



BERKELEY CITY COLLEGE
Curriculum Committee (CC)
Meeting Minutes
March 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, Emie Mitsuno Hernandez, Alejandria Tomas

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. Call to Order	10:07 a.m. The following item was added to the agenda: <ul style="list-style-type: none"> • Independent Study Application 	MOTION: The CC approved the agenda as amended. Unanimously approved. Motion carried.
II. Approval of Meeting Minutes		MOTION: The CC approved the February 16 and March 2, 2017 meeting minutes. Unanimously approved. Motion carried.
III. CIPD Report <ul style="list-style-type: none"> • SAM Codes 	BCC proposed to change the SAM Codes for three courses (BUS 5, 10, 56), which are courses that are also offered in the other colleges. The following were discussed: <ol style="list-style-type: none"> a. The initial issue was that PeopleSoft could only take one SAM Code for common courses offered at different colleges. A. ElMasry reported finding a solution to the issue and we are now able to enter different SAM Codes for a course that is offered at different colleges. b. The question was raised as to the appropriateness of having different SAM Codes for a course that is offered at different colleges and should it be a districtwide change. It was noted that SAM Code determines the place of a course in a program and since we offer different programs, a course at BCC can be placed differently at their program than how that same course is placed at a different program at Merritt, so SAM Codes can be different. c. Another point of contention was the definition of “B = possibly occupational” courses. Should all introductory courses be placed in that category and should this be uniform districtwide? A. ElMasry sent an inquiry to the State Chancellor’s Office. 	

<ul style="list-style-type: none"> • Proposal to include Financial Aid Advisor in the college curriculum committee 	<p>There was a proposal to include Financial Aid Advisor in the college curriculum committee. It was noted that it might be sensible to invite the Financial Aid Supervisor to one meeting per semester to report on changes to financial aid policy. It was also shared that in BCC, the Financial Aid Supervisor is in constant contact with the Curriculum Specialist regarding program changes for reporting purposes.</p>	
<p>IV. Program Proposal Checklist</p>	<p>Below are the different sections of a program proposal and the CC members who volunteered to review them:</p> <p>Bielanski, Joseph</p> <ul style="list-style-type: none"> • <i>Narrative</i> <ul style="list-style-type: none"> ○ <i>Program Goals and Objectives</i> ○ <i>Catalog Description</i> ○ <i>Program Requirements</i> ○ <i>Master Planning</i> ○ <i>Enrollment Completer and Projections (shows enrollment history for existing courses)</i> ○ <i>Place of Program in Curriculum/Similar Programs</i> ○ <i>Similar Programs at Other Colleges in Service Area (Can be downloaded from Curriculum Inventory)</i> <p>Clarke-Miller, Mary</p> <p>If it is a Career Technical Education (CTE) Program</p> <ul style="list-style-type: none"> • <i>Bay Area Community College Consortium (BACCC) Request for Program Endorsement—New Credit Program Application Form</i> • <i>Advisory Committee Meeting Minutes</i> • <i>Labor Market Information and Analysis</i> • <i>SAM Codes for Courses in the Program</i> • <i>Net Annual Labor Demand</i> • <i>Career Opportunities</i> <p>Des Rochers, Barbara</p> <ul style="list-style-type: none"> • <i>Catalog Description</i> • <i>Justification</i> <ul style="list-style-type: none"> ○ For new programs, what role does this program play in the department or college? ○ For change in program, what are the changes? • <i>Program Requirements</i> 	

	<p>Krupnick, Ari and Mitsuno-Hernandez, Emie If Associate Degree for Transfer (ADT)</p> <ul style="list-style-type: none"> • <i>Transfer Model Curriculum (TMC Template)</i> • <i>Articulation Documents</i> • C-ID submission for approval <p>Lowood, Jenny</p> <ul style="list-style-type: none"> • Program Learning Outcomes (indicating assessment methods and ILO mapping) • <i>Program Learning Outcomes Matrix</i> <p>McAllister, Linda</p> <ul style="list-style-type: none"> • Course Sequence (Not Applicable to Certificates of Proficiency and Noncredit Programs) • Percent of Courses available as Distance Education <p>Tomas, Ally</p> <ul style="list-style-type: none"> • Program Goal • Similar Programs at Other Colleges in Service Area 	
<p>V. Temporary Deactivations from Fall 2014 to Spring 2015</p>	<p>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. The CC representatives were reminded that the deadline for this is on Thursday, April 6th.</p>	
<p>VI. Distance Education Approval for all Active Courses</p>	<p>A list of all our active courses and their approved DE delivery methods was disseminated. The list still needs to be reviewed by A. Tomas.</p>	
<p>VII. April 6th Curriculum Committee Meeting— Chair and Minute Taker Needed</p>	<p>J. Bielanski and A. Tomas will not be present during the April 6th Curriculum Committee meeting, so we are in need of some who will chair the meeting and another person who will take the minutes for the meeting. A. Krupnick and J. Lowood volunteered. They will work out the details as to who will chair and who will take the minutes.</p> <p>It was also noted that J. Bielanski will not be able to chair the following meetings:</p> <ul style="list-style-type: none"> • March 23 • April 6 	

	<ul style="list-style-type: none"> • April 27 • May 4 <p>A. Krupnick and J. Lowood will alternate in chairing those meetings.</p>	
VIII. Curriculum Overview	<p>Below is a schedule of the curriculum overview presentations during the Spring 2017 semester:</p> <ul style="list-style-type: none"> • May 4: LIS/Library, LRNRE/Education • May 18: Science and Biotechnology <p>American Sign Language (ASL) has not provided a date of their presentation. T. Vo-Kumamoto will follow-up with the department.</p>	
IX. Curriculum Proposals	See attached.	
X. Other <ul style="list-style-type: none"> • Independent Study Application 	J. Bielanski and A. Tomas disseminated a draft of the Independent Study Application form that they worked on. It was discussed that more work needs to be done on the instructions to make it clearer for students.	A. Tomas will continue working on the draft of the Independent Study Application Form.
XI. Next Meeting Date	Tech Review: March 23, 2017 and Curriculum Committee: April 6, 2017	
XII. Adjournment	11:18 a.m.	

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