**BCC CIPD Report**

**February 8, 2021 Meeting**

I. BCC had no curriculum items on this agenda.

II. Discussion Items

A. Update on Berkeley City College Education Program (Informational Item)

Siri Brown, Vice Chancellor of Academic Affairs and Student Services, 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.

B. Update on CPL (Credit for Prior Learning)

S. Brown had a short PowerPoint presentation on the status of CPL at PCCD.

1. With CPL students 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](https://www.dropbox.com/home/CIPD%20AGENDA%20%26%20ITEMS/CIPD%2020-21%20Agenda%20%26%20Items/CPL)).

2. Activities and responsibilities at district and campus level discussed. 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. There will be faculty coordinators: 1 district-wide coordinator and 4 campus coordinators (one per site). Job descriptions for faculty coordinator positions, will be developed by S. Brown and Darryl Moore, District Academic Senate President and sent out widely soon.

C. COVID-19 Guidance - Attendance Accounting for Noncredit Courses and Exception Related to Distance Education Lab Courses ([Memorandum FS 20-12](https://www.dropbox.com/home/CIPD%20AGENDA%20%26%20ITEMS/CIPD%2020-21%20Agenda%20%26%20Items/Feb%2021%20Agenda%20%26%20Items/Agenda%20%26%20Attachments?preview=FS20-12+Exemption+Noncredit+Open+EntryExit+and+DE+Lab+Courses_CFFP+(002).pdf) issued on 12/15/2020)

1. Amany Elmasry noted that among the information in the memo from the state, we are instructed to review the total contact hours for noncredit open entry, open exit distance education courses because these may require updates. If any need updates, those must be approved at the March CIPD meeting so that they can be updated in COCI (the state curriculum inventory) by 4/1/21.

2. The total hours should be reported on the spreadsheet template previously provided by A. Elmasry and attached to COR. Note that total hours include instructional, out of class time, and substantive instructor-student interaction, as discussed at previous meetings.

3. S. Brown will be working with college vice presidents of instruction (VPIs) to streamline the process of getting the information from the spreadsheet entered into PeopleSoft.

D. Laney Requests New Discipline Added to Curricunet: Linguistics (Approved)

1. Heather Sisneros, CIPD co-facilitator, provided a summary of actions so far on this topic.

a. The request for the new discipline was presented at the May and September CIPD meetings.

b. Meryl Siegel, Laney faculty who is making this request, has responded to questions generated at those meetings and consulted with faculty at other campuses.

c. No courses are currently proposed. Courses will be developed after the discipline is added to Curricunet. A college proposing a course in LING will determine which department or division the discipline will fall under at their own campus.

2. At previous meetings when examples of possible linguistics courses were provided, some people 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.

3. 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.

4. D. Moore requested greater clarification for how new disciplines, especially those that might be interdisciplinary, are brought to CIPD for approval.

5. Joseph Bielanski stated that in the past PCCD has always approved the addition of any requested discipline that is in the state academic senate’s minimum qualifications handbook.

E. CoA Proposal to Create By-Laws for CIPD to Codify Procedures and Processes

1. Jayne Smithson, COA curriculum chair, 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.

2. A. Krupnick expressed concern about the scope of work suggested combined with the very short proposed timeline. He proposed picking one topic to focus on at a time, such as consultation.

3. 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. Supported working on a single issue at a time and using the April administrative meeting to review that work.

4. 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.

5. A work group will be formed among those who expressed interest. J. Smithson will call the first meeting.