

**College Curriculum Committee
Meeting Minutes
Tuesday, February 5, 2019
2:00 p.m. – 3:30 p.m.
President’s Conference Room**

Item	Discussion
1. Minutes: January 22, 2019 2. Report Out from Division Reps	<p>Approved by consensus.</p> <p>Speaker: All Fine Arts: No updates to report.</p> <p>Counseling: Reviewing curriculum for possible overlap.</p> <p>Language Arts: Working on possibly moving some credit courses to noncredit; working on new programs.</p> <p>PSME: Working on curriculum sheets.</p> <p>BSS: Working on non-transcriptable certificates and curriculum sheets. Recent question from faculty, regarding maximum unit limit for students taking Independent Study courses (70R series); limit of 6 total units. Why is limit enforced, and may it be raised? Vanatta researched CCC minutes and could not find anything related to why limit was set. Armerding suggested further research to see if we’re legally allowed to raise limit; will bring topic to future meeting for further discussion.</p> <p>Bio Health: Developing new certificate and working on ADTs.</p> <p>Kinesiology: Discussing courses not taught in four years; new Sport & Cinema course.</p> <p>Library: Ongoing discussions regarding the way academic librarians think about information literacy; noticed places in GE pattern where information literacy embedded, and discussing if language should be updated.</p>
3. Announcements a. New Course Proposals	<p>Speakers: Ben Armerding</p> <p>The following proposals were presented: JRYM 105, 106; NCEN 401, 442A, 442B. Please share with your constituents. Starer explained special circumstances related to JRYM proposals—currently trying to reconvene the Apprenticeship CC; meanwhile, these proposals were submitted but have not been approved by any division CC. Starer would like group to take action on proposals, as a proxy for the division CC. Armerding noted “Associates of Science” mentioned—related to GE application on today’s agenda, program is hoping to create AS degree. PSME rep concerned they do not have discipline expertise necessary to approve. Hueg noted this is one challenge of our divisional structure, as sometimes these sorts of situations arise. Day asked for clarification, related to approval—not the CORs, just the New Course Proposal forms. Abstention from voting is allowed. Armerding stated this will not set a precedent for the future. Motion to approve New Course Proposals for JRYM 105 & 106 M/S (Kuehnl, Serna). Approved. 2 abstentions.</p> <p>Armerding noted English dept. considering using NCEN 401 for AB 705 support (as ENGL 1A corequisite), instead of previously-</p>

<p>b. Notification of Proposed Requisites</p> <p>c. Venue Change for 3/19/19 CCC Meeting</p> <p>d. ADT Update</p> <p>e. Curriculum Sheets for 2019-20—clarification</p>	<p>approved ENGL 246A. Will also be part of a noncredit certificate. Dept. believes noncredit will be better fit for instructors, as well as benefit students. NCEN 442A & 442B will replace current ENGL 242A & 242B coreqs for ENGL 1S & 1T—dept. has found that students have not been enrolling in current credit coreqs.</p> <p>Ongoing requisites for CHEM 1A.</p> <p>We've been asked to move the March 19th meeting, so the venue has changed to Room 3504, in the Library. PSME rep asked if a better room is available; Counseling rep suggested 8330—Starer will look for a possible different room. Vanatta will send an updated Outlook invitation to confirm new room.</p> <p>Day presented topic. Presented list of CA community colleges' ADT offerings, periodically published by the state Chancellor's Office (CCCCO). Foothill still missing two required ADTs: Chemistry (high unit issue, but might be resolved) and Music (we don't offer all of the required courses, due to repeatability issues—faculty have been working to revise curriculum, but CCCCCO will soon release guidelines related to collaborative programs, which might solve the issue). PSME rep asked if a student enrolled in Music ADT (as a collaborative program) would have to take courses at a different college—yes, but the courses might be offered online at other college, not necessarily face-to-face. Fine Arts rep asked about signing agreements with other colleges—document being released by CCCCCO will include information about that and everything else related to creation of such programs. Day will share with group when it is released.</p> <p>Additional ADTs of note: Agriculture/Plant Science—we might be missing just one course; Environmental Science—division has shown interest; Journalism—we have all necessary courses, just need faculty interest. Armerding asked if faculty need MQs to draft narrative—Day doesn't think so, just need MQs to teach courses. Law, Public Policy & Society—we have all necessary courses; Nutrition & Dietetics—we have all necessary courses; Social Work & Human Service—missing one course in fieldwork. If any faculty interested in developing any of these, reach out to Day.</p> <p>Vanatta presented topic. Some faculty and reps have asked about how to handle, on curriculum sheets for next year, non-transcriptable certificates that are in the process of changing to certificates of achievement. Since we have still heard nothing from the CCCCCO, regarding any timeline/deadline for submitting these certs., please keep them listed as non-transcriptable on the sheets, and Vanatta will make any necessary updates later on.</p>
<p>4. Consent Calendar</p> <p>a. GE Applications</p>	<p>Speaker: Ben Armerding</p> <p>The following GE applications were presented: Area I—ENGL 38; Area III—Plumbing Technology Apprenticeship Program.</p> <p>Mark Likeness and Brian Murphy, Apprenticeship faculty, and Katie Galvin, who worked on GE mapping, present for discussion of Plumbing app. Plumbing app. would approve GE Area III for students who complete the full program, not one individual course. Armerding noted option for the group to pull the app. for a first and second read, if preferred. Bio Health rep asked for clarification regarding how program maps to the scientific method—Likeness explained that, along with manipulative process, metallurgy and</p>

	<p>physical properties are covered; students learn the science behind temperature-pressure relationships and physics behind drainage, and assembly of piping systems. Rep asked if hypothesis testing involved—Murphy gave example of how a student required to troubleshoot an issue after having learned related science.</p> <p>No comments regarding ENGL 38 app.</p> <p>Motion to approve M/S (Venkataraman, Thomas). Approved.</p>
<p>5. Stand Alone Approval Request: APSC 400</p>	<p>Speaker: Ben Armerding Second read of Stand Alone Approval Request for APSC 400. No comments.</p> <p>Motion to approve M/S (Ziegenhorn, Venkataraman). Approved.</p>
<p>6. Stand Alone Approval Request: PHDA 401</p>	<p>Speaker: Ben Armerding First read of Stand Alone Approval Request for PHDA 401. Will be permanently Stand Alone. No comments.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>7. Courses not Taught in Four Years</p>	<p>Speaker: Ben Armerding Vanatta emailed the list to reps and deans last week. For the first time, list includes Independent Study courses (70R series). Vanatta noted that, in most cases the full 70R/71R/72R/73R series is not listed, meaning that the series has had some enrollment in the past four years. CCC Team wondering how to handle these courses; e.g., should they be up for deactivation only if the full series is listed? BSS rep noted intention of list is not just to clean up the catalog but, more importantly, so students know what courses are expected to be offered when looking through the catalog; IS courses are somewhat outside of this, as they are always an option for a student. PSME rep agreed that they should be exempt from the list and process. Starer agreed but noted that by keeping them, they do need to be updated for Title 5 and SLOs maintained, so depts. should keep that in mind. PSME rep asked if the catalog states that students must work with faculty to register. Armerding suggested group review catalog language about IS courses at future meeting and make decision about how to handle IS courses then.</p> <p>Day noted general issue with keeping a course active in the catalog that hasn't been offered: for students transferring, if a course is articulated for a major, the transfer institution might penalize the student for not having taken it. Asked depts. to consider this when discussing their lists.</p>
<p>8. New English Proficiency Statement</p>	<p>Speaker: Ben Armerding AB 705 mandates we discontinue use of placement tests, which are included in current statement. New statement eliminates that language and replaces with "multiple measures." No concerns from group about new statement. Vanatta noted effective date of spring 2019 quarter on list of affected courses, and asked group if this is acceptable; would like to update CORs at the same time as making MATH-related updates—group approved of this plan. Vanatta also noted shorter lists of courses that currently use non-standard language related to English proficiency— reps in BSS & Counseling will follow up with those depts.</p>
<p>9. Credit by Exam Policy</p>	<p>Speaker: Ben Armerding Now that group has reviewed and discussed what we're legally allowed to include in CBE policy, Armerding noticed current</p>

	<p>Foothill policy is in compliance, so we do have option to keep current policy. Note differences between our policy and De Anza's, related to readability and clarity. However, even if we keep current policy, need to draft process for faculty to submit courses to be included in CBE list published in the catalog. Could be as simple as division CC including in meeting minutes approval of courses to be added to CBE list, or could create a form to be submitted. Day noted importance of determining if/how a course is appropriate for CBE, and figuring out administrative aspects and support for faculty (e.g., professional development). Counseling rep noted issue of transferability; major prep courses are usually not appropriate for CBE. Armerding noted process could include need for faculty to discuss with certain people/groups on campus. Language Arts rep noted concern that CBE could create extra work for adjunct faculty. Armerding noted that, since student enrolls in course, will be included in faculty load for the course—adjunct will administer exam, but student will no longer be attending class. Rep asked who evaluates exam—the faculty teaching.</p> <p>Day asked how exam developed—need to discuss more as a group, but Armerding suggested that exam developed when a course initially added to CBE list. Starer mentioned one dept. using final exam as CBE exam. PSME rep noted concern that using same exam for final and CBE could open up opportunity for cheating. BSS rep asked what happens if student fails CBE exam—receives a failing grade in the class and would need to re-enroll. PSME rep asked if faculty teaching could set their own grade/score requirement for CBE students (e.g., must get 80% on exam)—need to discuss and determine. Other PSME rep asked if exam must be given within first two weeks—yes, required by Title 5 <i>[correction: this is required by our local Foothill policy, and not by Title 5 or FHDA Administrative Procedure]</i>. BSS rep asked if credit received via CBE differs from regular credit for a course—yes, transfer institutions might not accept; current policy does advise student to speak with counselor.</p> <p>Armerding noted new FHDA Administrative Procedure being developed, related to curriculum and partially related to CBE. Foothill currently offers some noncredit courses that mirror credit versions (e.g., EMS dept.); this policy would allow students who complete noncredit version to use CBE to receive credit and apply toward associate degree. Academic Senate would like feedback from CCC. PSME rep asked who is proposing—Foothill and De Anza Academic Senates; has come forward for first read. Armerding unsure exactly how policy came to be; will follow up with Isaac Escoto for more information. Day noted one example of mirrored courses with four hours of lab per week; could be challenging for faculty to assess student's proficiency for such a course.</p>
<p>10. Auto-awarding Degrees/Certificates</p>	<p>Speaker: Ben Armerding Continuing discussion from previous meeting, related to auto-awarding degrees/certificates when a student completes requirements. Brian Roberts, Evaluations Specialist, and Mimi Overton, Veterans Resource Center Counselor, present for discussion. Roberts mentioned logistical challenges related to determining when a student becomes eligible for completion, especially to ensure student is not flagged in error. Language Arts rep asked about data on how many students have completed</p>

	<p>programs but haven't received award—CCC Team hasn't yet submitted data request, but assumption is that there are many. Counseling rep noted that A&R ran a process in the past to determine which students had achieved 90 units, but not specific to a program. BSS rep noted complexity of task and suggested that Foothill devote resources, considering college will receive additional state funding as outcome—Armerding noted other colleges have purchased specific software. Day noted process, last spring, to auto-award students receiving ADTs with corresponding certificate of achievement for transfer (CSU GE/IGETC)—553 total students, who might not have realized otherwise. Language Arts rep asked if students (in general) resistant to applying for completion due to paperwork required—Counseling rep noted paperwork, as well as time/cost if a student needs just one more course. Armerding noted importance of considering such concerns, as well as possibly offering an opt-out.</p> <p>Overton explained that VA awards benefits related to one goal at a time; student's Ed Plan must match that goal, and student cannot take any extra classes. However, students not restricted to just one goal. If certificate fits within degree stated in student's goal, may be awarded without issue. Counseling rep asked if any consequences if student earns certificate before completing degree stated in goal—no. BSS rep asked if any advantage to a student first having goal of cert., and then goal of degree after cert. awarded—no difference in benefits, as long as student is full-time (i.e., 12 units per quarter). Impetus for veteran is to become employed; have a limited amount of GI Bill benefits, so focus is on what will help them become employable.</p> <p>Armerding asked group if interested in drafting policy—yes. CCC Team will begin draft to bring to future meeting for further discussion. Will also follow up with colleges who have implemented auto-awarding and then cancelled, to find out why. Fine Arts rep asked about timeline for implementation—Hueg noted technology involvement will likely slow process, due to needing to involve ETS. Language Arts rep asked if continuing IGETC cert. award process—Counseling rep believes so.</p>
11. Program Creation Process Revision	<p>Speaker: Ben Armerding Topic moved to next meeting, due to time constraint.</p>
12. Good of the Order	
13. Adjournment	3:32 PM

Attendees: Ben Armerding (Faculty Co-Chair), Zachary Cembellin (PSME), Stephanie Chan (LA), Bernie Day (Articulation Officer), Kimberly Escamilla (LA), Valerie Fong (Acting Dean, LA), Marnie Francisco (PSME), Katie Galvin (guest), Evan Gilstrap (CNSL), Allison Herman (LA), Kurt Hueg (Dean, BSS), Eric Kuehnl (FA), Mark Likeness (guest—APPR), Brian Murphy (guest—APPR), Rosa Nguyen (PSME), Mimi Overton (guest—VRC), Ron Painter (guest—PSME), Katy Ripp (KA), Brian Roberts (guest—Evaluations), Lisa Schultheis (BH), Ben Schwartzman (SRC), Lety Serna (CNSL), 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