Present: Nancy Cayton, Kuni Hay, Patricia Nelson, Vinh Phan, Rebecca Opsata, Iolani Sodhy-Gereben, Denise Richardson, LaShaune Fitch, Alex Alexander, Amany Elmasry, Heather Sisneros, John Reager, Andrew Park, Joseph Bielanski, Stephanie Droker, Catherine Nichols, Nghiêm Thái, Eva Jennings, Barbara Des Rochers, Ally Tomas, Laura Bollentino, Marie Amboy, Donald Moore, Lisa Cook, Min Wu, Maurice Jones (Acting COA VPI), Lilia Celhay

Absent: Vina Cera, Ari Krupnick, Steve Pantell, Jennifer Shanoski

Guests: none

Co-Chairs: Heather Sisneros and Stephanie Droker

Note Taker: Nancy Cayton

| **Subject** | **Discussion** | **Follow-up Action & Recommendations** | **Responsible Party** | **Timeline** |
| --- | --- | --- | --- | --- |
| 1. Opening Items |  |  |  |  |
| 1.01 Call to Order | 1:02 pm |  |  |  |
| 1.02 Approval of Agenda | Moved by J. Bielanski, second by A. Alexander.  Final resolution: Approved |  |  |  |
| 1.03 Approval of Minutes | Approval of 10/3/22 CIPD Minutes. Moved by J. Bielanski, second by A. Elmasry. Final resolution: Approved with correction. |  |  |  |
| 2. College Curriculum Items |  |  |  |  |
| 2.01 Laney | *Endorsed by consensus:*   * New Course: 1 * Course Update: 10 * Course Deactivation: 8 * Course DE Only Update: 5 * Program Modification: 2 * Program Deactivation: 1   **NOTES:** The following items were tabled: ART 024 & 84; CHEM 032. The ART courses are shared at Merritt and BCC, which are not ready. CHEM 032 needs clarification if it is replacing CHEM 30A and/or needs to be added to all course outlines where CHEM 030A appears as a requisite. | Endorsed courses forwarded to the Board of Trustees for approval | A. Elmasry | 12/13/22 BOT meeting agenda |
| 2.02 Merritt | *Endorsed by consensus:*   * Course COCI Cleanup: 1 * Course Update: 5 * Course Deactivation: 11 * Course DE Only Update: 8 * Program Meta Cleanup: 1 * Program Modification: 2 | Endorsed courses forwarded to the Board of Trustees for approval | A. Elmasry | 12/13/22 BOT meeting agenda |
| 2.03 BCC | *Endorsed by consensus:*   * New Course: 1 * Course Deactivation: 2 * Program New: 2 * Program Modification: 1 | Endorsed courses forwarded to the Board of Trustees for approval | A. Elmasry | 12/13/22 BOT meeting agenda |
| 2.04 COA | None submitted |  |  |  |
| 3. Pressing Curriculum Topics |  |  |  |  |
| 3.01 2022-23 Goal Setting | Motion to approve goals by N. Thái, second by A. Elmasry. Final resolution: Approved | All members should sign up on the [shared document](https://peralta4.sharepoint.com/:w:/s/CIPDGOALSETTING/EejBiRycjONEmmBBbYZRJdQB166AMBaxHAGW3tHKMc8PWQ?e=ACmgWL) in the CIPD One Drive folder for at least one area of the goals to work on | H. Sisneros will contact all members who haven’t committed to at least one area |  |
| 3.02 Update from Colleges on Catalog Module  *3.02 Update from Colleges on Catalog Module*  *Continued*  *3.02 Update from Colleges on Catalog Module*  *Continued*  *3.02 Update from Colleges on Catalog Module*  *continued* | •N. Thái expressed concern about whether Curriqunet is able to provide sufficient support for the implementation of this module, if the module is ready to use, and if we have sufficient internal coordination within the district to make it successful. Training so far has been minimal and there are features still in development in the sandbox.  •H. Sisneros noted that Curriqunet has moved current catalog content into the catalog module. Correct content is the primary concern and formatting is secondary and can continue to be worked on. PCCD may need to consider selecting a catalog “champion” to help us through the major learning curve with the implementation. Laney may complete the forthcoming supplement as a sort of pilot test of this module.  •I. Sodhy-Gereben requests that final decisions on sandbox features are made soon and moved into the production environment so that work on the catalog is not delayed unnecessarily.  •D. Richardson noted that VPs are meeting this week with Natalie from Curriqunet to get some questions and concerns answered. She recommends that all VPIs meet with concerned members on their campuses in order to be aware of the kinds of issues that various users are experiencing.  •V. Phan said that COA has identified a person to be trained to work on the catalog, but infrastructure seems to be missing. He expressed concern about being able to produce a catalog for 2023-24 with this system.  •N. Cayton stated that BCC’s VPI has concerns about producing the next catalog with Curriqunet. She confirmed that work on the catalog can’t move forward in the production environment until features in flux in the sandbox are finalized.  •L. Fitch noted that ordered lists within programs, which are still under construction and available only in the sandbox, will affect how programs will appear in catalog. Additionally, once this new feature is complete, we will need to have training ready for faculty who will be creating proposals. She emphasized the need for an orderly roll out of all parts of this process.  •S. Droker: will be part of VPI meeting with Curriqunet. She recognizes that this project may have fallen off the radar of the district office after Siri Brown transitioned out of the Vice Chancellor of Academic Affairs & Student Success position. She noted that there is not an identified member of the district office available to oversee this project, but suggested that release time could be provided for a faculty member to coordinate it. She is open to ideas for how to provide the support that colleges need. She confirmed that the district office has a role to play in the whole process, for example information on fees and international students are universal across all colleges and are provided by the district office.  •I. Sodhy-Gereben requested that we put in a ticket ASAP to change the language that appears in the catalog module now to match what we currently use, for example, how grade options are listed.  •H. Sisneros had put in a previous ticket regarding the format of course information, so she will put in a follow-up ticket to refine the information that appears there.  •S. Droker requested clarification of who has been putting in tickets and guiding the work on the catalog project. She also noted the need to clarify the work flow. Curriqunet people should be able to advise us on how to move forward based on experiences implementing this product with other colleges.  •H. Sisneros replied that she and A. Elmasry have put in some tickets and been trying to facilitate process but have not been in charge.  *N. Thái made a motion that CIPD recommend that each college is allowed to produce their 2023-24 catalog as see they wish and are not required to use the catalog module. Second from V. Phan. Final resolution: Approved. See discussion regarding this motion below.*  Discussion:  R. Opsata noted that she believes that colleges are not required to use the catalog module but Laney plans to use it.  •I. Sodhy-Gereben added the caveat that the timeline for implementing this new module is particularly short, especially in comparison to when the district moved from V2 to Meta.  •D. Richardson noted that money paid to Curriqunet to add the content from the current catalog into the module came from funds that would have otherwise been used to pay for the creation of a catalog through the previous means of desk top publishing. Thus, if colleges didn’t want to use the new module, the traditional means might not be functionally available now.  •A. Alexander requested confirmation of whether there is a directive to use the catalog module.  •S. Droker stated that she hasn’t issued any directives, but also has not read the contract with Curriqunet and so doesn’t know what our commitments are and what was agreed. She will locate the contract and discuss with VPIs & VPSSs.  •A. Elmasry said that she has an email communication between S. Brown when she was the vice chancellor and the VPIs where the agreement to use the catalog module was made. She will send this to S. Droker for review. She further noted that the requirement to Curriqunet as the sole curriculum platform is documented in the Peralta course and program handbook, but it has not been updated since the adoption of the catalog module to include any information about the catalog production. | •Implementation of the Catalog Module will now be a standing discussion item on CIPD agendas.  •Finalize decisions on features currently in the sandbox and move to the production environment.  •PCCD administrative meeting with Curriqunet representatives.  •Plan for the use of ordered lists in the program module, including training for faculty users  •Select a Peralta point person to coordinate the implementation of the catalog module  •Ensure language regarding course elements is standardized to match current language  •CIPD approved a recommendation to allow each college to determine whether it will use the catalog module for the 2023-24 catalog | •All members are welcome to contribute to discussion  •TBD  •VP of Instruction, VP of Student Services, and Deputy Chancellor  •TBD  •Deputy Chancellor  •H. Sisneros to submit follow-up ticket  S. Droker will follow up on previous agreements and responsibilities | 11/10/22  ASAP |
| 3.03 Update on AP 4100 Revision  *3.03 Update on AP 4100 Revision continued* | 1. The AP revision to remove computer literacy (area 4c) as a local general education requirement was approved by the Board of Trustees and announced to the district.  2. The next steps are:  A. Remove all references to this requirement in the catalog and related materials, including reducing the total number of units required to complete PCCD GE.  B. Specifically notify admissions and records staff, particularly the degree evaluators.  C. Renumbering of GE areas due to the removal of 4c  i. Reference to computer Literacy removed  ii. Current Area 4d (oral or written competency) will become 4c  iii. Area 4d will be eliminated  3. N. Thái noted that in consideration of the pending single transfer pathway (AB 928) and the ASCCC recommendation that local GE pathways align with it, CIPD should consider postponing the implementation of this change until a decision is made on whether PCCD will further change our local GE pattern to align with the single transfer pathway. However, members supported the need to remove this barrier to completion as planned in Fall 2023. | Catalog and GE sheets need update  Notification to VPs of Students Services to inform staff to prepare for the changes noted at left in item 2. | Articulation Officers  S. Droker | Changes effective in 2023-24 catalog  Before the end of Fall 2022 |
| 3.04 Pending District Wide Proposals | A. Existing Items:  1. ESOL Curriculum updates:  H. Sisneros will go to 11/14 PEAC mtg to review CB 21 and other codes. All colleges to have ESOL courses on the 12/12/22 CIPD agenda.   1. 2. HIST Program from CoA remains pending 2. 3. GEOG 002: description update from Laney: 3. Waiting for COA and MC   ~~4. HUMAN 40:~~ Removed from district-wide pending proposals  because the TOP code is no longer proposed to be changed.  B. Items Added from 11/7/22 Meeting  4. ART 024: updated description from Laney.  BCC and Merritt not ready. Plan for December CIPD meeting.  5. ART 084: updated description from Laney.  Merritt not ready. Plan for December CIPD meeting.  6. CHEM 032: New course from Laney.  Confirm the need to add this course to other outlines as a requisite or other potentially necessary curriculum actions that may need to take place simultaneously. | Confirm ESOL codes at meeting and let curriculum chairs and specialists know | H. Sisneros and PEAC | 11/14/22  12/12/22  12/12/22  TBD |
| 3.05 Additional Item:  OER/ZTC Information Added to the Textbook Tab | N. Thái, OER liaison to ASCCC at Merritt, informed the committee that we are required to report OER and ZTC information to the state chancellor’s office. One way that we can track this information is by entering information on the course outline. Colleges can receive funding from a grant to develop a degree or CE program pathway that has no instructional materials costs. The committee viewed a video tutorial on how to complete this new portion of the text tab on course outline proposals, which became live on 11/7. OER and ZTC reporting requirements from the state are a new MIS data element known as XB 12. P. Nelson noted that ZTC information is collected by section and not by course.  B. Des Rochers asked why are only zero text cost (ZTC) are noted and not low cost materials also. N. Thái noted that XB 12 data should also include low cost as well as free materials. A. Elmasry stated that Peralta needs a process or mechanism to ensure that XB12 data is reported at the section level. PeopleSoft already has coding for zero cost instructional materials, but low cost is not included. A. Park noted in chat that Peralta’s local definition of “low cost” has not been confirmed by the District Academic Senate yet. | Members should be aware of the new requirements on the text tab  Develop a process or mechanism to ensure all course sections are accurately reporting no and low cost instructional material information  Locally define what “low cost” means | All course outline originators are required to complete information on OER and ZTC  TBA  District Academic Senate | Revisions to the tab are active now |
| 4. Adjournment & Future Meeting |  |  |  |  |
| 4.01 Adjournment | 2:29 p.m. |  |  |  |
| 4.02 Next Meeting | 12/12/22, 1:00-3:00 p.m. via Zoom |  |  |  |