**BERKELEY CITY COLLEGE**

**Curriculum Committee**

**Meeting Minutes**

**April 23, 2020**

**Present:** Chris Bernard, Joseph J. Bielanski, Jr., Nancy Cayton, Mary Clarke-Miller, Kuni Hay, Ari Krupnick, Willy Lizarraga (for Fabian Banga) Jenny Lowood, Linda McAllister, Catherine Nichols, Jenny Yap.

**Absent:** Lisa Cook, Barbara Des Rochers

Meeting took place via Zoom meeting #581-699-065

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| **AGENDA ITEM** | **SUMMARY OF DISCUSSION** | | **FOLLOW UP ACTION** |
| 1. Call to Order and Agenda Review | 10:02 a.m. | |  |
| 1. Approval of 4/9/20 Curriculum Committee Minutes | Minutes approved. | |  |
| 1. Emergency Temporary Distance Education Blanket Addendum for Summer & Fall 2020   *Emergency Temporary Distance Education Blanket Addendum for Summer & Fall 2020 continued*  *Emergency Temporary Distance Education Blanket Addendum for Summer & Fall 2020 continued* | K. Hay reviewed the requirements in the state chancellor’s office memo (see link, right) to extend the emergency blanket DE addendum for courses in summer and fall 2020 as well as requirements from ACCJC. Both are allowing courses to be taught during these two terms as DE courses without having already been approved for such via the emergency addendum. Submission deadlines for the chancellor’s office for the addenduma are: summer by 5/20 and fall by 7/1 ACCJC deadline is about a month later for each.  PCCD has already determined that all summer courses must be taught online. Fall has been harder to plan. Because there is a high level of uncertainty regarding the need for continued or a possible return to sheltering in place during that term, there is no easy answer state-wide. Colleges have 3 options: stick with what they already planned and wait to make changes later if needed; plan for 100% DE instruction but allow a transition to face to face instruction if conditions allow; require 100% DE instruction for all courses for the term. All options have advantages and disadvantages.  BCC’s campus size and layout is less condusive to social distancing than other colleges, so a return to offering some face to face classes or having some employees work on campus may be difficult or limited.  A. Krupnick noted that the state chancellor’s office does not plan to allow any emergency blanket addendums for DE instruction after Fall 2020. All courses taught after Fall 2020 should have been approved for DE through the usual curriculum process regardless of continued pandemic conditions. DE approval could be limited to only in case of emergency for courses that are not well suited to DE instruction. As part of the emergency blanket addendum, the college must report (with a timeline) how the curriculum committee plans to get all needed outlines approved by the deadline.  Note that any course that is not conducted on campus or via correspondence is considered “distance education,” regardless of being synchronous or asynchronous. “Remote” instruction is not a category that the chancellor’s office or ACCJC recognize.  Committee members spent some time discussing how to note on course outlines that a course should only be offered by DE in an emergency and how to note additional requirements in that case, such as courses that should only be taught in a synchronous manner. How to note this information is listed in column at right.  A. Krupnick proposed that we provide each department with a form that lists the courses in their area. They will use that form to indicate which need DE added details about methods of contact, etc.\* The curriculum committee would use this information to complete the necessary DE addenda through a special workflow that will be set up in Curricunet. The update would only be for DE approval and doesn’t replace a routine course update.  \*C. Bernard and L. McAllister would provide instructions on the necessary information to fulfill DE requirements so that the committee has adequate information to complete the updates.  Note that Curricunet will not permit more than one draft or in review proposal per course at one time, requiring some planning with the department so that necessary updates are not delayed by the DE update. Once we know the total number of courses that need updating, A. Krupnick will determine how many outlines per meeting the committee will need to complete in order to finish updates by 12/30.  Department chairs should review their fall courses and identify any that are not appropriate to offer if face to face instruction is not allowed. They may want to replace those courses with others that can be taught online. Any decisions to change the schedule should be made right away.  If we offer face to face courses in the fall, M. Clarke-Miller asked what to do about faculty or students who don’t feel safe being on campus. K. Hay will address this concern with other VPIs and district office administrators and then provide a response. Further, she noted that if we return to in-person work the district office will provide specifications for a safe work environment at each campus.  Time was running out so, K. Hay and A. Krupnick will discuss meeting the ACCJC requirement to complete a substantial change for programs that will exceed 50% online due to our courses being taught by DE during the shelter in place separately. | | To read the state chancellor’s office memo on extending the blanket DE addendum go to: [California Community Colleges Chancellor’s Office Memorandum ES 20-12](https://www.cccco.edu/-/media/CCCCO-Website/Files/Communications/COVID-19/es-20-12-temporary-distance-education-blanket-addendum-summer-and-fall-2020.pdf)  How to indicate that a course may be taught by DE only in an emergency: note that information in the “Need/ Justification” text box on the DE tab. In the case of courses that need even more detail, for example, they must be taught synchronously, include that information in the Need/Justification box and also on the Methods of Instruction tab in the “Other” text box.  Department chairs to review planned fall schedule and determine how to handle courses that should not take place via DE.  K. Hay will discuss with other VPIs and district office administrators what to do for employees who do not feel safe to return to in-person work when the campus is re-opened and report back to the campus community.  K. Hay and A. Krupnick will work together to complete the substantial change report to ACCJC for all programs that will be 50% or more online. |
| 1. Changes to Committee Schedule and Membership | Committee schedule changed to accommodate the rescheduling of Spring Break from April to March: committee meeting added 4/23, office hours for curriculum support/tech review added 4/30. Willy Lizarraga will fill in for F. Banga for the rest of the semester on the committee. | |  |
| 1. Curriculum Proposals | Summary of actions, for complete details, see spreadsheet of curriculum proposals. The following courses were approved: ART 002, 003; ENGL 005; FREN 001A, 001B; MMART 123. The following course deactivations were approved: ART 190A, 190B, 190C, 190D, 230.  The following program deactivations were approved: Public Art CA. | All items will be put on the CIPD agenda for May except FREN 001A & 001B which only need campus-level approval. | |
| 1. Other | None |  | |
| 1. Adjourn | 11:36 a.m. |  | |