PRESENT: Fabian Banga, Joseph Bielanski, Leonard Chung, Barbara Des Rochers, Francisco Gamez, Mary Clarke-Miller, Ari Krupnick, Jennifer Lowood, Linda McAllister, Emie Mitsuno Hernandez, Alejandria Tomas, Jenny Yap

GUEST(S): Sam Abboud

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. Call to Order	10:05 a.m.	MOTION: The CC approved the agenda as is. Unanimously approved. Motion carries.
II. Approval of Meeting Minutes		MOTION: The CC approved the September 15, 2016 meeting minutes. Unanimously approved. Motion carries.
III. UC Transfer Pathways	The following were discussed: • J. Bielanski reported attending the Region IV and V Articulation Officers' Meeting. In the meeting, it was noted that the pathways do not provide a guarantee for admission. Students are given extra points on their application if they note completion of a pathway on their personal statements. We should be careful on how we advertise UC Transfer Pathway as they can be misleading. • Another issue raised was that students are fluid within our District's four colleges. Students should be aware that course articulation is specific to colleges. • In mapping UC Transfer Pathways to our curriculum, creating new courses to satisfy a requirement may come to mind. In these cases, we have to consider where our students transfer and enrollment history of certain courses. • The completed UC Transfer Pathways templates should be shared with BCC's Faculty Advising Committee. • A. Tomas asked her student worker to print Articulation Agreement by Major reports so that department chairs could identify courses that aren't but can or should be articulated.	
IV. CIPD Report	1. All course proposals except for MATH 201 and 253 were approved. District-wide action is needed to remove the deactivated MATH 251D as a prereq to those	

		two courses.	
		2. All program proposals were approved.	
		3. Consultation Procedures	
		a. Review and update	
		i. Consultation procedures for Associate Degree for Transfer (ADT) programs.	
		ii. Appropriate timeline for colleges to respond to consultation.	
		iii. Curriculum management system's technological opportunities and/or barriers for consultation.	
		iv. When a course, especially in the CTE areas, has been drastically changed and its contents have overlapped with another course, should consultation take place?	
		v. General updates to the procedure.	
		b. Form a Consultation Procedures Task Force (1 administrator, 1 curriculum chair, 1 curriculum specialist, 1 department chair, and 1 meta tech person from the district, with the understanding that all four colleges should be represented)	
		4. Review of Course Outlines of Record	
		a. Non-CTE curriculum should be reviewed every 3 years along with our program review cycle, and CTE curriculum 2 years to comply with Ed Code	
		b. We need to build a "Course Reviewed" workflow in Meta for courses where no revision is necessary.	
		c. Reporting to Academic Senate those courses that are not being updated based on the schedule.	
V.	**Distance Education (DE) Checklist**	The following were discussed: • F. Banga, former DE Coordinator, raised the issue about student identity authentication. • What does it mean to check a box in some of these fields? For example, under Student-Instructor Interaction, if an instructor checked "Video Conferencing," does that mean any instructor who teaches the course will be required to have "Video Conferencing" as a method for interaction? It was suggested that we add the option of identifying which methods are required and which are optional.	L. McAllister, BCC's DE Coordinator, will bring all of the Curriculum Committee's concerns to the next DE Coordinators' meeting.
VI.	**Catalog Timeline**	All proposals for new and revised courses would have to be submitted to J. Bielanski	

Notes Taken by: A. Tomas

	and A. Tomas for inclusion in the 2017-2019 college catalog. New and revised programs that have not been submitted to the state will not make it on the 2017-2019 Catalog. It takes months for the state to approve programs, so if they have not been approved by the state by April 14, we will not include them in the 2017-2019 Catalog.	
VII. Curriculum Committee By-Laws		MOTION: The CC approved the Curriculum Committee By-laws. Unanimously approved. Motion carries. J. Bielanski will present the by-laws to the Academic Senate for their approval.
VIII. Curriculum Overview Presentation Schedule	Below is a list of the departments who will be presenting this academic year: • MMART—November 3, 2016 • LIS—December 8, 2016 • Science and Biotech—End of Spring 2017 The following departments have not confirmed their presentation dates: • ASL • EDUC/LRNRE • ESL	
IX. Curriculum Proposals	See attached.	MOTION: The CC approved all of the course and program proposals on the agenda. Unanimously approved. Motion carries.
X. Other	J. Lowood, A. Krupnick, and M. Clarke Miller will create a website/moodle shell for the curriculum development training materials.	
XI. Next Meeting Date	Tech Review: October 13, 2016 and Curriculum Committee: October 20, 2016	
XII. Adjournment	11:36 a.m.	

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