

October 3, 2016 CIPD Report

1. All course proposals except for MATH 201 and 253 were approved. District-wide action is needed to remove the deactivated MATH 251D as a prereq to those two courses
2. All program proposals were approved.
3. Consultation Procedures
 - a. Review and update
 - i. Consultation procedures for Associate Degree for Transfer (ADT) programs.
 - ii. Appropriate timeline for colleges to respond to consultation
 - iii. Curriculum management system's technological opportunities and/or barriers for consultation
 - iv. When a course, especially in the CTE areas, has been drastically changed and its contents have overlapped with another course, should consultation take place?
 - v. General updates to the procedure
 - b. Consultation Procedures Task Force (1 administrator, 1 curriculum chair, 1 curriculum specialist, 1 department chair, and 1 meta tech person from the district, with the understanding that all four colleges should be represented)
4. Review of Course Outlines of Record
 - a. Non-CTE curriculum should be reviewed every 3 years along with our program review cycle, and CTE curriculum 2 years to comply with Ed Code
 - b. Course Reviewed Workflow in Meta
 - c. Reporting to Academic Senate

May 2015 CIPD meeting decision:

- 1) Forming a subcommittee to review update on procedures for consultation among colleges regarding curriculum issues.
 - 2) The committee recommended the formation of a subcommittee for consultation procedures. The committee would consist of four deans (one from each college), four curriculum chairs (one from each college), and one department chair representative. This committee would create a recommendation for consultation procedures to CIPD.
 - 3) It was noted that enrollment management should also be discussed and coordinated among the colleges. This is not the charge of this subcommittee, however, CIPD encourages such discussion.
- Procedures for Consultation among Colleges regarding Curriculum Issues.

Approved by CIPD November 5, 2007

Procedures for Consultation among Colleges regarding Curriculum Issues

Consultation among colleges regarding curriculum issues is necessary to ensure:

- a. program integrity
- b. appropriate use of district resources
- c. program delivery to students in convenient locations
- d. adequate enrollment in all programs at all colleges

Description of a good faith effort at consultation

Prior to proposing a change to the college curriculum committee, college representatives must contact by email (or by phone with a follow up email) the appropriate dean and department chair at all affected colleges. The curriculum committee chair should be copied on this email as well. If a regular district wide discipline meeting is part of the ongoing curriculum process in this discipline, the membership of that group will also be consulted.

All consultations should be completed within two weeks of the initial email.

If there are unresolved disputes related to the valid curricular reasons outlined in the introductory paragraph to these procedures, the issues will be discussed and resolved at CIPD.

Consultation is required among colleges regarding the following curriculum issues:

- a. Offering a new course, making a substantive change to an existing course, or course reinstatement when it is similar to any course offered at another college.
- b. Substantive change to existing UCN course
- c. New single course which overlaps courses offered as part of an approved program at another college
- d. New programs (certificates or degrees) or substantive changes to programs which are similar to any other program or contains similar courses offered at other colleges (whether or not these programs are in the same discipline)
- e. Borrowing a course