

College Curriculum Committee  
Meeting Minutes  
Tuesday, May 31, 2016  
2:00 p.m. - 3:30 p.m.  
President's Conference Room

Item	Discussion
1. Minutes: May 17, 2016	Minutes approved by consensus. <b>Approved.</b>
2. Announcements	<b>Speaker: Isaac Escoto</b> Co-requisites for new EMT non-credit courses for 2017-18. Please share with your constituents.
a. Notification of Proposed Requisites	
b. New Course Proposals	The following proposals were presented: EMT 401A, 402A; ENGL 25A; KINS 54; NCEL 470, 471, 480; PHED 15A, 15B, 15C. No comments. Please share with your constituents.
c. SLOAC Work	<b>Speaker: Jennifer Sinclair—SLO Committee co-chair</b> For the past few years, SLO coordinators have supported their divisions locally, but did not meet as a group. SLO Committee formed this year. Among topics discussed: connection between SLOs and Program Review, as part of process of reflection and improvement, and how to make this connection more explicit across campus. Accreditation also a big topic for this year. Working on how to communicate big picture and parts to campus; working on handbook to provide resources for faculty. Discussing professional development to support faculty to understand connections and develop strong practice of reflective improvement. Discussing equity, e.g., how cultural competence is related to assessment. Working to integrate SLOAC efforts with other groups across campus.
d. Academic Senate Structure	Ongoing conversation regarding structure of Academic Senate representation. Group at senate outlined options for how senate might represent faculty, based on feedback received. Please review options and share with your colleagues; think about how this might relate to representation structure at CCC. Question regarding what prompted this discussion. Mainly related to divisional changes, e.g., Library becoming part of another division but continuing to have its own representation at senate and CCC. Please contact Escoto, Carolyn Holcroft or Patrick Morriss with any questions or comments.
e. Faculty Teaching & Learning Academy	<b>Speaker: Hilda Fernandez</b> Program is an 8-day summer intensive with a focus on strategic planning, especially targeting the first two weeks of a course. Topics will include syllabus redesign, collaborative strategies, support services. Contact Fernandez if interested.
f. CCC Reps for 2016-17	Escoto requested report-out from divisions, regarding administrators and CCC reps for 2016-17. Please email Escoto and Vanatta.
g. CCC Topics for 2016-17	Please consider the topics you would like CCC to address for 2016-17. Please email Escoto with suggestions—will be discussed and prioritized at next meeting.
3. Consent Calendar	<b>Speaker: Isaac Escoto</b>
a. Stand Alone forms	The following Stand Alone forms were presented: SOSC 1, 2. Courses related to creation of Global Studies ADT.  Motion to approve <b>M/S</b> (Armstrong, Starer) <b>Approved.</b> No

	comments
4. New Program Application: Public Health ADT	<p><b>Speakers: Isaac Escoto &amp; Shirley Treanor</b>  First read of new Public Health ADT. Will provide transfer options for students interested in health education, health administration, and public health. Day and Campbell noted high level of student interest in these fields. Creation of just one new course (HLTH 20) necessary for the degree. Question regarding use of CHEM 25 instead of CHEM 30A—Treanor noted that effort was made to use CHEM 30A, but because it does not match C-ID on TMC, it cannot be used. Day noted that most of the receiving schools looking for CHEM 25. Treanor noted that extensive discussion regarding focus of degree was an influence on which courses were selected. Question regarding students applying to other health science programs—would Public Health ADT work for them? Treanor noted that the TMC lists applicable CSU majors. Voting will occur at next meeting; please contact Treanor with any questions.</p>
5. AP Credit Policy check-in	<p><b>Speakers: Bernie Day &amp; Isaac Escoto</b>  Follow-up to work by Articulation Office, regarding review of departments' current AP credit policies.  PSME: C S still working with Day. Math approved Articulation Office's proposed change to policy; Chemistry &amp; Physics responded with their own change to policy. Noted question regarding "elective units" and how Foothill should implement, given the effort to be cohesive with policies at UC/CSU. Day noted that these additional units assessed for admission purposes, toward 90-unit total (e.g., student awarded 8 units for Chemistry but course is 5 units—extra 3 units counted toward 90 but not for a specific course). Follow-up question regarding language stating that elective units cannot be used to "meet the minimum" for graduation requirements. Day noted that this language is interpreted differently for transfer students vs. those who begin as Freshmen at four-year schools.  BH: Biology responded with their own change to policy—Day noted that their change would allow students using CSU GE or IGETC to apply AP credit, but students using local Foothill GE would not get lab credit. Comment regarding existing differences between Foothill GE and CSU GE/IGETC, e.g., Foothill GE has different lab requirements than CSU GE and IGETC.  FA: Still working with Studio Art; other departments approved Articulation Office's proposed change to policy.  LA: English approved Articulation Office's proposed change to policy; Foreign Languages initially rejected but are currently revisiting decision. Noted that Spanish wanted to wait until they are able to re-apply for Foothill GE—concerned about ensuring a level playing field for Spanish students.  BSS: Departments are discussing but have not yet responded.</p> <p>Day and Escoto can attend department/division meetings, if requested.</p>
6. Academic Adjustments for Students with Disabilities	<p><b>Speaker: Isaac Escoto</b>  Second read of document; no change to draft since first read at previous meeting. Question regarding use of "accommodations" vs. "adjustments"—Counseling noted recent change in Title 5 language. No comments or additional changes.</p> <p>Motion to approve <b>M/S</b> (Starer, Campbell) <b>Approved</b>.</p>
7. Cross-listing Policy	<p><b>Speaker: Isaac Escoto</b>  First read of document that was discussed at previous meeting.</p>

	<p>Comment that cross-listing was discussed during creation of new SOSC courses—draft of policy was shared, which helped to clarify any issues and inform decision to not cross-list. Please share draft with your constituents. Voting will occur at next meeting.</p>
8. Apprenticeship Curriculum Review	<p><b>Speaker: Isaac Escoto</b>  First read of document that was discussed at previous meeting. This has been an ongoing topic of discussion; document meant to support conversation regarding options for representation of Apprenticeship at CCC, with focus on practicality and process. Escoto shared document with senate and will notify of CCC's recommendation once voting occurs. Comment regarding option #2, focused on most important element being direct representation. BSS noted support for option #2 or combination of options #1 &amp; #4. Noted that current structure is similar to option #1—division believes that it doesn't work, as Apprenticeship not focused on curriculum. BSS concerned that division's lack of administrative oversight of Apprenticeship has created frustration when trying to work with faculty. Concern expressed regarding option #2—might not solve problems, and could "silo" Apprenticeship. Comment regarding support for combination of options #1 &amp; #4, and note that CCC reps well-versed in curriculum and will be able to successfully review curriculum.</p> <p>Question regarding number of students in Apprenticeship programs (thousands) and if Foothill can commit to hiring full-time on-campus faculty member. LaManque noted that part-time faculty has been hired but recent personal situation has limited their time at Foothill; additionally, lack of leadership in Apprenticeship department has resulted in current situation not working. LaManque stressed need for stronger connection with Apprenticeship faculty, who are all off-campus. Noted that hiring a full-time position will not solve integration of department within rest of Foothill curriculum. BSS again expressed support for CCC oversight; Apprenticeship invited to BSS CC but do not attend, and BSS feels that their questions are met with resistance. BSS's hope is that oversight from a larger body will net better results. Concern expressed that CCC oversight of Apprenticeship will result in agendas focused on Apprenticeship—CCC is already pressed for time to discuss wide range of topics. LaManque offered suggestion similar to how some other colleges handle this type of situation—CCC schedule one Apprenticeship-specific meeting per quarter. Concern expressed that option #4 goes against current CCC process and structure. Suggestion that part-time position be current Foothill faculty member, to be more connected to CCC. Question regarding difference between use of Technical Review Team (TRT) and option #2—Escoto noted that TRT would not be approving party; would review curriculum and ensure quality. Question regarding who would potentially serve on separate Apprenticeship CC—expressed hesitation to recommend option #2 if unknown who might be involved. Comment that Apprenticeship should be responsible for creating own CC and processes that go with it, as all other divisions have.</p> <p>Please discuss with your colleagues. Voting will occur at next meeting; hope is to have a majority decision to share with senate.</p>
9. Report Out from Division Reps	<p><b>Speaker: All</b>  LIBR: Creating honors version of LIBR 10.  PSME: Currently discussing Sunnyvale Center and its impact on division; concern regarding available resources for courses</p>

	<p>being offered. Upcoming search for dean to replace Tam.</p> <p>BSS: Creating honors version of POLI 1; working on Global Studies ADT.</p> <p>FA: Creating honors versions of two MDIA courses.</p> <p>BH: Working on changes to programs related to accreditation requirements; wondering if these types of changes can be fast-tracked through curriculum process. RSPT course will be switching to AHS, due to broad topic—aligns well to other programs in division.</p> <p>CNSL: Creating honors version of Transfer Readiness course.</p> <p>Question regarding June deadline and how divisions' constituents have responded. Vanatta noted that this will be the second year of the earlier deadline; clarified that there were two deadlines during the 2014-15 academic year, but each applied to a separate catalog <i>[note: 12/5/14 deadline for 2015-16 catalog; 6/19/15 deadline for 2016-17 catalog]</i>. Question regarding possibility of accepting curriculum on a rolling basis. Mixed comments from divisions—some reported process going smoothly, while others reported faculty being confused or pushing back when presented with early deadline. Comment that early deadline “lights a fire” to facilitate submissions. Concern expressed that faculty making minor changes to a course take just as long as new courses. Question regarding substantive vs. non-substantive changes <i>[note: CCCCC language is slightly different: “substantial” and “non-substantial”]</i>. Vanatta noted that any change to a COR requires same process, no matter how major or minor; COR must be fully reviewed for Title 5 compliance. Noted that CCCCC process of reviewing changes can take months—new courses tend to be reviewed quicker than substantial changes. Concern expressed regarding implementing a minor change to a COR before COR officially updated (e.g. # of essays required)—adjuncts teaching the course might not know about the change; additionally, those who evaluate the instructor will use current COR to evaluate. Day noted that certain sections of COR (e.g., Methods of Evaluation) offer more flexibility. Concern expressed regarding programs that need to react more quickly to changes in topic being taught (e.g., Allied Health programs). CCC Team will discuss current process; Escoto reminded the group that the deadline change from December to June was discussed at length, and approved by CCC.</p>
10. Good of the Order	
11. Adjournment	<b>3:30 PM</b>

**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), Basil Farooq (ASFC), Hilda Fernandez (English faculty—guest), Valerie Fong (LA), Marnie Francisco (PSME), Brenda Hanning (BH), Kurt Hueg (Acting VP, Instruction—guest), Kay Jones (LIBR), Marc Knobel (PSME), Andrew LaManque (AVP, Instruction; Administrator Co-Chair), K. Allison Lenkeit Meezan (BSS), Jennifer Sinclair (Mathematics faculty—guest), Paul Starer (Dean, LA), Shirley Treanor (Health faculty—guest), Kristin Tripp-Caldwell (FA)

**Minutes Recorded by:** M. Vanatta