**BERKELEY CITY COLLEGE**

**Curriculum Committee**

**Meeting Minutes**

**October 21, 2021, 10:50 am-12:20 pm**

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

**Members Absent:** Pete Dubois, Dmitriy Zhiv

**Guests:** Joya Chavarin, Matt Freeman, Cadida Tapia

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
 | 10:53 a.m. |  |
| 1. Approval of 10/7/21 Minutes
 | Moved to approve by J. Bielanski, seconded by C. Nichols. 8 yeas, 0 nays, 0 abstentions. |  |
| 1. Vote on Participatory Governance Manual Entry Update for Curriculum Committee
 | Moved to approve with corrections by A. Krupnick, seconded by J. Lowood. 11 yeas, 0 nays, 0 abstentions | A. Krupnick will forward the final version to Academic Senate. This item will appear on the mid-November agenda of the senate. |
| 1. Notice of Curriculum Chair Election
 | The [job description](https://www.berkeleycitycollege.edu/curriculum/curriculum-committee-calendar/curriculum-committee-agenda/) for Curriculum Committee Chair and Chair-Elect had been slightly revised at the request of the Academic Senate as well as to reflect the years of the next term of service. BCC’s Academic Senate will vote the job description at their next meeting. The term of service for Chair A. Krupnick will end at the end of the academic year. The election process for the next chair was reviewed. BCC’s Academic Senate will advertise the position after it is approved. | Any questions or concerns about the language in the job description can be sent to A. Krupnick prior to the senate meeting. An election for Curriculum Committee Chair will follow procedures as outlined in committee bylaws. |
| 1. Discussion on Possible Committee Policy that Requires Courses to be Offered Within Two Years or Removed from Catalog
 | A. Krupnick reviewed information in the state [Program and Course Approval Handbook](https://www.cccco.edu/-/media/CCCCO-Website/Reports/CCCCO_Report_Program_Course_Approval-web-102819.pdf?la=en&hash=06918DD585E9F8C0805334FEA3EB1E6872C22F16) (pgs. 27-28) as well as [accreditation standard II.A.6](https://accjc.org/wp-content/uploads/Accreditation-Standards_-Adopted-June-2014.pdf). regarding how often courses in a program should be offered as context for this discussion. Students should have a reasonable expectation that courses listed in the catalog will be available within a 2-year time frame. If not, it is a sort of false advertising, although if courses were offered less frequently, for good reason, it is not necessarily a violation of any regulations. Committee members discussed various options for how to address courses that are not offered within a 2-year time frame, including courses not meeting this time frame should trigger a curriculum discussion. | A. Krupnick will contact Napa Valley College, which has implemented a policy like this, and request information. The information will be provided to the committee. |
| **AGENDA ITEM** | **SUMMARY OF DISCUSSION** | **FOLLOW UP ACTION** |
| 1. Curriculum Proposals
 | The following 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: ESOL 052. There were no program proposals.Moved to approve by J. Bielanski, seconded by J. Lowood. Approved: 12 yeas, 0 nays, 0 abstentions. | Approved items will be on the November CIPD agenda. |
| 1. Other
 | 1. M. Freeman noted that BCC’s Academic Senate will be taking action at their 11/3/21 meeting on the proposal the Curriculum Committee forwarded about the functioning of CIPD.2. L. McAllister requested the committee confirm the meeting format for Spring 2022. Some members of the committee will be on campus full- or part-time while others will not. As a result the committee will plan for hybrid meetings.3. J. Lowood recognized J. Bielanski for recent support with course articulation and C-ID submissions.4. M. Clarke-Miller summarized curriculum actions planned for the Multimedia Arts department, which will begin with work on and animation and game design programs. |  |
| 1. Adjourn
 | 12:03 p.m. |  |