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

**April 18, 2022 Administrative Meeting**

1. End of the Year Survey

Committee members complete a survey during the meeting to assess how the committee has performed in 2021-22. A link to the survey will be sent out after the meeting to all members to allow an anyone who did not complete the survey during the meeting to do so.

1. Online Catalog Update

All colleges provided funds to pay for Curricunet to do the data entry of the “wrap around” information for the initial catalog development. This is over and above the cost of the catalog module, which is already paid for. The amended contract for this additional service from Curricunet is being reviewed through the CTS system and then will go to the first Board meeting in May for approval. Once the contract is approved, work can begin to build the

2023-24 catalog within Curricunet. Everyone will be working in the same platform, rather than piecemeal with PDF files like now. A big advantage is that this will allow for version control.

1. Timeline for Discipline List Curriculum Review
2. A draft timeline with more time to complete the process was reviewed. Fall 2022 would be used for training and organizing only, including the set-up of a tab in Curricunet to document the assigned discipline for each course and establishing policies/procedures to define the current process as well as how MQ updates would proceed in the future and how to manage potential disagreements on the assignment of a discipline. Faculty would begin to review the draft discipline list update by department in Spring 2023 and continue in Fall 2023. The plan also recommended that a project lead be selected to provide support, information, and general oversight.
3. Committee members believed that the need for training is fairly limited and the review of disciplines assigned to courses could begin in Fall 2022. Each campus will plan to complete their review of disciplines by December 2022. In Spring 2023, the campus information would be reviewed to determine if shared courses were assigned the same discipline or if there is disagreement.
4. H. Sisneros will take the suggestions from the committee and work on a revised timeline for review at the May meeting.
5. CIPD Faculty Co-Chair Election

It was an uncontested race with only Heather Sisneros’s name on the ballot, however there was an option to write-in a nominee. There were a few write-in names, but H. Sisneros had the most votes.

1. Remove the Computer Literacy Requirement on AA/AS degrees
2. H. Sisneros gave a summary of this recommendation from the GE Subcommittee: the subcommittee members first recommended the removal of the computer literacy requirement in 2019 because it was identified as a barrier to students completing a local degree especially in light of the fact that most students came to PCCD already possessing the necessary skills because of the infusion of technology in their daily lives. The proposal was discussed by the faculty senate at each college. COA and BCC were in support of the proposal, Laney wanted more data, and Merritt did not support the proposal. The data that Laney wanted, wasn’t available so in the end they also decided to support the proposal. PCCD counselors nearly unanimously support the proposal.
3. The committee voted to endorse the proposal with the change to the requirements effective Fall 2023. The recommendation will be forwarded to the District Academic Senate. If they indorse it will be forwarded to the Board of Trustees for final approval.
4. Other
5. A. Krupnick informed the committee that he will be sending out a write-up with BCC’s proposal to change CIPD procedures to allow any college to adopt an existing course without the need for consultation or voting. He requested that each college discuss the proposal at their local curriculum committee meeting before the May CIPD meeting.
6. J. Smithson asked for clarification on how to proceed with ESOL course updates. The request was made due to a recent message from the PEAC lead that they will be reconsidering the requisites of some courses at their 5/9 meeting. Both BCC and COA will have their last curriculum committee meetings prior to the PEAC meeting taking place. Given these factors, it didn’t seem wise to put these courses on local agendas until it was clear what changes, if any, PEAC decides to make.