Present: Joseph Bielanski, Nancy Cayton, Ari Krupnick, Mary Clarke-Miller, Joya Chavarin, Lisa Cook, Jayne Smithson, Vinh Phan, Frank Nguyen Le, Andrew Park (replaces Matthew Goldstein), Don Miller, Amany Elmasry, Laura Bollentino, Iolani Sodhy-Gereben, Mark Fields, Vena Cera, Beth Maher, Denise Richardson, LaShaune Fitch, Donald Moore, Heather Sisneros, Nghiem Thai, Siri Brown, Kuni Hay, Steve Pantell

Absent: Marie Amboy, Matthew Goldstein, John Reager

Guest Meryl Siegal, Jon Murphy, Candida Tapia

Co-Chairs: Heather Sisneros and Siri Brown

Note Taker: Nancy Cayton

Next Meeting: 3/1/21, via Zoom

| **Topic** | **Discussion** | **Follow-up Action & Recommendations** | **Responsible Party** | **Timeline** |
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| Called to OrderReview of AgendaReview of Minutes | 1:04 pmMinutes from 12/14/20 in Dropbox. The 12/14/20 meeting minutes were approved.V. Cera moved/A. Elmasry seconded16 yeas, 0 noes, one abstention |  |  |  |
| CURRICULUM ITEMS:Berkeley City College | Berkeley City College did not submit any items  | N/A |  |  |
| CURRICULUM ITEMS:College of Alameda | Approved by vote:New courses: 2Notes:CIS 500 tabled to renumber and rewrite course description to fit the Peralta style.J. Smithson moved/L. Bollentino seconded18 yeas, 0 noes, 0 abstentions | Send approved proposals to the Board. | A. Elmasry |  |
| CURRICULUM ITEMS: Laney College | Endorsements:Course Update: 1 | Send approved proposals to the Board. | A. Elmasry |  |
| CURRICULUM ITEMS:Merritt College*Merritt curriculum continued* | Endorsements:New courses: 15Course Deactivation: 4Course Update—Informational DE: 54New Program: 2Program Deactivation: 2Notes: CIS 098 and CS 025, 026, 027 approved with effective dates changed to Spring 2022.A. Krupnick will organize a district-wide meeting of CIS & CS faculty with curriculum chairs and specialists to better understand each campus’s plans for courses and programs in these disciplines. | Send approved proposals to the Board. | A. Elmasry |  |
| Update on Berkeley City College Education Program | S. Brown stated that she will facilitate a meeting between Merritt and BCC faculty next week regarding the Education program BCC had on the December CIPD agenda. |  | S. Brown | The meeting will take place in time for the items to be on the March CIPD agenda. |
| Update on CPL (Credit for Prior Learning)*Update on CPL continued* | S. Brown had a short PowerPoint presentation on the status of CPL at PCCD. 1. Brief summary: CPL student can receive college credit for validated college-level skills and knowledge gained outside of a college classroom; examples include military training, government training, etc. Sample forms and process flow from Palomar College reviewed (see Toolkit).2. List of activities and responsibilities that will take place at PCCD: District vs. campus level responsibilities. The District will set up framework and ensure systems are ready for CPL, such as application form, PeopleSoft system. Faculty will meet to discuss CPL and participation, work with dean to complete crosswalk, determine assessment of skill, etc.3. Faculty Coordinators: 1 district-wide coordinator and 4 campus coordinators (one per site). Job descriptions for faculty coordinator positions, will be developed soon. L. Bollentino requests that job description state that coordinators must work closely with counseling dept.In response to a question, S. Brown will confirm if students who take noncredit courses can use this process to get credit. | [CPL Toolkit available at this Dropbox link](https://www.dropbox.com/sh/pvy1sqxj5nizbk0/AACEshuILqOILXi4xT2iYm9Ma?dl=0)Complete job descriptions for Coordinators and distribute | S. Brown and D. Moore | Next week |
| COVID-19 Guidance - Attendance Accounting for Noncredit Courses and ExceptionRelated to Distance Education Lab Courses (Memorandum FS 20-12 issued on 12/15/2020) | A. Elmasry noted that among the information in the referenced memo from the state, we are instructed to review total contact hours for noncredit open entry, open exit distance education courses because these may require updates. If any need updates, those will need to be approved at the March CIPD meeting so that they can be updated in COCI by 4/1/21. The total hours\* should be reported on the spreadsheet template previously provided by A. Elmasry and attached to COR. S. Brown will be working with VPIs to streamline the process of getting the information from the spreadsheet entered into our system.\*Note that total hours include not only instructional and out of class hours but also substantive instructor-student interaction, as previously discussed. | A list of courses fitting this description from Fall 2020 will be provided.Campus curriculum committees review the courses on the list.S. Brown will follow up with VPIs to streamline submission of the templates. | A. Elmasry will create the list of courses. | CORs that need updating must be on the March CIPD agenda so that they can be approved in time to meet the COCI update deadline. |
| Laney Requests New Discipline: Linguistics*New Discipline continued* | H. Sisneros provided a summary of actions so far on this topic. The request for the new discipline was presented at the May and September CIPD meetings. Since those meetings, M. Siegel has responded to some questions and consulted with faculty at other campuses. Her request is to add the discipline to Curricunet; no courses are currently proposed. If the discipline is approved, then courses will be developed. A college proposing a course in LING will determine which department or division the discipline will fall under.At previous meetings when examples of possible linguistics courses were provided, some noted that there appeared to be content overlap with existing courses. Some overlap, in this discipline or others, may be reasonable. In order to evaluate whether overlap is reasonable among any set of courses, H. Sisneros recommends using or adapting the Mt. SAC overlap review process.Minimum qualifications from the state academic senate handbook for Linguistics are: Master’s in linguistics or applied linguistics; **OR** Bachelor’s in linguistics **AND** Master’s in TESOL, anthropology, psychology, sociology, English or any foreign language; **OR** the equivalent. D. Moore requested greater clarification in policies for how new disciplines, especially those that might be interdisciplinary, are brought to CIPD for approval.J. Bielanski stated that in the past PCCD has always approved the addition of any disciplines that are included in the academic senate’s minimum qualifications handbook.Approved16 yeas, 0 nay, 0 abstentions | Add Linguistics to Curricunet list of disciplinesSubmit campus hierarchy showing where discipline will be housed | A. ElmasrySpecialist for campus(es) that will submit courses |  |
| CoA Proposal to create by-laws for CIPD to codify procedures and processes*create by-laws for CIPD continued* | J. Smithson proposed this topic in order to have all policies and procedures from various of documents brought into a single set of bylaws to ensure that they are clear and easily available. All committees should have bylaws.A. Krupnick expressed concern about the scope of work combined with the proposed timeline. He proposed picking one topic to focus on at a time, such as consultation.S. Brown noted that the Peralta Program and Course Approval Handbook was completely revised in September 2018. In addition, the consultation portion has been updated since. She recommends working on a single issue at a time. She recommended using the April administrative meeting to review that work.D. Moore recommends establishing a subgroup of CIPD to review the current handbook and note all areas that need revision or where information is lacking and submit that to the full membership for to plan how and when to do that work. Further, he recommended establishing a routine cycle for the handbook to be completely revised, perhaps with specific updates in between those times as needed.D. Miller made a motion to create a work group/F. Nguyen Le seconded.7 yeas, 0 noes, 11 abstentions | J. Smithson will contact those who voted yes to set up a meeting. |  |  |
| Adjourned | 2:50 pm |  |  |  |