**BERKELEY CITY COLLEGE**

**Curriculum Committee**

**Meeting Minutes**

**December 7, 2023, 10:50 am-12:20 pm**

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

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

**Non-Voting Members:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| P | Lilia Celhay | P | 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, Social Sciences Rep

**Guests:** Bibek Mainali, Mark Swiencicki

Room: 341A and via Zoom

| **AGENDA ITEM** | **SUMMARY OF DISCUSSION** | **FOLLOW UP ACTION** |
| --- | --- | --- |
| 1. Call to Order and Agenda Review | 10:53 a.m. |  |
| 1. Approval of Agenda | Motion to approve by J. Bielanski, second by B. Des Rochers. Final Resolution: Approved. Yea: J. Bielanski, N. Cayton, B. Des Rochers, A. Herrera, N. Najafi Kianfar, K. Pernell,  L. Ruberto, J. Yap. |  |
| 1. Approval of 11/16/23 Minutes | Motion by K. Pernell, second by B. Des Rochers. Final Resolution: Approved. Yea: N. Cayton, B. Des Rochers, L. Greenberg, A. Herrera, N. Najafi Kianfar, K. Pernell, L. Ruberto, J. Yap. Abstain: J. Bielanski |  |
| 1. Public Comment | none |  |
| 1. Articulation Officer Report (J. Bielanski)   *Articulation Officer Report continued* | The state academic senate fall plenary meeting took place recently. Some of the major topics were transfer, CTE, C-ID. Getting existing courses approved for C-ID was encouraged because it is likely to be used as part of the common course numbering implementation.  BCC has until December 15 to submit courses for consideration for CSU and IGETC GE areas. Joseph has or will submit ETHST 002, AFRAM 033, and MATH 016A. Other courses where only the recommended prep is changing will not be submitted for review, only a technical update.  J. Bielanski notes that some courses that were previously part of the old assist.org system are missing in the upgraded version. He will be looking for missing courses. If you notice that a course is missing that should be in the system, let him know. |  |
| 1. Guided Pathways (GP) Report | No report |  |
| 1. ESOL Request for Common Course Numbering | Sepi Hosseini reported that PEAC is requesting committee support for using the discipline name EMLS (English for Multilingual Students) when common course numbering (AB 1111) becomes effective.  It was noted that the state academic senate (ASCCC) recently rejected a resolution at the fall plenary meeting that would have supported use of EMLS or ESOL for common course numbering. Instead a resolution to “work with discipline experts to adopt more equitable terms in lieu of English as a Second Language (ESL)” was approved. The committee members asked for clarification of PEAC’s goals given the lack of support from the ASCCC for these specific terms at this time. There was also a question about why PEAC was not supporting possible use of ESOL. | The discussion was tabled due to lack of time and lack of clarity about the purpose of the request. |
| 1. Curriculum Plans from Departments 2. *Curriculum Plans from Departments continued* | Departments in Group 1 did curriculum planning in Fall 2023.   * + 1. Completion of the ASL plan was pending a discussion by Jenny Gough and  L. Celhay on whether to deactivate courses that have not taken place for 3 or more years. Motion to table consideration of the plan until the 2/1/24 meeting by  J. Bielanski, second by K. Pernell. Final Resolution: Approved. Yea: J. Bielanski, N. Cayton, B. Des Rochers, L. Greenberg, A. Herrera, N. Najafi Kianfar, K. Pernell, L. Ruberto, J. Yap.     2. Counseling is still working on its plan. They need to ensure the communities of practice are involved in the discussion. The plan will be ready in the spring.     3. English has not provided a plan. Committee agreed to consider a plan if ready for the 2/1/24 meeting.     4. The Library plan was revised to reflect effective dates and committee approval deadlines for LIS 511, 512, 513. Motion to approved revised plan by N. Cayton, second by K. Pernell. Final Resolution: Approved Yea: J. Bielanski, N. Cayton, B. Des Rochers, L. Greenberg, A. Herrera, N. Najafi Kianfar, K. Pernell, L. Ruberto, J. Yap.     5. Modern Languages plan was incomplete. L. Celhay will meet with F. Banga to clarify how to manage the large number of courses that have not taken place for 3 or more years submit an updated plan that clearly notes which will be deactivated, rationales for those that the departments wants to remain active, and updates to programs effected by course deactivations. Motion to approve deactivation of ARAB 001A & 001B and table discussion of remaining items in FREN and SPAN until 2/1/24 by B. Des Rochers, second by J. Yap. Final Resolution: Approved Yea: J. Bielanski, N. Cayton, B. Des Rochers, L. Greenberg, A. Herrera, N. Najafi Kianfar, K. Pernell, L. Ruberto, J. Yap. | Plans for ASL, English, and Modern Languages will be on agenda for 2/1/24 meeting. Counseling plan will be ready later in the spring semester.  Deactivation of ARAB 001A & 001B will proceed. |
| 1. Consider Changes to How Committee Membership is Determined | The committee has already approved membership term limits, however, the effect of term limits will make it more even difficult to fill all membership roles on the committee if membership continues to be defined by having a representative from each academic department. A number of these positions have been vacant for some time and others will become vacant due to turn over from term limits. Thus, the committee has been discussing what other ways membership can be defined. Committee members are interested in establishing a number of at-large members, perhaps 6-8, to be selected by the senate. The exact number of at-large members is still to be determined as well as how to ensure that there are not too many from any one area (possible solution: requiring at least 4 of 6 members from different departments). Other suggestions include ensuring that potential members understand the workload involved in committee service, better marketing to find potential members, and letting potential members know that they will get support and training. Better knowledge of curriculum by more members of the college will benefit all areas. | This item will be on the 2/1/24 agenda to complete discussion and work out details.  It was suggested that a list be compiled showing who has served on the committee and for how long (now and in the past) in order to determine those who have not participated yet and focus recruitment there. |
| 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 available as listed on the [committee’s agenda page](https://www.berkeleycitycollege.edu/curriculum/curriculum-committee-calendar/curriculum-committee-agenda/). Course proposals for various actions: AFRAM 033; ASAME 030; CHEM 030A; MM/AN 024; PSYCH 028. There were no program proposals.  Motion by B. Des Rochers, second by J. Yap. Final Resolution: Approved.  Yea: J. Bielanski, N. Cayton, B. Des Rochers, L. Greenberg, A. Herrera, N. Najafi Kianfar, K. Pernell, L. Ruberto, J. Yap. | Items on this agenda requiring approval beyond committee level will be submitted to the December CIPD meeting. |
| 1. Adjourn | 12:20 p.m. |  |