

BERKELEY CITY COLLEGE Curriculum Committee (CC) Meeting Minutes September 1, 2016



PRESENT: Fabian Banga, Joseph Bielanski, Leonard Chung, Mary Clarke-Miller, Ari Krupnick, Jennifer Lowood, Linda McAllister, Alejandria Tomas, Tram Vo-Kumamoto, Jenny Yap

| | AGENDA ITEM | SUMMARY OF DISCUSSION | FOLLOW UP ACTION |
|------|---|--|---|
| Ι. | Call to Order | 10:02 a.m. | MOTION: The CC approved the agenda as is. Unanimously approved. Motion carries. |
| 11. | Approval of Meeting Minutes | | MOTION: The CC approved the April 21 and May 19, 2016 meeting minutes. Unanimously approved. Motion carries. |
| 111. | Curriculum Committee By-Laws/2016-2017 Curriculum Committee Leadership | Over the summer, the following individuals met to develop the by-laws for the Curriculum Committee: Cleavon Smith, Academic Senate President Kelly Pernell, Academic Senate Representative Thomas Kies, Chair of Department Chairs Council Jayne Matthews, Former Curriculum Committee Chair Jenny Lowood, Curriculum Committee Chair Alejandria Tomas, Curriculum and SLO Assessment Specialist The Curriculum Committee reviewed the document and has the following comments: The term for the chair is not specified. It should be 2 years. The chair should never be elected, as this position will be filled by the chair elect. The chair will no longer serve as the representative for the department once elected. Another representative must be appointed by the department. In an event of a tie, the chair will serve as the tie vote We should consider adding a DE Coordinator position as a voting member on the Curriculum Committee. | J. Lowood, J. Bielanski, and A. Tomas will edit the Curriculum Committee by-laws draft based on the comments provided during today's meeting. |

| | • It was proposed that the Curriculum Committee adopt a leadership succession cycle wherein a person chosen to be chair elect would serve as chair elect for one year, serve as the chair on the second and third year, but on the third year, another person would be elected as chair elect. An example timeline would be as follows: | | | | | |
|--------------------------|---|---------------------------------------|----------|--|----------|--|
| | 1st Year | 2nd Year | 3rd Year | 4th Year | 5th Year | |
| | Chair 1 | •Chair 1 •Chair 2 (Chair Elect) | •Chair 2 | Chair 2 Chair 3 (Chair Elect) | •Chair 3 | |
| | | d this semester, so | | Grant that BCC ob to share the respon | | J. Bielanski and J. Lowood would be the co-chairs the Curriculum Committee during the Fall 2016 semester. The chair position will be revisited during the Spring 2017 semester. |
| IV. 2016-2017 Curriculum | | Committee's voting | | follows: | | |
| Committee Membership | | Cultural Studies— | | | | |
| Weinbersnip | Business/CIS—Leonard Chung Curriculum Co-Chair/English, ESL, Education, LRNRE—Jenny Lowood | | | | | |
| | 4. LIS/Librarian—Jenny Yap | | | | | |
| | 5. Modern Languages—Fabian Banga | | | | | |
| | Multimedia Arts—Mary Clarke-Miller Science and Biotechnology—Barbara Des Rochers | | | | | |
| | 8. Social Sciences—Linda McAllister | | | | | |
| | 9. Curriculum Committee Co-Chair/Articulation Officer—Joseph Bielanski | | | | | |
| | 10. Curriculum and SLO Assessment Specialist—Alejandria Tomas | | | | | |
| | The following departments have not forwarded the names of their representatives to the Curriculum Committee: | | | | | |
| | 1. Americar 2. Counseli | n Sign Language | | | | |
| | 3. Mathema | | | | | |
| | | | | | | |

| Instruction, Planning, and Development (CIPD) Representatives 1. Tram Vo-Kumamoto, Vice President of Instruction—they will be alternating 2. Francisco Gamez/Lisa Cook, Dean of Instruction—they will be alternating 3. Jennifer Lowood, Curriculum Committee Co-Chair 4. Joseph Bielanski, Articulation Officer, Curriculum Committee Co-Chair 5. Fabian Banga, Faculty Senate Representative 6. Alejandria Tomas, Curriculum and SLO Assessment Specialist A. Tomas will send an email to meeting to present their curriculum overview: • ASL VI. Fall 2016 Curriculum Overview Presentations Schedule The following disciplines/departments have not attended a Curriculum Committee • ASL A. Tomas will send an email to these disciplines/departments requesting them to attend Curriculum Committee meeting • ESL VII. Curriculum Institute The following individuals attended the 2016 Curriculum Institute: • Jenny Lowood • Joseph Bielanski Ind provide a curriculum overview presentation. VII. Curriculum Institute The following individuals attended the 2016 Curriculum Institute: • Jenny Lowood • Joseph Bielanski Ind and ALIISTER • Mary Clarke Miller • Cleavon Smith • Francisco Gamez • Alejandria Tomas Below are some of the topics that were covered during the Curriculum Institute, and the attendees deemed that it would be great to share these with the whole committee, so these topics would be agendized throughout the year. • Fall Topics • UC Transfer Pathways • Transformation Grant • CITE "Strong Workforce Grant," Data Unlocked, Moving in, through, and on, and codes • Non-credit, fee-based, contract education curriculum and dual enrollmen | ٧. | 2016-2017 Council on | The BCC's Curriculum Committee representatives to CIPD are as follows: | |
|---|-----|------------------------|---|--------------------------------|
| and Development (CIPD) Representatives 2. Francisco Gamez/Lisa Cook, Dean of Instruction—they will be alternating 3. Jennifer Lowood, Curriculum Committee Co-Chair 4. Joseph Bielanski, Articulation Officer, Curriculum Committee Co-Chair 5. Fabian Banga, Faculty Senate Representative 6. Alejandria Tomas, Curriculum and SLO Assessment Specialist VI. Fail 2016 Curriculum Overview Presentations Schedule 1. Fabi Collowing disciplines/departments have not attended a Curriculum Committee neeting to present their curriculum overview: • ASL • ESL • US • ESL • MMART • Science and Biotechnology • EDUC/LRINE VII. Curriculum Institute • In the following individuals attended the 2016 Curriculum Institute: • Jenny Lowood • Joseph Bielanski • Lida McAllister • Alejandria Tomas Below are some of the topics that were covered during the Curriculum Institute, and the attendees deemed that it would be great to share these with the whole committee, so these topics would be agendized throughout the year. • Fall Topics • UC Transfer Pathways • Transformation Grant • UC Transfer Pathways • Transformation Grant • UC Transfer Pathways | | Instruction, Planning, | | |
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| enrollment | | | | |
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| o 6 th Edition of the Program and Course Approval Handbook (PCAH)— | | | • 6 th Edition of the Program and Course Approval Handbook (PCAH)— | |
| December agenda | | | | |
| New ADT Programs | | | - | |
| | | | \sim | |

| | | Spring 2017 Topics | |
|-----------|----------------------|--|--------------------------------|
| | | Stand-alone courses | |
| | | Distance Education Curriculum and CANVAS | |
| | | CurricUNET Meta Assessment Module | |
| | | WICHE Passport | |
| VIII. 201 | 15-2017 Catalog | 2015-2017 Catalog Supplement was published in July 2016. An electronic copy is posted | |
| Sup | ıpplement | on the Catalog and Updates page on the BCC website | |
| | | (http://www.berkeleycitycollege.edu/wp/bccpub/bcc-catalog/) | |
| | | | |
| | | A. Tomas reported that she will soon disseminate the production timeline/deadlines for | |
| | | the 2017-2019 College Catalog. It was noted that Shirley Fogarino used to coordinate the | |
| | | catalog production with the help of a committee. T. Vo-Kumamoto announced that we | |
| | | are now in the process of hiring a full-time, permanent Public Information Officer. | |
| IX. Pro | ocess for Curriculum | Over the summer, J. Lowood, A. Krupnick, M. Clarke-Miller, and A. Tomas created a | |
| De | evelopment— | document that shows how to complete course proposals. They are still working on it. The | |
| | orking Document | document will be shared with everyone once the draft has been completed. | |
| X. Up | odated Information | No discussion. | |
| Re | egarding UC Transfer | | |
| Pat | nthways | | |
| XI. Cu | Irriculum Proposals | See attached. | MOTION: The CC approved all of |
| | | | the course and program |
| | | | proposals on the agenda. |
| | | | Unanimously approved. |
| | | | Motion carries. |
| XII. Otl | ther | No discussion. | |
| XIII. Ne | ext Meeting Date | Tech Review: September 8, 2016 and Curriculum Committee: September 15, 2016 | |
| XIV. Ad | djournment | 11:58 p.m. | |

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