

**College Curriculum Committee
Meeting Minutes
Tuesday, March 21, 2017
2:00 p.m. – 3:30 p.m.
President’s Conference Room**

Item	Discussion
1. Minutes: March 7, 2017	Motion to approve M/S (Francisco, Carey). Approved. 2 abstentions.
2. Announcements	Speaker: Andrew LaManque Escoto is unable to attend today's meeting; LaManque will chair. Day will fill in for item 3.
a. New Course Proposal	The following proposal was presented: ENGL 37. Please share with your constituents. Day noted that course should be approved for IGETC and CSU-GE and be transferable for various majors.
b. CORs for Update 2018-19 (Title 5 list)	Vanatta compiled the list of courses that need to be reviewed/updated for the 2018-19 catalog, per Title 5. List was emailed to Curriculum Reps and Deans on March 9th. The deadline for 2018-19 curriculum, including Title 5 courses, will be June 23rd. BSS rep noted discussions regarding feasibility of Gerontology department/courses, many of which are on Title 5 list— looking to see if other departments interested in adopting the topics/courses. Welcome to hear from other divisions, if interested. Counseling rep noted that some could apply to DRC. Day noted that Gerontology faculty did preliminary work to change a few courses to 4 units (from 3) and received preliminary approval for IGETC, but updates have not been finalized in C3MS. At 4 units, courses would hopefully be more desirable to students and alleviate some enrollment woes. Question regarding possibility of adding any of them to degree or certificate. Division hopes repackaging of content in other department(s) will appeal more to students. Counseling rep noted noncredit Geriatric Home Aide certificate.
c. Dental Hygiene Resolution	Dental Hygiene department working on completions track option for BS degree, for students who already have associate's degree. Resolution would allow for higher number of units to be granted for competency shown by passing the multiple Dental Hygiene-related exams. Provides examples of how other programs (e.g., nursing) and universities handle similar situations. If campus supports, it will go to Spring Plenary 2017.
d. Academic Senate Structure Resolution	Our local senate is considering a resolution related to campus representation, including representation for new Apprenticeship curriculum committee. Also concerns other groups which might not fit within academic divisions (e.g., DRC). Current representation modeled off of administrative organization; other models brainstormed but still need to address how Apprenticeship fits within model. Question regarding “economic development” language— refers to Apprenticeship within administrative structure. Counseling rep noted concern within DRC regarding having enough faculty for separate representation; shared that DRC does feel it should have its own committee.
e. Spring Plenary Resolutions	Draft of resolutions to be considered at ASCCC Spring Plenary. Of particular note is "Adopt the Revised Paper <i>The Course Outline of Record: A Curriculum Reference Guide</i> " (9.02 S17)— if passed, would replace the current version of the guide. New version includes addition of SLOs. Feedback or questions related to any of the resolutions can be sent to

	Escoto and/or Carolyn Holcroft—both will attend Plenary.
3. Honors Courses	<p>Speaker: Bernie Day Recent trend of some new honors courses adding 1 unit (compared to regular version of course), which could be considered equity issue. For a resident student, that's \$31 more; for a nonresident student, almost \$200 more. No central group to discuss honors courses, which is why topic brought to CCC. Day noted particular issue of tight unit counts on ADTs and potential inability to include honors course on an ADT. Course substitution might be an option for students, but the CCCC has been more restrictive regarding substitution for local courses than for courses taken at other colleges. PSME rep noted that adding content in STEM honors courses, in particular, does at times necessitate additional unit. Question regarding if honors courses are supposed to include more work—Day responded that honors courses offer an enhanced learning experience. Question regarding number of courses in this situation—Day recalls two existing, with four new examples. Farooq noted that honors courses he has taken were more rigorous but same units as regular version; can see how STEM honors might necessitate more units. PSME rep noted she has asked students if units in her courses (Chemistry) are too high and received overwhelming responses that current units are appropriate and students appreciate number of contact hours with faculty. Comment regarding current structure of divisions developing their own curriculum and concern over departure from such if restrictions are put on honors courses on a centralized basis. LaManque noted that if a policy were created it would include college-wide discussion and CCC approval. Bio Health rep noted that equity and students' ability to meet ADT requirements are campus-wide concerns.</p> <p>Related issue of honors courses not needing new course proposal form, and should this be revisited. BSS rep noted new course proposal form was created to allow cross-division notice of new curriculum, in case of overlap—honors courses don't have this issue, as regular curriculum exists.</p>
4. New Program Application: Global Studies ADT	<p>Speaker: Andrew LaManque Second read of new Global Studies ADT. No comments.</p> <p>Motion to approve M/S (Armstrong, Cooper). Approved.</p>
5. New Program Application: Bridge to College ESL Pathway Certificate of Completion (noncredit)	<p>Speaker: Andrew LaManque Second read of new Bridge to College ESL Pathway certificate of completion. This is a noncredit program. No comments.</p> <p>Motion to approve M/S (Francisco, Anderson). Approved.</p>
6. New Program Application: English as a Second Language-Beginning Certificate of Completion (noncredit)	<p>Speaker: Andrew LaManque Second read of new English as a Second Language-Beginning certificate of completion. This is a noncredit program. No comments.</p> <p>Motion to approve M/S (Francisco, Anderson). Approved.</p>
7. New Program Application: English as a Second Language-Intermediate Certificate of Completion (noncredit)	<p>Speaker: Andrew LaManque Second read of new English as a Second Language-Intermediate certificate of completion. This is a noncredit program. No comments.</p> <p>Motion to approve M/S (Francisco, Anderson). Approved.</p>
8. New Program Application: Language Arts Foundations Certificate of Completion (noncredit)	<p>Speaker: Andrew LaManque Second read of new Language Arts Foundations certificate of completion. This is a noncredit program. No comments.</p> <p>Motion to approve M/S (Francisco, Anderson). Approved.</p>
9. Course Deactivation Exemption Requests	<p>Speaker: Andrew LaManque List of courses not taught in four years was distributed via email on Jan. 24th; divisions submitted requests to exempt courses, per Policy on Course</p>

Currency.

Group agreed to consider Apprenticeship courses under separate discussion/vote. The following courses discussed individually and voted on as a group, with the option to pull any course for an individual vote.

COMM 54A: Course has been revised to add more units. Plan to offer in spring 2017.

ENGL 7: Approved during last year's process but was not offered; plan to offer in fall 2017.

HIST 19: Did not have qualified faculty to teach; division hoping to hire faculty soon. Hoping to offer in winter or spring 2018; will not ask for another extension if course does not run.

HIST 54H: These seminar courses tend to be instructor-specific and not as regular as other courses. Plan for collaboration between history and another department to offer in winter or spring 2018. PSME rep noted that division has similar courses and the nature of such courses is that they could go years without being taught. Suggestion that Banner/catalog include information for students regarding frequency of courses being offered—other colleges publish such information in their catalog. LaManque noted concern of such information being unreliable, if course ends up not running.

LINC 72B, 79, 80A, 85A, 86: PSME rep noted confusion with language related to "outreach to K-12 schools" and question as to whether LINC department is going to begin teaching K-12 students. Fine Arts rep clarified that department teaches K-12 faculty, not students. LaManque noted that department is in transition; concern as to whether or not course will run. Fine Arts rep will adjust language on forms for clarity.

MDIA 81B: Cross-listing with MTEC 57A, which has been offered.

MTEC 86A: No discussion.

MUS 7E: Plan to offer in fall 2017, as part of faculty's Article 19.

MUS 41: Hoping to include on Music ADT; division has not had faculty willing to teach as 1 unit course but has now found faculty willing to revise COR and teach course to keep it on the books.

NCEL 400, 402: Language Arts rep noted courses initially developed under noncredit division; plan to offer both in fall 2017 (or summer 2018 if COR is revised).

PHOT 22: Course was popular when last offered. Division has identified faculty to teach course; plan to offer in spring 2018 (faculty currently on PDL).

PHOT 68C: Division has identified faculty to teach course; plan to offer in spring 2018 (faculty currently on PDL).

POLI 54H: New faculty in division eager to offer course.

SPAN 10A: Plan to offer in spring 2017.

SPAN 111: Plan to offer in spring 2017.

	<p>THTR 26: Difficulty finding faculty to teach course; currently scheduled for spring 2017 but having tough time getting enrollment. Dean is putting emphasis on enrollment. Future plan is to offer course online, hoping for more success.</p> <p>LaManque reminded the group that policy was developed to help keep catalog clean and accurate. Day noted that some of the courses reviewed today are UC transferable and articulated for majors—transfer institutions see courses listed in catalog and expect students to have completed such courses, as they have no way of knowing that courses are not being scheduled.</p> <p>Group declined to pull out any courses to not include in vote. Motion to approve M/S (Ziegenhorn, Anderson). Approved.</p> <p>APPT 121, 122, 123, 124, 125, 126, 127, 128: Residential plumbing took a big hit during recession; tried to offer program last year but not successful. Hope is to consolidate like courses across different sites, in the long-term.</p> <p>APRT 144B, 151A, 155A, 155B, 156A, 156B: New courses and program being developed; upon approval, these existing courses will be deactivated and replaced with that new curriculum.</p> <p>JRYM 101A, 101B, 102B, 103A, 103B, 152A, 154, 155A, 157, 158, 165, 166A, 166B, 168A, 168B, 169A, 170A, 170B, 171C, 171D, 172A, 172B, 173A, 173B: Courses taken by those who have completed Apprenticeship courses/program and are certified; offer additional training to build more skills, move into lower-level management and/or foreman positions. Have not seen much demand, as they are specific to a particular trade and demand for such. Some have not run in many years (in some cases, 10) and will likely not run next year without revamping program. The trades would like them to be available—concern is that if we do not have them on the books, potential students will go elsewhere. Hope is that discussion will occur at division CC in the upcoming year to tackle this and other larger issues. BSS rep noted difficulty regarding disconnect between process at the trades and process here on campus. Suggestion for trade/division to set an end date. Group agreed that CCC will be unlikely to approve third exemption request.</p> <p>Group declined to pull out any courses to not include in vote. Motion to approve M/S (Knobel, Anderson). Approved.</p>
<p>10. Report Out from Division Reps</p>	<p>Speaker: All</p> <p>Bio Health: Previously mentioned HORT course on Cannabis Production will not be developed. LaManque noted that Thuy Nguyen suggested to faculty that current political landscape does not align well with course content.</p> <p>Articulation/honors: Big honors symposium May 6th—Foothill had 15 proposals approved! Delay at CCCCO regarding IGETC and CSU-GE approvals; could pose problem with catalog listing for next year.</p> <p>BSS: Working on Social Justice Studies and Elementary Education ADTs.</p>
<p>11. Good of the Order</p>	
<p>12. Adjournment</p>	<p>3:25 PM</p>

Attendees: Mark Anderson (FA), Kathy Armstrong (PSME), Milissa Carey (FA), Sara Cooper (BH), Bernie Day (Articulation Officer), LeeAnn Emanuel (CNSL), Basil Farooq (ASFC), Valerie Fong (LA), Marnie Francisco (PSME), Kay Jones (LIBR), Marc Knobel (PSME), Andrew LaManque (Interim VP Instruction, Administrator Co-Chair), Bruce McLeod (Apprenticeship), Tiffany Rideaux (BSS), Bill Ziegenhorn (BSS)

Minutes Recorded by: M. Vanatta