**BERKELEY CITY COLLEGE**

**Curriculum Committee**

**Meeting Minutes**

**April 7, 2022, 10:50 am-12:20 pm**

**Members Present:** Fabián Banga, Chris Bernard, Nancy Cayton, Barbara Des Rochers, Ari Krupnick, Cora Leighton, Jenny Lowood, Linda McAllister, Jenny Yap, Dmitriy Zhiv

**Members Absent:** Joseph J. Bielanski, Jr., Mary Clarke-Miller, Lisa Cook, Kuni Hay, Christopher Lewis, Catherine Nichols

**Guests:** Joya Chavarin

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 3/17/22 Minutes
 | Moved to approve by D. Zhiv, seconded by F. Banga. Approved: 8 yeas, 0 nays, 1 abstention.  |  |
| 1. April CIPD Meeting Report
 | See handout. In follow up to item II.A.1 on handout, Updated PCCD Discipline List, A. Krupnick informed the committee that he is waiting for a file of active courses for BCC to be provided by Amany Elmasry from Academic Affairs. After receiving the file, he will add the discipline listed for each from the draft Peralta disciplines list document and then send the information to each department to review and propose revisions as needed. After BCC has reviewed all courses, we will need to compare our recommendations with that of the other colleges. The old discipline list, the new draft, and other documents related to this discussion were provided to the committee members via email. Links to those documents also provided at right. | • [Existing PCCD disciplines list](https://www.dropbox.com/s/k2ckq0p9zd2d1l6/FSACOUR6LSTsq.pdf?dl=0)• [Current state minimum qualifications handbook](https://www.dropbox.com/s/ukadpxned7wn9du/Minimum%20Qualifications%20Handbook%202021.pdf?dl=0)• [Proposed revised PCCD disciplines list](https://www.dropbox.com/s/73o1bkpkxyeo2jc/PCCD%20Discipline%20List%202022_Draft.docx?dl=0)• [Peralta list of all LRNRE courses with discipline](https://www.dropbox.com/s/7dcik28geb9m7nh/PCC_CM_LRNRE_9687.xlsx?dl=0) |
| 1. 2022-23 Curriculum Plan for Communication Studies
 | The curriculum planning document for [Communication Studies](https://docs.google.com/document/d/15y3TXyGPOhlOMnBZJqX6-Q_dQwmuStC80bUDCRjg1Rg/edit?pli=1) was reviewed. The minor updates have already been launched. Updates to the AA-T will be launched soon although it won’t be approved until Fall. Two course updates have not been launched yet: COMM 003 and 005 because a less than 6-week time frame is proposed. A discussion about offering courses of 3 units or more in less than a 6-week time frame is a separate agenda item that follows. The committee unanimously endorsed the plan for Communication Studies. | All 22-23 curriculum plans can be found [here](https://peralta.instructure.com/courses/10886/pages/curriculum-plans-for-22-23?module_item_id=2362625). |
| **AGENDA ITEM** | **SUMMARY OF DISCUSSION** | **FOLLOW UP ACTION** |
| 1. Offering Courses of 3 or More Units in Fewer Than 6 Weeks
 | The committee discussed this topic previously on 2/7/19. At that time the committee decided that before any course of 3 units or more takes place over less than 6 weeks, the course outline must be updated to reflect the minimum number of weeks it will be offered and approved by the Department Chair and Curriculum Committee. C. Leighton is now asking the committee to reconsider this practice. There are two compelling reasons: 1) the considerable enrollment issues the college is currently facing and 2) supporting students to complete their program of study. Regarding enrollment: Merritt has been very successful in enrolling courses during the intersession using a 4-week time frame. C. Leighton recently taught COMM 005 in a compressed timeframe for Merritt in a section with 32 students. All of the same content was included and all of the same requirements were met.Regarding student completion: The Distance Education Committee and POCR representatives encourage some short duration options. Such scheduling is already available through the online consortium and recently a student was able to complete graduation requirements on time only because of the availability of one of these courses. There are many reasons why a student might benefit from a shorter duration course, including the advantages of an immersive experience, greater options for students with difficult schedules, and the ability to quickly complete a course that they fear. In the interests of equity, various scheduling options should be available.Concerns raised by some committee members were: 1) can sufficient rigor be maintained and 2) can the necessary knowledge or skills in some courses realistically be achieved in a compressed time. There was some concern that struggling students might find this scheduling attractive while at the same time be the least likely to succeed, especially if there are insufficient support services for them during the time the course takes place.Students need to understand the requirements and drawbacks of short duration courses prior to enrolling, so the college must ensure students are aware of these and assist them in determining if such a course is a good match for them. However, in the end, all students have the right to try, even if they end up failing.Because the District Academic Senate has already approved a resolution requiring campus curriculum committees to approve courses offered in a shortened time frame, the committee will continue to review outlines proposing a shorter than 6-week duration. Any department interested in offering short duration courses should submit a course update proposal in Curricunet for each course. The committee will review the proposals, discuss at a committee meeting and vote on approval. | 2/7/19 Committee Minutes may be found here for review of the previous discussion. |
| **AGENDA ITEM** | **SUMMARY OF DISCUSSION** | **FOLLOW UP ACTION** |
| 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/2022/04/4-7-22-Curriculum-Items-for-Approval.xlsx) available on the committee agenda page. The following course proposals were approved: ESOL 292, 513, and 553. The following program update proposals were approved: ESOL High Intermediate Certificate of Competency and English AA-T.Moved to approve by F. Banga, seconded by J. Lowood. Approved: 9 yeas, 0 nays, 0 abstentions.  | Items requiring approval beyond the committee level will be forwarded to the next CIPD agenda. |
| 1. Other
 | A. Krupnick is requesting committee members to provide him any examples of curriculum items being altered or in some way distorted or manipulated from what would have normally been proposed in order to prevent the item(s) from being blocked at CIPD. This request relates to having further discussion at CIPD to change its policy to allow any college in the district to adopt an existing course. |   |
| 1. Adjourn
 | 12:11 p.m. |  |