



BERKELEY CITY COLLEGE
Curriculum Committee (CC)
Meeting Minutes
February 1, 2018



Present: Chris Bernard, Joseph J. Bielanski, Jr., Mary Clarke-Miller, Ari Krupnick, Jenny Lowood, Linda McAllister, Emie Mitsuno Hernandez, Kuni Hay, Jenny Yap, Nancy Cayton, Fabian Banga, Barbara Des Rochers

Absent: none

Guests: none

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. Call to Order	10:05 a.m.	MOTION: The CC approved the agenda. Unanimously approved. Motion carried.
II. Approval of Meeting Minutes	Minutes from 11/20 & 12/7/17	MOTION: The CC approved both sets of meeting minutes. Unanimously approved. Motion carried.
III. Curriculum Committee Membership	Current members confirmed to continue for 2018-19 (see attached). Some members fill more than one position but have only one vote. The positions for Math and ASL are vacant. We will contact the departments for a representative.	We will contact the departments for a representative.
IV. Ideas to Streamline Tech Review Process	A number of ideas were discussed, these included better or earlier communication with the originator, requiring the originator to come to the tech review or meet with their curriculum rep., providing the boilerplate language that we use so that the originator can put that into the outline via email and online, and have curriculum meetings at the end of each tech review to approve outlines that are ready.	1. Ari will write his ideas down and share with the committee. 2. Nancy will compile the boilerplate language from each area to create one document and send it out. Contributors to this list are: Joseph for course description format, Jenny for SLOs, Chris for timeliness of texts, Linda for DE, Fabian for common errors that are made in the areas he reviews, and Nancy for duration of course.

V. Adding a Consultation Check to Tech Review Process	By agreement of the committee, an additional column will be added to our shared tech review document on consultation. The committee chairs will note if consultation is advised and/or what consultation has taken place.	Nancy will add the new column to the document.
VI. Draft Statement Regarding Consultation	The committee discussed the issue of consultation with faculty at the other campuses. AP 4020 was reviewed. Questions that remain are, how long should campuses have to wait for agreed upon changes to be completed and presented at CIPD by all campuses.	No statement has been drafted. Jenny requested that this issue be brought to CIPD as it is affecting ENGL 264A & B.
VII. Curriculum Proposals	See attached.	
VIII. Other	A. Jenny brought up a concern about how to know if a faculty member is teaching to the course outline of record and requesting a method to check if faculty are doing so. B. Mary Clarke-Miller brought a concern about a variable unit lab course taught at Laney. Students are given the impression from the syllabus that they are taking a course equivalent to one of our animation courses, but it is not equivalent.	
IX. Next Meeting Date	Tech Review: Thursday, February 8, 2018	
X. Adjournment	11:58 a.m.	Unanimously approved.