Present: Lisa Cook, Ari Krupnick, Joseph Bielanski, Mary Clark-Miller, Nancy Cayton, Don Miller, Ana McClanahan, Vinh Phan, Rochelle Olive, Lynn Torres, Rudolph Besikof, Peter Crabtree, Heather Sisneros, Laura Bollentino, Phillippa Calderia, Iolani Sodhy-Gereben, Ruhina Najem, Steve Pantell, LaShaune Fitch, Siri Brown, Amany ElMasry, Karen Croley, Kuni Hay

Absent: Francisco Gamez, Nghiem Thai, Pinar Alscher, Anita Black, Mario Rivas, Drew Burgess, Donald Moore, Jason Cirfa

Facilitator: Heather Sisneros

Guests: Courtney Brown, Jenny Lowood, Joya Chavarin, Mallory Barkdull, Fred Bourgoin

Note taker: LaShaune Fitch

Next Meeting: November 6, 2017, District Board Room

| **Topic** | **Discussion** | **Follow-up Action & Recommendations** | **Responsible Party** | **Timeline** |
| --- | --- | --- | --- | --- |
| Review of AgendaReview of Minutes | *The 9/10/2018* agenda was approved by consensus**Minutes from 5/7/2018 in Dropbox***The 5/7/2018 meeting minutes were approved by consensus.** In future minutes, include what proposal items were tabled and the reasons for being tabled.
 |  | 1. ElMasry
 |  |
| CURRICULUM ITEMS:Berkeley City College | *Approved by consensus:*New Courses — 8Course Update — 2Course Deactivation — 10Course Change Effective Date - 67 BCC and 5 District wide courses New Programs — 3Program Modification — 1Program Update — 11**Notes:*** Suggestion for PEAC to update their master list with approved noncredit ESOL courses
* Laney experienced technical difficulties approving ESOL noncredit courses; will bring their noncredit courses to a future CIPD for approval.
* A. ElMasry: Change to later effective date because approved at state after enrollment opened; added to agenda to create paper trail so that information on CIPD agenda and Peoplesoft will be the same. Items on page 17 include all colleges.
 | Send Approvals to the Board | A. ElMasry |  |
| CURRICULUM ITEMS:College of Alameda | ***Approved with 1 abstention***New Course – 1New Course Information only - 1Course Updates-- 2Course Deactivation - 1Program Modification— 1***Tabled by consensus:***New Courses- 3**Notes:*** ANTHR 48AF- change word *culture* to *cultural* in course description; using 48 UCN to determine if there is a sustained interest in the course
* Tabled BUS 101, 125, 103A
	+ Waiting for consultation form
 | Send Approvals to the Board | A. ElMasry |  |
| CURRICULUM ITEMS:Laney College | ***Approved by consensus:***New Courses— 4Course Update— 25Course Update correction - 1Course Deactivation— 4New Programs— 3Program Modification— 8***Tabled by consensus:***New Courses- 2Course Updates-- 1**Notes:*** ENGIN 10- faculty approved suggested edit to course description; Curriculum Specialist to make change in META
* Courses with Spring 2019 effective date changed to Fall 2019
* TABLED BIOL 484A, GRART 466K, and MEDIA 460B
	+ Courses tabled because COPED course description contested; P. Alscher not present. Preferable to have her present during discussion of COPED as she has been working on these courses for over a year.
* PSYCH 026- in course description, replace word *Culture* with *Cultural*
* Residential Automation Cloud Based, CA- for all programs that change from CP to CA, do not modify CP; create new CA program and deactivate CP; Laney to change proposal type of Residential Automation Cloud Base to New Program and will bring CP program deactivation to October CIPD

**Discussion:**ENGIN 10 effective date change to Fall 2019* S. Brown: Laney VPI confirmed that Laney is not creating a Winter 2019 Addendum; Laney to create Summer 2019 Addendum.
* I. Sodhy-Gereben: This decision does not reflect what she was told by Laney VPI. ENGIN 10 should be ready by Laney generally does winter addendum (December/January) that’s why have start date of Spring 2019
* P. Crabtree: Regarding ENGIN 10- Suggestion to schedule as a late start class.
* A. ElMasry: Spring 19 Schedule published October 1st; Enrollment is first week in November; when students enroll for Spring 19 addendum will not be ready. Cannot offer class that is not in catalog nor addendum. Auditors are enforcing this policy. Must prove that classes offered are advertised in schedule, and in catalog or addendum. To offer class with effective date of Spring 2019 violates this policy.
* I. Sodhy-Gereben: suggestion to publish addendum in November
* S. Brown: this is not what VPI stated in email to her. Addendum time period covers curriculum approved March through July. Effective date must be changed to Fall 2019. Decision to publish one catalog and one addendum annually.
* L. Bollentino: PSYCH 26 –articulation agreements will become effective Fall 2019, not Spring 2019. Will not meet GE requirement by Spring 2019. Articulation cannot be back dated.
* S. Brown- Send out communication about all the factors involved in Effective date: Articulation timelines; schedule, catalog and addendum course advertising timelines; Approval timelines (local, CIPD, State). Include dates.
* F. Bourgoin: In light of creating curriculum to be compliant with AB705, having to wait 2 years for course to become effective is not compatible. Would like to see actual dates, and who controls the dates, disseminated to faculty that include realistic timeline of curriculum development through effective date, that includes all variables: Ed code, law, articulation, etc.
* K. Hay: Addendum is only for correction of errors, not to advertise courses that not approved in time to put in catalog
* D. Miller: Articulation process may delay offering of course, if misses deadline, from 6 months to a year. Ed Code states that 30 days advertising required for dual enrollment courses. Not clear for courses not intended for dual enrollment. Would like to see section auditors reference regarding 30 day advertising.
* A. ElMasry: The process for advertising a course after last addendum in Legal advisory copied in CIPD schedule.
* I. Sodhy-Gereben: For faculty to be told that curriculum approved by CIPD cannot be offered until next fall is disheartening. Pushing out effective date further effects faculty efforts to comply with AB 705. Having only one addendum not best thing for curriculum.
* S. Brown: effective dates are based on Ed code, laws, ACCJC, auditors. To accommodate AB705 an additional CIPD meeting may be scheduled.
* H. Sisneros: Laney wants one catalog with two addendum. Example: Addendums captures things new courses and programs state approved July 25, advertised 30 days, now ready for classes to start August. Addendum December 25 for classes to start in January 25.
* S. Brown: catalog with 2 addendums is not good practice. Creates confusing for students. VPIs wanted one addendum. For further discussion on this issue, talk to your VPI.
* I. Sodhy-Gereben: Workshop at curriculum Institute- other schools have catalog with two addendums. They found it was the best way to make all approved curriculum available to students.
* H. Sisneros: in light of this being unresolved, for SEPT 10 agenda, all items with Spring 2019 date will have effective date changed to Fall 2019.
 | Send Approvals to the Board | A. ElMasry |  |
| CURRICULUM ITEMS:Merritt College | *Approved by consensus:*New Course— 1Course Update -- 2Course Deactivation — 1Program Modification - 1* Art Foundation: CA- for all programs that change from CP to CA, do not modify CP; create new CA program, make sure to update the list of changes. Merritt to change proposal type of Art Foundation to New Program and will bring CP program deactivation to October CIPD
 | Send Approvals to the Board | A. ElMasry |  |
| District wide Effective Term Changes | Change Effective Date from Spring 2019 to Fall 2019* See discussion above, CURRICULUM ITEMS: Laney College
 |  | College CIC | November 6 CIPD |
| Peralta Program and Course Approval Handbook | * Review final draft
* Send edit comments in document, indicating page number, copy current text, followed by edits
* Send feedback by September 24, 2018 to A. ElMasry, copy S. Brown
* Cannot edit APs
* Handbook will be approved at October CIPD
* Handbook will be posted on website with live navigational tabs
 |  | All CIPD members | Spring 2018 |
| PCCD Consultation Guidelines: Reaffirm use and protocols | S. Brown: We will adhere to the consultation guidelines this semester. At the end of this semester there will be an agenda item inquiring about effectiveness of process and requesting feedback. Effectiveness will be assessed again at the end of Spring semester. Note and keep track of feedback. Will not make adjustments to guidelines now, but send recommendations to H. Sisneros who will keep track of suggested changes. |  |  |  |
| Updated AP 4020 | S. Brown: AP 4020 updated to include District unit hours. Copy is in Dropbox. Attached as an addendum to the AP; if further amendments necessary, changes only have to be made to appendix to AP 4020. Changes made to comply with streamlining certification.J. Bielanski: Changes also made to comply with federal funding to financial aid.A. ElMasry: Another change was made to align with our consultation timeline process  |  |  |  |
| College Catalog/Addendum Deadlines | S. Brown: VPIs will communicate catalog and addendum deadlines to curriculum leads and to the colleges. |  |  |  |
| Update on Online College Catalog | S. Brown: A. ElMasry, H. Sisneros and S. Brown have researching options for online catalog. CurriQunet has an inexpensive catalog option worth considering. Please review PowerPoint document.A. ElMasry: will set up an appointment with CurriQunet for them to demonstrate product. All faculty and staff will be invited to attend. Important for us to be clear about effective dates as they are critical to publishing online catalog.L. Bollentino: Expressed concern about catalog rights for online catalog.J. Bielanski: Have implications of having online catalog been legally reviewed?S. Brown: No decisions have been made yet. Still investigating. Continue to ask critical questions and attorneys will be consulted.A. ElMasry: UC Davis is currently using CurriQunet Online Catalog. |  |  |  |
| Updating Curriculum: Timely and Regularly | S. Brown: VPIs and S. Brown have discussed importance of updating curriculum and they do not want to put courses on the schedule that have not been updated. Program Review is opportunity for faculty to make updates. |  |  |  |
| Update on Noncredit and ACCJC Substantive Change | S. Brown: Noncredit working group offering $500 stipend for faculty to develop noncredit CIPD approved certificate this academic year. Group is drafting plan on what type of noncredit programs to develop and needed infrastructure. Also being considered is how noncredit will effect enrollment of credit courses. What is Peralta’s noncredit philosophy and mission? Draft will be disseminated to VPIs and Curriculum Committees. Working group comprised of faculty, staff and administrators, the goal is to have a noncredit subcommittee to the District Academic Affairs Student Services Committee. All invited to participate.S. Brown: requested that ACCJC come to talk about accreditation, curriculum, catalog and substantive change. May come to November CIPD and be part of Act 3. All FAS will be invited to attend.K. Hay: Suggests that ACCJC give short overview each standard and timeline.A. ElMasry: plan is to have Chancellors Office to come discuss noncredit in October of November; followed by ACCJC and Curricunet |  |  |  |
| Laney Discipline Description Update: E/ET change from Electricity/Electronics Technology to Electrical and Electronics Technology | H. Sisneros: Acronym remains the same (E/ET); title changes from Electricity/Electronics Technology to Electrical and Electronics Technology. |  |  |  |
| Next CIPD Meeting | October 1, 20181:00 to 3:00 PMBoard Room District |  |  |  |