

Apprenticeship Curriculum Committee Meeting Minutes

9/17/19

Introductions: Foothill College Faculty & Staff provided brief introductions on their roles on the college and Apprenticeship Faculty shared their roles at their training centers.

Attendees: Brian Murphy, Training Coordinator, San Jose Pipes, Local 393
Jonathan Clark, Residential Coordinator, San Jose Pipes, Local 393
Tim Myres, Bay Area Training Fund Sheet Metal, Local 104
Stephen Cry, Training Coordinator, Castroville Plumbers & Steamfitters, Local 62
Erica Paul, Part-time Faculty, San Jose Pipes, Local 393
Robert Moreno, Training Director, San Jose Electrical, Local 332
Michael Lin, Chef, San Jose Job Corps Center
Kristy Lisle, Executive Vice President, Foothill College
Paul Starer, Associate Vice President of Instruction, Foothill College
Mary Vanatta, Curriculum Coordinator, Foothill College
Phuong Tran, Sr. Program Apprenticeship Coordinator, Foothill College
Chris Allen, Dean, Apprenticeship Programs, Foothill College

Meeting Minutes:

- ❖ Isaac provided an overview of the Academic Senate as well the (10 + 1) process to the group. Isaac is the President of the Academic Senate and Eric Kuehnl will be Co-Chair of the Curriculum Committee for the upcoming school year with Mary Vanatta.
 - ❖ Mary provided an overview of the Curriculum Committee approval process as well an overview of the Apprenticeship Curriculum Committee meeting role in the process.
 - ❖ Paul covered the transition from C3MS to Course leaf and changes that would be coming as well outlined the current C3MS process. Moving curriculum in this system is not sustainable anymore. Course leaf – everything will be imbed into this system. This new curriculum system will start training for college staff in the fall and live in winter. Once it rolls, there will be training for faculty members to use.
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- The ACC reviewed what is considered creating a brand new course and/or changes that are made to additional courses.
 - Discussed annual deadlines for the course catalog and the process of putting in a new course into the current C3MS system and the process associated with having the ACC review all courses and changes to courses at their division curriculum meetings.
 - Mary provided additional information on all forms and where to find them on the website.

- What needs to be included in Course Outlines was covered.
- Minimum qualifications was discussed for any new course created and the state requirements for apprenticeship instructors. This recent change in 2018 has created various pathways for instructors to be eligible with minimum qualifications.
- Overview creating a brand new course was discussed as well the process with approval from the state to ensure that the curriculum and credits are appropriate for credit courses. The example of denial was shared.
- The college annual deadline for course catalog was covered and usually is in the third week of June.
- Tim asked for additional clarification if a new course is built and is moved through the curriculum approval process that it won't be available until the following year. Mary confirmed this as each course created is for the following year to be included in the catalog. The exemption process was discussed further to discuss possible circumstances that surface with apprenticeship curriculum and this would need EVP approval. The form is on the website to be completed and returned to the Dean of the area to be forwarded to the Vice President of Instruction.
- Paul suggested a training opportunity for all apprenticeship faculty on C3MS. The faculty agreed that this would be beneficial and October 9th, 11:30am on campus, Paul will provide this opportunity.

The Apprenticeship Curriculum Committee (ACC) discussed the apprenticeship faculty role and Paul and Chris asked for a volunteer to lead the ACC group. Brian Murphy, part-time faculty at the San Jose Pipes Training Center, Local 393 agreed to take on the representative role for the ACC. Brian Murphy will be the curriculum rep for the ACC for 2019/2020.

How frequent do you want to meet? Once a quarter on campus and the rest will be on zoom. Faculty that are local are more than welcome to join the zoom meetings here on campus. Dates for upcoming meetings were selected. **October 30th at 11:30 am for zoom meeting and November 20th at 11:30 am on campus.**

Roundtable discussion of changes in the field and anticipated new courses for 2019/2020.

San Jose Plumbing, Local 393: Residential Plumbing program up and running again. New courses will be created moving around current curriculum to design new courses. In February, the new courses will need to be up and running and will need ACC and College Curriculum Committee approval. Complete this by fall.

Castroville/Monterey Pipes, Local 62: Revit courses will be created as new course. A current service course is waiting in the system. Chris will follow up.

San Jose Electrical, Local 332: all curriculum is national and any changes or requests first need approval from national. Robert shared some changes are needed for the region and will work at the national level first before he can make changes to curriculum.

Sheet Metal, Local 104: Tim anticipates a lot of new revisions to TAB and moving some curriculum around as well to existing courses. Technology has been the focus as all apprentices communicate through their issued tablets and communicate on projects with instructors in email. Curriculum will be the focus and implementing excel, word and communication classes is in the pipeline.

Title 5 Update Approvals currently in C3MS.

Brian made a motion to approve all Title 5 updates, Robert seconded, all voted unanimously to approve the current Title 5 updates.

ITSC Courses for Approvals.

Brian made a motion to approve all new ITSC courses in C3MS, Michael seconded and all voted unanimously to approve all ITSC courses. Brian signed all Distance Learning forms for ITSC courses as the Curriculum Rep.

Journeyman Project Management Courses are still in proof status. The author of the COR, Erica Paul will go into the C3MS system to follow up with the curriculum rep.

Meeting adjourned at 1:55pm. Next meeting is October 30th, 11:30am on zoom. Invite will go out.