

Apprenticeship Curriculum Committee Meeting

March 13, 2019

Agenda:

- 1) Welcome, why are we here, why so much time crunch, and what is the plan moving forward?
- 2) Review/approve curriculum sheets
- 3) Review/approve Title 5 updates and make sure CORs are approved and moved to "curriculum rep" in the C3MS
- 4) Review/approve all requests for "classes not taught in four years" to be continued to be listed in the catalog **or** deactivate the courses
- 5) Additional agenda items
 - a. Mike Sheriff requests new subject code

Meeting Minutes:

Attendees:

- Peter Chursin, San Francisco Electrical Workers
- Robert Moreno, San José Electrical Workers
- Tim Myres, Alameda County Sheet Metal
- Stephen Cry, Castroville Plumbers & Pipe Fitters
- Brian Murphy, San José Pipe Trades
- Mark Likeness, San José Pipe Trades
- Katie Galvin, Foothill College Instructional Consultant
- Paul Starer, Foothill College Interim Associate Vice President of Instruction

- 1) Welcome, why are we here, why so much time crunch, and what is the plan moving forward?

Paul gave an abbreviated history of apprenticeship curriculum –

It originally resided in another department/division (Business and Social Sciences). This did not really make sense because faculty in that department do not have expertise in apprenticeship curriculum. Then, a fine arts faculty member was asked to lead the committee and that lasted for about a year or so.

At this point, Foothill is undergoing a "sea change" in terms of commitment to integrating apprenticeship curriculum into the college's "regular" curricular processes and there is intentional emphasis on recognition that apprenticeship curriculum is equally important to the college as all other curricular areas.

Why are we here today and what is the urgency about –

Paul apologized that annual apprenticeship curriculum updates were not originally on his radar and these things (i.e. reviewing/approving curriculum sheets) need to get done asap. This will not happen moving forward and hiring the Dean of Apprenticeship (interviews underway currently) will help significantly towards this end. In the future, the committee will meet regularly throughout the year.

2) Review/approve curriculum sheets

What are curriculum sheets (Paul explains) –

Curriculum sheets are published in the catalogue every year and they tell students what they need to do to achieve a degree/certificate. It is important that they are accurate. They don't typically change a lot every year – unless the program changes in some way. State law is that these are reviewed and approved annually by the faculty. Curriculum sheets do not produce curriculum changes. They simply reflect the changes that have been made through regular curriculum approval processes.

Robert asks how to deactivate a course and then also how to introduce a new course.

Paul explains that to deactivate, you would propose this to the apprenticeship curriculum committee for approval with a brief explanation. It would then be forwarded to college curriculum committee as an information item. It is important to be mindful that this is not an on/off situation. If a course is deactivated, in order for it to be "reactivated," a new course would need to be introduced through regular the approval process.

In terms of process timelines, Paul explains changes to curriculum sheets that are approved by March are implemented/in the catalogue in July of that same year. Sites can go in and change them whenever they want, but they still need to go through the process of being "approved" by ACC (Apprenticeship Curriculum Committee) annually.

Brian asks about breaking down a large, comprehensive course (taken at the completion of the entire apprenticeship program) into 4-5 smaller courses (for example to be taken at the end of each year of the apprenticeship program).

Paul explains this would be deactivating a course and proposing new courses.

Tim asks about moving some courses around (like a course that is currently being taught in 5th year being moved to 4th year).

Paul explains for this situation, the site can go ahead and make those changes (and start implementing them) and then the curriculum sheets will just "catch-up" the next time curriculum sheets are approved.

Curriculum Sheet Approvals

APIW 100 is going from 3 units to 4 units. This is included in our approval today (3/13/19).

Peter made a motion to approve all the curriculum sheets (with change noted above).

Brian seconded the motion.

All approved unanimously.

- 3) Review/approve Title 5 updates and make sure CORs are approved and moved to "curriculum rep" in the C3MS

Paul explains the state wants to make sure courses are reviewed regularly (every 5 years) for currency. Once committee approves Title 5 updates, they move into "curriculum rep" mode. Usually there is someone from the committee who is designated as curriculum rep. For this academic year, Mary Vanatta (College Curriculum Coordinator) will use approved minutes of apprenticeship curriculum committee meeting to move Title 5 updates out of curriculum rep status. Once apprenticeship courses go into "curriculum rep" mode, Mary will forward the courses to the next step, which is they will go to college curriculum committee as an information item.

Title 5 Update Approvals

Peter made a motion to approve all Title 5 updates.

Robert seconded.

All approved unanimously.

List of courses included in approval:

- *APEL 123A GROUNDING & BONDING, OVERCURRENT PROTECTION, CODE & PRACTICES, BLUEPRINTS, CODEOLOGY SKILLS*
- *APEL 125A FIRE ALARM SYSTEMS, EMERGENCY COMMUNICATION SYSTEMS, PUBLIC EMERGENCY SYSTEMS*
- *APPR 162C ELECTRONIC CONTROLS, DDC CONTROLS*
- *APPT 121 INTRODUCTION TO RESIDENTIAL PLUMBING, SAFETY & TOOLS*
- *APPT 122 RESIDENTIAL DRAINAGE SYSTEMS*
- *APPT 123 RESIDENTIAL GAS & WATER INSTALLATIONS*
- *APPT 124 MATHEMATICS FOR RESIDENTIAL PLUMBING*
- *APPT 125 RESIDENTIAL BLUEPRINT READING*
- *APPT 126 RESIDENTIAL PIPING LAYOUT & INSTALLATION; RESIDENTIAL FIXTURES*
- *APPT 127 RESIDENTIAL PLUMBING CODE*
- *APPT 128 RESIDENTIAL GAS INSTALLATIONS; SERVICE WORK*
- *JRYM 100 BUILDING TRADES TEACHER DEVELOPMENT*

- 4) Review/approve all requests for "classes not taught in four years" to be continued to be listed in the catalog **or** deactivate the courses

Paul explains that when classes haven't been taught in 4 years, they are automatically deactivated. We can keep them active, but it takes our action.

We review the list of apprenticeship courses that fall into this category.... the "deactivation" list. Attendees submitted a form to Paul for any course they want exempted from deactivation list. They include a one sentence explanation for why they want the course exempted.

Courses Exempted from Deactivation Approvals

Brian made a motion to approve all exemptions.

Peter seconded.

All approved unanimously.

List of courses included in approval: APPR 166; APPT 121, 122, 123, 124, 125, 126, 127, 128; APSM 130, 134

- 5) Additional agenda items
 b. Mike Sheriff requests new subject code

Mike Sheriff requested (via email to Paul) creation of a new subject code:
Installer Technician - ITSC

New Subject Code Approval

Tim made a motion to approve the creation of the ITSC subject code.

Brian seconded.

All approved unanimously.

Wrapping-up: Paul asks to check-in about curriculum, but also just kind of in general.

Mark says San Jose Pipe Trades Training Center will be submitting some more journeyman courses in the future. There is some discussion about articulation and how that would/would not work for apprenticeship courses.

Steve requests a visual or some kind of explanation for what exactly the process is for getting a new course approved. **Paul will send out a flow chart to everyone with this explanation.**

Robert asks for more specifics about this process (new course proposal). Paul explains the first step is to complete and submit a New Course Proposal form to apprenticeship curriculum committee for approval and then send to the college curriculum committee for notification. The purpose of this is to let the campus know of your intention and to assess for any course overlap with any other course across the college. Once this process has been completed, Mary creates a "shell" in C3MS for a new course outline of record

Peter says there will be changes to his curriculum at some point, but not imminent.

Tim says he and Ben are continuing to move their programs forward.