**Report on CIPD (Council on Instruction, Programs, and Development)**

**September 9, 2024 Meeting**

1. Curriculum Items
   1. No courses or programs were ready for approval
   2. BCC’s UC TCA approval list was submitted as an informational item
2. Discussion Items (AKA Pressing Curriculum Topics)
3. Update on AB 928 and AB 1111 Common Course Numbering (T. Vasconcellos)
   1. State funding is available at each college for work on these two initiatives. Some district-wide systems/infrastructure will need to be configured for all. Colleges will be asked to provide a portion of their funding for this work. T. Vasconcellos has a draft budget for expected expenses for which she will be asking for feedback from others before confirming with the colleges. Included on her list is the creation of another position like Amany Elmasry’s to manage the work load in Educational Services and updates to Peoplesoft and Curriqunet.
   2. T. Vasconcellos is forming a work group consisting of herself, vice presidents of instruction, A. Elmasry, faculty leads, and perhaps others, starting ASAP. This group will discuss such topics as whether all courses within new CCN Phase I subject prefixes should change now or only those for which templates have been released; when will updates of affected programs need to be submitted; whether course descriptions can vary among colleges within the optional part 2 section; how to manage collateral changes to other courses such as to prerequisites.
   3. T. Vasconcellos announced that only ADTs will appear in CCCApply in order to comply with the portion of AB 928 that requires colleges to automatically enroll students into these programs when they wish to transfer. Her office is working on auto-populating this information into Student Educational Plans (SEPs).
4. Proposed Timeline for Submission to CIPD of Phase I CCN Courses

In order to meet the deadline of 12/1/24 to submit all Phase I courses into the state curriculum inventory, all items must be approved at the 11/12/24 Board of Trustees meeting. To accommodate the submission deadline for this meeting and give colleges as much time as possible to complete the updates to the courses, CIPD will hold a second meeting in October on 10/21/24. The only item planned for this special meeting is to approve the updates for the six Phase I courses. Specialists will submit the agendas for this meeting by 10/14. Collateral changes caused by these updates will be approved at future meetings, as determined by the work group noted above.

1. Required Changes to the Subjects and Subject Codes for CCN Templates
   1. The numbering taxonomy for all CCN courses has been confirmed. Each number will consist of the following:
      1. A 4-character subject (subjects beyond Phase I will be identified later)
      2. A 4-digit course number
      3. The letter “C” will appear in front of the number to indicate that it is a common number
      4. There are some specialty course identifiers that may appear at the end of the 4-digit number. Up to two characters may appear. Currently, these are H=honors, L=lab only, S=support course, E=course with embedded support.
2. Three CCN subjects differ from PCCD’s current subjects
3. POLS for Political Science (currently POSCI)
4. PSYC for Psychology (currently PSYCH)
5. STAT for Statistics (only for MATH 013, all other math courses will remain the same)
6. The time frame for when courses in these disciplines but outside of Phase I will be converted to POLS and PSYC to be determined by the work group as noted above. STAT applies to only one course at this time.
7. Details of the taxonomy and the informationon the templates are available in the slides from CCN webinar #1. Webinar materials and registration for future webinars are all on the [Common Course Numbering Resources webpage](https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/common-course-numbering-project/ccn-resources-and-items-of-interest).
8. The new subjects were added to Curriqunet immediately following this CIPD meeting
9. Common Course Numbering Webinars in September

Webinars will take place each Wednesday in September, 12:00-1:00 pm. Links to register for each webinar are available at the [Common Course Numbering Resouces webpage](https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/common-course-numbering-project/ccn-resources-and-items-of-interest).

1. Remove Override for Out of Class Hours

PCCD was required to revise how its course outlines appeared when exported to PDF to comply with Title 5. PDFs are how members of the public see the information and something we have to submit to the state curriculum inventory. Following technical work by Curriqunet to revise the information on the PDF, some were not producing the information correctly. It was discovered that the box on the assignments tab to ourride the outside of class hours is the source of the issues. It is an outdated option that is no longer in alignment with Title 5 and PCCD Administrative Procedures (AP 4020) in regard to how total instructional hours may be calculated. The committee approved removing this option and for all necessary technical work to be done to produce PDFs correctly.

1. Articulation Mismatch of Courses Across the District (T. Vasconcellos)

Shared courses across the district should articulate the same, but some are not. She wants to clean up mismatches but lacks a complete list of such courses. Some problem courses have been brought to her attention, but there are likely more. Top priority is for GE articulation, but course to course articulation is also an issue. Courses with such mismatches should be reported to T. Vasconcellos.

1. Nominations for CIPD Faculty Co-Chair Open

Any faculty member of CIPD may be nominated by another CIPD member. Members may self nominate. Nominations can be sent to T. Vasconcellos before 1:00 pm on 10/7. Election will take place at CIPD meeting 10/7.

1. Other: Laney’s new Articulation Officer is Thao “Ivy” Tran.