**BERKELEY CITY COLLEGE**

**Curriculum Committee**

**Meeting Minutes**

**September 16, 2021, 10:50 am-12:20 pm**

**Members Present:** Fabián Banga, Chris Bernard, Joseph J. Bielanski, Jr., Nancy Cayton, Mary Clarke-Miller, Barbara Des Rochers, Kuni Hay, Ari Krupnick, Cora Leighton, Christopher Lewis, Jenny Lowood, Linda McAllister, Catherine Nichols, Jenny Yap, Dmitriy Zhiv

**Members Absent:** Lisa Cook, Pete Dubois

**Guests:** Joya Chavarin

Meeting took place via Zoom *#*974 2179 7775

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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 9/2/21 Minutes | Moved to approve with corrections by J. Bielanski, seconded by J. Lowood. 12 yeas, 0 nays, 1 abstention. |  |
| 1. Report from September CIPD Meeting | Refer to handout for summary of CIPD meeting. |  |
| 1. Proposal to Faculty Senate about Functioning of CIPD | In follow up to a discussion at the last meeting to concerns raised about the functioning of CIPD, committee members requested that the committee draft a resolution to go to the Academic Senate. A. Krupnick suggested that despite some calls for the committee to be abolished, it should remain but with a narrowed purpose. CIPD has a valid role in ensuring that the catalog information of shared courses is standardized. However, it should not play a role in settling disagreements about such things as whether one college’s adoption of a course will affect enrollment at another college. Enrollment management and scheduling of courses is the administrators’ purview and concerns about such things between campuses should be resolved within this realm. Overall, committee members were supportive of CIPD continuing its role of ensuring standardization of shared courses.  L. McAllister and J. Chavarin both noted that the way curriculum is handled now at CIPD meetings does not serve students well. Any resolution should emphasize the | A. Krupnick will prepare a draft resolution for the next curriculum committee meeting. |
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| IV. Proposal to Faculty Senate about Functioning of CIPD continued | need to better serve students. L. McAllister further noted that in the past it may have made sense for CIPD to try to manage enrollment because there was not a good structure in place across the district to do so. However, we now have dedicated personnel and resources that are able to manage enrollment, thus this obligation can be removed from CIPD.  J. Lowood noted that CIPD’s mission doesn’t include making any judgement about whether proposed courses or programs will affect another college’s enrollment. She cited the requirement for a college to request permission from another campus in order to “borrow” a course as a good example of overreach of CIPD’s mission.  J. Bielanski noted that the uniform numbering system was started in order to ensure that students can transfer from PCCD without problems. For example, we don’t want to return to a system where, for example, one campus has ENGL 001A and another has ENGL 100 and both are meant to fulfill the transfer level composition requirement. He also noted that the Peralta curriculum handbook has not been vetted and approved by the faculty senate.  A. Krupnick noted that when he reviewed who the voting members of CIPD are, it is theoretically possible that a proposal could pass without any faculty members approving. This circumstance is highly to happen, but it is possible.  The next step will be to draft a formal proposal. |  |
| 1. Curriculum Proposals | This is a list of items that the committee took action on. For complete details on each item, see spreadsheet of curriculum items. The following course proposals were approved: BIOL 004; ECON 049. There were no program proposals.  Moved by L. McAllister, seconded by B. Des Rochers  Approved: 13 yeas, 0 nays, 0 abstentions. | Approved items will be on the October CIPD agenda. |
| 1. Other | L. McAllister asked for an update on the status of the curriculum plans and whether Social Sciences should be moving forward with the items on their plan. A. Krupnick responded that he has questions for some of the departments and is slowing contacting each one. Social Science should move ahead; if the faculty have questions or need clarification, they should contact him. He further stated that he is | A. Krupnick will follow up with all departments on their curriculum plans. |
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|  | considering how to change the curriculum plan process in the future to make it more collaborative with departments and deans. Anyone who worked on a curriculum is welcome give their suggestions. |  |
| 1. Adjourn | 12:03 p.m. |  |