

**College Curriculum Committee
Meeting Minutes
Tuesday, April 21, 2020
2:00 p.m. – 3:30 p.m.
Meeting held virtually via ConferZoom**

Item	Discussion
1. Minutes: March 13, 2020	Approved by consensus.
2. Minutes: March 17, 2020	Approved by consensus.
3. Report Out from Division Reps	<p>Speaker: All PSME: Working on Title 5 updates; updating some MATH courses for C-ID.</p> <p>Apprenticeship: Pipe Trades moving all classes to Canvas; likely that other sites are doing the same.</p> <p>Articulation: Finally received IGETC & CSU GE approval lists for 2020-21; Gilstrap will email faculty soon.</p> <p>Fine Arts: Art dept. in process of moving ceramics classes to DE approved.</p> <p>SRC: No updates to report.</p> <p>Bio Health: Working on Title 5 updates.</p> <p>BSS: LINC dept. working on new certificate.</p> <p>Language Arts: Working on Title 5 updates.</p> <p>Counseling: No updates to report.</p> <p>Library: No updates to report.</p>
4. Announcements a. Foothill GE List for 2020-21 b. CourseLeaf Update c. Film, Television, and Electronic Media Certificate Approval d. UC/CSU Update	<p>Speakers: CCC Team Foothill General Education requirements for 2020-21. Newly approved GE courses have been added, and deactivated courses have been removed. Please share with your constituents. Vanatta pointed out notation re: KINS 16A—being voted on during today’s meeting.</p> <p>Testing of the new CourseLeaf curriculum system progressing well but has taken longer than expected due to our unique workflow. We are delaying our implementation target to July-August, with training planned for September-October; this will be better timing for faculty and will allow Vanatta to do necessary data clean-up. Bio Health rep asked for clarification regarding faculty access to C3MS in July/August—Vanatta responded that following the June 19th COR deadline edit access to CORs will be cutoff in C3MS (specific date not yet determined), because once the final upload of COR data is sent to CourseLeaf there cannot be any further changes made in C3MS. July/August is generally the least busy time for faculty to edit CORs, so hopefully won’t be a widespread disruption.</p> <p>The CCCCO has approved the Film, Television, and Electronic Media Certificate of Achievement!</p> <p>UCOP is temporarily suspending their cap on the number of transferable units allowed for P/NP grades, for winter/spring/summer 2020 terms. Even so, Gilstrap still recommends students take major prep courses for a letter grade, noting that criteria for majors is different, and that each UC campus sets its own selection requirements. CSU campuses also accepting P/NP</p>

	<p>for winter/spring/summer 2020 terms, which can be used to satisfy “the golden four” (CSU GE areas A1, A2, A3 & B4) as well as all other GE courses and major prereq courses. Counseling rep agreed with Gilstrap’s suggestion that students still take courses for a letter grade, to be safe.</p>
<p>5. Consent Calendar a. Streamlined Certificates of Achievement b. GE Applications</p>	<p>Speaker: Eric Kuehnl The following certificate applications were presented: Residential Wireman, Sound and Communication Installer (Apprenticeship); Audio Post Production, Game Audio I, Songwriting (Fine Arts). These certificates were submitted using the streamlined process CCC approved in 2018; all are currently non-transcriptable certificates and will be submitted to the CCCC as certificates of achievement if approved.</p> <p>The following GE application was presented: Area VII—KINS 16A. Application is being resubmitted to address concerns at previous meeting, re: criterion L5. PSME rep noted that app was updated to add clarifying language that is not listed on the COR and asked if CCC is allowing for information that is not directly copied/pasted from COR. Starer noted that in practice there is a variety of information listed on GE apps, as some only copy/paste from COR while others also add additional info. PSME rep noted that, in the past, discussions have concluded that info must be copied/pasted from COR. Vanatta noted that instructions on the app do state that information come from the COR, but acknowledged that those instructions are somewhat vague. Kuehnl noted there may not be consistency across the different GE subcommittees, when it comes to being strict about this. PSME rep stressed the need for consistency; apps should follow the directions to only include info copied/pasted from the COR.</p> <p>Vanatta noted today is the last meeting possible for GE approvals for the 2020-21 catalog, so if app is sent back again it will need to wait until next year for re-review. Counseling rep suggested CCC approve the app with the condition that the faculty update the COR to satisfy the requirements. Fine Arts rep agreed with PSME rep regarding allowing only COR info on GE apps; added that division reps should be more closely reviewing apps before approving them. Starer agreed with Fine Arts rep but noted the high volume of review required of reps, in general; believes instructions on GE apps aren’t explicit enough about requiring copy/paste from the COR. Cautioned the group about making exceptions, such as conditional approval. Vanatta shared concerns regarding conditional approval and how it would work, in practice, to ensure the faculty updates the COR to properly address CCC’s concerns. Kuehnl noted that the GE subcommittees should feel empowered to deny apps—Fine Arts rep stated they did initially deny this app (before it ever came to CCC) but then worked with the faculty to properly update it. Reiterated the need for division reps to fully review apps before approving them.</p> <p>Motion to approve streamlined certificates and conditionally approve* GE application M/S (Gomes, Venkataraman). Approved.</p> <p>* Conditional approval means that the COR must be updated to be in alignment with the GE application, specifically criterion L5, and that the COR be submitted in C3MS under the upcoming June deadline for CORs. Kuehnl and Starer will follow up with KINS faculty. Vanatta asked for clarification that if COR is not submitted by June deadline or does not pass muster with Kuehnl and Starer, course will be removed from GE list for 2021-22—correct.</p>
<p>6. New Program Application: Bridge to College Level English Noncredit Certificate</p>	<p>Speaker: Eric Kuehnl Second read of new Bridge to College Level English Certificate of Competency. No comments.</p>

<p>7. New Program Application: Bio-Health Diversity and Inclusion Leadership Certificate of Achievement</p>	<p>Motion to approve M/S (Schultheis, Francisco). Approved.</p> <p>Speaker: Eric Kuehnl First read of new Bio-Health Diversity and Inclusion Leadership Certificate of Achievement. Lee asked Subramaniam his thoughts on enrollment, particularly re: BIOL 81 and AHS 55—he is hopeful that certificate will attract interest. Bio Health rep noted that AHS 55 associated with a medical brigade that has been happening for a number of years. Believes that as students in the BIOL series become aware of BIOL 81, which is a new course, they will spark interest which will hopefully lead to an increase in enrollment and certificate completion. Hueg asked if certificate is meant to be taken as an add-on to another program or if it could stand alone in terms of job prospects. Bio Health rep noted it's more geared toward those in a related major or career field; Subramaniam agreed, adding that it would allow a person to show their commitment to diversity and inclusion.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>8. Ad Hoc Groups</p>	<p>Speaker: Eric Kuehnl Second read of three Proposals to Create New Ad Hoc Committees: Curriculum Best Practices, Foothill General Education Process, Honors Institute Course Prerequisite. Proposals have been updated based on comments/suggestions from first read.</p> <p>Starer suggested the fall 2020 timeline on the Curriculum Best Practices proposal might be too aggressive, given the current situation. Kuehnl noted that fall seemed much farther off when proposal initially drafted; timeframe could be extended. Starer noted that faculty who might otherwise be interested may currently be too focused on teaching online to have time to participate in group. Kuehnl noted that fall 2020 could mean as late as December. PSME rep stated that the end of fall seems reasonable. Kuehnl suggested this particular group be established by the end of this academic year with the assumption that work would begin in fall quarter.</p> <p>Kuehnl pointed out timeline on Foothill GE proposal, which directs the ad hoc group to present at June 16th CCC meeting. Bio Health rep agreed that June will likely be hard; believes participation might be better if timeline extended to fall, for both this and Honors proposal, and if Curriculum Best Practices extended to winter 2021. Noted that some faculty might be interested in serving on more than one ad hoc group, and extending timelines could help. Noted that Bio Health faculty would likely not be able to participate, if June is the deadline. Kuehnl unsure if timeline could be extended for Honors proposal, but agrees that GE could be extended to fall and Curriculum Best Practices to winter.</p> <p>Kuehnl noted that Honors topic is more timely than others and that the stakeholders are known, which should help bring ad hoc group together quickly. Gilstrap noted that he submits courses for UC transferability in June, and whenever a prereq is being removed from a course he must resubmit the course. For articulation purposes, Gilstrap will need to know by early June if he may move forward with submitting courses to UC, in cases where faculty wish to remove the honors prereq. Also mentioned processes for resubmission for transfer GE and course-to-course articulation. Starer asked if Gilstrap able to highlight what is being changed when a COR is resubmitted—Gilstrap stated that the full COR is reviewed, regardless of how minor the changes. Particularly for honors, reviewers look for the differences between the regular course and the honors version, so if the honors prereq is removed and there are no differences between the honors COR and the regular COR, the reviewer might see this as an issue. Starer asked if there is an appeals process if UC rejects a course—yes, but it's usually just a few weeks.</p>

	<p>Kuehnl suggested CCC approve the Honors proposal at today's meeting but bring back the other two for an additional read at the next meeting, with extended timelines. Vanatta asked Gilstrap if June 16th would be early enough for him to meet his UC submission deadline, noting that a handful of CORs were submitted through C3MS last year to remove the honors prereq and those faculty are under the impression that Gilstrap will be resubmitting their courses to UC. Gilstrap stated that early June is best, and Kuehnl asked if June 2nd would work—yes.</p> <p>Motion to approve the Proposal to Create New Ad Hoc Committee: Honors Institute Course Prerequisite, with one edit to Time Frame section to change the end date from June 16th to June 2nd M/S (Meacham, Serna). Approved.</p> <p>Curriculum Best Practices and Foothill General Education Process proposals will be brought back for an additional read and possible action.</p>
9. Summer Quarter Distance Education Resolution	<p>Speaker: Eric Kuehnl</p> <p>Kuehnl noted that this is a first read but listed as an action item due to critical timeline. Resolution is essentially an extension of the resolution CCC approved for winter/spring quarters, last month, and is much the same aside from stating that it will apply to all on-campus classes for summer quarter. Discussions have occurred regarding extending such approval to fall quarter, as well, but Kuehnl would like to wait to address fall. Lists of summer and fall classes are attached—these are tentative schedules. Fine Arts rep stressed need for faculty teaching on Canvas to be Canvas certified. Also noted that for ceramics courses, for example, students don't necessarily have the appropriate facilities; worried that we are not considering whether students will be able to actually complete certain courses if offered online. Bio Health rep asked for clarification on the class lists, which appear to include only courses with no Distance Education approval; asked if they could also include courses approved as hybrid but not fully online (many lab courses are approved as hybrid-only)—Vanatta confirmed that lists include only courses that do not have any type of DE approval, but noted that code used in Banner (to designate DE approval) does not differentiate between different types of approval/delivery. The same code is used for all courses that have DE approval; thus, would be difficult to compile such a list and would likely require a lot of manual work by Online Learning staff.</p> <p>Kristy Lisle, VP of Instruction, present for discussion. Lisle addressed Canvas certification concerns, noting that COOL committee has approached her about the topic, and that this is a negotiated item that would need to go to Faculty Association. CCC could make recommendation, but it would need to go to FA; unsure if topic is on the agenda for tomorrow's FA meeting but she is happy to bring it up if it is not. Noted that she has heard from some faculty who don't currently have the capacity to complete Canvas certification, as well as from some who don't want to complete it because they are intent on returning to face-to-face instruction when possible (although these numbers are small).</p> <p>Fine Arts rep believes that Canvas certification was a requirement for teaching online; understands that the blanket addendum allows for delivery via Zoom, etc., but unsure if blanket addendum means that faculty teaching courses that are already DE approved are now allowed to use methods other than Canvas. Starer noted that, previously, faculty could choose to not use Canvas but would not receive support for whatever platform they chose. Lisle stated that Canvas certification is not up to her to decide, and reiterated that she has recommended that COOL bring the topic to FA;</p>

Approved, May 5, 2020

	<p>agreed that it is difficult to force faculty to complete Canvas training when they are being required to teach online.</p> <p>Kuehnl stated that discussion about fall quarter will continue at next meeting; Lisle advocated for the deans and the scheduling office, who are in the beginning stages of creating the fall schedule and will need to know soon how to proceed.</p> <p>Motion to approve M/S (Meneses, Serna). Approved.</p>
10. Good of the Order	
11. Adjournment	3:30 PM

Attendees: Micaela Agyare (LIBR), Chris Allen (Dean, APPR), Anthony Cervantes (Dean, Enrollment Services), Stephanie Chan (LA), Mark Ferrer (SRC), Valerie Fong (Acting Dean, LA), Marnie Francisco (PSME), Evan Gilstrap (Articulation Officer), Hilary Gomes (FA), Katie Ha (LA), Kurt Hueg (Dean, BSS), Marc Knobel (PSME), Eric Kuehnl (Faculty Co-Chair), Debbie Lee (Acting Dean, FA & KA), Kristy Lisle (VP Instruction), Dokesha Meacham (CNSL), Allison Meezan (BSS), Ché Meneses (FA), Brian Murphy (APPR), Teresa Ong (AVP Workforce), Ron Painter (PSME), Lisa Schultheis (BH), Lety Serna (CNSL), Paul Starer (Administrator Co-Chair), Ram Subramaniam (Dean, BH & PSME), Nick Tuttle (BSS), Mary Vanatta (Curriculum Coordinator), Anand Venkataraman (PSME)

Minutes Recorded by: M. Vanatta