



**PERALTA COMMUNITY COLLEGE DISTRICT
COUNCIL ON INSTRUCTION, PLANNING, AND
DEVELOPMENT (CIPD)
2025– 2026 Meeting Schedule**

Note: Approval of curriculum is a time-consuming process. Due to the various levels of review required by policy and law within the college and the district, as well as the state requirements to have an approved state control number prior to the courses/programs being offered. And to accommodate the college catalog /class schedule production, and ASSIST submission deadlines, **new curriculum or changes to existing curriculum should normally be submitted at least two semesters prior to planned implementation!!**

MEETING DATE	AGENDA MATERIALS DUE	AGENDA MATERIALS SENT	*BOT Meeting	BOT submission dates
September 8, 2025 (UC TCA Update)	August 26, 2025	September 5, 2025	9/9/2025	8/19/2025
October 6, 2025	September 16, 2025	October 3, 2025	11/18/2025	10/28/2025
October 20, 2025- Tentative for CCN	October 13, 2022	October 17, 2025	11/18/2025	10/28/2025
November 3, 2025	October 14, 2025	October 31, 2025	12/9/2025	11/18/2025
December 8, 2025 (UC TCA Update)	November 18, 2025	December 5, 2025	1/13/2026	12/18/2025
February 2, 2026	January 20, 2026	January 30, 2026	3/10/2026	2/17/2026
March 2, 2026	February 10, 2026	February 27, 2026	3/24/2026	3/3/2026
April 6, 2026	Mar 17, 2026	Apr 3, 2026	5/12/2026	4/21/2026
April 20, 2026 (For administrative discussion)	April 7, 2026	April 17, 2026	n/a	n/a
May 18, 2026 (GE Subcommittee report due)	May 7, 2026	May 14, 2026	6/9/2026	5/19/2026

All meetings will be held in Person at the district board room as well as via Zoom from 1:00– 3:00 p.m.
<https://peralta-edu.zoom.us/j/83007656863>

*Final CIPD agenda should be sent to academic Affairs department on the following day of CIPD meeting in order to meet the BOT submission deadlines.

For META questions and information, please contact your local curriculum chair

COLLEGE CURRICULUM COMMITTEES

COLLEGE	MEETING DATES	CHAIR
Berkeley City College	1 st and 3 rd Thursdays	Linda McAllister & Laura Ruberto
College of Alameda	1 st and 3 rd Tuesdays	Patricia Nelson & Vinh Phan
Laney College	1 st and 3 rd Fridays	John Reager & Laurie Allen-Requa
Merritt College	2 nd and 4 th Thursdays	Nghiem Thai

Effective Term of Course and Program Proposals Guideline

New curriculum or changes to existing curriculum should normally be submitted at least two semesters prior to planned implementation.

CIPD Meetings	Course Effective Date New/Substantial changes/Deactivations/Reactivations	Program Estimate Effective Date
Sept – Dec 2025	Fall 2026, for details, see attached guideline for effective term	Spring 2026
Feb – May 2026	Spring 2027	Fall 2026



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In reference to Legal Advisory 05-01:

Question 7. How should a college advertise a course if the decision to offer the course was made after the last addendum to the catalog or schedule of classes is published?

Answer. The general rule is that each course should be described in the official catalog or an addendum thereto and that each section of each course should be listed in the schedule of classes or an addendum thereto. However, it may sometimes happen that a course is newly approved after the most recent addendum to the catalog has been printed. Should this occur, the college should update any online catalog it may maintain and, of course, list each section of the course to be offered in the schedule of classes or an addendum thereto.

In those rare instances where the decision to offer a new course is made so late that it cannot even be listed in the last addendum to the schedule of classes, California Code of Regulations, title 5, section 58104 still requires that the course be "reasonably well publicized" to the general public.

The Chancellor's Office advises that districts should not rely exclusively on posting course offerings on the Internet to satisfy the requirement that the course is "reasonably well publicized." Some students still do not have ready access to the Internet and, in the event of an audit, it may be difficult for the District to demonstrate that a particular course offering was actually posted on its website at a given point in time. If districts do choose to rely on posting on the Internet, they should observe the following:

1. The class must be advertised for a minimum of 30 continuous days prior to the first meeting of the class.
2. The district's website must comply with standards for accessibility to persons with disabilities required by section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d) and Government Code section 11135. If course descriptions are posted in Portable Document Format (PDF) they should also be available in a more easily accessible format such as HTML, Microsoft Word, or ASCII.
3. The district should maintain dated hardcopy printouts of the web postings on file for audit purposes for a period of at least three years.

4. The district should maintain a list of individuals who wish to receive printed course announcements and send such announcements to those on the list, even if it does not publish and widely distribute another addendum to the schedule of courses.

5. The District should still use readily available traditional methods of ensuring that students have information about classes, such as ensuring that academic counselors and the Admissions and Records Office are aware of the courses, and that information is still available through print distributions such as handouts, bulletin board postings, or campus newspaper announcements.