



BERKELEY CITY COLLEGE
Curriculum Committee (CC)
Meeting Minutes
November 30, 2017



Present: Chris Bernard, Joseph J. Bielanski, Jr., Mary Clarke-Miller, Ari Krupnick, Jenny Lowood, Linda McAllister, Emie Mitsuno Hernandez, Rowena Tomaneng, Jenny Yap, Nancy Cayton, Lisa Cook,

Absent: Fabian Banga, Barbara Des Rochers

Guests: Joe Doyle,

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. Call to Order	10:10 a.m.	MOTION: The CC approved the agenda. Unanimously approved. Motion carried.
II. Approval of Meeting Minutes		MOTION: The CC approved the November 9, 2017 meeting minutes with a correction. Unanimously approved. Motion carried.
III. Announcement	Course Cloning is Now Live in Curricunet Meta	After N. Cayton is trained, she will show the committee how to clone a class
IV. What Happens If Course Outlines Aren't Approved in a Timely Manner	Typically, courses that aren't reviewed are not scheduled. Career Education courses should be reviewed every 2 years and other courses every 3 years. The committee discussed a number of options to assist departments and faculty to review outlines well before such a deadline arrives.	Next step: a small group including faculty curriculum reps, the president (for the VPI), curriculum co-chairs, and specialist will review our process so that we can ensure that we have provided clear guidance for how to proceed with curriculum review.
V. Course and Program Consultation with Other Colleges	The committee reviewed AP 4020 in regard to consultation over curriculum. In order to ensure that consultation is taking place with new courses, the committee members agreed that the curriculum reps for the department bringing the course would check on Meta or the catalogs of other colleges to see if there are similar courses and consultation would be required.	1. Possible update to the tech review spreadsheet to show consultation. 2. The committee is interested in drafting a

		statement to put on CIDP agendas when they determine consultation is not necessary.
VI. Discussion of Possible Requirement to Number Change of ENGL 264A&B	A member of the curriculum committee at Laney indicated that the changes proposed by BCC, Laney and Merritt for ENGL 264A&B would require a number change. The committee reviewed page 45 of the PCAMP regarding when it is required to change course numbers. Based on the review of this information, it does not appear that the number must be changed. There was some question about how the list of items that are stated to require a number change was developed.	1. The committee supports keeping the number the same. To follow up on how the list was determined, 2. Nancy will send the committee members a list of what are substantial and non-substantial changes in the state's curriculum inventory.
VII. Draft Report of Guided Pathways Self-Assessment (Lisa Cook)	Lisa Cook lead a discussion about the Guided Pathways Self-Assessment Tool recently completed at BCC. Submission of this information to the State Chancellor's Office will allow us to be eligible for a grant to adopt a guided pathways framework.	The results from the self assessment will be on the agendas for the Round Table and Board of Trustees for approval. Work for this grant will take place in the Education Committee.
VIII. Deactivations in Multimedia	The following courses can be deactivated now: MMART 048UX, 048UZ, 048VA, 048VB, and 149/149L.	These will be placed on the next curriculum committee list of curriculum agenda.
IX. Curriculum Proposals	See attached.	
X. Other	In an audit of Financial Aid at Laney, issues have been revealed with how we have written the justification for offering courses online. Particularly, we can't say that the courses are "self paced." On 12/4 Linda McAllister will present a revised statement to the Distance Education committee. Upon approval, the statement should replace what we currently have.	Linda will send the approved statement to the committee members.
XI. Tech Review for Multimedia Curriculum Changes	See attached.	
XII. Next Meeting Date	Combined Tech Review and Curriculum Committee: December 7, 2017. December 14 Curriculum Committee meeting is canceled. 12/7 is the final meeting of the committee for 2017.	Unanimously approved.
XIII. Adjournment	12:00 p.m.	