

College Curriculum Committee
Meeting Minutes
Tuesday, November 17, 2015
2:00 p.m. - 3:30 p.m.
President's Conference Room

Item	Discussion
1. Minutes: November 3, 2015	Minutes approved as written M/S (Starer, Serna) Approved , 2 abstentions.
2. Announcements	Speaker: Isaac Escoto
a. Notification of Proposed Requisites	Please share with your constituents. Question about how reps are expected to share this info—should it be via email? The idea is that the information is made available to Divisions. CCC Reps can decide how best to share.
b. Update on Division Guidelines for Online Learning	In response to questions and concerns, representatives from FA, Administration, and Academic Senate got together to discuss and clarify. Drafted memo, which has been emailed to all CCC participants and will soon be shared campus-wide. Memo clarifies that guidelines are not meant to replace J1, and are meant to be a resource, with the focus on what is best for students.
c. Curriculum Sheet Submission Deadline	Topic introduced at previous meeting, to change deadline from March 1 st to Feb. 1 st . Will announce in Communiqué.
d. New Discipline Proposal	<p>The following new discipline was presented: Interdisciplinary Studies.</p> <p>Need has arisen to create this discipline due to the course in Interdisciplinary Studies (IS) being created for upper-division GE for baccalaureate degree in Dental Hygiene. Question about what the minimum qualifications will be—proposal (shared during meeting) includes that information. Concern that departments not mentioned on proposal would like to create IS courses, and current discipline proposal excludes others from using the discipline—may be too restrictive and would need to be revised for others to use, in the future. Agreement among group that it may be too narrow. Suggestion that if the proposal states it's specifically for one course, that should be highlighted and dialogue should begin regarding the department/discipline, in general. Escoto noted that this proposal is specifically for the course being created for the Dental Hygiene baccalaureate degree and is not meant to apply to all IS courses in the future. Question about the difference between discipline and FSA—courses can have multiple disciplines but can they have more than one FSA (for RIFFing purposes)? Note that proposal using "FSA" when it should read "minimum qualifications"—agreement that this language needs to be changed. Question about what step in the process the proposal is at; LaManque noted that the IS course has been proposed and approved and we're working backwards to create the discipline. Note that the course is not required/mandated by the state to be specifically IS, but it is the track that Dental Hygiene has chosen.</p> <p>We are interested in discussing and hearing feedback. Escoto noted curricular timing challenges in regards to the</p>

<p>e. Looking Ahead</p>	<p>baccalaureate program being ready to go for fall 2016. Question about which Division the course will be housed in. LaManque stated that the proposal requests BSS. Question about how that decision was made—Kurt Hueg noted that choice was based on disciplines listed on proposal. Concern that chosen Division affects courses being approved. Starer stated that process is important but we should consider a fluid process when necessary (such as a situation where we figure out, as we go, how to offer a baccalaureate degree); hopes we can move forward for this course while ensuring we have a broader discussion about IS in the winter. Others concerned that decisions made and precedents set with no further questioning or discussion. Hueg noted state's suggestion to follow existing course approval process, but in this case we couldn't follow normal process due to lack of IS discipline. Hueg noted that Dental Hygiene's decision to offer course as IS is an effort to broaden the program. Escoto stated that we will revisit topic of IS in general; Day stressed that this could affect development of Global Studies ADT and should be discussed soon.</p> <p>Last year, a request was made for Escoto to share which topics are on the docket for future discussion.</p> <ul style="list-style-type: none"> • Interdisciplinary Studies • General Education—our local GE, should it evolve? Look at how it lines up with CSU-GE and IGETC. • Student preparedness for our courses, in general, including requisites timing out (and what steps we could take to help a student before requiring he/she re-take a requisite course). • Equity and curriculum—what does that look like, what does it mean to be equitable in the classroom, does it show up in our CORs, etc.
<p>3. Consent Calendar a. GE Applications b. Stand Alone Forms</p>	<p>Speaker: Isaac Escoto The following GE applications were presented: Area I - MUS 11F; Area VII - COMM 60. The following Stand Alone forms were presented: CNSL 61, EMT 401, EMT 402, EMT 403, PSE 61A, PSE 61B.</p> <p>Motion to approve M/S (Armstrong, Starer) Approved.</p> <p>Note that GE applications for 2016-17 will be due to Vanatta on February 15th. Question regarding a class losing its GE status—is there a process for getting that status back? Escoto stated that years ago, CCC updated the local GE area standards, and all courses were considered again, in reference to the updated standards. Courses that were not resubmitted or followed up on may account for the change in options per area. Course in question is a Spanish course—Escoto noted that Spanish for GE is currently being discussed. Escoto stressed importance of sharing local GE with constituents so that any course folks think may work for a given area can be considered by following our GE application process.</p>
<p>4. Baccalaureate Degree Proposal for Course Numbering</p>	<p>Speaker: Isaac Escoto What have we heard from constituents? We didn't hear very much/specific feedback. LaManque advocated for 300s, noted that EMT and P A courses would need to be moved, but not a significant number of courses. Armstrong noted that even if research shows that 300s used for</p>

	<p>upper-division, Foothill's numbering system doesn't follow any normal pattern, anyway. BH requested involving Dave Huseman in discussion, as there may be Title 22 issues with moving EMT courses.</p> <p>Phyllis Spragge noted that CSU typically uses 300s/400s for upper-division (300s for juniors, 400s for seniors). Not universal, but most predominant. Proposing use of 300s but is open to consensus. Other pilot programs using 300s/400s; West LA using 300s/400s for their Dental Hygiene program. LaManque noted that we will be readdressing terminology used for course numbering in catalog, in general. Plan to move forward with 300s, barring any concerns from the state regarding current 300-level courses.</p>
<p>5. Upper Division GE Approval Process</p>	<p>Speaker: Isaac Escoto Continuing discussion regarding need to create approval process. Courses have already been written for Dental Hygiene baccalaureate degree and we may have more in the future, if we end up offering other baccalaureate degrees. Previous suggestions included using existing GE subcommittees; discussing all upper-division GE at CCC; creating single upper-division subcommittee. LaManque stated that we can stress that this is an ad hoc approach, if necessary, and not permanent process. Concern that IS course does not fit within existing local lower-division GE areas—better to use CCC or single upper-division subcommittee. Starer supportive of using CCC but ensuring course proposer attend meeting and engage in discussion. Escoto will research universities' guidelines for approving upper-division. LaManque likes the idea of using CCC—saves a step, because even if subcommittee used, CCC will still want to discuss; also, ensures transparency around courses. Day suggested soliciting input from colleagues at universities, especially in terms of what they look for when reviewing courses. LaManque noted timing—discussions will likely occur in January. Escoto stressed that course application to state will begin in February and only three CCC meetings left until then. Mention of maybe reaching out to a CSU colleague for ideas of how they approve upper-division GE. Escoto noted that any documentation will be helpful, if we don't have time for a visitor. Plan to move forward using CCC to approve.</p> <p>Spragge unsure what form to use to submit for GE—could use existing forms and select which works best for each course. Escoto noted that looking at universities' processes should inform our own application process. Spragge's research found document from SJSU Academic Senate that includes language around GE and disciplinary writing outcomes; document from CSU Senate (March 2015) about upper-division GE. Spragge found that CSU has quite a bit of flex room around GE because it's imbedded into the major and schools are mandated to cap units at 120. Day asked about resolutions adopted by ASCCC—how will they affect this? Escoto noted that resolutions direct ASCCC leadership to act, most commonly to work with the Chancellor's office, regarding Title 5; stressed that our best path is to follow resolutions. Spragge chose IS discipline for the purpose of having flexibility as to how the course may be taught (i.e., team teaching). Course</p>

	written with assistance from faculty in library, math, BSS; will have discipline expertise in many areas, due to team teaching. Hopes that the discipline will encourage faculty to write lower-division courses in IS. Noted that existing minimum qualifications will be used for faculty who will be teaching.
6. Non-credit Course Outlines Overview	<p>Speaker: Isaac Escoto</p> <p>Concern during previous discussion regarding CORs for non-credit—how do they differ from credit CORs? Process is the same. PCAH has table (pg. 24): Comparison of Requirements by COR Type. Breaks down state-required sections of COR. Differences: no units for non-credit, prerequisites/advisories are optional, out-of-class work is optional, grades are optional. PCAH includes extensive information, if interested. Question about non-credit on transcripts—courses are listed with grade, if applicable, but do not affect GPA. LaManque noted that SLOs are still required for non-credit. Escoto shared ASCCC Course Outline of Record Guide, specifically Elements That Apply to Noncredit Courses section (pg. 42). Very helpful and good to use as a reference, in general; will email to CCC. The document is also linked on the curriculum website under “Other Resources.” LaManque noted increased interest due to enhanced non-credit (apportionment); state beginning to explore reporting data and tracking students. In discussions about requiring a grade notation for non-credit certificates. Question about whether pass/no pass considered “grading”—yes. Question about whether non-credit affects load. Starer noted that non-credit on different salary schedule so load is different—only counts teaching hours and doesn’t include prep hours, etc. Mention of MOU between FA and district regarding non-credit and load. Counseling exploring non-credit courses in Transition to Work (TTW).</p>
7. Report Out from Division Reps	<p>Speaker: All</p> <p>BH: Working on Public Health TMC and related course proposals.</p> <p>PSME: Chemistry honors courses in development (1A/B/C, 12A/B/C); discussion around online course standards; Math My Way (235 & 230) will be offered at night in spring—Counseling pleased as many students test into the course, which currently is only offered at 10-11:50; stressed that this is a good example of equity.</p> <p>BSS (via Hueg): Working on Global Studies curriculum.</p> <p>Articulation: Reminder of December 1st deadline to submit for CSU-GE and IGETC for 2016-17. Question about process for submitting for transferability; Day automatically submits for transferability based on course number. Note that the Dec. 1st deadline is for transfer GE patterns specifically.</p>
8. Good of the Order	
9. Adjournment	3:30 PM

Attendees: Benjamin Armerding (LA), Kathy Armstrong (PSME), Rachelle Campbell (BH), Bernie Day (Articulation Officer), LeeAnn Emanuel (CNSL), Isaac Escoto (Faculty Co-Chair), Marnie Francisco (PSME), Brenda Hanning (BH), Kurt Hueg (Acting VP, Instruction—guest), Kay Jones (LIBR), Andrew LaManque (AVP, Instruction; Administrator Co-Chair), Don MacNeil (KA), Lety Serna (CNSL), Phyllis Spragge (D H faculty—guest), Paul Starer (Dean, LA), Victor Tam (Dean, PSME), Kristin Tripp-Caldwell (FA), Suzanne Weller (FA), Nataly Wijono (ASFC)

Minutes Recorded by: M. Vanatta