

**College Curriculum Committee
Meeting Minutes
Tuesday, June 20, 2017
2:00 p.m. – 3:30 p.m.
President's Conference Room**

Item	Discussion
1. Minutes: June 6, 2017	<p>Approved by consensus. 1 abstention.</p> <p>Escoto noted that the posted minutes will soon be transferred from the windows near the Admin building doors to a new glass-case bulletin board, likely in the Admin building breezeway.</p>
2. Announcements	<p>Speaker: Isaac Escoto Farewell to Isaac! LaManque remarked that Escoto has been a fabulous co-chair; he always keeps curriculum and our students on his mind and in his heart. Thank you for your leadership, Isaac! President Nguyen stopped by to share her thanks to Escoto, as well.</p> <p>Day noted that this is also Kay Jones' last CCC meeting. Thank you to Kay for your diligent work throughout the years! Escoto noted that Basil Farooq will be transferring to UC Berkeley, where he will be majoring in Economics. Thank you to Farooq for serving as ASFC rep and contributing to the committee!</p> <p>a. CCC Meeting Dates for 2017-18 Meeting dates for the 2017-18 year have been scheduled. CCC will continue to meet every other Tuesday, from 2:00-3:30 p.m., in the President's Conference Room. Note that, due to ACCJC accreditation visit in October, the first CCC meeting of fall quarter will occur one week earlier than usual, with a two week break in between that meeting and the second of the quarter. This will allow the group to meet before the ACCJC visit. LaManque noted that it would be good to schedule the meeting during the visit; reps noted concern that this will be the first meeting for any new reps. Group agreed to keep the first meeting scheduled early. Note that dates are still tentative and subject to change; Vanatta will send calendar invitations once room reservations have been finalized.</p> <p>b. CCC Reps for 2017-18 BSS: Rideaux and Ziegenhorn will continue. Bio Health: Cooper will continue; Brenda Hanning will return; Schultz will support but likely not attend CCC meetings. Language Arts: Armerding will continue; Hilda Fernandez will join; Fong to serve on academic senate. PSME: Francisco will continue; not yet sure who else will serve. Counseling: Serna will continue; Evan Gilstrap will join; DRC splitting off within division—Emanuel & Ben Schwartzman to serve. Library: Mary Thomas will join. Apprenticeship: McLeod will continue. Fine Arts: Rep not present; McLeod believes reps will be different. Deans: Hueg will continue; Simon Pennington and Ram Subramanian will join.</p> <p>c. CSU GE & IGETC for 2017-18 Day sent email noting new approvals for 2017-18. 28 of 31 courses were approved! Please share with your constituents, particularly those in your division who teach those courses.</p>

<p>3. Stand Alone Approval Request: CHLD 72</p>	<p>Speaker: Isaac Escoto Second read of Stand Alone Approval Request for CHLD 72.</p> <p>Motion to approve M/S (Cooper, Knobel). Approved.</p>
<p>4. Guidelines for Placing Courses in Disciplines</p>	<p>Speaker: Isaac Escoto Document has been updated since previous meeting to include a link to the disciplines handbook (on the CCC webpage). Note that document is not a policy, but guidelines. Escoto asked the group when would be helpful to distribute—fall quarter; Campbell will distribute. Question regarding if document should include guidance on how to handle disagreements within divisions when multiple disciplines listed—such issues should be mentioned at CCC and discussed, as early in the process as possible.</p>
<p>5. Apprenticeship Resolution for Exemption to Curriculum Cycle</p>	<p>Speaker: Isaac Escoto Topic briefly discussed at previous meeting; request by Apprenticeship CC to allow new APSM courses to be taught before summer 2018. Multiple options available—move forward with resolution; group can recommend action without official resolution. Campbell noted agreement with option of group recommendation; recognized work done by Apprenticeship faculty/CC on curriculum. Serna moved to accept request for courses to be granted exemption to the cycle, without adopting resolution. LaManque reminded the group of comments at previous meeting noting that students do not browse course catalog for Apprenticeship courses; not as crucial for these courses to be listed in print catalog before offering. Jones seconded motion. Motion passed.</p> <p>Question (not directly related to topic) regarding whether there are any changes that can be made to a COR midyear. Vanatta noted annual deadline for any change to a COR, although certain changes/corrections that do not affect the COR (e.g., TOP Code) can be made midyear. Noted that any request for a deadline exemption or midyear change is forwarded to LaManque for approval. PSME rep suggested practice of keeping COR information flexible for those teaching; for example, listing multiple textbook options on the COR to allow faculty to choose. Clarification requested regarding substantial vs. nonsubstantial changes—Vanatta reminded the group that those designations pertain to the CCCCO's inventory system and are not distinctions we use locally. Question regarding catalog being the only factor limiting our deadline—Escoto noted that it is a big factor; another is that many CORs are not ready when submitted to Vanatta, requiring additional time/effort in order to fix COR. Vanatta reminded the group of this year's goal to submit clean CORs, which will hopefully allow for a speedier timeline or other sort of change to our process. LaManque noted that the CCCCO's approval system has sped up recently, which does help. Renewed request by rep(s) for small COR changes (e.g., number of essays) to not have to adhere to regular deadline, or otherwise be sped up. Day reminded the group that the majority of courses are transferable, for which we must follow non-flexible deadlines from outside bodies.</p> <p>BSS rep noted effort by division to be proactive regarding Title 5 review cycle; suggested that resources and assistance be targeted toward departments that need the most help with review. Suggestion regarding example of number of essays on COR—could be changed via word of mouth while COR update pending;</p>

	<p>Language Arts rep noted that part time faculty might not always be involved in such communicated changes. Counseling rep noted that students might refer to COR for information such as assignments, so should be accurate. Campbell suggested bringing in an outside person to help us review our current processes, address any issues departments/divisions might be having, and potentially help us streamline.</p>
<p>6. Early College Promise; Law Pathway</p>	<p>Speaker: Isaac Escoto Nazy Galoyan, Dean of Enrollment Services, present for discussion. Recent press release regarding Early College Promise (ECP) dual enrollment program. Foothill partnering with Los Altos High School, Mountain View High School, and Palo Alto High School; ECP is for students in the Advancement Via Individual Determination (AVID) program, including all students enrolled at Alta Vista High School. Existing dual enrollment courses already free for high school (HS) students; ECP students will receive free textbooks, in addition. Denise Swett and Galoyan working with Bookstore to implement lending library. Orientation for parents and students is tonight. Currently, about 10 students registered; timing issues with end of school year likely affected registration. Admission/registration via regular dual enrollment process; students will take English and Math placement tests. Some faculty have voiced concerns; ongoing effort to address concerns and communicate plans to faculty. Those involved in planning include Day, Escoto, Galoyan, Jazmine Garcia, Kurt Hueg, Andre Meggerson, Paul Starer. Escoto noted no specific pathways outlined yet. Some students might be planning to attend four-year schools as freshmen; some might plan to continue at Foothill. Question regarding difference between ECP and existing Middle College program—Middle College students take courses on Foothill campus to fulfill both HS and college credits. ECP students will take Foothill courses and HS courses concurrently, with some Foothill courses potentially fulfilling HS credits. LaManque noted that with Middle College some HS teachers teach here on campus. Question regarding state regulations on HS students taking community college courses—Galoyan noted local decision for colleges to admit HS students; must have permission of the HS and the student’s parents. Districts determine grade level and/or age restrictions; FHDA allows grades 9-12, though each campus may define its own dual enrollment procedures/criteria. Bio Health rep noted that Allied Health students cannot be in hospital-related courses until the age of 18. LaManque noted recent legislation allowing colleges to teach basic skills courses at HS; Foothill exploring but not yet implemented. Clarification requested regarding “double dipping”—term refers to funding, meaning that if college receives apportionment, HS cannot then also claim student for credit, for the same courses. These HS partners are basic aid and don’t submit for credit in the same way, so double dipping does not apply. Comment regarding importance of communicating to parents that students taking college courses are considered adults. Galoyan noted importance of making clear that failing grades remain on student’s academic record. Please contact Galoyan with any questions.</p> <p>Escoto shared information on Law Pathway program in place of Jazmine Garcia, unable to attend today. Goal is to help diversify the law profession and support underrepresented students. 28 community colleges partnering with six law schools; students who</p>

complete pathway will receive special admissions consideration (not a guarantee). Note that dual enrollment is shown to increase completion rates of underrepresented students. Specific Foothill courses targeted for program. Program will infuse dual enrollment, allowing students to take all or some of the pathway courses during HS. Question regarding SOC 7 being listed, and will cross-listed PSYC 7 be allowed—Escoto noted that question regarding cross-listed courses has been posed; working on updating to add cross-listed course options. Question regarding who involved in course selection—law schools involved; Escoto unsure of amount of Foothill faculty involvement. LaManque mentioned statewide model of general parameters for courses; Kurt Hueg and others at Foothill used model to see which of our courses fit. LaManque noted grey area of not being official program (i.e., degree/certificate), and related difficulty around scheduling courses. Similar to programs such as First Year Experience, in that there is no “owner” for program. Particulars still need to be worked out. Escoto noted that academic senate leadership sees this program as falling under the senate "10 +1," even if the student does not receive a degree/certificate; senate has noted to President Nguyen that faculty should be directly involved, who has been receptive to this feedback. Bio Health rep agreed and noted recent trend of groups of courses created as “a scheduling thing,” when they should be considered programs under 10+1, with faculty involvement and sign-off. Question regarding conflicting presentation slides: one references 2+2+3, stating that the college portion of program will take two years, yet another notes that program takes all four HS years—Escoto noted similar question has been presented to Nguyen, who said she will address. LaManque noted he believes original intention was to be 2+2+3, but recently it was decided to infuse with dual enrollment. Could hopefully create a pipeline for HS students to complete associate's degree here at Foothill.

Day noted that Law Pathway courses could be eligible to submit as a certificate of achievement, due to number of units. Question regarding if non-AVID students will also be able to take advantage of program—LaManque said there's no intent to limit to AVID students. PSME rep noted experience of having HS students in classes; can be extremely disruptive for other students if HS student is immature, which can happen. Not all college faculty are interested in teaching HS students. Question regarding if Foothill anticipates an influx of younger students—LaManque noted he believes direction is to make more connections with HS, including expanding Middle College and offering more Foothill courses on HS campuses; believes making such connections is an initiative for Nguyen. Escoto noted push, on behalf of senate and other faculty, for Professional Development to address this type of concern. BSS rep noted difference, from experience, of teaching on HS campus vs. HS students taking classes here; not just relationship with and between students, but logistics and on-campus support. Concern expressed for HS-aged students taking certain college-level courses, especially at HS freshman age. Concerns regarding possibility of students taking certain courses (e.g., COMM 1B) before junior and senior English. Comment regarding college courses being similar to AP courses; concern for student's workload and ability to handle potentially three college courses in one year. Escoto noted that senate will continue to advocate for broad discussion and addressing of these issues.

Approved October 3, 2017

7. Non-transcriptable Certificate Approval Process	Speaker: Isaac Escoto Office of Instruction forwarded spreadsheet of current non-transcriptable certificates (as of 2017-18 catalog) to division deans, to gather information for each certificate—faculty contact names and number of certificates awarded in recent years. Prior discussion suggested surveying faculty contacts to see if programs still viable and, if applicable, would they be interested in submitting for state approval; CCC Team will move forward with survey. Please forward any missing information to Shawna Santiago.
8. CCC Topics for 2017-18	Speaker: Isaac Escoto Topic moved to next meeting, due to time constraint.
9. Report Out from Division Reps	Speaker: All Topic moved to next meeting, due to time constraint.
10. Good of the Order	
11. Adjournment	3:31 PM

Attendees: Ben Armerding (LA), Kathy Armstrong (PSME), Rachelle Campbell (BH), Sara Cooper (BH), Bernie Day (Articulation Officer), LeeAnn Emanuel (CNSL), Isaac Escoto (Faculty Co-Chair), Basil Farooq (ASFC), Valerie Fong (LA), Marnie Francisco (PSME), Nazy Galoyan (guest—Admission & Records), Evan Gilstrap (guest—CNSL), Kay Jones (LIBR), Marc Knobel (PSME), Andrew LaManque (Interim VP Instruction, Administrator Co-Chair), Don MacNeil (KA), Bruce McLeod (Apprenticeship), Tiffany Rideaux (BSS), Lety Serna (CNSL), Bill Ziegenhorn (BSS)

Minutes Recorded by: M. Vanatta