**BERKELEY CITY COLLEGE**

**Curriculum Committee**

**Meeting Minutes**

**February 18, 2021, 10:50 am-12:20 pm**

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

**Absent:**  Joya Chavarin, Lisa Cook, Barbara Des Rochers, Genesis Pulido

Meeting took place via Zoom *#*970 1516 3347

|  |  |  |
| --- | --- | --- |
| **AGENDA ITEM** | **SUMMARY OF DISCUSSION** | **FOLLOW UP ACTION** |
| 1. Call to Order and Agenda Review | 10:53 a.m. |  |
| 1. Approval of 2/4/21 Minutes | Moved by F. Banga, seconded by J. Bielanski  Approved: 9 yeas, 0 nays, 0 abstentions. |  |
| 1. CIPD Report from 2/8 Meeting | See handout. |  |
| 1. Preparation for Accreditation Team Visit | K. Hay informed the committee that there is no schedule yet from the visiting team, however, we know that the team chairperson person prefers to utilize existing committee meeting when possible to conduct meetings with campus groups. The curriculum committee meeting falls during the team’s exit forum, so a meeting with curriculum, if any, would be at another time. Members of the team might go to the 3/1 CIPD meeting. Each PCCD campus will be having a different visiting team at the same time and members of these teams will also visit the district office.  It is recommended that all curriculum committee members read standards I and II.A in the ISER in preparation for the visit. Based on discussion with the team chairperson and BCC president, the team will note that we meet the standard, but have work to do in assessment. We will need a concrete plan to get a higher level of completion.  There will be a meeting on 2/19 for all members of the college that will provide information about the accreditation visit. In addition, the steering committee will provide a guide document |  |
| **AGENDA ITEM** | **SUMMARY OF DISCUSSION** | **FOLLOW UP ACTION** |
| *IV. Preparation for Accreditation Team Visit continued* | The ISER and other accreditation reports as well as visiting team information is listed on the campus website. Dates and times for the public forum are listed there. Look for the accreditation link on the home page. |  |
| 1. Committee Training | A. Krupnick is preparing quizzes as a training and education tool for committee members. Currently there is a quiz on TOP codes posted on the Canvas site. There will be more to come in the next few weeks. Committee members will receive notifications when there are additional quizzes. | Committee members should complete the TOP code quiz in the next few weeks. |
| 1. Curriculum Proposals | Summary of actions listed here, for complete details, see spreadsheet of curriculum actions. The following course proposals were approved: COMM 005. There were no program proposals.  Moved by F. Banga/seconded by J. Lowood  Approved 9 yeas, 0 nays, 0 abstentions. | COMM 005 will be on the March CIPD agenda. |
| 1. Other | 1. J. Lowood provided a summary on the status of EDUC proposals. At the December CIPD meeting it was determined that Merritt and BCC faculty would meet to further discuss issues raised by Merritt. A meeting took place on 2/16. Education faculty coordinator Candida Tapia was the presenter for BCC with support from J. Lowood and other program faculty. There was no resolution at the meeting. Another meeting is scheduled for next week. At that time, faculty from both campuses will bring proposals in attempt to reach agreement for how to proceed in this area of overlap. Merritt proposed a collaborative program. J. Lowood is looking for information on collaborative programs.  2. J. Yap reported that the PeopleSoft 9.2 upgraded class schedule search that is now active is not functioning well. She demonstrated particular problems she has encountered. These issues make the function student unfriendly. Notably, it may appear that courses are not offered/available when they are. | N. Cayton will send a memo from the state chancellor’s office on collaborative programs as well as other available information on a collaborative program between Laney and CCSF.  K. Hay will send information on how to report problems and provide feedback related to the upgrade to A. Krupnick to share with the committee |
| 1. Adjourn | 12:23 p.m. |  |