**BERKELEY CITY COLLEGE**

**Curriculum Committee**

**Meeting Minutes**

**September 1, 2022, 10:50 am-12:20 pm**

**Membership:**  (Attended = marked with “X”, Partial Attendance “P”)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| P | Fabián Banga | X | Barbara Des Rochers | P | Jenny Lowood |
| P | Chris Bernard | P | Kuni Hay (ex officio) | X | Catherine Nichols |
| X | Joseph Bielanski | X | Ari Krupnick | X | Kelly Pernell |
| X | Nancy Cayton | P | Charlotte Lee | P | Jenny Yap |
| P | Mary Clarke-Miller | X | Cora Leighton | X | Dmitriy Zhiv |
| P | Lisa Cook (ex officio) | P | Chris Lewis (ex officio) |  |  |

**Vacant Positions:** ASL Rep, ESOL Rep, ASBCC Rep

**Guests:** Stacey Shears

Meeting took place via Zoom *#*958 2846 6022

|  |  |  |
| --- | --- | --- |
| **AGENDA ITEM** | **SUMMARY OF DISCUSSION** | **FOLLOW UP ACTION** |
| 1. Call to Order and Agenda Review | 10:52 a.m. |  |
| 1. Approval of Agenda | Motion by J. Bielanski, second by B. Des Rochers. Final Resolution: Motion Carries.  Yea: A. Krupnick, C. Nichols, D. Zhiv, B. Des Rochers, N. Cayton, K. Pernell, C. Leighton, J. Bielanski |  |
| 1. Resolution CC22-01 | Resolution to continue conducting committee meeting via teleconference as a Brown Act-covered legislative body (AB 361).  Motion by: K. Pernell, second by C. Leighton. Final Resolution: Motion Carries.  Yea: A. Krupnick, C. Nichols, J. Yap, D. Zhiv, B. Des Rochers, C. Lee, N. Cayton, K. Pernell, C. Leighton, J. Bielanski | Committee members were polled prior to the meeting about their interest in having hybrid meetings, giving the option to meet in person for those who prefer it, but there was a strong preference for online only. |
| 1. Approval of 4/21/22 Minutes | Minutes from 4/21/22 corrected from previous reading  Motion by J. Bielanski, second by F. Banga. Final Resolution: Motion Carries.  Yea: A. Krupnick, C. Nichols, J. Lowood, J. Yap, D. Zhiv, F. Banga, B. Des Rochers, N. Cayton, C. Leighton, J. Bielanski  Abstain: C. Lee, K. Pernell |  |
| 1. Approval of 5/5/22 Minutes | Motion by: J. Yap, second by J. Lowood. Final Resolution: Motion Carries.  Yea: A. Krupnick, C. Nichols, J. Lowood, J. Yap, D. Zhiv, F. Banga, N. Cayton, C. Leighton, J. Bielanski  Abstain: C. Lee, B. Des Rochers, K. Pernell |  |
| **AGENDA ITEM** | **SUMMARY OF DISCUSSION** | **FOLLOW UP ACTION** |
| 1. Public Comment | None |  |
| 1. 2022-23 Meeting Calendars | Calendars for BCC’s Curriculum Committee and CIPD were provided. All BCC Curriculum Committee members have been sent calendar invites for our meetings. |  |
| 1. Committee Training | What Does the Curriculum Committee Do?  Training on the fundamental duties and responsibilities of the committee. | Future trainings will take place on specific requirements and regulations. |
| 1. Proposed Curriculum Committee Goals | A proposed set of committee goals for 2022-23 was presented and feedback from members requested. Suggestions included being more specific about the trainings to be provided and to condense the overall number of goals, keeping those that are overarching actions and listing specific tasks under those as a means to measure success. | A revised list of goals will be reviewed at the next meeting as an action item. |
| 1. Report of May CIPD Meeting and CIPD Fall Retreat | See written reports. Members may want to note item II.B. from the May report regarding our proposal to allow all colleges to adopt active courses within the district. CIPD members rejected the proposal. | A discussion on how to move forward on equitable processes for course adoption within the district will take place at a later time. |
| 1. BCC Academic Senate Appointee for CIPD Membership |  | Tabled due to lack of time. Will be discussed at the next meeting. |
| 1. OER and Zero Textbook Cost Information on Course Outlines |  | Tabled due to lack of time. Will be discussed at the next meeting. |
| 1. Discuss ASL 057 & MM/AN 002 Placement in PCCD GE Area 2 |  | Tabled due to lack of time. Will be discussed at the next meeting. |
| 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/2022/08/9-1-22-Curriculum-Items-for-Approval.xlsx) available on the committee agenda page. The following course proposals were approved: COMM 003; ESOL 552 & 573. There were no program proposals. | Items requiring CIPD approval will be added to the October agenda. |
| 1. Announcements |  |  |
| 1. Adjourn | 12:20 p.m. |  |