

**College Curriculum Committee  
Meeting Minutes  
Tuesday, October 22, 2019  
2:00 p.m. – 3:30 p.m.  
President’s Conference Room**

Item	Discussion
1. Minutes: October 8, 2019	<b>Approved by consensus.</b>
2. Report Out from Division Reps	<p><b>Speaker: All</b> Apprenticeship: No updates to report, per dean Chris Allen.</p> <p>Library: No updates to report.</p> <p>Fine Arts: Created Canvas site for division CC meetings/communication; trying to figure out best way to hold meetings (e.g., Zoom vs. face-to-face); working on new Film &amp; TV certificate; meeting scheduled with dean to discuss GID/ART cross-listings discussed at previous CCC meeting.</p> <p>PSME: Working on new Data Science certificate in partnership with BUSI dept.</p> <p>Kinesiology: No updates to report.</p> <p>Counseling: No updates to report.</p> <p>BSS: Recent division discussion regarding changing non-transcriptable certificates to transcriptable; Ben Stefonik doing work to institute peer review process for Distance Ed courses within PSYC dept. (and perhaps division-wide, in the future).</p> <p>Language Arts: Working on AB 705-related corequisites for ENGL 1A, incl. finalizing ESLL coreq.</p> <p>Articulation: No updates to report.</p>
3. Announcements a. Notification of Proposed Requisites  b. ASCCC Fall Plenary Resolutions  c. Nutrition and Dietetics ADT Approval	<p><b>Speaker: Eric Kuehnl</b> New requisites for CHEM 12BL &amp; 12CL, effective summer 2020 quarter. Also listed is an ongoing requisite for ENGR 46, for which a Content Review form was not on file. Please share with your constituents.</p> <p>Kuehnl will be attending plenary with AS President Isaac Escoto. Gilstrap mentioned resolution 9.01 (Local Determination of International Baccalaureate Credit at California Community Colleges), which states that ASCCC will work with CCCCO to “prepare a model policy” that colleges can adopt, locally; asked if such a policy will be drafted at plenary—Kuehnl will follow up. Kuehnl encouraged the group to read through the resolutions and share with their constituents; contact him with any comments or questions.</p> <p>Over the summer, the CCCCO approved the Nutrition and Dietetics ADT!</p>
4. Additions to Credit by Examination List: SPAN 1, 2, 3, 4, 5, 6	<p><b>Speaker: Eric Kuehnl</b> Language Arts has approved these courses as available for credit by examination. Vanatta asked rep which quarter the courses will be added to the CBE listing—unsure.</p>
5. Stand Alone Approval Request: BUSI 59C	<p><b>Speaker: Eric Kuehnl</b> Second read of Stand Alone Approval Request for BUSI 59C. No comments.</p>

	Motion to approve <b>M/S</b> (Francisco, Venkataraman). <b>Approved.</b>
6. Stand Alone Approval Request: BUSI 59D	<b>Speaker: Eric Kuehnl</b> Second read of Stand Alone Approval Request for BUSI 59D. No comments.  Motion to approve <b>M/S</b> (Francisco, Venkataraman). <b>Approved.</b>
7. Stand Alone Approval Request: BUSI 59E	<b>Speaker: Eric Kuehnl</b> Second read of Stand Alone Approval Request for BUSI 59E. No comments.  Motion to approve <b>M/S</b> (Francisco, Venkataraman). <b>Approved.</b>
8. Stand Alone Approval Request: MUS 38A	<b>Speaker: Eric Kuehnl</b> Second read of Stand Alone Approval Request for MUS 38A. No comments.  Motion to approve <b>M/S</b> (Francisco, Venkataraman). <b>Approved.</b>
9. Stand Alone Approval Request: MUS 38B	<b>Speaker: Eric Kuehnl</b> Second read of Stand Alone Approval Request for MUS 38B. No comments.  Motion to approve <b>M/S</b> (Francisco, Venkataraman). <b>Approved.</b>
10. Stand Alone Approval Request: MUS 38C	<b>Speaker: Eric Kuehnl</b> Second read of Stand Alone Approval Request for MUS 38C. No comments.  Motion to approve <b>M/S</b> (Francisco, Venkataraman). <b>Approved.</b>
11. Stand Alone Approval Request: PHT 58	<b>Speaker: Eric Kuehnl</b> Second read of Stand Alone Approval Request for PHT 58. No comments.  Motion to approve <b>M/S</b> (Francisco, Venkataraman). <b>Approved.</b>
12. Stand Alone Approval Request: HORT 400A	<b>Speaker: Eric Kuehnl</b> First read of Stand Alone Approval Request for HORT 400A. Will be permanently Stand Alone. PSME rep noted that form lists course as CTE, yet no LMI or other evidence attached; suggested form be sent back to division for resubmission with sufficient evidence. During meeting, Subramaniam followed up with HORT dept., who responded that there is no LMI for these courses, but workers required to renew their license every two years, and these courses will fulfill that need. Division will update forms for second read with this information.  Second read and possible action will occur at next meeting.
13. Stand Alone Approval Request: HORT 400B	<b>Speaker: Eric Kuehnl</b> First read of Stand Alone Approval Request for HORT 400B. Will be permanently Stand Alone. <i>[Note: see item 12 for comments.]</i>  Second read and possible action will occur at next meeting.
14. Stand Alone Approval Request: HORT 400C	<b>Speaker: Eric Kuehnl</b> First read of Stand Alone Approval Request for HORT 400C. Will be permanently Stand Alone. <i>[Note: see item 12 for comments.]</i>  Second read and possible action will occur at next meeting.
15. Stand Alone Approval Requests: ITSC 101, 105, 106, 110, 113, 114, 115, 123, 125, 127, 128, 130, 131, 132, 134	<b>Speaker: Eric Kuehnl</b> First read of Stand Alone Approval Requests for ITSC 101, 105, 106, 110, 113, 114, 115, 123, 125, 127, 128, 130, 131, 132 & 134. All will be permanently Stand Alone. PSME rep noted that LMI evidence looks different than what is commonly submitted for CTE programs, but noted that it looks sufficient. Vanatta mentioned that LMI evidence for CTE programs is a state requirement and suggested that reps not necessarily compare the

	<p>two; even though we are required to have a local process to approve Stand Alone courses, we created this form at CCC, and LMI for Stand Alone courses is not submitted to the state.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>16. Requisite Recency</p>	<p><b>Speaker: Eric Kuehnl</b>          PSME rep explained that division has long had an issue with students taking a series of courses and taking a significant length of time to complete the series—for example, completing the first quarter and then returning 10-15 years later to continue the series. Because we currently have no policy on recency of requisites, if the student has passed and received credit for the first quarter, there is nothing to prevent them from enrolling in the second quarter, even if they no longer have the sufficient safety knowledge/skills and/or are missing updated information regarding lab procedures, software, etc. Noted that Title 5 allows us to establish a recency requirement of three or more years [note: §55043]. Other PSME rep noted that a student cannot repeat a lab course by auditing it; per FHDA policy, auditors must wait until the second week of the quarter to enroll, meaning that they miss required safety lectures that occur within the first two weeks. Acknowledged that some students may have been working in the industry during their absence and wouldn't necessarily need to repeat a requisite; in these cases, the recency requirement could be waived.</p> <p>Hueg asked for clarification that setting a recency requirement would allow a student to repeat a course—per PSME rep, yes, and Title 5 does allow for repeatability in this situation. BSS rep asked how often this issue comes up, and asked about the impact on students. Gilstrap noted that students would be able to transfer only one instance of the course. Counseling rep noted that we do already have a similar process for recency petitions for certain programs (e.g., Nursing), which are approved by Academic Council and allow students to repeat courses if required for program admission. Hueg noted he has seen examples of students clearing prereqs many years after having taken the course. BSS rep wondered if creating a recency requirement/policy could result in students taking the course at a different college that doesn't enforce such a policy, in order to not have to repeat the course—PSME rep cautioned against making decisions for purposes of enrollment/funding over pedagogy.</p> <p>Fine Arts rep noted that certain studio courses in their division have the same issue around safety; wondered if a safety course could be created to fill in the gaps. Hueg noted the current focus on awarding credit for prior learning and other state-wide initiatives to enable students to complete college more quickly; agreed that safety concerns are an issue. Kuehnl suggested researching how other colleges handle this issue. BSS rep asked PSME reps if there is a specific recency length that they would like to implement—reps will follow up with their colleagues. PSME rep noted concern with looking at other colleges' policies, that CCC may defer to the most lenient standard being used by others. Subramaniam noted Title 5 COR update cycle of five years, and suggested that be used as a basis for requisite recency. Kuehnl noted that even though safety concerns are driving this topic, policy could extend to all courses across campus. Other PSME rep asked for clarification regarding students being able to transfer credit for repeated courses—per Gilstrap, yes, the student would not receive transfer credit for a course that has been repeated.</p> <p>PSME reps will follow up with their constituents for suggestions regarding length of recency requirement. Other PSME rep asked if the policy should concern just lab courses, or all courses—BSS rep suggested first setting policy for lab courses and then extending to other courses, perhaps on a</p>

Approved, November 5, 2019

	division-by-division basis. Kuehnl agreed with suggestion that policy begin with lab courses—group agreed.
17. Good of the Order	Kuehnl proposed a CCC Orientation meeting at this time next week (October 29th), particularly for new reps and those who are returning after an absence, but any reps are welcome to attend. Will send Outlook invitation.
18. Adjournment	<b>2:46 PM</b>

**Attendees:** Micaela Agyare (LIBR), Chris Allen (guest—Dean, APPR), Stephanie Chan (LA), Marnie Francisco (PSME), Evan Gilstrap (Articulation Officer), Hilary Gomes (FA), Kurt Hueg (Dean, BSS), Eric Kuehnl (Faculty Co-Chair), Dokesha Meacham (CNSL), Allison Meezan (BSS), Ché Meneses (FA), Ron Painter (PSME), Matt Stanley (KA), Ram Subramaniam (Dean, BH & PSME), Nick Tuttle (BSS), Mary Vanatta (Curriculum Coordinator), Anand Venkataraman (PSME)

**Minutes Recorded by:** M. Vanatta