



BERKELEY CITY COLLEGE
Curriculum Committee (CC)
Meeting Minutes
September 20, 2018



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

Absent: Fabian Banga, Kuni Hay, Emie Mitsuno Hernandez

Guests: None

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. Call to Order and Agenda Review	10:06 a.m.	The CC approved the agenda.
II. Approval of Meeting Minutes	Minutes from 9/6/18	The CC approved the meeting minutes.
III. CIPD Report	Handout reviewed.	
IV. Consultation Guidelines/Requirements	The final version of the guidelines developed in CIPD were provided. Faculty at all colleges should follow these guidelines and use the form for consultation now.	The form will be evaluated at the end of the term. Any suggestions for changes or improvements should be given to A. Krupnick.
V. Tech Review and Approval Streamlining	<p>A. Krupnick continued a previous discussion on streamlining our curriculum processes. Curriculum submissions would start the review process via submission on a Google form available at a website. The committee reviewed a sample spreadsheet with a color coding system that could be employed to easily show if various areas need attention or are complete. A single spreadsheet would be used; resubmissions would show up as a second entry. The submission site would provide information on the process and how to complete the proposals. In the future instructional videos as well as in-person training to use the system would be available to faculty who want to submit.</p> <p>Additionally, N. Cayton and A. Krupnick will meet with Nghiem Thai, curriculum chair at Merritt, to review how they employ Meta for the same functions. They will report back to the committee about this session.</p>	<p>The committee will make a decision after the report back from the meeting with N. Thai.</p> <p>Any change would be deployed after the fall semester.</p>

VI. Laney's DE Form	Laney uses a supplemental DE form. The form was provided for committee members to review. It appears that the form is not compliant with changes to Title 5 in regard to regular and substantive interaction with students.	The committee was not interested in adopting or revising this form.
VI. COPED 450 Common Course Descriptions	A common description for district-wide use will be voted on at the October CIPD meeting. In addition, an occupational work experience description will be voted on.	BCC will begin using the approved descriptions following the vote.
VII. What Curriculum Items Are Approved Locally?	All courses and programs are now approved locally except for noncredit, new and revised ADTs, and new CTE programs. Note that there are periodic reviews on all courses that receive automatic approval.	
VIII. Committee Bylaw Changes to Election for Committee Chair (Review edits and vote)	Changes to the bylaws were presented at the previous meeting. Committee members also suggested additional edits to this section of the bylaws. As a result of the feedback, two options were presented to the committee and a vote took place.	The committee approved option two with more substantial changes. The approved changes were sent to K. Pernell, academic senate president, for approval by the senate.
IX. Curriculum Proposals	Approved: HUSV 119, MATH 002, MATH 203, MM/MW 501A*. *Must hold for other courses and program to be submitted and approved before submission to CIPD. Deactivations: Multimedia Arts CA, Multimedia Arts Digital Imaging Specialization and Enhancement Courses CA, Multimedia Arts Web Design and Production CA, Writing for Multimedia CA.	MATH 002 & 203 submitted to October CIPD for district wide change. HUSV and deactivations will be submitted to November CIPD. MM/MW must hold until all courses and program have been approved at BCC.
X. Other	J. Lowood expressed the concerns of C. Leighton regarding COMM courses at Merritt that are not approved for 100% online delivery but are being put into the schedule of classes as completely online. In addition to not following the course outline of record, there is a likelihood that this will cause enrollment issues and further that there could be a substantive change issue if the number of courses taught online is significantly changing. The situation has been reported to PFT but has not yet been resolved.	BCC's chair can contact the chair at Merritt to make sure he knows it is occurring and to bring the issue to the faculty senate.
XI. Adjourn	12:01 p.m.	