



BERKELEY CITY COLLEGE
Curriculum Committee (CC)
Meeting Minutes
February 15, 2018



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

Absent: Mary Clarke-Miller, Jenny Yap

Guests: none

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. Call to Order	10:11 a.m.	MOTION: The CC approved the agenda. Unanimously approved. Motion carried.
II. Approval of Meeting Minutes	Minutes from 2/1/18	MOTION: The CC approved both sets of meeting minutes. Unanimously approved. Motion carried.
III. CIPD Report	BCC submissions approved at 2/5/18 CIPD meeting: 2 new non-credit courses, 2 reactivations, 1 course update informational, 1 new program, 2 program updates. Deactivation: 1 Correction to deactivation: 4 Tabled: 0 Discussion items included consultation, program review feedback, introduction of new CS discipline.	
IV. DE Boilerplate Language to Review	Linda brought in a draft version of a statement written by the district-wide DE committee to use on outlines with a DE component. She requested that the committee edit it. Final draft of the statement: <i>Offering this course online allows the content to be presented in pedagogically effectived formats through the use of educational technologies.</i>	Linda will bring this final draft to the district-wide DE committee for approval or further revision. When a final version is confirmed, Linda will share it with the curriculum committee.
V. Streamlining Tech Review Process	Ari led a discussion about how to reduce the time it takes to do tech review and for courses to be approved by our committee. Various ideas were offered including, continuing with the Google Sheets document we have been using and	No decision was made. Nancy will work with the Specialists at the other

	adding a note or other indication of the status of the course. Courses that have been tech reviewed and which raise no concerns from any of the reviewers go straight to the curriculum agenda without being presented at a tech review meeting. There would need to be dates by which courses/programs are submitted, when the committee members have reviewed them, etc. so that the process can run smoothly. There was also discussion of using the approval tree within Curricunet Meta for this purpose instead of a separate document. Some committee members also suggested that those who have completed their tech review assignments can assist those who are not caught up. This would have the added benefit of the “floater” learning the what to review outside of the area they are already familiar with.	campuses to learn how they use the approval tree and report back.
VI. Report of Guided Pathway Discussion at Education Committee on 2/8	Those who attended the Guided Pathways (GP) meeting reported that we will be creating a work plan for the first year of the grant to be completed by March 30. At the meeting the group decided to focus on topics 1-4. A number of curriculum committee members will be at the GP conference on 3/1. Based on that, the committee decided to use the majority of our meeting time on 3/1 to do tech review of multimedia courses.	3/1 curriculum meeting will be primarily focused on tech review of multimedia.
VII. Curriculum Proposals	Approved: Course updates: ENGL 1B,5, 10A, 17A, 17B, 21,50, 130, SOC 18. Temporary deactivation: ENGL 501,817. Permanent deactivation: MMART 048UZ,151A, 151LA, 151B,151LB Program update: Global Studies	
VIII. Other	Mary reported that there is some concern from the CIS department about some content in a few of the MM/MW courses that are up for tech review that fall into the CIS (or CS) area. Justin Hoffman and Paramsothy Thananjeyan should consult on these courses before they are approved.	Ari will send an email to Justin and Thana regard the possible overlap and the need to resolve the issues before the courses are reviewed by the curriculum committee.
IX. Tech Review (Multimedia)	There was no time remaining to review these courses.	
X. Next Meeting Date	Tech Review: 2/22/18. Curriculum: 3/1/18	
XI. Adjournment	12:00 p.m.	Unanimously approved.