

**College Curriculum Committee
Meeting Minutes
Tuesday, October 30, 2018
2:00 p.m. – 3:30 p.m.
Room 3305**

Item	Discussion
1. Minutes: October 16, 2018	Approved by consensus.
2. Report Out from Division Reps	<p>Speaker: All BSS: Faculty interested in certificate creation workshops.</p> <p>Language Arts: Ongoing work on AB 705.</p> <p>Counseling: No updates to report. Reminder to the group that winter 2019 registration begins soon; please remind students that they need an Ed Plan for priority registration.</p> <p>SRC: No updates to report.</p> <p>PSME: Ongoing work on AB 705. Math dept. has officially voted to deactivate MATH 108 & 220. Chemistry dept. working with Day on ADT development.</p> <p>Fine Arts: Working on certificates.</p> <p>Library: No updates to report.</p> <p>Kinesiology: Submitting DE application for KINS 48. Possibly developing noncredit coaching certificate.</p> <p>Bio Health: No updates to report.</p> <p>Articulation: No updates to report.</p>
<p>3. Announcements</p> <p>a. New Course Proposal</p> <p>b. Notification of Proposed Requisites</p> <p>c. Certificate Creation Workshops are Next Week!</p> <p>d. Math Changes Affecting Requisites</p>	<p>Speakers: Ben Armerding & Paul Starer The following proposal was presented: COMM 5. Please share with your constituents. BSS rep asked about cross-listing with JRNL 2—already an existing course. Noted that content may overlap with sociology and other disciplines in BSS. Day noted that course is a requirement for most communication and journalism majors at universities and has been needed at Foothill for many years.</p> <p>New and updated requisites for courses in CHEM & C S (all effective 2019-20); also listed is an ongoing requisite, for which a Content Review form was not on file.</p> <p>Tuesday, Nov. 6 @ 2PM in room 6403; Wednesday, Nov. 7 @ 9AM in room 4306. Armerding will send Outlook invitations to reps following today’s meeting—please ask faculty to RSVP to Armerding and Starer if they plan to attend.</p> <p>Follow up to discussion at previous meeting, regarding Math dept. courses being deactivated, related to AB 705. Vanatta had shared lists of courses that have a requisite/Advisory that includes these deactivated courses—depts. need to decide whether to update requisite/Advisory or simply remove deactivated course. Very few depts. have responded. Would like to discuss process and</p>

<p>e. CIO Conference Report Out</p>	<p>timeline for implementation at next CCC meeting—please send Vanatta any remaining responses ASAP.</p> <p>Starer attended conference in southern CA last week. Primary focus on new funding formula. Also included regional meeting—learned what other colleges in our area are doing, related to AB 705 and other topics. Broader discussion of AB 705 revealed that CIOs in other areas of CA may be more resistant to it than in our area. CCCCO starting preliminary work on next version of PCAH.</p>
<p>4. Stand Alone Approval Request: LINC 68B</p>	<p>Speaker: Ben Armerding Second read of Stand Alone Approval Request for LINC 68B. No comments.</p> <p>Motion to approve M/S (Serna, Kuehnl). Approved.</p>
<p>5. Proposed Process to Streamline Certificates of Achievement</p>	<p>Speaker: Ben Armerding Second read of document, which has been updated based on discussion at previous meeting, as well as to add additional details to state-required documents. CCC Team has proposed deadline of Dec. 14, 2018, for divisions to submit certificates for CCC review. Also attached is draft of report that Vanatta will prepare for each division—Fine Arts used as example. PSME rep noted that VP approval step falls after program document creation is required, meaning faculty must do majority of work before possibility of VP not approving. Starer has discussed process with VPI Kristy Lisle but not this specifically—will follow up. Hueg noted process states “Vice Presidents”—Vanatta explained that current Program Creation Guidelines doc used as a reference, and Starer’s discussion with Lisle has not resulted in any update to this specific step; Starer noted that AVP of Workforce may be included for those certs. Fine Arts rep concerned about availability of Institutional Research to provide data in time to meet deadline. Armerding noted that LMI may be gathered quickly and outside of IR (via BACCC); will discuss processes of gathering data during workshops. Fine Arts rep noted concern with deadline, as most faculty who would be involved have never proposed a new program—Armerding encouraged rep to invite them to workshop. Rep worried that faculty will end up just not moving forward with process due to aggressive timeline. Vanatta explained that deadline is related to subsequent time required for CCC approval, FHDA Board approval, and CCCCO review/approval, ahead of finalizing 2019-20 catalog. Armerding suggested tying Dec. 14 deadline to 2019-20 catalog, with later deadline for 2020-21.</p> <p>Fine Arts rep asked how certs affect new funding formula and hold-harmless provision—Starer noted there is an incentive for getting CCCCO approval sooner, rather than later. BSS rep echoed concerns regarding many faculty new to the process and possibly unable to meet Dec. 14 deadline. Suggested offering regular workshops, following these first two. Hueg asked group what obstacles are. BSS rep suggested faculty might not know where to go to gather info, such as ASSIST documentation. Counseling rep noted that current public view of ASSIST is not up-to-date; Day noted that typically she works directly with faculty to gather ASSIST data, and that ASSIST info might not be the appropriate supporting doc to provide for many of these certs.</p> <p>PSME rep asked how noncredit certificates factor into new funding formula—Starer noted they do allow courses to qualify for enhanced funding; unsure if they are involved in new funding</p>

	<p>formula. Fong asked if noncredit courses that are part of a sequence in general receive enhanced funding—must be included in a CCCCO-approved certificate.</p> <p>Group discussed report draft. PSME rep noted second table, where division provides rationale for keeping as non-transcriptable, if applicable; wondering if Instruction Office suggesting Foothill cut down on offering non-transcriptable certs. Starer noted that Instruction has been interested in reducing number of non-transcriptable certs offered; important for division to be able to articulate the value of continuing to offer a cert as non-transcriptable. Starer and Hueg noted difficulty with the fact that divisions track non-transcriptable certs, instead of tracked centrally. PSME rep suggested report be a “living document,” with additional columns added if CCC determines further information is needed for discussion.</p> <p>PSME rep asked if process may be used to fast-track new courses and programs—no, may be used only for existing certs; CCC agreed at previous meeting that only existing courses may be added. Vanatta referred rep to process for requesting deadline exception, on CCC website. Bio Health rep asked for clarification regarding which step relates to Dec. 14 deadline—Step F.</p> <p>Motion to approve, with document edited to include two deadlines M/S (Francisco, Serna). Approved.</p>
<p>6. Placement Test Language on CORs</p>	<p>Speaker: Ben Armerding Based on discussion at previous meeting, CCC Team drafted sample language for CCC to choose from, to replace current placement test language on CORs. Examples reference ENGL, ESLL & MATH courses, but selected language will be implemented across campus, regardless of dept. Armerding noted that Day has heard from other CA community colleges, who report that “equivalent” is what they’re using, and universities accept the use of this language.</p> <p>PSME rep commented on likelihood that students understand what “equivalent” means; e.g., student might think “MATH 105 or equivalent” means student must have taken the same course elsewhere. Counseling reps noted that students generally have difficulty understanding requisite/Advisory, regardless of how it’s worded. Language Arts rep asked if this language will show up on class schedule, or just on full COR—yes, requisite/Advisory is included in class schedule info. Day noted selecting “equivalent” means courses will not need to be resubmitted for articulation (they likely will, if more complex language selected). Armerding polled the group for vague vs. clear language preference—most prefer vague.</p> <p>Motion to approve adoption of “equivalent” language M/S (Francisco, Venkataraman). Approved.</p> <p>Vanatta asked group about timeline for implementing new language on CORs—by winter quarter. Armerding mentioned English dept. currently drafting new proficiency statement language; Vanatta would like to wait until that has been drafted before updating placement language on any CORs. Noted approx. 400 instances of “placement” within catalog course listings. Armerding believes new statement will be determined soon.</p>

<p>7. New Program Application: Film, Television, and Electronic Media ADT</p>	<p>Speaker: Ben Armerding First read of new Film, Television, and Electronic Media ADT. Kay Thornton and Kristin Tripp Caldwell, from Media Studies, present for discussion. Thornton noted JRNL 2 (aka COMM 5) required for this ADT. All courses, facilities, and faculty already exist, and courses are very popular. Day noted lengthy list of programs at universities to which students with this ADT will have preference in admissions, along with other benefits to students.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>8. Stand Alone Approval Request: ALCB 466</p>	<p>Speaker: Ben Armerding First read of Stand Alone Approval Request for ALCB 466. Will be permanently Stand Alone. No comments.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>9. Stand Alone Approval Request: HORT 401A</p>	<p>Speaker: Ben Armerding First read of Stand Alone Approval Request for HORT 401A. Will be permanently Stand Alone. Counseling rep asked if these HORT courses for a particular group of students—Bio Health rep noted certain students required to take certification exam, and these courses provide a noncredit option to students. Currently, no plan to create noncredit cert. Credit versions of courses also being created. Language Arts rep asked if courses will be taught alongside credit versions (similar to EMS courses)—unsure.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>10. Stand Alone Approval Request: HORT 401B</p>	<p>Speaker: Ben Armerding First read of Stand Alone Approval Request for HORT 401B. Will be permanently Stand Alone. <i>[Note: see item 9 for comments.]</i></p> <p>Second read and possible action will occur at next meeting.</p>
<p>11. Stand Alone Approval Request: HORT 401C</p>	<p>Speaker: Ben Armerding First read of Stand Alone Approval Request for HORT 401C. Will be permanently Stand Alone. <i>[Note: see item 9 for comments.]</i></p> <p>Second read and possible action will occur at next meeting.</p>
<p>12. Stand Alone Approval Request: HORT 401D</p>	<p>Speaker: Ben Armerding First read of Stand Alone Approval Request for HORT 401D. Will be permanently Stand Alone. <i>[Note: see item 9 for comments.]</i></p> <p>Second read and possible action will occur at next meeting.</p>
<p>13. Stand Alone Approval Request: HORT 401E</p>	<p>Speaker: Ben Armerding First read of Stand Alone Approval Request for HORT 401E. Will be permanently Stand Alone. <i>[Note: see item 9 for comments.]</i></p> <p>Second read and possible action will occur at next meeting.</p>
<p>14. Stand Alone Approval Request: HORT 401F</p>	<p>Speaker: Ben Armerding First read of Stand Alone Approval Request for HORT 401F. Will be permanently Stand Alone. <i>[Note: see item 9 for comments.]</i></p> <p>Second read and possible action will occur at next meeting.</p>
<p>15. Stand Alone Approval Request: LINC 401</p>	<p>Speaker: Ben Armerding First read of Stand Alone Approval Request for LINC 401. Will be permanently Stand Alone. No comments.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>16. Stand Alone Approval Request: LINC 402</p>	<p>Speaker: Ben Armerding First read of Stand Alone Approval Request for LINC 402. Will be</p>

	<p>permanently Stand Alone. No comments.</p> <p>Second read and possible action will occur at next meeting.</p>
17. Stand Alone Approval Request: LINC 405	<p>Speaker: Ben Armerding First read of Stand Alone Approval Request for LINC 405. Will be permanently Stand Alone. No comments.</p> <p>Second read and possible action will occur at next meeting.</p>
18. Governance Committee Questions	<p>Speaker: Ben Armerding President Nguyen presented each of the new governance committees with a list of questions, some involving curriculum. For example, on list for The Council, question regarding potential approval of new programs by that group. Day noted wording unclear regarding sequence of approvals—Armerding agreed that wording suggests The Council vote would happen following CCC approval. Library rep noted faculty primacy of curriculum; asked how approval by The Council could affect this—Armerding noted distinction between faculty having primary control regarding courses, but shared control with administration regarding programs. Starer is ex-officio on The Council—questions were not discussed at meeting at which he was present. Provided context, which is that review/approval by The Council would help facilitate new programs being shared with the wider campus. Armerding and Day noted that previous governance model included recommendation by PaRC, as well as either Transfer Work Group or Workforce Work Group (these were not approvals, however).</p> <p>Starer noted issue of what happens if The Council votes to not approve a new program; should CCC be concerned with the implications of that possibility? Hueg noted similar discussion regarding the role of PaRC in new programs, in recent years. BSS rep noted that new governance committees will have a high workload; as CCC has specific focus on curriculum, should The Council add this responsibility to its workload? Noted that CCC includes administrators, not just faculty, and all engage in robust discussion. Day noted need to revise current program creation process, especially since aforementioned Work Groups no longer exist. PSME rep asked how CCC would create a process that includes other groups—Armerding noted could be more like a recommendation for a process. Agreement among some reps that it may be more appropriate for Academic Senate to revise the process. Starer stated he would like CCC to provide feedback; suggested co-chairs meet with AS President Isaac Escoto and others to share and move forward. BSS rep asked if AS also received lists of questions—yes.</p>
19. Good of the Order	
20. Adjournment	3:23 PM

Attendees: Ben Armerding (Faculty Co-Chair), Zachary Cembellin (PSME), Stephanie Chan (LA), Bernie Day (Articulation Officer), LeeAnn Emanuel (SRC), Kimberly Escamilla (LA), Valerie Fong (Acting Dean, LA), Marnie Francisco (PSME), Evan Gilstrap (CNSL), Kurt Hueg (Dean, BSS), Eric Kuehnl (FA), Rosa Nguyen (PSME), Lisa Schultheis (BH), Ben Schwartzman (SRC), Lety Serna (CNSL), Barbara Shewfelt (KA), Paul Starer (Administrator Co-Chair), Mary Thomas (LIBR), Kay Thornton (guest—FA), Kristin Tripp Caldwell (guest—FA), Nick Tuttle (BSS), Mary Vanatta (Curriculum Coordinator), Anand Venkataraman (PSME), Bill Ziegenhorn (BSS)

Minutes Recorded by: M. Vanatta