



BERKELEY CITY COLLEGE
Curriculum Committee (CC)
Meeting Minutes
November 7, 2019



Present: Fabian Banga, Nancy Cayton, Barbara Des Rochers, Matt Freeman, Ari Krupnick, Jenny Lowood, Mary Clarke-Miller, Catherine Nichols

Absent: Chris Bernard, Joseph J. Bielanski, Jr., Lisa Cook, Kuni Hay, Jenny Yap

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. Call to Order and Agenda Review	10:18 a.m.	
II. Approval of 10/17/19 Curriculum Committee Minutes	10/17 minutes approved with correction.	
III. November CIPD Report	See handout for summary of activity at this meeting.	
IV. Review IGETC & CSU GE Certificate of Achievement Program Descriptions	Handout provided by C. Nichols showing the descriptions of our programs and samples from other colleges to consider changing the description we have for these programs. Committee members preferred the example from Saddleback College.	C. Nichols will share the description with the counseling department for feedback and then report back to the committee with a finalized draft for both IGETC and CSU GE Breath.
V. Approval Deadlines and Effective Dates	<p>Two options presented in handouts. A third option was suggested which would mean that non-substantial proposals only in the spring and major proposals only in the fall. In addition, the spring term would be used for curriculum planning with departments. The department’s curriculum plan would need curriculum committee approval. Curriculum submitted without an approved plan and/or submitted items are outside of plan, will not be reviewed by committee (except in cases of emergency). A revised document showing the details of the third option will be created and brought to the next committee meeting.</p> <p>Once the deadlines and effectives dates plan is finalized, the committee will need to decide how the plan will be rolled out and how information will be communicated with the campus.</p>	A. Krupnick and N. Cayton will create a document that would be provided to department chairs to complete for the curriculum planning.

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
VI. Curriculum Committee Training: Curriculum Basics	<p>Committee members were asked to review the items at the Curriculum Basics link on the Canvas committee webpage prior to the meeting: https://peralta.instructure.com/courses/10886/pages/committee-training</p> <p>There was limited time during the meeting to discuss this item due to lengthy discussion of items IV and V, but members with questions should contact A. Krupnick.</p>	<p>A. Krupnick will post a quiz on these topics on the Canvas site for members to complete. Members will be notified when it is ready.</p>
VII. Curriculum Proposals	<p>The following courses were approved: BIOL 049; MM/AN 004; MM/DI 020A; MMART 001.</p> <p>The following course deactivations were approved: MM/DI 020LB*; 021L, 023L, 025LA, 025LB; SPAN 048UD, 048UA-ZZ, 248UA-ZZ; ARAB 048UA-ZZ; FREN 048UA-ZZ, 248UA-ZZ; PERS 048UA, 048UA-ZZ; PORT 048UA-ZZ.</p> <p>The following course updates were tabled: CHEM 001A, 001B.</p> <p>The following program modification was approved: Communication Studies AA-T.</p> <p>*already approved by curriculum committee 10/17, this was an accidental repeat; approved at November CIPD.</p>	<p>All approved items will be put on the CIPD agenda for December.</p>
VIII. Other	<p>None</p>	
IX. Adjourn	<p>11:52 a.m.</p>	