



**BERKELEY CITY COLLEGE**  
**Curriculum Committee (CC)**  
**Meeting Minutes**  
**October 3, 2019**



**Present:** Chris Bernard, Fabian Banga, Joseph J. Bielanski, Jr., Nancy Cayton, Mary Clarke-Miller, Barbara Des Rochers, Matt Freeman, Kuni Hay, Ari Krupnick, Jenny Lowood, Catherine Nichols  
**Absent:** Lisa Cook, Francisco Gamez, Jenny Yap

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
<b>I.</b> Call to Order and Agenda Review	10:08 a.m.	
<b>II.</b> Discussion of Approval Timelines and Effective Dates	A draft of proposed rules and dates was provided by A. Krupnick. The committee discussed changes to some of the information including updating the first bullet point under #2 Exceptions to the Rules to include "...or industry standards" and to provide examples of "significant harm" as noted in the third bullet also in #2.	A. Krupnick will bring an updated draft including discussed changes to 10/17 meeting.
<b>III.</b> ISER/Accreditation Self Evaluation Report	K. Hay provided a summary of the training session on 9/26 by S. Droker from ACCJC. Some highlights are that the template for writing the report is less proscriptive; the report should be more concise with less narrative and repetition of information and evidence with more use of bullet points; evidence referenced more than one time only needs to be provided at the initial reference. Timelines and standard team leaders were announced. BCC will conduct 2 surveys for the ISER, one is for first time students and the other is the CCSSE.	K. Hay will provide a document with slides shown during the meeting as well as additional documents with other information discussed.
<b>IV.</b> District Enrollment Note on Transfer Level English and Math Courses	This topic has been under discussion in different committees and participatory governance groups. It may move the discussion forward if the curriculum committee passed a resolution on the topic.	J. Lowood will prepare some information and provide to A. Krupnick for consideration at the next meeting.
<b>V.</b> Curriculum Committee Training	A list of possible topics with a tentative schedule was provided by A. Krupnick. The committee discussed which topics to select and when to offer them. Additional topics were also suggested, including curriculum committee role in guided pathways, and the general training required in order to maintain auto-approval status for our courses and program at the state.  <i>continued on next page.</i>	K. Hay will send documents related to course sequencing, creating clusters/meta-majors, and other GP topics for the committee to consider how they want to proceed with this topic.

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<p>V. Curriculum Committee <i>Training continued</i></p>	<p>For the required training, A. Krupnick will provide the training slides from the Curriculum Institute and members will have time to review them on their own prior to it being scheduled for a committee meeting when we will discuss the information.</p>	<p>A. Krupnick will provide a finalized schedule of training topics for the 10/17 meeting.</p>
<p>VI. Discussion of Courses and Programs Related to CVC-OEI Grant</p>	<p>C. Bernard and M. Clarke-Miller briefly discussed the CVC-OEI grant that the college has received. The deliverables for the one-year grant are to create short-term, industry valued certificates, credentials, or programs that are available 100% online. C. Bernard discussed the Management and Entrepreneurship program and related courses, including 3 new courses. M. Clarke-Miller discussed programs in Multimedia Arts and the related courses. There is some urgency to complete the approval process of these in order to be endorsed by BACCC and receive state approval in time to be included in the 2020-21 catalog.</p> <p>One benefit of the grant is the opportunity to work with Educational Collaborators to design and develop custom content and materials to support face to face courses moving to 100% online, including training faculty and supporting them in the transition to fully online delivery.</p>	<p>A. Krupnick will provide committee members a list of all courses and programs that fall under this grant so that the committee can prioritize their review of these items.</p>
<p>VII. Curriculum Proposals</p>	<p>The following courses were approved: ENGL 049; PHIL049; MMART 049. The following course deactivations were approved: HIST 032. No programs were on the agenda.</p>	<p>All items will be put on the CIPD agenda for November.</p>
<p>VIII. Other</p>	<p>None</p>	
<p>IX. Adjourn</p>	<p>11:56 a.m.</p>	