**BERKELEY CITY COLLEGE**

**Curriculum Committee**

**Meeting Minutes**

**April 4, 2024, 10:50 am-12:20 pm**

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

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

**Non-Voting Members:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| P | Lilia Celhay  | P | Kuni Hay | X | Chris Lewis |
| 0 | 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
 | 10:52 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, K. Pernell, L. Ruberto, L. McAllister, M. Johnson. |  |
| 1. Approval of 3/21/24 Minutes
 | Motion by B. Des Rochers, second by K. Pernell. Final Resolution: Approved.Yea: J. Bielanski, N. Cayton, B. Des Rochers, K. Pernell, L. Ruberto, L. McAllister, M. Johnson. |  |
| 1. Public Comment
 | None |  |
| 1. Articulation Officer Report (J. Bielanski)
 | J. Bielanski requests that faculty email him if they have any courses that need articulation action.L. McAllister noted doing research related to work on the Gender Studies ADT, she noticed that there is a significant number of opportunities for articulation of existing BCC courses with various CSU and UC campuses. It was agreed that L. McAllister will submit sets lists of courses and which 4-year schools have opportunities for articulation, starting with campuses that our students are most likely to attend, to J. Bielanski. |  |
| 1. Guided Pathways (GP) Report
 | No report |  |
| 1. Consider Creating a Standardized Template for ADT Descriptions
 | C. Nichols did a brief presentation with the following main points: * + 1. We don’t have a template for writing descriptions for ADTs
		2. Descriptions of our ADTs vary in content and format
		3. The implementation of CalGETC requires that all ADT descriptions be updated
		4. A template would make this task easier for those creating new programs, updating existing programs, and doing tech review

Committee members were supportive of this suggestion and had the following ideas to consider as part of the template: a word limit, specific directions for what to include, examples modeling the requirements | [Presentation slides](https://www.berkeleycitycollege.edu/curriculum/files/2024/04/ADT-Standard-Language-Presentations.pptx) are available for review.C. Nichols will have a draft template to review at the next meeting. |
| 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: MATH 015. Program proposals: none. Motion by K. Pernell, second by B. Des Rochers. Final Resolution: Approved.Yea: F. Banga, J. Bielanski, N. Cayton, B. Des Rochers, N. Najafi Kianfar, K. Pernell, L. Ruberto, L. McAllister, M. Johnson. | Items on this agenda requiring approval beyond committee level will be submitted to the May CIPD meeting. |
| 1. Announcement
 | The Curriculum Institute will take place July 10-13 at the Pasadena Convention Center. [Registration and other information](https://asccc.org/events/2024-curriculum-institute) is on the state academic website. | Contact C. Nichols if you wish to attend. She will submit a list to our local academic senate. |
| 1. Adjourn
 | 11:30 a.m. |  |