**BERKELEY CITY COLLEGE**

**Curriculum Committee**

**Meeting Minutes**

**May 21, 2020**

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

**Absent:** Barbara Des Rochers

**Guests:** Joya Chavarin, Randy Yang

Meeting took place via Zoom meeting *#*924 670 932

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| **AGENDA ITEM** | **SUMMARY OF DISCUSSION** | | **FOLLOW UP ACTION** |
| 1. Call to Order and Agenda Review | 10:03 a.m. | |  |
| 1. Approval of 5/7/20 Curriculum Committee Minutes | Minutes approved, but note this correction to information in the discussion about making the DE Coordinator a member of the committee (item VIII): the DE Coordinator is already a member of the committee. However, it may be wise to change the position to DE Coordinator or designee as determined by the campus DE Committee. | | A change to the position to include a designee would be done via an update to the bylaws. |
| 1. Discussion of New Courses and Programs in Education   Discussion of New Courses and Programs in Education continued | J. Lowood, L. Cook, and J. Chavarin discussed plans for the expansion of the Education program and curriculum changes that will take place to support the expansion, which include courses and program. The proposed new programs are: Assistant Teacher certificate, School Readiness Master Teacher Certificate of Achievement, and a second option for the existing Liberal Studies AA that focuses on elementary education. (The current AA focuses on preschool and transitional kindergarden.) The set of programs provides students a stacked method to complete preparation to enter a bachelor’s level teacher training program and aligns with the state permit system.  The path to becoming a teacher can be long and lacks qualifications or rewards along the way. The advisory committee recommended BCC use a stacked approach to give students rewards and work options along the path. California needs more teachers, particularly those from a diverse background. To meet this need, in cooperation with partners, we are designing a no cost path to complete all traning and receive a teaching credential. L. Cook and J. Chavarin have been working with a statewide consortium to get more future teachers in the pipeline.  As Merritt College already has many of the necessary courses for the new programs in the Child Development discipline and has exisiting programs to prepare students to work in child care, BCC and Merritt met last year to determine what role each campus would play in teacher prep. It was agreed that Merritt would continue training students who want to work in child care and BCC would prepare students who want to become teachers (focus on kindergarden and higher). All involved acknowledged that there would be some courses that both campuses would offer. In fact, the courses in BCC’s proposed programs are the CAP 8, the 8 lower division courses that all students need to enter bachelor’s programs to become a teacher and thus every school needs to offer. Of the 29 community colleges in the region with programs to prepare teachers, BCC is the only one not offering the CAP 8 courses. Community colleges throughout the state offer these same courses so that students have a seamless transfer into a BA program. There is such a high demand for these courses that waiting lists are exceeded at Merritt and our students have to find colleges outside the district to take these courses. | | J. Chavarin will contact Jenny Briffa at Merritt to as part of the consultation process to:  1) discuss the courses that each campus will have in common and the need to update the course outlines at Merrit to include the following sentence in the course descriptions:  Not open for credit to students who have completed or are currently enrolled in…. BCC will have the same sentence in our outlines.  2) ensure that the requisites for courses at both campuses include the BCC EDUC courses as well as the Merritt CHDEV courses. |
| 1. Update on Adding DE addendums | The form created by A. Krupnick for departments to use in order to get DE approved for all courses that need it effective Spring 2021 replicates the information that will appear on the revised DE addendum tab in Curricunet. Committee members were asked to review the draft form and provide feedback.  Department chairs will have until 7/17 to complete the form. M. Clarke-Miller will discuss the form at the 5/22 department chairs meeting and remind them again to complete it at the 7/10 meeting. | | A. Krupnick will send the form to all department chairs in the next few days after incorporating suggested revisions.  Department chairs return completed form by 7/17. |
| 1. CurriQunet DE-Related Tab Revision | A. Krupnick reviewed the current plans for updates to the DE tab. He requested feedback from the committee particularly about the usefulness and clarity of the student equity question. C. Bernard noted that PCCD is focused on equity and discussion of the state OEI rubric includes adding something about equity. He suggests a check box that indicates the completer has read and affirms the equity requirements. J. Lowood and L. McAllister indicated that, as written, the question might not be understood by the faculty or produce meaningful responses. It was recommended that more guidance be provided so that the person completing the outline can respond appropriately. | | A. Krupnick will provide the committee’s feedback to the ad hoc group working on the update. |
| 1. Consistent Grading Policy for Shared Courses | This item was tabled until we receive a list of courses at BCC affected by the inconsistent grading option from Johnny Dong | | N. Cayton will follow up with J. Dong to get the list. |
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| 1. Confirm Committee Meeting Schedule for 2020-21 | The proposed calendar for 2020-21 was approved by the committee. The following were noted: the meeting time will change to 10:50 am-12:20 pm to accommodate the new block scheduling and meetings will continue to take place by Zoom until we are able to work on campus again.  C. Bernard requested that when the committee resumes meeting in-person individual members will be allowed to participate via Zoom as needed.  Committee members were asked to confirm if they plan to continue serving in 2020-21. All members present indicated that they would continue except L. McAllister who gave a tentative agreement, until a scheduling conflict could be resolved. | | A. Krupnick will confirm with absent committee members if they intend to continue serving on the committee for 2020-21 |
| 1. Curriculum Proposals | Summary of actions, for complete details, see spreadsheet of curriculum proposals. The following courses were approved: SPAN 101. There were no program actions for approval | SPAN 101 will be put on the CIPD agenda for Septmeber. | |
| 1. Other | K. Hay reported that draft #2 of the 2020-21 catalog will be distributed to department chairs 5/22 to review their department information and respond with any corrections by 5/29.  K. Hay also reported that the summer emergency blanket DE addendum was submitted to the state by the 5/20 deadline. The deadline for submission of the fall emergency addendum is 7/1.  A. Krupnick announced that the annual Curriculum Institute will take place virtually this year 7/7-7/10. The faculty senate can pay the registration for 4-5 interested faculty in addition to A. Krupnick and J. Bielanski. If interested, contact Kelly Pernell, BCC Academic Senate President, by 5/26. | A. Krupnick or K. Pernell will confirm who is selected to attend. | |
| 1. Adjourn | 11:16 a.m. |  | |