College Curriculum Committee
Meeting Minutes
Tuesday, February 18, 2025
2:00 p.m. – 3:30 p.m.
Administrative Conference Room 1901; virtual option via Zoom

Item	Discussion
1. Minutes: February 4, 2025	Motion to approve **M/S** (Draper, Gilstrap). **Approved.** Kaupp noted error in item 2. Report Out from CCC Members (final paragraph): divisions did not receive emails directly from De Anza but from Kaupp. Vanatta will make correction.
2. Report Out from CCC Members	**Speaker: All** Apprenticeship: Myres shared continuing to work on Foothill GE apps; Allen shared prepping updates to curriculum sheets and Title 5 courses. BSS: Dupree shared working on Courses not Taught in Four Years list. Connell shared feedback from faculty about that process: creation of policy was driven by faculty frustrated that catalog included courses which hadn't been offered in many years; concern is that courses which may gain a second life are in danger of being deactivated, noting student interest can spark quickly and reactivation process takes 1-2 years; believes the current process does not reflect intent of original policy and hopes there is a way for courses to remain in the catalog so that they may be offered if the need arises, without a waiting period. Counseling: No updates to report. SRC: No updates to report. Fine Arts & Comm.: No updates to report. HSH: Draper mentioned division CC meeting this coming Friday. LRC: Reps mentioned division CC meeting this coming Thursday. STEM: Taylor shared working on Courses not Taught in Four Years list; prepping updates to curriculum sheets. Division looking for second rep for spring quarter. Kinesiology: No updates to report. Gilstrap mentioned he's updated all Common Course Numbering Phase 1 courses in C-ID to reflect their new number. Shared that faculty members are needed for FDRGs and as COR evaluators; will provide attachment to Vanatta to distribute w/ CCC Communiqué. Working on reviewing Program Maps, with goal to finish them by end of winter quarter. Will be joining ASSIST workgroup to help improve their articulation and data management system.
3. Public Comment on Items Not on Agenda	No comments.
4. Announcements a. Recent CCCCO Approval!	**Speakers: CCC Team** Vanatta announced we've received state approval for the new Public Health ADT, which will replace the current Public Health Science ADT, effective for the 2025-26 catalog.
5. Consent Calendar a. Division Curriculum Committees	**Speaker: Ben Kaupp** Document includes details about each division CC. Kaupp noted no

	changes since previous meeting. Allen mentioned next Apprenticeship meeting tomorrow at 10:00 AM; Draper noted HSH meeting Feb. 21 at 9:00 AM. Lee mentioned Counseling division info states division CC meets monthly and asked if reps should specify precise dates—Kaupp responded, that's the prerogative of the division, but welcome to email him specific dates to add to document. Motion to approve **M/S** (Agyare, Lee). **Approved.**
6. New Subject Code: NCAL	**Speaker: Ben Kaupp** Third read of proposal to create new subject code of NCAL: Non-Credit: Adult Learning. Proposed by the Office of Instruction, rather than a specific division, to be used by all divisions for noncredit courses for older adults. Kaupp mentioned suggestion to instead use NCLL: Non-Credit: Lifelong Learning, to better reflect the intent of these courses and move away from "adult" terminology. Hueg added he and Kaupp held two successful listening sessions, and NCLL proposal has received support from everyone who has heard about it. There's some concern NCAL could get confused with Adult Education, which is a separate entity. Bissell asked if PE still not allowed to be included—Hueg responded, correct. Bissell pointed out that Lifelong Learning is one of the Foothill GE area names and noted the irony in PE being a majority of courses in that GE area; Kaupp acknowledged he hadn't realized this similarity. Kaupp brought up previous concerns about using single subject code and asked if those have been assuaged. Connell asked if we're getting rid of Lifelong Learning GE area—Kaupp responded, we are not. Connell agrees with Bissell that using Lifelong Learning for these courses seems strange since PE courses may not be offered as noncredit for older adults. Kaupp clarified it is a state rule that we may not offer PE courses as noncredit for older adults. Bissell asked if anyone is discussing a possible workaround to allow for inclusion of PE courses in this category, and mentioned a few situations in which students would find great benefit in being able to repeat more than they're currently allowed. Hueg noted that the state specifically disallows PE courses as noncredit due to the unlimited repeatability of noncredit. Noted last year there was proposed legislation to ease repeatability constraints, but it didn't pass. Kaupp believes topic was discussed at last year's Curriculum Institute and will try to track down any relevant resources for Bissell. Connell noted West Valley College offers older adult noncredit courses in PE; Kaupp wonders if they simply haven't been audited yet. Brannvall asked if there's a way to offer courses which focus on weight management, heart health, etc. (i.e., preventative healthcare). Kaupp noted that noncredit courses may be created in other noncredit categories, aside from courses for older adults. Dupree asked if there will be a way for students to find these courses under a single subject code if they're searching for the specific subject/dept. associated with the course (e.g., ANTH)—Kaupp responded, believes there will be a way to configure this type of search, similar to how students can currently search for low-cost textbook courses. Hueg agrees that we should be able to get that figured out, once we get the ball rolling. Kaupp believes potential confusion with Lifelong Learning GE area is extreme, if NCLL code is used. Gilstrap agrees. Draper suggested slight modification, to "Lifelong Learners." Kaupp noted participants on Zoom sharing links to other community colleges apparently offering PE

	courses as noncredit for older adults. Bissell believes that if other colleges are figuring out a way to offer these courses, we should, too. Kaupp clarified that this proposal is to create a single subject code to use for all noncredit courses for older adults (vs. using dept.-specific codes). Draper commented in favor of using single code, for ease of finding all of these courses. Hueg noted other colleges use a single subject code, and clarified that this code will be used only for noncredit for older adults; will not be used for workforce/CTE courses. Schultheis believes "Lifelong Learners" will still get confused with Lifelong Learning GE area. Draper asked about the outcome of the listening sessions—Kaupp responded, generally folks were looking for clarity re: what may/may not be offered, and for the most part people were in favor once they understood what these courses will be. Agyare brought up questions about compensation—Kaupp responded, there are still many aspects to get figured out, and this is simply the beginning. Lee wonders if those who were in favor of using NCLL would have second thoughts if reminded about Lifelong Learning GE area. Kaupp pointed out that we will have option to change the subject code in the future, if needed. Brief discussion occurred re: process to deactivate a subject code. Motion to approve NCAL subject code as proposed **M/S** (Brannvall, Draper). **Approved.** 1 abstention
7. Stand Alone Application: ALTW 218B	**Speaker: Ben Kaupp** Second read of Stand Alone Approval Request for ALTW 218B. Motion to approve **M/S** (Myres, Reed). **Approved.**
8. Stand Alone Applications: APRT 140A, 140B, 141A, 141B	**Speaker: Ben Kaupp** Second read of Stand Alone Approval Requests for APRT 140A, 140B, 141A & 141B. Motion to approve **M/S** (Lee, Brannvall). **Approved.**
9. GE Application: Area 1B & Area 2: Test, Adjust and Balancing (TAB) Technician Apprenticeship Program	**Speaker: Ben Kaupp** Second read of GE application, which would approve Foothill GE Area 1B and Area 2 for students who complete the full major requirements for Test, Adjust and Balancing (TAB) Technician, not one individual course. Because new apps have not yet been created, previous Area V app being used. *See item 12 for motion/approval details.*
10. GE Application: Area 4: Test, Adjust and Balancing (TAB) Technician Apprenticeship Program	**Speaker: Ben Kaupp** Second read of GE application, which would approve Foothill GE Area 4 for students who complete the full major requirements for Test, Adjust and Balancing (TAB) Technician, not one individual course. Because new apps have not yet been created, previous Area IV app being used. *See item 12 for motion/approval details.*
11. GE Application: Area 5: Test, Adjust and Balancing (TAB) Technician Apprenticeship Program	**Speaker: Ben Kaupp** Second read of GE application, which would approve Foothill GE Area 5 for students who complete the full major requirements for Test, Adjust and Balancing (TAB) Technician, not one individual course. Because new apps have not yet been created, previous Area III app being used. Taylor provided positive feedback on this particular app. *See item 12 for motion/approval details.*

12. GE Application: Area 7: Test, Adjust and Balancing (TAB) Technician Apprenticeship Program	**Speaker: Ben Kaupp** Second read of GE application, which would approve Foothill GE Area 7 for students who complete the full major requirements for Test, Adjust and Balancing (TAB) Technician, not one individual course. Because new apps have not yet been created, previous Area VII app being used. Motion to approve items 9-12 **M/S** (Taylor, Fong). **Approved.**
13. New Certificate Proposal: Transfer Studies: Cal-GETC	**Speaker: Ben Kaupp** Proposal for new Transfer Studies: Cal-GETC Certificate of Achievement. Motion to approve **M/S** (Lee, Brannvall). **Approved.**
14. Updating Foothill GE—Criteria	**Speaker: Ben Kaupp** Second read of application form for each area of new Foothill GE (eight total). Forms have been updated to include feedback shared during first read and following that meeting; changes highlighted in yellow. Also included in attachments is Starer's suggested revisions, using Area 1A as example. Additionally, Kaupp emailed CCC members a note from Starer which provides context for his suggestions. Kaupp went over changes to forms since first read and mentioned Starer's note that this is a huge opportunity to evaluate the GE application process and rethink these forms. Starer's note points out that Foothill GE was adopted in the late 1970s, and since then there hasn't been such in-depth discussion of it as we've had over the past year. Kaupp agrees there's value in considering whether we want to make major material changes, but noted that until we approve new forms we cannot approve new GE courses/programs. Gilstrap believes we should be intentional, especially if the process hasn't been looked at since the '70s. Discussion occurred re: potential impact to catalog of delaying creation of new forms. Vanatta noted all new GE courses/programs for 2025-26 have now been approved using previous version of forms; any delay in new forms being created would affect new GE courses/programs for 2026-27 catalog. Brannvall commented in favor of rethinking process. Taylor mentioned STEM faculty discussed possibility of streamlining Area 5 form, specifically, noting it's the longest form; ultimately settled on keeping form as is, since not all courses include both lecture and lab. Open to additional discussion of streamlining. Taylor would like to hear Acevedo's thoughts on Area 6 form before voting. Gilstrap believes important to include discipline faculty in any future discussions, to understand what they want their students to know/learn when they teach GE courses. Starer agrees and noted many GE areas are multi-disciplinary; suggested faculty across disciplines collaborate and create rubrics to aid faculty when filling out the forms. Myres asked about the timeframe for these additional discussions, noting the longer it takes the longer faculty will be prevented from completing new GE apps. Kaupp suggested the group could approve the currently proposed forms to be used for the time being, while rethinking the GE app process. Noted there are faculty waiting to fill out GE apps, and we owe it to our colleagues to provide a way for them to apply. Gilstrap concerned that using proposed forms as a stopgap could end up creating confusion re: which version of form to use. Brannvall asked what further discussions might look like and if we'd include faculty who teach courses in specific GE areas—Kaupp responded, suggesting we hold a series of listening sessions, to hear from discipline faculty. Brannvall believes we can learn a lot from those

	colleagues. Brannvall asked what the process would be if we first use the currently proposed forms and then have extensive conversations—Kaupp responded, the group would have to figure that out. Connell noted this feels like déjà vu, in that Foothill GE was revised about a decade ago, and suggested we follow Starer's lead. Agyare asked if Breadth Criteria based on Foothill's Institutional Learning Outcomes (ILOs), and asked what will happen if the college updates our ILOs—Kaupp responded, this is a valid point, as Breadth Criteria does appear to be based on our ILOs, which are currently being discussed for possible updating. Kaupp believes we should assume we'll need to revise forms again soon, since ILOs will likely be updated. Kaupp believes we have two options: 1) approve currently proposed forms, and engage in no additional discussions; 2) approve currently proposed forms to be used temporarily, and take Starer's suggestions and upcoming ILO updates under deep discussion (listening sessions, engaging discipline faculty, etc.) with the intent to further revise the forms/process. Based on today's discussion, it sounds like we're not super thrilled with the current drafts becoming the permanent forms for the Foothill GE app process. Lee asked for a rough estimate of how long additional discussions will take—Kaupp responded, that's up to the group. Reed believes it could take at least two months and expressed concerns about faculty meeting June deadline for 2026-27 CORs. Vanatta noted, regardless of what CCC decides, will need to allow for deadline flexibility for faculty submitting apps on new version of forms, and use Word docs for the time being (adding forms to CourseLeaf will likely take months). Motion to approve use of currently proposed forms as stopgap measure, to use for GE apps for 2026-27 catalog **M/S** (Myres, Jackson Sandoval). **Approved.** Kaupp will figure out how to convene discussion groups. Reed asked when new ILOs will be finalized and suggested groups not meet until after ILOs finalized; Kaupp agrees. Kaupp will find out more about ILO discussions and share info w/ CCC. Vanatta will finalize forms and make them available as Word docs on CCC website; will also reach out to faculty currently working on CORs in CourseLeaf with Foothill GE selected to transition their apps to new forms. Since these forms will be used for just one year, it's not worth adding them in CourseLeaf.
15. Good of the Order	Lee recalled enthusiastic support at previous CCC meeting for changing catalog start term from summer to fall and asked if discussion will be agendized. Kaupp believes discussion would involve Office of Instruction, Faculty Association, Academic Senate; will get the ball rolling. Kaupp noted he's up for re-election and plans to run. Thanked the group for serving with him and hopes he will continue to serve another term! Academic Senate elections are active; open positions are Part-time Faculty Rep and Executive Vice President.
16. Adjournment	**3:17 PM**

Attendees: Ulysses Acevedo (LA), Micaela Agyare* (LRC), Chris Allen* (Dean, APPR), Jeff Bissell (KA), Cynthia Brannvall* (FAC), Sam Connell (BSS), Cathy Draper* (HSH), Angie Dupree (BSS), Jordan Fong* (FAC), Evan Gilstrap* (Articulation Officer), Ron Herman (Dean, FAC), Kurt Hueg (Administrator Co-Chair), Maritza Jackson Sandoval* (CNSL), Ben Kaupp* (Faculty Co-Chair), Andy Lee* (CNSL), Tim Myres* (APPR), Eric Reed* (LRC), Richard Saroyan (SRC), Lisa Schultheis (STEM), Paul Starer (APPR), Kyle Taylor* (STEM), Mary Vanatta* (Curriculum Coordinator)
Indicates in-person attendance
Minutes Recorded by: M. Vanatta