**BERKELEY CITY COLLEGE**

**Curriculum Committee**

**Meeting Minutes**

**November 18, 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, Neng Tang (student representative)

**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 11/4/21 Minutes | Moved to approve by F. Banga, seconded by C. Nichols. 10 yeas, 0 nays, 1 abstention. In follow up to item #1 in Other on these minutes, B. Des Rochers noted that COA faculty has not responded to her regarding consultation on BIOL 051. Also, she will be following up with the Biology department chair at Merritt. |  |
| 1. Proposal to Table Multimedia Arts Curriculum Proposals | A. Krupnick proposed tabling all items for Multimedia Arts currently in the tech review queue except for the deactivation of the Character Design and 3D Modeling CP. The majority of these items are noncredit mirrors of existing credit courses. The rationale is that there is curriculum work that needs to be completed with the credit courses first so that the mirrored courses can accurately correspond, otherwise the proposals may need to be edited again shortly after being approved, causing excessive work for the committee and creating confusion among students and counselors with the rapid changes. The credit courses and programs still have work in progress. Examples of curriculum work that needs to take place on the credit courses is to ensure that requisites are applied consistently and where needed and eliminating naming and numbering inconsistencies. These are systemic issues across all the strands in the department.  M. Clarke-Miller showed a PowerPoint presentation indicating the plans the Multimedia department has for each of its strands. The most detailed planning was for the Animation, Game Design, and Motion Graphics strand, which would be the first to move forward. A systemic change will be the renaming of mirrored programs to differentiate them from credit programs. She noted that the pandemic has caused companies to move to virtual production in order to reduce the number of people gathering together for work, so the department is trying to pivot to ensure students are ready for this work environment. Additionally, because the supply of trained workers is low, many game companies have removed the requirement that employees have a BA in order to be hired, in favor of those who can document their skills and experience through portfolios. C. Lewis noted that the Multimedia department has been working with the Deputy Sector Navigator and local advisory committees.  There was a suggestion that a task force be formed to review the planned path and related course and program proposals. There was another suggestion to use office hours time to review these items. | A meeting is scheduled for next week with A. Krupnick, M. Clarke-Miller, C. Lewis, N. Cayton, and K. Hay to further discuss how to proceed with the large number of proposals. |
| 1. Committee Member Access to Edit In-Review Items | In the past, members had access that allowed all to edit any in-review proposal. The purpose of the access was to allow committee members to fix small errors, such as typos, to save time and effort rather than return the item to the originator to make the fix. The access was removed when it was revealed that some members were editing items that should not be. There was a brief discussion about reinstating this access for members. A. Krupnick proposed that the following positions only have in-review editing access in order to perform the functions of their jobs: committee chair, curriculum specialist, librarian, and articulation officer. If other members find small errors that need fixing, they can approve the proposal but note in their comments what needs to be corrected. The chair and specialist will make the correction as needed. For significant problems, esp those for which the originator’s intentions were not clear, the item should be marked as Recommend Changes so it can be returned to the originator. In response, some concerns were expressed that the corrections might not be applied by the chair and specialist properly and it would be too much work for the member making the recommendation to explain what was necessary. There was a recommendation that the committee consider using a “prelaunch” phase, which is something available in Curricunet but not utilized at our campus. | This item was tabled for further discussion. In the meantime, A. Krupnick will write up a proposal that can be reviewed when this item is considered again. |
| 1. Assigning Courses to Disciplines | Tabled | This item was tabled due to lack of time. It will be on the next agenda. |
| 1. Discussion on Possible Committee Policy that Requires Courses to be Offered Within Two Years or Removed from Catalog | Tabled | This item was tabled due to lack of time. It will be on the next agenda. |
| **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: BUS 002, 006, 020; CHDEV 051; ENGL 501. Child and Adolescent Development AA-T.  Moved to approve by F. Banga, seconded by J. Lowood. Approved: 13 yeas, 0 nays, 0 abstentions. | Items that require approval beyond the committee level will be placed on the December CIPD agenda. |
| 1. Other | None |  |
| 1. Adjourn | 12:26 p.m. |  |