



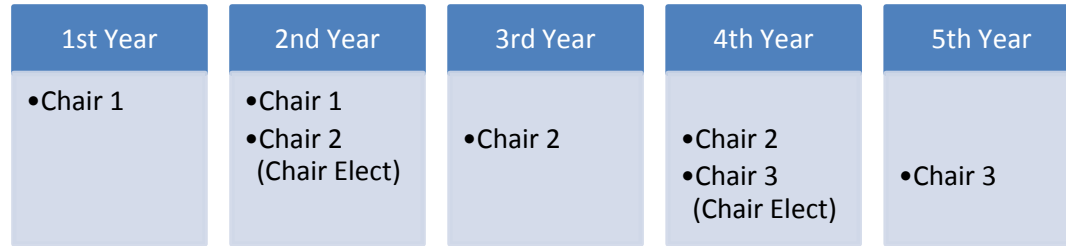
**BERKELEY CITY COLLEGE**  
**Curriculum Committee (CC)**  
**Meeting Minutes**  
**September 1, 2016**



**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
<b>I. Call to Order</b>	10:02 a.m.	MOTION: The CC approved the agenda as is. Unanimously approved. Motion carries.
<b>II. Approval of Meeting Minutes</b>		MOTION: The CC approved the April 21 and May 19, 2016 meeting minutes. Unanimously approved. Motion carries.
<b>III. Curriculum Committee By-Laws/2016-2017 Curriculum Committee Leadership</b>	<p>Over the summer, the following individuals met to develop the by-laws for the Curriculum Committee:</p> <ul style="list-style-type: none"> <li>• Cleavon Smith, Academic Senate President</li> <li>• Kelly Pernell, Academic Senate Representative</li> <li>• Thomas Kies, Chair of Department Chairs Council</li> <li>• Jayne Matthews, Former Curriculum Committee Chair</li> <li>• Jenny Lowood, Curriculum Committee Chair</li> <li>• Alejandria Tomas, Curriculum and SLO Assessment Specialist</li> </ul> <p>The Curriculum Committee reviewed the document and has the following comments:</p> <ul style="list-style-type: none"> <li>• The term for the chair is not specified. It should be 2 years.</li> <li>• The chair should never be elected, as this position will be filled by the chair elect.</li> <li>• The chair will no longer serve as the representative for the department once elected. Another representative must be appointed by the department.</li> <li>• In an event of a tie, the chair will serve as the tie vote</li> <li>• We should consider adding a DE Coordinator position as a voting member on the Curriculum Committee.</li> </ul>	<p>J. Lowood, J. Bielanski, and A. Tomas will edit the Curriculum Committee by-laws draft based on the comments provided during today's meeting.</p>

- 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:



J. Lowood announced that due to the Transformation Grant that BCC obtained, she would be much occupied this semester, so she would have to share the responsibility of chairing the Curriculum Committee.

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 Membership**

The Curriculum Committee’s voting members are as follows:

1. Arts and Cultural Studies—Ari Krupnick
2. Business/CIS—Leonard Chung
3. Curriculum Co-Chair/English, ESL, Education, LRNRE—Jenny Lowood
4. LIS/Librarian—Jenny Yap
5. Modern Languages—Fabian Banga
6. Multimedia Arts—Mary Clarke-Miller
7. 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. American Sign Language
2. Counseling
3. Mathematics

<b>V. 2016-2017 Council on Instruction, Planning, and Development (CIPD) Representatives</b>	<p>The BCC's Curriculum Committee representatives to CIPD are as follows:</p> <ol style="list-style-type: none"> <li>1. Tram Vo-Kumamoto, Vice President of Instruction</li> <li>2. Francisco Gamez/Lisa Cook, Dean of Instruction—they will be alternating</li> <li>3. Jennifer Lowood, Curriculum Committee Co-Chair</li> <li>4. Joseph Bielanski, Articulation Officer, Curriculum Committee Co-Chair</li> <li>5. Fabian Banga, Faculty Senate Representative</li> <li>6. Alejandria Tomas, Curriculum and SLO Assessment Specialist</li> </ol>	
<b>VI. Fall 2016 Curriculum Overview Presentations Schedule</b>	<p>The following disciplines/departments have not attended a Curriculum Committee meeting to present their curriculum overview:</p> <ul style="list-style-type: none"> <li>• ASL</li> <li>• LIS</li> <li>• ESL</li> <li>• MMART</li> <li>• Science and Biotechnology</li> <li>• EDUC/LRNRE</li> </ul>	<p>A. Tomas will send an email to these disciplines/departments requesting them to attend Curriculum Committee meeting and provide a curriculum overview presentation.</p>
<b>VII. Curriculum Institute</b>	<p>The following individuals attended the 2016 Curriculum Institute:</p> <ul style="list-style-type: none"> <li>• Jenny Lowood</li> <li>• Joseph Bielanski</li> <li>• Linda McAllister</li> <li>• Mary Clarke Miller</li> <li>• Cleavon Smith</li> <li>• Francisco Gamez</li> <li>• Alejandria Tomas</li> </ul> <p>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.</p> <ul style="list-style-type: none"> <li>• Fall Topics <ul style="list-style-type: none"> <li>○ UC Transfer Pathways</li> <li>○ Transformation Grant</li> <li>○ CTE "Strong Workforce Grant," Data Unlocked, Moving in, through, and on, and codes</li> <li>○ Non-credit, fee-based, contract education curriculum and dual enrollment</li> <li>○ 6<sup>th</sup> Edition of the Program and Course Approval Handbook (PCAH)—December agenda</li> <li>○ New ADT Programs</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• Spring 2017 Topics <ul style="list-style-type: none"> <li>○ Stand-alone courses</li> <li>○ Distance Education Curriculum and CANVAS</li> <li>○ CurricUNET Meta Assessment Module</li> <li>○ WICHE Passport</li> </ul> </li> </ul>	
<b>VIII. 2015-2017 Catalog Supplement</b>	<p>2015-2017 Catalog Supplement was published in July 2016. An electronic copy is posted on the Catalog and Updates page on the BCC website (<a href="http://www.berkeleycitycollege.edu/wp/bccpub/bcc-catalog/">http://www.berkeleycitycollege.edu/wp/bccpub/bcc-catalog/</a>)</p> <p>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.</p>	
<b>IX. Process for Curriculum Development— Working Document</b>	Over the summer, J. Lowood, A. Krupnick, M. Clarke-Miller, and A. Tomas created a document that shows how to complete course proposals. They are still working on it. The document will be shared with everyone once the draft has been completed.	
<b>X. Updated Information Regarding UC Transfer Pathways</b>	No discussion.	
<b>XI. Curriculum Proposals</b>	See attached.	MOTION: The CC approved all of the course and program proposals on the agenda. Unanimously approved. Motion carries.
<b>XII. Other</b>	No discussion.	
<b>XIII. Next Meeting Date</b>	Tech Review: September 8, 2016 and Curriculum Committee: September 15, 2016	
<b>XIV. Adjournment</b>	11:58 p.m.	

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