**BERKELEY CITY COLLEGE**

**Curriculum Committee**

**Meeting Minutes**

**February 17, 2022, 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, Jenny Lowood, Linda McAllister, Catherine Nichols, Jenny Yap, Dmitriy Zhiv

**Members Absent:** Lisa Cook, Christopher Lewis

**Guests:** Joya Chavarin, Melina Winterton

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 | 10:51 a.m. |  |
| 1. Approval of 2/3/22 Minutes | Moved to approve by J. Bielanski, seconded by C. Nichols. Approved: 11 yeas, 0 nays, 0 abstentions. |  |
| 1. February CIPD Report | [Handout](https://www.berkeleycitycollege.edu/curriculum/files/2022/02/CIPD-Report-from-2-7-22.docx) with a summary of actions at February CIPD meeting provided. Note when the revised consultation form should start being used, as discussed in item II.B.2., may not be correct as noted in the handout and will be clarified at a future meeting. It was also unclear if we had received the finalized form yet. | A. Krupnick will clarify when the updated consultation form will be in use and where it will be located. |
| 1. Digital Literacy Training for Students | M. Winterton, faculty lead in Social Work and Human Services, a set of programs that are both CE and academic, has received feedback from the advisory committee that graduates are not always exiting our programs with the level of digital literacy that employers expect. In fact, not all students have sufficient digital literacy skills to be successful in their courses. Examples of skill gaps include things like how to send/accept meeting invitations in Outlook, attach files to email messages, and work on shared documents. This issue is a problem across the college and not only in SWHS courses. How can the college provide support to students who need to develop these skills without adding more requirements or unit load to their programs?  A number of suggestions were discussed:  • an optional or required credit course such as CIS 205 (Merritt), CIS 200, or CIS 1  • refer to another training source such as an adult school class  • offer on-going workshops that students could attend as needed perhaps through the LRC  • an online self-paced course  • a noncredit course |  |
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| *Digital Literacy Training for Students continued* | • use of an embedded tutor in classes with high need  • a class Discord channel or similar feature within Canvas  It was noted that the Peralta GE Subcommittee has recommended removal of the current computer literacy requirement from the AA/AS General Education requirements as it was deemed more of a hindrance to local degree completion than a real means of developing necessary computer skills. BCC supported this recommendation, but it did not move forward because Merritt did not support it. It may be proposed again. |  |
| 1. Curriculum Proposals | The following is a simplified list of items that the committee took action on. For complete details on each item, see the spreadsheet of curriculum items available on the [committee agenda page](https://www.berkeleycitycollege.edu/curriculum/files/2022/02/2-17-22-Curriculum-Items-for-Approval.xlsx). The following course update proposals were approved: PHYS 003A, 003B, 004A, 004B, 004C; ESOL 552. The following program correction was approved: Community Health Worker certificate. The following program deactivation: Business Administration AS-T.  Moved to approve by F. Banga seconded by L. McAllister. Approved: 13 yeas, 0 nays, 0 abstentions. | Items requiring approval beyond the committee level will be forwarded to the CIPD agenda. |
| 1. Other | A. Krupnick summarized his presentation to BCC’s Academic Senate on 2/16 regarding assigning courses to disciplines. In short, because Peralta doesn’t list the assignment of courses to disciplines on our course outlines, they have to do so on a separate list, but the list is not available when requested. The reason, when given, has been that it is “under revision.” The list should be readily available for review and the Senate or Curriculum Committee acting for the Senate should be the only entity making revisions. Thus, A. Krupnick drafted a [letter](https://www.berkeleycitycollege.edu/curriculum/files/2022/02/request_to_droker.docx) to Interim Deputy Chancellor and Chief Operating Officer, Stephanie Droker, who is also currently filling the vacant role of Associate Vice Chancellor of Academic Affairs & Student Success, requesting that the list be provided immediately to all senates. BCC’s senate president M. Freeman asked him to reveiw the letter with the Curriculum Committee for feedback and planned to ask the other campus senates to review the letter as well and endorse it, then forward to the District Academic Senate for action. | Committee members can provide feedback about the letter to A. Krupnick. |
| 1. Adjourn | 12:02 p.m. |  |