

College Curriculum Committee Meeting Agenda
Tuesday, October 1, 2013
2:00 p.m. - 3:30 p.m.
President's Conference Room

Item	Action	Attachment	Presenter/Time
1. Minutes: June 4, 2013	Action	#10/1/13-1	Escoto - 5 min
2. 2013-14 Sneak Preview: a. Curriculum Quality b. Division Curr Committee Structure c. Training Sessions d. Consent Calendar Items e. Course Substitution Petition Process	Information	#10/1/13-2 #10/1/13-3	Escoto, Messina, Day - 25 min
3. Curriculum Institute Recap	Information		Escoto, Messina, Day - 10 min
4. Consent Calendar: a. Stand Alone	Action	#10/1/13-4	Escoto - 3 min
5. Informational Items: a. New Course Proposal b. New Course Outline Cover Sheet	Information	#10/1/13-5 #10/1/13-6	Escoto - 2 min Nuñez - 2 min

Consent Calendar

Stand Alone Application (attachment #10/1/13-4): SOC 1H

Attachment List:

#10/1/13-1 Draft Minutes: June 4, 2013
#10/1/13-2 CCC Orientation Presentation
#10/1/13-3 CCC Working Topics 2013-14
#10/1/13-5 New Course Proposal - MUS 11D
#10/1/13-6 Course Outline Cover Sheet

2013 -2014 Curriculum Committee Meetings

Fall 2013 Quarter:

10/1/13
10/15/13
11/5/13
11/19/13
12/3/13

Winter 2014 Quarter

1/21/14
2/4/14
2/18/14
3/4/14
3/18/14

Spring 2014 Quarter

4/15/14
5/6/14
5/20/14
6/3/14
6/17/14

* Standing reminder: items for inclusion on the CCC agenda are due no later than one week before the meeting

2013-2014 Curriculum Deadlines

10/1/13 Deadline to submit an appeal to UC for denied courses or to submit courses approved after the June 1 deadline
12/1/13 Deadline to submit courses to CSU for CSU GE approval.
12/1/13 Deadline to submit courses to UC/CSU for IGETC approval.
12/6/13 COR/Title 5 Updates for Fall 2013.
3/3/14 Curriculum Sheet Updates for 2013-14.
6/1/14 Deadline to submit new/revised courses to UCOP for UC transferability
Ongoing Submission of new/revised courses for C-ID approval and course-to-course articulation with individual colleges and universities.

Distribution:

Michaela Agyare (LIBR), Kathy Armstrong (PSME), Rachelle Campbell (BH), Bea Cashmore (ALD), Jerry Cellilo (CNSL), Dolores Davison (AS President), Bernie Day (Articulation Officer), Teresa de la Cruz (Articulation), Isaac Escoto (CNSL), Marnie Francisco (PSME), Stephanie Franco (Evaluations), Konnilyn Feig (BSS), Hilary Gomes (FA), Susan Gutkind (Dean, KA), Brenda Hanning (BH), Robert Hartwell (FA), Carolyn Holcroft (BH), Kay Jones (LIBR), Marc Knobel (PSME), Allison Lenkeit Meezan (BSS), Don MacNeil (KA), Jean McCarron (Instr), Kimberlee Messina (VP, Instruction, Administrator co-chair), Peter Murray (Dean, PSME), Simon Pennington (FA), Barbara Shewfelt (KA), Paul Starer (Dean, LA), Kella Svetich (L A)

COLLEGE CURRICULUM COMMITTEE

Committee Members - 2013-14

Meeting Date: 10/1/13

Co-Chairs (2)

<input checked="" type="checkbox"/>	Isaac Escoto	7350	Vice President, Academic Senate (tiebreaker vote only)	escotoisaac@foothill.edu
<input checked="" type="checkbox"/>	Kimberlee Messina	7209	Vice President, Instruction	messinakimberlee@foothill.edu

Voting Membership-12 total; 1 vote per division

<input checked="" type="checkbox"/>	Michaela Agyare	7086	LIBR	agyaremichaela@foothill.edu
<input checked="" type="checkbox"/>	Kathy Armstrong	7487	PSME	armstrongkathy@foothill.edu
<input checked="" type="checkbox"/>	Rachelle Campbell	7469	BH	campbellrachelle@foothill.edu
<input type="checkbox"/>	Bea Cashmore	7094	ALD	cashmorebeatrice@foothill.edu
<input checked="" type="checkbox"/>	Jerry Cellilo	7224	CNSL	cellilojerry@fhda.edu
<input checked="" type="checkbox"/>	Bernie Day	7225	Articulation	daybernie@foothill.edu
<input checked="" type="checkbox"/>	Brian Evans	7575	BSS	evansbrian@foothill.edu
<input type="checkbox"/>			CNSL	
<input checked="" type="checkbox"/>	Marnie Francisco	7420	PSME	franciscomarnie@foothill.edu
<input checked="" type="checkbox"/>	Konnilyn Fieg	7430	BSS	feigkonnilyn@foothill.edu
<input checked="" type="checkbox"/>	Hilary Gomes	7585	FA	gomeshilary@foothill.edu
<input checked="" type="checkbox"/>	Brenda Hanning	7466	BH	hanningbrenda@foothill.edu
<input type="checkbox"/>	Robert Hartwell	7016	FA	hartwellrobert@fhda.edu
<input checked="" type="checkbox"/>	Carlyon Holcroft	7429	BH	holcroftcarolyn@foothill.edu
<input checked="" type="checkbox"/>	Kay Jones	7602	LIBR	joneskay@foothill.edu
<input checked="" type="checkbox"/>	Marc Knobel	7049	PSME	knobelmarc@foothill.edu
<input checked="" type="checkbox"/>	Allison Lenkeit Meezan	7422	BSS	meezankaren@foothill.edu
<input checked="" type="checkbox"/>	Don MacNeil	6967	K A	macneildan@foothill.edu
<input checked="" type="checkbox"/>	Simon Pennington	7015	F A	penningtonsimon@fhda.edu
<input checked="" type="checkbox"/>	Barbara Shewfelt	7658	K A	shewfeltbarbara@foothill.edu
<input checked="" type="checkbox"/>	Kella Svetich	7924	L A	svetichkella@foothill.edu
<input checked="" type="checkbox"/>	Susan Gutkin	7741	Dean	gutkinsusan@foothill.edu
<input checked="" type="checkbox"/>	Peter Murray	7472	Dean	murraypeter@foothill.edu
<input checked="" type="checkbox"/>	Paul Starer	7227	Dean	starerpaul@foothill.edu

Non-Voting Members (4)

<input type="checkbox"/>	Teresa de la Cruz	7638	Articulation Assistant	delacruzteresa@foothill.edu
<input type="checkbox"/>	Stephanie Franco	7231	Evaluations	francostephanie@foothill.edu
<input type="checkbox"/>		7371	Curr/Schedule Asst.	
<input checked="" type="checkbox"/>	Cori Nuñez	7439	Curr Coordinator	nunezcori@foothill.edu
<input type="checkbox"/>			ASFC	

Visitors:

Kurt Aug.

College Curriculum Committee
Meeting Minutes
Tuesday, June 18, 2013
2:07 p.m. - 3:12 p.m.
President's Conference Room

<u>Item</u>	<u>Discussion</u>
1. Minutes: June 4, 2013	Minutes approved as written M/S (Starer, Cashmore). Baker was not at last meeting but is available to dialog/provide more info to anyone interested in further information about SB 520 and how we might be proactive.
2. Announcements a. New Course Proposals b. Report out from Divisions c. Upcoming events d. Other Updates e. Certificate of Achievement Descriptions - Sample Language	Speaker: Carolyn Holcroft a. New course proposals were introduced. b. Nothing to report. c. Curriculum Institute in July. d. Nuñez reported the total numbers of courses we changed this year. e. Holcroft has some sample certificate language that she will send to the committee members. Please remind constituents that deadline to add descriptions is next March 2014 but sooner is better as these can go into the online catalog immediately. Emphasized importance of getting feedback from counseling before submitting.
3. Prerequisite Implementation Status	Speaker: Carolyn Holcroft Informed committee about the report we must provide the Chancellor's office every year. Reminded that State is watching us closely to see if we (CCCs) are exercising our privilege of implementing our own prereqs rather than having the state mandate them to us.
4. Transfer Degrees & C-ID Status Update	Speaker: Carolyn Holcroft <u>Transfer Degrees:</u> Holcroft reviewed status list and updated based on input from the division reps and articulation officer. Reminded committee that we must be 100% compliant by the end of the 2013-14 academic year. If the discipline faculty cannot get them written then someone else (reps, administrators, etc.) will have to do them to comply with law. Concern regarding high unit degrees, e.g. engineering, and whether will be included in the "100%" requirement. Messina would ask but she felt that the original list of subject areas would be the list to which we will be held accountable. <u>C-ID update:</u> Day informed us that we have 82 courses approved for C-ID and 120 still in the queue. The C-ID descriptors are held to be the "minimum" requirements to which the courses will be measured but expectation is that courses pending approval must have 100% of items in C-ID descriptor and "then more". Be careful about writing curriculum to "meet" the descriptors but rather they should "exceed" them. Distributed C-ID June 2013 newsletter, please share with constituents.
5. Summary & Goal Setting	Speaker: Carolyn Holcroft Holcroft congratulated everyone on our accomplishments this year. There are still some pending items but most of them have begun and just require finalization. Question regarding the certificate information to include math and English proficiencies. We also want to make very clear the outcomes expected from certificates of achievement. Cashmore asked if this was to be done to the low-unit certificates as well. Although the recently passed

	resolution focused only on CAs, faculty may also add wording to the "non-transcriptable" certificates with the understanding that these statements must be very clear and reasonable - imperative to consult with counseling first.
6. Other	Speaker: Bernie Day Day presented a resolution to show the committee's appreciation to Carolyn Holcroft for her invaluable contribution to Foothill in general and specifically to the College Curriculum Committee. The committee shared the resolution by reading it aloud. Move to suspend the rules to approve without second reading. M/S (Hartwell,Baker) Approved. Move to approve the resolution as written M/S (Fox, Hartwell) Approved. Holcroft thanked the committee for their hard work and reminded that she could not have accomplished any of this without them.

Attendees:

FOOTHILL COLLEGE CURRICULUM COMMITTEE

Processes, Responsibilities, and
Other Important Information

October 1, 2013

Who “Owns” Curriculum?

Faculty!!!

Per Title 5, curriculum is one of the 10+1 areas of primary reliance given to the Academic Senate.

“The college and/or district curriculum committee recommending the course shall be established by the mutual agreement of the college and/or district administration and the academic senate. The committee shall be either a committee of the academic senate or a committee that includes faculty and is otherwise comprised in a way that is mutually agreeable to the college and/or district administration and the academic senate.”

Title 5, §55002.

Who Serves on Foothill's CCC?

- **Co-chaired** by VP of the Academic Senate and the VP of Instruction & Institutional Research
- Meetings are open to all
- **Voting faculty:**
 - Faculty Co-Chair (votes only in event of tie)
 - Up to two representatives from each division (each division has one vote)
 - Articulation/Curriculum Officer
- **Voting administrators:**
 - Three instructional deans
- **Non-voting members:**
 - Administrative Co-Chair
 - Others: ASFC representatives, the curriculum coordinator, and an FA representative.

What is the role of the CCC?

- Establish practices and processes for curriculum development
 - in collaboration with the Academic Senate
 - done through resolutions process
- Review, approve new degrees & certificates, & stand-alone courses
- Prevent unnecessary duplication/overlap among curriculum
- Review, approve courses for inclusion in Foothill GE pattern
- Ensure compliance with Title 5, Ed Code, & other state/local regulations
- Develop campus-wide educational policy

The Foothill CCC does *not*....

- Approve new credit courses
- Approve distance ed addendum applications
 - These are division CC responsibilities

CCC Reps: Roles & Responsibilities

- **Represent** your constituents at each CCC meeting
- Arrive **prepared**
 - Read agenda, attachments prior to meeting
- **PROMPTLY report** CCC activities, information, and decisions to your constituents
- Promptly provide the Curriculum Coordinator with **local curriculum committee minutes** identifying all course and program changes,* as well as reporting these out to CCC

CCC Reps Responsibilities

- Serve as a resource to constituents (full time and adjunct) for:
 - Navigating Foothill curriculum development and approval processes
 - GE pattern
 - Writing and reviewing Course Outlines of Record

Why are Course Outlines of Record So Important?

- required by Title 5 & regional accreditation standards
- serve as basis for approval of degrees, certificates, and system-wide GE requirements
- basis for articulation agreements
- provide quality control across all sections of a course
- It's not about “rubber stamping”

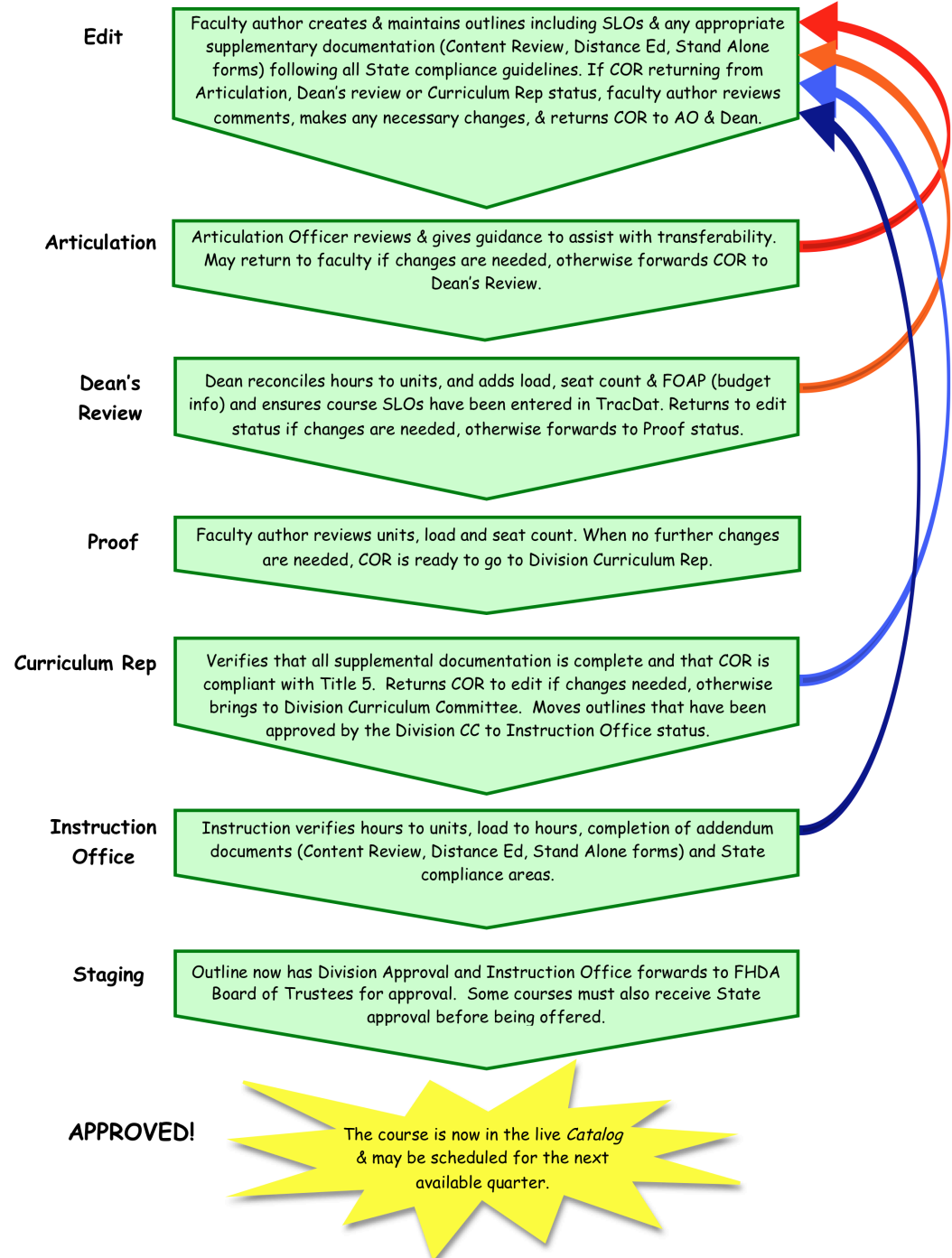
Foothill's Curriculum History

- Foothill is unique in its curriculum process.
- 1992 decision allowed individual divisions to approve their own curriculum.
 - STRONG division committees are imperative in order for this to work
- Result: CCC focuses on developing campus-wide curriculum issues and educational policy

Resolutions Process

- Formalizes the decisions and policies of the CCC
- Streamlines communication
- Writing resolutions:
 - Up to four “Whereas” clauses to present background, argument/rationale
 - Up to four “Resolved” clauses to direct action, articulate policy, procedures, etc.
 - Must be distributed with the agendas, and come for first/second read before action as per Robert’s rules

C3MS Approval Stages



Foothill Curriculum Contacts

- Isaac Escoto: Co-Chair CCC, VP Academic Senate
- Kimberlee Messina: VP Instruction and Institutional Research, Co-Chair CCC
- Cori Nuñez: Curriculum Coordinator
- Bernie Day: Articulation/Curriculum Officer
- Denise Perez: Curriculum Scheduling
- Division Deans
- Curriculum Reps



Foothill College Curriculum Committee Working Topics for 2013-2014

Topic	Summary/Content	Action(s)	Priority/ Deadlines	Status
Transfer Degrees: SB 1440 (and related bill AB 2302)	SB 1440 requires CCCs to offer associate degrees for transfer. These degrees require students to meet either the IGETC or CSU-Breadth requirements, plus complete a minimum of 27 quarter units in a major or area of emphasis as determined by the community college. The community college is prohibited from imposing any additional requirements for the transfer degree. Students receiving such degrees receive automatic admission to a CSU at junior level status. AB 2302 requests that UCs accept students with transfer degrees.	Faculty urged to continue development of TMC-aligned transfer degrees with all possible expediency. Goal is for CCC to facilitate creation of transfer degrees for all "similar" Foothill majors during 12-13.	HIGH	In process – see Appendix A
Prerequisites/Content Review Process	In March 2011 the BOG approved changes to Title 5 that remove the requirement for statistical evaluation of prereqs and allowing faculty to implement prereqs solely on the basis of rigorous and regular content review. CCC drafted plan and revised content review forms in Winter and Spring 2013. Adopted June 4, 2013.	Develop materials to train CCC for content review process, goal is implementation of training in Fall 2013	High	In progress
CCC Structure and process	Foothill College is undergoing significant organizational changes, e.g. redistribution of departments, to different divisions. Current division level curriculum committee structure necessitates high level of curriculum expertise at division level.	CCC to evaluate division level curriculum committee structure upon completion of curriculum cycle ending December 2013.	High	In process

C-ID (Course Identification Numbering System)	Goal is to assign a specific, common number to courses that commonly transfer between CCCs, UCs and CSUs (similar to the now-retired CAN system) in an effort to facilitate transfer. Participation requires bilateral agreements (i.e. colleges agree to accept each others' C-ID numbered courses). Intersegmental faculty are currently collaborating to develop course descriptors that will determine the standards by which individual courses may be assigned that C-ID number. FH already has many courses approved and continues to submit as appropriate.	Discipline-specific list serve available at http://www.c-id.net/listserv.html . Discipline faculty strongly encouraged to review course descriptors, proposed model transfer curriculum and participate in listserv discussions.	High	Ongoing
General Education Learning Outcomes (GELOs)	At the end of the 2010 Spring quarter, the FH CCC discussed the development of GELOs and subsequently adopted the four ILOs to function also as GELOs, with the stipulation that we would revisit this decision. CCC reviewed GELOs Spring '12 and discussed possible revisions. Foothill brought Ken O'Donnell from CSU Chancellor's Office to campus on May 18 to discuss CSU GELOs (LEAP essential learning outcomes).	Review GELOs and make changes as needed. Advise re: assessment plan. Continue discussion Fall '12	Med	In process
Foothill GE Pattern	Foothill adopted new GE guidelines at the beginning of the 2009-2010 academic year, and CCC subcommittees subsequently began evaluating courses for inclusion under these new guidelines. Courses on GE list under old pattern grandfathered through '11-'12 only. Resolution to allow students to choose to use IGETC or CSU GE pattern for Foothill AA degree, and resolution to allow limited GE reciprocity, passed CCC on May 31 agenda and passed by FH academic senate on June 6, 2011, with implementation beginning Fall 2011.	Faculty encouraged to continue to submit courses for FH GE, CSU Breadth and/or IGETC approval. Beginning Fall '12, all courses on FH GE list must have been approved under the new GE guidelines.	Medium	Ongoing

General Education Pathways	Many schools are developing general education “packages” around a broad theme such as sustainability or global citizenship. In completing pathway, student would satisfy IGETC and/or CSU GE pattern requirements. Faculty interest in developing such a pathway(s) at Foothill.		Med	In process
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FOOTHILL COLLEGE
Stand-Alone Course Approval Request

Course #: SOC 1H

Division: Business and Social Sciences

Course Title: Honors Introduction to Sociology

Catalog Description:

Introduction to the field of sociology; the scientific study of human society and the contemporary world, and the interaction of individuals and groups in society. Analysis of major theories, concepts, methods, social institutions, and social processes. Development of a sociological imagination and social context analysis. Society in its social class, racial and gendered dynamics. As an honors course, it is focused on reading and critically analyzing sociological literature and researching specific sociological topics.

Explain briefly how the proposed course satisfies the following five criteria:

Criteria A. -- Appropriateness to Mission

1. The objectives of this course, as defined in the course outline, are consistent with the mission of the California Community Colleges as established by Education Code 66010.4, especially in that this course:

This course is transferable to UC and CSU.

2. *"A well-educated population being essential to sustaining and enhancing a democratic society, Foothill College commits itself to providing access to outstanding educational opportunities for all of our students. Whether through basic skills, career preparation, lifelong learning, or transfer, the members of the Foothill College community are dedicated to the achievement of learning and to the success of our students. We affirm that our unwavering dedication to this mission is critical to the prosperity of our community, our state, our nation, and the global community to which all people are members."*
Adopted June 24, 2009

This course is congruent with the Foothill College mission statement in that it:

The course is transferable to UC and CSU

Criteria B. -- Need (Explain)

This course will be added as a required core course for the A.A. degree in Sociology and the A.A.-T. degree in sociology.

Criteria C. -- Curriculum Standards (please initial as appropriate)

JF The outline of record for this course has been approved the Division Curriculum Committee and meets the requirements of Title 5.

_____ This course is not either degree-applicable or transferable as an articulated lower division major preparation requirement. ("55805.5. Types of Courses Appropriate to the Associate Degree" criteria does not apply.)

Criteria D. -- Adequate Resources (please initial as appropriate)

JF This course will be administered in the same manner as existing courses in terms of funding, faculty, facilities and equipment.

Criteria E. -- Compliance (please initial as appropriate)

JF The design of the course is not in conflict with any law particularly in regard to enrollment restrictions and licensing or accreditation standards.

Faculty Requestor: John Fox

Date: June 10, 2013

Division Curriculum Representative: Patricia Gibbs

Date: June 10, 2013

College Curriculum Co-Chairman: _____ **Date:** _____

Foothill College
College Curriculum Committee
New Course Proposal

*This form should be completed by the faculty author as preparation to writing a new course. Your division CC rep can assist you in completing it appropriately, and will forward it to the Office of Instruction for inclusion as an announcement at the next available CCC meeting. The purpose of this form is **interdisciplinary communication**. The responsibility to rigorously review and approve new courses remains with the divisional curriculum committees.*

Date Proposal Given to Division CCC Rep: May 10, 2013

Faculty Author: Ed Goldfarb

Proposed Number: MUS 11D

Proposed Transferability: UC/CSU

Proposed Title: Electronic Dance Music

Proposed Catalog Description:

Evolution and analysis of electronic dance music styles from the 1970s to the present. An introduction to the performers, composers, compositions and recordings that have influenced and defined electronic dance music. The music's roots in experimental and commercial electronic music of the 1950s and '60s are also explored. Presentation of recordings, videos and print resources. Major artists include Delia Derbyshire, Wendy Carlos, Kraftwerk, Giorgio Moroder, Thomas Dolby, Howard Jones, Herbie Hancock, Juan Atkins, Yellow Magic Orchestra, Moby, Armand Van Helden, Skrillex and many more. Style periods include: Musique Concrète, Industrial, Disco, Synth-Pop, Techno, House, Trance, Commercial EDM and Dubstep. Economic, geographical and sociological influences on EDM's development will be discussed, as well as technological developments in instruments, recording and delivery media and live performance/presentation.

Proposed Discipline:

Commercial Music

Music

Proposed Need/Justification Statement:

Electronic Dance Music (EDM) has been a powerful force in the music industry since the mid-70s, initially co-existing with and currently pre-empting traditional instrument-based rock and pop. The production of EDM is arguably the highest priority for students enrolled in the Music Technology program at Foothill, so a curriculum addressing the music's history is a logical addition to our Music Technology course offerings.

To which Degree(s) or Certificate(s) would this course potentially be added?

A.A. in Music Technology

Comments & Other Relevant Information for Discussion:

Instruction Office:

Date presented at CCC:

Number assigned:

Date number assigned/notification:

FH - Course Outline Cover Sheet

Course #: _____ Title: _____ Units: _____

Author/Originator: _____

extension: _____

Action: ☐ New COR ☐ Updating Existing COR ☐ Deactivate/Delete

*If this is a **new course**, complete every section. If this is an **update of an existing course**, you need only mark those items that are changing or being corrected. All changes become effective with the following year's Catalog (example: if turned in June 30, 2013, effective date will be Summer 2014)*

Hours per week:

_____ Lec
 _____ Lec/Lab
 _____ Lab
 _____ Out of Class

Degree Applicability:

☐ Credit, degree applicable
☐ Credit, not degree applicable
☐ Non-Credit

Basic Skills:

☐ Not Basic Skills
☐ Basic Skills
☐ 1 level below collegiate
☐ 2 levels below collegiate
☐ 3 levels below collegiate
☐ 4 levels below collegiate
☐ 5 levels below collegiate
☐ 6 levels below collegiate

Grading:

☐ Letter Grade Only
☐ Letter Grade (P/NP option)
☐ Pass/No Pass only
☐ No Credit

Transferability Proposed:

☐ UC
☐ CSU
☐ Non-transferable

Requisites:

☐ Prerequisite (requires form)
☐ Corequisite (requires form)
☐ Advisory

Part of Program:

☐ AA/AS/AA-T/AS-T Degree Title: _____
☐ Certificate of Achievement CA Title: _____
☐ FH GE GE Area: _____
☐ Stand Alone *(this requires a Division approved Stand Alone form. Please forward completed electronic form to your Div Curriculum Rep)*

Distance Learning:

_____ ANY portion of this course may be taught in a method "in lieu of" face-to-face contact. *(requires an approved application)*
 _____ This course will only be taught in a "face-to-face" method.

Cross-listed Course:

If this course is cross-listed, the outlines must be **identical and** both departments/divisions must approve the cross-list.
 Cross-listed number: _____

Cross-listed Department Faculty Approval: _____

Cross-listed Division Dean Approval: _____

(Dean signature required only if the cross-listed course is in a division other than that of the course listed above)

Required Documentation: Curriculum Reps should initial that these forms have been sent electronically or are attached to this cover sheet before forwarding to the Instruction Office.

_____ Content Review Form _____ Electronic _____ Hard-copy
 _____ Foothill GE Application (if not currently part of a GE Area) _____ Electronic _____ Hard-copy
 _____ Distance Learning Application _____ Electronic _____ Hard-copy
 _____ Stand Alone Application _____ Electronic _____ Hard-copy

Signatures:

Originating Faculty: _____ Date: _____

CCC Division Representative: _____ Date: _____