**BERKELEY CITY COLLEGE**

**Curriculum Committee**

**Meeting Minutes**

**May 2, 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 | 0 | Linda McAllister | x | Jenny Yap |
| P | Barbara Des Rochers | 0 | Nima Najafi Kianfar |  |  |
| X | Svetlana (Lana) Greenberg | X | Catherine Nichols |  |  |

**Non-Voting Members:**

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

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

**Guests:** Jenny Gough

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 K. Pernell. Final Resolution: Approved. Yea: J. Bielanski, N. Cayton, L. Greenberg, A. Herrera, K. Pernell, L. Ruberto, M. Johnson, J. Yap. |  |
| 1. Approval of 4/18/24 Minutes | Motion by K. Pernell, second by L. Ruberto. Final Resolution: Approved. Yea: J. Bielanski, N. Cayton, L. Greenberg, A. Herrera, K. Pernell, L. Ruberto, M. Johnson, J. Yap. |  |
| 1. Public Comment | None |  |
| 1. Articulation Officer Report (J. Bielanski) | Courses submitted for CSU Breadth and IGETC GE in December are still pending. Notifications to colleges appear to be taking long than usual this year. Submissions for UC TCA are in June. It is recommended that any courses that are not yet approved and can be considered should be submitted in preparation for CalGETC.  L. Ruberto confirmed that as discussed in a previous meeting, she and L. McAllister are compiling lists of courses in Arts and Cultural Studies and Social Sciences for which there are opportunities for articulation with 4-year colleges. The list will be extensive, so they are beginning with SFSU, CSU East Bay, UC Santa Cruz, UC Berkeley, UC Davis. They will continue to submit potential courses in batches to J. Bielanski. They are working on some programs that are interdisciplinary, so occasionally they may include courses outside of their departments. K. Hay recommended that the same review be done for other departments. |  |
| 1. Guided Pathways (GP) Report | The Coffee, Tea, and GP event took place 4/26. L. Chavez, Counseling Chair, is working to have one counselor dedicated to each ACC. Besides the 6 ACCs the college also has an “exploring” option. There is a question about whether this constitutes a 7th ACC. |  |
| 1. April CIPD Administrative Meeting Report | C. Nichols and N. Cayton reported that the meeting primarily featured PCCD Financial Aid Director Ken Lira to discuss the requirement that Financial Aid will not cover stand alone courses. K. Lira reported that a course is considered stand-alone if it is not specifically listed in the requirements or electives of a program. This would mean that courses that only fulfill a GE requirement or are support courses would not qualify for financial aid. However, at this time the financial aid offices don’t have a way of knowing which courses were stand-alone. There was concern during the meeting for how this would impact students and/or how would students and counselors know which courses are stand-alone. It seems that other college districts might define stand-alone a little differently. No specific direction was given at the meeting for curriculum committees. It was recommended that campus Financial Aid Directors be present at future meetings where K. Lira addresses this topic further.  B. Des Rochers noted that at the 4/8 CIPD meeting the changes to prerequisites for BIOL 001B were discussed as part of the pending district-wide changes topic. Laney wishes to remove the prerequisite of BIOL 001A from 001B. BCC faculty feel that students need to complete certain content before enrolling in 001B. This issue is unresolved. | K. Hay will ask for clarification on how other districts are defining stand-alone from 5C, CIO, and CSSO groups.  Counselors have requested K. Lira to come to one of their meetings to discuss this issue further. |
| 1. ASL Department Curriculum Plan | Committee concerns regarding the discussion of the plan at the last meeting were reviewed with J. Gough, who was not present at the last meeting. She agreed to the date changes that the committee recommended for action to ASL 200A, 200B, 200, 202A, 202B, 202, and the AA and certificate program. J. Gough noted that the department is interested in adding lecture hours to the ASL 464 work experience course, which currently has only lab hours. K. Pernell noted that the ASL program is a signature program of the college and should be supported. J. Gough responded to concerns that some courses were not taking place often enough for students to complete the program in 2 years by saying that the enrollment problems were due to COVID and the department is back to offering the courses again.  Motion to approve ASL Curriculum Plan with changes by N. Cayton, second by K. Pernell. Final resolution: Approved  Yea: J. Bielanski, N. Cayton, B. Des Rochers, L. Greenberg, A. Herrera, K. Pernell,  L. Ruberto, M. Johnson, J. Yap. | Plan, as approved by the committee, will be sent to J. Gough and committee members. |
| 1. Consider Creating a Standardized Template for ADT Descriptions | In follow up to this topic at the previous meeting, committee members were in agreement to have a template to standardize the description for all ADTs. They were also in agreement that the language should be student-centered and avoid jargon. The general format will be to have one paragraph that discusses the degree, field of student, possible transfer majors, and similar content, followed by another paragraph or set of bullet points with all the requirements for an ADT as noted in the Program and Course Approval Handbook. It was noted that while we have very little flexibility in content of the description, there is a section in the catalog that discusses ADTs in general and could include a wider variety of information. | Committee members review samples from other colleges and come to the next meeting with specific suggestions for what to include in the template. This item will be an action item 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: ART 181. Program proposals: none.  Motion by B. Des Rochers, second by J. Yap. Final Resolution: Approved.  Yea: J. Bielanski, N. Cayton, B. Des Rochers, L. Greenberg, A. Herrera, K. Pernell,  L. Ruberto, M. Johnson, J. Yap. | Items on this agenda requiring approval beyond committee level will be submitted to the May CIPD meeting. |
| 1. Announcement | Members were asked to prioritize tech review of COMM courses in order to approve them at the next meeting. |  |
| 1. Adjourn | 12:16 p.m. |  |