



BERKELEY CITY COLLEGE
Curriculum Committee (CC)
Meeting Minutes
October 18, 2018



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

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. Call to Order and Agenda Review	10:05 a.m.	The CC approved the agenda.
II. Approval of Meeting Minutes	Minutes from 10/4/18	The CC approved the meeting minutes with corrections.
III. Guided Pathways	K. Hay showed a draft diagram showing the Guided Pathways Framework at BCC. We will have one subcommittee for each area: preparation, moving in, moving through, and moving out. In conjunction, she showed a job description for faculty coordinators for the subcommittees. Committee members suggested that both part- and full-time instructors should be able to apply for the positions. Last, was the 5-year budget for Guided Pathways at BCC.	K. Hay agreed that part-time faculty can apply for the coordinator positions.
IV. Review of Curriculum Committee Section of Shared Governance Manual	K. Hay announced that all the standing committees at the college have been requested to review their section in the Shared Governance Manual and make revisions as necessary.	K. Hay or R. Tomaneng will send an electronic copy of the curriculum committee’s section to A. Krupnick or N. Cayton to forward to the committee for review.
V. Using Curricunet’s Approval Prcess	A. Krupnick discussed the advantages and disadvantages of doing all tech review within Meta based on a meeting with N. Thai, curriculum chair at Merritt. Advantages include: automatic notifications and reminders, originator is notified of requested changes, availability of different work flows for different types of proposals, storage of a complete history of the proposal, and allows us to follow the spirit of AP 4020. Disadvantages include: only one contact person for Meta	A. Krupnick has requested a “sandbox” environment to set up and try out various options for work flows. K.Hay suggested that we

	and all requests must go through her (A. El Masry) and we would need a separate external process for indicating priority among proposals to review. Some committee members expressed concerns about the notification feature not working correctly. F. Banga would like notifications of curriculum work at the other campuses in order to know what is happening across the district.	review the current workflow at the next meeting to determine where we might need to make changes.
VI. MM/VI Curriculum Plan	N. Newman provided documents showing the various programs being revised and created in video in order to better serve students and meet industry needs. The committee asked questions and requested some corrections and changes to unit totals.	N. Newman or M. Clarke-Miller will share a Google document with the committee that shows all the new and revised programs so far under the multimedia umbrella.
VII. Curriculum Proposals	<p>The following courses were approved: MATH 213, 215, 216; MMART 505A; MM/DI 501A, 515; CS 015; BIO 003; COMM 003, 006, 019, 020, 045; COPED 450, ENGL 010A, 010B, 049, 070A, 070B, 217A; PHYS 004A, 004B, 004C; SPAN 022B, 038, 039.</p> <p>The following programs were approved: Introduction to Motion Graphics Certificate of Completion, deactivation of Writing for Multimedia Certificate of Proficiency.</p> <ul style="list-style-type: none"> •Approval complete at CC level: BIO 003; COMM 006, 019; ENGL 010A, 070A, 070B 	<p>All courses and programs, with the following exceptions, will be on the November CIPD agenda:</p> <ul style="list-style-type: none"> •Courses listed as being complete at CC level. •CS 015 must wait for the program it is in to be approved. •ENGL 049 will have to wait for other campuses to bring their courses.
VIII. Other	None	
IX. Tech Review (if time permits)	There was no time for tech review	
X. Adjourn	11:57 a.m.	