College Curriculum Committee
Meeting Minutes
Tuesday, June 18, 2019
2:00 p.m. – 3:30 p.m.
President's Conference Room

Item	Discussion
1. Minutes: June 4, 2019	**Approved by consensus.**
2. Report Out from Division Reps	**Speaker: All** The group thanked Ben Armerding for his service this year as CCC faculty co-chair! BSS: Working on Title 5 list; working on new BUSI courses for certificate in partnership with Facebook, plus new ACTG course. History dept. reviewed History ADT and will be removing MUS 8 as a support course, to keep the program more broadly focused. CCC reps for 2019-20 will be Tuttle and Allison Meezan. Language Arts: Working on Title 5 list; finalizing new noncredit corequisites and new ESLL 201A. Reps for 2019-20 will be Escamilla and Stephanie Chan, plus Armerding during the fall. Apprenticeship: Welcome to new dean, Chris Allen, who plans to attend CCC next year. Bio Health: Working on Title 5 list; Vet Tech dept. taking opportunity to revise/update many courses. Reps for 2019-20 not finalized yet, but Schultheis plans to continue. PSME: Working on Title 5 list; working on new Computer Science certificates. Unsure of reps for 2019-20, due to lack of certainty regarding makeup of new STEM division. Current reps plan to continue next year. SRC: Just finished Title 5 list. Upcoming conference in October for all California DRC staff/faculty related to how AB 705 affects students with disabilities—will bring back insight and findings to develop new courses in response to needs. Rep for 2019-20 will be Schwartzman. Counseling: Working on Title 5 list. Still trying to figure out reps for 2019-20; Serna plans to return for winter and spring.
3. Announcements 　a. New Course Proposals	**Speaker: Ben Armerding** The following proposals were presented: C S 49A, 55G, 55J, 55K; ITSC 101, 105, 106, 110, 113, 114, 115, 123, 125, 127, 128, 130, 131, 132, 134. Please share with your constituents. Bio Health rep asked about ITSC 115 (re: Microsoft Office); wondered if similar course already exists—Counseling rep does not believe so; noted that LINC dept. offers related courses but specifically focused on teaching those apps and not learning them. Group recalled that Foothill did offer similar courses, in the past.
b. Notification of Proposed Requisites	New noncredit corequisite options for ENGL 1A, 1S & 1T, effective upon state approval of the noncredit courses (hopefully fall 2019 quarter). Please share with your constituents. PSME rep recalled that when Math dept. developing coreq in response to AB 705, was told to not develop as noncredit; asked if guidance has now

	shifted to develop as noncredit. Armerding noted that English dept. received similar mixed guidance, was only informed late in the year that noncredit is a viable option and that enhanced noncredit is possible; offered to speak with reps or Math dept. Starer advised PSME to wait until data collected to make any changes; confirmed no pressure from Instruction Office to change to noncredit. Fong noted that ESLL coreq will be for credit due to needs/restrictions of international students; advised PSME to be mindful. Armerding noted use of mirrored credit/noncredit, to allow international students to take credit version. BSS rep noted growing number of noncredit courses, asked how differs from credit—no cost to students, homework and grades not required (but allowed), pay for faculty differs unless enhanced noncredit (included on state-approved certificate). Counseling rep asked for clarification regarding coreqs for ENGL 1A—noncredit NCEN 401A and credit ESLL 201A for international students; might create noncredit version of ESLL 201A.
c. CCC Meeting Dates for 2019-20	Meeting dates for the 2019-20 year have been scheduled. CCC will continue to meet every other Tuesday, from 2:00-3:30 p.m., in the President's Conference Room. Note that dates are still tentative and subject to change; Vanatta will send calendar invitations once room reservations have been finalized.
d. Title 5 Changes Affecting Distance Education Addendum	Recent Title 5 changes will likely require changes to our current Distance Education Addendum form; will discuss further at CCC next year. Lené Whitley-Putz, Dean of Online Learning, is the primary contact; Armerding requested group CC him on any emails sent to Whitley-Putz.
4. Consent Calendar a. GE Application	**Speaker: Ben Armerding** The following GE application was presented: Area IV—Plumbing Technology Apprenticeship Program. Would approve GE Area IV for students who complete the full program, not one individual course. Similar to previous approval for Area III GE. Application initially presented at previous meeting but held for further discussion, due to concerns raised. PSME rep noted difficulty in navigating application; found information unclear. Provided example of syllabus reference not aligning with GE criteria. Counseling reps agreed; stressed need to ensure that catalog is clear that approval is only for Foothill GE and not for transfer GE. BSS rep agreed with concerns with form; noted communication with two BSS faculty who approved form (Patricia Gibbs, Lisa Drake)—received energetic responses stating they spent a lot of time reviewing curriculum, meeting with the trades, and their opinion is that the curriculum meets the requirements. PSME rep suggested requiring applications like this (for entire program curriculum) be completed using actual language from CORs and not references, to allow for effective review by CCC reps—others agreed. Starer agreed and will ensure this occurs, moving forward. Day noted that Foothill belongs to reciprocity agreement with other Bay Area colleges, which allows for students certified for local GE to transfer full GE over to those other colleges; noted concern regarding these non-transferable courses, as there is no precedent. Language Arts rep suggested inviting faculty involved in GE mapping process to attend CCC for application discussions, in the future. Motion to approve **M/S** (Ziegenhorn, Serna). **Approved.**

5. Stand Alone Approval Request: NCEL 426	**Speaker: Ben Armerding** Second read of Stand Alone Approval Request for NCEL 426. Group agreed to discuss and vote on all NCEL Stand Alone requests as one motion. No comments. Motion to approve **M/S** (Escamilla, Venkataraman). **Approved.**
6. Stand Alone Approval Request: NCEL 427	**Speaker: Ben Armerding** Second read of Stand Alone Approval Request for NCEL 427. *See item 5 for motion/approval details.*
7. Stand Alone Approval Request: NCEL 435	**Speaker: Ben Armerding** Second read of Stand Alone Approval Request for NCEL 435. *See item 5 for motion/approval details.*
8. Stand Alone Approval Request: NCEL 436	**Speaker: Ben Armerding** Second read of Stand Alone Approval Request for NCEL 436. *See item 5 for motion/approval details.*
9. Stand Alone Approval Request: NCEL 437	**Speaker: Ben Armerding** Second read of Stand Alone Approval Request for NCEL 437. *See item 5 for motion/approval details.*
10. Stand Alone Approval Request: NCEN 401A	**Speaker: Ben Armerding** Second read of Stand Alone Approval Request for NCEN 401A. Group agreed to discuss and vote on all NCEN Stand Alone requests as one motion. No comments. Motion to approve **M/S** (Serna, Venkataraman). **Approved.**
11. Stand Alone Approval Request: NCEN 442A	**Speaker: Ben Armerding** Second read of Stand Alone Approval Request for NCEN 442A. Language Arts division has finalized requisite/Advisory language: no prerequisite or corequisite; Advisory statement will read, "When enrolled in ENGL 1S, concurrent enrollment in NCEN 442A is required; otherwise, no corequisite is required." *See item 10 for motion/approval details.*
12. Stand Alone Approval Request: NCEN 442B	**Speaker: Ben Armerding** Second read of Stand Alone Approval Request for NCEN 442B. Language Arts division has finalized requisite/Advisory language: no prerequisite or corequisite; Advisory statement will read, "When enrolled in ENGL 1T, concurrent enrollment in NCEN 442B is required; otherwise, no corequisite is required." *See item 10 for motion/approval details.*
13. Student Petition for Credit by Exam	**Speaker: Ben Armerding** Third read of petition form used by students to request Credit by Exam (CBE) for a course. Draft updated based on discussion at previous meeting: language outlining process to submit form added to top of first page; list of "Conditions and Regulations" moved ahead of signature lines, and bullets replaced with lines for student to initial; MATH examples replaced with SPAN examples; counselor signature added. Counseling rep addressed form submission process: very important for everyone involved to understand who is responsible for which step in the process. Has not yet had opportunity to speak with Counseling colleagues, but will soon. Starer noted plan for form to be online and password-protected, to ensure that only

	staff/faculty have access and will move form forward in process; students will not have access or be responsible for handing off form. Motion to approve **M/S** (Serna, Schultheis). **Approved.**
14. CCC Topics for 2019-20	**Speaker: Ben Armerding** Armerding asked the group for suggestions of topics: - Counseling rep suggested formalizing new program creation process. Armerding noted that small group had convened (incl. Academic Senate and governance groups) to focus on creating new process, earlier this year; plan is to regroup after temporary process has been in use for a certain amount of time, to discuss outcome of temporary process and how to move forward. - Day suggested continuing Credit for Prior Learning discussion. Armerding noted International Baccalaureate (IB) credit on previous list of topics—Day noted that Foothill already has policy to award credit for IB; clarified that IB is different than a student having a bachelor degree from an international school. - Day suggested updates to Distance Learning form (related to aforementioned Title 5 changes). - Day suggested training for new reps in the fall; noted required by Title 5. Current reps noted training has been very helpful. - BSS rep suggested training for new curriculum system (CourseLeaf). Starer noted plan to implement curriculum part of system in fall; training will certainly be included. - PSME rep suggested continuing honors prerequisite discussion. - Armerding noted previous list included creation of handbook for reps and/or Canvas website. - PSME rep suggested ongoing issue of prerequisite recency, especially concerning lab courses and safety considerations if student has not taken a lab course in many years. Lab faculty have been requesting topic be discussed for many years. PSME rep asked for verification regarding allowance for additional reps to attend CCC to represent new STEM division—Armerding stated that the number of reps allowed for STEM will stay the same as they currently are for PSME + Bio Health combined. Day noted that Fine Arts and Kinesiology still have separate reps/votes, even though divisions are merged; PSME rep noted different outcome when PSME previously absorbed Computer Science.
15. Good of the Order	
16. Adjournment	**3:09 PM**

Attendees: Chris Allen (Dean, APPR), Ben Armerding (Faculty Co-Chair), Zachary Cembellin (PSME), Bernie Day (Articulation Officer), Kimberly Escamilla (LA), Valerie Fong (Acting Dean, LA), Marnie Francisco (PSME), Evan Gilstrap (CNSL), Ron Painter (PSME), Lisa Schultheis (BH), Ben Schwartzman (SRC), Lety Serna (CNSL), Paul Starer (Administrator Co-Chair), Nick Tuttle (BSS), Mary Vanatta (Curriculum Coordinator), Anand Venkataraman (PSME), Bill Ziegenhorn (BSS)

Minutes Recorded by: M. Vanatta