

**College Curriculum Committee
Meeting Minutes
Tuesday, April 23, 2019
2:00 p.m. – 3:30 p.m.
President’s Conference Room**

| Item | Discussion |
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| 1. Minutes: March 19, 2019 2. Report Out from Division Reps | <p>Approved by consensus.</p> <p>Speaker: All Fine Arts: No updates to report.</p> <p>BSS: Business dept. creating new courses and certificates of achievement; working on streamlining non-transcriptable certs.</p> <p>Bio Health: Working on Title 5 list; discussing future of NCBH 400 supplemental instruction course, related to division partially merging with PSME; discussing possible deactivation of some HLTH courses, due to instructor retirement.</p> <p>PSME: Division will change soon to STEM division. Rep asked if they will be able to have five CCC reps, following this change; also would like Academic Senate to consider allowing STEM division more than one vote at CCC, given its size—Armerding will follow up. Computer Science dept. planning to submit four new courses for fast-tracking, related to new Cloud Services certificate.</p> <p>Language Arts: Creating new NCEL courses to mirror existing ESLL credit courses, and noncredit corequisite for ENGL 1A; working to resolve a deactivation that was overlooked during Courses not Taught in Four Years process.</p> <p>Library: Planning to revise LIBR 10 COR, to update language.</p> <p>Kinesiology: Working on Title 5 list; writing language for ATHL CORs to reflect how teams are selected.</p> |
| 3. Announcements a. New Course Proposals b. Notification of Proposed Requisites c. Foothill GE List for 2019-20 d. Spring Plenary | <p>Speaker: Ben Armerding</p> <p>The following proposals were presented: ESLL 201A; NCEL 426, 427, 435, 436, 437. Please share with your constituents. ESLL 201A will be coreq for ESLL students taking ENGL 1A—instructor will have minimum qualifications in both English and ESLL. NCEL courses mirror existing credit courses in ESLL, to hopefully attract more students and allow students to repeat the courses.</p> <p>New prerequisites for R T 70A, being reactivated for fall 2019. Please share with your constituents.</p> <p>Foothill General Education requirements for 2019-20. Newly approved GE courses have been added, and deactivated courses have been removed. Please share with your constituents. Vanatta noted a few notations on document, re: HORT 10, ANTH 13 & 13L, and math proficiency statement—all being voted on during today’s meeting.</p> <p>Armerding attended with Isaac Escoto and Carolyn Holcroft. Final draft of resolutions has not yet been released, so Armerding delayed announcement until a future meeting.</p> |

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| | <p>has been updated to clarify process and provide clarity regarding the type of feedback sought from each group. Armerding noted that groups liked suggestion from PSME rep to use subcommittees for review of and feedback for new programs. Stressed that feedback process is still meant to not delay creation of new program. Prompt within each comments box was drafted by Armerding, in response to groups' request for insight into type(s) of feedback sought. PSME rep suggested including name of contact person for each group; Armerding suggested adding URLs for the groups' webpages, as contact person might change each year.</p> <p>Second read and possible action will occur at next meeting.</p> |
| <p>11. Credit by Exam Policy</p> | <p>Speaker: Ben Armerding Third read of proposed process for faculty to use when making a course available for Credit by Exam. Document has been updated since second read, to remove note regarding instructor's option to not approve student's CBE request, as well as to add list of topics for consideration when depts. discuss adding a course to the CBE list. Armerding stressed that if a dept. decides to list a course as available for CBE, they are then obliged to offer the course as such. However, concerns still exist, especially regarding adjunct faculty, who might be teaching at multiple colleges and not have the ability to write/administer the exam—for courses primarily taught by adjuncts, dept./division should keep this in mind during discussions. Armerding suggested possibility of requiring depts. to create a department-wide exam for each CBE course, to help mitigate issue of adjuncts needing to develop exam. PSME rep asked if divisions will be required to review/revise CBE list each year; noted that, in some depts., type of faculty teaching (full-time vs. adjunct) can vary from year to year—Armerding suggested depts. be considerate when determining if a course sometimes taught by adjuncts is appropriate for CBE and feasible for pool of instructors who teach; encouraged depts. to include such adjuncts in discussions. Starer cautioned the group against adding/pulling the same course to/from the CBE list year after year.</p> <p>Armerding noted that CBE petition form submitted by student currently includes “approve/deny” question for both faculty and dean, which perhaps needs to be changed. Comment that perhaps form no longer necessary—Starer noted that form is submitted to Admissions & Records for processing, so likely still needed. Following CCC approval of new CBE process, form will need to be reviewed for possible updates.</p> <p>Motion to approve M/S (Venkataraman, Kuehnl). Approved.</p> |
| <p>12. Auto-awarding Degrees/Certificates</p> | <p>Speaker: Ben Armerding Third read of resolution re: Auto-Awarding Degrees and Certificates. Document has been updated since second read, to adjust language from “auto-awarding” to “auto-informing/alerting”. Bio Health rep suggested language change in second to last paragraph, from “regarding degrees and certificates” to “regarding their eligibility for degrees and certificates.” Fine Arts rep asked if passing resolution will result in changes to process used by students to apply for completion—this is simply a resolution to confirm CCC's support that a process/policy be created. Further discussion across campus will be needed to implement any process/policy changes. PSME rep asked about a situation in which a student previously completed courses that, at that time,</p> |

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| | <p>were not part of a certificate but are now, would they be alerted and could we claim apportionment—Starer doubts that we can retroactively claim apportionment within current process of submitting apportionment claims to the state, but believes that the student could apply for completion. PSME rep asked how this situation relates to catalog rights—group unsure [<i>note: Counseling reps not present to address question</i>]. Armerding will follow up regarding catalog rights and recency requirements. Group discussed “auto-informing” vs. “auto-notifying” language—consensus is “auto-informing.” Armerding will follow up with counselors regarding adding language to resolution related to streamlining process for students, to bring back for another read.</p> <p>Group agreed to bring process back for a fourth read before considering for approval; will occur at next meeting.</p> |
| <p>13. Improving Cross-Campus Communication Regarding Course Changes</p> | <p>Speaker: Ben Armerding</p> <p>Continuing discussion from previous meeting (topic has been changed from “Notification of Course Deactivations” to address wider issue). CCC Team discussed ways of improving cross-campus communication to help mitigate impacts of course changes, such as expanding Notification of Proposed Requisites document to inform CCC about other types of course changes. BSS rep asked if new course management system (CourseLeaf) will enable users updating a course to see which programs the course is included on—Vanatta believes that it does, and perhaps also any courses it’s listed on as a requisite. BSS rep noted, within division, somewhat casual process of adding courses to programs outside of course’s dept., which makes it hard to follow up when a course is deactivated/updated. PSME rep asked what level of detail and at which stage such changes would be shared; noted that requisites shared with CCC only after COR has been submitted to Vanatta. Noted high level of work for reps to keep track of changes coming through their division. Armerding noted this is all up for discussion, both which changes to report and when in the process. PSME rep asked if any recent issues have prompted this discussion—Armerding noted there have been a few recent situations, but also would like to discuss general improvement of culture around communication.</p> <p>BSS rep noted that increasing creation of interdisciplinary ADTs, e.g., Elementary Teacher Education, may result in communication becoming even more important. Armerding noted that improving communication and procedures could help strengthen our decentralized curriculum committee, especially if in the future there is a push to move to a more centralized model. PSME rep mentioned auto-generated emails from C3MS when a COR is moved forward; asked if CourseLeaf will be able to send email alert to users when certain types of changes happen (e.g., faculty’s course listed as a prereq by another faculty)—unsure, but will follow up with CourseLeaf.</p> <p>Armerding stressed that this conversation not meant to restrict a division in their decision-making but to foster more communication and hopefully prevent issues for other depts./divisions. BSS rep noted that division minutes are forwarded to Vanatta; suggested reps also send to other divisions as an info item. Bio Health rep noted that even if CourseLeaf cannot send notifications to interested users, if system does enable faculty updating course to see which programs/courses it may impact, could be a best</p> |

Approved, May 7, 2019

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| | practice for that person to notify others. Language Arts rep asked about timeline for CourseLeaf implementation—Starer noted targeting fall implementation for curriculum part of system and summer 2020 for full product. |
| 14. Good of the Order | |
| 15. Adjournment | 3:22 PM |

Attendees: Ben Armerding (Faculty Co-Chair), Zachary Cembellin (PSME), Kimberly Escamilla (LA), Valerie Fong (Acting Dean, LA), Marnie Francisco (PSME), Eric Kuehnl (FA), Debbie Lee (guest—Honors Inst.), Ron Painter (guest—PSME), Katy Ripp (KA), Gail Rulloda (guest observer—De Anza), Lisa Schultheis (BH), Paul Starer (Administrator Co-Chair), Mary Thomas (LIBR), Nick Tuttle (BSS), Mary Vanatta (Curriculum Coordinator), Anand Venkataraman (PSME), Voltaire Villanueva (guest—Honors Inst.), Bill Ziegenhorn (BSS)

Minutes Recorded by: M. Vanatta