**BERKELEY CITY COLLEGE**

**Curriculum Committee**

**Meeting Minutes**

**May 18, 2023, 10:50 am-12:20 pm**

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

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

**Non-Voting Members:**

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

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

**Guests:** Joya Chavarin, Dru Kim

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 to approve the amended agenda by J. Bielanski, second by B. Des Rochers. Final Resolution: Approved. Yea: J. Bielanski, N. Cayton, B. Des Rochers, A. Herrera, A. Krupnick, C. Lee,  C. Leighton, K. Pernell. |  |
| 1. Approval of 5/4/23 Minutes | Motion by C. Leighton, second by K. Pernell. Final Resolution: Approved. Yea: J. Bielanski, N. Cayton, B. Des Rochers, A. Herrera, A. Krupnick, C. Lee,  C. Leighton, K. Pernell, J. Yap. |  |
| 1. Public Comment | None |  |
| 1. Articulation Officer Report | UC TCA submission will be in June. A summary of all curriculum actions will be sent to all segmental partners. |  |
| 1. Guided Pathways (GP) Report | GP interviews with discipline faculty are completed. The group is categorizing tasks/milestones (outside of courses to complete). GP will meet on Monday and determine what additional tiles to add to the program map. |  |
| 1. Title 5 Updates for Distance Education | Due to changes in Title 5, the college had 6 months to complete a plan to implement the changes. The plan is complete and now it is time to work on implementation. Refer to the [handout](https://www.berkeleycitycollege.edu/curriculum/files/2023/05/Title-V-Changes-BCC-DE-committee-action-plan.docx) provided by C. Leighton to see what tasks need to be completed and which areas/committees will be affected. For the curriculum committee, note that “regular and substantive” interaction must be more specific, which may lead to changes to the DE tab of the course outline. Discussion about this will begin in the fall. The committee should also note that the college must publicize the course standards, including such things as modality, technology required for the course, if there are proctored assessments, and others. |  |
| 1. Curriculum Committee Member Term Limits | Based on feedback from committee members at the 5/4 meeting, a new proposal was provided to further discuss term limits and related aspects of the bylaws. The new proposal included:  • Changing from one faculty member per instructional department to a set of six at-large members that would be appointed by the senate • Two year terms with a maximum of four years within an eight year period  • No expected attendance at office hours sessions  • Consolidate tech review duties among ex officio members only  • Reduce meeting time to one hour and move it to college hour  Committee members expressed some concern that the six at-large members may not be representative of the diversity of interests. A variety of suggestions were made, but there was general consensus that instead of at-large members, one representative from each Academic and Career Community (ACC) would provide sufficient representation. It was determined that all members should continue to participate in tech review. In addition, tech review positions should periodically rotate to develop a breadth of knowledge among members. Those present supported a two year term with a maximum of six years in the role within a 10 year period in order to provide enough time for committee members to learn the rules and regulations of curriculum before their maximum term of service is reached. | The committee membership and terms of service will remain the same for 2023-24. Current members may continue to serve.  Discussion will continue on this topic to complete work on specific changes to the bylaws and approve in time to be effective for 2024-25. |
| 1. Committee Training: Associate Degrees for Transfer | Refer to the [handout](https://www.berkeleycitycollege.edu/curriculum/files/2023/05/The-Associate-Degree-for-Transfer-training.pdf) provided by A. Krupnick of slides from the training. |  |
| 1. Review of Committee Goals and Assessment of Work | The 2022-23 goals were reviewed quickly along with a few examples of activities undertaken. A survey will be sent to committee members to collect their thoughts and comments regarding how well the committee met its goals. | There was limited time remaining to discuss this topic. A survey will be sent to committee members to collect their thoughts and comments regarding how well the committee met its goals. This topic will be an item for the first meeting of 2023-24. |
| 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/2023/05/5-18-23-Curriculum-Items-for-Approval.xlsx) available on the committee minutes page. program proposals: Virtual Production Fundamentals Certificate of Achievement. Course proposals: none.  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. Herrera, A. Krupnick, C. Lee, C. Leighton, K. Pernell, J. Yap. | Items on this agenda will be submitted to the May CIPD meeting. |
| 1. Adjourn | 12:20 p.m. |  |