**BERKELEY CITY COLLEGE**

**Curriculum Committee**

**Meeting Minutes**

**September 21, 2023, 10:50 am-12:20 pm**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| X | Fabián Banga | X | Amy Herrera | X | Laura Ruberto |
| X | Joseph Bielanski | X | Nima Kianfar | 0 | Mark Swiencicki |
| X | Nancy Cayton | 0 | Cora Leighton | X | Jenny Yap |
| X | Barbara Des Rochers | X | Catherine Nichols |  |  |
| 0 | Svetlana (Lana) Greenberg | X | Kelly Pernell |  |  |

**Non-Voting Members:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| P | Lilia Celhay | 0 | Kuni Hay | P | Chris Lewis |
| P | Stacey Shears | X | Michael Johnson (1st sem nonvoting; 2nd sem voting) |  |  |

**Vacant Positions:** ASL Rep, BUS/CIS Rep, English Rep, ESOL Rep, Math Rep

**Guests:** Denise Richards

Room: 341A and via Zoom

| **AGENDA ITEM** | **SUMMARY OF DISCUSSION** | **FOLLOW UP ACTION** |
| --- | --- | --- |
| 1. Call to Order and Agenda Review | 10:56 a.m. |  |
| 1. Approval of Agenda | Motion to approve by J. Bielanski, second by F. Banga. Final Resolution: Approved. Yea: F. Banga, J. Bielanski, N. Cayton, B. Des Rochers, N. Kianfar, K. Pernell, L. Ruberto, J. Yap. |  |
| 1. Approval of 9/7/23 Minutes | Motion by F. Banga, second by B. Des Rochers. Final Resolution: Approved. Yea: F. Banga, J. Bielanski, N. Cayton, B. Des Rochers, A. Herrera, N. Kianfar, K. Pernell, L. Ruberto, J. Yap. |  |
| 1. Public Comment | None |  |
| 1. Articulation Officer Report | Item #9 was merged with AO Report. J. Bielanski reviewed the list of CalGETC areas with some discussion of how it varies from IGETC. Of note is that Oral Communication has been added. All courses proposed for this area must to be summitted for review, even they have been approved for CSU GE. It was emphasized that textbooks on outlines can’t be older than 7 years; all outlines should have current texts listed. |  |
| 1. Guided Pathways (GP) Report | As reported on 9/7, C. Nichols noted that there will be two events this year to continue work on ACCs: 10/27 for faculty and staff and 2/9: for students. She is contacting faculty to work on curriculum maps for certificate programs and hopes to be done with that work by 10/13. |  |
| 1. CIPD Report from September meeting | See accompanying [handout](https://www.berkeleycitycollege.edu/curriculum/files/2023/09/CIPD-Report-from-9-11-23.docx). |  |
| 1. Committee Member Term Limits | C. Nichols reviewed the recommendations from the discussion of this topic in May 2023: •Faculty rep member terms would be 2 years.  •Faculty reps would serve no more than 6 years within any given 10 year period.  •Because small departments would exhaust available faculty to serve, it was further recommended that committee members would be selected by the Academic Senate from each of the Academic and Career Communities (one member per ACC programs), rather than by department.  •Membership based on role, such as DE Coordinator, Specialist, or SLO Coordinator, would continue unchanged.  At this meeting, it was suggested that some other method besides ACCs might be better to select faculty reps and that perhaps there should be more than 6 positions. Also suggested: out-going members mentor in-coming members.  Term limits and committee member roles are defined in the committee bylaws, so the bylaws would need to be updated in order to make changes of this nature. | C. Nichols asked for volunteers to review the bylaws and make recommendations for changes based on recommendations. The changes would be reviewed at a future meeting. There were no volunteers. |
| 1. CalGETC Basics | See item #5 |  |
| 1. Committee Goals for 2023-24 | Two suggestions from the previous meeting were noted: •Revise the Distance Education tab in course outlines to reflect changes to Title 5 •Incorporate program mapping review into tech review  Items from 2022-23 Goals that were suggested to continue: •Continue trainings for the committee through the year  Items suggested at this meeting: •Review and update bylaws •Create a curriculum handbook |  |
| 1. Tech Review Roles | A final draft of committee tech review assignments was reviewed. |  |
| 1. Curriculum Proposals | No curriculum items were proposed for approval |  |
| 1. Adjourn | 12:17 p.m. |  |