**Present:** Fabian Banga, Joseph J. Bielanski, Jr., Mary Clarke-Miller, Barbara Des Rochers, Ari Krupnick, Jennifer Lowood, Linda McAllister, Rowena Tomaneng, Jenny Yap, Nancy Cayton, Lisa Cook, Barbara Godoy
**Absent:** Chris Bernard, Emie Mitsuno Hernandez,
**Guests:** Joe Doyle, Justin Hoffman

| AGENDA ITEM | SUMMARY OF DISCUSSION | FOLLOW UP ACTION |
|---|---|---|
| **I.** Call to Order | 10:04 a.m. | MOTION: The CC approved the agenda. Unanimously approved. Motion carried. |
| **II.** Approval of Meeting Minutes | | MOTION: The CC approved the October 19, 2017 meeting minutes. Unanimously approved. Motion carried. |
| **III.** Announcement | COPED 450 & 451 work group meeting will take place 11/20, 10 am to noon at the district office, room TBA. Interested parties to contact Amany ElMasry. Nancy Cayton and Jayne Matthews are scheduled to attend. | |
| **IV.** CIPD Report | See attached | |
| **V.** Email Communication Policy for Distance Education Courses | Linda McAllister discussed creating a policy for DE class to indicate that email and announcements to students be noted as weekly on the course outline to meet the requirement of regular and effective contact with students. The current district Administrative Procedure was shared, however, it is under revision now. Additionally, a work group is creating a DE plan for the district. | |
| **VI.** Tech Review Assigments for Committee Members | Assignments were reviewed and the task of reviewing Requisites and Content Validation for courses was assigned to Emie Mitsuno Hernandez who did not previously have an assignment. She is also assigned a role in program review to review ADTs for transfer model curriculum articulation documets C-ID submission for approval | |

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|---|---|---|
| **VII.** MATH 230 & 240 | Due to the approval of these math courses, the pre-requisites, co-requisites, and recommended preparation need to be updated in other courses; some relevant BCC courses include ASTR 10, PHYS 10,BIOL 50A, CHEM 30A as well as Biotechnology Certificate of Proficiency. | |
| **VIII.** Dual Enrollment and Block Scheduling | Tabled. | |
| **IX.** What Happens If Course Outlines Aren't Updated in a Timely Manner | Tabled. | |
| **X.** Curriculum Proposals | See attached. | |
| **XI.** Tech Review for Multimedia Curriculum Changes | See attached. | |
| **XII.** Next Meeting Date | Tech Review: November 16, 2017 and Curriculum Committee: November 30, 2017 | |
| **XIII.** Adjournment | 12:05 p.m. | |

Notes Taken by: N. Cayton