

<p>c. Deadline for 2019-20 Curriculum Sheets</p>	<p>item #9, regarding auto-awarding—not necessarily. Group agreed would like to see list—CCC Team will request from IR.</p> <p>Vanatta emailed reps in early December that the deadline for curriculum sheets has been extended, from Feb. 1st to March 1st. Decision based on the increasing quality of submissions, over the past few years, as well as last year’s high rate of on-time submissions, so please keep up the good work!</p>
<p>d. Certificates of Achievement—Local Designation</p>	<p>CCCCO has three designations: Transfer, Workforce (CTE), and Local. Day noted that the PCAH includes guidelines on what constitutes a Local certificate. Recent example is Humanities CA, which is in partnership with USF—we had to provide supporting documentation to the state. Noted that only CSU-GE & IGETC CAs may be designated as Transfer. Day followed-up with CCCCCO for clarification regarding Local designation (waiting on response), as well as with PCAH authors. PCAH authors stated that intent is for programs that have agreements with local universities and/or employers.</p>
<p>e. Advisory Council Textbook Memo</p>	<p>Academic Senate has asked CCC to discuss memo from Advisory Council, regarding further lowering textbook costs for students. Armerding suggested possibility of encouraging faculty to always include a low/no-cost textbook on a COR—could add language to COR form to remind faculty. Fine Arts rep asked if Foothill keeps data regarding textbook costs—Starer stated no, but we are required to designate, on the class schedule, which courses use low/no-cost textbooks. District set \$50 as low-cost threshold. BSS rep suggested working with Bookstore. Other BSS rep noted wide variety of needs/opportunities in depts. across campus, and even within each dept.—doesn’t believe a blanket policy could be established which would work for all depts. Suggested more professional development for faculty. Noted idea of putting textbooks on reserve in the library, for students to check out for the entire quarter. Bio Health rep suggested making sure it’s clear to students, when appropriate, that an older edition of suggested text is OK to use. PSME rep noted “five year rule” on CORs for textbooks—is it OK to allow students to use an older version? Day stated this varies by discipline; state reviewers do pay attention to textbooks listed. Armerding asked if group interested in drafting language to add to COR form for faculty, and/or to add as a guideline on COR checklist—most of group said yes. Will discuss further at a future meeting. PSME rep noted most faculty unsure of actual cost of textbooks they list on COR—suggested adding a box to New Course Proposal form for faculty to list approximate cost of textbook(s). Counseling rep noted that students have dropped a course because the textbook is too expensive for them, or try to get through a course without having to buy the book.</p>
<p>f. COOL Committee</p>	<p>The COOL Committee (Committee on Online Learning) has been relaunched. Will provide assistance for any faculty interested in teaching hybrid/online course.</p>
<p>g. Course Leaf Update</p>	<p>Starer presented topic. Welcome call with Leepfrog is tomorrow. Noted caveat that district still finalizing contract, but we’re proceeding as though it will go through.</p>
<p>h. Film, Television, and Electronic Media ADT Approval</p>	<p>The CCCCCO has approved the Film, Television, and Electronic Media ADT!</p>

<p>4. New Subject Code: GLST</p>	<p>Speaker: Ben Armerding Kathryn Maurer from Anthropology present for discussion. BSS has approved the creation of a new subject code of GLST (Global Studies). This code will go into effect for the 2019-20 catalog. SOSC 1 & 2 are the two foundation courses for Global Studies ADT; will move to GLST. Hueg asked if discipline will change—will remain Social Science. TOP Code will be 2210.00 - International Studies. PSME rep asked if other SOSC courses will move—no. Maurer noted faculty have been discussing creation of GLST for some time. Fine Arts rep asked about process to create new FSA—Starer noted past experience is must be approved by Academic Senate, Academic & Professional Matters (APM), De Anza’s academic dept. and Senate, and Faculty Association. Must be buy-in district-wide, as FSAs are district-wide.</p>
<p>5. Stand Alone Approval Request: APSC 400</p>	<p>Speaker: Ben Armerding First read of Stand Alone Approval Request for APSC 400. Will be permanently Stand Alone. No comments.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>6. Credit by Exam Policy</p>	<p>Speaker: Ben Armerding CCC has discussed this topic in previous years, but questions remained regarding whether the student would register for the class, and how faculty would be paid if they do not. De Anza’s policy requires the student to register for the class and take exam during the first two weeks. Armerding suggested Foothill consider using same policy as De Anza. Need to determine if Credit by Exam (CBE) will be offered during summer quarter. BSS rep asked which types of courses CBE would apply to—any faculty/dept. across campus might find it appropriate. Counseling rep noted potential issues with transferability, e.g., if a student uses CBE for MATH 1B but then needs MATH 1A for transfer to a particular university. PSME rep asked if student using CBE (during first two weeks) would then drop the class—no, they remain registered and receive credit (if they pass exam). Counseling rep noted Title 5 language mentions exam must be cumulative and a different exam for each student. PSME rep asked for rationale—Armerding unsure. Language Arts rep asked if students using CBE count toward productivity number—yes, because they remain registered, even though not attending class.</p> <p>Starer noted that topic of credit for prior learning, in general, will become increasingly prescient for community colleges, in the coming years. CBE is a small section of that discussion, but worthwhile as more students seek credit for their learning in non-traditional environments. Day noted our robust AP and CLEP policies. Noted a CBE notation will be included on the student’s transcript; suggested professional development for faculty regarding CBE. Noted colleges offering CBE required to develop process and include language in catalog; suggested we set a deadline for CCC to approve process and language. Armerding asked reps to share topic with constituents, including current De Anza and Foothill policies, and bring feedback to next meeting. PSME rep asked if any universities care if CBE used by a student—Day noted that some universities/majors would take issue; e.g., if the use of CBE contradicts the SLOs for the course. BSS rep noted some depts. already offer alternatives for students to receive credit (e.g., AP), so should they need to also offer CBE? Armerding stated no faculty will be required to offer CBE.</p>

<p>7. Program Creation Process Revision</p>	<p>Speaker: Ben Armerding Updated version of draft New Program Proposal form—added question of whether or not program is Workforce. Bio Health rep noted discussion at previous meeting regarding adding question regarding the purpose of program—group agreed, and Vanatta will add to next version. Armerding meeting with Advisory Council study group this Thursday regarding creation of process, and will report back. CCC will resume discussion once discussions with other groups take place.</p>
<p>8. Apprenticeship GE Mapping—Approval</p>	<p>Speaker: Paul Starer First completed GE application for Apprenticeship GE mapping is ready for CCC to review. Before being presented for approval, wanted to share application with group, as the information listed looks different than usual. Instead of language from a single COR, includes numerical references in response to each question, which point to portions of syllabi used for multiple modules taught throughout the span of the program. Also shared example syllabus for one module. Wanted to ensure group has opportunity to share any concerns or ask questions about the application. BSS rep asked for example of how to map a numerical reference to the example syllabus—there is a key, which Starer did not bring, but will provide to group when application is reviewed. Counseling rep asked for clarification, in that if a student completes the program they will then satisfy the GE area—yes, no need for them to take any additional course(s) outside of their apprenticeship program. Starer noted list of faculty serving on committee to map curriculum for all GE areas, from disciplines associated with our GE areas. Day noted process differs from our typical use of GE subcommittees, and asked if faculty being compensated for this work—Starer said that they are being compensated.</p>
<p>9. Auto-awarding Degrees/Certificates</p>	<p>Speaker: Ben Armerding Kevin Harral, Director of Financial Aid, present for discussion. New funding formula provides additional funding to college when a student completes a program; discussion regarding auto-awarding of degrees/certificates occurred at previous meeting, and some voiced concerns. Harral noted that, additionally, college will receive funding bonus tied to number of students who receive Financial Aid. Related to concern regarding auto-awarding affecting interest kicking in on student loans, it's actually the student's "attempted units" that matter, regardless of whether or not they receive a degree/certificate. Whenever a student receives a loan, we must provide to the government details regarding their selected program—whether or not they receive a degree/certificate, their subsidy is the same (e.g., AA degree = subsidy of 3 years). Armerding asked how veterans could be affected—Harral unsure exactly what the VA looks at, but for Financial Aid it's related to units, as with any non-veteran student. Armerding will follow-up with campus VA office. Discussion will continue at future meetings, to move forward on possibly creating process/policy for auto-awarding. Language Arts rep suggested group review data on how many degrees/certificates have been completed but not awarded (e.g., the student did not realize they had completed)—Armerding unsure if IR will be able to provide such data, but will ask. Counseling rep noted many students likely close to completing degree but do not because many don't complete US Cultures & Communities and/or Lifelong Learning GE areas. Day noted that A&R, last year, tested automatically awarding corresponding certificate of achievement when a student received a degree—resulted in a 50% increase in awards.</p>

Approved, February 5, 2019

10. Good of the Order	
11. Adjournment	3:28 PM

Attendees: Ben Armerding (Faculty Co-Chair), Zachary Cembellin (PSME), Stephanie Chan (LA), Bernie Day (Articulation Officer), Valerie Fong (Acting Dean, LA), Marnie Francisco (PSME), Evan Gilstrap (CNSL), Kevin Harral (guest—Financial Aid), Allison Herman (LA), Kurt Hueg (Dean, BSS), Eric Kuehnl (FA), Kathryn Maurer (guest—BSS), Rosa Nguyen (PSME), Ron Painter (guest—PSME), Katy Ripp (KA), Lisa Schultheis (BH), Ben Schwartzman (SRC), Lety Serna (CNSL), Paul Starer (Administrator Co-Chair), Mary Thomas (LIBR), Nick Tuttle (BSS), Mary Vanatta (Curriculum Coordinator), Anand Venkataraman (PSME), Bill Ziegenhorn (BSS)

Minutes Recorded by: M. Vanatta