College Curriculum Committee
Meeting Minutes
Tuesday, October 2, 2018
2:00 p.m. – 3:30 p.m.
President's Conference Room

Item	Discussion
1. CCC Orientation	**Speaker: Ben Armerding** Introductions around the room. New for this year will be a special meeting on Oct. 9, focusing on the role of the CCC rep and providing tips and guidance. All reps, new and returning, are welcome to attend! Armerding briefly shared the orientation PowerPoint, which is attached to his invitation for the special meeting; will go into further depth at that meeting.
2. Minutes: June 19, 2018	**Approved by consensus.** 9 abstentions.
3. Report Out from Division Reps	**Speaker: All** PSME: Reviewing new courses and looking at creating new certificates. Ongoing work on AB 705 in Math dept. Physics dept. revising/reviving PHYS 12. Counseling: Nothing to report. Busy with students starting the quarter. Articulation: Reminder that Dec. 1 is the deadline for Day to submit courses to UC for transferability. Bio Health: Nothing to report. Fine Arts: Working on new Media Studies degree. Focusing on making all certificates stackable to degrees. Kinesiology: Working on creating noncredit certificates in Adaptive Education and Coaching. Coaching cert. could be marketed to, for example, parents coaching their kids' teams. BSS: Working on moving non-transcriptable certificates to transcriptable. SRC: Nothing to report. Library: Nothing to report. Language Arts: English dept. looking at course units, as related to AB 705. Spanish dept. exploring certificates. Apprenticeship: No new CCC rep yet; Kristy Lisle provided update. Over the summer, worked with the Pipe Trades to review courses to see if content could be mapped to meet local Foothill GE requirements.
4. Announcements a. GE Subcommittee Membership	**Speakers: Ben Armerding & Paul Starer** Armerding emailed last year's subcommittee members to confirm continuing membership. Only one subcommittee currently has three confirmed members. Please reach out to faculty and encourage to serve—don't need to be in the same discipline(s) as the GE area. Group agreed that having more than one member in each subcommittee is best practice, and that three is ideal. BSS rep noted that when subcommittees were created there was no

	rule regarding how many need to serve on each. Current and past members noted that time commitment is minimal. Contact Armerding if interested.
b. CCC Priorities for 2018-19	Normal practice is for CCC in the spring to create list of priorities for upcoming year; due to work to contract last year, that could not occur, so CCC Team worked with outgoing co-chair Rachelle Campbell to create draft list over the summer. List is not in any particular order. PSME rep asked if Curriculum Handbook already exists—while we do have checklists, and divisions have their own materials, there is no campus-wide handbook. Lisle asked about new curriculum system—will be a major item for this year, regarding roll-out and training. BSS rep noted new governance committee of Equity and Education and asked if there is any overlap between it and CCC—CCC is subcommittee of Academic Senate and not part of new governance structure, so there may be some overlap. Starer does not expect new committee will impact CCC or usurp authority, but they might contact CCC for advice or to refer situations. Armerding encouraged reps to contact him if any new topics arise. Counseling mentioned new funding formula and let the group know about upcoming webinar.
c. New Curriculum System Update	Starer shared background: reviewed vendor proposals in spring; review committee selected CourseLeaf by Leepfrog, approved by FHDA board in August. Initial hope was to implement in winter 2019 quarter, but even with an aggressive timeline the new target is fall 2019 quarter. Will need to put together a local implementation team—critical to involve stakeholders across campus. Still negotiating with Leepfrog; meetings between campus and Leepfrog will likely begin in early November. Vanatta noted that implementing new system could allow for us to reimagine our curriculum process/steps, and improve. Lisle expressed hope that catalog can be published twice per year and will speed up creation timeline for new courses.
d. Apprenticeship GE Mapping	Ongoing work to consider how apprenticeship students may be awarded an associate degree for the courses they're already taking for their major requirements, including GE. Question is, can a student accomplish the breadth and depth of, say, GE Area V, over a series of courses, in a more holistic way than taking a single course? Currently working with discipline faculty to explore different ways of meeting GE criteria. Determination will be up to the faculty. Lisle noted that the project began before the new funding formula announced, but since the new formula does provide more money for the number of degrees we award, this could end up benefitting Foothill financially. BSS rep asked how Apprenticeship faculty involved have reacted—Starer has found them to be very receptive and open to adjusting their own curriculum. BSS rep asked if Apprenticeship students currently receive certificate—yes. Armerding asked reps to share topic with their constituents, especially those who teach GE, and encourage them to reach out if they'd like to be involved.
e. Partnership Resource Team Visit	Group will visit campus on Oct. 30 and Dec. 3 to help us develop an effectiveness plan. Foothill reached out to them and suggested four focus areas: implementation of new governance model, including redesign of Program Review; use of assessment data; strategic discussions regarding our educational pathways quality focus essay; providing service leadership opportunities for

	students. Campus will receive money for participating. PSME rep asked if this is from the state—Day confirmed CCCCO involvement. Reach out to Armerding if interested in participating.
5. Math Changes Affecting Requisites	**Speakers: Ben Armerding & PSME Curriculum Reps** Vanatta noted that attachment #4 included a few errors—will email the group a corrected document following today's meeting. PSME reps outlined major changes in Math offerings, related to AB 705. Had to eliminate beginning algebra (MATH 220), so lowest level now offered is intermediate algebra (MATH 105) or new quantitative reasoning (MATH 180). Many courses across campus list MATH 220 as a requisite or Advisory—will need to be addressed. For courses that list MATH 105, faculty might consider adding MATH 180 as an option (although the two are not equivalent in content). Precalculus I (MATH 48A) now has a coreq for students who don't either meet the prereq (MATH 105 or 108) or place using multiple measures. Statway (MATH 217 + 17) still exists as an alternate route. MATH 180 designed, in some ways, for students who previously would've taken Math My Way (MATH 230/230J/235) or MATH 220. Note that a student could very well move into MATH 48A w/ coreq after completing MATH 180. Noncredit bridge to college courses (NCBS 403A/B) part of a new certificate; faculty discussing possibly using these to provide supplemental help to students throughout the quarter. Vanatta noted need to remove deactivated MATH courses from CORs across campus that list them as a requisite or Advisory—up to depts. to decide whether to simply remove or replace with another MATH course. BSS rep asked about process—Vanatta hopes that process can be streamlined; first, each division should follow up with depts. that have affected courses and send Vanatta a comprehensive list of changes. Then, process and any necessary deadlines can be determined. Day noted a few courses of concern, particularly UC transferable and C-ID courses. C-ID has not made any changes related to AB 705, and still expect to see prerequisites listed. Please reach out to her to discuss before making changes to those courses.
6. CCCCO Changes to Certificates of Achievement	**Speakers: Ben Armerding & Mary Vanatta** Vanatta provided background: In August, the state Chancellor's Office (CCCCO) approved changes to the total units allowed for the two types of credit certs. (certificates of achievement). The primary type, which we are required to submit to the CCCCO, previously had a minimum of 27 quarter units—this has been lowered to a minimum of 24. The other type, which we sometimes call "low unit certificates," previously had a range of 18-26 quarter units—this has been lowered to a range of 12-23. Although we are not required to submit to the CCCCO certs. which fall within this range of 12-23 units, we have the option of doing so, which also enables the cert. to appear on the student's transcript. The CCCCO has yet to release any guidance or deadline regarding these changes, and their online submission system has not yet been updated to reflect the new unit categories. Will update group as soon as any details are communicated. Lisle noted that, as this has changed for all CA community colleges, there will likely be an onslaught of cert. submissions. Armerding shared program creation documents on CCC website.

	Potential to streamline this process for transition from existing non-transcriptable cert. to certificate of achievement. Vanatta noted certain items are required by CCCCO and cannot be skipped/shortened (e.g., narrative, LMI for workforce programs). PSME rep asked who the point person is for questions regarding program creation—Starer, as AVP; Vanatta becomes involved after the division CC approves. Group discussion regarding what process to follow and necessary steps; Vanatta noted two additional recommendation/approval steps required for workforce programs. Armerding suggested holding workshop regarding program creation—positive response from group. PSME rep asked about TOP Code selection—Lisle noted that TOP Code does impact types of funding we can receive, so we need to be strategic in the way we select TOP Codes, going forward, as well as possibly review TOP Codes assignments for current programs. PSME rep asked if divisions should prioritize their work based on TOP Code, related to creating certs.—Lisle clarified that she meant strategic selection of the TOP Code for each program, rather than prioritizing creation based on TOP Code. PSME rep asked if TOP Code can be changed after program approved by CCCCO—yes; Vanatta noted that what would be complicated is if changing from non-workforce to workforce. Lisle mentioned stackable certificates, which a student would receive while working toward a degree.
7. Good of the Order	
8. Adjournment	**3:34 PM**

Attendees: Ben Armerding (Faculty Co-Chair), Jeff Bissell (KA), Zachary Cembellin (PSME), Bernie Day (Articulation Officer), Kimberly Escamilla (LA), Valerie Fong (Acting Dean, LA), Marnie Francisco (PSME), Evan Gilstrap (CNSL), Kurt Hueg (Dean, BSS), Eric Kuehnl (FA), Kristy Lisle (VP Instruction), Rosa Nguyen (PSME), Simon Pennington (Dean, FA & KA), Lisa Schultheis (BH), Ben Schwartzman (SRC), Lety Serna (CNSL), Leah Smith (guest—Articulation Office), Paul Starer (Administrator Co-Chair), Mary Thomas (LIBR), Nick Tuttle (BSS), Mary Vanatta (Curriculum Coordinator), Anand Venkataraman (PSME), Bill Ziegenhorn (BSS)

Minutes Recorded by: M. Vanatta