



**BERKELEY CITY COLLEGE**  
**Curriculum Committee (CC)**  
**Meeting Minutes**  
**March 2, 2017**



**PRESENT:** Fabian Banga, Chris Bernard, Joseph J. Bielanski, Jr., Mary Clarke-Miller, Barbara, Des Rochers, Ari Krupnick, Jennifer Lowood, Linda McAllister, Emie Mitsuno Hernandez, Alejandria Tomas, Tram Vo-Kumamoto

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
<b>I. Call to Order</b>	10:08 a.m.  The following item was added to the agenda: <ul style="list-style-type: none"> <li>• Course offerings from Summer 2014 to Spring 2017.</li> </ul>	MOTION: The CC approved the agenda as amended. Unanimously approved. Motion carried.
<b>II. Approval of Meeting Minutes</b>		MOTION: The CC tabled the approval of the February 16, 2017 meeting minutes. Unanimously approved. Motion carried.
<b>III. Program Proposal Checklist</b>	A. Tomas disseminated a documented listing all of the information and documents needed in different types of program proposals. The following were discussed: <ul style="list-style-type: none"> <li>• The division of responsibility in reviewing the different areas in a program proposal should be based on the requirements for new program or substantial change proposals.</li> <li>• It might help to group different areas.</li> <li>• A. Tomas is planning on adding links to the different areas that will lead to templates, descriptions, and/or examples.</li> </ul>	
<b>IV. Independent Study Process</b>	The Independent Study Application forms from College of Alameda, Laney College, and Merritt College were disseminated. The following were discussed: <ul style="list-style-type: none"> <li>• It was noted that the Independent Study application process will be discussed during one of the Council of Instruction, Planning, and Development (CIPD) meetings this semester. BCC should still revise our application form, so that we know what we would like to have on the districtwide form if one will be created.</li> <li>• There should be “Yes or No” questions on the form. For example, “Is there a course that covers this topic within the whole district? Yes/No. If yes, then you cannot move forward with the application.”</li> <li>• There should be a field in the application form regarding student learning outcomes and assessment.</li> </ul>	

<b>V. Two Year Course Sequence for All Programs</b>	A. Tomas provided a list of programs that are new or were modified within the last two years and asked that the Curriculum Committee members review the course sequences for the programs in their areas.	
<b>VI. Temporary Deactivations from Fall 2014 to Spring 2015</b>	A list of the courses that were temporarily deactivated from Fall 2014 to Spring 2015 was disseminated to the Curriculum Committee during its last meeting. It was also sent to department chairs via email right after the meeting. They were asked to determine if the course(s) should be permanently deactivated. If not, they were given the option to update and offer the course within a year. There might be cases where reactivated courses have been scheduled, but for some reason, the class was cancelled. In these cases, the Curriculum Committee should be informed so that they can reevaluate the relevance of the course.	
<b>VII. Curriculum Overview</b>	Below is a schedule of the curriculum overview presentations during the Spring 2017 semester: <ul style="list-style-type: none"> <li>• May 4: LIS/Library, LRNRE/Education</li> <li>• May 18: Science and Biotechnology</li> </ul> <p>American Sign Language (ASL) has not provided a date of their presentation. T. Vo-Kumamoto will follow-up with the department.</p>	
<b>VIII. Curriculum Proposals</b>	See attached.	
<b>IX. Other</b> <ul style="list-style-type: none"> <li>• <b>Curriculum Offerings from Summer 2014 to Spring 2017</b></li> </ul>	A. Tomas disseminated a report showing course offerings for all active courses from Summer 2014 to Spring 2017. Highlighted in gray are courses that have not been offered in 9 semesters/3 years. Departments should review these courses and determine if they should be deactivated (permanently or temporarily).	
<b>X. Next Meeting Date</b>	Tech Review: March 9, 2017 and Curriculum Committee: March 16, 2017	
<b>XI. Adjournment</b>	12:02 p.m.	

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