion carries.
III. Curriculum Committee Members for 2015-2016 AY	Curriculum Committee Members for 2015-2016 AY VOTING MEMBERS: <ul style="list-style-type: none"> • Jennifer Lowood, Curriculum Chair, English/ESL/LRNRE Department Representative • Fabian Banga, Modern Languages Department • Joseph Bielanski, Articulation Officer • Joshua Boatright, Librarian, LIS/Library Department Representative • Leonard Chung, Business/CIS Department Representative • Barbara Des Rochers, Science and Biotechnology Department Representative • Tamara Harris-Coleman, Counseling Department Representative • Ari Krupnick, Arts and Cultural Studies Department • Mary Clarke-Miller, Multimedia Arts Department Representative 	The list of Curriculum Committee Members for 2015-2016 AY will be forwarded to the BCC Academic Senate for their approval.

	<ul style="list-style-type: none"> • Alejandria Tomas, Curriculum and Student Learning Outcomes Assessment Specialist • Alejandro Wolbert, Social Sciences Department Representative <p>NON-VOTING MEMBERS:</p> <ul style="list-style-type: none"> • Tram Vo-Kumamoto, Vice President of Instruction • Antonio Barreiro, Interim Dean of Academic Pathways, Workforce Development and Student Success • Theresa Rowland, Interim Dean of Academic Pathways, Workforce Development and Student Success <p>CIPD REPRESENTATIVES:</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 • Alejandria Tomas, Curriculum and Student Learning Outcomes Assessment Representative • Tram Vo-Kumamoto, Vice President of Instruction • Antonio Barreiro, Interim Dean of Academic Pathways, Workforce Development and Student Success <p>We are missing representatives from the following departments:</p> <ul style="list-style-type: none"> • American Sign Language • Mathematics 	
<p>IV. Curriculum Committee Meeting Dates for 2015-2016 AY</p>	<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) <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>V. Curriculum Institute 2015</p> <p>A. Noncredit Curriculum</p> <p>B. UC Transfer Initiative: Transfer Pathways</p>	<p>The following members of the Curriculum Committee attended the Curriculum Institute 2015 this past summer, and they shared some of the things they learned from it.</p> <p>The following were discussed:</p> <ul style="list-style-type: none"> • Noncredit courses can now be funded the same way as credit course are funded if they fit into the following categories: <ul style="list-style-type: none"> ○ ESL ○ Math and English Basic Skills ○ Short-term Vocational ○ Workforce Preparation • FTES is generated through positive attendance in noncredit courses. Instructors would have to keep track of student attendance at every meeting. • Noncredit courses are free for students. • It is our goal to offer noncredit courses by Fall 2016, which means we need to start exploring possibilities this semester and building courses by Spring 2016. <p>The following were discussed:</p> <ul style="list-style-type: none"> • The UCs are working with California Community Colleges to build pathways that will guide students in transferring to the UC System. • Although following a pathway doesn't guarantee admission to UC, it gives students a clear roadmap to prepare for their major and be well positioned to graduate on time from any UC campus. The pathways guide students who want to make themselves competitive across the UC system; 	<p>Noncredit courses and certificates will be added to the next agenda for an indepth discussion. We will invite representatives from the following areas:</p> <ul style="list-style-type: none"> • ESL • Math and English Basic Skills • Short-term Vocational • Workforce Preparation

	<ul style="list-style-type: none"> • We did a lot of catalog clean-up making sure that program information matches what the state has and deactivating a lot of courses. • Catalog clean-up: massive deactivations and program updates <p>2015-2016 GOALS:</p> <ul style="list-style-type: none"> • Conduct a clean-up of course information to make sure that they match what the state has. • Explore noncredit courses and certificates to promote student success and increase access and completion • Consider recommendations regarding increasing access and success for students in online classes • Explore the use of UC Transfer Pathway • Complete curriculum review of all department 	
<p>VIII. Department/Discipline Review</p>	<p>The Curriculum Committee will begin hearing presentations regarding curriculum offering of different departments. The following were discussed:</p> <ul style="list-style-type: none"> • The process will officially be called “Department/Discipline Overview.” • The guidelines for the presentations were presented and a question was raised regarding the first bullet for under courses “Review all courses (make sure that content review and books are updated, and consider all elements of the course outline).” The following were noted: <ul style="list-style-type: none"> ○ When this process was done in the past, departments are expected to bring nonsubstantial changes which only needs a blanket approval from the Curriculum Committee. ○ A. Tomas and J. Lowood are planning to meet with departments to help them prepare for their presentation. ○ Course updates are reviewed at Tech Review so they would not take up a lot of the Curriculum Committee meeting time. • It is up to the departments to decide whether the chairs or another representative will present. • This information should be communicated to Department Chairs in the following ways: <ul style="list-style-type: none"> ○ They will be informed during the next Department Chairs Council. ○ Curriculum Committee representatives will inform their Chairs. 	
<p>IX. Curriculum Proposals</p>	<p>Please see attached.</p>	

<p>X. Other Items</p> <ul style="list-style-type: none"> Temporary Deactivations 	<p>There were multiple interpretation of what temporary deactivations mean. Some thought that courses will be deactivated from all databases (catalog, Curricunet, Peoplesoft, and State Curriculum Inventory) except for Assist.org for articulation purposes. Some thought that courses will be deactivated from all databases (catalog, Curricunet, and Peoplesoft) except for Assist.org and the State Curriculum Inventory. One of the key questions asked was if the college catalog should match what is on the State Curriculum Inventory, meaning should we print all the active courses in the State Curriculum Inventory.</p>	<p>T. Vo-Kumamoto will ask the State Chancellor's Office if we are required to print all active courses in our college catalog.</p>
<p>A. Next Meeting Date</p>	<p>Technical Review: September 10, 2015 Curriculum Committee: September 17, 2015</p>	
<p>B. Adjournment</p>	<p>11:50 p.m.</p>	

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