

**College Curriculum Committee  
Meeting Minutes  
Tuesday, April 24, 2018  
2:00 p.m. – 3:30 p.m.  
President’s Conference Room**

Item	Discussion
1. Minutes: March 20, 2018	<b>Approved by consensus.</b>
2. Report Out from Division Reps	<p><b>Speaker: All</b> Instruction: The CCCCO has approved the Bridge to College Level Mathematics noncredit certificate.</p> <p>Kinesiology: Working on new courses in Sport History and Sport in Film.</p> <p>Library: One position for Library Technician not being filled, so interlibrary loan (ILL) and print periodical processing suspended until further notice—reach out to Agyare with any questions. Working to transition to mostly online periodicals.</p> <p>Language Arts: English dept. plans to implement AB 705-related changes effective fall 2019.</p> <p>PSME: (continued discussion from above) Hueg asked if any coordination planned with Math dept.—Math is targeting fall 2018 for changes, but details not yet finalized. SRC rep asked if noncredit basic skills MATH courses will still be offered—NCBS 403A &amp; 403B will still be offered, but concern with funding being tied to AB 705 compliance, which may result in reduction of lower level course offerings. SRC rep asked if noncredit counts toward AB 705 expectation—Starer confirmed that it does. Kinesiology rep asked how changes will affect students who test below—planned changes would allow any student to enroll in MATH 48A, and a co-requisite course will be required for those who test below; have not yet figured out plan for MATH 10 (possibly a similar co-requisite); possibly creating a “Title 5” course for those who wish to get a local associate degree (focus on practical topics). Starer noted that AB 705 needs to be brought to CCC for a larger discussion, due to its implications across campus. Rosa Nguyen from Chemistry serving as a new rep.</p> <p>SRC: No updates to report.</p> <p>Counseling: Gilstrap and Serna will be attending ASCCC Noncredit Institute, which includes topic of Guided Pathways.</p> <p>Bio Health: Working on new HORT courses.</p> <p>BSS: Working on new LINC courses.</p> <p>Starer provided update to search for new curriculum system. Four vendors responded to the RFP; will be setting up demos for evaluation committee and others to view. Aggressive timeline—hoping to bring recommendation to the July FHDA board meeting. Campbell asked those who are interested to reach out to become involved in selection. Current members of evaluation committee: Armerding, Campbell, Maria Contreras-Tanori in Purchasing,</p>

	<p>Bradley Creamer in Marketing, Bernie Day, Starer, Vanatta.</p> <p>Campbell noted delay in second read of CLEP Policy, due to Day's absence. Will discuss and vote at next meeting.</p>
<p>3. Announcements</p> <p>a. New Course Proposals</p> <p>b. Notification of Proposed Requisites</p> <p>c. Foothill GE List for 2018-19</p> <p>d. Spring Plenary</p>	<p><b>Speaker: Rachelle Campbell</b></p> <p>The following proposals were presented: ALCB 466, CHLD 20, MUS 2G, THTR 2G. Please share with your constituents.</p> <p>New requisite for ART 15D (new course for 2018-19).</p> <p>Foothill General Education requirements for 2018-19. Newly approved GE courses have been added, and deactivated courses have been removed. Please share with your constituents. Language Arts rep noted CRWR 25A might not be appropriate for Area II and will follow up with division to discuss. Campbell noted GE pattern appears to be large, but students find many courses unavailable when trying to actually register for GE; suggested adding information for each course noting which quarter(s) it is usually scheduled. Vanatta noted suggestion has been discussed at CCC in previous years, for all courses (not just GE). Counseling rep noted students ask when courses are typically offered; many GE courses are offered either very infrequently or never. Starer noted ENGL courses offered on a two-year grid. Counseling rep noted some courses offered only online (some students do not want to take an online course) or offered at a time that doesn't work for the student's schedule. BSS rep suggested data from Counseling could assist divisions in determining when courses would be best scheduled. Counseling rep noted particular need to know when ADT courses are going to be offered. Language Arts rep asked if other depts. create scheduling grids—BSS rep noted they tend to follow similar pattern each year. Hueg stated better job needs to be done of informing Counseling of planned offerings; hopeful that scheduling a year out (even if schedule not posted online) will help; noted many courses will be moving online, due to better enrollment when compared to face-to-face.</p> <p>Campbell will forward final resolutions packet, to provide opportunity for discussion at next meeting. Mentioned approval of two: Legal Interpretation of AB 705, request by ASCCC "to obtain a legal opinion to determine whether or not AB 705 ... allows students to be placed into courses below transfer-level if local faculty determine ... that these students would be best served by such placement." Pathways to Meet General Education Requirements of Quantitative Reasoning, request by ASCCC for endorsement of task force recommendations and creation of additional C-ID descriptor.</p>
<p>4. Programs and Federal Financial Aid</p>	<p><b>Speaker: Rachelle Campbell</b></p> <p>Bernie Day drafted memo regarding process for updating ADTs with the CCCCCO. Day plans to meet with faculty involved with each ADT to discuss updates; memo includes proposed schedule of meetings. PSME rep asked if any distinction between substantial and nonsubstantial changes to a COR for a course listed on an ADT. Vanatta explained that making a COR change does not necessarily trigger a program change. Noted that CCCCCO has informed us they will fully review each ADT update, regardless of nature of changes—usually, adding or removing courses from a program is considered minor change. Additionally, CCCCCO is requiring updated articulation evidence for each course listed on an ADT, even if no change in articulation has occurred</p>

	<p>(evidence must display current academic year). Language Arts rep noted AB 705 will likely result in many changes for 2019, which will trigger need to update many ADTs again. Vanatta explained that the CCCCCO had previously advised colleges to hold off on submitting updates to ADTs, and now that they are requiring us to do so, we will need to submit any updated ADTs on an annual basis.</p> <p>Additionally, Starer explained that federal financial aid provided to students is related to the programs that we offer—feds review our programs and compare our catalog to the information in the CCCCCO’s system. When program units do not match, feds tell us they will not provide financial aid. Many of our programs do not match up. Vanatta provided background: prior to the CCCCCO’s switch to electronic submissions (approx. 2012), everything was submitted on paper. When switch occurred, CCCCCO did not scan supporting documentation (e.g., narratives, LMI for vocational programs) into new system, and in order to update a program we must attach all required documentation. Furthermore, many of our programs were approved under guidelines that have since been changed, and the documentation required now was not required back then. Many other CA community colleges in this same situation—the state is aware and had previously advised us to wait until they launched their newest system (summer 2017). Unfortunately, the launch of the new system has not rectified the problem, as many of our programs are missing required documentation.</p> <p>Starer worked with Kevin Harral in Financial Aid in March to get an extension from the feds; unsure of new deadline (Starer following up with Harral). Starer provided list of programs that need to be addressed right away; however, many other programs will also need to be addressed. Campbell noted first step is to determine what CCCCCO will require to update the programs. PSME rep asked if non-transcriptable certificates included—no. Asked if program discontinuation a reasonable response—Campbell noted it is thoughtful to consider but should not be initiated simply because a program is on this list. Apprenticeship rep asked about recent resubmission of our programs to CCCCCO—Vanatta recalled that about 10 years ago the CCCCCO discontinued some certificate types and required resubmission of those to change to certificates of achievement. BSS rep asked where old documentation has gone—Vanatta has some paper applications in her files but only for more recent programs. Starer noted that almost every program at Foothill is affected by federal financial aid, so addressing this is crucial. Although more information is needed before we can begin, Starer wanted to make sure the issue is on everyone’s radar as soon as possible. Campbell asked group if they want to see the full list of programs that need to be addressed—yes. Campbell will forward full list; asked group await further guidance and information. CCC Team will discuss process at their next meeting.</p>
<p>5. Succession Planning</p>	<p><b>Speaker: Rachelle Campbell</b>          Due to a retirement in her dept., Campbell will not be able to continue as co-chair of CCC and VP of Senate next year. Looking for someone to step up; please reach out to her with any questions or if interested. Must have served on CCC within the past three years.</p>

Approved, May 8, 2018

	Additionally, when turnover occurs with division reps, please bring new reps on early so that there is some overlap with current reps, as a best practice for learning the role. Ideal to begin the process of recruiting replacement reps within the next month. Starer agreed and noted that curriculum is at the core of what the college does—strong faculty voice is needed as co-chair and as division reps.
6. Good of the Order	
7. Adjournment	<b>3:23 PM</b>

**Attendees:** Micaela Agyare (LIBR), Ben Armerding (LA), Rachelle Campbell (Faculty Co-Chair), Zachary Cembellin (PSME), Sara Cooper (BH), LeeAnn Emanuel (SRC), Hilda Fernandez (LA), Marnie Francisco (PSME), Evan Gilstrap (CNSL), Brenda Hanning (BH), Kurt Hueg (Dean, BSS), Bruce McLeod (Apprenticeship), Rosa Nguyen (PSME), Tiffany Rideaux (BSS), Katy Ripp (KA), Lety Serna (CNSL), Paul Starer (Dean, LA, Administrator Co-Chair), Mary Vanatta (Curriculum Coordinator), Anand Venkataraman (PSME), Bill Ziegenhorn (BSS)

**Minutes Recorded by:** M. Vanatta