**BERKELEY CITY COLLEGE**

**Curriculum Committee**

**Meeting Minutes**

**March 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, Christopher Lewis, Linda McAllister, Catherine Nichols, Jenny Yap, Dmitriy Zhiv (some members arrived after the first vote took place)

**Members Absent:** Lisa Cook, Jenny Lowood

**Guests:** Matt Freeman

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 3/3/22 Minutes
 | Moved to approve by C. Nichols, seconded by J. Bielanski. Approved: 8 yeas, 0 nays, 1 abstention.  |  |
| 1. March CIPD Meeting Report
 | See handout |   |
| 1. Curriculum Committee Chair-Elect Announcement
 | M. Freeman announced that there was a one candidate for Curriculum Chair: Catherine Nichols. As an uncontested race, a vote is not required. C. Nichols will begin serving as Chair-Elect in Fall 2022. This is a shared role with A. Krupnick, the out-going chair, through 2022-23. |  |
| 1. Attending the Curriculum Institute
 | The Curriculum Institute will take place 7/6-7/9 in person in Riverside with some possible virtual attendance options. The Academic Senate is still trying to work out the details for the virtual part. The majority of workshops will take place 7/7 & 7/8. Information is available at the ASCCC [webpage](https://asccc.org/events/2022-07-06-190000-2022-07-09-210000/2022-curriculum-institute-hybrid-event-subject-change). | If you are interested in attending, let A. Krupnick know. |
| 1. Discussion of the 2022-23 Curriculum Plans
 | Last year, the committee required all departments to submit a Curriculum Plan for 2021-22. Based on that experience, the process has been revised and is being piloted this year with the Arts and Cultural Studies department. Instead of simply providing a document that departments fill out on their own and submit, each department or area within the department will be provided a sort of “to do” list. The list provides information about their curriculum and asks them to review it. Information on the list includes things like courses not offered for two or more years, courses and programs not reviewed for three or more years, and others. The list also asks the members of the department to consider what new items they  | Curriculum Chair and Specialist will meet with each area within Arts & Cultural Studies. Representatives from each area will meet with the committee to discuss their plans |
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| *Discussion of the 2022-23 Curriculum Plans continued* | want to pursue. Departments have time consider the items on their list and then a meeting is scheduled with representatives from each area prior to spring break. The purpose of the meeting is to review how they plan to proceed with the items on their list and find out about new items, helping them refine their ideas if needed. Next steps are listed on the plan. A representative of each area will present their plan at a curriculum committee meeting before the end of the semester. The committee will decide whether to endorse the items on their plan. The plans will not have every detail listed, as a result, endorsing the plan means that the committee has given approval for the faculty to launch the endorsed items in Curricunet, but is not guaranteeing that the items will automatically be approved after launch. Note: substantive items that are not listed on the plan, such as a new course, will not be considered. If there are compelling reasons for an exception, the department chair should contact the curriculum committee chair to determine how to proceed.When evaluating plans and considering endorsement, committee members should take into account the approach of guided pathways which is to ensure that every degree and certificate that we offer is valuable to students. The curriculum committee has the responsibility to make this determination; there is no other group on campus that will fulfill this role.C. Bernard noted that it will be important for the committee to clearly communicate in a timely fashion to the faculty who will be submitting items what the curriculum timelines are, as well as any necessary steps to achieve their plan, including necessary documents to attach, endorsements or data required from outside entities, or other requirements that they may not be aware of.L. McAllister strongly suggests that departments are encouraged to consult with the counseling department early in their planning process. Counselors can offer valuable insight into issues with existing programs and courses as well as advice on unmet needs and how new items can best serve students, especially as this relates to program completion or transfer. | The committee will vote to endorse the items on the plans.Following the plans, faculty members will launch endorsed curriculum items in the agreed upon time frame |
| 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](https://www.berkeleycitycollege.edu/curriculum/files/2022/03/3-17-22-Curriculum-Items-for-Approval.xlsx) available on the committee agenda page. The following course update proposals were approved: BUS 001A, 001B; EDUC 001. The following program update proposals were approved: Liberal Arts: Social and Behavioral Sciences AA degree.*continued* | Items requiring approval beyond the committee level will be forwarded to the next CIPD agenda. |
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| *Curriculum Proposals continued* | Moved to approve by J. Bielanski, seconded by B. Des Rochers. Approved: 11 yeas, 0 nays, 1 abstention.  |  |
| 1. Other
 | None  |   |
| 1. Adjourn
 | 11:45 a.m. |  |