Monday, October 3, 2022
COUNCIL ON INSTRUCTION, PLANNING, AND DEVELOPMENT (CIPD)

The Council on Instruction, Planning, and Development (CIPD), a committee comprised of representatives from the four Peralta Colleges Curriculum Committees, College and District Academic Senates, District Department of Academic Affairs and Student Success, and Peralta Federation of Teachers (PFT), makes recommendations on districtwide matters pertaining to curriculum and instruction to the Board of Trustees.

Curriculum is one of the "10+1 academic and professional matters" in which the Board of Trustees shall rely primarily upon the advice and recommendations of the College and District Academic Senates per Board Policy 2510 Participation in Local Decision Making and Administrative Procedure 2511 Role of the Academic Senates in District and College Governance. In addition, Board Policy 4020 Program, Curriculum, and Course Development ensures the appropriate involvement of the faculty and Academic Senates in all processes related to program and course development and review.

Meets First Monday of each month during regular terms (Fall & Spring) except Dec and May, at 1:00 pm to 3:00 pm via Zoom (Tentative until further notice), see meeting schedule for more details.

Co-Chair: Stephanie Droker, Interim Deputy Chancellor
Co-Chair: Heather Sisneros, Laney Curriculum Co-chair
Note Taker: Lashaune Fitch, Merritt Curriculum Specialist
Zoom Link: https://peralta-edu.zoom.us/j/82730118051

1. Opening items

Subject	**1.01 Call to Order**
Meeting	Oct 3, 2022 - COUNCIL ON INSTRUCTION, PLANNING, AND DEVELOPMENT (CIPD)
Category	1. Opening items
Access	Public
Type	Procedural

Subject	**1.02 Approval of the Agenda**
Meeting	Oct 3, 2022 - COUNCIL ON INSTRUCTION, PLANNING, AND DEVELOPMENT (CIPD)
Category	1. Opening items
Access	Public
Type	Action
Preferred Date	Oct 03, 2022
Absolute Date	Oct 03, 2022
Fiscal Impact	No

Budgeted   No

Recommended Action   Approval of Oct 3, 2022 CIPD Agenda.

Subject	**1.03 Approval of the Minutes**
Meeting	Oct 3, 2022 - COUNCIL ON INSTRUCTION, PLANNING, AND DEVELOPMENT (CIPD)
Category	1. Opening items
Access	Public
Type	Action, Minutes
Preferred Date	Oct 03, 2022
Absolute Date	Oct 03, 2022
Fiscal Impact	No
Budgeted	No
Budget Source	n/a
Recommended Action	Motion to approve Sept 12, 2022 CIPD minutes.
Minutes	View Minutes for Sep 12, 2022 - COUNCIL ON INSTRUCTION, PLANNING, AND DEVELOPMENT

File Attachments
Sept 2022 CIPD Minutes.docx (51 KB)

2. College Curriculum Items

Subject	**2.01 Laney Curriculum Items**
Meeting	Oct 3, 2022 - COUNCIL ON INSTRUCTION, PLANNING, AND DEVELOPMENT (CIPD)
Category	2. College Curriculum Items
Access	Public
Type	Action, Discussion
Preferred Date	Oct 03, 2022
Absolute Date	Oct 03, 2022
Fiscal Impact	No
Budgeted	No
Budget Source	n/a
Recommended Action	Endorsement of Laney College curriculum items

File Attachments
October 2022 CIPD LC Agenda Items--revised.xlsx (32 KB)
Program Outline Report_ Associate Of Science Degree In Business Administration For Transfer AS-T.pdf (96 KB)
Program Outline Report_ Community Change Studies Program CP.pdf (74 KB)

Program Outline Report_ Humanities AA.pdf (281 KB)

Subject	**2.02 Merritt Curriculum Items**
Meeting	Oct 3, 2022 - COUNCIL ON INSTRUCTION, PLANNING, AND DEVELOPMENT (CIPD)
Category	2. College Curriculum Items
Access	Public
Type	Action, Discussion
Preferred Date	Oct 03, 2022
Absolute Date	Oct 03, 2022
Fiscal Impact	No
Budgeted	No
Budget Source	n/a
Recommended Action	Endorsement of Merritt college curriculum items

File Attachments
October 2022 CIPD MC revised annotated.xlsx (36 KB)
Program Outline Report_ Arboriculture.pdf (119 KB)
Program Outline Report_ Tree Care Specialist.pdf (81 KB)
Program Outline Report_ Tree Climber Specialist.pdf (117 KB)

Subject	**2.03 BCC Curriculum items**
Meeting	Oct 3, 2022 - COUNCIL ON INSTRUCTION, PLANNING, AND DEVELOPMENT (CIPD)
Category	2. College Curriculum Items
Access	Public
Type	Information

Update to UC TCA information / Action required :
1- College Curriculum Specialists to update transfer status of the relevant courses in CurriQuent and The Chancellor's Office Curriculum Inventory System (COCI)
2- District Curriculum Analyst to update transfer status of the relevant courses into Peralta Campus Solutions (CS) System

File Attachments
Oct 2022 CIPD BCC Meeting Agenda.xlsx (16 KB)

Subject	**2.04 CoA Curriculum Items**
Meeting	Oct 3, 2022 - COUNCIL ON INSTRUCTION, PLANNING, AND DEVELOPMENT (CIPD)
Category	2. College Curriculum Items
Access	Public

Type	Action, Discussion
Preferred Date	Oct 03, 2022
Absolute Date	Oct 03, 2022
Fiscal Impact	No
Budgeted	No
Budget Source	n/a
Recommended Action	Endorsement of College of Alameda curriculum items

> File Attachments
> October 2022 CIPD COA.xlsx (18 KB)

3. Pressing Curriculum Topics

Subject	**3.01 Annual Curriculum Approval Certification 2022**
Meeting	Oct 3, 2022 - COUNCIL ON INSTRUCTION, PLANNING, AND DEVELOPMENT (CIPD)
Category	3. Pressing Curriculum Topics
Access	Public
Type	Information

Requested Actions
The Chancellor's Office requires each college to submit: (1) an annual certification form (signed by the Chief Executive Officer, Chief Instructional Officer, Academic Senate President, and Curriculum Chair) and, (2) one PDF copy of the local governing board policy that defines the standards for credit hour calculations. The signed certification form and local governing board policy documentation are to be submitted to the Chancellor's Office annually during the month of October.
*Each academic year, during the month of September, the Chancellor's Office will release an annual certification reminder to colleges. For the 2022-23 academic year, the certification form and local governing board policy **must be submitted to the Chancellor's Office no later than 5:00 P.M. on November 18, 2022**. Colleges that do not submit the required certification documents by the due date, are out of compliance with auto-approval requirements, and thus, affected credit and noncredit course and program proposal submissions will be manually reviewed by the Chancellor's Office. The manual review process will remain in effect until the signed certification form and the local governing board policy documentation are received by Chancellor's Office.*
Email a PDF of the annual certification form and a copy of the local governing board policy that defines the standards for credit hour calculations. To: David Garcia (dgarcia@cccco.edu)

Attached ADMINISTRATIVE PROCEDURE 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT
https://f.hubspotusercontent00.net/hubfs/6398505/Peralta%202021/Pdf/trustees/A-Academic%20Affairs/AP-4020-Program-Curriculum-and-Course-Development.pdf

> File Attachments
> 2022-annual-certificate-california-community-colleges-memo-a11y.pdf (901 KB)
> AP-4020-Program-Curriculum-and-Course-Development.pdf (125 KB)

Subject	**3.02 2022-23 Goal Setting**
Meeting	Oct 3, 2022 - COUNCIL ON INSTRUCTION, PLANNING, AND DEVELOPMENT (CIPD)
Category	3. Pressing Curriculum Topics

Access	Public
Type	Action (Consent), Discussion
Preferred Date	Sep 12, 2022
Absolute Date	Sep 12, 2022
Fiscal Impact	No
Budgeted	No
Budget Source	n/a
Recommended Action	Consensus on CIPD 2022-23 final goals

Subject	**3.03 Pending District Wide proposals**
Meeting	Oct 3, 2022 - COUNCIL ON INSTRUCTION, PLANNING, AND DEVELOPMENT (CIPD)
Category	3. Pressing Curriculum Topics
Access	Public
Type	Discussion

1. ESOL Curriculum updates will be discussed at Peralta ESOL Advising Council (PEAC) on Monday, 9/12/22 from 12noon-1pm. Heather Sisneros will report back to CIPD regarding PEAC decisions
2. HIST Program: CoA will bring (Feb 22)
3. GEOG 2: LC is ready, pending CoA and MC: Changed Description.
4. HUMAN 40: Religions of the World. Laney is ready, pending BCC & CoA. Changed TopCode from 1599.90 - Other Humanities to 1510.00 - Religious Studies

4. Adjournment & Future Meeting

Subject	**4.01 ADJOURNMENT**
Meeting	Oct 3, 2022 - COUNCIL ON INSTRUCTION, PLANNING, AND DEVELOPMENT (CIPD)
Category	4. Adjournment & Future Meeting
Access	Public
Type	Procedural

Subject	**4.02 Next meeting**
Meeting	Oct 3, 2022 - COUNCIL ON INSTRUCTION, PLANNING, AND DEVELOPMENT (CIPD)
Category	4. Adjournment & Future Meeting
Access	Public
Type	Procedural

Next CIPD meeting on November 7th , 2022, 1:00 PM to 3:00 PM via zoom (tentative)