



**BERKELEY CITY COLLEGE**  
**Curriculum Committee (CC)**  
**Meeting Minutes**  
**September 15, 2016**



**PRESENT:** Joseph Bielanski, Leonard Chung, Mary Clarke-Miller, Barbara Des Rochers, 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 September 1, 2016 meeting minutes. Unanimously approved. Motion carries.
<b>III. UC Transfer Pathways</b>	<p>A copy of the UC Transfer Pathways templates were disseminated to the appropriate departments. These will also be disseminated to chairs. The following were discussed:</p> <ul style="list-style-type: none"> <li>• The departments were asked to complete the BCC courses column.</li> <li>• There are some courses on the UC Transfer Pathways requirements that are not available at BCC. Could we provide an alternate comparable course? Since completion of the pathways do not guarantee admission, it might not hurt students to know the alternative courses.</li> <li>• Students should be advised that they should mention completing a pathway on their personal statements that would go along with their application.</li> <li>• Currently, there is no system in place to indicate completion of a pathway in student transcripts. There is a state movement to address this issue.</li> <li>• We need to consider how to advertise these pathways? Maybe we should include them in the catalog or create a webpage for it in the BCC website.</li> <li>• J. Bielanski, Articulation Officer, asked to be informed of courses that are not but should be articulated.</li> </ul>	Departments will report on initial findings on the October 6, 2016 Curriculum Committee meeting.



<ul style="list-style-type: none"> <li>• <b>Meta Updates</b></li> </ul>	<ul style="list-style-type: none"> <li>• The following issues have to be resolved before the district functionality can be implemented: <ul style="list-style-type: none"> <li>○ Course family issues caused by cloning in V2.</li> <li>○ Users with no college association.</li> </ul> </li> <li>• We are currently having a programming issue that prohibits a proposal to be launched when the DE checkbox is not checked even for courses that are not and should not be offered via DE.</li> <li>• Effective immediately, the district has control over creating new user accounts so that they can verify the employee's status.</li> </ul>	
<b>V. Catalog Timeline</b>	<p>A. Tomas disseminated a proposed timeline for curriculum to be included on the 2017-2019 college catalog. The following were discussed:</p> <ul style="list-style-type: none"> <li>• The proposed timeline is based on the last catalog's production timeline and on the proposed 2017-2017 catalog timeline provided by Shirley Fogarino, current Public Information Officer (PIO).</li> <li>• While we are in the process of hiring a new PIO, S. Fogarino will be chairing the 2017-2019 Catalog Committee.</li> <li>• T. Vo-Kumamoto expressed her concern regarding the timeline. She noted that she expected the college to move to an earlier timeline where the catalog is released by late March or early April in time for early registration. She noted that she will speak with President Tomaneng about the timeline.</li> <li>• The district should consider having a live catalog.</li> </ul>	
<b>VI. Curriculum Committee By-Laws</b>	<p>The Curriculum Committee made the following changes to the draft of the Curriculum Committee By-Laws:</p> <ul style="list-style-type: none"> <li>• Added DE Coordinator to its membership. This position has 1 vote if not also representing their department. The DE Coordinator should be included in meta's approval workflow.</li> <li>• The Curriculum Committee Chair has one vote and its only in case of a tie.</li> <li>• The election timeline for the Chair-elect will be revised for clarification.</li> <li>• The Academic Senate President, not the Vice President of Instruction, will post the Curriculum Chair's job description.</li> </ul>	
<b>VII. Curriculum Proposals</b>	See attached.	MOTION: The CC approved all of the course and program proposals on the agenda. Unanimously approved. Motion carries.
<b>VIII. Other</b>	No discussion.	
<b>IX. Next Meeting Date</b>	Tech Review: September 22, 2016 and Curriculum Committee: October 6, 2016	
<b>X. Adjournment</b>	11:42 p.m.	

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