

CIPD Report
March 5, 2018

1. The following proposals were approved

A. BCC Course – Updates

ENGL 050

ENGL 130

ENGL 264A

ENGL 264B (with adjustment to the description “Continuation of …”*)

PHYS 010 (with all campuses changing requisites to: MATH 210 or 202 or 210D)*

SOC 018

*These approvals are conditional that all campuses complete them in Meta by 3/9 or they will be changed to tabled.

B. BCC Course Deactivation (Temporary)

ENGL 501

ENGL 817

C. BCC Course Deactivation (Permanent)

MMART 048UZ

MMART 151A

MMART 151LA

MMART 151B

MMART 151LB

2. The following items were tabled:

ART 027 until ART 137 is ready to be submitted at the same time.

3. Discussion items

- 1) Update on Peralta Program Course Approval Handbook: Work on the handbook is in progress. The group working on it hopes to be done with it in time for the April 16 or May CIPD meeting.
- 2) CurricUNET META: Peralta Curriculum Management Platform: Meta is the official means for documenting the curriculum approval process and all campuses should be using it for the following reasons: the chancellor wants it for documentation purposes has he and the Board of Trustees will be looking more closely at the CIPD items at Board meetings, it allows members from one campus to check the status of proposals at another campus, and it documents all the steps to approval.
- 3) Siri Brown wants feedback from CIPD members on the following draft questions to include on the next program review:
 - a. Have all of your course outlines of record been updated or deactivated in the past three years? If not, list the courses that still need updating and specify when your department will update each one, within the next three years.
 - b. What are the discipline, department or program of study plans for curriculum improvement (i.e., courses or programs to be developed, enhanced, or deactivated)?
 - c. Please list your degrees and/or certificates. Can any of these degrees and/or certificates be completed through Distance Education (50% or more of the course online)? Which degree or certificate?

The feedback was that campuses are not necessarily operating on a 3-year cycle and their response to this question will indicate what length of cycle they are using. It was pointed out, however, the Administrative Procedures that govern this process states that it should be three years. There was some discussion about whether the AP should be changed. *[Note: Administrative Procedures are issued by the Chancellor as statements of regulations, rules, and practices to be used in implementing Board Policy. Administrative Procedures are consistent*

with the intent of Board Policy. Administrative Procedures are revised as deemed necessary by the Chancellor.]

4. Also of note: During the post-CIPD Meeting of Specialists and Curriculum Chairs it was brought up that the link to TOP Codes in Meta provides old information. Edition 6 of TOP code manual is the most recent. We discussed the need for Governet, who owns/runs Curricunet to update it. The original idea is that we would look up all this information ourselves and then provide them with a document ready to use. Instead, Amany will see if Governet can just make the updates themselves. [*Current TOP Code manual is available at http://extranet.cccco.edu/Portals/1/AA/Credit/2013Files/TOPmanual6_2009_09corrected_12.5.13.pdf]*