

**College Curriculum Committee  
Meeting Minutes  
Tuesday, January 24, 2017  
2:00 p.m. – 3:30 p.m.  
President’s Conference Room**

Item	Discussion
1. Minutes: December 6, 2016	Motion to approve <b>M/S</b> (Armstrong, Anderson). <b>Approved by consent.</b> 4 abstentions.
2. Announcements  a. New Course Proposals  b. Notification of Proposed Requisites  c. List of Courses not Taught in Four Years	<p><b>Speaker: Isaac Escoto</b> Stanford chemical engineering graduate student, Amy Calgaro, introduced by Armstrong as guest; participating in program to shadow faculty.</p> <p>Escoto reminded the group that his current term as CCC co-chair ends at the end of this academic year. Please contact him if interested or would like to discuss.</p> <p>The following proposals were presented: GID 49, 67, 68A, 68B; MATH 1BHP; MUS 38A, 38B, 38C. Please share with your constituents.</p> <p>Prerequisites for new ACTG and ENGL courses for 2017-18; also listed are ongoing requisites, for which a Content Review form was not on file. Please share with your constituents.</p> <p>List was emailed to reps earlier today. Deadline for Exemption Request forms to be submitted to Vanatta for CCC approval will be the same as last year—March 10th. List includes courses approved for an extension last year that have not yet been taught again. Question regarding need to resubmit for an extension if course was approved to be taught during a term that hasn't yet occurred, for example, spring 2017. Question regarding courses approved for an extension that were not taught during proposed term (e.g., fall 2016). Clarification requested regarding course being “offered” vs. “taught”—consensus is that course must be taught to count. Vanatta will check minutes to confirm [<i>note: distinction not mentioned in minutes from last year's discussions</i>]. Comment that some Bio Health courses on list cannot simply be offered—an outside entity influences when they can be offered, and timing is currently unknown. Escoto noted concern for students seeing courses listed in catalog, and the need to ensure that what we’re publishing is an accurate list of potential offerings. Comment regarding the nature of Apprenticeship and other workforce courses, in that students cannot simply thumb through catalog and decide they want to take one Apprenticeship course; perhaps such courses should be considered differently. Escoto noted that unique details such as these would be taken into consideration when reviewing exemption requests. Counseling noted particular concern of courses for ADTs not being offered. LaManque stated importance of having a blanket policy without exceptions, and process of discussion. Escoto will follow up with group via email after minutes from last year are checked.</p>
3. Consent Calendar a. GE Applications	<p><b>Speaker: Isaac Escoto</b> The following GE applications were presented: Area I—PHIL 4, 11, 12; Area IV—SOC 28; Area VII—PHED 15A, 15B, 15C. No comments.</p>

	Motion to approve <b>M/S</b> (Anderson, Armerding). <b>Approved.</b>
4. Stand Alone Approval Request: CNSL 8H	<b>Speaker: Isaac Escoto</b> Second read of Stand Alone Approval Request for CNSL 8H. No comments.  Motion to approve <b>M/S</b> (Serna, Ziegenhorn). <b>Approved.</b>
5. Stand Alone Approval Request: NCP 400A	<b>Speaker: Isaac Escoto</b> Second read of Stand Alone Approval Request for NCP 400A. Criteria B section of application has been updated, based on suggestion at previous meeting. No comments.  Motion to approve <b>M/S</b> (Anderson, Armstrong). <b>Approved.</b>
6. Stand Alone Approval Request: NCP 400B	<b>Speaker: Isaac Escoto</b> Second read of Stand Alone Approval Request for NCP 400B. Criteria B section of application has been updated, based on suggestion at previous meeting. General question regarding repeatability of noncredit courses—all noncredit courses are repeatable and college does receive state funding.  Motion to approve <b>M/S</b> (Cooper, Anderson). <b>Approved.</b>
7. Stand Alone Approval Request: NCP 401B	<b>Speaker: Isaac Escoto</b> Second read of Stand Alone Approval Request for NCP 401B. Criteria B section of application has been updated, based on suggestion at previous meeting. No comments.  Motion to approve <b>M/S</b> (Campbell, Serna). <b>Approved.</b>
8. Stand Alone Approval Request: NCP 400C	<b>Speaker: Isaac Escoto</b> First read of Stand Alone Approval Request for NCP 400C. Course will be permanently Stand Alone. No comments.  Second read and possible action will occur at next meeting.
9. Stand Alone Approval Request: NCP 401A	<b>Speaker: Isaac Escoto</b> First read of Stand Alone Approval Request for NCP 401A. Course will be permanently Stand Alone. No comments.  Second read and possible action will occur at next meeting.
10. Stand Alone Approval Request: NCP 402A	<b>Speaker: Isaac Escoto</b> First read of Stand Alone Approval Request for NCP 402A. Course will be permanently Stand Alone. No comments.  Second read and possible action will occur at next meeting.
11. Stand Alone Approval Request: NCP 402B	<b>Speaker: Isaac Escoto</b> First read of Stand Alone Approval Request for NCP 402B. Course will be permanently Stand Alone. No comments.  Second read and possible action will occur at next meeting.
12. Cross-List Request: MUS 11F & MDIA 13	<b>Speaker: Isaac Escoto</b> Request to cross-list MUS 11F (existing course) with MDIA 13 (new course for 2017-18). Question regarding how cross-listed course appears in Banner—listed as a footnote, which is the responsibility of division assistant. COR Advisory that course not open to students with credit in other version; however, students might not recognize that as indicating courses are cross-listed.  Motion to approve <b>M/S</b> (Anderson, Cooper). <b>Approved.</b>
13. Adding a Course Discipline	<b>Speaker: Isaac Escoto</b> Importance of clarity around listing a discipline on a course;

	<p>reminder that a discipline drives the minimum qualifications (MQs) necessary for faculty to teach a course. Agenda included ASCCC document on the topic; provides example of course in African-American literature—if course lists both English and African-American Studies as disciplines, any faculty member who meets MQs for either is considered qualified to teach course. In a situation involving reduction of workforce, a faculty member with no background in African-American literature could end up teaching the course, possibly resulting in "a disservice to students." Considering such examples will hopefully assist reps in better understanding disciplines and advising faculty when creating a new course.</p> <p>Issue of adding a discipline from another division to a course—we don't have a process for doing so. Comment that rep should contact a rep (or the dean) in the other division so that issue is discussed among faculty within that division. Escoto asked group if a more formal process should be discussed or implemented. Comment that disciplines might not be as well understood as they should; suggestion for help or guidelines to be drafted. Suggestion to add note to existing New Course Proposal form regarding additional steps to take if proposing a discipline outside of the division. All proposals are seen by CCC and can be discussed when this occurs. Concern expressed regarding existing course being updated to add/remove a discipline—such changes are only seen within the division. Comment regarding example of environmental science courses in ASCCC document and use of Interdisciplinary Studies as the discipline, as a solution—could be a good solution for some courses here at Foothill.</p> <p>Suggestion to add to New Course Proposal form signature line when another department/division involved. Question as to whose signature would be required—department/division rep. Escoto and Vanatta will draft update to form to bring to future meeting.</p>
<p>14. Stand Alone form</p>	<p><b>Speakers: Isaac Escoto &amp; Andrew LaManque</b>          At previous meeting, Criteria B section of form was discussed, and clarification requested, regarding need to actually attach a separate document to form. LaManque noted importance of ensuring the information is provided, whether it is listed within the Stand Alone form itself, or attached as a separate document. It is then up to CCC to determine whether or not that information is sufficient. Comment that level/type of information provided depends on the course in question. Concern that process of collecting data is not straightforward and can cause delay, as small group of people at Foothill have access to certain systems used to gather data. Escoto encouraged anyone having trouble collecting data for form to share concerns at CCC. Bottom line is for information to be clear and complete, whether listed within form itself or as separate document.</p>
<p>15. Program Creation Process</p>	<p><b>Speaker: Isaac Escoto</b>          Continuation of discussion from previous meeting. Escoto mentioned example of recent approval of Humanities certificate and questions that arose at CCC that were not addressed earlier in the program creation process. Under current process, a new program doesn't come to CCC until late in the process, after it has been seen by many other groups. Escoto asked group if including CCC earlier in the process would be helpful, and at what point earlier CCC notification would best occur. Comment that we have New Course Proposal form to use as info item to CCC for a new course—should similar form be created for new programs?</p>

	<p>LaManque noted that current process, until division approval step, is supposed to be similar to presenting a New Course Proposal (in terms of documentation required), but recently many are creating full program documentation early in process. Escoto noted frequent misconception that earlier groups, such as PaRC, approve new programs— they provide comments but do not officially approve. Comment that the broad representation of CCC would be beneficial to include early in the process. Comment that it makes sense to ensure that resources are available before CCC sees program— Dean's review helps ensure resources available. LaManque noted example of recent programs unsure of which work group to go to— CCC input would be helpful. Campbell serves as workforce work group tri-chair and stated that guidance from CCC would be helpful for their discussions.</p>
<p>16. Report Out from Division Reps</p>	<p><b>Speaker: All</b>          CNSL: Starting to see many cancellations and no-shows; please let your students know that there are openings throughout the quarter. Since CNSL 5 is no longer mandatory, taking longer to work with some students—please encourage your students to take CNSL 5.          FA: GID program being reworked; new curriculum being written. Working on creating gaming program—combination of game audio and other courses. Still working on music ADT.          LA: Began conversations around journalism, including bringing the student newspaper back to life. Journalism Club might begin as early as next quarter; hope to transition into a course and possibly even a department. ESLL department considering deactivating ESLL 26, which is equivalent to ENGL 1A but targets non-native English speakers. Course had been listed as a prereq to ENGL 1A but is now considered equivalent, so students are no longer allowed to take both. English assessment test is placing students into ESLL 26—concern expressed for some students, who take ESLL 26 &amp; ENGL 1B before transferring to UC, as they are then not allowed to take ENGL 1A to meet the IGETC requirement (since it is a prerequisite course for 1B). Conversations will continue. Vanatta asked reps not to remove ESLL 26 from any curriculum sheets— she will remove the course if it does get deactivated. Escoto noted that course is used broadly across campus, and stressed the importance of including student feedback in future discussions, as well as feedback from others who were not involved in recent meeting. Question regarding availability of research showing results of students who took both ESLL 26 &amp; ENGL 1A vs. those who took just one— LaManque noted that a data request has been submitted, and CCC Team will report back when data is available. Bio Health noted recent discussion around adding communications course requirement to certain programs if they determine that ENGL 1A isn't enough to meet certain learning outcomes. Language Arts will rework course sequence if ESLL 26 deactivated.          BSS: Working on program sheets.          PSME: Working on program sheets. Developing two new honors courses in math.</p>
<p>17. Good of the Order</p>	
<p>18. Adjournment</p>	<p><b>3:25 PM</b></p>

**Attendees:** Mark Anderson (FA), Ben Armerding (LA), Kathy Armstrong (PSME), Amy Calgaro (guest), Rachelle Campbell (BH), Sara Cooper (BH), LeeAnn Emanuel (CNSL), Isaac Escoto (Faculty Co-Chair), Valerie Fong (LA), Marnie Francisco (PSME), Kurt Hueg (Dean, BSS), Kay Jones (LIBR), Marc Knobel (PSME), Andrew LaManque (Interim VP Instruction, Administrator Co-Chair), Tiffany Rideaux (BSS), Katy Ripp (KA), Lety Serna (CNSL), Lori Silverman (Interim Dean, PSME), Bill Ziegenhorn (BSS)

**Minutes Recorded by:** M. Vanatta