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

Item	Discussion
1. Minutes: February 19, 2019	**Approved by consensus.**
2. Report Out from Division Reps	**Speaker: All** Counseling: No updates to report. PSME: MATH 11 being deactivated. Computer Science dept. held certificate writing workshop last week to work on new certificates. Kinesiology: Finalizing Courses not Taught in Four Years discussions. BSS: Finalizing Courses not Taught in Four Years discussions. Bio Health: Will soon submit new ADT in Nutrition; working on new C-ID course approval to allow creation of Agriculture ADT. Library: No updates to report. Language Arts: Finalizing Courses not Taught in Four Years discussions; English dept. working on AB 705 pathway. SRC: Finalizing Courses not Taught in Four Years discussions. Instruction: Vanatta reminded the group that the Course Deactivation Exemption Request forms are due March 8th. Also noted that some curriculum sheets still haven't been submitted (deadline was March 1st)—please prioritize those submissions!

3. Announcements
 	
   a. Succession Planning
 	
   b. Notification of Proposed Requisites
 	
   c. Spring Quarter Registration is Open!
	Speakers: Ben Armerding, Bernie Day, Kathy Perino, Paul Starer
	Armerding announced to the group that he will not run for VP of Academic Senate in the upcoming election, so new VP/CCC Co-Chair will need to be elected. Candidates need to have served on CCC during the past three years. Please reach out to him if interested or have any questions/concerns. BSS rep asked if CCC requirement is in the bylaws—Armerding will follow up; PSME rep noted it's in the AS constitution *[note: confirmed three-year CCC service recency required by AS Constitution]*. Position is 50% release time.
	
	New prereq for ENGR 6, effective spring 2019 quarter (in response to AB 705 changes in math). Counseling rep asked for background re: prereq—C-ID (previous version of course didn't have proper prereq). Also asked for background re: MATH 11 deactivation—course has not been taught in many years, as no longer required for Business major at SJ State (which was primary reason for enrollment). Counseling rep noted MATH 11 is required by other schools for transfer—PSME rep noted that after SJ State changed requirements, Math dept. tried to offer course but could not make enrollment.
	
	Please encourage your students to register for spring quarter!

d. MATH 17 C-ID Approval and ADTs	Day presented announcement. MATH 17 (Statway) received C-ID approval as equivalent to MATH 10, making it eligible for substitution on many programs. Shared list of programs that currently include MATH 10—please share with your constituents to see if they would like to include MATH 17 as an option.
e. CBO State Funding Update	Perino, from Faculty Association, presented announcement. Two budgets to consider: current 18-19 budget, and developing 19-20 budget. Governor released first draft of 19-20 budget in January, which will be finalized in June. 18-19 budget is Student Centered Funding Formula, and tracking certain aspects for allocation of funds has been complicated. Led to change in plan for 19-20 budget, which was going to differ from 18-19 but now may remain the same (70/20/10). Recent rumors are that 10% (student success) portion under-funded for 18-19, possibly by about 10%. Question of what will happen for 19-20, due to deficit—one option is "deficit factor," which spreads out deficit (possibly across all colleges). Related to auto-awarding degrees/certificates, colleges across CA are moving in that direction; student success portion may end up being capped, but unknown. Armerding stressed that we should move forward with what we believe is best for students, despite uncertainties around how funds will be allocated for 19-20 and beyond.
4. Addition to Course Family: Photography-Professional Practices (Fine Arts & Comm.)	**Speaker: Ben Armerding** Fine Arts and Communication is adding the following new course to an existing family, effective 2019-20: Photography-Professional Practices—PHOT 74C. Motion to approve **M/S** (Thomas, Serna). **Approved.**
5. Stand Alone Approval Request: ALCB 467	**Speaker: Ben Armerding** Second read of Stand Alone Approval Request for ALCB 467. Armerding asked group if okay to approve ALCB 467, 468 & ALTW 233 as a batch—yes. Motion to approve **M/S** (Serna, Kuehnl). **Approved.**
6. Stand Alone Approval Request: ALCB 468	**Speaker: Ben Armerding** Second read of Stand Alone Approval Request for ALCB 468. **Approved.** *[See item 5 for details]*
7. Stand Alone Approval Request: ALTW 233	**Speaker: Ben Armerding** Second read of Stand Alone Approval Request for ALTW 233. **Approved.** *[See item 5 for details]*
8. Temporary Program Creation Process	**Speaker: Ben Armerding** Based on urgent need by depts. across campus who are developing new programs. Armerding confirmed with Isaac Escoto that CCC may develop temporary process; CCC Team drafted Feedback Form for New Programs. This is a first read of both the process and the form. Process will be temporary until new permanent process finalized; follows closely the new process being considered by the workgroup. Note that New Program Proposal form not included in temporary process; reason is that many of the new programs waiting have already been developed and fully discussed within the dept./division. Note that Step 2 is to gather feedback from groups outside of division/CCC. PSME rep expressed concern with Step 2, including need to

define "feedback" (e.g., what if dept. receives no feedback, or contradictory feedback from different groups) and how feedback should be considered/addressed by dept.—Armerding noted previous process required approvals, and feedback was solicited with such. Important note that Step 2 groups meet once a month; dept. would indicate on Feedback Form date of meeting they would like program to be discussed—if feedback not returned following that meeting, dept. can feel free to move on. Feedback would also be visible to CCC during its review, which could be valuable. Intent is that not receiving feedback from a group would not stall/stop program. Step 2 also opportunity for depts. to ask specific questions to groups. PSME rep asked if advisable to have someone from dept./division at each Step 2 meeting when program discussed, which could be challenging—Armerding noted that would be a good idea, but not necessary. PSME rep stressed importance of communication, especially when creating a new program; expressed concern about feedback being "lost in translation" when in writing only. Armerding replied that process was created in the spirit of valuing communication and feedback. Hueg noted that having someone from the division attend Step 2 meetings would impact the type of feedback received by those committees. Armerding asked if group would like to add strong recommendation that someone from division attend those meetings, or require. Hueg noted that committees meeting on Fridays creates a challenge. BSS rep suggested that if Step 2 committee has concerns, someone from committee could attend the division CC meeting (in Step 3) for that discussion.

Starer noted that if we find temporary process is not working, we can make changes as we move forward. Noted faculty primacy re: creation of a new program, which was taken into consideration. Noted merit in BSS rep's idea; encouraged others to share ideas of how to best gather feedback. Day noted common confusion re: previous process was knowing who responsible for each step, and timeframe. Armerding suggested to work backwards from FHDA Board when determining timeframe; estimated about 10-12 weeks for full process. Again stressed that Step 2 should not stop a program from moving forward (in the case that a meeting of one of those committees was missed). PSME rep noted use of subcommittees at CCC (e.g., GE subcommittee); suggested Step 2 committees use subcommittees to review new programs, which could help speed up feedback gathering—Armerding and Starer agreed with suggestion. Hueg noted some committees already forming workgroups (i.e., subcommittees); noted challenge that these are all new groups trying to figure out how to best operate. Starer suggested he and Armerding meet with President Nguyen to discuss. Armerding proposed contacting Step 2 committees with proposed process to move forward and implement, with understanding that we have freedom to make changes to the process if necessary. Bio Health rep suggested that new ADT being created skip Step 2, due to specific constraints imposed by nature of ADTs; wondered if ADTs may skip Step 2—Day agreed with suggestion. Armerding and Day noted that, in previous process, ADTs required by the state did skip many steps in process, but ADTs not required followed full creation process.

BSS rep noted issue of needing to commit to offering courses in timely manner to support new ADTs. Armerding expressed hope that such concerns would be shared during conversations early in

	process. PSME rep noted that such concerns sometimes need to be a college-wide discussion, especially when dept. in another division in charge of offering a required course. Armerding asked group how process could be modified to require such conversation; suggested adding clarification that Step 1 conversation for program of interdisciplinary nature should include deans from any related divisions. Vanatta mentioned narrative templates shared with faculty for creating certificates; noted desire to update and create versions for AA/AS degrees. Asked group to send her feedback they've received from faculty, especially if any sections have caused confusion. Noted that all sections on template required by state and cannot be removed, but language/tips to aid faculty can be adjusted. BSS rep noted feedback received regarding time needed to gather enrollment data—Armerding suggested perhaps additional support needed, and templates updated to provide tips and info on how to gather data. Second read and possible action will occur at next meeting.
9. Credit by Exam Policy	**Speaker: Ben Armerding** First read of proposed process for faculty to use when making a course available for Credit by Exam. CCC Team has updated the draft that was shared at previous meeting (changes noted on the document). New version includes process to remove a course from CBE list. Counseling rep shared concern regarding language stating "the instructor of record always has the option of not approving a student's request." Armerding noted need to discuss this issue of whether or not an individual instructor should have that right. Other Counseling rep shared perspective of working with a student to create Educational Plan—seeing course on CBE list sets expectation that student will be able to use CBE for that course; list published in the catalog should be honored. Armerding noted that policy requires student to petition within first two weeks, so if not approved, student could still drop course, although this does not address concern regarding Ed Plan. PSME rep noted Math dept. discussed CBE long ago and decided to not submit any courses for CBE specifically due to issue of part-time instructors teaching many courses, who may not feel prepared to administer CBE. Armerding suggested to instead include language in process to make clear that any instructor teaching a course on the CBE list will be expected to allow for CBE petitions. PSME rep asked if FHDA Administrative Procedures (AP) or Title 5 addresses issue of instructor freedom—Armerding will follow-up *[note: confirmed that instructor freedom is not mentioned in Title 5 or FHDA AP]*. PSME rep expressed caution that requiring instructor to administer CBE could be viewed as a workload issue and perhaps Faculty Association should be consulted—Counseling rep will follow-up with FA. Armerding asked group for informal read re: requiring an instructor to allow for CBE—about half undecided/abstained, half supported requiring dept. to allow for CBE if their courses on list. BSS rep suggested dept.-created exam, as opposed to specific to instructor of record—Armerding noted dept.-created exam is listed on process as option. Counseling rep asked if any depts. aside from Math have decided to not use CBE—a few in BSS. Armerding asked reps to seek feedback from faculty in depts. who are excited about CBE. Language Arts rep noted that Spanish

	dept. very excited and want to offer CBE for spring 2019 quarter—problem is that no SPAN courses are listed as available for CBE in the 2018-19 catalog. Armerding will follow up with Marketing to determine deadline for upcoming 2019-20 catalog.
	Second read and possible action will occur at next meeting.
10. Auto-awarding Degrees/Certificates	**Speaker: Ben Armerding** Topic moved to next meeting, due to time constraint. Armerding mentioned his follow-up with ASCCC regarding some questions to consider: When students are eligible for more than one degree, how would the auto-awarding function? For students with courses from other institutions, how would auto-awarding function regarding these other elements that need verification? Regarding exam credits (e.g., AP, IB, etc.), how would auto-awarding allow for inclusion of those credits? Details will be included in Communiqué. Asked group to review and consider for future discussion. Some reps expressed potential ethical concerns around auto-awarding—Armerding noted option to have additional reads of resolution, if needed.
11. Notification of Course Deactivations	**Speaker: Ben Armerding** Topic moved to next meeting, due to time constraint.
12. Good of the Order	Armerding reminded group of different venue for March 19th meeting.
13. Adjournment	**3:33 PM**

Attendees: Ben Armerding (Faculty Co-Chair), Zachary Cembellin (PSME), Stephanie Chan (LA), Bernie Day (Articulation Officer), Marnie Francisco (PSME), Evan Gilstrap (CNSL), Allison Herman (LA), Kurt Hueg (Dean, BSS), Eric Kuehnl (FA), Rosa Nguyen (PSME), Ron Painter (guest—PSME), Kathy Perino (guest—Faculty Association), Katy Ripp (KA), 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