College Curriculum Committee
Meeting Minutes
Tuesday, December 5, 2017
2:00 p.m. – 3:30 p.m.
President's Conference Room

Item	Discussion
1. Minutes: November 21, 2017	**Approved by consensus.**
2. Report Out from Division Reps	**Speaker: All** Bio Health: Dental Hygiene dept. interested in cross-listing some upper division courses with AHS; question regarding if this would differ from current process—regular cross-listing process should be used. Also, D H wants to offer new upper division GE courses; Campbell noted that we currently have no formal process for upper division GE. LaManque noted that CCC did create guidelines for review/approval of upper division *[note: Upper Division GE Criteria Proposal was discussed/approved at the 1/19/16 CCC meeting]*. Will bring topic of upper division GE back to CCC for discussion at a future meeting. BSS: Rep asked for status of Social Justice Studies ADT—Day noted that CCCCO in process of determining how to handle submissions, as Foothill submitted program with three tracks within one degree, but another college submitted as three separate degrees. Hoping for an update soon. Counseling: No updates. Library: No updates. PSME: No updates. Kinesiology: Wrapping up 2018-19 COR updates. SRC: Recent meeting focused on ALLD 402 *[note: item #6]*. Language Arts: New JAPN courses being developed for students taking Japanese Language Proficiency Test. English dept. plans to focus on updating courses for C-ID compliance. Apprenticeship: Campbell requested group discuss item #14 *[note: see that item for discussion]*.
3. Announcements a. New Course Proposal	**Speaker: Rachelle Campbell** The following proposal was presented: ENGL 38. Day noted course might not qualify for UC transferability; still working on it, but course number might need to change.
b. Notification of Proposed Requisites	New/updated requisites for CHEM 30A, C S 3C, MATH 1BH (all effective 2018-19); also listed are ongoing requisites, for which a Content Review form was not on file. Note that CHEM 30A update is to remove MATH 217 as prerequisite.
4. Consent Calendar a. GE Applications	**Speaker: Rachelle Campbell** The following GE applications were presented: Area I—CRWR 25A, ENGL 37, HUMN 7H. No comments. **Approved by consensus.**

5. Stand Alone Approval Request: AHS 60E	**Speaker: Rachelle Campbell** Second read of Stand Alone Approval Request for AHS 60E. No comments. Motion to approve **M/S** (Thomas, Cooper). **Approved.**
6. Stand Alone Approval Request: ALLD 402	**Speaker: Rachelle Campbell** Second read of Stand Alone Approval Request for ALLD 402. The application has been updated for clarity, based on feedback at previous meeting. No comments. Motion to approve **M/S** (Venkataraman, Thomas). **Approved.**
7. Stand Alone Approval Request: NCLA 407A	**Speaker: Rachelle Campbell** Second read of Stand Alone Approval Request for NCLA 407A. The application has been updated for clarity, based on feedback at previous meeting. Counseling rep noted conversation with faculty (Katie Ha) regarding removing "personal statements" from course description, but language remains. Language Arts rep stated Ha is amenable to updating description; course focused on things like sentence structure, and not content of items being written. Counseling rep expressed concern that students will misunderstand description and believe course will address content of writing. L A rep noted faculty already do inform students that they cannot help with content, and refer them to others for such help. Bio Health rep noted title specifies "grammar and rhetoric;" suggested "personal statements" remain in description so students will know intent of course. Campbell asked if form should be pulled for further discussion—Vanatta concerned with delay in regard to catalog deadlines. L A rep relayed Ha's suggested update to first sentence of description: "This course provides students support and practice in editing and revising the grammar and rhetoric of personal statements for college and scholarship applications." Vanatta will follow up with Ha to update description on COR. Motion to approve **M/S** (Cooper, Armerding). **Approved.**
8. Stand Alone Approval Request: NCLA 407B	**Speaker: Rachelle Campbell** Second read of Stand Alone Approval Request for NCLA 407B. The application has been updated for clarity, based on feedback at previous meeting. No comments. Motion to approve **M/S** (Venkataraman, Fernandez). **Approved.**
9. Stand Alone Approval Request: NCLA 407C	**Speaker: Rachelle Campbell** Second read of Stand Alone Approval Request for NCLA 407C. The application has been updated for clarity, based on feedback at previous meeting. No comments. Motion to approve **M/S** (Serna, Armerding). **Approved.**
10. Stand Alone Form Revision	**Speaker: Andrew LaManque** Second read of document. Slight update following first read—added "select all that apply" to Criteria A instructions. Motion to approve **M/S** (Serna, Cooper). **Approved.** Vanatta will post to CCC website shortly; will email reps when that has happened. Will still accept submissions on old version of form through end of winter quarter.
11. New Program Application: Interventional Pulmonology Certificate of Achievement	**Speaker: Rachelle Campbell** First read of new Interventional Pulmonology Certificate of Achievement. Campbell and LaManque requested combining first

	and second reads in order to speed up submission to the state. Motion to suspend rules **M/S** (Serna, Cooper). **Approved.** Bio Health rep Hanning presented program. 18 units, geared to those already licensed. Relatively new need; growing number of hospitals offering services. Hospitals would like individuals to begin working with a specific base level of training, which program will provide. Research component also included. All courses already active; already much interest and demand for this topic. Counseling rep asked about application process—ideally, individuals already doing these procedures and could have clinical rotations where they work. If demand exceeds current course offerings, can add more, but increased clinical availability may be tricky. Sutter interested in 20-30 of their staff completing program. Campbell noted this follows trend in Allied Health, for those wishing to be upskilled—individual finds their own clinical training opportunity. Currently 24 students in cohort, completing second quarter. BSS rep asked if program should prompt group to discuss issue of non-transcriptable vs. transcriptable certificates—topic is later on today's agenda. Motion to approve **M/S** (Ziegenhorn, Day). **Approved.**
12. Stand Alone Approval Request: NCEN 400	**Speaker: Rachelle Campbell** First read of Stand Alone Approval Request for NCEN 400. Will be permanently Stand Alone. Course to accompany current Summer Bridge program. Counseling rep noted that, in the past, program has incorporated counseling (e.g., CNSL 5 content); would like clarification on how counseling will be incorporated, going forward. Campbell noted Vanatta's earlier comment *[note: in item #7]* regarding delay of noncredit course approvals; asked if group would consider combining first and second reads. Language Arts and Counseling reps will discuss counseling involvement outside of CCC. Motion to suspend rules **M/S** (Armerding, Ziegenhorn). **Approved.** Motion to approve **M/S** (Fernandez, Cooper). **Approved.**
13. English Advisory Statements	**Speaker: Rachelle Campbell** Clarification requested at previous meeting, regarding specifics of proficiency level of students who have completed courses listed in current English Advisory statement (ESLL 125 & 249). L A rep Armerding presented topic. Old sequence of ESLL/ENGL included ESLL 26, which will be deactivated. New course of ESLL 126 will be added and become prerequisite to ENGL 1A. Note that sequence attached to today's agenda still lists old ESLL 25, which is now ESLL 125. BSS rep noted that faculty in division would like to ensure that students have certain level of proficiency in order to, for example, read and synthesize articles in subjects like sociology and psychology. L A rep noted that ENGL 1A should certainly fulfill this level of proficiency. Vanatta noted that English proficiency Advisory statement lists ESLL 125 & 249, not ENGL 1A. L A rep noted statement will be updated effective summer 2018 to change ESLL 125 & 249 to ESLL 126. ESLL 126 COR includes information about reading and writing taught in course. Comment that change from ESLL 26 to 126 will add a step in the sequence, which could create issues related to AB 705. LaManque noted that

	De Anza will now have a different model than Foothill, since they will still offer an equivalent to ESLL 26. L A rep noted that ESLL dept. has drafted a memo, which offers rationale behind decision, including assessment of SLOs and issue of ESLL 26 being treated as a prerequisite for ENGL 1A but also equivalent to the course *[note: this memo will be attached to the CCC agenda for 1/23/18].* Campbell asked BSS rep if clarification is sufficient. L A rep offered to meet with BSS division to provide further clarity, if requested. BSS rep noted that gaining understanding of different levels of courses should help provide faculty with accurate expectation of students' abilities. SRC rep asked if requirement of students to be able to write an essay within a certain time period is a local rule or from outside body—Day noted no such timed writing requirement for UC, only word count minimum.
14. Apprenticeship Resolution—Exemption to Curriculum Cycle	**Speaker: Rachelle Campbell** Apprenticeship rep presented resolution; extension of last year's exception for group of new Sheet Metal courses. Apprenticeship CC has discussed and recognizes current college-wide discussions around speeding up curriculum process, overall; intent is not to circumvent curriculum process in any way. Due to special nature of Apprenticeship programs and students, argument presented for a quicker path to offering new courses once approved by the state. As with certain Allied Health programs, Apprenticeship must respond to influence by outside bodies. AVP Ray Kaupp noted that some colleges have separate process for career courses, but intent of resolution is not to decouple or have separate process here at Foothill. Noted that VPI allowed to approve career courses, and submission to CCCCO is not approval but more like registration—Campbell noted this is true for all credit courses, not just CTE/workforce courses. LaManque mentioned submission of annual certification form. Campbell noted CCCCO does still fully review all noncredit courses; goal is for noncredit to eventually also be locally approved. Counseling rep asked if current timeline should still be applied to noncredit—Campbell noted issue of catalog rights. Campbell noted current exception process for "emergency" situations, such as outside bodies changing policies—suggested creation of formal policy/process. Noted that, for true streamlining, submissions to Vanatta from divisions must be pristine; asked if this aspect discussed by Apprenticeship CC. Work being done by group outside of CCC to propose changes to the catalog process for the immediate future, to try to address the needs of everyone. One caveat is the UC/CSU transferability process is outside of our control and cannot be changed. LaManque has been meeting with Marketing staff, VPI Kristy Lisle, Vanatta, and others to see what may be feasible. LaManque noted hope is to work out a plan to transition this year and possibly put in a process with two annual deadlines, publishing some sort of catalog twice per year. Still working out particulars. Kaupp asked if de facto policy for emergencies could be codified—yes. Apprenticeship rep noted Apprenticeship CC asking for simply the speeding up of a course becoming active after submission to the state. Hope is that courses coming through Apprenticeship in the future will be much cleaner, now that division CC has been up and running. Counseling rep asked how catalog rights will be affected, if curriculum being changed mid-year. LaManque noted likely need

	to publish an addendum; has already been discussing with Counseling dean Lan Truong. Possibly annual catalog with mid-year addendum. Note that catalog rights not quite the same for Apprenticeship courses and programs, with possible exception of new APAV courses, since they will be CSU transferable. Counseling rep asked about catalog rights regarding GE for Apprenticeship students in AA/AS degree programs—would need to be figured out. For second read, Kaupp requested CCC consider additional programs, outside of Apprenticeship, that could be included. Campbell noted CCC can revisit topic of emergency requests in January. Still critical to address quality of submissions to Vanatta; meetings that Campbell and LaManque will have with divisions in winter quarter will address this. Please share and discuss with your constituents. Second read and possible action will occur at next meeting.
15. Report on Degrees Awarded	**Speaker: Andrew LaManque** Data comes from Program Review. Note significant increases in ADTs, but decline in local AA degrees. Note drop in students receiving IGETC certificate of achievement—Day noted past practice of a student automatically receiving one when they complete the sequence; Counseling rep noted he does encourage students to submit paperwork for it. Day seconded mention of significant increase in ADTs being awarded, as well as increase in degrees awarded, overall, since the first year Foothill offered ADTs. LaManque noted degrees and certificates that have had zero awarded over the past few years, which speaks to the need to discuss relevancy of continuing to offer them.
16. College Level Examination Program (CLEP) Introduction	**Speaker: Bernie Day** Similar to Advanced Placement (AP), CLEP is credit by exam and run by the College Board. 33 different exams with scoring system; students are supposed to receive college credit, above a certain score. In a way, Foothill already awards credit, due to CSU GE certification—pass-along CLEP for those students. But no local policy for any other situation. Most who use CLEP tend to be veterans, homeschooled students, students close to graduation but missing a course. Most popular subject is English composition. All CSU campuses award CLEP credit, but UC system does not. Review of CSU CLEP policy (attached to CCC agenda). De Anza has a published policy on how credit is awarded for CSU GE pass-along, but Foothill does not (De Anza also has no local policy). This is likely CCC's first discussion of CLEP; will need to determine how to move forward. BSS rep noted this alternative, like AP, puts a lot of pressure on quality of exam—almost all are multiple choice and do not include writing component; noted that scoring seems unclear. Concerned about such quality, and problems associated with such. Day noted that scoring varies from 20-80, with a recalibrated level of 50. Kaupp asked about awarding of units—units are awarded, which student pays for (without enrolling in a course). Student would satisfy associated CSU GE requirement, but no course-to-course equivalency (same as with AP). PSME rep noted that Computer Science not listed; dept. interested in figuring out a credit by exam process. Campbell noted local credit by exam would be a separate process/policy, unrelated to CLEP. Day noted that when she worked with faculty, a few years ago, to revisit AP policy, faculty reviewed AP exams to determine each dept.'s decision—could do same for CLEP.

	Hueg asked about next step—Day will follow up to see what faculty resources are available. Discussion will continue at a future meeting.
17. Non-transcriptable Certificates	**Speaker: Rachelle Campbell** Brief update, due to time constraint. Need to address drafting specific policy for creation of a new non-transcriptable certificate. CCCCO set to announce lowering the minimum number of units for a (transcriptable) certificate of achievement, which will require Foothill to submit some of our non-transcriptable certificates for state approval. Will know more next year regarding timeline of changes and compliance. Hueg noted earlier comment regarding number of programs on current books with no completers.
18. Good of the Order	
19. Adjournment	**3:32 PM**

Attendees: Ben Armerding (LA), Rachelle Campbell (Faculty Co-Chair), Zachary Cembellin (PSME), Sara Cooper (BH), Bernie Day (Articulation Officer), LeeAnn Emanuel (SRC), Hilda Fernandez (LA), 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), Bruce MacLeod (Apprenticeship), Tiffany Rideaux (BSS), Leticia Serna (CNSL), Barbara Shewfelt (KA), Mary Thomas (LIBR), Mary Vanatta (Curriculum Coordinator), Anand Venkataraman (PSME), Bill Ziegenhorn (BSS)

Minutes Recorded by: M. Vanatta