**BERKELEY CITY COLLEGE**

**Curriculum Committee**

**Meeting Minutes**

**December 9, 2021, 10:50 am-12:20 pm**

**Members Present:** 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:** Fabián Banga, Lisa Cook, Pete Dubois, Neng Tang (student representative)

**Guests:** Joya Chavarin, 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
 | 10:52 a.m. |  |
| 1. Approval of 11/18/21 Minutes
 | Moved to approve by J. Bielanski, seconded by J. Yap. Approved: 12 yeas, 0 nays, 0 abstention.  |  |
| 1. Committee Member Access to Edit In-Review Items in Curricunet
 | In follow up to the same agenda item from 11/18/21, A. Krupnick provided a proposal that provides in review editing access to four committee members: committee chair, specialist, articulation officer, and librarian. The proposal provides direction for members doing tech review to address minor corrections that should not prevent the proposal from being approved, but would be nice to fix. Moved to approve by N. Cayton, seconded by M. Clarke-Miller. Approved: 12 yeas, 0 nays, 0 abstention. | Documents provided during the meeting, including this proposal are available at the [committee agenda page](https://www.berkeleycitycollege.edu/curriculum/curriculum-committee-calendar/curriculum-committee-agenda/?preview_id=1268&preview_nonce=40550f90c0&_thumbnail_id=-1&preview=true) |
| 1. Discussion on Adding OER Field in Course Proposals in Curricunet
 | J. Yap showed a possible revision to our current text section of the course outline and a sample from Chaffey College to include OER information. Free and low cost text options could be noted. Currently Peralta has not defined how much “low cost” is, but student groups have recommended $30-40. At other colleges the low cost item could be a rental or purchase. When online materials are provided for students, the bookstore is willing to provide printed versions at very low cost. Committee members were advised by C. Leighton to ensure that any text or other materials they are considering listing on the outline must be accessible. | Work will continue within [Affordable Educational Materials Subcommittee](https://peralta4-my.sharepoint.com/%3Aw%3A/g/personal/hdodge_peralta_edu/EV48FwGRvzZLsJ_gAmSf7zABc3qGn9tqfPEpeu2tPY1siw?rtime=GLU8DsSJ2Ug) on how the recommended text section of the outline might be revised and J. Yap will provide a late stage draft for the Curriculum Committee to review and vote on. |
| 1. C-ID Discipline Updates from ASCCC
 | A. Krupnick reviewed recent C-ID updates as provided by the state academic senate. These include changes in Film, Television and Electronic Media (FTVE) courses and ADT, the Sociology ADT, and Chemistry courses and ADT. Departments affected by these changes have been provided the information but committee reps should also ensure that members of their departments are aware of the changes and where action is needed. | Documents provided during the meeting, including a summary of the C-ID updates are available at the [committee agenda page](https://www.berkeleycitycollege.edu/curriculum/curriculum-committee-calendar/curriculum-committee-agenda/?preview_id=1268&preview_nonce=40550f90c0&_thumbnail_id=-1&preview=true) |
| **AGENDA ITEM** | **SUMMARY OF DISCUSSION** | **FOLLOW UP ACTION** |
| 1. Assigning Courses to Disciplines
 | N. Cayton did a short training on the task of assigning courses to disciplines and the current way that this work takes place in Peralta.  Discussion following this training led to a committee recommendation that BCC’s faculty senate place assigning courses to disciplines as an informational item on their next Senate agenda.Slides from this training are available at the [committee agenda page](https://www.berkeleycitycollege.edu/curriculum/curriculum-committee-calendar/curriculum-committee-agenda/?preview_id=1268&preview_nonce=40550f90c0&_thumbnail_id=-1&preview=true). |  |
| 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. |
| 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 available on the [committee agenda page](https://www.berkeleycitycollege.edu/curriculum/curriculum-committee-calendar/curriculum-committee-agenda/?preview_id=1268&preview_nonce=40550f90c0&_thumbnail_id=-1&preview=true). The following course proposals were approved: ART 133B; BIOL 051; ECON 001, 002; EDUC 018, 510A, 510B; HIST 002A, 002B, 003B; HUSV 120A, 120B, 121, 500A, 500B, 510A, 510B; LIS 511, 512, 513; PSYCH 061. The following programs were approved: Social and Human Service Work Readiness Certificate of Completion, Social Work and Human Services AA-T, Biology AS-T, Biotechnology AS, Business Administration 2.0 AS-T, Tutor Training Certificate of Completion, History AA-T, Community Health Worker Certificate of Completion, Peer Support Specialist Certificate of Achievement, Research Skills Certificate of Competency, Mathematics AS-T, Global Studies AA-T, Psychology AA-T.Moved to approve by J. Lowood, seconded by L. McAllister. Approved: 12 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
 | 12:24 p.m. |  |