PRESENT: Joseph Bielanski, Leonard Chung, Barbara Des Rochers, Mary Clarke-Miller, Ari Krupnick, Jennifer Lowood, Linda McAllister, Emie Mitsuno Hernandez, Alejandria Tomas, Tram Vo-Kumamoto, Jenny Yap

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. Call to Order	10:07 a.m.	MOTION: The CC approved the agenda as is. Unanimously approved. Motion carries.
II. Approval of Meeting Minutes		MOTION: The CC approved the October 6, 2016 meeting minutes as amended. Unanimously approved. Motion carries.
III. Meeting Location	The Curriculum Committee meetings for the rest of the semester will be held in the TLC (Room 341) except on December 1, 2016, which will be held in Room 451A.	
IV. UC Transfer Pathways	The following were discussed: • The Articulation Agreement by Major (AAM) for the UC Tranfer Pathways majors were disseminated for departments to identify the courses that are not currently articulated but should be. • It was noted that we have to be mindful of creating new courses for the UC Transfer Pathways. There are other ways to satisfy the requirements other than creating new courses such as concurrent enrollment at the UCs. • Cross-enrollment can have a negatively impact on community college transfers to UCs. If a student completes 80 units and 10 or more of those 10 units have been completed thru cross-enrollment, students can be considered senior versus junior standing so their application will not be given preferencial consideration. This is apparently not happening in UC Berkeley, but can happen at other UCs depending on how they train their application reviewers. We might have to consider creating policies to protect our students. • It was announced that there will be a new assist.org system which is currently being developed with governed. It is supposed to be connected to Curricunet meta, so automatic uploads from our system is possible.	

V.	**Distance Education (DE) Checklist**	The DE Coordinators districtwide agreed to review the BCC suggestions/concerns and other examples from other districts. This issue will also be discussed during the November 2016 Council on Instructional Planning and Development (CIPD) meeting. It was also noted that our District is in the process of migrating from Moodle move to Canvass.	J. Bielanski will send the proposed timeline for the migration from Moodle to Canvass.
VI.	**Catalog Timeline for New and Revised Courses**	The following were discussed: • The timeline should be disseminated to department chairs. We need to emphasize that all new and revised courses that have not received state approval by April 14, 2017 will not be included in the 17-19 Catalog. We also need to remind Department Chairs that they will be reviewing the final draft of the catalog from May 1 to 5, 2017. • The college is in the process of hiring a Public Information Officer (PIO). The advertising period just closed, and the hiring committee is now in the process of reviewing applications. The new PIO might be in place by Spring 2017, and Shirley Fogarino, current part-time PIO, will be asked to assist during the transition.	A. Tomas will send the 2017-2019 Catalog Timeline for New and Revised Courses to Thomas Kies, Chair of Chairs, so that he can disseminate the information to all Department Chairs.

VII.	**Curriculum Committee By-Laws**	The Academic Senate approved the Curriculum Committee By-Laws. This should be posted on the Academic Senate and Curriculum Committee websites.
		
		It was also noted that Kelly Pernell, Academic Senate President, will soon have to post the job descriptions for the Curriculum Chair and Chair Elect. The following were discussed:
		• A. Tomas and J. Bielanski are drafting the email announcement for K. Pernell, who will send the message to the BCC-Faculty email.
		• The reassigned time for the position(s) have to be included in the email announcement. It was noted that the reassigned time is .4 for Fall and .4 for Spring. Below is the proposed allocation of the reassigned time woith the understanding that it may change if the Chair and Chair Elect agrees to have a different distribution of reassigned time:
		    o Fall 2017
		        ▪ .3 Chair
		        ▪ .1 Chair Elect
		    o Spring 2018
		        ▪ .2 Chair
		        ▪ .2 Chair Elect	

	o Fall 2018 to Spring 2019 ▪ .4 for the Chair Elect who will be Chair by this time • It should be noted that these positions may require work during breaks.	
VIII. Curriculum Proposals	See attached. The following were discussed regarding the changes to CHEM 1A: • The Chemistry departments districtwide have agreed to change CHEM 1A's requisites from "Prerequisite: MATH 203 or 211D. Recommended preparation: CHEM 30A or 50" to "Prerequisites: MATH 203 or MATH 211A-D, and CHEM 30A or CHEM 50 or Diagnostic test with a passing score of 50% or higher or Passing score on AP Chemistry exam of 3 or higher. Recommended Preparation: High School Chemistry." • With the changes in prerequisites, we should expect changes in enrollment patterns. We also need to keep in mind that some of these prerequisites will require substantial manual enrollment. • There is a state/nationally approved Chemistry diagnostic test that is being used by several other colleges like De Anza College. • Students who have not taken Chemistry in a long time should be advised to take CHEM 30A.	MOTION: The CC approved all of the course and program proposals on the agenda. Unanimously approved. Motion carries. J. Bielanski will send a copy of the state approved Chemistry diagnostic test to members of the CC.

IX. Other
  • **Curriculum Development Training Materials**
 	
  • **Articulation with High Schools**
	J. Lowood, A. Krupnick, and M. Clarke Miller will create a website/moodle shell for the curriculum development training materials.
	
	Tram Vo-Kumamoto, Vice President of Instruction has requested this item to be added on the agenda. It was reported that there is a statewide movement for high schools to create articulation partnerships with community/junior colleges. The following were discussed:
	• T. Vo-Kumamoto reported that BCC is currently working with the school district in Berkeley, Emeryville, Albany, and Piedmont in articulating some of their courses with ours specifically in the areas of Advanced Placement (AP) and Career and Technical Education (CTE).
	• One of the goal is to provide a way for students to receive college credit when test taking is not one of their strengths.	

	• The following concerns were raised:
	    o How is this conducted statewide? What districts are doing this and how are they doing it?
	    o Will four year universities accept the credits given for the high school articulated courses? How will this affect the credits for courses included in the general educations' golden four areas?
	    o Who will be teaching these courses? Will they be hired by BCC or by the high school? Will they meet community colleges' minimum qualifications? Will they be train and eventually evaluated by BCC instructors?
	    o Will there be a vetting process? If so, will the vetting be on the course level or instructor level?
	    o How often will the courses be reviewed?
	    o Is there a best practices model?
	• This topic will also be brought to the BCC Academic Senate and Department Chairs Council.	

• **Data Unlocked**	T. Vo-Kumamoto reported that BCC received a two-year allotment of $50,000 to clean up our curriculum data, especially on CB Data Elements. Kathy Booth, Senior Research Associate from WestEd, was assigned to help BCC with the data clean-up.	
• **Accreditation Visit**	The Accerditation Team will be visiting Berkeley City College on Monday, November 7, 2016.	
X. Next Meeting Date	Tech Review: October 27, 2016 and Curriculum Committee: November 3, 2016	
XI. Adjournment	11:53 a.m.	

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