PRESENT: Fabian Banga, Leonard Chung, Barbara Des Rochers, Mary Clarke-Miller, Ari Krupnick, Jennifer Lowood, Linda McAllister, Alejandria Tomas, Tram Vo-Kumamoto, Jenny Yap
GUEST(S): Thomas Kies, Rachel Mercy Simpson

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. Call to Order	10:05 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 20, 2016 meeting minutes as amended. Unanimously approved. Motion carries.

III. Curriculum Overview Presentation: Multimedia Arts Department	Mary Clarke-Miller and Rachel Mercy Simpson, Multimedia Arts Department Co-Chairs, presented their department's curriculum overview. Materials regarding the presentation were disseminated. The following were discussed:
	• The department is working on encouraging students to obtain a Bachelor's degree in the field. They are working on building articulation agreements with several four year colleges/universities.
	• Certificates of Proficiency (CPs) in the disciplines were once created to track students who take only a few classes to advance their skills. However, the department was encouraged to consolidate their CPs and increase the Certificates of Achievement because of the following reasons:
	   o CPs do not qualify for financial aid.
	   o Filing for CPs is a manual process, which makes it complicated for students. There are other ways to track students.
	• The department is also exploring the possibility of creating noncredit curriculum.
		Due to time constraints, the presentation will be continued onto the next meeting.

IV. UC Transfer Pathways	Please submit completed Articulation Agreement by Major reports to Joseph Bielanski before the end of the Fall 2016 semester.	
V. Distance Education (DE) Checklist	L. McAllister, BCC DE Coordinator, reported that there might be a possibility that the DE Checklist originally disseminated by Inger Stark, Laney's DE Coordinator, will not be adopted.	

VI. Course Update/Review Schedule	During the last program review cycle, all departments were asked to provide a course update schedule. A. Tomas disseminated a list of courses that have not been updated based on the schedule. She asked all departments to provide her with an update as to when those courses will be reviewed/updated.	

VII. Technical Review Strategies	It was noted that we need to improve our system of reviewing proposals. The following were discussed:
	
	• J. Lowood, A. Krupnick, and M. Clarke-Miller are creating a curriculum development manual, and this will help faculty become more familiar with the process.
	• It was suggested that a google doc be created listing all the proposals that will be on the Technical Review agenda. Each member of the Curriculum Committee will be assigned a particular area in the course proposal to review and they will be providing their feedback on the google doc. The feedback will be sent to the faculty originators, and they would have to address the requested revisions before the proposal can be added back into the agenda. Below are the members' assigned area(s):
	    o A. Tomas—justification, list of changes, units/hours, degree transfer
	    o L. McAllister—Distance Education
	    o B. Des Rochers—Lecture/Lab Content
	    o J. Lowood—Student Performance Objectives, Student Learning Outcomes
	    o J. Yap—Library, Texts, Readings, and Materials, Lecture/Lab Content
	    o F. Banga—Assignments
	    o J. Bielanski—Cover, General Education
	    o M. Clarke-Miller—Methods of Instruction
	    o A. Krupnick—Requisites, Content Review
	    o L. Chung—Ensuring that the Lecture/Lab Content matches with the Student Performance Objectives
	• A test run will be done for the November 10, 2016 Technical Review agenda with the understanding that no proposal will be tabled if requested revisions were not addressed prior to the meeting.
	• Implementation timeline will be discussed during the next meeting.	

VIII. Curriculum Committee By-Laws • **Curriculum Chair and Chair Elect Job Announcement**	Per the Curriculum Committee By-Laws, Kelly Pernell, BCC Academic Senate President sent the job announcement for the Curriculum Chair and Curriculum Chair Elect. All nominees' names will be forwarded to the Curriculum Specialist.	

• **Curriculum Chair Elect Qualifications**	While the job announcement was being drafted, it was noticed that the desirable/minimum qualification(s) for the Curriculum Chair Elect was not clearly stated on the Curriculum By-Laws. The current draft of the Curriculum Committee By-Laws states "Every two years, the Curriculum Committee will elect a new "Chair Elect" from among its faculty members,…" Some members of the Curriculum Committee felt that the intention of this sentence is to convey that someone must have been a member of the BCC Curriculum Committee to be nominated as Chair Elect. Others felt that this is too restrictive and that the qualification for nomination should be broadened to include individuals who have served in a Curriculum Committee or in a faculty role that supported curriculum development, and that a rubric can be established for the election.	This item will be added to the next meeting agenda for further discussion.
• **Correction to the Curriculum Committee's By-Laws**	On page 2, the section originally entitled " Appointments, Vacancies, and Election of Chairperson" should be changed to " Appointments, Vacancies, and Election of Chair Elect."	
IX. Curriculum Proposals	See attached.	MOTION: The CC approved all of the course and program proposals on the agenda. Unanimously approved. Motion carries.
X. Other • **Textbook Affordability**	J. Yap, Librarian, reported that BCC received a grant to implement open educational resources (OER) at our college. The goal of the grant is to encourage faculty to convert from expensive textbooks to free or low-cost online materials that help make college more affordable and accessible to students. Professional development workshops will be held to train faculty. It was also announced that BCC is applying for a planning grant to create zero textbook cost degrees and certificates called Z-Degrees. J. Yap will soon be attending a meeting/conference about this. The following were discussed: • Will general education requirements also need to be participate in the program to qualify as a Z-degree? If so, we might not any qualifying programs. • Departmental and faculty leaders will be convened to discuss Z-degrees in early spring to see if we have enough interest.	
XI. Next Meeting Date	Tech Review: October 13, 2016 and Curriculum Committee: October 20, 2016	
XII. Adjournment	12:04 p.m.	

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Notes Taken by: A. Tomas