

**College Curriculum Committee
Meeting Minutes
Tuesday, November 21, 2017
2:00 p.m. – 3:30 p.m.
President’s Conference Room**

Item	Discussion
1. Minutes: November 14, 2017	Motion to approve M/S (Francisco, Thomas). Approved.
2. Report Out from Division Reps	<p>Speaker: All Bio Health: New Interventional Pulmonology certificate approved by division; will come to CCC soon. Dental Assisting creating new course in Law & Ethics.</p> <p>Counseling: Nothing to report.</p> <p>BSS: Nothing to report.</p> <p>PSME: Math dept. looking to standardize Distance Ed notation on CORs; will bring discussion to division level. Asked Day if standardized language helpful for articulation— Day noted it can be, for labs.</p> <p>Fine Arts: New Theatre Arts course, Introduction to Voice-Over Acting, might be collaboration with Music Technology program.</p> <p>Language Arts: Nothing to report.</p> <p>Library: Nothing to report.</p> <p>Apprenticeship and Workforce—AVP Ray Kaupp present: Nothing to report. Question regarding status of Culinary Arts program—making its way through, there has been a change in faculty. Noted that Apprenticeship programs teaching content in, for example, history and math as part of curriculum but not offered as specific courses in those disciplines. Trying to determine how students could get credit for such work. Campbell noted faculty involvement in discussions; still in early stages.</p> <p>LaManque noted Technical Review Team has met a few times to review CORs in Articulation status. Using comments box on COR to enter suggestions and questions to faculty and moving COR forward to Deans Review status; hope is that comments will help curriculum reps when reviewing CORs, to see if faculty addressed suggestions/concerns. LaManque and Campbell will reach out to reps and schedule meetings with division CCs to focus on COR review, hopefully in January. Campbell noted that technical review focused on things like hours/units, grammar, etc. Faculty will receive auto-generated email from C3MS that includes team’s comments but will need to wait until Proof status to address. Day noted that certain comments might be related to Articulation and should be addressed more quickly.</p> <p>Counseling rep expressed concern regarding specific situation with prerequisites; for example, MATH 22/C S 18 has prerequisite of C S 1A, and PSME division has determined that C S 2A or 3A may be used to clear prerequisite but COR not being updated to include these courses. This type of situation presents an issue for counselors, students, and staff. PSME rep noted that this specific situation is</p>

	<p>complicated and has been discussed with Counseling. Concern expressed that CCC not ideal forum for such a specific discussion; Day suggested that this sort of discussion could occur at CCC when new prerequisites presented, if concerns exist.</p>
<p>3. Announcements a. New Course Proposals</p> <p>b. EMT Noncredit Certificate Approval</p> <p>c. ASCCC Fall Plenary Update</p>	<p>Speaker: Rachelle Campbell The following proposals were presented: JRNL 62; THTR 48G. Question regarding if JRNL 62 is like an independent study course, but more specific—Language Arts rep noted that faculty did review IS series courses; JRNL 70/1/2/3R series also being created. Hueg noted use of “freelance” in title and description, which may be contradictory, as student will be working for the Foothill news media and not any outside entity—feedback will be provided to the faculty.</p> <p>The CCCCO has approved the noncredit certificate in Emergency Medical Technology. First instance of Foothill offering credit and noncredit versions of courses concurrently. Campbell and Vanatta attended curriculum conference last week, which had a breakout session dedicated to noncredit. Further discussion needed regarding the types of courses that may be created within the 10 categories of noncredit; for example, noncredit courses in counseling. We are restricted to the types of courses that may be offered as noncredit; further restrictions on enhanced funding. LaManque noted that enhanced funding tied to individual courses, so enhanced funding provided even if a student takes a single course within program (doesn’t need to complete the full program). Question regarding if funding is based on positive attendance—these specific courses are not open entry/exit, so student must complete full course. Question regarding how we submit courses as enhanced funding—course must be included in state-approved certificate. Question regarding who is teaching these courses—current EMT faculty, teaching both credit and noncredit. Question regarding if any research being done regarding students in credit vs. noncredit version—noncredit version of courses new for this year. Campbell noted that when a cohort begins the program, faculty fully explain the difference between credit and noncredit, and the implications. Students who complete either sequence can test for EMT certification. Question regarding if college tracking noncredit programs—yes. Campbell noted PCAH (CCCO’s Program & Course Approval Handbook) a good resource for information regarding categories eligible for enhanced funding.</p> <p>Campbell and Isaac Escoto attended plenary. Resolution 2.01, regarding bachelor degree requirements, accepted. Resolution 10.02, regarding minimum qualifications for apprenticeship faculty, voted to be withdrawn. Resolution 17.03, regarding policies for apprenticeship instructors, pushed back to leadership level for potential to bring back in the spring, due to lack of knowledge regarding whether changes will occur. Resolution 17.04, regarding placing apprenticeship courses within discipline, accepted. Resolution 14.01, regarding course repetition, accepted—will result in no local impact, because we have a process in place.</p> <p>Additional resolutions of note: Implementing AB 705 (Irwin, 2017) to Serve the Needs of All Community College Students (07.07); ESL Equity Impact Caused by Termination of Common Assessment Initiative (03.02)—will discuss AB 705 shortly. Using System Consultation and Faculty Input to Address Expansion of Online Education (07.10)—responding to push by Governor Brown to create fully-online community college; Flex Learning Options for Workers (FLOW) instead looks at what colleges are currently doing to suggest</p>

<p>d. AB 705</p>	<p>current structures and systems be utilized to meet students' needs. If you have feedback, please contact Escoto. Kaupp served on FLOW workgroup; offered to address any questions.</p> <p>LaManque noted AB 705 legislation signed by governor this fall. Mandates that community colleges use high school transcript data for student placement in math and English, and to a certain extent ESL. Waiting for guidelines from CCCCCO; at recent conference, Campbell and Vanatta told to hold off on implementing changes locally. Foothill Math and English departments already discussing using multiple measures; one issue is with International students. Language in bill includes we "maximize the probability that the student will enter and complete transfer-level coursework ... within a one-year timeframe"—CCCCCO has strongly hinted that we not use a placement test at all and perhaps not even offer basic skills courses. Still under discussion at the state level. Locally, need to begin conversations with ESLL dept. Question regarding whether "one-year timeframe" would include student completing both ENGL 1A & 1B—LaManque believes this means one transferable course (so, just 1A). Campbell noted lack of clarity around "maximize the probability" statement. Noted concern from ASCCC that state will issue a list of approved methods of measurement. Question regarding ability to reassess student after they enroll, especially to address students who perhaps did not take assessment test seriously—LaManque noted that English dept. is using high school transcript for placement, and has found that students are placing higher; Foothill policy does allow student to re-take placement test <i>[note: one time within a six-month period of the initial date of a placement, see: https://foothill.edu/assessment/pdf/fhda-retest-policy-flyer-10-9-2017.pdf]</i>. Counseling rep noted that student could receive prerequisite clearance to move up to higher level, if faculty supports clearance; noted issue of students underperforming because they were under-placed and are bored.</p> <p>Two aforementioned resolutions in response to AB 705—07.07 requests flexibility of implementation, and professional development. 03.02 regarding ESL and equity-related impact, because English and Math have a good process in place, but not ESL. Both were approved. Campbell will email links to the group.</p>
<p>4. Updates to District Administrative Procedures and Board Policies</p>	<p>Speaker: Rachele Campbell AP 4020, Program and Curriculum Development. Essentially outlines what we do, regarding our curriculum process. Addition of definition of credit hour, which is required by the state. There is a new version, which Campbell will email to the group—we need to further define and agree on what unit increment we use (currently, half-unit, but state will now allow us to use quarter-unit).</p> <p>AP 4235, Credit by Examination (Challengeable Courses) and Advanced Placement Examinations. There is a new version, splitting into two procedures, which Campbell will email to the group. Removal of the 30-unit limit for credit by exam. Currently, we have a very short list of courses allowable for credit by exam. Day noted a renewed interest from local high schools for articulation for our courses—one way is for faculty at the high school and college to agree on curriculum; then, the high school student takes the final exam for the course and receives credit. We don't yet offer credit by exam option for languages other than English, which some colleges do. No changes to AP exam portion of procedure. Question regarding how faculty could know if demand exists from students for credit by exam—Counseling rep noted usually students inquire regarding languages. Day noted</p>

	<p>occasionally in computer science.</p> <p>BP 5010, Admissions and Concurrent Enrollment (formerly Admissions Policy). Related to dual enrollment and concurrent enrollment; addresses teaching high school students. Question regarding if high school students taking the college-level class on high school campus, and would this impact library services. LaManque noted many high school students do attend courses on Foothill campus.</p>
<p>5. New Program Application: English as a Second Language for Food Service Workers Noncredit Certificate</p>	<p>Speaker: Rachelle Campbell Second read of new English as a Second Language for Food Service Workers Noncredit Certificate. Title of program has been updated (from English to ESL). No comments.</p> <p>Motion to approve M/S (Ziegenhorn, Fernandez). Approved.</p>
<p>6. New Program Application: Bridge to College Level Mathematics Noncredit Certificate</p>	<p>Speaker: Rachelle Campbell Second read of new Bridge to College Level Mathematics Noncredit Certificate. No comments.</p> <p>Motion to approve M/S (Cooper, Serna). Approved.</p>
<p>7. Stand Alone Approval Request: ALTW 430</p>	<p>Speaker: Rachelle Campbell Second read of Stand Alone Approval Request for ALTW 430. No comments.</p> <p>Motion to approve M/S (Cooper, Armerding). Approved.</p>
<p>8. Stand Alone Approval Request: EDUC 2</p>	<p>Speaker: Rachelle Campbell Second read of Stand Alone Approval Request for EDUC 2. No comments.</p> <p>Motion to approve M/S (Serna, Ziegenhorn). Approved.</p>
<p>9. Stand Alone Approval Request: ESLL 126</p>	<p>Speaker: Rachelle Campbell Second read of Stand Alone Approval Request for ESLL 126. Vanatta asked how the change from ESLL 26 to ESLL 126 will affect the English proficiency requirement for local AA/AS degrees across campus. Day noted that ESLL dept. aware of the issue and its impact; last year data was presented to CCC regarding potential impact to students. Language Arts rep noted ESLL 126 will be one of the feeder courses into ENGL 1A. Campbell requested Language Arts division draft a memo to send to CCC regarding change in English proficiency. Question regarding how this may relate to AB 705—LaManque noted language regarding “highly unlikely to succeed in transfer-level coursework;” we would have to demonstrate that students would not be able to complete ENGL 1A without having taken the ESLL track. Still looking for guidance on potential rules. Campbell noted noncredit supplemental instruction for ESLL encouraged. Ray noted project at Cuyamaca College to place students directly into college-level math with use of intensive support. Day noted International student requirement to take 12 units—noncredit cannot count.</p> <p>BSS rep asked about Advisory regarding English proficiency wording. Faculty in that division want to ensure that students can handle reading and writing. Asking for consistent and accurate language from Language Arts division. Vanatta explained that issue arose when BSS updating CORs for 2018-19. BSS rep noted that faculty might not be clear on specifics of content of ENGL and ESLL courses, and would like clarity. Language Arts rep noted students anxious to jump into ENGL 1A because they want to finish college within two years. Campbell noted that this is a larger discussion, appropriate for a future meeting; Vanatta will follow-up with Language Arts reps regarding</p>

	<p>current language so that English and ESLL faculty can discuss.</p> <p>Motion to approve M/S (Armerding, Serna). Approved.</p>
10. Stand Alone Approval Request: GEOG 20	<p>Speaker: Rachelle Campbell Second read of Stand Alone Approval Request for GEOG 20. No comments.</p> <p>Motion to approve M/S (Serna, Fernandez). Approved.</p>
11. Stand Alone Approval Request: NCCS 405	<p>Speaker: Rachelle Campbell Second read of Stand Alone Approval Request for NCCS 405. Request for clarification of open-entry/exit—LaManque noted students can come and go, log-in to course, like they do at the TLC. Campbell noted that faculty, in this situation, would like to schedule the course but students will still treat as open entry/exit.</p> <p>Motion to approve M/S (Cooper, Thomas). Approved.</p>
12. Stand Alone Approval Request: NCEL 425	<p>Speaker: Rachelle Campbell Second read of Stand Alone Approval Request for NCEL 425. No comments.</p> <p>Motion to approve M/S (Serna, Armerding). Approved.</p>
13. Stand Alone Approval Request: NCLA 408	<p>Speaker: Rachelle Campbell Second read of Stand Alone Approval Request for NCLA 408. No comments.</p> <p>Motion to approve M/S (Serna, Thomas). Approved.</p>
14. Stand Alone Approval Request: AHS 60E	<p>Speaker: Rachelle Campbell First read of Stand Alone Approval Request for AHS 60E. Will be permanently Stand Alone. Question regarding overlap with existing course. Campbell noted KINS does offer similar course, but this is specific to American Heart; some entities do not accept Red Cross certification. AHS faculty spoke with KINS faculty while developing course. Question regarding last sentence of description—Campbell clarified that students may still enter EMT program, but just not using this course as a prerequisite.</p> <p>Second read and possible action will occur at next meeting.</p>
15. Stand Alone Form Revision	<p>Speaker: Andrew LaManque Document has been updated, based on feedback during previous meetings. Vanatta described changes to form. LaManque noted change to Criteria A (Appropriateness to Mission)—intent is to clarify that course should support Foothill mission; current version of form references mission noted in CA Education Code. Campbell noted that a course could meet more than one of the options. Shortened Criteria B, but still the same requirement. Please share with your constituents.</p> <p>Second read and possible action will occur at next meeting.</p>
16. Good of the Order	
17. Adjournment	3:29 PM

Attendees: Mark Anderson (FA), Ben Armerding (LA), Rachelle Campbell (Faculty Co-Chair), Zachary Cembellin (PSME), Sara Cooper (BH), Bernie Day (Articulation Officer), LeeAnn Emanuel (SRC), Hilda Fernandez (LA), Marnie Francisco (PSME), Evan Gilstrap (CNSL), Brenda Hanning (BH), Kurt Hueg (Dean, BSS), Ray Kaupp (guest—AVP Workforce), Eric Kuehnl (FA), Andrew LaManque (AVP Instruction, Administrator Co-Chair), Leticia Serna (CNSL), Mary Thomas (LIBR), Mary Vanatta (Curriculum Coordinator), Bill Ziegenhorn (BSS)

Minutes Recorded by: M. Vanatta