College Curriculum Committee
Meeting Minutes
Tuesday, April 20, 2021
2:00 p.m. – 3:30 p.m.
Meeting held virtually via ConferZoom

Item	Discussion
1. Minutes: March 16, 2021	**Approved by consensus.**
2. Report Out from Division Reps	**Speaker: All** Apprenticeship: Working on curriculum sheets. Recently met w/ Academic Senate President Kathryn Maurer to discuss moving forward with Cooperative Work Experience (CWE) plan. Bio Health: Working on curriculum sheets and next batch of Distance Learning Addendum forms. Working on Guided Pathways for four ADTs. BSS: Working on curriculum sheets. Counseling: Working on Title 5 updates. Fine Arts: Division CC met yesterday, incl. seat count discussion—plan to continue discussion of large seat counts (50) at division level. Working on curriculum sheets. Kinesiology: No updates to report. Language Arts: Working on curriculum sheets, Title 5 updates, Guided Pathways. Kella Svetich replacing Ben Armerding as CCC rep for spring. Library: No updates to report. PSME: Working on Title 5 updates; finished curriculum sheets. Chemistry dept. working with Biology dept. on new AS degree. D. Lee reported Kinesiology working on new certificates in sports medicine. Gilstrap reported still waiting on new CSU GE and IGETC approvals and news of any updates to IGETC standards. Vanatta mentioned next batch of new Distance Learning Addendum submissions (for remaining courses)—refer to her email from Wednesday for details.
3. Public Comment on Items Not on Agenda	No comments.
4. Announcements a. New Course Proposals	**Speakers: CCC Team** The following proposals were presented: D A 67; ENGL 12A; KINS 49; MTEC 57C, 90A; NCBS 448A. Please share with your constituents. No comments.
b. Notification of Proposed Requisites	New prerequisite for R T 70B (being reactivated for 2021-22). No comments.
c. CORs for Update 2022-23 (Title 5 list)	Vanatta compiled list of courses that need to be reviewed/updated for the 2022-23 catalog; list was emailed to reps and deans on March 18th. The deadline for Title 5 updates will be Nov. 5th, unless major changes are being made (those have June 18th deadline).

d. Foothill GE List for 2021-22	Foothill General Education requirements for 2021-22. Newly approved GE courses have been added, and deactivated courses have been removed. Please share with your constituents. Vanatta pointed out notations on GE changes attachment.
e. Pharmacy Technician & Sheet Metal Apprenticeship CA Approvals	Vanatta shared that the CCCCO has approved the following new Certificates of Achievement: Basic Pharmacy Technician; Pharmacy Assistant (Aide/Clerk); Air Conditioning Mechanic; Test, Adjust and Balancing (TAB) Technician.
5. Consent Calendar a. GE Applications	**Speaker: Eric Kuehnl** The following GE applications were presented: Area I—BUSI 70; Area VII—Plumbing Technology Apprenticeship Program. Area VII application would approve this GE area for students who complete the full program, not just one individual course, similar to previous approvals for Foothill GE for this program. Motion to approve **M/S** (Venkataraman, Murphy). **Approved.**
6. New Program Application: Cybersecurity CA	**Speaker: Eric Kuehnl** Second read of new Cybersecurity Certificate of Achievement. Vanatta noted TOP Code has been updated since first read, and LMI replaced with newer version. D. Lee pointed out no new faculty positions indicated on narrative for this cert. or IT Support cert., but believes new course is included. Expressed concern about being able to properly determine costs of new programs. PSME rep believes that, in the past, division was overestimating this figure, and not considering that existing faculty may teach new courses. Believes that if existing faculty will be teaching new courses, should not indicate new faculty positions needed. D. Lee clarified need to ensure costs for a new program are fully understood. Kuehnl suggested perhaps modifying narrative form to clarify how this question should be answered. Hueg believes that if program includes only existing courses, there's an argument for listing zero; noted that new program creation process being discussed right now. Other PSME rep mentioned that, especially in Computer Science dept., new courses don't necessarily mean new faculty, and that, sometimes, existing courses are deactivated to make room for new ones; question may be more complicated than it appears. Hueg believes incumbent upon the dean to discuss and determine new budget and resource needs for new programs. *See item 9 for motion/approval details.*
7. New Program Application: IT Support CA	**Speaker: Eric Kuehnl** Second read of new IT Support Certificate of Achievement. Vanatta noted that TOP Code has been updated since first read. *See item 6 for comments.* *See item 9 for motion/approval details.*
8. New Program Application: English as a Second Language for College and Careers (High-Intermediate) Noncredit Certificate	**Speaker: Eric Kuehnl** Second read of new English as a Second Language for College and Careers (High-Intermediate) Noncredit Certificate. No comments. *See item 9 for motion/approval details.*
9. New Program Application: English as a Second Language for College and Careers (Advanced) Noncredit Certificate	**Speaker: Eric Kuehnl** Second read of new English as a Second Language for College and Careers (Advanced) Noncredit Certificate. No comments. Group agreed to vote on items 6-9 as one motion. Motion to approve items 6-9 **M/S** (Venkataraman, Herman). **Approved.**
10. Stand Alone Approval Request: R T 70B	**Speaker: Eric Kuehnl** Second read of Stand Alone Approval Request for R T 70B. No comments.

	Motion to approve **M/S** (Cembellin, Venkataraman). **Approved.**
11. Stand Alone Approval Request: D A 65	**Speaker: Eric Kuehnl** First read of Stand Alone Approval Request for D A 65. Will be temporarily Stand Alone and included in upcoming certificate of achievement in Dental Assisting Apprenticeship. No comments. Second read and possible action will occur at next meeting.
12. Stand Alone Approval Request: D A 66	**Speaker: Eric Kuehnl** First read of Stand Alone Approval Request for D A 66. Will be temporarily Stand Alone and included in upcoming certificate of achievement in Dental Assisting Apprenticeship. No comments. Second read and possible action will occur at next meeting.
13. Stand Alone Approval Request: D A 200L	**Speaker: Eric Kuehnl** First read of Stand Alone Approval Request for D A 200L. Will be permanently Stand Alone. No comments. Second read and possible action will occur at next meeting.
14. Program Creation Process Ad Hoc Group	**Speaker: Eric Kuehnl** First read of Proposal to Create New Ad Hoc Committee: Instructional Program Creation Process. Intent is to create permanent process to replace current temporary process. Maurer drafted proposal and is present for discussion; noted information came from larger group that recently met to discuss concerns and issues that have arisen from temporary process, and the history of program creation processes at Foothill. Hope is that CCC will take leadership of ad hoc group. Would like to ensure group has representation from all appropriate parties. Language Arts rep mentioned difficulties of moving through temporary process in an effective way, especially re: feedback form process. Many times, forms are returned without feedback. Believes new process should ensure feedback is requested from groups/people who have appropriate expertise to provide feedback. D. Lee asked if group should include a person with expertise related to resource requests. Maurer noted group's work should include documenting questions and following up with experts for their input; doesn't see a direct role for such a person in actual group. D. Lee concerned group might not know which aspects to consider or questions to ask if such a person is not present—Maurer again responded unsure if this person needs to be member of group but should certainly be consulted on related issues. Maurer mentioned time frame listed on proposal, noting that in other similar situations, people interested in kicking off group get started and gather information before group formally approved. There is a desire to get process refined before end of academic year. Hueg noted CTE component to new programs and suggested group include person with CTE expertise. Second read and possible action will occur at next meeting.
15. Guided Pathways Mapping Approval Process	**Speaker: Eric Kuehnl** Continuing discussion of operational aspect of approving Guided Pathways (GP) Program Maps. Hope is for CCC to decide process for approving Maps. Kuehnl believes discussion at previous meeting leaned toward divisions serving as approving bodies for Maps, but acknowledged concerns regarding programs that overlap multiple divisions. Fine Arts rep shared experience in creating GP for their dept., and agreed that division CC should be involved in creation/approval of Maps. Also

	expressed concern that Maps currently being created reflect program listings for current year, even if dept. making extensive changes for upcoming year; believes that next year's listings should be used to create Maps. Library rep mentioned seeing LIBR 10 listed on some Maps, and potential impact on division, since course usually has just one section scheduled at a time; believes important for divisions to share Maps with other divisions whose courses are included. Kuehnl mentioned that in his experience with GP, GP team provided expertise re: frequency of courses being scheduled. Fong agreed with Library rep, re: sharing of Maps, not just due to potential impact but also to align sequencing/scheduling of courses which appear on multiple Maps. Maurer noted GP is currently grant-funded, for implementation, but grant will go away soon; need to determine how process fits in to our local processes. Believes CCC makes most sense, due to curriculum aspect and because CCC has representation from all divisions—especially considering upcoming plan to create meta-majors. Gilstrap mentioned our decentralized curriculum approval structure, suggesting perhaps formal approval should be at division CC level, with an FYI announcement at CCC to ensure sharing across all divisions. Kuehnl wondered if division CCs should consult with other divisions whose courses listed on Maps, during review/approval. Language Arts rep wondered at which stage of process CCC would become involved, and what specifics of the role would be. Kuehnl believes thought is for GP team to work with dept. to create Map, which would then go to division CC for approval; unsure when Map would come to CCC. Asked reps if it would be too much of a bottleneck for division CC to have to reach out to other divisions. PSME rep believes would be a bit of a challenge, based on their experience creating a Map. Noted that curriculum sheets aren't sent to CCC. Suggested, instead, that Maps come to CCC as info items, to allow reps from other divisions to review and pose questions. Fine Arts rep suggested need for periodic review of Maps, to address potential changes, such as course units. PSME rep asked if Maps could be managed in CourseLeaf—Vanatta unsure; implementation of Programs module will kick-off this summer, and she can then find out if including GP is an option. Gilstrap believes Maps will need to be reviewed every year, due to curriculum changes, which should be considered when we determine approval process. Language Arts rep believes that if Maps shared at CCC after division CC approval, good for transparency but won't provide an easy way for feedback to be incorporated, since Maps will have already been approved. Maurer noted GP Steering Committee assessing technology options for sharing of Maps; believes CCC will get a demo of one soon. Agreed with Gilstrap that review of Maps will be a yearly process, perhaps in tandem with reviewing curriculum sheets. Would love to see a centralized discussion of Maps, above the division CC level.
16. Local Apprenticeship AS Degree	**Speaker: Eric Kuehnl** Continuing general discussion of creating an Apprenticeship AS degree using GE mapping; topic most recently discussed at Feb. 2nd meeting. Apprenticeship rep mentioned Area VII GE app on today's agenda, noting that lifelong learning is "the essence" of the program. Kuehnl asked where program stands, in terms of Foothill GE, in general—Gilstrap believes Areas II-VII have been approved for the program, in general, plus Area I for BUSI 70. Gilstrap noted concerns discussed at previous meetings, regarding messaging to students; for example, students who complete this degree and later return to college for another associate degree—concerned that if they go to a different college, their GE will not be accepted, as there won't be any GE listed on their transcript. Also wondered how Foothill will handle situation if student returns here for an additional degree. Wants to ensure messaging to students is very clear, so they're not surprised to find

	out that their GE is not accepted by another college, or even at Foothill for a different degree.
	PSME rep recalled concerns from previous Articulation Officer, re: GE reciprocity agreements with other colleges, and requested this be discussed. Gilstrap agreed with this concern and the possibility that we could lose GE reciprocity—unsure if it would be across the board or in some other way. Recalled that during previous discussions some have conceded that we cannot control what other colleges will do, but Gilstrap believes this could be a real issue. Apprenticeship rep asked for more details re: reciprocity, noting that the intent is for this degree to be recognized only by Foothill. Offered to draft language, perhaps working with Gilstrap, to ensure clarity to students and around GE reciprocity. Gilstrap agreed with suggestion, and explained concept of GE reciprocity. PSME rep believes good idea to include such language in our catalog, and wondered what accrediting bodies might think about it. Hueg does not believe such language necessary, and believes the state and nation are moving to recognize pathways for credit for prior learning. Believes this degree is a prime example of such a pathway. Noted that if a student came to Foothill from another college with this type of degree, it would be up to us to review the courses/credits and assess how/whether they would be accepted. PSME responded with concern that just because we feel this way doesn't mean other colleges will; wants to ensure students are not at a disadvantage due to miscommunication. Believes Gilstrap's concerns should be considered and clear language drafted, for the benefit of students and other colleges. Hueg agreed with importance of communication for students and value of discussing potential scenarios for students.
	Apprenticeship rep appreciates that CCC would like to discuss all of the realities for this situation, in a big-picture way, but noted that these students are almost always focused on finishing program and entering career. Believes it very unlikely that a student would complete five-year program, enter career with the pay and benefits that come with it, and then decide to go back to school for something different. At the same time, happy to continue conversation and draft language to add to student handbook, to ensure clear communication to students.
17. Good of the Order	Kuehnl asked reps to let him know if interested in participating in program creation ad hoc group.
18. Adjournment	**3:31 PM**

Attendees: Micaela Agyare (LIBR), Chris Allen (Dean, APPR), Zach Cembellin (PSME), Valerie Fong (Acting Dean, LA), Marnie Francisco (PSME), Evan Gilstrap (Articulation Officer), Hilary Gomes (FA), Allison Herman (LA), Kurt Hueg (Administrator Co-Chair), Maritza Jackson Sandoval (CNSL), Eric Kuehnl (Faculty Co-Chair), Andy Lee (CNSL), Debbie Lee (Acting Dean, FA & KA), Don Mac Neal (KA), Kathryn Maurer (AS President), Ché Meneses (FA), Brian Murphy (APPR), Ron Painter (PSME), Kas Pereira (BSS), Lisa Schultheis (BH), Paul Starer (LA), Ram Subramaniam (Dean, BH & PSME), Kella Svetich (LA), Mary Vanatta (Curriculum Coordinator), Priya Vasu (ASFC), Anand Venkataraman (PSME)

Minutes Recorded by: M. Vanatta