**BERKELEY CITY COLLEGE**

**Curriculum Committee**

**Meeting Minutes**

**February 1, 2024, 10:50 am-12:20 pm**

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

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

**Non-Voting Members:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 0 | Lilia Celhay  | P | Kuni Hay | P | Chris Lewis |
| 0 | Stacey Shears |  |   |  |  |

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

**Guests:** Norman Alfe

Room: 341A and via Zoom

| **AGENDA ITEM** | **SUMMARY OF DISCUSSION** | **FOLLOW UP ACTION** |
| --- | --- | --- |
| 1. Call to Order and Agenda Review
 | 10:51 a.m. |  |
| 1. Approval of Agenda
 | Motion to approve by J. Bielanski, second by K. Pernell. Final Resolution: Approved.Yea: J. Bielanski, N. Cayton, B. Des Rochers, A. Herrera, N. Najafi Kianfar, K. Pernell, L. Ruberto, L. McAllister, M. Johnson, J. Yap.Abstain: L. Greenberg |  |
| 1. Approval of 12/7/23 Minutes
 | Motion by J. Bielanski, second by B. Des Rochers. Final Resolution: Approved.Yea: J. Bielanski, N. Cayton, B. Des Rochers, L. Greenberg, A. Herrera, N. Najafi Kianfar, K. Pernell, L. Ruberto, M. Johnson, J. Yap.Abstain: L. McAllister |  |
| 1. Public Comment
 | none |  |
| 1. Articulation Officer Report (J. Bielanski)

*Articulation Officer Report continued* | Considering a suggestion to CIPD that all courses that contain “xxxxx-American” undergo an “automatic” removal of the hyphen because it has already been agreed to remove them.Reporting on the existence of the Regional Virtual Production Academy (RVPA), a group of six Bay Area community colleges including BCC, that are creating collaborative programs where students can take courses from any of the partner schools. Currently, there is an approved foundations certificate and an advanced certificate that in process. There may be more majors/programs forthcoming. As per the MOU between the schools, there are some limitations on the number of courses per semester students can enroll in at the partner schools vs. their home campus. The Peralta GE Subcommittee will have its regular meeting in April. At this meeting the group will review courses to add or remove from the PCCD GE areas.  | J. Bielanski to contact the Counseling Chairperson to request a discussion of the RVPA programs, especially any enrollment restrictions and creating student education plans.If there are any courses that should be considered for PCCD GE, contact J. Bielanski prior to the meeting. |
| 1. Guided Pathways (GP) Report
 | GP Leads have received feedback from faculty that they want more information on their role in the ACCs and how the various areas in each community relate to each other. They are planning a “coffee, tea, and GP” set of information and Q&A sessions. Counseling chairperson Luis Chavez is putting together a group of counselors who will for a team to visit other schools that have implemented their version of ACCs and use of program mapper to learn from them. Career Ladders group will be working with GP leads and the team. |  |
| 1. December CIPD Report
 | See handout. K. Pernell noted that she is not in favor of district wide common outcomes for independent study and work experience courses as proposed by the Assessment Coordinator from Laney. |  |
| 1. Curriculum Plans from Departments
 | At the end of Fall 2023, of all the departments/disciplines in Group 1, only the Library had a complete and approved curriculum plan. ASL had a nearly complete plan, Counseling got an extended deadline (will submit for the 2/15 meeting), English did not submit any plan, Modern Languages had an incomplete plan that still needed discussion with the dean. None of these areas have subsequently submitted a finished plan.The committee discussed how to proceed, noting that it can be difficult to be the first ones through a new procedure. Although recently approved curriculum planning policies state that departments/disciplines that do not have complete and approved plans by the end of their planning term may not submit any new curriculum or substantive changes until their next planning period, committee members would like to allow some flexibility for this first group. As a result made the following motion.Motion to direct the Curriculum Committee chairperson to contact all late departments/disciplines by email to request a date by which the department/discipline will submit a plan this term and informing them that the deadline is the end of this semester and also noting that if no plan is approved for their department by the deadline, then they will not be able to submit any new items or substantive changes and could be at risk for the Curriculum Committee to deactivate courses in their area that have not taken place in 3 or more years by L. McAllister, second by J. Yap. Final Resolution: ApprovedYea: J. Bielanski, N. Cayton, B. Des Rochers, L. Greenberg, A. Herrera, N. Najafi Kianfar, K. Pernell, L. Ruberto, L. McAllister, M. Johnson, J. Yap. | As noted in the motion, C. Nichols will contact the departments/disciplines that have not submitted curriculum plans from Fall 2023. |
| 1. Consider Changes to How Committee Membership is Determined
 | Tabled due to lack of time | This item will be on the 2/15/24 agenda to complete discussion and work out details. |
| 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: ART 018, 020, 022. Program proposals: ESOL Pathway to Business, ESOL Pathway to Humanities, ESOL Pathway to Social Sciences, ESOL Pathway to STEM, ESOL Pathway to Teaching and Social Work, ESOL Pathway to the Arts certificates.Motion by J. Bielanski, second by N. Najafi Kianfar. Final Resolution: Approved.Yea: J. Bielanski, N. Cayton, B. Des Rochers, L. Greenberg, A. Herrera, N. Najafi Kianfar, K. Pernell, L. Ruberto, M. Johnson, J. Yap.Abstain: L. McAllister | Items on this agenda requiring approval beyond committee level will be submitted to the March CIPD meeting. |
| 1. Adjourn
 | 12:16 p.m. |  |