Present: Joseph Bielanski, Nancy Cayton, Ari Krupnick, Mary Clarke-Miller, Jayne Smithson, Vinh Phan, Frank Nguyen Le, Amany Elmasry, Laura Bollentino, Iolani Sodhy-Gereben, Pinar Alscher, Rudolph Besikof, LaShaune Fitch, Steve Pantell, Don Miller

Absent: Matthew Goldstein, Lisa Cook, Kuni Hay, David M. Johnson, Donald Moore, Tom Renbarger, Siri Brown, Peter Crabtree, Ana McClanahan, Heather Sisneros, Nghiem Thai

Co-Chairs: Heather Sisneros and Siri Brown (Chaired by Amany Elmasry due to absence of both co-chairs)

Guests: Kim Glosson, Myron Franklin, John Reager.

Note taker: Nancy Cayton

Next Meeting: 2/3/20, District Board Room

| **Topic** | **Discussion** | **Follow-up Action & Recommendations** | **Responsible Party** | **Timeline** |
| --- | --- | --- | --- | --- |
| Called to OrderReview of AgendaReview of Minutes | 1:08 pmThe 12/2/19 agenda was approved by consensus.**Minutes from 11/4/19 in Dropbox**The 11/4/19 meeting minutes were approved by consensus.  |  | A. Elmasry |  |

| **Topic** | **Discussion** | **Follow-up Action & Recommendations** | **Responsible Party** | **Timeline** |
| --- | --- | --- | --- | --- |
| CURRICULUM ITEMS:Berkeley City College | *Approved by consensus:*New Course (10) see noteCourse Update (15)Course Update—Informational (14)Course Deactivation (20)New Program (5) see noteProgram Modification (5)Note: The following are approved with course number revisions: BUS 011 to BUS 008; M/SVN 060 to BUS 009 and indicate cross listed with M/SVN. Update Management and Entrepreneurship program to reflect above course numbering changes. These changes to be resubmitted at February CIPD meeting with Laney submitting M/SVN 060 indicating cross list with BUS 009. | Send approved proposals to the Board. | A. Elmasry |  |
| CURRICULUM ITEMS:College of Alameda | *Approved by consensus:*New Course (1)Course Update—Informational (4)Course Deactivation (6)CB Code Update (3)Program Modification (2)Note: The following were approved with these revisions: POSCI 451-remove requisite; COUN 230, APPR 401, APPR 405, HIST 011, HUMAN 013B, M/LAT 048AA-justification must reflect deactivation.Discussion: KIN 134 & 150 TOP code change to hold until other campuses are ready. All campuses will plan to bring these courses to the February CIPD meeting. | Send approved proposals to the Board | A. Elmasry |  |
| CURRICULUM ITEMS: Laney College | *Approved by consensus:*New Course (1)Course Update (12)Course Update—Informational (3)Course Deactivation (12)Course Tabled (8) see noteProgram Modification (3)Note: above approvals include these revisions: LABST 049 correct course title MUSIC 121: remove Instructor Approval from prerequisites and list it under “other” as a condition of enrollmentWDTEC 010: list WDTEC 011 as a corequisite in addition to prerequisiteTabled: ESOL 257A-D & ESOL 259A-D: review the length of course title, course descriptions of ESOL 257B-D & 259B-D (descriptions should show some kind of progression).Additional: M/SVN 060: submit at February CIPD meeting noting cross list with BUS 009. | Send approved proposals to the BoardBefore listing courses to be effective in a summer term, check with Articulation Officer to determine if that will effect articulation. This requirement should be documented somewhere for CIPD members to be able to refer to in the future. | A. ElmasrySpecialistsA. Elmasry |  |
| CURRICULUM ITEMS:Merritt College | *Approved by consensus:*Course Modifications (25)Course Deactivation (17)Note: all items with effective term listed as Fall 2020 in agenda have been changed to Summer 2020.Note: Completing CB25 & 26 doesn’t need to be on CIPD agenda if CB25=Y and CB26=N. Any other designations need CIPD & BOT approval. | Send approved proposals to the Board. | A. Elmasry |  |
| Update on ADT Check List | Tabled until February meeting.  | Send any updates to Amany regarding the informational spreadsheet that she sent out previously. |  |  |
| Update on Change to Some ESOL Course Numbering | ESOL Faculty intend to change 052A & B to one course only with number 052. This change will have an impact on articulation. No ESOL instructors/PEAC representatives were present, so the topic will be tabled until the February CIPD meeting, so they can be part of the discussion. |  |  |  |
| Release of PCAH 7th Edition & Timeline for Updating Peralta Handbook | A. Elmasry will update the Peralta handbook to be consistent with information in the newly released 7th edition of the PCAH. Academic Affairs had planned to make the district handbook a live online document, which would mean updates would appear automatically when policies and procedures change, but the person who would have worked on this project is no longer available. For now, it will continue to be a static document that is periodically updated manually until we have personnel available to do this work. |  |  |  |
| Adjourned | 2:39 pm |  |  |  |