College Curriculum Committee
Meeting Minutes
Tuesday, November 3, 2020
2:00 p.m. – 3:30 p.m.
Meeting held virtually via ConferZoom

Item	Discussion
1. Minutes: October 20, 2020	**Approved by consensus.**
2. Report Out from Division Reps	**Speaker: All** Apprenticeship: Two new certificates of achievement coming to CCC soon. Bio Health: No updates to report. BSS: Anthropology dept. creating new honors course. Counseling: No updates to report. Fine Arts: Received feedback regarding new Distance Learning Addendum and Ethnic Studies—will share during those discussions. Kinesiology: No updates to report. Language Arts: Update re: UC articulation issue with ENGL 1AH & 1BH—resubmitted courses have been approved! Library: New trial of JoVE Education (Journal of Visualized Experiments); teaches lab fundamentals through video (chemistry, physics, psychology, engineering, etc.). Email rep with any questions. PSME: Getting prepared to submit new DL Addendum forms. SRC: No updates to report. Kuehnl noted changes to agenda: added time estimates to individual items, following Academic Senate's lead; added formal public comment period, which we should be doing under Brown Act. Cannot discuss comments or take related action—would need to be agendized for future meeting. Provides opportunity for guests, such as students, to comment.
3. Public Comment on Items Not on Agenda	No comments.
4. Announcements a. Curriculum Sheets for 2021-22	**Speakers: CCC Team** Vanatta announced that next year's curriculum sheets will be updated in CourseLeaf, in the catalog system. Decided to incorporate full curriculum sheet in college catalog, so sheets moving over sooner than anticipated. Details about training and timeline for updates will be shared after the new year—in the meantime, good idea for depts. to discuss planned changes so they're ready to update sheets when the time comes.
5. Update Distance Learning Addendum	**Speaker: Eric Kuehnl** Second read of updated Distance Learning Addendum (online fillable form in Office 365) and Process to Implement New Distance Learning Addendum. Fine Arts rep shared feedback from faculty: concerns related to software changes which might need to be reflected on DL Addendum contact methods lists (e.g., recent change from Etudes to Canvas); question regarding if courses that are already approved for DL need to submit form; question of how adjuncts will be involved in decision-making around which

	tools to use for courses. Kuehnl responded that CCC can choose to update form on regular basis; suggested doing so—could be annual or as needed. Encouraged reps to bring suggestions for changes to CCC for consideration, in the future. PSME rep mentioned opportunity for CCC to provide feedback for changes to CourseLeaf—Kuehnl noted that discussion is about DL Addendum, specifically, but agreed that this could be a good topic to agendize. Re: question about all courses needing to submit new form—yes, new form is much more detailed and plan is for all courses to eventually complete it. Fine Arts rep asked if a course that's currently approved for fully online can change to hybrid-only—yes. Vanatta noted that process being considered today will require all courses to eventually complete new form, with currently approved courses coming last. But if a division wishes to submit additional courses during the first batch, they may do so. Fine Arts rep asked about transparency of approved forms, and how faculty (incl. adjuncts) may view them. Vanatta responded that eventually new form will be incorporated into COR form in CourseLeaf (will need to request this change, which will take time), so anyone with access to CourseLeaf will be able to see it. In the meantime, Online Learning dept. keeps archive of all approved DL Addenda in OneDrive, not a perfect system but allows for access. Suggested contacting them to request OneDrive link. Re: question about adjunct faculty—Kuehnl suggested best to use collaborative process within divisions, to include adjunct faculty. Currently, each course has one DL Addendum, so all interested faculty should agree on the details entered on the form. Motion to approve **M/S** (Francisco, Venkataraman). **Approved.** Vanatta has been working to create list to send to reps by Monday; some depts. have Independent Study scheduled—asked if should be required to submit as part of this first batch. Hueg noted that IS not scheduled as virtual, suggested to not include; group agreed. Vanatta will not include them on winter list.
6. Ethnic Studies Program	**Speaker: Eric Kuehnl** Continuation of discussion from previous meeting, regarding process for new course proposals in Ethnic Studies. D. Lee shared that Steering committee met Friday and determined Language Arts division will host curriculum for now, with Fong serving as administrator and proposals going though Language Arts CC. Temporary, until college determines where dept. will reside, whether in existing or new division. Faculty authors of proposals unable to attend CCC today. Language Arts rep at Friday's meeting, noted that LACC approved proposals and next step is COR development—Steering needs to discuss how to do so in an inclusive way, and none of the current faculty meets minimum qualifications for Ethnic Studies discipline. Kuehnl has been asked if CORs will be created in C3MS or CourseLeaf, given the urgency—Vanatta noted this is more of a logistical thing, heavily depends on CSU GE Areas the faculty want to apply for. Gilstrap mentioned too late to apply for IGETC; earliest will be for fall 2022 approval. Still time to apply for CSU GE Areas D & F—Area D deadline in early Dec., so CORs will need to be ready then. Area F deadline in Feb., so if there's not enough time to apply for Area D, can start with just Area F (for fall 2021) and then apply for Area D next year (for fall 2022). Can apply for UC transferability for fall 2021, but won't know outcome until September. PSME rep asked about process, since Ethnic Studies dept. doesn't exist—Vanatta explained that Language Arts CC needs to approve subject code creation, noting that De Anza has decided to use ETHN (we share codes with De Anza and may use the same). Code must exist before CORs may be created; Gilstrap noted also needs code to exist in order to submit

	courses in ASSIST. PSME rep asked about state approval of code—Vanatta clarified that CCCCO does not approve codes. Codes are local determination, including process to create one. Kuehnl shared question from Academic Senate of how consultation will happen with faculty (aside from Huerta, Marasco & Villanueva) during this process. Language Arts rep responded that Steering wants collaborative process and needs to determine how to create meaningful forum for cross-campus collaboration. Steering has open meetings, to allow for others to be involved. ASFC rep added that Advisory committee also a place where other faculty can be involved, and people can feel free to contact members of both committees. Kuehnl shared current temporary program creation process steps, noting that Step 1 states interdisciplinary programs should include discussion with deans from associated divisions. Even though Ethnic Studies starting in Language Arts, other divisions could be involved; mentioned BSS's previous interest in Ethnic Studies. Language Arts rep noted faculty do want to involve others in a collaborative way to create CORs. When actual program begins development will also be good to include feedback and collaboration; pleased to see all of the opportunities for that, on program creation process. Noted that only course proposals have been created, at this time—CORs have not been developed. One suggestion has been to research existing courses at other colleges to develop our CORs. Kuehnl shared question from BSS of whether existing courses in BSS that overlap with some of these new courses will be deactivated, noting a SOC course with identical course description. Important to work with BSS if overlap exists. Language Arts rep unaware of any discussion of course deactivations, believes would be decision of Sociology dept. Noted we do offer courses in different disciplines that have related content, with the content taught in different ways (e.g., ENGL & HUMN courses). Does not think there should be any concern about deactivations. D. Lee added example of MATH 10 and PSYC/SOC 7 similarities. Kuehnl noted concern that there hasn't yet been discussion between interested faculty and those creating these courses. Hueg believes that interdisciplinary curriculum development will include such discussions, and we need to create a channel for conversations to happen; has been a challenge with our division-centered processes. PSME rep asked if any discussions have occurred about cross-listing existing courses to use Ethnic Studies code, to hopefully have a better shot of offering courses in fall 2021, given impending deadlines, even just as a back-up plan. Gilstrap noted that when cross-listing, both depts. must agree on the CORs and to the cross-listing. Primary goal to develop courses to be approved for CSU GE Area F, as students need to meet that requirement starting fall 2021. CSU FAQ states that for Area F, course needs Ethnic Studies prefix, and Ethnic Studies dept. would need to approve any cross-listing. Other Language Arts rep shared viewpoint from faculty proposing courses of the need to make sure Ethnic Studies dept. will have autonomy and independence. Kuehnl noted that conversation will be ongoing, to ensure CCC discusses all aspects appropriate to curriculum. Current status is to create CORs, with Ethnic Studies discipline faculty hire at a later date. Thanked the group for the meaningful and productive discussion at the previous meeting.
7. Credit for Prior Learning	**Speaker: Eric Kuehnl** Gilstrap provided background on recent CCCCO mandate regarding awarding of credit for experience outside of the classroom. Attached memo

includes Credit for Prior Learning (CPL) definition, explains Title 5 changes and CPL assessment methods, and provides guidance for colleges/districts. CPL involves looking at different types of knowledge, e.g., military training, industry training, government training, apprenticeships and work-based learning, volunteer and civic activities.

FHDA district must adopt board policy and administrative procedure by Dec. 31, 2020. Currently have draft of each. Gilstrap unsure if CCC is the right place to review drafts, but CPL going to be a big movement because we're starting to think outside the box. Need to identify stakeholders across campus, as there will be many things to consider, such as process for the student. Faculty need to develop rubrics for how to assess CPL; we already do some of this, e.g., AP, IB, credit by exam (CBE), CLEP. Will need to think about student-created portfolios, industry certifications—how does the instructor award a grade based on these? This aspect likely pertinent to CCC; also need to determine which courses to offer for CPL. Gilstrap asked the group how they see CCC's role in the discussion and process.

PSME rep asked Gilstrap what Faculty Association (FA) has to say about situation, recalling that Math dept. talked at length about CBE and felt unfair to put work on faculty they're not getting paid for. Concerned faculty could be required to evaluate something like a student's portfolio without being compensated. Kuehnl asked administrators in the group for insight into how faculty could be compensated in that situation. Hueg noted this is a different way of doing credit assessment and should be viewed as such, should determine where in curriculum a competency-based system can be effective and serve students. Conversation just beginning and may change how we offer some programs, such as through modularized assessment. More than a student simply asking for a portfolio to be reviewed. CCCCO asking colleges to invest time and energy into implementing, so we need to spend time as a campus on how to best move forward. Mentioned issues re: articulation of such credit, which will need to be figured out. Believes we need a larger discussion (summit) to dig deep into topic. Noted certain programs (e.g., Accounting, Child Development) already see students coming to Foothill with a wealth of prior knowledge—examples for us to look at. Fong mentioned CBE for SPAN courses; faculty get paid because students enroll in class and take exam within first two weeks. Doesn't imagine that faculty will not be compensated for time spent related to CPL.

Kuehnl asked Gilstrap about Dec. 31 deadline—following that date, can a student can ask for CPL for any course or do we control which courses are eligible? Gilstrap believes we are in control of which courses will be eligible, noting the CCCCO mandate is that we implement a process related to CPL. Believes we're on track to submit the BP & AP on—being done at the district level. Gilstrap is concerned that students may start asking for CPL assessment before we have an actual process in place. Wonders if it's appropriate for CCC to discuss this process, while agreeing that others may need to be involved (e.g., FA). Added that CPL will change the way transcripts are annotated; will clearly state when CPL used for a course, including type of CPL that was assessed.

Subramaniam noted parallels with course equivalency petitions, which are evaluated by faculty. Mentioned English dept. creation of common assessment exam, as a related situation re: compensation. Fong involved in developing exam; noted it was similar to AB 705 situation, aligning with state-developed rubrics. Responded to Hueg's comment about different modes of assessment, noting some faculty already do portfolio grading; suggested could start with these and similar courses, as criteria may already have been developed by faculty.

	Kuehnl stated that conversation will continue at future meeting. In the meantime, please reach out with any feedback—we will need to come up with a strategy regarding CCC's role. Although Dec. 31 deadline is for the district, we don't want to lag too far behind that in the work we need to do.
8. Good of the Order	
9. Adjournment	**3:32 PM**

Attendees: Micaela Agyare (LIBR), Chris Allen (Dean, APPR), Ben Armerding (LA), Zach Cembellin (PSME), Mark Ferrer (SRC), Owen Flannery (KA), Valerie Fong (Acting Dean, LA), Marnie Francisco (PSME), Evan Gilstrap (Articulation Officer), Hilary Gomes (FA), Allison Herman (LA), Kurt Hueg (Administrator Co-Chair), Maritza Jackson Sandoval (CNSL), Eric Kuehnl (Faculty Co-Chair), Andy Lee (CNSL), Debbie Lee (Acting Dean, FA & KA), Laurence Lew (BSS), Don Mac Neal (KA), Michelle McNeary (LA), Ché Meneses (FA), Brian Murphy (APPR), Teresa Ong (AVP Workforce), Ron Painter (PSME), Kas Pereira (BSS), Lisa Schultheis (BH), Ram Subramaniam (Dean, BH & PSME), Mary Vanatta (Curriculum Coordinator), Priya Vasu (ASFC), Anand Venkataraman (PSME)

Minutes Recorded by: M. Vanatta