**BERKELEY CITY COLLEGE**

**Curriculum Committee**

**Meeting Minutes**

**November 3, 2022, 10:50 am-12:20 pm**

**Membership:**  (Attended = marked with “X”, Partial Attendance = “P”, Absent = “0”)

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| --- | --- | --- | --- | --- | --- |
| X | Fabián Banga | X | Barbara Des Rochers | X | Kelly Pernell |
| P | Chris Bernard | X | Ari Krupnick | X | Jenny Yap |
| X | Joseph Bielanski | P | Charlotte Lee | 0 | Dmitriy Zhiv |
| X | Nancy Cayton | X | Cora Leighton |  |  |
| X | Mary Clarke-Miller | X | Catherine Nichols |  |  |

**Non-Voting Members:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| P | Lisa Cook | 0 | Kuni Hay | X | Chris Lewis |
| 0 | Stacey Shears | P | Thierry Yan |  |  |

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

**Guests:** Dru Kim

Meeting took place via Zoom *#*958 2846 6022

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| **AGENDA ITEM** | **SUMMARY OF DISCUSSION** | **FOLLOW UP ACTION** |
| 1. Call to Order and Agenda Review | 10:53 a.m. |  |
| 1. Approval of Agenda | Motion by J. Bielanski, second by C. Nichols. Final Resolution: Approved.  Yea: F. Banga, J. Bielanski, N. Cayton, M. Clarke-Miller, B. Des Rochers, A. Krupnick, C. Leighton, C. Nichols, K. Pernell, J. Yap. |  |
| 1. Approval of 11/3/22 Minutes | Motion by J. Bielanski, second by F. Banga. Final Resolution: Approved.  Yea: F. Banga, J. Bielanski, N. Cayton, M. Clarke-Miller, B. Des Rochers, A. Krupnick, C. Leighton, C. Nichols, K. Pernell, J. Yap. |  |
| 1. Public Comment | None |  |
| 1. Articulation Officer Report | See accompanying file with list of [courses that will be submitted for CSU GE and IGETC review](https://www.berkeleycitycollege.edu/curriculum/files/2022/11/Annual-Submission-of-courses-for-CSU-GE-review-and-IGETC-review-2023-2024.docx). |  |
| 1. November CIPD Report | See accompanying file with [meeting highlights](https://www.berkeleycitycollege.edu/curriculum/files/2022/11/CIPD-Report-from-11-7-22.docx).  Committee comments on the information: regarding item II.D.4., CHEM 032, B. Des Rochers noted that she will discuss this course with other microbiology instructors as a possible additional prerequisite to our microbiology courses.  Item II.E.3., there was some discussion over which dollar amount should be considered |  |
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| *November CIPD Report continued* | “low cost.” Some alternative suggestions to having a single “low cost” amount included listing the specific cost of the materials or utilizing a symbol system to indicate how low the materials cost is for a course (such as the number of “$” listed). |  |
| 1. Report & Discussion of Submitted Course Minimum Qualifications | 1. The following proposed minimum qualification (MQ) assignments were tabled at the 11/3 meeting to allow additional time for further review. They were back for final review.  A. MATH: MATH 501 will retain the Mathematics Basic Skills: Noncredit MQ  B. BUS/CIS/ECON: The Business and Economics instructors reviewed the courses and confirmed the MQs on the draft document with the following exceptions:  i. BUS 002 will remove the Accounting MQ and have only Business  ii. BUS 049 will add Management as an option with Business  iii. BUS 210 will change to Business or Accounting  C. Science: BIOL 033, 34, 34L, 050A, 050B, 050C, and 050D will have the Biological Sciences MQ.  2. Social Sciences has submitted the following changes to the MQs approved at the 11/3 meeting:  A. CHDEV 051: add Education as an option with the Child Development MQ  B. HUSV 510A & B: change from the previously proposed MQs to Health Care Ancillaries  C. EDUC 018: Education is listed as the proposed MQ, but there was a lot of committee discussion about using Mathematics instead or in addition to.  D. HUSV 500A & B: there was a question about whether these should also change from Psychology or Health to Health Care Ancillaries or another non-master’s option.  3. Courses not associated with a department. These were not discussed on 11/3.  A. COPED 450: adopting the Work Experience Instructors or Coordinators MQ and removing the existing Psychology MQ.  B. LRNRE 100, 220, 221, 222: these courses will be deactivated. Most have not been taught for quite a lot of years. These courses have a deficit-based perspective on students, which is not student-centric or equitable. The course content might be best suited, with some revision, as non-credit courses to provide an on-ramp to college-level courses.  Motion to table EDUC 018 and HUSV 500A & B and approve all remaining recommended assignments by K. Pernell, second by F. Banga. Final resolution: Approved.  Yea: F. Banga, J. Bielanski, N. Cayton, M. Clarke-Miller, B. Des Rochers, A. Krupnick, C. Leighton, C. Nichols, K. Pernell, J. Yap. |  |
| **AGENDA ITEM** | **SUMMARY OF DISCUSSION** | **FOLLOW UP ACTION** |
| 1. Communication Course Requirement: Public Speaking in Synchronous Environment | C. Leighton noted that public speaking courses must require students to perform their speeches in a synchronous environment in front of students and teachers in order to articulate as transfer courses. This requirement affects COMM 001A, 004, 020, and 045 district-wide. It appears that Merritt is not following this requirement because they are scheduling these courses without any synchronous time. Approximately 75% of students fear public speaking and so are drawn to a course that appears to meets transfer requirements without having to deliver a speech live. Sections of such courses are proliferating at Merritt. Enrollment at BCC and COA have been affected. Part-time faculty are also leaving to teach at Merritt.  BCC and COA Communications Studies lead faculty have tried to address this issue with the lead faculty at Merritt without success. As a result, the leads at BCC and COA are bringing the issue to each of their campus curriculum committees to seek help in resolving the problem.  Because it is already clear from the course outlines that students must perform their speeches live and in front of the class, the problem is one of scheduling, which is the purview of deans. | L. Cook will contact the dean overseeing COMM courses at Merritt to start a discussion about how the courses are scheduled. |
| 1. Curriculum Proposals | The following is a list of items that the committee took action on. For complete details on each item, see [spreadsheet of curriculum items](https://www.berkeleycitycollege.edu/curriculum/files/2022/11/11-17-22-Curriculum-Items-for-Approval.xlsx) available on the committee agenda page. The following courses had proposals that were approved: LRNRE 501; ART 027, 050, 054, 137; MM/AN 022B; PHIL 011; COMM 019. The following programs proposals were approved: Communication Studies 2.0 AA-T, Virtual Production Fundamentals certificate of achievement, Social Work and Human Services AA-T. Deactivation: Communication Studies AA-T.  Motion by F. Banga, second by M. Clarke-Miller. Final Resolution: Approved.  Yea: F. Banga, C. Bernard, J. Bielanski, N. Cayton, M. Clarke-Miller, B. Des Rochers, A. Krupnick, C. Lee, C. Leighton, C. Nichols, K. Pernell, J. Yap. | Items that require approval beyond the committee level will be placed on the December CIPD agenda. |
| 1. Announcements | 1. K. Pernell encouraged people to attend assessment workshop on 11/18  2. F. Banga notes that he is planning to bring a proposal to BCC’s faculty senate requesting the establishment of a procedure where specific degrees that are common in certain fields but not explicitly listed in the MQ handbook could be pre-determined as equivalent and not require an equivalency panel. He encourages other departments with this issue to also be present at the next senate meeting. |  |
| 1. Adjourn | 12:21 p.m. |  |