



BERKELEY CITY COLLEGE
Curriculum Committee (CC)
Meeting Minutes
February 16, 2017



PRESENT: Fabian Banga, Chris Bernard, Joseph J. Bielanski, Jr., Mary Clarke-Miller, Lisa Cook, Barbara, Des Rochers, Ari Krupnick, Jennifer Lowood, Linda McAllister, Alejandria Tomas

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. Call to Order	10:11 a.m.	MOTION: The CC approved the February 16, 2017 agenda. Unanimously approved. Motion carried.
II. Approval of Meeting Minutes		MOTION: The CC approved the February 2, 2017 meeting minutes. Unanimously approved. Motion carried.
III. Independent Study Process	<p>The CC reviewed the Independent Study procedures and application form. The following items were discussed:</p> <ul style="list-style-type: none"> • Upon reviewing Administrative Procedure 4104 Independent Study, it was determined that a number of items need revision. However, since this applies to all four colleges, we should inquire on how the other colleges conduct their Independent Study and the form they use. We should also request that the District Academic Senate review this procedure. • We should have an Independent Study instruction page that contains the following information: <ul style="list-style-type: none"> ○ Only full-time instructional faculty members can conduct Independent Study, and they are not compensated for the class. ○ Student should provide an unofficial transcript so that the instructor can verify the conditions for Independent Study. ○ The department chair should approve the form and verify that there are no comparable course in the district. • It was noted that not all disciplines in the college have Independent Study courses. 	
IV. Two Year Course Sequence for All Programs	Tomas noted that departments should review their two-year course sequence for their programs for the 2017-2019 College Catalog.	

V. Temporary Deactivations from Fall 2014 to Spring 2015	<p>A list of the courses that were temporarily deactivated from Fall 2014 to Spring 2015 was disseminated. The following were topics discussed:</p> <ul style="list-style-type: none"> • When the temporary deactivation category was initially created, it was established that a course can be temporarily deactivated for 2 years. • It was decided that departments will be given the option to update and offer the course the year after the course has been temporarily deactivated. • Permanent deactivation does not mean the course can never be offered again. They can still be reactivated in the future, but they would have to go through the articulation process as well as the course approval process again. • Departments will be given until Thursday, April 6th to repond on whether the courses on the list should be temporarily or permanently deactivated. If not, we will permanently deactivate them by the end of this semester. 	
VI. Curriculum Inventory Updates/Status of Proposals	<p>In line with BCC's participation on the Chancellor's Office Curriculum Inventory (COCI) beta testing as a pilot college, we will be losing access to the current Curriculum Inventory on Monday, March 20th. All proposals that were approved by CIPD during the Fall 2016 semester have been approved by the State, so we currently have no pending proposals in the Curriculum Inventory.</p>	
VII. Curriculum Proposals	<p>See attached.</p>	<p>MOTION: The CC approved all the curriculum proposals presented during today's meeting. Unanimously approved. Motion carried.</p>
VIII. Other	<p>No discussion.</p>	
IX. Next Meeting Date	<p>Tech Review: February 23, 2017 and Curriculum Committee: March 2, 2017</p>	
X. Adjournment	<p>11:57 a.m.</p>	

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