Present: Marie Amboy, Joseph Bielanski, Laura Bollentino, Siri Brown, Nancy Cayton, Vina Cera, Joya Chavarin, Mary Clarke-Miller, Lisa Cook, Amany Elmasry, Mark Fields, LaShaune Fitch, Kuni Hay, Linda McAllister (representing Ari Krupnick), Frank Nguyen Le, Steve Pantell, Andrew Park, Vinh Phan, John Reager, Denise Richardson, Heather Sisneros, Jayne Smithson, Nghiem Thai

Absent: Lilia Celhay, Don Miller, Elizabeth Maher, Donald Moore, Tom Renbarger, Iolani Sodhy-Gereben, Elizabeth Maher, Ana McClanahan

Co-Chairs: Heather Sisneros and Siri Brown

Note Taker: Nancy Cayton

Next Meeting: 5/24/21, via Zoom

| **Topic** | **Discussion** | **Follow-up Action & Recommendations** | **Responsible Party** | **Timeline** |
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| Called to Order  Review of Agenda  Review of Minutes | 1:03 pm  Minutes from 4/5/21 in Dropbox. The 4/5/21 meeting minutes were approved.  J. Smithson moved/L. Bollentino seconded  15 yeas, 0 noes, 1 abstention |  |  |  |
| Update on GoverNet Online Catalog Module, Business Requirements, College Catalog Implementation Team  *Update on GoverNet Online Catalog Module, Business Requirements, College Catalog Implementation Team continued* | S. Brown reported that there will be a meeting this week with GoverNet’s catalog team to learn about the implementation of this module. VPIs and their teams, S. Brown, and A. Elmasry will attend. Among topics to be discussed: timeline for completion of this project and involvement of IT/other departments. We will need one year for the set-up process to be completed and a catalog published. Topics that we will need to consider once the project has started: identify who will attend detailed trainings, who and how the non-curriculum information will be entered? Can this and other work be done over the summer? Who be the district liaison with Governet on this project? In the past there were user groups who worked with A. Elmasry on solving Curricunet issues, perhaps a similar group should be started. V. Phan notes that Curricunet is prone to glitches. L. Bollentino emphasized the need for proofreading before publication. |  |  |  |
| Updated Business Administration Transfer Model Curriculum | For the new Business Administration AS-T, all campuses should create this as a new proposal (not a modification). All proposals should be ready by the October 2021 CIPD meeting to allow sufficient time to get state approval and meet catalog deadlines. The state chancellor’s office requires that 2.0 is in the title. All Peralta campuses will submit their proposals with the title Business Administration 2.0. The 22-23 catalog will contain the 2.0 program and the 1.0 version one will be removed. S. Pantell asked how we can comply with the requirement from the state chancellor’s office to deactivate the 1.0 program only when we know there are no students left enrolled in it. A. Elmasry stated that there is a query based on the SEP that college researchers can run. This will show which version the students are entitled to receive based on catalog rights. S. Pantell was concerned that students without an SEP will not show up in this query. M. Clarke-Miller proposed a crosswalk to show difference the between 1.0 and 2.0, but it appears this isn’t necessary. | New AS-T proposal for Business Administration 2.0 | Each campus with a program | Ready for approval by the October 2021 CIPD meeting |
| Updated ADT Check List | A. Elmasry updated the previous ADT checklist to match current information in COCI and also items pending approval in Curricunet. She requests that each campus review their information in the document and confirm or correct it. | Report confirmation or make correction to the campus list. | Each campus |  |
| Update on District-Wide Consultation Process | The focus of the discussion was to confirm a process for changes to shared curriculum items to move forward when one or more campuses do not respond or do not agree to the changes. In such cases, the topic is discussed at CIPD. CIPD will vote on whether the changes should move forward. If approved, the changes to be made are documented and a timeline for all campuses to bring the items to CIPD will be approved. If a college still does not have items ready at the agreed upon time, VPIs have agreed that such courses will be removed from the schedule of classes if the update isn’t completed by the agreed upon effective date. The courses will remain active in COCI, ASSIST, Curricunet, etc., but will not be available in PeopleSoft for scheduling until the update is complete. L. Bollentino noted that any negative impact will primarily fall on students, especially for transfer or degree requirement courses. It was noted that this consequence should motivate departments to complete curriculum proposals in a timely fashion.  Motion to approve: courses will not be available for scheduling when a college does not complete district-wide curriculum changes by the agreed upon timeline.  Made by J. Smithson/seconded A. Elmasry  Approved. 12 ayes, 0 noes, 4 abstentions. |  | VPIs will not schedule courses that aren’t updated after change goes into effect.  A. Elmasry will update the availability of courses in PeopleSoft as needed. | The policy would take effect in Fall 2021, however the first term in which courses might not be available for scheduling is Spring 2022. |
| Online Equity and Curriculum: what is our rule?  *Online Equity and Curriculum: what is our rule? continued* | S. Brown asked members to consider what role we play in ensuring equity. Members participated in break out groups for about 15 minutes to discuss this question. Report out from group #1: Laney’s curriculum committee adopted the 8 principles of the Peralta online equity rubric, as courses add a DE component, it will be reviewed by the committee for equity. Program review is another area where equity can be examined. As courses are routinely updated, the outlines can be reviewed for equity. Laney is interested in an idea from the Curriculum Institute, the curriculum equity audit; perhaps a new committee can be formed or release time offered to ensure there is sufficient time and resources to do effective audits. Group #2: The group agreed that local curriculum committees and CIPD need to play a role in ensuring equity, but what each would do is complicated. The state chancellor’s office engaged the Center for Urban Education to review all community college equity plans which resulted in a report that reviewed the state of equity work system-wide and at the individual college level. It is recommended that all read this report. Two examples from report: only 1% of colleges addressed the creation of culturally relevant curriculum. 87% of activities didn’t address any particular population of students. To address equity gaps, we should use assessment, curriculum, and program review. Use of OEI resources is one specific thing local committees could have influence. As curriculum leaders, it is our responsibility to lead the equity charge. CIPD should make equity a standing agenda item to provide a district framework. Group #3: Have a place in Curricunet that shows OEI resources. Merritt has established a task force to determine how the committee will evaluate the course outlines and how to guide faculty in this endeavor. Some faculty do address equity in the classroom but that activity isn’t documented anywhere. Group #4: Also discussed curriculum equity audit. Perhaps we should have a training from the group that did this workshop. It is important to set goals and determine practical steps to achieve them. Efforts will be ongoing and should include regular reporting and review of the effectiveness of activities. What role does academic freedom have in this discussion? S. Brown noted that there were very few times during her teaching career when faculty had the opportunity to look at their individual and department success data with the dean and explore pedagogy and how to improve. The effort to be equity-minded will work best if faculty-driven. |  |  |  |
| CIPD 2020-2021 End of Year Survey | Members completed the survey during the meeting. |  |  |  |
| Update on PCCD Discipline List, Fall 2021 | A. Elmasry has been working on this and will continue over the summer. She believes it will be ready for review by the district academic senate in the fall. |  | A. Elmasry | Summer |
| Update on PCCD PCAH, beginning of Fall 2021  Update on PCCD PCAH, beginning of Fall 2021 | A. Elmasry will update all changes to our processes that have been approved during this year at CIPD as well as other required updates such as BP/AP and regulation changes. H. Sisneros will work with her to update the information related to the DE tab based on the revisions within Curricunet that went into effect last spring. Work on the handbook will take place during the summer. It is her goal to have a draft ready for review in fall. |  | A. Elmasry and H. Sisneros | Summer |
| Praise from the Data Integrity Review | A. Elmasry informed the committee that the data integrity review report commended us for some good practices that we have in place: our shared systems and use of uniform course numbering. |  |  |  |
| Adjourned | 2:57 pm |  |  |  |