

## SRC curriculum Meeting Minutes 11-28-17

LeeAnn, Ben, Janet, Ahn, Sue, Mason

Went over agenda:

- I. Need a person to take minutes and send to Mary Vanatta
  - a. Type minutes have them approved by Ben and LeeAnn then send to Mary Vanatta
- II. Stand Alone Form for ALLD 402
  - a. First class to discuss is the ALLD 402 Academic Skills - need to do a Stand Alone form
  - b. Academic coaching program - 3 current coaches - help students with executive functioning skills, transition the program to a non-credit course to generate FTES for the program to be more sustainable.
  - c. Fix that the mission statement, Andrew said: we used the old Stand Alone form and we are updated the new Stand Alone form with the addition of the mission statement, wanted more explaining of how it connects to the mission statement. In future it would be nice to have a procedural manual on how exactly step by step of creating a new course.
  - d. *We updated the Stand Alone form for ALLD 402 including using the updating form and mission statement connection.*
  - e. *We also agreed that this course will be a Stand Alone course.*
- III. Stand Alone Forms for ALCB 400A, 400B, and 400C (follow up with Ellen Mastman)
  - a. Had phone call with Mary, *the committee agrees with updated the Stand Alone Forms for the 400A, B, and C*
  - b. We need to get the Stand Alone forms from Jackie
- IV. Deactivate ALCB 201 (follow up with Ellen Mastman)
  - a. *The committee agrees with deactivating ALCB 201 contingent on Ellen's approval*
- V. ALCB 231: Career Planning and Personal Assessment: Curriculum REP
- VI. List of authors for TTW and Community Based/Correct the Authors
  - a. Phone call with Mary - Wanted a complete list of all the authors for CB/TTW
- VII. New Course Discussion
  - a. We agreed that Sue will work on Social Skills course for CB & work on Healthy Living (Older Adult Studies & TTW) a TTW credit and noncredit CB version
  - b. We discussed working on new courses and updating existing curriculum to reflect enhancement
    - i. Also in hopes to raise funding for the program and CB faculty
    - ii. Huge emphasis on vocational/workforce preparation certificates
      1. Need at least two series
      2. Entry level type positions
        - a. Geriatric certificates
        - b. Baristas
        - c. Hospitality Certificate
        - d. Dog walking
- VIII. Other Agenda items?

- a. Working on identifying organizations and databases to help spur these interests
- b. Identified a gap of students after TTW
- c. Developing community partners - creating a vocational path - talk to Ben or Teresa
- d. Database - for occupational
- e. Autism employment network - autism speaks
- f. Job core training -
- g. SARS
- h. Menlo Park - nova's job center
- i. San Jose - work 2 future
- j. Wallies place - schizophrenic serious mental health - sends a whole cohort - get an CWID - comes every week
- k. Hope services
- l. Abilities united
- m. Sunnyvale - TTW non credit

Mary Vanatta - Curriculum Coordinator

Meeting only once a month - purpose - SRC subcommittee - College Curriculum Meeting which reviews college curriculum- everything happens within the sub SRC Curriculum Committee

There are 4 main reasons for this SRC Curriculum Committee

- 1. Under title 5, all curriculum after 5 years need to be updated**
- 2. If a class has not been taught in 4 years it will disappear**
  - o Especially with CB need to keep track and put in paperwork
- 3. Paperwork for curriculum**, foothill website, info for - faculty and staff - faculty resources, college curriculum committee is the holder of all the forms - go to the left, form guides and flow charts
  - o New course proposal
  - o Reviving old courses
  - o Stand Alone form –
  - o If there is a class requiring a requisite (concurrently)
  - o Trying to be more consistent but there are revisions, college wide always have revisions
  - o C3MS- faculty authors, C3MS is the actual process putting the curriculum in, then it goes through a group of others, Teresa, Bernie, articulated (means can be used at others Colleges, CB is not) there is no red flags, the author needs to be on top of the players so communicating is,
  - o deadline for a new class is the beginning of June
    1. C3MS needs to be completed before
  - o Second database - tracdat - SLOs -
  - o Updating curriculum is also through C3MS
  - o Inactive meaning the curriculum is dead, inactive means we have a copy of the core, if it's too old we might have to rewrite it
  - o Resurrecting a class is a different process
- 4. Bringing in new curriculum**

**Additional info:**

Teresa can give insight on how to move forward with CB curriculum

CB already provides SLOs to Jackie puts them in tracdat probably

Early June is deadline for new curriculum or updates because it goes to the state: takes a year and a half if you submit this early June for fall of 2019

Intrinsic motivation for keeping students in non-credit courses

TTW make a noncredit version to be able to be CB

Example, honors and regular course

Lynette goes to senior centers; teaching