



BERKELEY CITY COLLEGE
Curriculum Committee (CC)
Meeting Minutes
October 17, 2019



Present: Chris Bernard, Joseph J. Bielanski, Jr., Nancy Cayton, Barbara Des Rochers, Kuni Hay, Ari Krupnick, Jenny Lowood, Natalie Newman (for Mary Clarke-Miller)

Absent: Fabian Banga, Mary Clarke-Miller, Lisa Cook, Matt Freeman, Catherine Nichols, Jenny Yap

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. Call to Order and Agenda Review	10:10 a.m.	
II. Campus-Wide “Great Shakeout” at 10:17 a.m.	At the signal, committee members present “drop, cover, and hold on” for 60 seconds	
III. Approval of 9/19/19 & 10/3/19 Curriculum Committee Minutes	9/19 minutes approved with correction. 10/3 minutes approved.	
IV. October CIPD Report	See handout.	
V. Discussion and Vote on Resolution Regarding Course Outline of Record Information	Revised resolution passed.	A. Krupnick will send revised resolution to BCC Academic Senate to adopt.
VI. Review IGETC & CSU GE Certificate of Achievement Program Descriptions	Tabled until 11/7/19 meeting.	J. Bielanski will provide descriptions used at other colleges for similar programs prior to 11/7 meeting for committee to review.
VII. Approval Deadlines and Effective Dates	Version 3 of the Approval Deadlines and Effective Dates document was reviewed by the committee. Section 1.1 was discussed. Committee would like to see that new proposals are explicitly listed in 1.1.2. Examples following section 2 were approved.	A. Krupnick will edit the document further including committee recommendations and filling in the details in 1.1.1.(a) and 1.1.1.(b) with N. Cayton.

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VIII. Curriculum Committee Training	Schedule of training topics for the committee are now on committee's Canvas site. Documents or other information to related to each topic will be available by link there. https://peralta.instructure.com/courses/10886/pages/committee-training	All committee members will go to the Canvas site and review the materials for Curriculum Basics by 11/7. If there are any questions about the information, hold for 11/7 meeting.
IX. Curriculum Proposals	The following courses were approved: MM/AN 020A; MMART 005A, 505A. The following course deactivations were approved: MM/DI 020LB. No programs were on the agenda.	All items will be put on the CIPD agenda for November.
X. Other	1. J. Lowood requests that the committee members review EDUC 018, the only course she is submitting this semester, soon. 2. K. Hay announced that all curriculum items approved by the state by 5/8/20 will be included in the 2020-21 catalog.	All faculty will be advised that curriculum items should be approved by BCC's curriculum committee by 12/12/19 meeting in order to meet the catalog deadline.
XI. Adjourn	11:18 a.m.	