

**College Curriculum Committee
Meeting Minutes
Tuesday, November 22, 2016
2:00 p.m. – 3:30 p.m.
President’s Conference Room**

Item	Discussion
1. Minutes: November 8, 2016	Minutes approved as written. Approved by consent.
2. Announcements a. New Course Proposal b. CCC Co-Chair c. New AP Legislation	<p>Speaker: Isaac Escoto Escoto noted upcoming panel at Foothill on Immigration, on 11/30.</p> <p>The following proposal was presented: EDUC (course number TBD). Course is being developed to meet requirement for Elementary Education ADT. Day noted that course will not be submitted for IGETC (correction to proposal form) but will be submitted for general UC transferability.</p> <p>This is the last year of Escoto’s second term as Senate VP and Curriculum Co-Chair; will not be running for an additional term. Please reach out to Escoto with any questions regarding the role. Term ends at the end of the academic year. Note that senate constitution requires co-chair to have served on CCC within the previous three years.</p> <p>Speaker: Bernie Day Recent mandate for ASCCC and CCCCCO to develop common AP policy for all CA community colleges, regarding GE (local, CSU GE & IGETC) by the end of June, 2017. If not developed, colleges must adopt the AP policy for CSU GE as local policy, starting July. Day has reached out for further information, but has not yet received any additional insight. Note that this does not affect our local AP policy related to major courses—just for GE courses.</p>
3. Noncredit Subject Codes	<p>Speaker: Isaac Escoto First read of proposed Noncredit Subject Codes Policy document. Currently, most noncredit courses use a subject code starting with “NC,” but some subject codes do contain both credit and noncredit courses. If adopted, policy would require noncredit courses to use subject codes starting with “NC.” Bio Health concerned about impact on their students—moving noncredit courses out of EMR/EMT subject codes would mean students may not become aware of them, because they would not show up when students looking at courses in EMR/EMT in online search. Ong noted that students currently search for Adaptive Learning to find all AL courses, regardless of credit status—moving noncredit courses would affect those students, many of whom are students with disabilities. Suggestion to consider whether students specifically search for noncredit courses, or search for courses in a specific department regardless of credit status.</p> <p>Counseling noted that using specific "NC" designation for noncredit will be helpful, in terms of continuity; noted that students frequently have questions regarding which courses are transferable, so they may not be paying close attention to course numbering system (which currently separates noncredit, as 400-level). LaManque concerned that students may inadvertently register for noncredit version of EMT courses, for example. Suggestion to include “noncredit” within course title for noncredit</p>

	<p>courses in EMT, to prevent confusion. Question regarding whether or not a course can use “NC” subject code but still show up when a student searches for overall department (e.g., search for EMT department will return credit and noncredit courses, regardless of subject code). LaManque noted that he believes search function is restricted to subject code. Dave Huseman noted that, in the first week of the EMR/EMT program, students receive explanation regarding the two options of credit and noncredit, so that the student can make the appropriate decision. Noted that both credit and noncredit students may take national test at end of program and apply for the same job position upon passing, regardless of which version of courses taken. Question regarding the legality of offering same course as credit and noncredit—Bio Health clarified that specialized vocational does allow for this situation. Hueg noted that the state is encouraging colleges to create noncredit vocational programs, as a path to credit programs, but that students are unable to switch between credit and noncredit courses to fulfill program requirements.</p> <p>Escoto will put together list of nuances and comments expressed for reps to use in conversation with constituents. Second read and possible action will occur at next meeting.</p>
<p>4. New Department Code: EMS</p>	<p>Speaker: Isaac Escoto Bio Health has approved the creation of a new department/subject code of EMS (Emergency Medical Services). All current courses in EMR, EMT & EMTP will be moved to EMS; most course numbers will not change (see attachment for exceptions). This code will go into effect for the 2017-18 catalog. Note that new code of PARA, announced at 10/25/16 CCC meeting, will not be used, as it is already in use at De Anza.</p> <p>Huseman noted that listing all courses under one designation will make it clear to students how courses relate to one another, and the pathway for students within the department. Students have expressed confusion when trying to figure out sequence of courses. Noted that Santa Rosa uses a similar system.</p>
<p>5. Stand Alone Approval Request: EMT 50A</p>	<p>Speaker: Isaac Escoto Second read of Stand Alone Approval Request for EMT 50A.</p> <p>Motion to approve M/S (Schultz, Anderson). Approved.</p>
<p>6. Stand Alone Approval Request: EMT 51A</p>	<p>Speaker: Isaac Escoto Second read of Stand Alone Approval Request for EMT 51A.</p> <p>Motion to approve M/S (Schultz, Anderson). Approved.</p>
<p>7. Stand Alone Approval Request: EMT 401A</p>	<p>Speaker: Isaac Escoto Second read of Stand Alone Approval Request for EMT 401A. Noncredit version of EMT 50A.</p> <p>Motion to approve M/S (Schultz, Anderson). Approved.</p>
<p>8. Stand Alone Approval Request: EMT 402A</p>	<p>Speaker: Isaac Escoto Second read of Stand Alone Approval Request for EMT 402A. Noncredit version of EMT 51A.</p> <p>Motion to approve M/S (Schultz, Anderson). Approved.</p>
<p>9. New Program Application: Humanities Certificate of Achievement</p>	<p>Speaker: Isaac Escoto Item has been pulled from today's agenda, at the request of the faculty member. Will be postponed to next meeting.</p>

<p>10. New Program Application: Emergency Medical Technology Non-Credit Certificate</p>	<p>Speaker: Isaac Escoto Second read of new Emergency Medical Technology (EMT) noncredit certificate.</p> <p>Motion to approve M/S (Schultz, Cooper). Approved.</p>
<p>11. Stand Alone Approval Request: ALTW 223</p>	<p>Speaker: Isaac Escoto First read of Stand Alone Approval Request for ALTW 223. Course will be permanently Stand Alone.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>12. Stand Alone Approval Request: ALTW 229</p>	<p>Speaker: Isaac Escoto First read of Stand Alone Approval Request for ALTW 229. Course will be permanently Stand Alone.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>13. Stand Alone Approval Request: NCEL 470</p>	<p>Speaker: Isaac Escoto First read of Stand Alone Approval Request for NCEL 470. Course will be permanently Stand Alone. Suggestion to rewrite language in Criteria B section of application, which makes note of interviewing chefs and restaurant managers, to a more general statement.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>14. Stand Alone Approval Request: NCEL 471</p>	<p>Speaker: Isaac Escoto First read of Stand Alone Approval Request for NCEL 471. Course will be permanently Stand Alone. Suggestion to rewrite language in Criteria B section of application, which makes note of interviewing chefs and restaurant managers, to a more general statement.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>15. Stand Alone Approval Request: NCEL 480</p>	<p>Speaker: Isaac Escoto First read of Stand Alone Approval Request for NCEL 480. Course will be permanently Stand Alone.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>16. Stand Alone Approval Request: PSE 56</p>	<p>Speaker: Isaac Escoto First read of Stand Alone Approval Request for PSE 56. Intent is to include in the new Instructional Design & Technology certificate.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>17. Adding a Course Discipline</p>	<p>Speaker: Isaac Escoto Moved to next meeting, due to time constraint.</p>
<p>18. Foothill Courses Offered at Local High Schools</p>	<p>Speaker: Isaac Escoto & Jazmine Garcia Escoto noted recent resolution passed at Fall Plenary regarding dual enrollment programs. Garcia is CTE Pathways and Grants Program Coordinator. Garcia links high school (HS) pathways programs to Foothill programs; some HS offer programs and some offer stand alone CTE courses. No official definition of "dual enrollment" at the state level—definition used in Garcia's department is that the student is dually enrolled at the HS and the college. "Dual credit" (also called "concurrent enrollment") is when a student takes a college course that counts on HS transcript and college transcript. Example of Sports Medicine pathway at Palo Alto HS—noted that in spring semester of senior year, students not enrolled in pathway course, which is seen as opportunity for dual enrollment in a course as a bridge to a program here at Foothill. Garcia reviews pathway courses for possible articulation</p>

	<p>with Foothill courses. Articulation involves faculty and program directors from both schools. Articulated courses are HS-owned courses; after finishing course, student must submit form to Foothill to apply for Foothill credit.</p> <p>Question regarding Middle College’s relationship—considered a form of dual enrollment. Question regarding a student taking, for example, KINS 1 at the HS level and then receiving credit at Foothill via HS articulation, can the student then transfer the course to a four year school? Day noted that when HS articulation was first devised, the idea was for Foothill to be the terminal institution for such courses; however, record keeping issues complicate the situation. Many colleges are moving to a model of credit by exam instead of articulation, which further allows the course to be listed on the college transcript (HS articulation does not). Garcia noted that the state Chancellor’s Office is sponsoring new software system to eliminate need for paperwork related to HS articulation. Will enable HS instructor to input grades that then feed into Foothill’s system, for record keeping.</p> <p>Courses listed on attachment are those offered at HS locations and taught by Foothill faculty. Question regarding ratio of HS to college students enrolled in these courses—not many college students take courses offered at HS location (note that some courses are online sections). Day noted recent conversation with USC, in which they stated that a student who took course at HS, as a HS student, cannot then receive credit at USC. Concern that parents might not be aware of such issues. Garcia noted that she does present concerns such as this when setting up relationships with HS, so that all are aware. Question regarding intention of program, and comment that HS listed may not be reaching those student populations who need the most help in transitioning to college. Garcia noted recent and future efforts at additional HS that may reach underserved populations. Comment that offering Foothill courses at any HS can help increase visibility of Foothill and improve image of community college. Garcia noted that HS instructors do meet minimum qualifications and undergo a specific hiring process.</p>
<p>19. Report Out from Division Reps</p>	<p>Speaker: All Apprenticeship: Bruce McLeod shared Resolution for Apprenticeship Curriculum Committee document. McLeod has been working closely with sites, specifically with San Leandro, on new course proposals. Proposals are being finalized, but CC does not yet exist for approval purposes. LaManque noted that while CCC did approve Apprenticeship to have separate CC last year, said approval did not include any specific details as to structure or membership of CC. McLeod’s intent is to involve site instructors in curriculum and process, and proposed CC would consist of Foothill faculty chairperson (McLeod, currently) and 3-5 instructors and/or site coordinators from a variety of fields. Has received buy-in from multiple instructors. Escoto noted not only need for CC to exist for curriculum purposes, but also the topic of representation at CCC, which will be discussed at senate in winter quarter. Will forward McLeod’s document to group; further discussion will occur at next meeting. Please share with your constituents. PSME: Discussing creating calculus II honors course (MATH 1BH). Revisiting structure of pre-calculus courses. Articulation: C-ID will now accept the first course in Statway (MATH 217) as a prerequisite for second course in Statway</p>

	<p>(MATH 17), meaning that we can now submit MATH 17 for C-ID approval. PSME comment that MATH 17 does not match C-ID descriptor and may not be accepted. Update to Biology ADT: Day has been in conversation with the state Chancellor's Office regarding unit calculation for IGETC for STEM, and the state has lowered units. ADT has been resubmitted for approval.</p> <p>BHS: Horticulture department will be proposing cannabis production course. Dental Assisting also developing new courses. New chemistry prerequisite for Veterinary Technology.</p> <p>Counseling: Noted increase in students visiting counseling at the end of the quarter; asked faculty to encourage students to visit counselors throughout the quarter, as students have been waiting until the end of the quarter.</p> <p>Ong: The Testing Center will strictly enforce their 7-day policy for finals—please share with your students. This policy refers to seven business days. The exam is not needed seven days in advance, but the student must inform the Testing Center seven or more days in advance of the scheduled final.</p>
20. Good of the Order	
21. Adjournment	3:27 PM

Attendees: Mark Anderson (FA), Rachelle Campbell (BH), Milissa Carey (FA), Sara Cooper (BH), Bernie Day (Articulation Officer), Isaac Escoto (Faculty Co-Chair), Brian Evans (BSS), Basil Farooq (ASFC), Valerie Fong (LA), Marnie Francisco (PSME), Jazmine Garcia (guest—CTE Pathways Program), Kurt Hueg (Dean, BSS), Dave Huseman (guest—BH), Kay Jones (LIBR), Andrew LaManque (Interim VP Instruction, Administrator Co-Chair), Don MacNeil (KA), Bruce McLeod (guest—FA), Teresa Ong (guest—Dean, DRC), Gillian Schultz (BH), Lety Serna (CNSL), Lori Silverman (Interim Dean, PSME), Bill Ziegenhorn (BSS)

Minutes Recorded by: M. Vanatta