



BERKELEY CITY COLLEGE
Curriculum Committee (CC)
Meeting Minutes
October 4, 2018



Present: Fabian Banga, Chris Bernard, Joseph J. Bielanski, Jr., Nancy Cayton, Mary Clarke-Miller, Barbara Des Rochers, Kuni Hay, Ari Krupnick, Jenny Lowood, Linda McAllister, Jenny Yap
Absent: Emie Mitsuno Hernandez **Guests:** None

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 9/20/18	The CC approved the meeting minutes.
III. CIPD Report	Handout reviewed. An item from this review started a larger discussion about the requirement to start indicating zero cost digital texts/low cost print texts in the online schedule of classes. There were numerous concerns including how information about text costs gets into the schedule, what does “low cost” mean in this context, what if there is a last minute instructor replacement and the new instructor isn’t prepared to use the advertised zero/low cost materials, potetial copyright violations due to faculty misunderstandings of the law and what is permissible use, how will the use of this icon affect enrollment.	Continued discussion in venues such as academic senate.
IV. Guided Pathways	K. Hay planned to lead this discussion, but was required to be at another meeting and we did not have sufficient time for this discussion when she joined our meeting.	Reschedule for the next meeting.
V. Tech Review and Approval Streamlining	A. Krupnick continued a previous discussion on streamlining our curriculum processes. Another way to be more efficient is to change how tech review takes place. It was suggested that it could function more like “office hours” (rather than a structured meeting) where submitting faculty could use the time to work with one or more members of the CC in order to get assistance, as needed, to complete work on their course or program. There will be time at the end of the office hour time (approximately 30 minutes), for committee members to discuss concerns and larger overarching issues. Further, many technical issues could be resolved without a faculty member needing to come to a meeting. There are	Discussion will continue on how best to move items through tech review and provide assistance to submitters.

	various methods including ConferZoom to work with faculty submitters who aren't available during the usual meeting time.	
VI. Curriculum Committee Website	The following working documents are online at the new curriculum page on Canvas and available for review and comment: consultation guidelines, instructions for faculty on consulting within this college, suggestions for the curriculum website.	The site is still being edited. It would be available for all in Spring 2019.
VI. Catalog Section on Cooperative Work Experience	The portion of the catalog related to Cooperative Work Experience was viewed. It was clear this area needs editing (pg. 77-78)	A. Krupnick will discuss the section with K. Hay to ensure it is reviewed.
VII. Liberal Arts Programs	The college offers two degrees and two certificates in the category. These are a way for the college to show student success (particularly the certificates) among students who transfer. Who is responsible for keeping them updated? <ul style="list-style-type: none"> •The chair of Arts & Cultural Studies updates the Liberal Arts: Arts and Humanities AA. •The chair of Social Sciences updates the Liberal Arts: Social and Behavioral Sciences AA. •The articulation officer updates the Liberal Arts: IGETC CA and Liberal Arts: CSU Breadth CA. 	The degrees and certificates have confirmed faculty members reviewing them (see previous column)
VIII. Other	F. Banga expressed concern about how to complete the Instructor-Student Contact tab on course outlines to show regular and substantive communication with distance education students. Also, a concern about making sure online courses were ADA compliant was raised.	L. McAllister and C. Bernard will bring examples of DE addendums from other schools to the meeting on 11/8 for the committee to review.
IX. Adjourn	11:34 a.m.	