

**College Curriculum Committee  
Meeting Minutes  
Tuesday, April 25, 2017  
2:00 p.m. – 3:30 p.m.  
President’s Conference Room**

Item	Discussion
1. Minutes: March 21, 2017	Motion to approve <b>M/S</b> (Anderson, Armstrong). <b>Approved.</b> 2 abstentions.
2. Announcements a. New Course Proposals	<p><b>Speaker: Isaac Escoto</b></p> <p>The following proposals were presented: AHS 60B, 60D, 60E, 60F; APSM 151A, 151B, 151C, 152A, 152B, 152C, 153A, 153B, 153C, 154A, 154B, 154C, 155A, 155B, 155C, 156A, 156B, 156C, 157A, 157B, 157C, 158A, 158B, 158C, 159A, 159B, 159C, 171A, 171B, 171C, 172A, 172B, 172C, 173A, 173B, 173C, 174A, 174B, 174C, 175A, 175B, 175C, 176A, 176B, 176C, 177A, 177B, 177C, 178A, 178B, 178C, 179A, 179B, 179C; C S 3C, 30D; GEOG 20; PSE 20; V T 84L. Please share with your constituents.</p> <p>Apprenticeship rep noted that APSM proposals were originally developed last year but not approved by the BSS CC at that time; new Apprenticeship CC has cleaned up courses for resubmission. Noted that new slate of courses will be the cleanest way to offer programs, and reflect curriculum changes determined by Apprenticeship bodies outside the college. Question regarding the way that hours are listed on proposals—Apprenticeship courses list total hours and do not split them out weekly. Question regarding disciplines listed on proposals—from Minimum Qualifications handbook, as with any discipline.</p> <p>Comment regarding potential overlap between AHS 60B and KINS 15. Suggestion for AHS faculty to contact Nicole Kerbey in Child Development related to potentially similar course content. Bio Health rep noted that AHS courses will teach to specific guidelines from the American Heart Association, which differs from existing courses in other departments. Apprenticeship rep noted possibility of offering similar training and will be in contact with Bio Health rep regarding collaboration.</p> <p>Apprenticeship rep provided general update, including development of new Culinary Arts program. Question regarding reality of new courses being offered on a regular basis, in regard to annual Courses not Taught in Four Years list—Apprenticeship CC plans to review all programs in near future. Noted that certain programs are still recovering from low enrollment due to the recession. Question regarding admission process for Apprenticeship programs—all by application (some annually, some biannually), driven primarily by availability of work for graduates. Applicants take a test as part of application; become eligible for program if minimum qualifications met. LaManque noted that we have a separate MOU with the trades, and applicants are admitted to programs, not specific courses—different than our regular open admission policy. LaManque will check the MOU language specific to courses and will follow up.</p>
b. CCC Notification of Proposed Requisites	Ongoing requisite, for which a Content Review form was not on file.
c. Foothill GE list for 2017-18	Foothill General Education requirements for 2017-18. Newly approved GE courses have been added, and deactivated courses have been removed. Please share with your constituents.
d. Global Studies ADT Approval	The CCCCCO has approved the Global Studies ADT. Note that Social

<p>e. Succession Planning</p> <p>f. Spring Plenary</p> <p>g. New Vice President of Instruction &amp; Institutional Research</p>	<p>Justice Studies ADT will be on the next CCC agenda as a first read. Thanks to everyone who has worked on these recent ADTs, which have involved cross-division collaboration. Question regarding status of Elementary Education ADT—Day noted that some new courses need to be approved and sent to C-ID before program can be submitted to the CCCCO. LaManque noted that local approval of program does not need to wait for the new courses to be approved.</p> <p>Still have not yet identified new faculty co-chair, to replace Escoto. ASCCC Leadership Institute in June and Curriculum Institute in July would both be very valuable resources for new co-chair. Escoto willing to work closely with new co-chair, to help transition. Question regarding what the plan is if no one steps up—LaManque would serve as sole CCC chair. Reminder that new co-chair needs to have served on CCC within the past three years. Question regarding release time—negotiated every year, but has been 50% for Escoto (in total, for serving as CCC co-chair and VP of Senate).</p> <p>Escoto will send out the newest packet once posted, listing amended resolutions and approvals. Of particular note: Support for Marginalized Students, asks ASCCC to work with CCCCO to provide legal guidance to colleges considering passing resolutions to support marginalized students (approved by acclamation)—marginalized groups include LGBTQIA+, targeted religious groups, undocumented immigrants, DACA; Support for Students with DACA Status (approved by acclamation); Update to the Existing SLO Terminology Glossary and Creation of a Paper on Student Learning Outcomes, paper will come to fall plenary 2018; Addressing the Needs of Students Impacted by Changes to Course Repetition, asks ASCCC to work with partners to collect data and address needs, to see how Title 5 changes from 2012 have affected students, either positively or negatively; Support for Federal Funding of Arts and Humanities Programs, ASCCC affirms in strongest possible terms support for such funding as vital public goods, and will work with stakeholders to convey message to state and federal elected leaders (approved by acclamation). Escoto has breakout session booklet and can share his notes and/or links to PowerPoint presentations, for those interested.</p> <p>Comment regarding repeatability as related to potential development of local policy to address recency of prerequisites, which could involve allowing students to re-take a prerequisite course. LaManque noted recent change in placement testing policy, related to recency—passed by Math, English &amp; ESLL, district-wide; will follow up with specifics at next meeting. Question regarding how repeatability affects students who need to meet prerequisite recency when transferring—currently, student must bring case to Academic Council for approval to re-take course. LaManque noted any discussion of local policy regarding prerequisite recency will involve review of Title 5. Escoto noted need, in any such discussion, to consider other options for students who might not need to re-take entire course content.</p> <p>New VP will begin in the summer: Dr. Kristy Lisle, currently VP of Academic Affairs and Student Affairs at Kennedy-King College in Chicago. She has served as faculty, department chair, assistant dean, and VP; has experience with both lower and upper division.</p>
<p>3. Program Name Change: Sports Medicine</p>	<p><b>Speaker: Isaac Escoto</b> Kinesiology &amp; Athletics has approved a name change for the Athletic Injury Care AS degree program. The new name of Sports Medicine will go into effect for the 2017-18 catalog. The department believes that the new name will attract more students.</p>

<p>4. Honors Courses</p>	<p><b>Speaker: Isaac Escoto</b>          Continuation of discussion from previous meeting. Some honors courses carry an additional unit over the regular version. Concerns expressed during prior discussion include increased cost to student (potential equity issue), potential of not being able to include honors course on ADT due to tight unit maximums. Escoto noted that topic is appropriate to discuss at CCC as it affects students across campus. PSME rep noted that the 1 unit addition to her honors course (Chemistry) was to ensure that course content and rigor was at honors-level, as well as to attract students and increase likelihood of course's success. Question regarding availability of data to understand how many students are being affected, and whether or not they have completed a program and/or transferred—Day noted that demographic data is available but unsure about transfer information; data is self-reported. LaManque noted that a data request can be submitted. Day noted the larger concern of equity, especially as honors courses might benefit a student's application for transfer to certain schools. LaManque noted that demographic data for honors students currently available via Program Review—will follow up at next meeting with information. Question regarding pay of faculty for honors courses—PSME rep noted discussion in her department; faculty are passionate about teaching honors courses, regardless of difference in pay. PSME dean noted that honors courses do generally result in increase in work for the student and that additional unit sends a message that more work/dedication will be necessary. Please share discussion with your constituents.</p>
<p>5. AP Credit Policy</p>	<p><b>Speaker: Bernie Day</b>          Last year, Day worked with departments to review then-current local AP policies; in middle of process, state passed legislation directing CA community colleges to adopt common AP credit policy, state-wide, beginning July 1<sup>st</sup>. Day has revised local AP policy to integrate this new mandate. Noted that we previously did not award AP credit for French, German, or Italian, but are now required to; also, students can now use AP credit to satisfy natural sciences requirement for local GE. Please review revised policy and contact Day with questions or concerns as soon as possible, as policy will be published in 2017-18 catalog. PSME rep suggested including language in new policy to encourage students to take full sequence of, for example, science courses, which is frequently required for transfer. Day noted that revised policy does include general note directing students to meet with a counselor, who would surely advise students thusly.</p>
<p>6. OER Materials (SB 1359)</p>	<p><b>Speaker: Isaac Escoto</b>          Present for discussion are Romeo Paule, Bookstore Director, and Judy Baker, Dean of Online Learning. SB 1359 requires us to identify in our online schedule courses that use digital texts/materials that are available free of charge (aka OER); effective January 1, 2018. Discussions should address how such information can/should be posted on the schedule; need to include Committee on Online Learning (COOL), senate, and CCC. Baker encouraged group to contact her with questions related to OER resources; noted that use of OER materials attracts students due to cost savings. Also encouraged group to contact faculty already using OER materials to understand experience. Escoto mentioned OER listserv. Baker mentioned Openstax website. Question regarding timeline of determining procedure, as this will affect winter 2018 quarter—just starting discussions. Baker noted schedule currently calls out other special circumstances (e.g., second spring), so we do have the ability to include special section-level information. Paule noted schedule currently includes link to bookstore for text information related to each section, which does include OER information—Baker noted that this is close but might not precisely meet law's requirements. Noted that identifier must be accessible, so cannot simply highlight course in a different color, as we do for second spring.</p>

<p>7. Major Course to Stand Alone</p>	<p><b>Speaker: Isaac Escoto</b>                  While reviewing curriculum sheet updates for 2017-18, Vanatta identified a few instances where courses being removed are now Stand Alone, as they are not part of any state-approved program or Foothill GE. Need to determine policy/procedure for courses in this situation, which were never approved by CCC as Stand Alone. Reminder that VPI and faculty co-chair must annually certify to state that CCC has done due diligence when reviewing/approving Stand Alone courses. Courses identified by Vanatta: CHLD 72 (removed from Child Development), GID 40 (removed from Art), THTR 46C &amp; 81 (removed from Theatre Arts). Also identified BUSI 95E as not being on any curriculum sheet (department declined to add to Business Administration sheet). Suggestion that departments follow regular Stand Alone process/application. Escoto noted previous discussion of some programs with lengthy lists of support courses possibly being too much choice for the student; this is not to discourage departments from removing courses, if done in the best interest of the student. Vanatta will contact faculty to request Stand Alone forms be submitted for these courses.</p>
<p>8. Report Out from Division Reps</p>	<p><b>Speaker: All</b>                  Bio Health: Discussion regarding AHS courses serving multiple programs, so which department gets the WSCH? LaManque noted that the course gets the WSCH, which benefits the division in general; not split up among individual programs.</p> <p>Language Arts: Curious how departments in other divisions handle new course proposal and COR processes, before proposal/COR sent to division CC. In English department, proposal is action item at department level but COR is info item (then approved at division CC). PSME rep stated they encourage department curriculum coordinator to review course and disseminate among department faculty before forwarding to division CC. Bio Health rep shared Biology's process—informal process of discussion/feedback, but not noted in any minutes at department level. BSS rep noted that division uses Canvas site to discuss ahead of division CC meetings; agenda items must be posted to site to be included at meeting. Bio Health rep noted that one new faculty shared draft of COR via Office 365 to gather feedback. Fine Arts rep noted that any faculty can request a Canvas site through MyPortal.</p> <p>LaManque updated the group regarding TracDat upgrade. Ben Schwartzman is faculty coordinator, working with Justin Schultz on new version. Still tweaking the system and putting together cheat sheet. Schwartzman is scheduling training and can attend division meetings. Please contact Schultz, Schwartzman, or LaManque with any questions or issues. Question regarding courses having rolled over—they should be, but contact Schultz if you notice anything. Question regarding Program Review in TracDat—next phase is to use for annual Program Review (plan to pilot with a few departments). Also planning to integrate into single sign-on within MyPortal.</p>
<p>9. Good of the Order</p>	
<p>10. Adjournment</p>	<p><b>3:24 PM</b></p>

**Attendees:** Mark Anderson (FA), Ben Armerding (LA), Kathy Armstrong (PSME), Judy Baker (guest—Online Learning), Rachelle Campbell (BH), Sara Cooper (BH), Bernie Day (Articulation Officer), LeeAnn Emanuel (CNSL), Isaac Escoto (Faculty Co-Chair), Basil Farooq (ASFC), Marnie Francisco (PSME), Kay Jones (LIBR), Marc Knobel (PSME), Andrew LaManque (Interim VP Instruction, Administrator Co-Chair), Bruce McLeod (Apprenticeship), Romeo Paule (guest—Bookstore), Tiffany Rideaux (BSS), Katy Ripp (KA), Lori Silverman (Interim Dean, PSME), Bill Ziegenhorn (BSS)

**Minutes Recorded by:** M. Vanatta