

**College Curriculum Committee**  
**Meeting Minutes**  
**Tuesday, March 3, 2020**  
**2:00 p.m. – 3:30 p.m.**  
**President’s Conference Room**

Item	Discussion
1. Minutes: February 18, 2020	<b>Approved by consensus.</b>
2. Report Out from Division Reps	<p><b>Speaker: All</b></p> <p>Kuehnl began the meeting with an announcement regarding the Coronavirus. He and Isaac Escoto, AS President, met with Foothill President Thuy Nguyen yesterday and were notified that the county is considering closing public schools. Nguyen told them that if the county closes schools, Foothill will close. Nguyen is concerned about the impact that this would have on winter quarter instruction, including final exams, and asked that CCC discuss the topic at today’s meeting. One suggestion made yesterday was the possibility of granting temporary Distance Education approval status to all scheduled courses; since this is faculty purview, and the decision cannot be made by administration, CCC would need to grant approval.</p> <p>BSS rep mentioned that a rep from the COOL committee expressed pedagogical concerns with granting such blanket DE approval; COOL rep suggested using Zoom or similar service to live-stream lectures. Kuehnl noted synchronous delivery of lectures suggested in yesterday’s meeting. Fine Arts rep mentioned certain lab classes, which cannot be offered in a comparable way via DE or even Zoom; for example, pottery classes. Noted Canvas certification requirement for faculty teaching online; suggested faculty allow for alternative projects and email communication to help students complete classes. Bio Health rep expressed concern that people might be panicking; agreed that we should have a plan to address students who are sick and cannot attend classes, but believes that closing campus is an extreme measure. Noted that her students are already working in a clinic setting; concerned that closing campus might result in liability issue for students who continue to work in clinic. Kuehnl noted that the campus closing is not the same as ceasing instructional operations. Reminded the group that he was asked by Nguyen to discuss solutions at CCC, since she does plan to close campus if the county closes schools; no way to know what the length or timeframe of such a closure would be. Noted that some classes might have to stop instruction if this happens, if there is no temporary DE solution for them.</p> <p>Kuehnl stated that Canvas doesn’t need to be the solution and again mentioned synchronous delivery of lecture content, as well as online proctored exams, which can be implemented quickly. Dean of Online Learning dept. can work with faculty to set up proctored exams online. Other Bio Health rep noted that it sounds like we might not be required by the county to close campus. Also has students who would not be able to perform work off campus (e.g., working with samples); wonders if situation can be handled on a case-by-case status, with some students still having access to campus. Kuehnl believes that this will not be an option—either campus will close for everyone, or it will not close. Rep asked if the quarter could be extended into spring break, for those classes that cannot be delivered online. Kuehnl believes that this might be a possibility, but noted that the quarter cannot be extended into spring quarter.</p> <p>Multiple student guests were in attendance. A student government rep</p>

	<p>noted that faculty illness must be considered, not just student illness. Kuehnl agreed this is important, noting policies are in place to address sick faculty (e.g., substitutes). Reminded the group that discussion is regarding the campus being closed. Bio Health rep suggested plan include technology training for faculty and students. Kuehnl reiterated that this topic was not originally on today's agenda and is a last-minute addition; doesn't believe the group needs to create a formal plan today.</p> <p>BSS rep noted that her own courses include discussion of disaster preparedness, and that the best course of action is to plan for a disaster before it happens, in a rational and un-panicked manner. Suggested a portion of today's meeting be devoted to laying out pros and cons and thinking through options for different types of courses. Kuehnl concerned that time limitation of meeting might not accommodate robust discussion. Fine Arts rep agrees with BSS rep, noting that today's group includes faculty who teach online as well as those who do not. Other Fine Arts rep asked if the CDC has a protocol for public schools to use—Kuehnl is unsure. Rep suggested that face-to-face classes are a priority; believes hybrid classes could be an easier transition to change to fully online. Kuehnl reminded the group that hybrid courses already have DE approval.</p> <p>BSS rep suggested focusing on the types of classes that could be problematic, to brainstorm possible solutions. Another student guest asked how lab classes could be conducted online. Another student guest asked if the students in attendance could be included in the brainstorming—yes. Kuehnl suggested proceeding with today's agenda and continuing this discussion following the planned items.</p> <p>Articulation: No updates to report.</p> <p>Bio Health: Cleaning up outdated Distance Ed forms. Some Allied Health programs discussing impact on their program prerequisites if MATH 105 &amp; 180 are deactivated.</p> <p>Counseling: No updates to report.</p> <p>BSS: Working on course deactivation exception requests.</p> <p>PSME: Working on course deactivation exception requests.</p> <p>Language Arts: Working on new certificates related to AB 705 and revisiting courses that haven't been taught in a few years.</p> <p>Library: No updates to report.</p> <p>Fine Arts: No updates to report.</p> <p>Apprenticeship: Working on new certificates of achievement. Fine Arts rep noted that another GE application for the Plumbing Technology program should be ready for CCC soon.</p>
<p>3. Announcements</p> <p>a. New Course Proposal</p> <p>b. Notification of Proposed Requisites</p> <p>c. ASCCC Spring Area B Meeting</p>	<p><b>Speaker: Eric Kuehnl</b></p> <p>The following proposal was presented: C S 77A. Please share with your constituents. No comments.</p> <p>New requisites for PSYC 10 &amp; SOC 10, as well as ongoing requisites for THTR courses, for which a Content Review form was not on file. Please share with your constituents. No comments.</p> <p>Kuehnl mentioned at previous meeting that Area B meeting will be held</p>

	<p>here, at Foothill. Reiterated that anyone who wants to attend should let him know.</p>
<p>4. New Program Application: Environmental Science ADT</p>	<p><b>Speaker: Eric Kuehnl</b> First read of new Environmental Science ADT. Bio Health rep noted a comment on the Feedback Form about adding courses to the degree, and Gilstrap confirmed that we do not have that option for ADTs—we must stick to the TMC Template.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>5. Sunsetting the Streamlined Certificate Process</p>	<p><b>Speaker: Eric Kuehnl</b> First read of updated Temporary Process to Streamline Certificates of Achievement, which was first approved by CCC in October, 2018. As discussed at previous meeting, document has been updated to include final deadline of June 19, 2020, for divisions to submit converted certificates using this process. Following deadline, if a division wishes to convert a certificate they would need to follow our regular program creation process. No comments.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>6. Ad Hoc Groups</p>	<p><b>Speaker: Eric Kuehnl</b> Topic will be moved to next meeting, due to time constraint. Kuehnl created basic draft of a proposal for each of the three ad hoc groups; plan was for the group to discuss and add details during today’s meeting. Kuehnl will email drafts to reps so that they can respond with suggestions before next meeting; updated proposals will be on the next agenda for a first read.</p>
<p>7. Good of the Order</p>	<p>Reps and student guests broke out into three groups to brainstorm possible options for faculty to handle campus closure. Afterward, reps shared out ideas and comments discussed by the small groups:</p> <ul style="list-style-type: none"> <li>• Lectures could be delivered via ConferZoom or similar service; faculty might need training</li> <li>• For lab classes that cannot be delivered online, grades could be calculated to include only the assignments that have already occurred</li> <li>• Shifting the entire school calendar to accommodate closure, including spring and summer quarters</li> <li>• If closure occurs during finals week, many faculty might not be comfortable delivering final exam online</li> <li>• What would we do if an earthquake happened? Suggestion to research what Santa Rosa did during the recent fires and what other schools have done during emergencies</li> <li>• Would be helpful to know what we’re legally allowed to do—for example, if labs cut short, would faculty be allowed to calculate final grades without including all assignments? How does the COR affect this?</li> <li>• Important to discuss within individual departments</li> <li>• For faculty who aren’t comfortable delivering online final, could grades be based on other assignments, without the final (is this legally allowed)? Kuehnl believes that if COR specifically lists a final exam, this might not be allowed. Mentioned services, like Proctorio, that deliver proctored exams online</li> <li>• If COR states “final exam,” could a final paper be allowed?</li> <li>• When the campus was closed previously during final exams, some instructors had to improvise</li> <li>• Suggestion to use video/audio recorded responses from students for activity labs (Canvas accommodates)</li> <li>• Need to provide structured communication to students and determine the best method of delivery (e.g., students’ private email); also a concern for part-time faculty, many of whom use private email</li> <li>• Everyone on campus has a code to access ConferZoom—Online</li> </ul>

	<p>Learning dept. could send a message to everyone on campus to instruct them on how to use</p> <ul style="list-style-type: none"> <li>• Considerations must be made for those students who don't have reliable access to the internet</li> <li>• Must be mindful that any solution will be temporary and should not result in a permanent shift of content to online delivery, without further conversations; Kuehnl agreed that language must be clear</li> <li>• Suggestion to avoid use of "online" or "hybrid" delivery in language, since situation is temporary and should not be confused with permanent DE approval</li> <li>• Some students might rely on libraries for internet access, and libraries might also be closed</li> <li>• Question about how many people can participate in a single ConferZoom meeting—hundreds. Also, can be recorded for those who miss the meeting, but Kuehnl suggested not advertising this to students, in order to stress synchronous delivery</li> <li>• Will resources be available from the library, e.g., calculators, textbooks?</li> <li>• How will confidentiality protocol be accommodated, regarding Student Services?</li> <li>• Counselors will need to be available for appointments, using methods other than face-to-face</li> </ul> <p>Student guest expressed concern with the urgency of the situation and asked the reps how plan could be implemented. Kuehnl noted next CCC meeting is in two weeks, and mentioned possibility of conferring an emergency meeting, perhaps virtually. Noted that reps appear to be in agreement regarding areas of concern and possible options for faculty. Suggested reps act as "first responders" for their divisions and connect with their dean and colleagues to identify and assist faculty who may have the most difficulty in moving instruction to a virtual setting. Kuehnl will try to meet again with Nguyen for further information and insight.</p> <p>PSME rep asked if reps should communicate all of these suggestions to faculty—Kuehnl said that it shouldn't be presented as any official policy, but reps may share what was discussed. Encouraged reps to expand the dialogue within their divisions to accommodate course types specific to their division. Bio Health rep suggested faculty reach out to their students to reassure them that we are thinking about the situation, and noted that many of her students are worried. Kuehnl believes that a formal message should be sent by Nguyen, but he thinks it's okay for faculty to reach out, as well. Student guest mentioned that receiving a message from your instructor is more meaningful than a generic campus-wide message.</p>
8. Adjournment	<b>3:31 PM</b>

**Attendees\*:** Micaela Agyare (LIBR), Chris Allen (guest—Dean, APPR), Rachelle Campbell (BH), Stephanie Chan (LA), Owen Flannery (KA), Valerie Fong (Acting Dean, LA), Evan Gilstrap (Articulation Officer), Hilary Gomes (FA), Marc Knobel (PSME), Eric Kuehnl (Faculty Co-Chair), Debbie Lee (Acting Dean, FA & KA), Dokesha Meacham (CNSL), Allison Meezan (BSS), Ché Meneses (FA), Rosa Nguyen (guest—PSME), Ron Painter (PSME), Lisa Schultheis (BH), Lety Serna (CNSL), Nick Tuttle (BSS), Mary Vanatta (Curriculum Coordinator), Anand Venkataraman (PSME)

*\*Multiple student guests were in attendance, but their names were not recorded*

**Minutes Recorded by:** M. Vanatta