**BERKELEY CITY COLLEGE**

**Curriculum Committee**

**Meeting Minutes**

**February 4, 2021, 10:50 am-12:20 pm**

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

**Absent:**  Fabián Banga, Joya Chavarin, Lisa Cook, Barbara Des Rochers, Kuni Hay, Genesis Pulido

**Guest:** Randy Yang

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 12/17/20 Minutes | Moved by J. Bielanski, seconded by C. Nichols  Approved: 9 yeas, 0 nays, 0 abstentions. |  |
| 1. Curriculum Proposals | Summary of actions listed here, for complete details, see spreadsheet of curriculum actions. The following course proposals were approved: CHEM 030B. The following deactivations were approved: ESOL 266. There were no program proposals.  Moved by M. Clarke-Miller/seconded by L. McAllister  Approved 9 yeas, 0 nays, 0 abstentions. | CHEM 030B approval complete at curriculum committee level. ESOL 266 will be on the March CIPD agenda. |
| 1. Other | •C. Bernard noted that a significant number of proposals are missing the contact method details on the DE tab. Originators are able to launch the proposals after filling in the check boxes only.  •L. McAllister asked a few questions about the curriculum plan document.  1. Are department chairs and/or dean supposed to review prior to submission?  A. Krupnick responded that departments should review their plans with their dean if proposing actions other than routine updates.  2. Are departments/disciplines committed to doing everything on their plan or can some items be postponed to a future year? | A. Krupnick will check if the text boxes can be changed to required fields. |
| **AGENDA ITEM** | **SUMMARY OF DISCUSSION** | **FOLLOW UP ACTION** |
| *IV. Other continued* | A. Krupnick replied that items can be postponed except in cases where there are a set of items that go together, then all items must be completed at once.  •A. Krupnick announced that he will be on leave following spring break.  L. McAllister will fill the role as committee chair for the remainder of the semester. |  |
| 1. Adjourn | 11:12 a.m. |  |