**Berkeley City College**

**Committee Update Form- June 21, 2021 Participatory Governance Retreat**

**Committee Name: \_\_\_\_\_Curriculum Committee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Committee Charge:

Review all curriculum proposals to ensure that they are appropriate to, and further the mission of, BCC; that there is a need for the proposed curriculum in the community we serve; that the proposals adhere to curriculum standards as given in Title 5, and as given by accrediting agencies and other relevant external bodies; that the college has adequate resources to maintain the proposed curriculum; and that the proposals comply with all applicable laws and regulations.

Review existing courses and programs periodically to ensure that they meet the standards cited above, and help departments plan for and enact any appropriate changes in their curriculum in the light of that review.

Maintain and publicize to the college policies and procedures concerning the development, review, and approval of curriculum that are clear, efficient, and ensure that the standards cited above are met.

Review general education requirements and graduation requirements for the Associates of Arts and Associates of Science degree, and make recommendations if necessary

Review district-level policies and procedures that concern the development, review, or approval of curriculum, and make recommendations if necessary

Chair:

Curriculum Chair – Ari Krupnick

Membership:

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| --- | --- | --- |
| Position on the Committee | Name | Voting Member? |
| Curriculum Chair | Ari Krupnick | only in case of a tie |
| Curriculum Specialist | Nancy Cayton | yes |
| Articulation Officer | Joseph Bielanski | yes |
| Distance Education Coordinator | Cora Leighton | yes |
| SLO and Assessment Coordinator (or designee) | (vacant) | yes |
| ASBCC Rep | Holden Grisset | only after first semester in role |
| Modern Languages Rep | Fabian Banga | yes |
| Business/CIS Rep | Pete DuBois | yes |
| Multimedia Arts Rep | Mary Clarke-Miller | yes |
| Counseling Rep | Catherine Nichols | yes |
| Science and Biotechnology Rep | Barbara Des Rochers | yes |
| Library Rep | Jenny Yap | yes |
| Social Sciences Rep | Linda McAllister | yes |
| Arts and Cultural Studies Rep | Ari Krupnick | yes |
| English/Education Rep | Jennifer Lowood | yes |
| Mathematics Rep | Dmitriy Zhiv | yes |
| ESOL Rep | (vacant) | yes |
| American Sign Language Rep | (vacant) | yes |
| Dean of Liberal Arts and Social Sciences | Lisa Cook | no |
| Dean of Math, Science, and Career Education | Christopher Lewis | no |
| Vice President of Instruction | Kuni Hay | no |

Members serving in more than one role have at most one vote.

Selection/Appointment Process:

For the faculty reps: The faculty representative from a given department is appointed by that department and approved by the BCC Academic Senate.

For the Curriculum Chair: In the final year of the current Chair’s term, the Curriculum Committee will hold an election for the Chair position. When an election year arrives, the Academic Senate will post the job description for the Curriculum Committee Chair and for the Chair-Elect, including the amount of release time provided. These descriptions shall be posted no later than October 31st.

The Curriculum Committee will accept applications for Chair only from current or past members of the committee up until the last meeting of the fall semester. If one or more current or past members apply for the Chair position by that deadline, then no more applications will be accepted.

If no current or past member of the committee applies for the Chair position by the deadline, then the Academic Senate will announce that any faculty member is free to apply (including any current or former committee member who missed the fall deadline, but then subsequently wishes to apply). Such applications would be due February first of the election year.

On the last meeting in March of the election year, the Committee will elect, from among those individuals whose applications it accepted, one individual to be Chair. The election will be by majority vote on a secret ballot.

If the individual elected to be Chair is already serving in that role, then they will continue to serve in that role for another term. In the final year of that term, it will again be time to hold an election for Chair. The individual in question will be barred from applying for the Chair position in that election, unless authorized to do so by the Academic Senate.

If the individual elected to be Chair is not already serving in that role, then the year immediately following will be a transition year. During a transition year, the Chair from the previous year serves as Outgoing-Chair, while the individual just elected to Chair serves as Chair-Elect. The two will co-chair the committee during that year. In the year after that, the Chair-Elect officially begins their term as Chair, and will chair the committee on their own.

Length of Term:

For the faculty reps: 2 years

For the Curriculum Chair: 2 years

Recommends to:

All curriculum proposals, except for minor course updates, are forwarded to CIPD for approval, which then forwards proposals approved by CIPD to the Board of Trustees.

Resolutions are forwarded to the BCC Academic Senate.

Meeting Days & Times:

Committee meetings are from 10:50—12:20. Typically they are on the 1st and 3rd Thursdays of each month, but that schedule may be altered to accommodate holidays, professional development days, etc.