**BERKELEY CITY COLLEGE**

**Curriculum Committee (CC)**

**Meeting Minutes**

**February 6, 2020**

**Present:** Chris Bernard, Joseph J. Bielanski, Jr., Nancy Cayton, Ari Krupnick, Jenny Lowood, Linda McAllister, Mary Clarke-Miller, Jenny Yap

**Absent:** Fabian Banga, Lisa Cook, Barbara Des Rochers, Kuni Hay, Catherine Nichols

**Guest:** Randy Yang

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| **AGENDA ITEM** | **SUMMARY OF DISCUSSION** | **FOLLOW UP ACTION** |
| 1. Call to Order and Agenda Review
 | 10:10 a.m. |  |
| 1. Approval of 12/12/19 Curriculum Committee Minutes
 | Minutes approved.  |  |
| 1. February CIPD Report
 | See handout for summary of activity at this meeting. |  |
| 1. Making Tech Review Faster
 | A. Krupnick provided data for showing length of time it took proposals to go through tech review in 2018-19, particularly at what staged proposals tend to linger. The longest segment is from department chair approval to tech completion (each position in tech review was not reviewed), followed by the time it takes for orginators to resubmit with edits when changes are recommended. Members of the committee are asked to use the “recommend changes” option sparingly so that items aren’t returned to the originator for minor changes. Returning propsals extends the time to approval and adds to the committee’s workload because we must recheck the items when the are resubmitted. Committee members are advised that if an item returns to them for a recheck that they approved the first time, they can simply approve again without verifying that the section was not changed. There was a suggestion for department chairs to indicate the main reason for the submission, although committee members can use the comparison report to check where the outline has been changed and originators can be encouraged to use the list of changes. | 1. Committee members should use the office hours time to do tech review if no one has come for assistance.2. A. Krupnick will update the workflow for programs with L. McAllister doing the program sequence check. C. Bernard will continue to check percent of courses available as DE 3. Committee members should only use “recommend changes” for major corrections. |
| 1. Planning Rollout of Curriculum Plan in 2020-21
 | Several committee members are piloting the curriculum plan document. J. Lowood reported that the document worked well. Others are still working on theirs. The original plan was to have departments submit their plan for 2021-22  | 1. A. Krupnick will try to determine how much flexibility there is in the  |

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| *V. Rollout continued* | in Spring 2021. However, recent discussion of submission and effective dates at CIPD would affect our planned deadlines. We may need to change to departments submitting their plans in fall rather than spring to ensure all significant proposals are submitted and approved in time to meet the December CIPD deadline. Before the rollout, we need to determine to whom or how completed plans are submitted. Also, after the plan is submitted how will the committee review it and respond back to the departments. | CIPD deadline and how that will affect when we ask depatments to submit and work on major and minor updates.2. When we start following the plans, we will need to add a new step in the workflow to check if submitted items are in the department plan so that the committee is only reviewing items in the plan. |
| 1. Curriculum Proposals
 | Summary of actions below, for complete details, see spreadsheet of curriculum porposals. The following courses were approved: BIOL 025, GEOG 003, HUMAN 030A, MM/DI 001A, MMART 122B, PHIL 031A, PHIL 35, POSCI 019, POSCI 020, WS 035, MM/AN 004The following course deactivations were approved: HIST 033The following program modifications were approved: Liberal Arts: Social and Behavioral Sciences. | All approved items will be put on the CIPD agenda for March except the required correction to MM/AN 004 which was on the February agenda.  |
| 1. Other
 | None |  |
| 1. Adjourn
 | 11:15 a.m. |  |