**BERKELEY CITY COLLEGE**

**Curriculum Committee**

**Meeting Minutes**

**March 7, 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:**

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

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

**Guests:** Norman Alfe

Room: 341A and via Zoom

| **AGENDA ITEM** | **SUMMARY OF DISCUSSION** | **FOLLOW UP ACTION** |
| --- | --- | --- |
| 1. Call to Order and Agenda Review
 | 10:55 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, L. Greenberg, A. Herrera, N. Najafi Kianfar, K. Pernell, L. Ruberto, L. McAllister, M. Johnson, J. Yap. |  |
| 1. Approval of 2/15/24 Minutes
 | Motion by K. Pernell, 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, M. Johnson, J. Yap.Abstain: L. McAllister |  |
| 1. Public Comment
 | none |  |
| 1. Articulation Officer Report (J. Bielanski)

*Articulation Officer Report continued* | * + 1. [State Chancellor’s Office memo](https://www.cccco.edu/-/media/CCCCO-Website/docs/curriculum/ess23-44adt-calgetccurriculumsubmission-a11y.pdf?la=en&hash=0D996741E6228178A1FFE60B66A35232CFAE9228) ESS 23-44 on ADT Compliance with AB 928 and CalGETC Curriculum informs community colleges how to proceed with ADT updates to be compliant with CalGETC. New [TMC submission forms](http://www.cccco.edu:443/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/What-we-do/Curriculum-and-Instruction-Unit/Templates-For-Approved-Transfer-Model-Curriculum) are already posted on the chancellor’s office webpage. Colleges must plan to complete all updates, whether submitted to the chancellor’s office or locally, to be ready by Fall 2025.
		2. A [joint memo](https://peralta4-my.sharepoint.com/%3Ab%3A/g/personal/ncayton_peralta_edu/EVgpBOk_jStJkEh2gUrDMagBAQC69-ZcI9JgW2TIlWcRtA?e=odepyM) from the system offices of the California Community Colleges, CSUs, and UCs provides guidance on complying with the CalGETC transfer pattern requirements.
			1. All courses approved for IGETC areas will continue in the same area in CalGETC except as noted below
			2. Area 1C (Oral Communication) courses, regardless of current status, must be submitted for review
			3. J. Bielanski also noted that courses currently approved for CSU Breadth only can be revised and submitted for review for CalGETC following the standard process
		3. An AB 1111 (Common Course Numbering) report was released recently. It notes that transition to this system will be in phases. The first phase will be GE courses, followed by major prep courses, and last all others.
 |  |
| 1. Guided Pathways (GP) Report
 | C. Nichols reported that GP Lead and Counseling Chair Luis Chavez has asked counselors to volunteer to be associated with specific ACCs\*. What that association will mean is still to be defined. The “coffee, tea, and GP” event has been approved. | \*ACC=Academic and Career Communities  |
| 1. CalGETC and new ADT Templates Update
 | C. Nichols reported that she has gone to various campus committees to talk about the change to CalGETC. The transition has different effects on different disciplines and programs in the college. BCC has four ADTs that will need to be updated due to changes in their the new CalGETC TMC submission forms. For other departments, unless they choose to make changes, we only need to process the technical changes locally. | C. Nichols is working directly with departments with the following ADTs: Art History; Biology; Film, Television, and Electronic Media; and Spanish. |
| 1. March CIPD Report
 | Refer to [handout](https://www.berkeleycitycollege.edu/curriculum/files/2024/03/CIPD-Report-from-3-4-24.docx).  |  |
| 1. Consider Changes to How Committee Membership is Determined
 | The committee reviewed a summary document on the [status of committee membership](https://www.berkeleycitycollege.edu/curriculum/files/2024/03/CC-membership-overview.docx) prepared by L. Ruberto and N. Cayton. L. Ruberto noted that in reviewing 20+ years of committee minutes it was clear that full representation of departments had never been achieved by the committee. Thus, they were both in support of changing the method of selecting committee members. There was general support for having a number of at-large members selected via the academic senate in a way that would provide broad representation of the various disciplines, programs, and departments. A representative from each ACC was suggested.Committee members noted the following regarding committee service that should be taken into consideration when recruiting new members:1. Potential members must understand what the demands of service are
2. Members need to be committed to learning curriculum regulations and policies
3. Finding an incentive to encourage service would assist in recruiting new members
4. New and existing members need training in order to develop and expand competency in curriculum matters

L. Ruberto noted that curriculum committee service can be beneficial on the resume for part-time faculty who are looking for a full-time position. | Explore getting funding from the TLC or Professional Development committee to provide a stipend or other incentive to faculty to participate in training(s) on curriculum, particularly part-time facultyC. Nichols will check with K. Hay on the possibility of stipends or other incentives for committee serviceFor the next meeting, committee members should come prepared to make a recommendation on how many at-large members the committee needs and how such members would be selected.  |
| 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: ESOL 512. Program proposals: Liberal Arts: Arts and Humanities AA and Liberal Arts: Social and Behavioral Sciences AA.Motion by B. Des Rochers, second by J. Bielanski. Final Resolution: Approved.Yea: J. Bielanski, N. Cayton, B. Des Rochers, L. Greenberg, A. Herrera, N. Najafi Kianfar, L. McAllister, K. Pernell, L. Ruberto, M. Johnson, J. Yap. | Items on this agenda requiring approval beyond committee level will be submitted to the March CIPD meeting. |
| 1. Adjourn
 | 12:16 p.m. |  |