



**PERALTA COMMUNITY COLLEGE DISTRICT
COUNCIL ON INSTRUCTION, PLANNING, AND
DEVELOPMENT (CIPD)
2020– 2021 Meeting Schedule**

Note: Approval of curriculum is a time-consuming process. Due to the various levels of review required by policy and law within the college and the district, as well as the state requirements to have an approved state control number prior to the courses/programs being offered. And to accommodate the college catalog /class schedule production, and ASSIST submission deadlines, **new curriculum or changes to existing curriculum should normally be submitted at least two semesters prior to planned implementation!!**

MEETING DATE	AGENDA MATERIALS DUE	AGENDA MATERIALS SENT	*BOT
September 14 , 2020 (UC TCA Update)	August 31, 2020	September 11, 2020	10/13/2020
October 5, 2020	September 21, 2020	October 2, 2020	10/27/2020
November 2, 2020	October 19, 2020	October 30, 2020	12/8/2020
December 14, 2020 (UC TCA Update)	November 30, 2020	December 11, 2020	TBA
February 8, 2021	January 25, 2021	February 5, 2021	TBA
March 1, 2021	February 16, 2021	February 26, 2021	TBA
April 5, 2021	March 22, 2021	April 2, 2021	TBA
April 19, 2021 (For administrative discussion)	April 5, 2021	April 15, 2021	N/A
May 24, 2021 (GE Subcommittee report due)	May 10, 2021	May 21, 2021	TBA

All meetings will be held in the District Office Board Room or via Zoom from 1:00– 3:00 p.m.

***Final CIPD agenda should be sent to academic Affairs department the following day of CIPD meeting in order to meet the BOT submission deadlines.**

For META questions and information, please contact your local curriculum chair

COLLEGE CURRICULUM COMMITTEES

COLLEGE	MEETING DATES	CHAIR
Berkeley City College	Every Other Thursday	Ari Krupnick
College of Alameda	1 st and 3 rd Tuesday	Jayne Smithson
Laney College	1 st and 3 rd Friday	John Reager & Heather Sisneros
Merritt College	2 nd and 4 th Thursday	Nghiem Thai

Effective Term of Course and Program Proposals Guideline

New curriculum or changes to existing curriculum should normally be submitted at least two semesters prior to planned implementation.

CIPD Meetings	Course Effective Date New/Substantial changes/Deactivations/Reactivations	Program Estimate Effective Date
Sept – Dec 2020	Fall 2021, for details, see attached guideline for effective term	Spring 2021
Feb – May 2021	Spring 2022	Fall 2021



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In reference to Legal Advisory 05-01:

Question 7. How should a college advertise a course if the decision to offer the course was made after the last addendum to the catalog or schedule of classes is published?

Answer. The general rule is that each course should be described in the official catalog or an addendum thereto and that each section of each course should be listed in the schedule of classes or an addendum thereto. However, it may sometimes happen that a course is newly approved after the most recent addendum to the catalog has been printed. Should this occur, the college should update any online catalog it may maintain and, of course, list each section of the course to be offered in the schedule of classes or an addendum thereto.

In those rare instances where the decision to offer a new course is made so late that it cannot even be listed in the last addendum to the schedule of classes, California Code of Regulations, title 5, section 58104 still requires that the course be "reasonably well publicized" to the general public.

The Chancellor's Office advises that districts should not rely exclusively on posting course offerings on the Internet to satisfy the requirement that the course is "reasonably well publicized." Some students still do not have ready access to the Internet and, in the event of an audit, it may be difficult for the District to demonstrate that a particular course offering was actually posted on its website at a given point in time. If districts do choose to rely on posting on the Internet, they should observe the following:

1. The class must be advertised for a minimum of 30 continuous days prior to the first meeting of the class.

2. The district's website must comply with standards for accessibility to persons with disabilities required by section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d) and Government Code section 11135. If course descriptions are posted in Portable Document Format (PDF) they should also be available in a more easily accessible format such as HTML, Microsoft Word, or ASCII.

3. The district should maintain dated hardcopy printouts of the web postings on file for audit purposes for a period of at least three years.

4. The district should maintain a list of individuals who wish to receive printed course announcements and send such announcements to those on the list, even if it does not publish and widely distribute another addendum to the schedule of courses.

5. The District should still use readily available traditional methods of ensuring that students have information about classes, such as ensuring that academic counselors and the Admissions and Records Office are aware of the courses, and that information is still available through print distributions such as handouts, bulletin board postings, or campus newspaper announcements.

Guideline for Effective Term of Course Proposals for AY 20-21 and afterward

Note: Approval of curriculum is a time-consuming process. Due to the various levels of review required by policy and law within the college and the district, as well as the state requirements to have an approved state control number prior to the courses/programs being offered, and to accommodate the college catalog / class schedule production, and ASSIST submission deadlines; New curriculum or changes to existing curriculum should normally be submitted at least two semesters prior to planned implementation. See Part III "Processing New and Revised Courses and Programs" for more details. Also, see the CIPD meeting schedule and effective terms , PPCAH, p# 16

CIPD Meeting	Materials due date for BOT	Board Meeting based on 2020 dates	Priority Registration Dates	Class schedule Production	Articulation Timeline	Proposal Type	Effective Term
	7/9/2020	7/28/2020				Results of UC-TCA 20-21 submission	
Fall 2020 CIPD Meeting Schedule (Term Start/End Dates: 8/24 - 12/18/2020)							
9/14/2020	9/24/2020	10/13/2020				New non-articulated Course & Catalog changes which don't require district -wide consultation	Spring 2021
						New Course & Catalog changes which require district -wide consultation & Course deactivation	**Fall 2021
10/5/2020	10/8/2020	10/27/2020		Download from PeopleSoft of Spring 2021 Courses, College review/edit		All proposals except DE	**Fall 2021
11/2/2020	11/19/2020	12/8/2020	Priority registration of Spring 2021 starts on Nov 2020	Spring 2021 Class Schedule sent to Colleges for Posting on websites		All proposals except DE	**Fall 2021
***12/14/2020	*12/17/2020	*1/5/2021			CSU GE and IGETC submission	All proposals except DE	**Fall 2021

Guideline for Effective Term of Course Proposals for AY 20-21 and afterward

Note: Approval of curriculum is a time-consuming process. Due to the various levels of review required by policy and law within the college and the district, as well as the state requirements to have an approved state control number prior to the courses/programs being offered, and to accommodate the college catalog / class schedule production, and ASSIST submission deadlines; New curriculum or changes to existing curriculum should normally be submitted at least two semesters prior to planned implementation. See Part III"Processing New and Revised Courses and Programs" for more details. Also, see the CIPD meeting schedule and effective terms , PPCAH, p# 16

CIPD Meeting	Materials due date for BOT	Board Meeting based on 2020 dates	Priority Registration Dates	Class schedule Production	Articulation Timeline	Proposal Type	Effective Term
Spring 2021 CIPD Meeting Schedule (Term start/End Dates: 1/25 - 5/28/2021)							
2/8/2021	*2/18/2021	*3/8/2021		Download from PeopleSoft of Sum/Fall 2021 Courses, College review/edit		All proposals except DE	Spring 2022
3/1/2020	*3/4/2021	*3/22/2021	Priority registration of Sum/Fall 2021 starts on Apr 2021	Sum/Fall 2021 Class Schedule sent to Colleges for Posting on websites		All proposals except DE	Spring 2022
4/5/2021	*4/22/2021	*5/11/2021				All proposals except DE	Spring 2022
4/19/2021	Admin Meeting					Discussion of curriculum pressing topics	
**5/24/2021	*6/3/2021	*6/22/2021				All proposals except DE	Spring 2022
6/30/2021					UC-TCA submission for 21-22		

Ensure new course/catalog changes are listed in the new catalog/addendum published before enrollment begins.
 DE Informational proposals can be offered as soon as the local curriculum committees approved them; no need for BOT approval.
 * Dates are estimates based on previous year's calendars. These will be finalized when the information becomes available.
 ** New CTE non-articulated courses (number 200 and above) can be offered in Summer 2021.
*****Changing the December and May CIPD meetings from the first Monday of the month to the Monday of the last instructional week of the term. This change will allow one consistent effective date for proposals rather than two different dates, depending on particular attributes of the course. Thus, the earliest effective date for courses approved in a fall term would be the following fall, and the following spring for spring approvals.**