BERKELEY CITY COLLEGE
Curriculum Committee (CC)
Meeting Minutes
September 6, 2018

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

Absent: None

Guests: None

	AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I.	Call to Order and Agenda Review	10:01 a.m.	The CC approved the agenda.
II.	Approval of Meeting Minutes	Minutes from 5/3/18	The CC approved the meeting minutes with corrections.
III.	Tech Review and Approval Streamlining	A. Krupnick discussed a potential method to streamline the committee's tech review process by using Canvas. An in progress webpage was shown. The page would have directions for faculty who want to submit. On the page would be a link to a Google form to indicate that their proposal is ready for review. Submittals would populate a spreadsheet. A color coding system would indicate which sections of the outline are complete and ready for approval and which are in need of a significant amount of work or limited adjustments. There would be a separate spreadsheet for originators to see comments made about their proposal. There would be tutorials to help faculty understand how to complete various parts of the outline or program. C. Bernard will provide access to committee members to view the page and take a closer look.	Committee members provided some feedback about the webpage and spreadsheets.

No decision was made. The topic will be discussed further after taking into account the suggestions made by the committee. |
| **IV.** | Rotation of Tech Review Duties | L. McAllister suggested that committee members consider rotating tech review duties. Rotating duties would allow for members to learn more about other parts of the course outline, increase interest/engagement, and adjusting workload. N. Cayton added that we may have new members joining us to fill vacant positions and they may be paired with current members to learn tech review. | Any members that would like to change duties should contact A. Krupnick or N. Cayton. |

V. Reviewing Committee Bylaws Related to Election of Committee Chair	A. Krupnick suggested changes to the bylaws in section 4 under Appointments, Vacancies and Election of Chair-Elect. The purpose was to clarify an ambiguous section that could be interpreted to mean a current or former member of the committee who misses the initial deadline to apply can't run for chair. The timing of the election was also made specific.	The committee made some suggestions for edits which A. Krupnick will incorporate. The committee approved the change with the edits.
VI. BCC Committee Meeting Schedule for 2018-19	A mid-semester flex day and Thanksgiving holidays in the fall and another mid-semester flex day and spring break in the spring semester were impacting the committee's meeting schedule. N. Cayton suggested a schedule that changes some of the tech committee meetings to 1st and 3rd Thursdays to reduce the impact. Revised schedule is below.	The committee agreed to the revised schedule and agreed that 12/13 would remain on the calendar as tentative.
VI. CIPD Meeting Schedule for 2018-19 and Effect on Catalog.	A copy of the 2018-19 CIPD meeting schedule was provided to all committee members in the agenda. K.Hay led a discussion about the changes to effective dates for curriculum that is new, a substantial change, deactivation or reactidvation as well as a cut off date in March for items to be included in the 2019-20 catalog. All colleges are moving to a producing an annual catalog. Catalog production will be done at each campus.	K. Hay will provide a proposed timeline for curriculum approval and inclusion in the catalog.
VII. Curriculum Proposals Summary	**The following courses and programs were approved:** ECON 049, BUS 049, MM/DI 011, MM/DI 021/L, MM/DI 025A, MM/DI 025C/LC, MM/DI 045C/LC, MM/DI 045D/LD, MM/DI 046C/LC, MM/DI 046D/LD, WS 001. Liberal Studies - Early and Elementary Teaching Preparation AA, Liberal Arts: Arts and Humanities AA, Liberal Arts: Social and Behavioral Sciences AA. **Deactivations:** ARAM 048UA-ZZ, ANTHR 048UA-ZZ, ANTHR 248UA-ZZ, ASAME 048UA-ZZ, BUS 048UA-ZZ, BUS 248UA-ZZ, CIS 048UA-ZZ, CIS 48UT, CIS 80, CIS 248UA-ZZ, COPED 451, ECON 248 UA-ZZ, HIST 048UA-ZZ, HIST 248 UA-ZZ, HLTOC 048 UA-ZZ, HUSV 048UA-ZZ, HUSV 248UA-ZZ, INTRD 248UA-ZZ, M/LAT 048UA-ZZ, MMART 048UA-ZZ, MMART 048VA, MMART 048VB, MMART 248UA-ZZ, POSCI 048UA-ZZ, POSCI 048UA-ZZ, PSYCH 248UA-ZZ, SOCSC 048UA-ZZ, SOCSC 248UA-ZZ, SOC 048UA-ZZ, SOC 248UA-ZZ. Applied Microcomputer Information Systems AS, Music Video Production CP, Writing for Multimedia CA. **The following items were tabled:** MM/DI 025LA, 025B, 025LB, 025D, 025LD to further review the TOP codes.	The approved items will go on the October 2018 CIPD agenda.

VIII. Other	None	
IX. Adjourn	12:00 p.m.	

2018-2019 Final Schedule	
Curriculum Technical Review Meeting Dates **2nd and 4th Thursdays,** **10-12 noon Room 341**	**Curriculum Committee Meeting Dates** **1st and 3rd Thursdays** **10-12 noon Room 341**
August 23, 2018	September 6, 2018
September 13, 2018	September 20, 2018
September 27, 2018 (FYI: Nancy out)	October 4, 2018
October 11, 2018	October 18, 2018
November 1, 2018	November 8, 2018
November 15, 2018	December 6, 2018
Dec 13, 2018 (tentative: final exam week)	
January 24, 2019	February 7, 2019
February 14, 2019	February 21, 2019
February 28, 2019	March 7, 2019
March 14, 2019	March 28, 2019
April 11, 2019	April 18, 2019
April 25, 2019	May 2, 2019
May 9, 2019	May 16, 2019