

**College Curriculum Committee  
Meeting Minutes  
Tuesday, October 3, 2017  
2:00 p.m. – 3:30 p.m.  
President's Conference Room**

Item	Discussion
1. CCC Orientation	<p><b>Speaker: Rachelle Campbell</b> Overview of who serves on CCC; responsibilities of faculty, regarding curriculum; role of CCC; role and responsibilities of CCC reps; importance of CORs; history of CCC; resolutions process; COR process in C3MS; contact names. LaManque noted that Curriculum Team (himself, Campbell, Day, and Vanatta) meets the week before each meeting to set agenda.</p> <p>LaManque provided an update regarding accreditation. Site visit next week; team will be here Monday-Thursday, working in Toyon Room. Will hold two open meetings. Report-out meeting will be Thursday at 1:30 PM in Appreciation Hall. LaManque presented to the group for discussion two sample questions for discussion:</p> <p>How does the college use data, particularly data about incoming students, to determine curricular needs? Starer: at the dean level, placement data used to determine which courses will be offered (e.g., basic skills vs. transfer-level); data may also be used to drive requisites (adding/removing). McLeod: Theatre dept. has been brainstorming marketing strategies, partially based on data on incoming students (e.g., service area; which high schools are (or are no longer) sending students here). Fernandez: Student Equity Workgroup looked at data regarding retention issues to determine where focus could be. Starer: data used in program review and while establishing bachelor degree.</p> <p>How does the college incorporate adjunct faculty into curriculum development? Anderson: Fine Arts division encourages adjuncts to create curriculum, and they serve on division CC. Tran: Apprenticeship faculty are adjuncts, even if full-time employees at their trade; they participate in division CC meetings. Fernandez: adjuncts given a stipend to participate in English dept.'s Reading Initiatives workshop. Ziegenhorn: BSS dept. and division meetings a mix of adjuncts and full-time. Cooper noted same, in Bio Health.</p>
2. Minutes: June 20, 2017	<b>Approved by consensus.</b>
3. Report Out from Division Reps	<p><b>Speaker: All</b> Campbell noted that, in the past, this topic was placed at the end of each meeting, and sometimes rushed. Would like to highlight news from divisions (e.g., projects, curriculum in development, dual enrollment initiatives, etc.) and discuss best practices so that we can all learn from each other.</p> <p>Bio Health: Developing Landscape Technician certificate (on today's agenda). Working on Veterinary Assisting Apprenticeship program, using some current V T courses as a foundation; will be hosted at SF SPCA.</p> <p>Apprenticeship: This will be the first full year with an active, functioning division CC. Focus on coordinating similar curriculum across different sites (currently, overlap exists with curriculum between multiple sites). New AVP may determine additional priorities. Looking at ways to change or streamline process for Apprenticeship curriculum development—McLeod has already</p>

	<p>spoken with VP of Instruction. Working on new Culinary Arts program, in San Jose.</p> <p>Counseling: Plan to offer more of CNSL 8; more students opting to not take CNSL 5, hope is for students to get information in other way. Career Life Planning course going well. Focus is on how counselors provide service to students at all levels; now have live video counseling (via services like Zoom), which has particularly helped Distance Learning students. Having some difficulty with new EduNav system. Starting to review TAGs (Transfer Admission Guarantee).</p> <p>Articulation: Recently, CSU made drastic changes to GE requirements. Removed restrictions preventing offering oral communication or lab science courses online (now any CSU GE course may be offered online). In Area B-4, removed requirement of intermediate algebra prerequisite for a course to be approved, which opens up possibility of our submitting additional courses.</p> <p>BSS: Challenge is how to get as many people from each dept. (13 in BSS) to be involved in division meetings. Using Zoom to teleconference. Trying to determine best time of week to hold meetings—asked group for suggestions. Shewfelt said 7:00 AM. Focus is on encouraging faculty to begin reviewing curriculum in the fall, to avoid rushing.</p> <p>PSME: Noted that CSU GE change to Area B-4 will surely spark discussion, due to many students transferring to colleges other than CSUs, many of which do require that prerequisite.</p> <p>Fine Arts: Journalism dept. launched student newspaper! Revamping a lot of curriculum. Slight dip in enrollment—encouraging faculty to modernize curriculum, when possible. Robust division CC this quarter.</p> <p>Kinesiology: Large number of Title 5 updates this past cycle. Two new courses, Introduction to Sports Management (KINS 54) and Women in Sports (KINS 10), will be submitting for GE.</p> <p>Language Arts: Katie Ha in TLC putting together new noncredit certificate: Writing for Academic and Career Advancement. Japanese and Spanish depts. offering more online courses. English dept. creating new Writing in California course. Plan to review all Literature prerequisites, which aren't currently uniform; will incorporate data as well as align with C-ID. ESL dept. has committed to deactivating ESLL 26 (will offer ESLL 126), starting with the 2018-19 catalog.</p> <p>Library: Teaching LIBR 10 as part of FYE cohort; this year has new honors version (LIBR 10H), as well. Very useful for Library rep to hear about what's coming in other divisions so librarians can best support students.</p>
<p>4. Announcements</p> <p>a. Notification of Proposed Requisites</p>	<p><b>Speaker: Rachelle Campbell</b> Upcoming Black Minds Matter series—Campbell will email flyer.</p> <p>The next CCC meeting (10/24) will include a deep dive into our full curriculum process, including what occurs “behind the scenes.”</p> <p>New requisites for MATH 12 and some V T courses (all effective 2018-19); also listed are ongoing requisites, for which a Content Review form was not on file.</p>

<p>b. GE Subcommittee Membership</p> <p>c. CCC Priorities for 2017-18</p> <p>d. 11/7 Meeting Date Change</p>	<p>Campbell has been emailing last year's members to see if they will continue to serve. In particular need of members for Area I for fall, and Area IV for fall. Best practice is to have more than one person on each subcommittee. Serna has volunteered to help new members who have questions. Campbell has pending course substitution petitions; Vanatta has GE applications to distribute.</p> <p>Need to prioritize topics to discuss this year. List came from Isaac Escoto; Campbell added topics: Non-transcriptable Certificates, CLEP/Credit-by-Exam Policies, Curriculum Process (will begin discussion at next meeting). Campbell asked group for additional topics. PSME rep: science faculty concerned that certain students present dangerous situation in lab due to recency of prerequisite; other schools have recency requirements for labs. Campbell noted Student Preparedness topic on list, will add note regarding science labs. Starer: issues related to FSAs. BSS rep: Early College Promise program—would like further information and details. Campbell suggested broadening that topic to include dual-enrollment. Starer suggested further broadening to include service learning (when related to curriculum). Please email curriculum team with suggestions of any additional topics.</p> <p>Both CCC co-chairs on team attending IEPI Pathways meeting on 11/7; CCC meeting date will be moved to 11/14. Carolyn Holcroft will attend on 11/14 for a workshop on how to look at courses with an equity lens, which was a topic of discussion at CCC last year.</p>
<p>5. DRC Curriculum Committee Proposal</p>	<p><b>Speaker: Rachelle Campbell</b>  Present for discussion are Teresa Ong, LeeAnn Emanuel, Ben Schwartzman, all from Student Resource Center (SRC). Ong outlined proposal for SRC to have separate representation at CCC, as its own division. Last year, Academic Senate approved request for SRC to have a voice at CCC; this proposal is step 2. SRC curriculum currently spread across multiple divisions: Counseling, BSS, Kinesiology. Six full-time faculty; 40 part-time. Attending multiple division CCs is time consuming; would like to consolidate all curriculum. Much of the curriculum is noncredit; hope is for SRC faculty to become experts in noncredit and support adjuncts (many of whom are off-campus). Emanuel noted that SRC does program review as a group, separate from Counseling. Relying on Counseling to guide through curriculum is challenging. Currently a challenge to communicate the SRC vision to all the faculty involved. Hope is for SRC to have two CCC reps. Still working on name of potential division.</p> <p>Proposal lists courses that would fall under new division. Note that some SPED courses would remain under BSS. Note that PHDA courses still under discussion—Simon Pennington and Rita O'Loughlin are in favor of moving them to new division. Note that if students with disabilities make up over 50% of students in a class, Foothill receives special class funding for that class.</p> <p>Please share and discuss with your constituents. Second read and possible action will occur at next meeting.</p>
<p>6. Stand Alone Approval Request: AHS 52</p>	<p><b>Speaker: Rachelle Campbell</b>  First read of Stand Alone Approval Request for AHS 52. Campbell noted that form states course is temporary Stand Alone but won't actually be added to a program (just as a program prerequisite). Will be replacing AHS 200, which is not accepted for transfer by most other colleges. As a consequence, students have been taking medical terminology at De Anza. COR similar to other</p>

	colleges' medical terminology courses.  Second read and possible action will occur at next meeting.
7—33. Stand Alone Approval Requests: APSM 151A, 151B, 151C, 152A, 152B, 152C, 153A, 153B, 153C, 154A, 154B, 154C, 155A, 155B, 155C, 156A, 156B, 156C, 157A, 157B, 157C, 158A, 158B, 158C, 159A, 159B, 159C	<b>Speaker: Rachelle Campbell</b> First read of Stand Alone Approval Requests for APSM courses (discussion pertains to group of courses, as they all make up one program). Campbell asked the group how they prefer to review forms, which are all part of the upcoming Sheet Metal Air Conditioning Service Mechanic certificate. McLeod noted that these forms altogether is a complete curriculum revision of the Sheet Metal program. Changes respond to workforce needs and requests by faculty. All forms are very similar; labor data attached. Campbell noted that last year CCC approved these courses to be activated immediately upon approval by state. Please feel free to email McLeod and Phuong Tran with any questions.  Second read and possible action will occur at next meeting.
34—60. Stand Alone Approval Requests: APSM 171A, 171B, 171C, 172A, 172B, 172C, 173A, 173B, 173C, 174A, 174B, 174C, 175A, 175B, 175C, 176A, 176B, 176C, 177A, 177B, 177C, 178A, 178B, 178C, 179A, 179B, 179C	<b>Speaker: Rachelle Campbell</b> First read of Stand Alone Approval Requests for APSM courses (discussion pertains to group of courses, as they all make up one program). Campbell noted that this group of courses are all part of the upcoming Sheet Metal Air TAB certificate. <i>[Note: see item 7—33 for additional comments.]</i>  Second read and possible action will occur at next meeting.
61. Stand Alone Approval Request: NCEL 447	<b>Speaker: Rachelle Campbell</b> First read of Stand Alone Approval Request for NCEL 447. Will be permanently Stand Alone. No comments.  Second read and possible action will occur at next meeting.
62. Stand Alone Approval Request: THTR 46C	<b>Speaker: Rachelle Campbell</b> First read of Stand Alone Approval Request for THTR 46C. Course was previously on the curriculum sheet for the Theatre Arts AA degree but was removed for 2017-18, prompting need for Stand Alone approval. Question regarding discrepancy between Criteria B, which states course is degree-applicable and transferable, and Criteria C, which has non-degree applicable checked off. Campbell asked Fine Arts rep to work with faculty to correct form and resubmit.  Second read and possible action will occur at next meeting.
63. Stand Alone Approval Request: THTR 46D	<b>Speaker: Rachelle Campbell</b> First read of Stand Alone Approval Request for THTR 46D. Course was previously on the curriculum sheet for the Theatre Arts AA degree but was removed for 2017-18, prompting need for Stand Alone approval. <i>[Note: see item 62 for comments.]</i>  Second read and possible action will occur at next meeting.
64. Non-transcriptable Certificates	<b>Speaker: Rachelle Campbell</b> Based on conversation at CCC last year, research was done during the spring and summer to gather data on how many non-transcriptable certificates the college awards—attachment is the result of such. Total of 631 awarded in 2016-17. Tran noted she's working with faculty to try to convert Residential Electrician and Sound & Communication Installer to certificates of achievement, as well as a possible associate degree for Residential Electrician; when new Sheet Metal program becomes approved, Refrigeration & Air Conditioning certificate will be deactivated. LaManque noted that Shawna Santiago worked with the deans to compile data; MIS has a process to submit data for Foothill to receive credit under strong workforce funding. Data helps paint a picture of what we

	<p>offer, to support broader discussion. McLeod noted that certain of his students (in Theatre dept.) who have completed coursework for a non-transcriptable certificate don't bother to apply; will try to encourage them to. Campbell suggested drill-down as to which of these certificates are required by outside body or workforce. Emanuel noted that some students put in extra effort to receive Communication Studies certificate.</p> <p>Campbell mentioned plan for CCC to focus on developing process for creating new non-transcriptable certificates; currently, we have none. Would like, at upcoming meeting, to brainstorm what questions to ask of faculty who would like to create one, to show the value of the certificate. BSS rep asked if college will begin to track these again. LaManque noted that has not yet been determined and will be part of upcoming discussion. BSS rep noted that formal creation process gives impression that college is tracking the awarding of these and that there is some sort of commonality among them.</p>
<p>65. New Program Application: Landscape Technician Certificate of Achievement</p>	<p><b>Speaker: Rachelle Campbell</b>          First read of new Landscape Technician Certificate of Achievement. Present for discussion is David Sauter, from Environmental Horticulture &amp; Design, who provided an overview. During previous efforts to create Apprenticeship program (which did not materialize), realized population exists who cannot afford to attend our full horticulture program. This shorter program is based on four skills courses (one for each quarter). Potential for students to take support courses along different tracks. Many in the workforce have no credentials; student could complete in one year, even while working. Currently, many students take horticulture courses à la carte. McLeod asked if department considered specifying tracks within certificate—Sauter has prepared packets noting different tracks, and plans to promote tracks via Marketing and advising. McLeod noted creating tracks within curriculum could be additional help to students. Serna noted that for some students the program might feel closed-off if tracks listed. Vanatta noted that catalog listing can note tracks as recommendations; attachment is formatting for state submission.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>66. Good of the Order</p>	
<p>67. Adjournment</p>	<p><b>3:29 PM</b></p>

**Attendees:** Mark Anderson (FA), Ben Armerding (LA), Rachelle Campbell (Faculty Co-Chair), Zachary Cembellin (PSME), Sara Cooper (BH), Bernie Day (Articulation Officer), LeeAnn Emanuel (guest—DRC), Hilda Fernandez (LA), Marnie Francisco (PSME), Evan Gilstrap (CNSL), Brenda Hanning (BH), Eric Kuehnl (FA), Andrew LaManque (AVP Instruction, Administrator Co-Chair), Bruce McLeod (Apprenticeship), Teresa Ong (guest—DRC), David Sauter (guest—BH), Ben Schwartzman (guest—DRC), Lety Serna (CNSL), Barbara Shewfelt (KA), Paul Starer (Dean, LA), Mary Thomas (LIBR), Phuong Tran (guest—Apprenticeship), Mary Vanatta (Curriculum Coordinator), Anand Venkataraman (PSME), Bill Ziegenhorn (BSS)

**Minutes Recorded by:** M. Vanatta