College Curriculum Committee
Meeting Minutes
Tuesday, December 2. 2014
2:05 p.m. – 3:31 p.m.
President's Conference Room

Item	Discussion
1. Minutes: November 18, 2014	Minutes as written with one correction (capitalize Spanish in section #2) **M/S** (Evans, Serna) **Approved**. 1 abstention.
2. Announcements a. Plenary Resolutions	**Speaker:** Isaac Escoto Escoto pointed out some of the resolutions that were of particular interest to this committee as discussed at ASCCC Plenary. • <u>9.01:</u> Reference to students having an option of a local GE pattern for degrees inputted as "transfer programs" but not necessarily ADTs. • <u>9.06:</u> References the paper adopted in Spring 2008, "The Course Outline of Record: A Curriculum Reference Guide" should be updated for Spring 2016 as the curriculum processes have changed. • <u>9.09:</u> Suggests the development of a statewide curriculum management system be built specifically for the California community colleges. • <u>9.11:</u> Adopting reciprocity policy for ADTs, to assist students who attend multiple community colleges.
3. Consent Calendar: a. Stand Alone Forms	**Speaker:** Isaac Escoto Stand-alone procedural question: if we are "approving" these forms, why do we have them on a consent calendar? We present them in this manner to encourage active conversations about each course. LaManque would like to pull all the apps from the consent calendar for discussion. VITI 90A and 90E both mention materials fees that we no longer support and mention wine tasting when our current FHDA Board policy prohibits alcohol. This will need further research. Further discussion was centered on the clarification of the role of this committee regarding the Stand Alone form. Discussion about the importance of conversation regarding correct completion of the form and conversation about how the course fits into our total curriculum offerings. VITI 90B, C & D as written **M/S** (Pennington/Francisco) **Approved**. The committee would like to ask the author to please provide feedback regarding the 2 issues of materials fees and alcohol for 90A and 90E.
4. New Course Proposal Form	**Speaker:** Isaac Escoto, Andrew LaManque Escoto presented the updated form draft and highlighted the changes from the previous version. Discussion regarding the current process timing for issuing the new course shell in C3MS followed. It was suggested that perhaps a "999" shell could be provided to the author until the CCC has had an opportunity to read the proposal. Mention of timing being an issue for some departments such as Computer Science. They already feel that by the time they write a new course, the approval process occurs and we receive state approval, the course is already out of date. Perhaps a due date for proposals? Perhaps a ghost shell can be issued in the interim or the author can use a Word template to begin. This is problematic as copying and pasting into C3MS doesn't work very well. The committee did reach an agreement that we should develop guidelines

	for the reasons by which we would approve or identify an issue for further discussion. LaManque would like to bring something to the committee regarding guidelines. Our student rep, Chris Ju, reminded us that in the conversations regarding curriculum development, we should take into account the courses students would be interested in having available to them. Ju would like to survey the students and bring back to this committee the results. Escoto ensured him we would be very interested in that information. Form discussion: Escoto introduced form. Gomes suggested that we add lecture and lab hours. Nunez will correct asap and send out to division reps.
5. Course Classifications	**Speaker:** Isaac Escoto Escoto presented a document containing brief explanations of degree-applicable, non-degree-applicable courses, credit and non-credit courses. Escoto will distribute.
6. Cross-listing Courses	**Speaker: Isaac Escoto** The Curriculum Team is working on a draft policy document for discussion purposes for Winter quarter. Hueg informed the committee that there are also issues regarding how Banner does or does not handle cross-listed courses (i.e., Scheduling, Degree Works).
7. Course Deactivation	**Speaker: Andrew LaManque, Isaac Escoto** While some courses are updated on their regular Title 5 schedule, they still may not have been offered in the last 5 years. Transfer students are held responsible for courses that have been articulated. It was suggested that the guidelines include an appeal process by which a division could substantiate keeping a course. Any appeal would be presented to this body. The team will come up with some wording and bring it back in January for discussion.
8. Good of the Order	Coming up Winter quarter: Review of our AP and CLEP policy.
9. Adjournment	3:31 p.m.

Attendees: Kathy Armstrong (PSME), Escoto (Faculty Co-Chair), Brian Evans (BSS), Marnie Francisco (PSME), Hilary Gomes (FA), Brenda Hanning (BH), Kurt Hueg (Dean, BSS), Kay Jones (LIBR), Chris Ju (ASFC Student), Andrew LaManque (AVP Instruction, Administrator co-chair), Allison Lenkeit Meezan (BSS), Simon Pennington (FA), Lety Serna (CNSL), Paul Starer (Dean, L A), Kella Svetich (L A), Lan Truong (CNSL)
Minutes Recorded by: C. Nuñez