**BERKELEY CITY COLLEGE**

**Curriculum Committee**

**Meeting Minutes**

**May 7, 2020**

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

**Absent:** Lisa Cook, Barbara Des Rochers, Kuni Hay, Willy Lizarraga

**Guests:** Joya Chavarin, Randy Yang

Meeting took place via Zoom meeting *#*86 395 091

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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 4/23/20 Curriculum Committee Minutes
 | Minutes approved. |  |
| 1. CIPD Report (April Admin & May meetings)
 | See handouts |  |
| 1. Proposal to Remove Computer Literacy Requirement from AA/AS General Education Requirements
 | J. Bielanski reported on status of this item. The Peralta GE Subcommittee consists of campus Articulation Officers, Amany Elmasry, and Charlotte Smith and Doninique Taylor of the district admissions office. They review items for inclusion or removal from Peralta AA/AS degrees. Concern has been expressed by people in the district that the computer literacy requirement is an unnecessary barrior to students seeking a local degree. The requirement was added in the 1980s to ensure that students had sufficient computer skills. Since that time, most students have suffieicient skills that a course isn’t necessary. Students can receive credit by exam instead, but the exam is not offered frequently. The proposal was submitted to the district academic senate (DAS) this spring, but the DAS requested tht this issue be discussed at each campus and the campus academic senate and curriculum committees make a recommendation about this proposal. Many curriculum committee members were in agreement that the requirement did pose an unnecessary barrior. L. McAllister sited a survey done by three BCC faculty asking students who transferred without receiving a degree why they did not get the degree. The reason that they most often gave was that the degree had requirements that were not necessary for transfer and didn’t want to make the extra effort to complete them. The computer literacy requirement was one of those named as being superfluous for their needs. M. Clarke-Miller expressed concern that although current students are able to use smart phones and apps, many are lacking in other important computer-related skill and knowledge, particularly how to save, store, and organize files. She recommended that the college find some way to help students learn these skills to help with student success in courses and employment. | The committee unanimously supported this proposal to remove the requirement. |
| 1. Update on Adding DE addendums AND **IX.** CurriQunet DE-Related Tab Revision
 | The California community college state chancellor’s office requires that at community colleges approve a distance education (DE) addendum for all courses that will take place after Fall 2020 whether for regular use or in the case of emergency only because they will no longer allow emergency blanket approval for courses not currently approved for DE to be offered in this manner. For BCC this is approximately 150 courses.At the same time, the tabs in our course outlines related to DE need to be updated to include changes in Title 5 requirements. There have been some recent meetings of curriculum and DE folks to plan the changes to the tabs. A draft document containing proposed changes was provided to the committee. The revisions will be district-wide, but each campus will review outlines in their own manner. Thus, for the response to the Title 5 required question on how course outcomes will be achieved in the DE format, in order to avoid the answer being baed only on the practices of the person completing the outline, we may wish to provide our faculty with a boilerplate response. The following statement could be used to keep the response general enough to apply to all who teach the course: This course can be taught online in a pedagogically effective manner that addresses all course content, performance objectives, and student learning outcomes in the course, and the SLO assessment will be the same as for face-to-face courses.There was a question about whether the outline needs to show the frequency of contact between instructor and students and among students and not just the methods. C. Bernard noted that the campus or district DE committee can provide a definition of “regular and effective contact” for faculty to have more information and guidance when completing the outline.A. Krupnick noted that the changes to the DE tab will hopefully take place over the summer. In order to avoid the approximately 150 DE updates completed using the old, non-compliant format, his plan is to create a Google form matching the final version of the DE tab revisions. The form will be sent to all departments to fill out. They will be able to indicate all courses that need the same information with one entry. For example, if there are 10 courses that need DE added and 5 will have the same information listed, they complete one entry on the form noting the 5 courses, rather than 5 entries showing the same information on each one. Faculty may have to complete this task over the summer. Once Curricunet has completed the revisions, the information will be entered by the curriculum committee from the forms the departments completed. | 1. The ad hoc DE tab revision group will finalize the information that is submitted to Curricunet from feedback from all the campus curriculum committees 2. A. Krupnick will create a form for departments to fill out in order to update all DE addendums 3. After Curricunet revises the DE-related tabs, the information from the forms will be entered by the curriculum committee and the proposals will go through the approval process. |
| 1. Plan for Transitioning to New Approval Process
 | A. Krupnick reported on attempts to adjust CIPD deadlines to allow for all campus approvals in fall to be effective for the following fall. Result is later CIPD meetings in December and May (as noted in CIPD report) to include more items, but means that items approved in November (perhaps early Dec.) at BCC can be effective the following fall. Now that this information is confirmed, we can complete work on our approval process and timeline. The requirement for departments to provide a curriculum plan before curriculum items are approved will go into effect in 20-21. This means that in Spring 2021 departments will be given a form to fill out to create their plan for 2021-22, which will be submitted in Fall 21.  | 1. N. Cayton and A. Krupnick work together to provide a form for departments by Jan 2021.2. Departments complete the planning form by 4/1.3. Committee reviews plans through the end of semester and revise or approve.4. Departments submit their substantive change proposals in fall for approval by November. Departments submit their minor changes in Spring 2022. |
| 1. Consistent Grading Policy for Shared Courses
 | A. Krupnick reported that after discuss at BCC’s curriculum committee, it was discussed at CIPD’s April administrative meeting. As noted in item III handout, each curriculum committee chair will dicuss this issue with their campus committees and report back to CIPD next year. As noted before, the drawbacks to having this item remain variable among campuses, is that it can cause confusion for students who attend more than one campus and it takes a lot of time to manage the logistics of this manually, which can also lead to errors. There was a discussion about when and how choosing a P/NP grade option can be a detriment for the student. C. Nichols was asked how the counseling department advises students regarding the P/NP grading option. Her response was that it is difficult to advise student sbecause there are a number of variables that can affect whether this option or will have negative effects. Further, it can sometimes be the case that selecting P/NP had no negative consequences at the time, but later when the student’s plans or situation change it becomes a problem. The committee wants to know which of our courses are in this situation before making a recommendation.  | N. Cayton will contact Johnny Dong to request a list of BCC courses with a grade option that varies from the other campuses.The issue will go back on the agenda for discussion after the list is received. |
| 1. Revise Curriculum Committee Membership to Include DE Coordinator
 | A. Krupnick is proposing that the campus DE Coordinator have an official position on the committee. C. Bernard, L. McAllister, and M. Clarke-Miller agreed that someone with DE knowledge should be on the committee however, there are others on campus, in addition to the coordinator, who are knowledgeable about DE. It may be more practical if our membership includes the DE Coordinator or someone appointed by the DE committee. C. Bernard will discuss this idea with the DE committee. | If the DE committee is in support of this change, the curriculum committee will draft changes to our bylaws. |
| 1. CurriQunet DE-Related Tab Revision
 | See item V above  |  |
| 1. Participatory Governance Self-Evaluation
 | Phoumy Sayavong is asking all members of shared governance committees to complete a survey reviewing their experience on the committee. Members of more than one committee should fill out the survey for each committee they serve on. | Committee members should complete the survey before the end of the spring semester. |
| 1. Curriculum Proposals
 | Summary of actions, for complete details, see spreadsheet of curriculum proposals. The following courses were approved: EDUC 502A, 502B; MATH 003A. The following course deactivations were approved: BIOL 248UD.The following programs were approved: CBEST Test Preparation certificate of completion and Spanish AA-T.  | All items will be put on the CIPD agenda for Septmeber except MATH 003A which went on the May CIPD agenda in anticipation of this approval and in order to facilitate a district-wide update. |
| 1. Other
 | J. Lowood announced that the committee should expect to see a large number of ENGL courses updates and to prioritize ENGL 001A. M. Clarke-Miller announced that some students have found the structure of the AA degrees in the Multimedia department confusing, and so they are planning on revising those programs. |  |
| 1. Adjourn
 | 11:55 a.m. |  |