

**College Curriculum Committee  
Meeting Minutes  
Tuesday, June 11, 2024  
2:00 p.m. – 3:30 p.m.  
Administrative Conference Room 1901; virtual option via Zoom**

Item	Discussion
1. Minutes: May 28, 2024	<b>Approved by consensus.</b>
2. Report Out and Check-in	<p><b>Speaker: All</b> Vanatta asked reps to share who next year's reps are expected to be, during today's report out.</p> <p>Apprenticeship: Working on Title 5 updates. Myres expressed thanks on behalf of division faculty to CCC members for working w/ the division on GE mapping project; noted working w/ college to offer ENGL 1A to Apprenticeship students. Myres plans to continue as rep.</p> <p>BSS: Working on Title 5 updates and new honors courses. Connell and Dupree both plan to continue as reps.</p> <p>Counseling: Jackson Sandoval and Lee both plan to continue as reps.</p> <p>HSH: Wrapped up Title 5 updates. Draper plans to continue as rep, along with Rachelle Campbell and Shae St. Onge-Cole.</p> <p>Language Arts: Sarver shared division CC recently held retreat, which included deep dive into SLOs (analysis, revisions, types of assessments in classroom good for capturing SLOs). Mentioned question re: how to update SLOs, since TracDat no longer being used—brief discussion occurred about college's need to identify replacement software/system for SLOs, which Vanatta hopes will be resolved next year, in time for 2025-26 catalog. Sarver plans to continue as rep, and looking for second.</p> <p>LRC: Agyare shared Library offering extended hours for finals, starting next week (closed Juneteenth holiday). Noted Artstor database retiring soon and transferring to JSTOR. Agyare plans to continue as rep for Library side, unsure who rep will be for tutoring side.</p> <p>STEM: Working on Title 5 updates. Taylor plans to continue as rep; Parikh plans to continue until PDL begins, unsure who will step in.</p> <p>SRC: Kaupp serving as in-person proxy. Wrapped up Title 5 updates. Kaupp shared that Richard Saroyan plans to continue as rep.</p> <p>Fine Arts &amp; Comm: Working on Title 5 updates and updating ADTs. Brannvall and J. Fong both plan to continue as reps.</p> <p>Kinesiology &amp; Athletics: Working on Title 5 updates. Bissell plans to continue as rep, along with Kelly Edwards.</p> <p>Gilstrap working on reviewing CORs in CourseLeaf and inputting new and updated courses in ASSIST for submission to UC. Also updating advising sheets and transfer guide and finalizing AP/IB/CLEP charts. Noted Common Course Numbering faculty convenings begin tomorrow, and Gilstrap is facilitating the meeting for Psychology.</p>

	<p>Hueg mentioned Noncredit/Credit for Prior Learning Workgroup holding first meeting tomorrow; shared that Gilstrap, Hueg, Kaupp, Academic Senate President Voltaire Villanueva, and folks from De Anza attending Curriculum Institute.</p> <p>Vanatta reminded the reps to please email any division CC meeting minutes they haven't already sent over.</p>
<p>3. Public Comment on Items Not on Agenda</p>	<p>Vanatta commended Kaupp on his first year as CCC Faculty Co-Chair!</p> <p>Stafford thanked Starer and others who assisted in the GE mapping work this year. Allen echoed thanks to Starer for leadership and dedication on the project.</p>
<p>4. Announcements a. New Course Proposals</p> <p>b. CCC Meeting Dates for 2024-25</p>	<p><b>Speakers: CCC Team</b> The following proposals were presented: ALTW 218B, 435; ATHL 34, 34A, 34C, 34F; CRWR 9; HUMN 2H, 6H, 10H; NCEL 448, 451A. Reps provided additional info about courses being proposed for their division. Jackson Sandoval asked if any student may enroll in ALTW 435—Kaupp responded, for the time being will be cohort limited, but in very preliminary discussions to offer outside of cohort, open to any student.</p> <p>Meeting dates for 2024-25 have been scheduled. Kaupp plans to continue to hold meetings as hybrid.</p>
<p>5. New Certificate Application: Retail Operations Specialist</p>	<p><b>Speaker: Ben Kaupp</b> Second read of new Retail Operations Specialist Certificate of Achievement. Brief discussion occurred re: disciplines for the courses.</p> <p>Motion to approve <b>M/S</b> (Brannvall, Sarver). <b>Approved.</b></p>
<p>6. Stand Alone Application: ALTW 434</p>	<p><b>Speaker: Ben Kaupp</b> Second read of Stand Alone Approval Request for ALTW 434. Kaupp shared that TTW students will learn from different guest speakers to build robots and race them around obstacle courses! Connell asked if TTW students still available as interns to depts. across campus—Kaupp responded, yes, and please reach out if interested.</p> <p>Motion to approve <b>M/S</b> (Draper, Agyare). <b>Approved.</b></p>
<p>7. GE Application: Area V: Air Conditioning and Refrigeration Technology Apprenticeship Program (Pathway #1)</p>	<p><b>Speaker: Ben Kaupp</b> Second read of GE application, which would approve Foothill GE Area V for students who complete the full major requirements for Air Conditioning and Refrigeration Technology (Pathway #1), not one individual course. No comments.</p> <p>Starer thanked CCC members for their faith in Apprenticeship students and faculty, noting this is a huge step forward in the college's equity efforts, as students come from a wide variety of underrepresented groups. Students will now have the opportunity to earn a college degree. Commended the group for thinking broadly about how people learn and the different circumstances under which they learn, and for recognizing there are different paths to achieve the goal of a college degree. Believes this type of broad thinking is the wave of the future, as more "unconventional" types of students will be coming to us. Brannvall commented on the importance of having a robust Apprenticeship program as part of the college's offerings.</p> <p>Motion to approve items 7-10 <b>M/S</b> (Brannvall, Draper). <b>Approved.</b></p>
<p>8. GE Application: Area V: Steamfitting and Pipefitting Technology Apprenticeship Program</p>	<p><b>Speaker: Ben Kaupp</b> Second read of GE application, which would approve Foothill GE Area V for students who complete the full major requirements for Steamfitting and Pipefitting Technology, not one individual course. No comments.</p>

	<p><i>See item 7 for motion/approval details.</i></p>
<p>9. GE Application: Area VI: Air Conditioning and Refrigeration Technology Apprenticeship Program (Pathway #1)</p>	<p><b>Speaker: Ben Kaupp</b>                  Second read of GE application, which would approve Foothill GE Area VI for students who complete the full major requirements for Air Conditioning and Refrigeration Technology (Pathway #1), not one individual course. No comments.</p> <p><i>See item 7 for motion/approval details.</i></p>
<p>10. GE Application: Area VII: Steamfitting and Pipefitting Technology Apprenticeship Program</p>	<p><b>Speaker: Ben Kaupp</b>                  Second read of GE application, which would approve Foothill GE Area VII for students who complete the full major requirements for Steamfitting and Pipefitting Technology, not one individual course. No comments.</p> <p><i>See item 7 for motion/approval details.</i></p>
<p>11. New Certificate Proposal: Theatre Costume and Makeup (noncredit)</p>	<p><b>Speaker: Ben Kaupp</b>                  Proposal for new Theatre Costume and Makeup noncredit certificate. No comments.</p> <p>Hueg asked if [items 11-13] are workforce/CTE certs.—proposals state yes. Hueg noted this means they will be submitted as CDCP. Brannvall asked if this type of cert. will be discussed by the Noncredit/Credit for Prior Learning Workgroup—Hueg responded, yes; group will be discussing the college’s plans to transition students from noncredit work to credit. Hueg asked if students who have taken credit courses can then take mirrored noncredit versions and earn cert.—Vanatta responded, technically yes because noncredit courses are unlimited repeatability. Discussion occurred re: students potentially taking noncredit courses to sharpen skills previously learned in credit versions.</p> <p>Motion to approve <b>M/S</b> (Brannvall, J. Fong). <b>Approved.</b></p>
<p>12. New Certificate Proposal: Theatre Production Organization (noncredit)</p>	<p><b>Speaker: Ben Kaupp</b>                  Proposal for new Theatre Production Organization noncredit certificate. No comments.</p> <p>Motion to approve <b>M/S</b> (Sarver, Myres). <b>Approved.</b></p>
<p>13. New Certificate Proposal: Theatre Technology (noncredit)</p>	<p><b>Speaker: Ben Kaupp</b>                  Proposal for new Theatre Technology noncredit certificate. No comments.</p> <p>Motion to approve <b>M/S</b> (Myres, Lee). <b>Approved.</b></p>
<p>14. CCC Priorities for 2024-25</p>	<p><b>Speaker: Ben Kaupp</b>                  Kaupp first asked the group for their thoughts about GE subcommittees, which can be tough to get volunteers for. Suggested it might make more sense to have GE discussions take place directly at CCC; Vanatta suggested using one subcommittee for all GE. Parikh likes that faculty with expertise serve on separate GE subcommittees (i.e., current set-up). Sarver currently on a GE subcommittee and noted that, while not many questions come through, when they do she’s wished there were others to discuss questions with. Kaupp noted GE subcommittees handle both GE apps. for courses and GE course substitution petitions submitted by students. Brannvall currently on a GE subcommittee and noted the infrequency of requests can make it hard to remember how to handle them; suggested creating instructions/best practices document for GE subcommittee members.</p>

Gilstrap would prefer to have one GE subcommittee or for GE apps. to come directly to CCC, to enable more robust discussion. Noted currently GE subcommittees are very siloed, with just a few faculty serving on each, and their conversations aren't visible to CCC members when GE apps. eventually come to CCC for approval. Draper currently on a GE subcommittee and agreed that review has been very siloed. Kaupp unsure if GE course substitution petitions can come to CCC, due to privacy concerns, and wonders if redacted versions could be presented at CCC. Gilstrap noted that CCC membership represents different disciplines across the college, which would enable robust discussion of GE apps. and petitions.

The discussion then moved on to suggestions of topics for next year. Gilstrap suggested:

- Foothill GE: finalize pattern and determine depth criteria for each area—some areas can transfer over to new pattern but criteria for a few new areas will need to be created
- Common Course Numbering
- Quarter vs. semester
- Changing start of curriculum year from summer to fall; note that ASSIST begins the year with fall and ends with summer
- ADTs being updated for CalGETC
- Program Mapping: process and deadlines for updates to Maps
- Credit for Prior Learning; the state Chancellor's Office wants to start implementing, and there are a lot of directions we can go with it (e.g., military credit, noncredit to credit, etc.)

Brannvall shared feedback from retired faculty, who believes switching to semesters is inevitable, and asked if that's true—Gilstrap responded, from his vantage point, it would be more responsible to our students to be on semesters, especially re: course sequences. At this point, unsure what the impact of Common Course Numbering will be, once it becomes more obvious to students that they need to take two quarter courses to satisfy one semester course. Kaupp mentioned Arizona State University on semesters but offers many courses as accelerated (half-semester), which is something to consider; noted this was mentioned during recent MIP-C discussion on topic.

Connell recalled comment during previous meeting that due to Common Course Numbering we'll eventually need to touch every course and asked if/how this relates to SLOs. Gilstrap noted that in California we include Course Objectives on the COR, but the rest of the country includes Outcomes, and there has been some preliminary discussion about switching from Objectives to Outcomes on the COR. Draper asked how the two differ—Sarver noted this was discussed during division CC's recent retreat, and faculty believe that outcomes are what students can do at the end of the course, while objectives are the targets for the instructor.

Starer mentioned current accreditation process—Kaupp and Hueg noted, CCC will discuss if applicable. Sarver mentioned need to add examples to Guiding Principles for Equitable CORs document. J. Fong mentioned Fine Arts & Comm division created cheat sheet for equity in the COR; is happy to share. Connell suggested discussing increasing the diversity of honors course offerings. Kaupp wonders if CCC sees itself as taking on more of an active role in advocacy, noting that CCC is usually more of a mechanical/operational committee, but certain

	<p>topics (increasing honors offerings, encouraging new course creation, quarter vs. semester) are somewhat related to advocacy.</p> <p>Kaupp mentioned he’s planning to work on standardization of how division CCs should operate and asked if group would like to tackle as general topic. Gilstrap asked if this related to creation of CCC bylaws—Kaupp responded, more to do with ensuring division CCs are meeting Brown Act requirements and sharing ideas with each other. Noted that, based on report out, next year’s group will be majority returning reps, which creates opportunity to build on experience.</p> <p>V. Fong mentioned noncredit courses for older adults, and Hueg added noncredit in general. Sarver asked if Kinesiology (non-activity) courses could be offered as workforce/CTE noncredit—possibly.</p>
<p>15. Good of the Order</p>	<p>Allen acknowledged Vanatta’s hard work; Kaupp thanked the full group, who thanked him in return! Vanatta thanked Gilstrap for his hard work and advocacy for us at the state-wide level re: Common Course Numbering!</p>
<p>16. Adjournment</p>	<p><b>3:25 PM</b></p>

**Attendees:** Micaela Agyare\* (LRC), Chris Allen\* (Dean, APPR), Jeff Bissell (KA), Cynthia Brannvall\* (FAC), Zach Cembellin\* (Dean, STEM), Sam Connell\* (BSS), Cathy Draper\* (HSH), Angie Dupree (BSS), Gina Firenzi (APPR), Jordan Fong\* (FAC), Valerie Fong\* (Dean, LA), Patricia Gibbs (BSS), Evan Gilstrap\* (Articulation Officer), Kurt Hueg\* (Administrator Co-Chair), Maritza Jackson Sandoval\* (CNSL), Ben Kaupp\* (Faculty Co-Chair), Andy Lee\* (CNSL), Tim Myres\* (APPR), Sarah Parikh\* (STEM), Amy Sarver\* (LA), Andrew Stafford (APPR), Paul Starer (APPR), Kyle Taylor\* (STEM), Mary Vanatta\* (Curriculum Coordinator)

\* Indicates in-person attendance

**Minutes Recorded by:** M. Vanatta