

**College Curriculum Committee**  
**Meeting Minutes**  
**Tuesday, October 20, 2015**  
**2:00 p.m. - 3:30 p.m.**  
**President’s Conference Room**

Item	Discussion
1. Minutes: October 6, 2015	Minutes approved as written <b>M/S</b> (Starer, Campbell) <b>Approved</b> , 0 abstentions.
2. Announcements a. New Course Proposal b. Notification of Proposed Requisites c. Hours and Units Calculation  d. Division Guidelines for Online Learning                             e. Division CC Minutes Schedule	<p><b>Speaker: Isaac Escoto</b></p> <p>a. No comments. Please share with your constituents.                  b. No comments. Please share with your constituents.                  c. Memo from the State Chancellor’s Office, addressing how to calculate unit values using course hours; does not result in any changes to our current calculations. Request for clarification regarding “Hours-per-unit Divisor” (pg. 3 of memo). LaManque reinforced that we are already following proper formula and no changes are necessary. Campbell expressed concern regarding inflated unit values for clinical courses, which must adhere to a legal requirement for hours; will meet with Instruction to discuss.</p> <p>d. Resolution discussed last year, adopted at Academic Senate. Each Division’s CC or designee to develop Division-specific guidelines informed by OEI rubric. This includes developing process and timeline for reviewing online courses (currently all online/hybrid courses must submit Distance Learning application); determining appropriate response time to student questions; setting standards for faculty presence and online office hours. Deadline to share with Senate in February 2016. BSS has developed Division standards, which could help as other Divisions begin their conversations. Clarification requested regarding faculty being involved with review process. Escoto clarified that it’s not the faculty being evaluated, but the standards of delivering an online course (e.g., rethinking the DL application). Mention that this is meant to be a collegial process between faculty to draft and adhere to standards; if standards are not being met by a faculty member, any such review would remain an administrative process. Question about re-approval of DL application when a course is being revised for Title 5 or otherwise; currently, re-approval is not necessary but it is best practice for Division to discuss. Escoto would like to check in at every CCC meeting to hear Divisions' progress and provide support, if needed.</p> <p>e. Check-in to ensure Divisions are forwarding minutes to Vanatta in a timely manner. LaManque reminded the group that because Foothill has Division CCs, we are required by the state to keep a record of minutes from those meetings, separate from CCC minutes.</p> <p>BH: Unsure when minutes will be sent, currently working on division curriculum committee structure.                  LA: Would like to send once per month.                  KA: Has not yet met this year.                  PSME: Has already sent minutes.                  FA: Has already sent minutes.                  LIBR: Does not hold separate CC meetings; curriculum topics discussed during regular department meetings;</p>

	<p>will make sure to submit minutes as curriculum is discussed.</p> <p>Discussion occurred regarding supplemental forms for courses and concern that they are being lost during curriculum process. Instruction hoping to implement forms within C3MS soon—webmaster is currently working on it. Suggestion to use Dropbox to keep track of forms within Division.</p>
<p>3. Consent Calendar a. GE Application</p>	<p><b>Speaker: Isaac Escoto</b> Motion to approve <i>M/S</i> (Starer, Francisco) <b>Approved.</b></p>
<p>4. Curriculum Sheet Submission Deadline</p>	<p><b>Speaker: Mary Vanatta</b> Current deadline for curriculum sheets to be submitted to Curriculum Coordinator in C3MS is March 2nd. Proposal to change deadline to February 1st. Suggestion that Instruction create a calendar to serve as a guideline for when faculty and Reps should be working on certain parts of the curriculum process. Topic will be revisited after Divisions discuss at their CC meetings.</p>
<p>5. ASCCC Fall Plenary Resolutions</p>	<p><b>Speaker: Isaac Escoto</b> Includes baccalaureate degree requirements; specific wording will be voted on at Plenary in November. Each campus gets a vote, and we also participate in the district Senate. LaManque noted that resolution 9.03 would change the way Dental Hygiene has been developing their upper-division GE courses. Question as to how common upper-division GE is handled at universities. Escoto stated that a committee found that often upper-division GE does exist at universities and we are working to hold our degree to same standards. Same resolution (9.03) would mandate use of CSU-GE or IGETC. Resolution 10.01 related to minimum qualifications for upper-division courses. Concern expressed about changed landscape at Foothill now that upper-division GE may be mandated. LaManque suggested that the group think about this in the long-term, as the pilot could result in further baccalaureate degrees being developed at Foothill; CCC should view as opportunity to develop related processes. Question regarding resources—each college is allotted \$350,000 in funding to develop; any further need would go through normal process (e.g., need to hire more faculty due to increased demand); separate funding stream for upper-division courses.</p>
<p>6. Non-credit Introduction</p>	<p><b>Speaker: Isaac Escoto</b> Nine specific eligible areas for non-credit. As with credit courses/programs, non-credit is approved by Division CC. Minimum qualifications are the same for credit and non-credit, in most cases. LaManque pointed out that in certain categories, apportionment will now be the same as for credit. Escoto mentioned a resolution for ASCCC to work with State Chancellor’s Office to update attached guide. Request for guidelines for Reps when reviewing non-credit CORs. Question about assigning homework and tests for non-credit courses—Starer noted that it is allowed but it doesn’t result in a grade at the end of the term. LaManque stated that in the future grades may be required for non-credit courses that are part of a certificate. Currently, there are no rules regarding repeatability but that could change when grades are applied and/or funding increases. Noted challenges: an identical course at two schools, one</p>

	<p>can be credit and one non-credit; pay differential between credit and non-credit—incentive to make non-credit courses longer so that the pay is closer to the credit version. Ong mentioned Adaptive Physical Education—many schools reactivated non-credit APE courses once repeatability rules went into effect, so that courses could be repeated; further discussion requested regarding non-credit APE.</p> <p>BH: EMT program will have a complete non-credit version of their program to allow students to have the same outcome in a non-credit version.</p> <p>PSME: Tutorial Center offers support for basic skills and beyond.</p>
<p>7. Update on New ADTs</p>	<p><b>Speaker: Bernie Day</b>            Five new ADTs for which we will be able to apply starting 2/1/16. They are interdisciplinary degrees, which we haven't dealt with before—who will take the lead and be responsible? Currently, we don't have a process for developing interdisciplinary degrees.</p> <p>Public Health Science: Curriculum distributed pretty evenly between BH, BSS, and PSME. Could also involve KA.            Child &amp; Adolescent Development: Almost all BSS or PSME courses, more so than Child Development.            Elementary Teacher Education: So far, no one has shown interest in developing. We would need to develop Earth Science overview course and revive Intro to Education course in order to offer.            Social Justice Studies: Meant as umbrella for students in majors that are low in lower-division requirements (e.g., Ethnic Studies, Chicano Studies). No one has shown interest in developing. Primarily BSS courses. This ADT would help provide access to underrepresented students interested in transferring.            Global Studies: Many have indicated interest in helping develop. An open meeting will be held on 10/28/15 at 1:00 in Room 1943. Very competitive major right now.</p> <p>Day also noted that the State may begin requiring a Control Number (CRN) for courses on applications for articulation; currently, we can apply without a CRN. This could delay our ability to apply for these new degrees. Day will find out further information this week.</p>
<p>8. Report Out from Division Reps</p>	<p><b>Speaker: All</b>            LIBR: Library scheduled to open 1/4/16.</p>
<p>9. Good of the Order</p>	<p>BH: Attended northern California DIG (Discipline Input Group); discussion regarding statewide curriculum and how students can benefit in a local degree or certificate capacity.</p>
<p>10. Adjournment</p>	<p><b>3:31 PM</b></p>

**Attendees:** Benjamin Armerding (LA), Kathy Armstrong (PSME), Rachele Campbell (BH), Bernie Day (Articulation Officer), Isaac Escoto (Faculty Co-Chair), Marnie Francisco (PSME), Kay Jones (LIBR), Andrew LaManque (AVP, Instruction; Administrator Co-Chair), Don MacNeil (KA), Teresa Ong (Acting Dean, BSS), Paul Starer (Dean, LA), Victor Tam (Dean, PSME), Kristin Tripp-Caldwell (FA), Suzanne Weller (FA), Nataly Wijono (ASFC)  
**Minutes Recorded by:** M. Vanatta