

**College Curriculum Committee
Meeting Minutes
Tuesday, October 6, 2015
2:00 p.m. - 3:30 p.m.
President's Conference Room**

Item	Discussion
1. Minutes: June 16, 2015	Minutes approved as written <i>M/S</i> (Hartwell, Serna) Approved , 6 abstentions (Campbell, Evans, MacNeil, Tripp-Caldwell, Weller).
2. Announcements a. Introductions b. Notification of Proposed Requisites c. Senate/CCC Representation d. GE Subcommittee Membership e. ADT Updates and Revisions	Speaker: Isaac Escoto b. Notification of new or changed requisites. Please share with your divisions. Question as to how list is compiled—reps should be sending information throughout the year. Clarification given that list isn't necessarily new requisites—for some, instruction didn't have form on file and requested reps send over previously-approved form. Agreement that all requisites should be shared with group. c. Carolyn Holcroft and Isaac would like a fresh look to be taken at representation, in general. In 2008-09, a resolution was brought to keep representation the same—could be used to figure out what the situation was, at that time. d. Brief overview of local GE process. Subcommittees review forms submitted for GE areas. Reps encouraged to join or encourage peers to join, as many subcommittee members have served for many years. Counseling noted helpfulness of subcommittee members as contacts. Hartwell agreed to serve for Area I. e. Our ADTs need eyes on them again—some were created 2-3 years ago and need review to see how they are working out for students. Day noted that there has been more interest than we had expected, especially in Fine Arts & Communications. Primary challenges include courses not being offered regularly; courses in theory sounded like they were good to develop for ADT but in practice have not been offered; we cannot do course substitutions like we can for local degrees. Each degree will be reviewed over the next quarter. Expect to be contacted if you're affiliated with an ADT. Question as to whether we have data on how many ADT holders are actually transferring to CSU; we do not have that data but do have data supporting increase in ADTs being granted. LaManque would like to follow up to see if we can get that data. Counseling noted many transfers coming from universities are trying to find out if courses taken at a university can be applied to an ADT; many students are interested in ADTs because universities are looking at them for primary admission requirements. Day noted that we will be developing several new ADTs this year: Biology, Chemistry, Public Health. New TMCs released this week: Global Studies, Social Justice.
3. Consent Calendar a. Stand Alone Forms	Speaker: Isaac Escoto Typographical error noted on form for PSYC 51. Question asked re: HLTH 20, will the description listed be the same

	<p>as the final catalog description—concerned with length. Campbell noted it's a placeholder while the ADT being built, will speak with faculty about revising. Motion to approve <i>M/S</i> (Evans, Starer) Approved.</p>
<p>4. CCC Roles & Responsibilities</p>	<p>Speakers: Bernie Day, Isaac Escoto Review of responsibilities. CCC Responsibilities document was approved in April and will be posted to CCC website.</p> <p>Discussion occurred regarding C3MS flowchart graphic. Comment made of SLOs entered into TracDat being responsibility of faculty. Serna noted that flowchart is visually confusing. Mention that faculty (even long-time) continually confused about process. Comment that email notifications from C3MS can be confusing and would like more information included (e.g., is action needed?). Mention that no email sent to dean when course put in Dean's Review. Campbell noted that there is a screen in C3MS that shows status of all courses in division, so she can follow-up when necessary. Suggestion that status terms be revisited—not always clear what "Review" or "Staging" means; others agreed. Escoto reminded the group that our webmaster is currently making improvements to C3MS that were agreed upon by CCC last year; starting this winter, we will revisit the possibility of certain changes and consider if switching to a third-party vendor is necessary.</p>
<p>5. Report on Degrees Awarded</p>	<p>Speaker: Andrew LaManque Total increase of 157 awards. Shift toward ADTs (e.g., Psychology, increase in ADTs and decrease in AAs). Some degrees were only granted to one student or are not listed because no students completed them—could be good to revisit why we offer these. Mention of complications due to certain courses not being offered in recent years. Request that this data be shared every year; LaManque noted that it is included in Elaine Kuo's program review later in the year. Mention that receiving data early was very helpful. Examples given of students in Sciences completing all lower-division requirements but not all of GE (as this is not an admission requirement to the UC or CSU), so they don't receive degree (since the ADT requires full IGETC or CSU GE). Comment that if AA is radically out of alignment with ADT, students more likely to select ADT. Mention that UCs are looking at ADTs. New UC transfer website provides tools for ADT students to help transfer to UC (e.g., suggests courses to take in addition to ADT).</p>
<p>6. Report Out from Division Reps</p>	<p>Speaker: All Escoto: Focus is to ensure that divisions don't make large moves that come as a surprise to other divisions. BH: Moving to Canvas for a lot of discussion and voting for division CC, and for record-keeping. PCA program potentially ending in 2018, as it is evolving into an advanced degree. LA: Library moving into remodeled space 1/4/16. New ESLL 249 course has begun (reading-intensive instruction); talk of adding a requirement for speaking and listening courses for ESLL students. Summer Bridge launched this past summer—reflection and revision underway. BSS: Global Studies ADT interest. PSME: Offering two honors courses this quarter, for the first time: C S 1AH, MATH 1AH.</p>

	<p>KA: Good enrollments in Kinesiology ADT; Personal Trainer cert currently awaiting state approval.</p> <p>CNSL: CNSL 5 cannot be legally required for students, but is highly recommended by counselors; will need to see how enrollments impact how many sections will continue to be scheduled. Looking at disability courses offered under SPED; thinking of offering Certificate of Proficiency.</p> <p>FA: LINC program working on state-approved certificate in Instructional Design. Media Studies AA in the works. TMC in Radio/Film—trying to figure out if possibility. Many retired faculty in Art departments—looking at what to do with that curriculum. Music still interested in pursuing ADT. Music Tech department breaking off from Music.</p> <p>Articulation: No additional updates.</p>
<p>7. Prioritizing Topics for Fall 2015</p>	<p>Speaker: Isaac Escoto</p> <p>Divisions were asked to select three topics from list to focus on this quarter. Additional topic introduced: resolution passed by Academic Senate COOL Committee states that division CCs or designees to develop division-specific guidelines regarding online courses. Deadline of February 2016.</p> <p>BH: Dental Hygiene concerned w/ baccalaureate; better understanding of prerequisites utilized to maintain process for students entering CTE programs (not on list).</p> <p>PSME: Recency of prerequisites; GE.</p> <p>CNSL: Repeatability under Title 5, especially for Allied Health; ADTs; non-credit.</p> <p>FA: GE; non-credit.</p> <p>LA: Non-credit; ADTs.</p> <p>BSS: ADTs.</p> <p>Escoto: Focus will be ADTs, non-credit, and online course guidelines. Question of how to include other topics on agenda; topics can be emailed to Vanatta no later than the Monday of the week prior to CCC. LaManque mentioned course numbering system changes needed for baccalaureate program, as well as upper-division GE. Voting related to baccalaureate will occur at Fall Plenary. Escoto stressed importance of standards necessary to ensure degree will be regarded the same as any granted by a university.</p>
<p>8. Good of the Order</p>	
<p>9. Adjournment</p>	<p>3:35 PM</p>

Attendees: Benjamin Armerding (LA), Kathy Armstrong (PSME), Rachele Campbell (BH), Bernie Day (Articulation Officer), LeeAnn Emanuel (CNSL), Isaac Escoto (Faculty Co-Chair), Brian Evans (BSS), Marnie Francisco (PSME), Brenda Hanning (BH), Robert Hartwell (MUS faculty—guest), Kurt Hueg (Acting VP, Instruction—guest), Kay Jones (LIBR), Andrew LaManque (AVP, Instruction; Administrator Co-Chair), Don MacNeil (KA), Teresa Ong (Acting Dean, BSS), Lety Serna (CNSL), Barbara Shewfelt (KA), Paul Starer (Dean, LA), Victor Tam (Dean, PSME), Kristin Tripp-Caldwell (FA), Suzanne Weller (FA)

Minutes Recorded by: M. Vanatta