



BERKELEY CITY COLLEGE
Curriculum Committee (CC)
Meeting Minutes
February 18, 2016



PRESENT: Antonio Barreiro, Joseph Bielanski, Leonard Chung, Mary Clarke-Miller, Barbara Des Rochers, Tamara Harris-Coleman, Ari Krupnick, Thomas Kies, Charlotte Lee, Jennifer Lowood, Jayne Matthews, Rachel Simpson Mercy, Alejandria Tomas, Jenny Yap

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. Call to Order	10:03 a.m.	MOTION: The CC approved the agenda as is. Unanimously approved. Motion carries.
II. Approval of Meeting Minutes	Based on the December 10, 2015 meeting minutes, it was noted that the additions to the list of prerequisites of ENGL 1A and MATH 13 have not been approved by the Council on Instructional, Planning, and Development (CIPD) because not all four colleges in our district are ready to adopt the changes.	The Curriculum Committee approved the December 10, 2015 meeting minutes.
III. Curriculum Overview Schedule: BUS/CIS/ECON/COPED	Jayne Matthews and Leonard Chung, Business Instructors presented their department's curriculum overview. Materials regarding the presentation were disseminated. The following were discussed: <ul style="list-style-type: none">• BCC only offers one BUS 1A, 1B, and 24 sections. We have the lowest number of course offering in Accounting within the district.• There are four full time faculty in the department—two in Business and two in CIS. We are in the process of hiring a new full time Economics instructor.• The Certificate of Proficiency (CP) in Accounting was developed for students to get their feet wet and see if they want to continue in the field. It was suggested that the department consider converting the CP into a low-unit Certificate of Achievement (CA).• The Associate of Arts (AA) in Business Administration was deactivated as it closely mirrors the Business Administration Associate in Arts for Transfer (AA-T) Degree. The Office Technology CAs was also deactivated.• J. Matthews was in the process of updating the COPED courses, but was stuck in the process because of a recent policy change prohibiting the use of lecture hours in COPED.• A Faculty Inquiry Group (FIG) was formed to explore ways to increase success and completion rate for special population within the department.• It was noted that the Internship Program that J. Matthews coordinates is	J. Matthews and L. Chung will follow-up on the development of the AS-T in Computer Science Degree.

	<p>very successful. She works with the City of Berkeley in identifying internship opportunities for our students.</p> <ul style="list-style-type: none"> • During the last period of budget cuts, the District Computer Information Systems (CIS) Department has agreed to divide course offerings into categories and assign the categories to colleges so that we are not duplicating course offerings or programs. • It was noted that the department is having a difficult time finding instructors in the CIS Discipline. • The Department has requested for funding to hire tutors. This request has been documented in their program review. 	
IV. CurricUNET Meta Updates	<p>The following were discussed:</p> <ul style="list-style-type: none"> • The public site for Curricunet Meta is already working, and the link to the site has been posted on the main page of the district website and on the BCC Curriculum Committee website. • The Curriculum Committee reviewed and amended the approval workflow for BCC's new courses. 	
V. Independent Study Requisite	<p>CHEM 49 is on the agenda for approval as a new course, and the prerequisites for the course have not been set as it should be the same prerequisite for all the Independent Study courses available in the college. The following were discussed:</p> <ul style="list-style-type: none"> • Administrative Policy (AP) 4101 describes what Independent Study is. The policies and procedures surrounding Independent Study is also printed on page 76 of the 2015-2017 BCC Catalog. • All Independent Study courses should have the same prerequisites and corequisites based on the guidelines outline in AP 4101. • BCC uses an independent study application form, and it was recently converted into an electronic form. The Curriculum Committee provided the following feedback: <ul style="list-style-type: none"> ○ It needs to be clear that the form should be completed by the instructor. ○ The timeline and objectives should not be restrictive. ○ District and College Admissions and Records offices should be consulted about the form. • We need to be clear to faculty and students that Independent Study permits a student to explore an area of study or project of his/her choice not covered by regular catalog offerings, meaning topics covered by an independent stdy course should not replicate other courses that can be offered in the district. 	J. Lowood will draft the prerequisite and corequisite language for Independent Study Courses.
VI. Curriculum Proposals	For specific proposals, please see the attached document.	

VII. Other	No discussion.	
VIII. Spring 2016 Curriculum Committee Schedule	<p>Technical Review Meeting Dates: February 25, 2016 March 10, 2016 March 31, 2016 April 14, 2016 April 28, 2016 May 12, 2016 (if needed)</p> <p>Curriculum Committee Meeting Dates: March 3, 2016 March 17, 2016 April 7, 2016 April 21, 2016 May 5, 2016 May 19, 2016 (if needed)</p>	
IX. Adjournment	12:03 p.m.	

Berkeley City College's mission is to promote student success, to provide our diverse community with educational opportunities, and to transform lives.