Present: Joseph Bielanski, Nancy Cayton, Linda McAllister, Kuni Hay, Jayne Smithson, Vinh Phan, Frank Nguyen Le, Andrew Park, Diana Bajrami, Eva Denise Jennings, Rebecca Opsata, Laura Bollentino, Iolani Sodhy-Gereben, Vina Cera, Ally Tomas, Denise Richardson, LaShaune Fitch, Nghiem Thai, Steve Pantell, Alex Alexander, Amany Elmasry, Heather Sisneros, Donald Moore

Absent: Marie Amboy, Lisa Cook, Stephanie Droker, Ari Krupnick, John Reager

Guests: Joya Chavarin, Richard Rothbart, Karl Seelbach

Co-Chairs: Heather Sisneros and Stephanie Droker

Note Taker: Nancy Cayton

Next Meeting: 4/18/22, via Zoom

| **Topic** | **Discussion** | **Follow-up Action & Recommendations** | **Responsible Party** | **Timeline** |
| --- | --- | --- | --- | --- |
| Called to Order  Review of Agenda  Approval of Minutes | 1:01 pm  Minutes from 3/7/22 in Dropbox. The meeting minutes were approved.  J. Bielanski moved/A. Tomas seconded  13 yeas, 0 noes, 0 abstention |  |  |  |
| CURRICULUM ITEMS:  Berkeley City College | Endorsed:  New Course: 0  Course Update: 0  Course Deactivation: 0  New Program: 0  Program Correction: 1  Program Modification: 2  Program Deactivation: 1  EDUC 001 Tabled. Updates from other campuses not ready. | Send approved proposals to the Board. | A. Elmasry |  |
| CURRICULUM ITEMS:  College of Alameda | Endorsed:  New courses: 0  Course Update: 5  Course Deactivation: 2  New Program: 0  Program Modification: 0  Program Deactivation: 0 | Send approved proposals to the Board. | A. Elmasry |  |
| CURRICULUM ITEMS: Laney College | Endorsed:  New courses: 6  Course Update: 12  Course Deactivation: 2  Course DE Only Update: 17  New Program: 1  Program Modification: 3  Program Deactivation: 0  DIGFAB 501 change units to 0. J. Smithson asked for clarification on 1) TOP code for ESOL 275A & B; if that code is changing will other integrated ESOL courses need to match? 2) In the past, it was agreed that all HUMAN courses would have the TOP code of 1599.00 (Other Humanities) HUMAN 031A was 4930.00 changing to 1510.00 (Religious Studies). Should other courses with religious studies subject matter change to this TOP code, too? | Send approved proposals to the Board. | A. Elmasry |  |

| **Topic** | **Discussion** | **Follow-up Action & Recommendations** | **Responsible Party** | **Timeline** |
| --- | --- | --- | --- | --- |
| CURRICULUM ITEMS:  Merritt College | Endorsed:  New Courses: 0  Course Update: 5  Course Deactivation: 0  Course DE Only Update: 12  New Program: 1  Program Modification: 0  Program Deactivation: 0  Deactivation Withdrawn: 1 | Send approved proposals to the Board. | A. Elmasry |  |
| Updated PCCD Discipline List  *Updated PCCD Discipline List continued*  *Updated PCCD Discipline List continued*  *Updated PCCD Discipline List continued* | A. Elmasry noted that 5 documents were provided as attachments to the meeting invitation for this item:  1) The outdated disciplines list that exists from years ago. Note that HR uses this list for their work. If there are any questions or missing information, they contact the DAS president for how to proceed.  2) The most current state minimum qualifications handbook.  3) A spreadsheet of all active courses in PeopleSoft\*.  4) A spreadsheet of LRNRE courses—this is provided separately as these need in depth review.  5) A draft update of item #1 to be reviewed. Note that this document has a link to the state minimum qualifications handbook as well as a list of frequently asked questions with answers from the state academic senate at the end. Also note that where there are references to page numbers, these refer to the 2020 handbook, so may not match the 2021 handbook.  \*Note that some very new courses or approved courses that colleges aren’t immediately planning to offer have not yet been entered into PeopleSoft yet due to time constraints, so those will not be in this document.  Regarding item #5 above, the revised PCCD disciplines list, CIPD members with their local curriculum committees, campus senates, and other interested members should review this document and make recommendations. Due to the length of time that has passed since the list was last updated, there have been significant changes and a thorough and intentional review is needed. All faculty need to be involved. Members are asked to ensure that all disciplines are represented. Updates that have taken place:  • Deactivated courses have been removed.  • Current minimum qualifications (MQ) have been listed for all disciplines.  • New courses have been added.  • A table of contents and an index were added.  • A noncredit discipline for English, ESOL, and math have been added.  Areas of yellow highlighting indicate that a change was made.  A tentative timeline for review was discussed (see details at right). Discussion will continue among CIPD members at the April administrative meeting on 4/18.  A process for ongoing update needs to be established and be timed to include annual updates to the state manual. Additionally, there is no process for assigning courses to disciplines or managing any disputes that might arise. It was noted that the PCCD list is applied district-wide, so campuses have to be in agreement about which MQ our local prefixes align to. Where are such issues discussed and how will disagreement be resolved? Once a PCCD discipline list is approved, where will it live so it is readily available to anyone who wants to review it. Perhaps we need an administrative procedure to establish and document the processes that are developed? These topics can be discussed at the administrative meeting later this month.  H. Sisneros noted there is a plan to add an additional tab on course proposals in Curricunet Meta to document the discipline assignment for each course. This change and the review of our local disciplines list should be done in tandem so that once the list is approved the disciplines assigned to each course can be added to the outlines where it is easily accessible. It may be necessary to provide some training and professional development so that all faculty understand how assigning courses to disciplines and MQs work before they start reviewing the list.  N. Thai suggested that DAS request a technical visit from ASCCC. This may be especially helpful for establishing processes, especially if they can provide best practices and/or examples from other colleges. D. Moore stated that DAS can make a request if there is agreement that we need this training. There was a suggestion that it could be incorporated as part of flex day activities, although scheduling before summer may be optimal in order to complete the work in alignment with the timeline.  A. Elmasry noted that the courses in the LRNRE prefix need special attention (see document #4 as noted above). All items on this list should be reviewed, especially those marked as adaptive courses and with “?” listed in MQ area.  A. Alexander observed that in the past this prefix was used for courses for disabled students, but now seems to have expanded. She predicted that colleges will want to create more general support courses for all students in the future and this is a likely prefix to be used. D. Moore observed that COPED and LRNRE prefixes have MQ-related problems regularly.  A. Elmasry said that it was unclear what MQ should be assigned to the HUSV prefix, as a result it is currently listed under Public Relations. The reason it landed there is that HR says this prefix is one that does not require a master’s degree. These courses, as well as others, on active course list that are highlighted in yellow because they need attention.  Courses within the same prefix may require different MQs. It is up to the college administration to ensure that faculty meet the MQs for all courses they are assigned to teach because the PeopleSoft system will not be able to manage that and it cannot be changed to do so. | List is reviewed and feedback noted at campuses  Campus senates review information and report back to CIPD and DAS  Finalized list is approved. | Curriculum Committee & Senate  Curriculum Committee & Senate  DAS | Now through August/Sept 2022  Complete by Feb/March 2023  Complete by end of March 2023 |
| Faculty Co-Chair Bylaw Update with Succession Plan | Moved to approve as revised N. Thai; 2nd V. Cera  15 yes/0 noes/0 abstain  Nominations are open now for the incoming faculty co-chair of CIPD; should be submitted to the vice chancellor. | To nominate, send information to interim Vice Chancellor Droker. | Interested Curriculum Committee Chairs | By the date of the CIPD administrative meeting, 4/18/22. |
| Credit for Prior Learning (CPL)  *Credit for Prior Learning continued* | If a course will be available as CPL (for example, via a portfolio evaluation or military transcript), this must be noted on the course outline. Approval be through the usual channels, including approval by the Board of Trustees. This is the same process as credit by exam. Following this procedure provides quality control and consistency across the district. The assessment method, which must be consistent across all campuses must be attached in on the attached files tab in CurricunetMeta. When course proposals undergo tech review, they should be checked to ensure that CPL status and attached evaluation method match where campuses share courses. |  |  |  |
| Adjourned | 2:40 pm |  |  |  |