Present: Ari Krupnick, Joseph Bielanski, Mary Clark-Miller, Nancy Cayton, Don Miller, Ana McClanahan, Vinh Phan, Rochelle Olive, Lynn Torres, Pinar Alscher, Rudolph Besikof, Peter Crabtree, , Laura Bollentino, Iolani Sodhy-Gereben, Ruhina Najem, Steve Pantell, LaShaune Fitch, Nghiem Thai, Siri Brown, Amany ElMasry, Donald Moore

Absent: Phillippa Calderia, Lisa Cook, Francisco Gamez, Karen Croley, Anita Black, Mario Rivas, Drew Burgess, Jason Cirfa, Heather Sisneros

Facilitator: Amany ElMasry

Guests: A. Park

Note taker: Lynn Torres

Next Meeting: November 5, 2018, District Board Room

| **Topic** | **Discussion** | **Follow-up Action & Recommendations** | **Responsible Party** | **Timeline** |
| --- | --- | --- | --- | --- |
| Review of AgendaReview of Minutes | *The 10/1/2018* agenda was approved by consensus**Minutes from 9/10/2018 in Dropbox***The 9/10/2018 meeting minutes was approved by consensus with 2 abstentions.* |  | 1. ElMasry
 |  |
| CURRICULUM ITEMS:College of Alameda | ***Approved by consensus:***New Course – 3Course Updates - 7Course Deactivation - 1New Program — 1 | Send Approvals to the Board | A. ElMasry |  |
| CURRICULUM ITEMS:Laney College | ***Approved by consensus:***New Courses— 8Course Update— 9Course Update DE Addendum (Informational only) - 17Course Deactivation— 14New Programs— 1Program Modification— 1Program Deactivation - 1***Tabled by consensus: New Course – MEDIA 135*****Notes:*** Course updates with effective date of Spring 2019 should be changed to Fall 2019
* TABLED – MEDIA 135 – recommended to change course title and course description
* BIOL 484, GRART 466K, MEDIA 460B – approved with a condition to change course description using the revised occupational work experience for COPED
* CARP 228A is not the same as CARP 228 – recommended to change course number and revise course description to start with “Use of CAD to operate…….”

**Discussion:** It was agreed by consensus to use the following wordings for COPED course description:**General Work Experience (COPED 450)**“Supervised employment: Acquisition of desirable work habits and attitudes; experience with potential careers. The employment need not be related to the student's educational or occupational goals. Each 75 hours of paid work equals one unit, while each 60 hours of non-paid work equals one unit. Students can earn at most 16 units through general and occupational work experience courses combined, but may re-enroll in such courses any number of times until the maximum of 16 units is earned.”**Occupational Work Experience**“Supervised employment in [name of discipline] or a related field: Extension of classroom learning to the job site. The employment must be related to the student’s educational or occupational goals. Each 75 hours of paid work equals one unit, while each 60 hours of non-paid work equals one unit. Students can earn at most 16 units through general and occupational work experience courses combined, but may re-enroll in such courses any number of times until the maximum of 16 units is earned.” | Send Approvals to the Board | A. ElMasry |  |
| CURRICULUM ITEMS:Berkeley City College | ***Approved by consensus:***New Courses — 1Course Update — 10Course Deactivation — 32Program Technical Correction — 2Program Deactivation – 3**Notes:** Course updates with effective term of Summer 2019 needs to be changed to Fall 2019**Discussion:** Revised course description for Independent Study (49) in ECON 49 was approved by consensus.P. Alscher – needs a more robust descriptionL. Bollentiono -49’s are not equivalent to any existing courseS. Brown – VPIs/Deans will look at Independent Study policy and will come back to it for future discussionMM/DI course update – why not a new course instead of a course update since everything in the course was changed? | Send Approvals to the Board | A. ElMasry |  |
| CURRICULUM ITEMS:Merritt College | ***Approved by consensus:***Course Reactivation - 1Course Update – 7Course Update DE Addendum (Informational only) - 1Course Deactivation — 10Program Deactivation - 7 | Send Approvals to the Board | A. ElMasry |  |
| District wide Changes | MATH 001 – it was noted on the course description to remove “Not open for credit to students who have completed or are currently enrolled in MATH 3A/3B or MATH 4A/4B/4C”. Amany will check with faculty before taking out the wordings. |  | 1. Elmasry
 |  |
| Update on Distance Education | 1. Stark provided an update on Distance Education:
* A. Elmasry had asked I. Stark to make a couple of recommended changes to the handbook. I. Stark will work on the edits and thorough analysis of the handbook. Some of the DE items are outdated.
* Justification for a DE addendum in a course – cannot be based solely on reaching more students, increasing enrollment, accessibility, making course available to students. This is what the handbook used to say but they were changed.
* DE addendum is only required by the State when a class is taught at 51% or more but I. Stark had encouraged faculty for years and will continue to encouraged them and the curriculum committee for all colleges to review and approve whenever a course is to be taught as Hybrid because all of the requirements in terms of what is put on line are the same whether it’s 25% or 75% of that instruction is online.
* Justification that can be used are based on on-line pedagogy, and/or the technology that is being used or faculty can check with the other campuses what kind of justification they are using.

**Discussion:**When submitting CIPD agenda item, indicate % in the DE column of the spreadsheetWhen scheduling a DE course, indicate the % of DE; face-to-face; Hybrid on the class schedule.DE is not considered a substantive change. It does not go to the State for approval.DE Coordinators helps train and review DE addendum.Course(s) that are offered as DE need to be reviewed and approved by curriculum committee; submit to CIPD as informational item and to BOARD for approval. |  | I.Stark |  |
| SB 1359 compliance: Zero Textbook Cost | Academic Affairs/IT Departments have implemented a customization to the class schedule to show the zero textbook cost symbol associated with any classes that don’t require textbook purchase. The class search can be filtered using the course attribute value = Textbook Cost option |  | A.Elsmary/IT Dept. |  |
| Update on Peralta Program and Course Approval Handbook/Final | The Final Peralta Program and Course Approval Handbook was approved by consensus. It will be uploaded to the website. A. Elmasry will continue to update the handbook as new policy or processes arise. |  | A.Elmasry |  |
| Update on NonCredit: Local noncredit/non-State approved certificate name: Certificate of Accomplishment | Certificate of Accomplishment was approved by consensus for non-credit/non-State approved certificate |  | College Curriculum Committee |  |
| ACCJC Training: Policy on Substantive Change and Accreditation Standards, Annotated (Adopted June 2014) | Accreditation Curriculum Training will be held on 11/5/18 CIPD meeting/Act3. Steven Reynolds, Vice President, ACCJC, will help us leverage the accreditation standards as they relate to curriculum. |  | CIPD committee |  |
| Districtwide course description of General/Occupational Work Experience | It was agreed by consensus to use the following wordings for COPED course description:**General Work Experience (COPED 450)**“Supervised employment: Acquisition of desirable work habits and attitudes; experience with potential careers. The employment need not be related to the student's educational or occupational goals. Each 75 hours of paid work equals one unit, while each 60 hours of non-paid work equals one unit. Students can earn at most 16 units through general and occupational work experience courses combined, but may re-enroll in such courses any number of times until the maximum of 16 units is earned.”**Occupational Work Experience**“Supervised employment in [name of discipline] or a related field: Extension of classroom learning to the job site. The employment must be related to the student’s educational or occupational goals. Each 75 hours of paid work equals one unit, while each 60 hours of non-paid work equals one unit. Students can earn at most 16 units through general and occupational work experience courses combined, but may re-enroll in such courses any number of times until the maximum of 16 units is earned.” |  | College Curriculum Committee |  |
| Next CIPD Meeting | November 5, 20181:00 to 3:00 PMBoard Room District |  |  |  |