Present: Joseph Bielanski, Nancy Cayton, Ari Krupnick, Mary Clarke-Miller, Jayne Smithson, Vinh Phan, Frank Nguyen Le, Amany Elmasry, Laura Bollentino, Iolani Sodhy-Gereben John Reager, Mark Fields, Elizabeth Maher, Marie Amboy, Denise Richardson, LaShaune Fitch, Heather Sisneros, Nghiem Thai, Siri Brown, Denise Richards, Kuni Hay, Steve Pantell, Ana McClanahan, Lisa Cook, Mark Field, Donald Moore, Vina Cera

Absent: Matthew Goldstein, Lilia Celhay,

Guest Joya Chavarin.

Co-Chairs: Heather Sisneros and Siri Brown

Note Taker: Phat(Frank) Nguyen Le

Next Meeting: 11/2/20, via Zoom

| **Topic** | **Discussion** | **Follow-up Action & Recommendations** | **Responsible Party** | **Timeline** |
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| Called to Order  Review of Agenda  Review of Minutes | 1:35 P.M.  Introduction of new members.  The agenda was approved.  Unanimous approval  Minutes from 09/14/20 in Dropbox. The 09/14/20 meeting minutes were approved.  J. Bielanski moved, A. McClanahan seconded  Unanimous approval  V. Cera and J. Chavarin abstained. |  |  |  |
| CURRICULUM ITEMS:  Berkeley City College | Endorsements:  New courses: 2  Course Update: 0  Course Deactivation: 1  Course Update—Informational: 148  New Program: 1  Program Modification: 0  Program Deactivation: 0  Notes: No items to be pulled, no objections, nor discussions, approved as is. | Send approved proposals to the Board. | A. Elmasry |  |
| CURRICULUM ITEMS:  College of Alameda | Endorsements:  New courses: 1  Course Update: 2  Course Deactivation: 0  Course Update—Informational: 62  New Program:  Program Modification:  Program Deactivation: 0  Notes: No items to be pulled, no objections, nor discussions, approved as is. | Send approved proposals to the Board. | A. Elmasry |  |
| CURRICULUM ITEMS: Laney College | Endorsements:  New courses: 2  Course Update: 5  Course Deactivation: 0  Course Update—Informational: 13  Course Update Emergency DE Only: 91  New Program: 4  Program Modification: 0  Program Deactivation: 1  Notes: A. Krupnick from BCC mentioned that faculty at BCC think it’s more appropriate to have the TOP Code to be under Counseling instead for the non-credit counseling courses.  Notes: No items to be pulled, no objections, nor discussions, approved as is.  COUN 521 and COUN 522; changed the title from numerical to Roman.  SOC 120, restore recommended prep: MATH 13 to DE | Send approved proposals to the Board.  Make the necessary changes, then send the information to Amany | A. Elmasry  Curriculum Specialist |  |
| CURRICULUM ITEMS:  Merritt College | Endorsements:  New courses: 1  Course Update: 1  Course Deactivation: 3  Course Update—Informational: 0  New Program: 0  Program Modification: 0  Program Deactivation: 0  Fee Based Course Deactivation: 23  Tabled-New Program: 1  Other colleges have concerns about competing enrollment for Merritt to clone the PHYS 10L course.  N. Thai moved, S. Pantell seconded to have PHYS 10L to be approved at Merritt College. Unanimous approval  Computer Project Management Certificate was tabled. Consultation request was emailed to department chairs September 23 2020 which did not allow a full two weeks for them to review proposal and respond to the request | Send approved proposals to the Board.  Update, then send the final agenda to Amany | 1. Elmasry   Curriculum Specialist. |  |
| ADT Updated Check List. | Continued from the conversation from the last meeting, the ADTs check list was presented. This meeting, we continued to share the same information. According to the FCMAT report, certain ADTs could be offered to our students. A conversation was established with Interim Chancellor Walter about providing a stipend to faculty who completes the ADT updates.  N. Thai mentioned, that it’s a state mandate that if there is a local certification, there shall be an ADT associated with it. N. Thai also voice his concern that faculty should not get compensated for updating the ADTs as it’s part of their duty and responsibility.  Vice Chancellor Siri Brown agree that stipend for faculty to update the ADTs is not necessary but in reality, faculty are not completing the updates.  A discussion was brought up about the enrollment competition about the ADTs for background information.  A discussion was brought up if consultation is required for creating ADTs.  L. Bollentino mentioned to have the process in place and communicate that information across the district. |  |  |  |
| Credit for Prior Learning | Board Policy 4235 was shared to the group. We are looking to have a procedure created and put in place in order to ensure compliant.  N. Thai moved to approve Board Policy 4235. J. Bielanski & N. Cayton seconded. Unanimous approval  J. Bielanski mentioned that Administrative procedure doesn’t need to go to the Board of Trustees for approval.  It was recommended to bring it to the local curriculum committee and academic senate for endorsement. |  |  |  |
| BCC proposed update to DE tab in META | A. Krupnick provided the information, and provided a sample from Santa Barbara City College for the Noncredit DE courses.  COA hasn’t had this discussion yet. V. Phan suggested to have this topic discussed at the college level first.  A. Elmasry stated that the information A. Krupnick presented varies from one instructor to another, and should not be standardized for all of the CORs.  An article was share among the group:  <https://www.asccc.org/content/noncredit-distance-education-demystifying-myth> |  |  |  |
| Adjourned | F. Nguyen moved, S. Pantell seconded. Unanimous approval.  3:35 P.M. |  |  |  |