**BERKELEY CITY COLLEGE**

**Curriculum Committee**

**Meeting Minutes**

**October 15, 2020, 10:50 am-12:20 pm**

**Present:** Fabián Banga, Chris Bernard, Joseph J. Bielanski, Jr., Nancy Cayton, Joya Chavarin, Mary Clarke-Miller, Lisa Cook, Barbara Des Rochers, Ari Krupnick, Jenny Lowood, Linda McAllister, Catherine Nichols

**Absent:**  Kuni Hay, Jenny Yap

**Guest:** Kathy O’Connor

Meeting took place via Zoom *#*970 1516 3347

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| **AGENDA ITEM** | **SUMMARY OF DISCUSSION** | **FOLLOW UP ACTION** |
| 1. Call to Order and Agenda Review
 | 10:52 a.m. |  |
| 1. Approval of 10/1/20 Minutes
 | Moved by J. Bielanski/seconded by J. LowoodApproved. 10 yeas, 0 nays, 1 abstentions. |  |
| 1. October CIPD Report
 | Accompanying document has details of the meeting. Note that at the meeting A. Krupnick raised the a question of whether new COUN courses proposed from Laney actually fit into the noncredit category of Elementary and Secondary Basic Skills. There was a brief discussion that focused on the TOP code rather than the noncredit category. The same issue is true for COUN 501 now being updated at all campuses, so BCC will need to address it. | Noncredit categories and definitions are in the [PCAH](https://www.cccco.edu/-/media/CCCCO-Website/Reports/CCCCO_Report_Program_Course_Approval-web-102819.pdf?la=en&hash=06918DD585E9F8C0805334FEA3EB1E6872C22F16) on page 111. |
| 1. Draft Board Policy & Administrative Procedure for Credit for Prior Learning (CPL)
 | Changes in Title 5 require all community colleges from move from “credit by exam” to “credit for prior learning.” As part of the requirements, all colleges must have a board policy (BP) and administrative procedure (AP) by December 31, 2020. J. Bielanski has been working on proposed BP and AP for Peralta. These will replace the bulk of the text currently in BP & AP 4235. The revised policies borrow heavily from those of Palomar College which has been working on implementation of CPL as part of a pilot program. J. Bielanski requests feedback and endorsement on the revised policies from the committee as soon as possible so that they can have Board approval by 12/31. | Provide feedback on the proposed BP & AP directly to J. Bielanski. |

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| *IV. Draft Board Policy & Administrative Procedure for Credit for Prior Learning (CPL) continued* | Many questions remain about implementing the procedures. These include: (1) what constitutes the “prior learning?” Can students be self-taught or have on-the-job training that is not documented via a transcript, certificate, or similar?(2) how will the option of CPL for a course affect articulation? Will conferring credit for prior learning cause any issues with transferring?(3) how are portfolios to be used to determine CPL? What is the process to develop guidelines on what needs to be demonstrated in the portfolio?(4) will faculty be compensated for evaluating portfolios, educational records, etc. to determine if CPL can be awarded?Other information: PCCD transcripts will note CPL courses. Units earned by CPL will count toward receiving local degrees and certificates. The college will not receive apportionment for units awarded as CPL. | The admissions office must be involved in discussions on CPL.Request that vice chancellor Brown invite a Palomar representative to do a training for PCCD on CPL.An extensive toolkit is available to all colleges at [this link](https://www.asccc.org/sites/default/files/CPL%20Toolkit.pdf). Reading the information can help address some concerns noted at right.  |
| **V.** Q & A with Kathy O’Connor from Santa Barbara City College on Noncredit Distance Education Hours Accounting | K. O’Connor gave a brief summary of her experience with distance education and curriculum, which is extensive. Her involvement particularly with noncredit DE has been for the last three years. She also noted that the attendance accounting formula (how the college gets apportionment) for noncredit DE is complicated and difficult. The ASCCC Distance Education Technical Advisory Committee (DETAC) is advocating for a change, but there has not been much progress so far. Next, she responded to questions from the committee about the tracking spreadsheet provided previously. In summary, the spreadsheet is used as a tool for course planning. It is attached to curriculum proposals and reviewed and approved by the curriculum committee. Thus, it should represent how instruction occurs across all sections of a course.She noted that ACCJC wants to see that instructors have consistent and regular interaction with each student. She did not count responding to emails or sending announcements in this category and stated that the contact could not be “one way.” To “break even” on the cost of running the course, typically the contact hours must be double the content hours. Currently, SBCC instructors are not paid for the contact hours in these courses.  | This portion of the meeting was recorded and is available at [this link](https://cccconfer.zoom.us/rec/share/5kHTXQGjvKwGvcNqoHjOabXytQs9JM1qQ4X9lHiE19f4JncyZ9hZLGUWs-SWJhY.XMJxLypcAVSqcjkS). |
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| ***V.*** *Q & A with Kathy O’Connor from Santa Barbara City College on Noncredit Distance Education Hours Accounting continued* | While colleges are teaching remotely due to the pandemic, the state chancellor’s office has given approval for noncredit courses that would otherwise have been taught in-person and are now taught synchronously (“live”) to collect attendance hours via positive attendance.C. O’Connor advised that there is a chancellor’s office forum on noncredit calculation next week and encourages attendance at it. |  |
| 1. Curriculum Proposals
 | Summary of actions listed here, for complete details, see spreadsheet of curriculum actions. The following courses were approved: EDUC 002, 003, 004, 005, 006, 007, 008. DE update only: 75 courses in various departments. The following program was approved: School Readiness Teacher Certificate of Achievement.F. Banga moved/C. Nichols seconded10 yeas, 0 nays, 0 abstentions. | These items will be on the CIPD agenda for November.J. Lowood will provide J. Bielanski with the C-ID descriptors that the EDUC courses align with. |
| 1. Other
 | None |  |
| 1. Adjourn
 | 12:27 p.m. |  |