**BERKELEY CITY COLLEGE**

**Curriculum Committee (CC)**

**Meeting Minutes**

**March 5, 2020**

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

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

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| **AGENDA ITEM** | | **SUMMARY OF DISCUSSION** | | **FOLLOW UP ACTION** |
| 1. Call to Order and Agenda Review | | 10:07 a.m. | |  |
| 1. Approval of 2/20/20 Curriculum Committee Minutes | | Minutes approved. | |  |
| 1. March CIPD Report | | See handout | |  |
| 1. Effective Dates | | A. Krupnick summarized the status of his attempts to get more information and ensure the topic will be scheduled for a near future discussion at CIPD. A. Krupnick and N. Cayton have discussed the committee’s concerns with VPI K. Hay. She stated that she would discuss this matter with the VPIs from the other campuses and move this forward. | | K. Hay to discuss with VPIs |
| 1. Committee Meeting Time | | Unanimous approval to move the meeting time to 10:50 am-12:20 pm beginning in Fall 2020 to accommodate block scheduling. | |  |
| 1. Grading Policy Variation Among Campuses | | N. Cayton discussed a concern of BCC’s Scheduler, J. Dong. The grading policy (grade only, grade and P/NP, etc.) is one piece of catalog information that can vary amongst campuses. Programming in PeopleSoft can only accommodate one status. The status programmed is whatever the majority of campuses have. When our campus differs, J. Dong must manually change the information each semester for each course being offered. He must remember to do this extra step and which courses this applies to, although that could change as courses are updated. He requests that campuses must be in agreement on this item as well in order to reduce errors and mange his workload more manageable. | | N. Cayton will request the following:  1) which courses at BCC have this issue (J. Dong);  2) how the grade option could affect students; how often grade option is an issue; what do counselors advise students regarding P/NP.  A. Krupnick will request this item to be added to the CIPD administrative meeting. |
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| 1. Academic Senate Discussion Regarding CIPD | | J. Bielanski discussed the item “CIPD Curriculum Discussion” from the District Academic Senate meeting agenda of 3/3/20. Some people in the district are interested in re-examining the role and/or processes of CIPD. BCC’s curriculum committee recommended that CIPD discuss this concern at the 4/20 CIPD administrative meeting. J. Bielanski notes that CIPD came into existance in the late 1980s as a remediation to accreditation recommendations to better manage curriculum across the district. Prior to CIPD there was no uniform course numbering system and courses taken at one campus weren’t necessarily the same or “transferrable” to another PCCD campus. Committee members noted the following could be considered when reviewing how CIPD operates: when a discipline is at only 1 campus, do those items need CIPD approval; how could CIPD processes be improved to reduce delay; should the committee’s name, Council on Instruction, Planning, and Development, be changed to better match its function; is there a way to reduce or remove the political aspect of voting at CIPD, such as a requiring the use of a rubric or that some requirements must be met before a proposal proceeds to a vote; can CIPD function similarly to BACCC to endorse rather than approve; perhaps borrowing courses and consultation could be tied to enrollment management (and being student-centered), including the coordination of signature programs. | | A. Krupnick to send a message to A. Elmasry and S. Brown to add a discussion of CIPD and its processes at the April CIPD Administrative meeting as well as to request that CIPD agendas be sent out district-wide rather than committee members only. |
| 1. Curriculum Proposals | Summary of actions below, for complete details, see spreadsheet of curriculum porposals. The following courses were approved: BIOL 004, 010; ANTHR 055; ART 001, 047; LIS 085; POSCI 002, 003.  The following program modifications were approved: Liberal Arts: Arts and Humanities AA. The following programs were approved for deactivation: Public Art: Community Service and Public Art: Entrepreneurship CAs. | | All approved items will be put on the CIPD agenda for April except ART 001, BIOL 010, LIS 085; and POSCI002, 003; which have non-catalog changes only and approval is complete at the campus level. | |
| 1. Other | 1) C. Bernard discussed the need for emergency DE approval for course outlines without DE approval to provide this option to ensure continuity of instruction during emergencies. There are other colleges that have models we can follow. Approval is only for the duration of the emergency. PCCD may want to consider adding emergency procedures into the outline. L. McAllister suggests that we consider extending similar emergency options for individual faculty members if they have a personal emergency that would prevent them from teaching in person. | | 1a) The administrative procedure related to emergencies and course continuity needs to be updated to include such actions.  1b) Create some basic instructions for faculty who do not know how to teach online but may beasked to do | |
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| *IX. Other continued* | 2) L. McAllister has noticed that assist.org lists different transfer information than expected and that ADTs, assist.org, and UC Transfer Pathways are not in agreement.  3) L. McAllister discussed Guided Pathways (GP) at the recent senate meeting. The college needs to rethink who is planning and envisioning our pathways and the curriculum committee needs to be brough in, as well as more members of the college in general to have a more inclusive process. | | so in an emergency.1c) C. Bernard will share examples of emergency policies from other colleges.  2a) Use new curriculum planning document to remind departments to check assist.org to confirm transfer information  2b) If departments notice that transfer courses in assist.org don’t seem right, contact J. Bielanski to follow up.  3) A. Krupnick agreed to attend GP meetings and will bring items to the curriculum committee. | |
| 1. Adjourn | 11:51 a.m. | |  | |