

**College Curriculum Committee
Meeting Minutes
Tuesday, June 6, 2017
2:00 p.m. – 3:30 p.m.
President's Conference Room**

Item	Discussion
1. Minutes: May 23, 2017	Counseling rep noted correction to Item 10, which states, "A few counselors attending NCORE"—clarified that others from Foothill, not just counselors, attended. Vanatta will make correction. Approved by consensus.
2. Announcements a. New Course Proposals	Speaker: Isaac Escoto The following proposals were presented: ALTW 231, 232; APCA 100, 101, 102, 104, 105, 106; ART 3E; C S 85; ENGL 70/1/2/3R; GID 44A; JRNL 70/1/2/3R; NCCS 405; NCEL 425; NCEN 400; NCLA 407A, 407B, 407C, 408; PSYC 9. Please share with your constituents. Question regarding similarities/differences between APCA proposals and previous attempt to create culinary program at Foothill, which was unsuccessful—Apprenticeship rep noted that APCA courses connected to an existing off-campus program and not similar to previous attempt (which was planned to be taught on campus). Suggestion that proposed description for ALTW 232 be revised to describe what students will be doing in the course. Comment regarding possibility that NCLA 407A & 407B content might be similar to existing courses in Counseling division (CNSL 8, CRLP 73). Katie Ha, faculty author, noted that NCLA are noncredit. NCLA 407A will cover content that Ha estimates is 40% of the support currently provided by Teaching & Learning Center (TLC); intent is to offer specific course to cover content already in demand. Ha is open to idea of offering NCLA 407B as open-entry/exit course through TLC. Need to ensure that support provided to students by TLC is included on COR as course content. Counseling rep requested that proposals be tabled pending discussion between faculty author and Counseling faculty to determine potential overlap and possible collaboration. Noted that CNSL 8 will now also be offered as an honors course. Ha noted that NCLA courses need to be on the books in order to offer the related tutoring assistance, even for students taking an existing course like CNSL 8. PSME rep noted that resume writing includes proofreading; wondered if faculty teaching should have writing-related discipline. Language Arts rep agreed and noted that NCLA courses are writing-process driven, not just proofreading; courses will not delve into the application process (e.g., deadlines) and will focus more on writing skills. Given the impending curriculum deadline, hopes the proposals may move forward so that curriculum may be submitted. Counseling rep agreed that support such as that offered by TLC is necessary for some students and stressed that knowledge of a counselor is also necessary for students working through the application process. Language Arts rep noted that intent is not to supplant the expertise of a counselor but to supplement with tutoring assistance. Escoto suggested further discussion between discipline faculty to differentiate between content offered in both Counseling and Language Arts courses. Day noted that a student could have a beautifully-written essay but completely miss the

<p>b. Equity Across Curriculum follow-up</p>	<p>mark of what a particular college is looking for. Ha noted that she frequently sends students to meet with counselors to discuss such specifics.</p> <p>PSME rep noted similarity of NCEN 400 to Math Summer Bridge courses; confusion regarding mention of program in proposed description. LaManque noted that “program” should not be used unless degree/certificate program being created (which is not, in this case).</p> <p>Discussions at previous meetings regarding how division CCs can/should review curriculum for equity. Clear need to clarify reps’ responsibilities; could be helpful to bring in folks from outside groups to contribute to ongoing discussion, hopefully next year.</p>
<p>3. New Subject Code: APCA</p>	<p>Speakers: Isaac Escoto Apprenticeship has approved the creation of a new subject code of APCA (Apprenticeship Culinary Arts). This code will go into effect for the 2018-19 catalog. PSME rep asked for clarification regarding regional resource sharing and collaboration in terms of vocational programs—yes, a regional body does approve new programs. LaManque noted that when a new program is submitted we must justify demand to regional body for approval. Hueg noted that Mission College has a culinary program, and that ours is linked to an existing off-campus program.</p>
<p>4. New Subject Code: NCEN</p>	<p>Speakers: Isaac Escoto Language Arts has approved the creation of a new subject code of NCEN (Non Credit English). This code will go into effect for the 2018-19 catalog.</p>
<p>5. Policy Update: Academic Adjustments for Students with Disabilities</p>	<p>Speaker: Isaac Escoto Third read of updated policy.</p> <p>Motion to approve M/S (Serna, Anderson). Approved.</p>
<p>6. New Program Application: Game Audio Certificate of Achievement</p>	<p>Speaker: Isaac Escoto Second read of new Game Audio Certificate of Achievement. Note that the list of Core Courses has been updated since the first read, to include MDIA 13 (cross-listed with MUS 11F).</p> <p>Motion to approve M/S (Ziegenhorn, Cooper). Approved.</p>
<p>7. Program Deactivation: Primary Care Associate Program</p>	<p>Speaker: Isaac Escoto Second read of deactivation of Primary Care Associate Program.</p> <p>Motion to approve M/S (Serna, Ziegenhorn). Approved.</p>
<p>8. Stand Alone Approval Request: CHLD 72</p>	<p>Speaker: Isaac Escoto First read of Stand Alone Approval Request for CHLD 72. Course was previously on the curriculum sheet for the Child Development AA degree but was removed for 2017-18, prompting need for Stand Alone approval. BSS rep noted that course removed by mistake and will be added back to the sheet in 2018-19.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>9. Student Preparedness</p>	<p>Speakers: Isaac Escoto & Andrew LaManque Topic has been discussed at CCC throughout the year. Escoto encouraged the group to take big picture approach, not just focus on the student re-taking a prerequisite. Discussion should include specific details regarding what information students are missing when they show up unprepared. Question regarding situations where course content does change over time, so perhaps a student who took the prerequisite 10 years ago would not be</p>

	<p>current on the topic. Escoto noted that in certain cases pieces of a course might have changed; should be teased out, as opposed to jumping to asking the student to re-take. Question regarding whether a change/addition to the Content Review form is being proposed—Escoto noted that discussions will hopefully influence potential solution, not necessarily a change to the form. PSME rep noted issue of recency in science courses; problems that arise, especially regarding disadvantaged groups, begin early in life and may be hidden until student taking more advanced level of a subject. Noted that a prerequisite doesn't necessarily solve the problem. Escoto agreed and noted that this is a nuanced issue with many influencing aspects; being able to include data evidence would be helpful. Question regarding how to best gather such data; Bio Health rep mentioned example of microbiology, where students might lose information if haven't studied content in many years. LaManque noted Title 5 requirement to review prerequisites on regular cycle, using IR data, and our need to follow that process; hopes that this will help address potential deficiencies. Question regarding how data can be gathered if all students taking course must have prerequisite and, thus, will have it on their record—LaManque noted that in some cases data will be available from before prerequisite was in place.</p> <p>Comment regarding difficulty for instructor to assess at the start of term which students don't possess necessary prerequisite knowledge; even using a pre-test might not suffice. Question as to desired result, given Title 5 requirement—LaManque noted that we report new prerequisites to the Chancellor's Office every year and should be reviewing those on a regular cycle (every five years). Suggestion that when reviewing existing prerequisites, discussion include potential changes to course content. Comment that even a student who took a prerequisite 10 years ago might not need to review content if student is, for example, working in the field. Comment regarding problem when a student truly does need to re-take a prerequisite but cannot because they have passed the course. Counseling rep noted that counselors do advise students on recency of prerequisites and recommend that students brush up on content and perhaps even re-test (especially if student did not take prerequisite at Foothill).</p>
<p>10. Proposed Revision to AP 4235</p>	<p>Speaker: Isaac Escoto Related to recent legislative change, requiring us to grant GE credit for AP exams. Our current policy states we may award a maximum of 30 units of GE for AP credit, but new legislation conflicts with such a restriction. Revision to policy strikes that maximum so that there is now none. Note that change does not affect awarding of major units, only affects GE. Day noted that research shows that no other colleges or universities enforce a limit. Revision also clarifies language regarding accepting AP exams for GE credit.</p> <p>Question regarding how much input faculty has when changes are mandated. Escoto noted that any changes to Administrative Procedure, even if in response to change in legal language/policy, do need to be shared with Academic Senate for the purposes of discussion. Comment that Advanced Placement is an equity issue, allowing some students to not have to take college courses while others without the same money or opportunity do not have that advantage. Day noted Foothill's new Early College Promise program, which will hopefully help address related equity issues.</p>

<p>11. Catalog Addendum</p>	<p>Speaker: Isaac Escoto Previous discussions at CCC have included challenges related to annual printing of physical catalog. Some campuses publish an addendum, usually midyear, which allows for certain midyear changes to be published. Office of Instruction starting to look at what a catalog addendum would look like and what it would allow us to do. Online catalog options exist. Important to consider implications of changes. LaManque noted importance of being able to offer courses more quickly as a service to students; perhaps can start with Stand Alone courses. Hoping to prioritize discussion at CCC next year. Comment regarding an online catalog serving as a living document, which students would be aware is updated throughout the year.</p>
<p>12. Review of Curricular Process Included in Accreditation Self Evaluation</p>	<p>Speaker: Isaac Escoto Upcoming accreditation visit this fall. Curriculum is an important aspect. Standard II.A.2 specifically speaks to curriculum and how it is approved in our process; will be helpful for reps to be familiar with this and other sections of self evaluation. Comment that department CCs are not mentioned— Escoto noted that our structure involves division CCs, and divisions are allowed to break those up into departmental committees if they choose. LaManque noted that the visit will be October 9-11 and team might choose to visit with CCC during that time. Self evaluation being presented to the board next week and will be fine-tuned over the coming weeks. Please let LaManque know of any suggestions, as soon as possible.</p>
<p>13. Guidelines for Placing Courses in Disciplines</p>	<p>Speaker: Isaac Escoto First read of document, created by CCC Team, to clarify purpose of course disciplines and distinguish from subject codes, departments, and divisions. Recent discussions at CCC prompted creation of document; not a policy but guidelines, which should be clear and helpful. Please let Escoto and LaManque know of any suggestions; feel free to share with your constituents but would like to incorporate reps' suggestions before sharing widely. Suggestion to include a link to the disciplines handbook.</p> <p>Second read of updated document will occur at next meeting.</p>
<p>14. Report Out from Division Reps</p>	<p>Speaker: All Apprenticeship: Faculty has requested that CCC consider possibility of approving out-of-cycle exemption to allow new APSM courses to be taught before summer 2018. Courses were shared at CCC on March 25. Mindful that approval could be seen as setting precedent for future courses; justification is that the proposals were originally submitted for the 2017-18 catalog but the curriculum approval process for Apprenticeship had effectively been stopped which did not allow CORs to be created in time for 2017-18. All CORs are in C3MS and should be submitted by the June 23 deadline. Not all courses in question might need to be approved early; rep will help sort out which courses taught first. Escoto reminded the group that last year CCC did discuss at length what would happen with Apprenticeship curriculum (ahead of creating the Apprenticeship CC); curriculum was in flux for a bit. Comment that last year Apprenticeship was under BSS. Rep noted that dysfunction between those in Apprenticeship and BSS, including staff turnover, resulted in roadblock to curriculum. Hueg noted support of the request. BSS rep noted that last year's BSS rep read through every Apprenticeship proposal and COR and put forth a good effort to move curriculum through correctly; tried in earnest to communicate with Apprenticeship and at times was</p>

	<p>unable to get timely responses. Also noted that Apprenticeship curriculum is different than other Foothill curriculum and agreed that perhaps should be treated differently—students do not browse through Foothill catalog for Apprenticeship courses as they do for a Math course, because they’re in a defined program that they must be accepted to prior to enrolling in courses. Question regarding potential implications of offering a course not published in the catalog—LaManque noted that topic might come up during accreditation visit, but not something the state would ask about. Hueg noted difficulty of working with Apprenticeship faculty on courses, can be very hands-on and time consuming. Question regarding if curriculum coordinator will have capacity to put through courses early—yes, shouldn't be an issue given relatively small number of courses. Vanatta noted that they will need CCC approval for Stand Alone in the fall but could likely be offered in winter quarter, surely in spring quarter. Question regarding whether policy or resolution should be created to provide official approval of allowing exemption for Apprenticeship—Escoto shared draft resolution that was not included with agenda. Noted importance of discussion before defaulting to resolution. Group agreed to consider resolution; Escoto will bring back for first read at next meeting.</p>
15. Good of the Order	
16. Adjournment	3:30 PM

Attendees: Mark Anderson (FA), Ben Armerding (LA), Kathy Armstrong (PSME), Sara Cooper (BH), Bernie Day (Articulation Officer), LeeAnn Emanuel (CNSL), Isaac Escoto (Faculty Co-Chair), Basil Farooq (ASFC), Valerie Fong (LA), Marnie Francisco (PSME), Evan Gilstrap (guest—CNSL), Katie Ha (guest—TLC), Kurt Hueg (Dean, BSS), Kay Jones (LIBR), Marc Knobel (PSME), Andrew LaManque (Interim VP Instruction, Administrator Co-Chair), Don MacNeil (KA), Bruce McLeod (Apprenticeship), Tiffany Rideaux (BSS), Ben Schwartzman (guest—CNSL), Lety Serna (CNSL), Lori Silverman (Interim Dean, PSME), Bill Ziegenhorn (BSS)

Minutes Recorded by: M. Vanatta