

**College Curriculum Committee
Meeting Minutes
Tuesday, December 6, 2016
2:00 p.m. – 3:30 p.m.
President's Conference Room**

Item	Discussion
1. Minutes: November 22, 2016	Minutes approved as written. Approved by consent.
2. Announcements a. New Course Proposal b. Notification of Proposed Requisites	Speaker: Isaac Escoto The following proposal was presented: AHS 60. Current AHS 200 course includes medical terminology but is being revised to remove that content. Bio Health noted course number might change, to avoid confusion with AHS 60A. Prerequisites for new MUS and THTR courses for 2017-18; also listed is an ongoing requisite, for which a Content Review form was not on file. Please share with your constituents.
3. Consent Calendar a. GE Applications	Speaker: Isaac Escoto The following GE applications were presented: Area VI—ENGL 45A, 45B. Question regarding if courses are new—Language Arts noted courses were previously a three-course sequence and have been changed to two. Motion to approve M/S (Cooper, Anderson). Approved.
4. Noncredit Subject Codes	Speaker: Isaac Escoto Second read of document. Question as to why noncredit courses can't simply be designated as such in the course title, without having to be listed in a different section of catalog (e.g., EMS). Comment that if goal is to lessen confusion for students, adding "noncredit" to course title is clearer than using different subject code. Question as to whether or not students can search for just noncredit courses online—group is unsure [<i>note: the online Searchable Class Schedule does not include the option to search for noncredit courses as a course type</i>]. Escoto will contact A&R to see what is possible. Suggestion to put "NC" at end of subject code instead of beginning, so that codes will be closer to credit versions, alphabetically. Counseling noted the need to frequently explain course numbering system to students; unsure if relying on that as only designation is sufficient. Noted that having all noncredit listed together in department drop-down box (in online search) is convenient when looking at courses with students. Comment that it might be good to get feedback from students. Comment that while some students might be browsing noncredit in general, others (e.g., EMS) might be searching specifically for department and not necessarily noncredit (but would like to see all courses). Bio Health concerned that some EMS students may end up not enrolling for course at all if they don't see noncredit version. Escoto noted that today's agenda item concerns a specific policy proposal and that, while larger discussion is important and relevant, we should primarily focus on proposed policy. LaManque noted that policy can be revisited; recent push to develop more noncredit courses will probably result in new noncredit disciplines being used, which will need new subject codes—may be good to have a policy in place when those codes/courses are created. Vanatta noted that new noncredit EMS courses are part of

	<p>recently-approved noncredit EMT certificate, which cannot be submitted to the state for approval until all courses are approved in the state's system; would like to use correct subject code (whether EMS or other) for initial course submission, to prevent further delay of certificate submission.</p> <p>Policy tabled. Did not go to a vote, as there was no motion to act on the item.</p>
<p>5. New Program Application: Humanities Certificate of Achievement</p>	<p>Speaker: Isaac Escoto Second read of new Humanities Certificate of Achievement. Falk Cammin from Humanities department present for discussion. Regarding concern that unit count not high enough for students to receive financial aid—Cammin noted that students pursuing this certificate will be also pursuing an AA degree and, thus, will be eligible for financial aid. Others may already be in the workforce and, Cammin believes, may not have financial aid need. Regarding concern that courses not articulated with USF, which is receiving transfer institution for certificate—Cammin noted grant is not yet approved, and will be submitted, in January, for final approval in April. Pathway with USF cannot be established until grant is approved. Presented letter from USF expressing commitment to working with FHDA district to align courses. Day noted that the state will no longer approve a certificate of achievement marked as transfer (except for CSU GE or IGETC patterns); majority are workforce, but may submit as “other,” with supporting documentation that certificate is part of a transfer partnership with a university. Day contacted the state Chancellor’s office and was told that they don’t think the letter from USF is sufficient to support. Question regarding possibility of offering program outside of official certificate designation—Cammin noted program is the first of its kind here, and certificate has been developed as best option.</p> <p>Escoto noted approval may be given contingent on further steps by USF. Noted that a program should not be sent to the state for approval without our being confident in its approvability. Question regarding ADT for Humanities—Day noted that one has not been developed by the state and no related ADT exists. Unlikely that one will be developed, as ADTs created based on student demand; Humanities as a specific major is not in high demand. BSS noted that all courses listed are currently offered, and creation of the certificate will only add opportunity for students—will not result in any negative consequences for students. If grant is not approved, certificate will not be offered.</p> <p>Motion to approve M/S (Schultz, Lety). Approved, contingent on articulation agreement with USF.</p>
<p>6. Stand Alone Approval Request: ALTW 223</p>	<p>Speaker: Isaac Escoto Second read of Stand Alone Approval Request for ALTW 223. Comment regarding Criteria A and whether or not course applies to the mission in offering “lower division level” instruction; as form is written, confusion if course needs to be both academic and vocational (note that comment also applies to other Stand Alone requests). Note that perhaps language on form should be made more clear, to prevent confusion when reviewing. LaManque noted that the point of the review is to ensure that Stand Alone courses support the college mission, since they’re not part of a degree or certificate. Bio Health noted that many programs in division are both vocational and academic.</p>

	Motion to approve. Approved by consent.
7. Stand Alone Approval Request: ALTW 229	Speaker: Isaac Escoto Second read of Stand Alone Approval Request for ALTW 229. Motion to approve. Approved by consent.
8. Stand Alone Approval Request: NCEL 470	Speaker: Isaac Escoto Second read of Stand Alone Approval Request for NCEL 470. Criteria B section of application has been updated, based on suggestion at previous meeting. Motion to approve. Approved by consent.
9. Stand Alone Approval Request: NCEL 471	Speaker: Isaac Escoto Second read of Stand Alone Approval Request for NCEL 471. Criteria B section of application has been updated, based on suggestion at previous meeting. Motion to approve. Approved by consent.
10. Stand Alone Approval Request: NCEL 480	Speaker: Isaac Escoto Second read of Stand Alone Approval Request for NCEL 480. Motion to approve. Approved by consent.
11. Stand Alone Approval Request: PSE 56	Speaker: Isaac Escoto Second read of Stand Alone Approval Request for PSE 56. Motion to approve. Approved by consent.
12. Apprenticeship Curriculum Committee Resolution	Speaker: Isaac Escoto First read of proposed Apprenticeship Curriculum Committee Resolution document. Discussion of CC creation at previous meeting, with Bruce McLeod (Foothill faculty liaison) present; resolution first presented then, as a late addition to the agenda. Escoto noted that curriculum is currently on hold due to lack of CC to review. Comment that resolution is a good foundation and can always be revised in the future if changes are necessary. Confusion expressed regarding language in resolution: "Foothill faculty chairperson... [as] a voting member of the [CCC]." Resolution states that chairperson will have a vote, as with all division CCs, but Escoto must first discuss specific issue at senate. As with all division CCs, representative (McLeod, at this time) will attend CCC meetings and submit Apprenticeship CC minutes. Motion to approve M/S (Francisco, Ziegenhorn). Approved; senate discussion on representation pending.
13. Stand Alone Approval Request: CNSL 8H	Speaker: Isaac Escoto First read of Stand Alone Approval Request for CNSL 8H. Course will be permanently Stand Alone. Question regarding need for honors version of course. Counseling noted course is a seminar focusing on nuances of transfer; intent is to help honors students who are planning to attend highly selective colleges and universities. Honors students focus on taking honors-specific courses and might not enroll in regular version of the course. Day noted that regular CNSL 8 course reviews CSU GE, IGETC, upper division coursework; 8H will focus more on specifics of private and more selective colleges and universities. Concern expressed regarding equity—Escoto noted course not the only venue in which students may learn this information. Can also visit Transfer Center, for example, for information and assistance. Comment

	<p>that course may also help population of students focused on "elite" schools in other regards, such as addressing pressures put on students. Day noted course has been approved for UC transfer. Noted that approximately 1/3 of Foothill students transfer to private and out-of-state schools.</p> <p>Second read and possible action will occur at next meeting.</p>
14. Stand Alone Approval Request: NCP 400A	<p>Speaker: Isaac Escoto First read of Stand Alone Approval Request for NCP 400A. Course will be permanently Stand Alone. <i>[Note: see item 15 for comments.]</i></p> <p>Second read and possible action will occur at next meeting.</p>
15. Stand Alone Approval Request: NCP 400B	<p>Speaker: Isaac Escoto First read of Stand Alone Approval Request for NCP 400B. Course will be permanently Stand Alone. General comment regarding Criteria B section of form and if an attachment is required, whether it's information from ASSIST or supporting documentation for occupational courses. Escoto noted documentation should be attached and CCC can request further information, if group does not feel that form is sufficiently completed. LaManque noted that, for NCP, division should provide further information regarding need for courses. Question regarding NCP courses relating to Child Development department—Counseling noted that intent of courses is to attract students who will then transition into credit courses here at Foothill, possibly in Child Development. Escoto stated that feedback regarding attaching additional information will be sent to faculty who submitted these forms.</p> <p>Second read and possible action will occur at next meeting.</p>
16. Stand Alone Approval Request: NCP 401B	<p>Speaker: Isaac Escoto First read of Stand Alone Approval Request for NCP 401B. Course will be permanently Stand Alone. <i>[Note: see item 15 for comments.]</i></p> <p>Second read and possible action will occur at next meeting.</p>
17. Adding a Course Discipline	<p>Speaker: Isaac Escoto Moved to next meeting, due to time constraint.</p>
18. Timing of List of Courses not Taught in Four Years	<p>Speaker: Isaac Escoto Last year was the first for our new process of deactivating courses not taught in four years. The list was sent out on 2/11/16, and the deadline for divisions to submit exemption request forms was 3/10/16. Checking in to see if timing worked for reps. Question regarding possibility of also listing courses not taught in three years, to provide a heads up for the following year. Suggestion to provide list at first CCC meeting in winter quarter. Vanatta noted deadline will probably be in mid-March, as it was last year—based on CCC meeting schedule. List will be shared at 1/24/17 CCC meeting (first of winter quarter); LaManque will look into crafting list of courses not taught in three years, as well.</p>
19. Program Creation Process	<p>Speaker: Isaac Escoto Escoto shared draft of new version of Program Creation & Approval Flow Chart documents. When program creation documents were created, all ADTs were mandated by the state, so we allowed them to skip certain steps of regular process. Now that we are developing ADTs that are not mandated, we need to modify documents to note that non-mandated ADTs follow the same process as local degrees. Documents also do not include</p>

	<p>noncredit certificate programs. Escoto noted that noncredit programs would not go to the transfer work group but that early discussion at that step may be useful. Workforce work group could be an option. LaManque noted that many noncredit programs are workforce-related and believes that group makes the most sense. Escoto noted that current documents list Academic & Professional Matters (APM) step (info-only) occurring after Division Dean review, and suggested that APM be moved to follow review by work group. LaManque noted that programs currently are not sent to Operations Planning Committee (OPC), which is currently listed as a step in the process.</p> <p>Escoto noted that CCC review of new programs does not occur until late in the process, and CCC has recently voiced concerns, when reviewing program applications, that were not discussed earlier in the process. Suggested that we consider a way to include CCC getting new program info, early in the process. Comment that division CC should be involved earlier. LaManque clarified that the first part of the process, through Planning & Resource Committee (PARC) review, is supposed to be minimal and occur before the full program is fleshed-out. Review through PARC is to ensure buy-in from those various groups. Stated that faculty have, instead, been creating full program application at the beginning of the process and sending that through all of the steps. Comment regarding a perception among groups early in the process (e.g., PARC) that these groups are approving programs, whereas the process is supposed to be review and endorsement, not approval—this can create perception that CCC is acting as a road block when we present concerns that others have not.</p> <p>Please share thoughts and concerns with your constituents. Discussion will continue next quarter.</p>
20. Report Out from Division Reps	Speaker: All Moved to next meeting, due to time constraint.
21. Good of the Order	
22. Adjournment	3:32 PM

Attendees: Mark Anderson (FA), Kathy Armstrong (PSME), Falk Cammin (guest—BSS), Milissa Carey (FA), Sara Cooper (BH), Bernie Day (Articulation Officer), Leticia Delgado (CNSL), Isaac Escoto (Faculty Co-Chair), Brian Evans (BSS), Valerie Fong (LA), Marnie Francisco (PSME), Kurt Huelg (Dean, BSS), Kay Jones (LIBR), Andrew LaManque (Interim VP Instruction, Administrator Co-Chair), Don MacNeil (KA), Gillian Schultz (BH), Lety Serna (CNSL), Barbara Shewfelt (KA), Lori Silverman (Interim Dean, PSME), Bill Ziegenhorn (BSS)

Minutes Recorded by: M. Vanatta