



**BERKELEY CITY COLLEGE**  
**Curriculum Committee (CC)**  
**Meeting Minutes**  
**September 5, 2019**



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

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
<b>I.</b> Call to Order and Agenda Review	10:05 a.m.	Approved
<b>II.</b> Approval of 5/16/19 Minutes	Reviewed and approved.	Approved
<b>III.</b> Confirmation of Meeting Calendar and Membership List for 2019-20	Reviewed and approved.	Approved
<b>IV.</b> Discussion of Curriculum Approval Deadlines	A.Krupnick shared several proposals for adjusting committee deadlines for course and program approvals to account for the fact that approvals in the spring are not likely to be included in the following year’s college catalog, as well as an overview of the pros and cons of each one. There was robust discussion of the different proposals. A particular sticking point was what would count as “extenuating circumstances”---circumstances that would allow a proposal to be approved and put into effect outside of the normal rules. A. Krupnick requested that committee members send him suggestions about what should count as “extenuating circumstances.”	A. Krupnick will send out a request for suggestions regarding what should count as “extenuating circumstances.” Committee members will respond with their suggestions.
<b>V.</b> Addition of New CB25 & 26 Codes for CORs and in COCI	A. Krupnick explained to the committee new coding requirements (CB25 and 26) for CORs due to AB705; these will primarily affect courses in English and mathematics.	
<b>VI.</b> District Enrollment Note on Transfer Level English and Math Courses	J.Lowood discussed with the committee the addition of notes to the prerequisites area of CORs for English 1A and Math 13 over the summer; department chairs were either not consulted about the notes or expressed that they were inappropriate, but they were added to all sections of these courses in the district. This is concerning because of the need not to qualify elements of the COR in public documents. J.Bielanski also expressed concerns about articulation based on these notes.	J.Lowood will draft specific language, following up on the discussion, for the next meeting.

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<b>VII.</b> Curriculum Institute Recap and Committee Training	<p>A. Krupnick discussed the function and structure of the annual statewide Curriculum Institute and the need for curriculum training at the college level. It was agreed that committee members who attended the 2019 Curriculum Institute would share “hot topics” from the 2019 Curriculum Institute at the next c.c. meeting, and that each committee member would agree to create a presentation on one of these topics.</p>	<p>A. Krupnick will send out a request to attendees of the most recent CI to suggest a list of curriculum “hot topics.”</p>
<b>VIII.</b> Curriculum Proposals	<p>The following courses were approved: ART 025, POSCI 049          The following course deactivations were approved: ECON 048UA-ZZ; LIS 080; COPED 462G, 462H; MMART 130, 130L.          The following programs were approved: Biotechnology Laboratory Assistant CA, Digital Imaging: Digital Photography CA, Social Media Storytelling CA.          The following program deactivations were approved: Basic Web Design CP, Biotechnology AS, Biotechnology CA, Biotechnology CP, Mobile and Web Design Level II CA.</p>	
<b>IX.</b> Other		
<b>X.</b> Adjourn	11:40 a.m.	