



**BERKELEY CITY COLLEGE**  
**Curriculum Committee (CC)**  
**Meeting Minutes**  
**May 17, 2018**



**Present:** Joseph J. Bielanski, Jr., Nancy Cayton, Mary Clarke-Miller, Barbara Des Rochers, Ari Krupnick, Jenny Lowood, Linda McAllister, Jenny Yap

**Absent:** Fabian Banga, Chris Bernard, Kuni Hay, Emie Mitsuno Hernandez

**Guests:** None

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
<b>I.</b> Call to Order and Agenda Review	10:11 a.m.	The CC approved the agenda.
<b>II.</b> Approval of Meeting Minutes	Minutes from 5/3/18	The CC approved the meeting minutes.
<b>III.</b> CIPD Report	Handout reviewed.	
<b>IV.</b> Discussion: Committee Training or Orientation on an August Flex Day	Members discussed options for when would be the best time to conduct trainings for the committee. Because flex day schedules are often very full, the committee would prefer to schedule the last 15 minutes of committee meetings as training time. Trainings would be information updates from the Curriculum Institute as well as other topics as needed.	The chair will schedule training sessions to take place at committee meetings as needed.
<b>V.</b> Assessment for Students Who Wish to Enroll in CHEM 1A (Gail Pendleton, Assessment and Orientation Coordinator)	Gail Pendleton was scheduled to inform the committee about the recent launching of an assessment test for students who have not otherwise met the entrance requirements for CHEM 1A but was not able to attend. B. Des Rochers summarized the situation for students: CHEM 30A is the pre-requisite for CHEM 1A. If students have not met this requirement, a satisfactory score on the assessment test will allow them to enroll. The committee members would like to know what test is being given now, where is it from and how has it been validated.	A. Krupnick or N. Cayton will reschedule with G. Pendleton as needed during the fall semester.
<b>VI.</b> Grading Options for Non-Credit Courses	A. Previously the only grading option was P/NP, but SP has been added. The state chancellor's office strongly encourages offering both options for all non-credit classes, however, faculty may choose P/NP only or P/NP + SP. SP on its own is not an option. All non-credit classes should be reviewed to check the grading option.	A. If any NC courses show SP only, the faculty should decide what option to offer. Changes are corrections and will not cause MIS errors, so

<p><i>VI. Grading Options for Non-Credit Courses continued</i></p>	<p>B. The grading option discussion brought up the related topic of the new EW grade option for credit classes. This is an “excused withdrawal.” Student must meet specific criteria in order for othis to be awarded. Committee members want to know when this option will be available and noted that a statement should go on course syllabi regarding the use of EW.</p>	<p>can be made without submission to CIPD.</p> <p>B. J. Bielanski will send a link to the AP regarding awarding EW grades.</p>
<p><b>VII.</b> Curriculum Proposals</p>	<p>The following courses and programs were approved:  ESOL 550, 552, 553, 555A, 555B, 563, 573, 574; CIS 003; BUS 054; MATH 001, 003C, 018, 050, 202, 206. ESOL Advanced Certificate of Competency (CC), ESOL High Intermediate CC, ESOL Composition Skills CC.</p>	<p>These items will go on the September 2018 CIPD agenda.</p>
<p><b>VIII.</b> Other</p>	<p>None</p>	
<p><b>IX.</b> Next Meeting Date</p>	<p>Tech Review: 8/23/18; Curriculum Committee: 9/6/18</p>	
<p><b>X.</b> Adjournment</p>	<p>11:59 a.m.</p>	