**Report on CIPD (Council on Instruction, Programs, and Development)**

**February 7, 2022 Meeting**

1. BCC Curriculum Items:

None were submitted

II. Discussion Items (AKA Act III)

1. Update on ESOL Curriculum Changes by Anne Agard with David Mitchell:
Beginning Spring 2023 Guided Self Placement (GSP) will be used district-wide through PeopleSoft. Right now it is ad hoc at a couple of campuses and managed manually. All course outline updates will be submitted listing multiple measures (the GSP) or the course one level below, unless a course requires no preparation at all. PEAC provided a list of all curriculum district-wide and indicated how the descriptions and requisites should read after update with the exception of a few courses that still needed work. They plan to continue to work on the list at their next meeting next week. A. Elmasry noted that there were some items where she noted discrepancies that needed immediate attention that she would email to the PEAC group to review.
2. Consultation Form Update:
	1. Past changes to the form were reviewed. Recent suggested changes were noted and approved.
	2. H. Sisneros will send the updated form to each campus Curriculum Chair and Specialist. The form should be put on the campus curriculum webpage. Curriculum needing consultation coming to the May CIPD meeting should use this form. Originators may choose not to use the form, however, all information required by the form must be communicated in the body of the email if the form is not used.
	3. Update and use of the form does not rule out a change in the consultation policy and approach to consultation within Peralta as A. Krupnick proposed at the December meeting. That discussion will continue.
3. Update on CIPD co-chair bylaw:
The [Peralta Program and Course Approval Handbook](https://web.peralta.edu/curriculum/curriculum-documents/peralta-program-and-course-approval-handbook-4th-edition_-10-1-2018_final/) says a faculty member will co-chair CIPD with the Vice Chancellor of Academic Affairs (see page 11) but does not state how the co-chair will be elected or how long the term of service will be. An update to this section of the bylaws was submitted to vote on and read, as amended, as:

The faculty co-chair shall be elected during the April Administrative meeting.  Nominations for the faculty co-chair shall open during the April regular CIPD meeting and shall remain open until the election process occurs at the April Administrative meeting, with the faculty co-chair being elected by majority vote. All members shall be voting members for faculty co-chair elections. Nominations may only include faculty serving as Curriculum Chair at their respective college.  There shall be no shared faculty co-chair nominations or elections.  The elected co-chair shall serve for a 3-year term with a maximum of 2 consecutive terms allowed, with no limit to the number of times a person may serve as the faculty co-chair.

The proposal was tabled in order to an a “succession” plan. BCC’s chair-elect process was given as an example. A revised proposal will be brought to a future meeting.

1. CIPD Evaluation Survey Results 2020-21
	1. Second or third time on the agenda but always near the end when time is running out
	2. To save time, H. Sisneros had tried to summarize responses ahead of time
	3. Link provided to committee members to access the document to add comments during the meeting was not accessable to all and again time ran out.
	4. One action was clear from the survey was that the committee needed time to set goals for the coming year.
	5. This item will be on the administrative meeting agenda.
2. The following agenda items were not discussed due to lack of time, but will be discussed at the CIPD prep meeting for chairs and specialists on 2/17 to coordinate:
	1. ANTHR 1 and ANTHR 1L title changes
	2. 261A and 512: Laney ready, COA will bring to Feb CIPD
	3. HIST Program: COA will bring to Feb 22
	4. SOC 001: include ENGL 001AS in recommended prep. All colleges agreed to be ready in December, but Laney was not ready
	5. ESOL 541B-D, MC ready, others not, MC agreed to remove them, pending PEAC plan of action
	6. ENGL 269B: Laney ready, pending COA
	7. ESOL 513: MC ready, pending 3 other colleges: change requisites
	8. ESOL 552: MC ready, pending 3 other colleges: change description and requisites