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| Present: | Joseph Bielanski, Ari Krupnick, Mary Clarke-Miller, Nancy Cayton, Don Miller, Ana McClanahan, Vinh Phan, Rochelle Olive, Chuen-Rong Chan, Heather Sisneros, Pinar Alscher, Laura Bollentino, Phillippa Calderia, Iolani Sodhy-Gereben, Nghiem Thai, Ruhina Najem, Steve Pantell, LaShaune Fitch, Amany Elmasry, Tammeil Gilkerson |
| Absent: | Kuni Hay, Francisco Gamez, Lisa Cook, Tina Vasconcellos, Lynn Torres, Jeffrey Lamb, Ann Elliot, Mario Rivas, Siri Brown, Karen Croley, Drew Burgess, Cleavon Smith |
| Facilitator: | Heather Sisneros |
| Guests: | Courtney Brown (Merritt), Anita Black (Merritt) , Andrew Park (COA), Roger Chung (Laney), Konia Freeman (Laney), Vina Cera (Laney), Kim Bridges (Laney), Ranjeet Rajan (COA), Beth Maher (Merritt) |
| Note Taker: | LaShaune Fitch |
| Next Meeting: | 4/9/2018, District Board Room |

| **Topic** | **Discussion** | **Follow-up Action & Recommendations** | **Responsible Party** | **Timeline** |
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| **ACT 1:**  Review of Agenda  Review of Minutes | *The 3/5/2018 agenda was approved by consensus.*  **Minutes from 12/4/2017 and 2/5/2018 in Dropbox**  *The 12/4/2017 and 2/5/2018 meeting minutes were approved by consensus.* |  | A. ElMasry |  |
| **ACT 2:**  **CURRICULUM ITEMS**  **Districtwide Changes** | ***Conditionally Approved by consensus:***  ENGL 264A: BCC, Laney, Merritt  ENGL 264B: BCC, Laney, Merritt   * ENGL 264A and B were approved conditionally, pending Districtwide change of catalog description to ENGL 264B. The first phrase of ENGL 264B’s description must read “Continuation of ENGL 264A: …”   PHYS 10: BCC, COA, Laney, Merritt   * Districtwide change of Recommended Preparation to: MATH 201 or MATH 202 or MATH 210D.   ***Approved by consensus:***   * COUN 207C- COA, Laney, Merritt   ***Tabled:***  ART 27- BCC, Merritt   * ART 27 TABLED. BCC not ready. ART 27 must be brought to CIPD with ART 137 (Recommended Preparation for ART 027); BCC not ready to bring ART 137 to CIPD. | Send approved proposals to the Board.  Changes to ENGL 264B must be made in META and on MARCH 5 CIPD APPROVALS proposal agenda  Changes to PHYS 10 must be made in META and on MARCH 5 CIPD proposal agenda | A. ElMasry  Curriculum Specialists/A. ElMasry  Curriculum Specialists/A. ElMasry | A. ElMasry must receive revised final March CIPD Approvals by Friday March 9, 2018  A. ElMasry must receive revised final March CIPD Approvals by Friday March 9, 2018 |
| Curriculum:  Berkeley City College | ***Approved by consensus:***  Course Update (3– APPROVED; 3 – CONDITIONALLY APPROVED)  Course Reactivation (1- TABLED)  Course Deactivation (6 – APPROVED)    **Notes:**   * ENGL 264A and B Approved Conditionally, Districtwide. * PHYS 10 Approved Conditionally, Districtwide. * ART 27 TABLED, Districtwide. | Send approved proposals to the Board.  Changes to ENGL 264B and PHYS 10 must be made in META and on MARCH 5 CIPD APPROVALS proposal agenda | A. ElMasry  Curriculum Specialists/A. ElMasry | A. ElMasry must receive revised final March CIPD Approvals by Friday March 9, 2018 |
| CURRICULUM ITEMS:  College of Alameda | ***Approved- 19 in favor, 1 abstention:***  New Course (8 – APPROVED; 3 TABLED)  Course Updates (1 – APPROVED; 1 CONDITIONALLY APPROVED)  Course Deactivations: (24 – APPROVED)  **Notes:**   * CHEM 49- Begin catalog description with “Independent Study in…“ * GEOG 3- Remove Recommend Preparation. * LIS 74- Change Recommended Preparation to same as COA’s LIS 85. * PHYS 10 Approved Conditionally, Districtwide. * PHYS 10L- Change requisites to match PHYS 10. Recommended Preparation: MATH 201 or MATH 202 or MATH 210D; Corequisite: PHYS 10. * CIS 121 and CIS 122- TABLED: program referred to in justification is not ready. Faculty to develop program and will bring to CIPD along with courses. * CIS 123- TABLED: attach evidence of Laney consultation to proposal. | Send approved proposals to the Board.  Changes to PHYS 10 must be made in META and on MARCH 5 CIPD proposal agenda | A. ElMasry  Curriculum Specialists/A. ElMasry | A. ElMasry must receive revised final March CIPD Approvals by Friday March 9, 2018 |  |  |  |  |
| CURRICULUM ITEMS:  Laney College | ***Approved by consensus:***  Course Update ( 10 – APPROVED; 3 – CONDITIONALLY APPROVED  Course Deactivation (1 – APPROVED)  New Program (1 – APPROVED)  ***Separate motion to approve MEDIA 70:***  New Course (1- APPROVED [15 in favor, 4 opposed, 1 abstention])  **Notes:**   * ENGL 264A and B Approved Conditionally, Districtwide. * PHYS 10 Approved Conditionally, Districtwide. * ENGL 50-correction: change Recommended Preparation ESL 52B to ESOL 52B * MEDIA 70- BCC expressed concern this course covers very similar content as BCC’s MMART 170; needs more collaboration before approving course to make sure content more clearly differentiated. Also noted problems with top code, textbooks and attached gaming document, which Laney agreed to change. Laney President Gilkerson assured that she is committed to full collaboration between BCC and Laney MEDIA faculty. | Send approved proposals to the Board.  Changes to ENGL 264B and PHYS 10 must be made in META and on MARCH 5 CIPD APPROVALS proposal agenda | A. ElMasry  A. ElMasry  Curriculum Specialists/A. ElMasry | A. ElMasry must receive revised final March CIPD Approvals by Friday March 9, 2018 |
| CURRICULUM ITEMS:  Merritt College | ***Approved by consensus:***  New Course, Noncredit (4 – APPROVED)  Course Update (1 – APPROVED; 3 – CONDITIONALLY APPROVED; 1 - TABLED)  Course Deactivation(2 – APPROVED)  Inventory Cleanup (1 – APPROVED)  New Program (1 – APPROVED)  ***Separate motion to approve CIS 7, CIS 11, CIS 106 A, B, C and Cisco Certified Network Associate program:***  New Course (5 – APPROVED [11 in favor; 1 opposed; 6 abstentions])  New Program (1 – APPROVED [11 in favor; 1 opposed; 6 abstentions])  **Notes:**   * ENGL 264A and B Approved Conditionally, Districtwide. * PHYS 010 Approved Conditionally, Districtwide. * ART 027 TABLED, Districtwide. | Send approved proposals to the Board.  Changes to ENGL 264B and PHYS 010 must be made in META and on MARCH 5 CIPD APPROVALS proposal agenda | A. ElMasry  Curriculum Specialists/A. ElMasry | A. ElMasry must receive revised final March CIPD Approvals by Friday March 9, 2018 |
| **ACT 3: Pressing curriculum topics**  Update on Peralta Program and Course Approval Manual | Currently being updated. | J. Bielanski and subcommittee to complete update. |  | Updated Peralta Program and Course Approval Manual will be brought to May CIPD and be available for review before May CIPD. |
| CurricUNET META: Peralta Curriculum Management Platform | H. Sisneros:  Important for all colleges to use META because it is important to have documentation of the workflow.   * Call from Chancellor to have checks and balances so that the Board knows that everything they approve is ready to go to the State Chancellor’s Office. * Critical when preparing for CIPD, having the opportunity to see the workflow status of colleges’ courses and programs * For historical purposes, using META for its documentation function.   Discussion:   * Currently, originators cannot make edits when proposals are In Review. Request was submitted in September to change META so originators can make edits throughout In Review process. * Clarification re: META process: When Tech Reviewer Request Changes, META generates notification email to originator and unlocks so originator can edit/make changes. Reviewer cannot make changes. * Review CurricUNET change/edit functions | Follow up with developers of META on status of request | A. ElMasry |  |
| Program Review Revisions | H. Sisneros:  VC Brown working on updating review process and moving it to an online platform.  Discussion:   * Request that section on curriculum be customizable because colleges’ processes don’t exactly align District’s proposal. Some colleges review courses every 4 years, not 3 * Should CIPD recommend that each college have ability to set their own review timeline? * If each college creates their own review scheduling timeline, the college would be out of compliance with Board Policy/Administrative Procedures * Change Board policy to accommodate needs of the colleges * More discussion needed | Review BPs and APs regarding District Program Review | H. Sisneros |  |
| **Next Meeting** | 4/9/2018 (1:00 to 3:00 PM) District Board Room |  |  |  |