**BERKELEY CITY COLLEGE**

**Curriculum Committee**

**Meeting Minutes**

**February 3, 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:** none

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 12/9/21 Minutes
 | Moved to approve by J. Bielanski, seconded by C. Leighton. Approved: 9 yeas, 0 nays, 0 abstentions.  |  |
| 1. December CIPD Report
 | [Handout](https://www.berkeleycitycollege.edu/curriculum/curriculum-committee-calendar/curriculum-committee-agenda/) with a summary of actions at December CIPD meeting provided. |  |
| 1. Result of Committee Poll on Meeting Format for Spring 2022
 | In response to a poll from the committee chair, 10 members replied that they never planned to attend office hours in person this semester and 2 replied that they rarely planned to attend in person. A few more were interested in or preferred attending committee meetings.in person, but there was clearly a strong preference for continuing to meet online. However, due to travel time to/from campus, shared office spaces, and other conditions, not all members currently had ideal conditions to be able to participate fully. Due to the strong preference, committee meetings and office hours will continue by Zoom for the Spring semester. | Members who need computer or other equipment or a “swing” space to be able to participate fully by Zoom from a campus location should contact their dean. |
| 1. Curriculum Plans for 22-23
 | A. Krupnick reported lessons learned from instituting curriculum plans last year: 1) before a plan is finalized, more discussion is needed with departments; 2) plans should be presented to the curriculum committee and voted on for a final endorsement. As a result of these lessons, a revised approach to the curriculum plan process will be piloted this year with the Arts and Cultural Studies department. In the pilot, each area within the department will receive an email from A. Krupnick asking what their curriculum plans are and note the maintenance items specific to their area, such as courses that have not been offered in 2 or more years, outlines that have not been updated in 3 or more years, etc. Each area would have a meeting that included the curriculum chair, specialist, department chair, and curriculum rep to discuss how they want to address the needs and goals. If the plans are significant, there may be more than one meeting. The purpose would be for the department  | For those that are not members of the pilot department, curriculum reps should discuss with their department the need to plan curriculum work early and to inform the chair and specialist as early as possible what they intend to do. Reps should ensure that department members understand the approval timeline. |
| **AGENDA ITEM** | **SUMMARY OF DISCUSSION** | **FOLLOW UP ACTION** |
| *Curriculum Plans for 22-23 continued* | faculty to have all the information they need to complete a finalized plan. The meetings would take place before spring break. The finalized plans would be presented to the committee before the last meeting of the year for the committee to vote on. |  |
| 1. CSU GE Area F Courses
 | Legislation requires that students who start college in Fall 2021 and intend to transfer to a CSU will be required to complete 3 units in Area F (Ethnic Studies) prior to transfer. Currently BCC has only one course that fulfills this requirement: ETHST 001. Students need additional Area F options. All other potential course options were submitted for review in late fall (still pending review) or have been rejected at a prior review. The rejected courses have been revised by Alejandro Wolbert Perez and launched. All committee members who have not already reviewed these items are asked to check their queue and do so as soon as possible to allow the items to either move forward for approval or be returned to A. Wolbert Perez to review. For some courses, it may be best to have A. Wolbert Perez come to a committee meeting to discuss the course outlines and the core competencies prior to approval. The courses pending CSU review now should have a result in March or April. A. Krupnick asked if there might be extra, off-cycle submission period like last year. J. Bielanski replied that there is no indication of an addition opportunity at this time, however, having course outlines approved and ready in case the chance presents itself would be a benefit. | J. Bielanski submits these courses as part of routine CSU GE submissions. The next opportunity for submission will be late Fall 2022. |
| 1. Discussion on Possible Committee Policy that Requires Courses to be Offered Within Two Years or Removed from Catalog
 | This item was tabled. A. Krupnick has been trying to get additional information from other colleges about their policies related to this issue for BCC’s committee to review, but has not been successful yet. | It will be on the next agenda. |
| 1. Curriculum Proposals
 | None |  |
| 1. Other
 | None |  |
| 1. Adjourn
 | 12:02 p.m. |  |