College Curriculum Committee
Meeting Minutes
Tuesday, March 19, 2019
2:00 p.m. – 3:30 p.m.
Room 8330

Item	Discussion
1. Minutes: March 5, 2019	**Approved by consensus.**
2. Report Out from Division Reps	**Speaker: All** Bio Health: Planning to remove HORT 10 from Foothill GE list; working on Title 5 list. Counseling: Working on Title 5 list; continuing work to condense curriculum overlap. Language Arts: Creating new noncredit courses related to AB 705. Library: No updates to report. PSME: Computer Science dept. working on eight new certificates of achievement. BSS: Creating new courses; planning to work on certificates of achievement during spring quarter. Kinesiology: Working on Title 5 list. Fine Arts: Kristin Tripp-Caldwell filling in as rep; Media Studies dept. working on two-year plan for curriculum related to newly-approved ADT. SRC: Working on Title 5 list.
3. Announcements a. New Course Proposals	**Speakers: Ben Armerding, Paul Starer** The following proposals were presented: NCEL 401B, 401C, 410; POLI 4. Please share with your constituents. Day asked for more information regarding POLI 4, including intention to satisfy IGETC & CSU requirements; noted that similar courses listed on form are senior level, and noted potential for lengthy articulation process. BSS rep will bring feedback for further discussion at division CC.
b. CORs for Update 2020-21 (Title 5 list)	Vanatta compiled list of courses that need to be reviewed/updated for the 2020-21 catalog; list was emailed to reps and deans on March 13th. The deadline for the 2020-21 catalog, including Title 5 courses, will be June 21st. CCC Team will be holding two workshops targeted toward faculty with Title 5 courses—April 30th from 2-3 and May 1st from 9-10, both in room 6403.
c. Spring Plenary Resolutions	Draft of resolutions to be considered at ASCCC Spring Plenary. Armerding encouraged reps to contact their Academic Senate rep(s) with any feedback or questions; may also contact him, if preferred. Area meeting is this coming Friday; plenary is in April.
d. Library OER Workshops	Library providing Open Educational Resources workshops for faculty interested in learning more about integrating OER materials into their courses; will include details in Communiqué.
e. Mandated OER Reporting	Starer presented announcement. Legislative mandate to identify

	courses that use OER materials or low-cost textbooks; we indicate this on the class schedule. Low-cost means $40 or under—benchmark set by De Anza. Starer will be emailing faculty to gather information regarding which classes should be identified as OER on schedule. PSME rep asked how low-cost is determined for sequential courses, when the same book used for multiple courses in sequence—Starer suggested taking cost of book and dividing it by number of courses in sequence; noted that this wouldn't apply to students who aren't taking full sequence (but still suggested doing so). BSS rep mentioned one publisher offering to students a program to subscribe to suite of textbooks via the publisher's website. Starer noted importance of workshops around OER, to share information such as these programs.
4. New Subject Code: ITSC	**Speaker: Ben Armerding** Apprenticeship has approved the creation of a new subject code of ITSC (Installer Technician Sound and Communication). This code will go into effect for the 2019-20 catalog.
5. Program Deactivation: Nanoscience Certificate of Achievement	**Speaker: Ben Armerding** First read of deactivation of Nanoscience Certificate of Achievement. The AS degree will continue to be offered. PSME rep mentioned recent work in division to assess interest in programs; has resulted in deactivation of some certificates. Second read and possible action will occur at next meeting.
6. Request to Update AA/AS Degree Minimum Proficiency List for Mathematics	**Speaker: Ben Armerding** First read of request by PSME division to update the list of courses meeting minimum proficiency in math, for Foothill AA/AS degrees. If approved, updated list will be, "MATH 105 or 180 or any MATH course approved for Foothill GE Area V, Communication & Analytical Thinking." Would be effective for the 2019-20 catalog. PSME rep noted issue of placement test previously being used to indicate proficiency, and asked how to handle students who are self-placing, now that we no longer use placement test; do we require them to take a course? Counseling rep noted recent example of student using placement test—other Counseling rep clarified that placement test will soon no longer be used for math or English. Armerding asked group if anyone knows percentage of students who don't have HS transcript—no. PSME rep noted that even with GPA info from HS math course(s), placement can be difficult. Noted possibility of adopting practice used by English dept. to require a course to satisfy proficiency. Counseling rep noted it has become tricky to work with students regarding placement; usually advises students to take a math course to satisfy proficiency (if they haven't already, or don't have AP credit, etc.). Vanatta noted she and Armerding attended ASCCC meeting last week during which topic of minimum requirements was discussed; will follow up with PSME reps after reviewing notes. Second read and possible action will occur at next meeting.
7. Course Deactivation Exemption Requests	**Speaker: Ben Armerding** List of courses not taught in four years was distributed via email on Jan. 30th; divisions submitted requests to exempt courses, per Policy on Course Currency. Requests for the following courses were reviewed individually and voted on as a group, with the option to pull any course for an individual vote: ALCB 223, 413; ALLD 206, 210; ANTH 67B; APPR 166; APPT 121, 122, 123, 124, 125, 126, 127, 128; APSM 130, 134; ATHL 11E, 12E, 42A, 42B, 42E; C S 84A; ESLL 246; GEOG 11, 12; HIST 19, 54H; HORT

	90E, 90K, 90L; KINS 82, 84; MATH 42; MUS 2F; PHOT 78A; POLI 54H; R T 71.
	No specific discussion occurred regarding any individual course.
	BSS rep requested to discuss idea of revisiting policy on course currency, specifically CCC's authority to deactivate a course outside of division CC purview. Shared belief that the intent of the policy was to provide accurate info to counselors and others regarding whether a course will be offered. Armerding agreed that this is an important topic and would like to bring it for discussion in spring quarter. Starer noted opinion that the number of exemption requests belies the intent of the policy.
	Group declined to pull any courses to not include in vote. Motion to approve **M/S** (Venkataraman, Cembellin). **Approved.**
8. Temporary Program Creation Process	**Speaker: Ben Armerding** Second read of temporary process and accompanying Feedback Form for New Programs. Process Steps document has been updated since first read, to add a notation in Step 1 regarding involving deans from all divisions associated with program. Armerding followed up with the governance groups listed in Step 2 regarding the feedback process (re: suggestion to use workgroups/subcommittees) and has yet to hear back—would like to wait for their responses before changing feedback aspect of the process, but CCC may move forward in approving policy, as is. Motion to approve **M/S** (Nguyen, Thomas). **Approved.** Vanatta asked how to handle programs that have already been approved by division CC and are ready to go to CCC; must they retroactively complete Step 2? Armerding asked group for thoughts. Starer mentioned recent discussion on this subject; suggested programs be sent to groups for feedback, but should not prevent their moving forward to CCC; if feedback received in time for CCC, it will be shared. PSME rep stated that, out of fairness, this principle should be applied to all new programs—Armerding agreed and noted that process indicates that not receiving feedback from governance group(s) would not prevent program from being sent to CCC. Counseling rep asked about deadline(s) for submitting program to governance groups to be included on agenda—Armerding will follow up for details. PSME rep asked if governance groups each have a point-person for submitting agenda items—Armerding noted this has been discussed and that the groups are supposed to post on their website membership lists and meeting schedule for the year. Intent is for agenda deadlines to be posted there, as well.
9. Credit by Exam Policy	**Speaker: Ben Armerding** Second read of proposed process for faculty to use when making a course available for Credit by Exam. Armerding followed up with Faculty Association regarding process, including issue of part-time instructors. FA recommends depts. create a standard exam, but allow individuals to create their own exam if they wish. FA asked about compensation for part-time instructors related to hours spent administering exam for CBE students—Armerding noted that instructor compensated for student via load, even though student will not attend class. Armerding asked group for thoughts regarding whether to keep note about instructor approval/denial of request—response leaned negative. Language Arts rep asked if

	Testing Center may be used for CBE—general consensus is no. Counseling reps expressed strong opinion that if a course listed in catalog as available for CBE, it should be offered as CBE by any instructor teaching it. Armerding suggested updating language on process to make these points very clear. Day noted concern that no deadlines regarding catalog listed on process; Armerding mentioned follow-up with Marketing about 2019-20 catalog and was told that a list of courses needs to be submitted in April to be included. Counseling rep noted language on process to notify Admissions & Records to make updates to CBE list and asked who that person is; Day suggested adding to process to notify Instruction Office, as well. Vanatta mentioned that A&R "owns" section of the catalog that includes CBE info; expressed concern that reps might send updates to her and forget to send to A&R, which would result in list not being updated. Armerding mentioned discussion with Marketing regarding adding Spanish courses to CBE list for spring 2019 quarter—Marketing indicated can quickly set up website for list of CBE courses, but would need approval of VPI Kristy Lisle to publish catalog addendum. Armerding noted unsure if website is sufficient to satisfy legal requirement to publish CBE list in catalog, but it would satisfy the intent of the law which is to clearly communicate to students which courses are available for CBE. Group agreed to bring process back for a third read before considering for approval. Will be discussed further during spring quarter.
10. Auto-awarding Degrees/Certificates	**Speaker: Ben Armerding** Second read of resolution re: Auto-Awarding Degrees and Certificates. Document has been updated since first read. Armerding noted significant shift in CA governor's budget, regarding potential funding benefits of awarding degrees/ certificates. Additionally, state having difficulty tracking awards for allocation of funds. Followed up with colleges who have already adopted auto-awarding processes but hasn't heard back yet. However, noted that this is a resolution to indicate support, so these considerations should not necessarily put a stop to passing resolution. BSS rep asked for specifics on concerns—some groups may be impacted (e.g., international students), which is addressed on document; level of work needed to implement any auto-awarding process. Starer shared opinion in opposition to auto-awarding, including sense of "cheapening" of degrees/certificates, and potential risk of mistakes; shared fear that main motivation is funding. Armerding shared hope that process would not cheapen our degrees/ certificates and noted that process could be an opt-in for the student—Starer noted that "auto-awarding" does not indicate an opt-in process. Armerding clarified that auto-awarding could mean an auto-generated email to the student, when requirements completed; noted that funding formula is "student-centered," so even if awarding more degrees/certificates does result in increase in funding, is achieved via "student-centered" model. Language Arts rep noted recent project resulting in identifying 120 students who were eligible for completion but needed one or two more courses; made effort to contact students and received positive response. Armerding noted importance of student perspective; did contact ASFC president but other than initial positive response

	has not received specific feedback. BSS rep noted importance of encouragement being at the heart of student success; agreed that we should not implement something strictly because of funding impacts, especially considering state budget in flux. Bio Health rep suggested using "auto-informing" language, as "auto-awarding" suggests the degree/certificate would be awarded without necessarily notifying the student. PSME rep asked who would be notifying the student—Armerding noted this is up for discussion; could simply mean a more streamlined process, or student contacted by counselor, etc. Bio Health rep noted would be very helpful to know when a student in her program is close to completing, so she could work with them to finish. BSS rep asked if counselors use DegreeWorks; noted that at previous school as counselor he received notifications there—Counseling rep stated it is used, but students don't always read emails or other notifications. Noted that DegreeWorks is not always accurate, and lots of manual work is necessary to verify information. Armerding asked who best to contact regarding notifications to students—Counseling rep suggested Kent McGee in Evaluations. Language Arts rep noted importance of including students related to this topic, beyond simply creating a process, including mentorship and engaging students. Counseling rep agreed and noted possible lack of understanding among students regarding what programs we even offer, differences between degree types, etc. Noted unfortunate situation of no longer being allowed to require students take CNSL 5, which provided so much helpful information to students. Group agreed to bring process back for a third read before considering for approval. Will be discussed further during spring quarter.
11. Notification of Course Deactivations	**Speaker: Ben Armerding** Armerding noted his recent suggestions for divisions to report out course deactivations; helpful for whole campus to know about deactivations in addition to new courses. Asked group for feedback regarding process for deactivations, particularly when a course listed on programs outside of dept./division. Would like to improve lines of communication. PSME rep suggested monthly notification newsletter. BSS rep noted helpful when announced during report out at CCC—Armerding noted that sometimes report out occurs late in the process; might be helpful to report earlier, to receive feedback. Noted lengthy process of deactivating ESLL 26, including lots of feedback received. Starer stated opinion that it's reasonable to spend as much time discussing deactivation as a new course, especially as another dept. may have spent time incorporating a course into their program. Day agreed and noted she thinks many depts. don't realize a course is included on other programs when deactivating. Language Arts rep asked how dept. could find out which programs a course is listed on—Vanatta replied that, unfortunately, there is no easy way; she runs report in C3MS and uses the Find function within browser to search course number. CourseLeaf should make this much easier. PSME rep noted that recently division has only deactivated courses due to lack of enrollment/interest, in which courses had not been taught in many years. Asked how often courses deactivated that are regularly offered—only recent example of

	ESLL 26 came to mind. PSME rep noted concern of implementing onerous process for a situation like recent deactivations due to AB 705, when deactivations are beyond control of the division. Armerding clarified not suggesting creation of a form, but more of a report-out process, such as via the Communiqué. Day noted our unique curriculum process; shared opinion that even if dept. doesn't think others across campus might be interested in learning of a deactivation, there is value in such open communication. Language Arts rep agreed with open communication, in general, especially when a dept. mentions another dept./division on a form/paperwork they've submitted.
12. Good of the Order	
13. Adjournment	**3:31 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), Evan Gilstrap (CNSL), Allison Herman (LA), Rosa Nguyen (PSME), Ron Painter (guest—PSME), Katy Ripp (KA), Lisa Schultheis (BH), Ben Schwartzman (SRC), Lety Serna (CNSL), Paul Starer (Administrator Co-Chair), Mary Thomas (LIBR), Kristin Tripp-Caldwell (FA), Nick Tuttle (BSS), Mary Vanatta (Curriculum Coordinator), Anand Venkataraman (PSME), Bill Ziegenhorn (BSS)

Minutes Recorded by: M. Vanatta