



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



PRESENT: Fabian Banga, Antonio Barreiro, Leonard Chung, Mary Clarke-Miller, Joe Doyle, Tamara Harris-Coleman, Ari Krupnick, Jennifer Lowood, Theresa Rowland, and Alejandria Tomas

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. Call to Order	10:00 a.m.	MOTION: The CC approved the agenda as is. Unanimously approved. Motion carries.
II. Approval of Meeting Minutes	There was a discussion about how the UC Transfer Pathways will be presented to students. It was noted that the template J. Lowood presented during the November 5, 2015 should be revisited.	MOTION: The Curriculum Committee approved the November 5, 2015 meeting minutes. Unanimously approved. Motion carries.
III. Updated Curriculum Overview Schedule	The Social Sciences Department will not be presenting today, as originally scheduled. They will be presenting on December 10, 2015 instead.	
IV. State Curriculum Inventory Changes	<p>A. Tomas reported that the California Community Colleges Chancellor’s Office (CCCCO) will be adopting a new curriculum management system. All community colleges have been asked to complete all course and program records in Curriculum Inventory as we have been warned that incomplete records will not be migrated into the new system. The following were discussed:</p> <ul style="list-style-type: none"> • It was explained that when the CCCCCO transition from paper copies of course and program proposals to the Curriculum Inventory, not all elements of a proposal were uploaded. For example, catalog descriptions and course outlines were not moved. Courses missing these elements are considered incomplete proposals. • A. Tomas is submitting all course updates to the state for the past few years. Once she is done submitting, she will produce a report that lists all of the incomplete course and program proposals. These will be submitted to Department Chairs so that they can update those courses and programs. 	
V. Enrollment Maximum and Minimum Duration	<p>Two new fields have been added onto Curricunet Meta: maximum enrollment and minimum duration. The following were discussed:</p> <ul style="list-style-type: none"> • The default for maximum enrollment should be 40. 	

	<ul style="list-style-type: none"> • There should be standard statements for courses that require students to use a computer. For example, “the number of students for this course should not exceed the number of computers available in the room.” • The default for minimum duration should be 6 weeks, and not one semester. • Department chairs will be asked for a list of the courses in their departments along with the minimum duration and maximum enrollment per course. 	
VI. Curricunet Meta Updates	Curricunet Meta’s implementation has been delayed. We are projected to go live on December 7 th , 2015.	<p>MOTION: The Curriculum Committee unanimously voted that Curricunet Meta should not go live until the following has been fixed:</p> <ul style="list-style-type: none"> • District Functionality • Approval processes • SLO—ILO mapping <p>Unanimously approved. Motion carries.</p>
VII. Curriculum Proposals	Please see attached.	
VIII. Other A. Emergency Medical Technician (EMT) B. Education Technology (EDT)	<p>J. Lowood reported speaking with BCC President Dr. Deborah Budd about creating an EMT Program in BCC. It was noted that the Berkeley Fire Department has been requesting for this program to be offered at BCC for the past years, but we were not able to offer it because Merritt College has this program. Merritt College recently agreed to allow BCC to offer the program.</p> <p>Alexis Alexander, EDT Instructor at Merritt College, has requested for BCC to adopt the EDT Program. Fabian Banga, BCC Distance Education Coordinator, supports the proposal.</p>	<p>MOTION: The Curriculum Committee unanimously agreed to support creating an EMT and EDT program in BCC. Unanimously approved. Motion carries.</p> <p>J. Lowood will speak with the Department Chairs to discuss in which department/s will these disciplines be housed.</p>
IX. Spring 2016 Curriculum Committee Schedule	<p>CURRICULUM TECHNICAL REVIEW</p> <p>January 28, 2016 February 11, 2016 February 25, 2016 March 10, 2016 March 31, 2016 April 14, 2016 April 28, 2016</p>	

	May 12, 2016 (if needed) CURRICULUM COMMITTEE February 4, 2016 February 18, 2016 March 3, 2016 March 17, 2016 April 7, 2016 (Last Meeting for May 2016 CIPD) April 21, 2016 May 5, 2016 May 19, 2016	
X. Adjournment	12:00 p.m.	

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