

**College Curriculum Committee  
Meeting Minutes  
Tuesday, December 1, 2020  
2:00 p.m. – 3:30 p.m.  
Meeting held virtually via ConferZoom**

Item	Discussion
1. Minutes: November 17, 2020	<b>Approved by consensus.</b>
2. Report Out from Division Reps	<p><b>Speaker: All</b>            Bio Health: No updates to report.             BSS: No updates to report.             Counseling: No updates to report.             Fine Arts: No updates to report.             Kinesiology: No updates to report.             Language Arts: Ethnic Studies steering committee has submitted four courses (delaying Intro to Native American Studies)—applying for CSU GE Areas D &amp; F. Division discussing reactivating ESLL 26—reach out to reps if you have any feedback. Noted that new placement model may help avoid issues that occurred in the past.             Library: No updates to report.             PSME: No updates to report.             SRC: No updates to report.             Articulation: Today is deadline to submit courses to Gilstrap for IGETC and CSU GE submission (exception is new CSU GE Area F—deadline in Feb.).</p>
3. Public Comment on Items Not on Agenda	No comments.
4. Announcements a. New Course Proposal  b. Foothill GE Deadline  c. Credit for Prior Learning	<p><b>Speakers: CCC Team</b>            The following proposal was presented: HLTH 101. Please share with your constituents. Vanatta noted that the ANTH proposal that resulted in some confusion about email notifications is not on today's agenda because it had been approved prematurely by the division CC.</p> <p>Vanatta set deadline for Foothill GE apps for the 2021-22 catalog: Feb. 16 (similar to previous years). This year, as we're transitioning between systems, GE apps need to be submitted using MS Word forms. Vanatta has removed them from CCC website, so email her for a blank form if needed.</p> <p>Hueg mentioned that FHDA board policy will be discussed at upcoming Academic &amp; Professional Matters (APM) meeting; next step will be determining how to create more CPL opportunities. Ong noted likely creation of small working group, and asked Library rep if library can help gather research re: CPL at other colleges and/or models to use—rep happy to help. Hueg suggested CTE faculty join working group, as well as Math dept. faculty and folks from Veterans Resource Center. Gilstrap suggested including Student Services folks (evaluators, counselors); volunteered to participate. Hueg asked for group's blessing to schedule meeting to discuss how to move forward, under auspices of CCC (but not formal CCC meeting). Kuehnl noted De Anza has suggested changes to board policy</p>

	<p>wording; unsure if this may delay formal adoption—Hueg believes will be discussed at APM. Hueg and Ong will schedule meeting, likely for mid-January—all CCC reps will be invited.</p> <p>Bio Health rep noted interest in CPL for Human Anatomy &amp; Physiology courses, esp. for veterans w/ medic experience, but also concern about transferability issues. Asked if dept. discussion should wait until working group begins to meet and/or if faculty should participate—Kuehnl suggested faculty attend, and that dept. discussions occur in parallel. Hueg agreed, noting that CCCCO pushing CPL and expecting colleges to move forward. Noted many students taking adult education courses that currently don't articulate to us, and hope that CPL can be used to help those students. Gilstrap agreed that faculty should begin dept. discussions, and also reminded the group that currently UC uninterested in changing their policy to accept more types of CPL.</p>
<p>5. New Program Application: Basic Pharmacy Technician CA</p>	<p><b>Speaker: Eric Kuehnl</b>                  Second read of new Basic Pharmacy Technician Certificate of Achievement. No comments.</p> <p>Motion to approve <b>M/S</b> (Venkataraman, Cembellin). <b>Approved.</b></p>
<p>6. New Program Application: Pharmacy Assistant (Aide/Clerk) CA</p>	<p><b>Speaker: Eric Kuehnl</b>                  Second read of new Pharmacy Assistant (Aide/Clerk) Certificate of Achievement. No comments.</p> <p>Motion to approve <b>M/S</b> (Venkataraman, Cembellin). <b>Approved.</b></p>
<p>7. New Program Application: Air Conditioning Mechanic CA</p>	<p><b>Speaker: Eric Kuehnl</b>                  Second read of new Air Conditioning Mechanic Certificate of Achievement. No comments.</p> <p>Motion to approve <b>M/S</b> (Venkataraman, Cembellin). <b>Approved.</b></p>
<p>8. New Program Application: Test, Adjust, and Balancing (TAB) Technician CA</p>	<p><b>Speaker: Eric Kuehnl</b>                  Second read of new Test, Adjust, and Balancing (TAB) Technician Certificate of Achievement. No comments.</p> <p>Motion to approve <b>M/S</b> (Venkataraman, Cembellin). <b>Approved.</b></p>
<p>9. Adding Department FYI Notification to COR Workflow in CourseLeaf</p>	<p><b>Speaker: Mary Vanatta</b>                  Unlike C3MS, CourseLeaf does not allow for COR owners; any faculty may submit an update to any COR. Some faculty expressed concern during training, and suggestion was made to add dept. notification at beginning of COR workflow. Not an approval step, just an FYI email to all faculty in the dept. on the COR. Would allow for increased visibility into who is submitting a COR, so dept. could intervene early, if they have any concerns. On the other hand, could result in many emails being received at certain times; for example, in some depts. most courses on same Title 5 cycle.</p> <p>Vanatta believes this sort of request should be discussed at CCC. Noted that if CCC agrees to add the workflow step, will need to be added for all depts.—cannot pick and choose. Will take some time to enable, as Vanatta will need to create individual role in CourseLeaf for each dept. and then assign each faculty to the dept. role(s) they belong to. Would likely not be completed until January.</p> <p>Language Arts rep believes it's a good idea, but agreed would be a lot of emails for faculty; wondered how widespread this issue might actually be. Noted that perhaps the dean likely to notice when a "problem" update gets submitted, and could then reach out to dept. faculty. PSME rep noted that, personally, receiving email notifications not a problem, as they're easy to filter and categorize. Other PSME rep asked for clarification, if email</p>

	<p>notification would happen at every step—no, just at the first step, when COR submitted to Articulation. Rep agreed it would be nice, but suggested perhaps curriculum reps should be responsible for ensuring CORs are being submitted by correct faculty. Fine Arts rep in favor, and believes would enable discussion among faculty within depts.; also noted examples in Fine Arts division, pre-C3MS, of faculty editing CORs without others in same dept. being aware of situation.</p> <p>Kuehnl asked reps to bring topic to their constituents for discussion and to determine interest. Will continue discussion at next meeting, in January. Bio Health rep asked if only full-time faculty would receive emails or all faculty (incl. adjunct)—Vanatta noted could do either, but would need to be the same across depts. Suggested that aspect be included in discussion/ decision in January.</p>
<p>10. Equity in our Curriculum</p>	<p><b>Speaker: Eric Kuehnl</b></p> <p>Continuing discussion from previous meeting, pivoting from Ethnic Studies curriculum creation to wider discussion of equity in our curriculum. Kuehnl sent out survey last week, and received responses from majority of CCC members. Shared results, noting most items are somewhat clustered together. Two that received most #1 votes: updating existing CORs to include anti-racism, equity, and/or social justice issues; and guest speakers from Foothill faculty who have updated courses with an equity mindset. Hoping CCC Team can use time before next meeting to come up with a plan to move forward, based on survey results and today's discussion.</p> <p>Fine Arts rep believes if students can see how outcomes and skills learned in the classroom can translate to the outside world, will help address loss of momentum; rep has started to follow up with students to determine why they drop classes, to help address this issue. Sees synergy with curriculum and bringing in outside speakers, as related to mentorship and Guided Pathways. Language Arts rep suggested workshops and providing materials for faculty to use. Interested in hearing how different divisions have already been addressing equity issues; suggested getting a report-out from different divisions. Kuehnl agreed, noting highly-ranked item of Foothill faculty as guest speakers; sees value in hearing about actual experiences from faculty who have already taken action. Kuehnl noted that outside guest speakers didn't rank as highly, and wondered if faculty are beginning to get a little burned-out from outside speakers, and pivoting to being more interested in hearing from their peers. D. Lee mentioned course materials/ diverse authors item, and noted that diverse authors doesn't necessarily mean diverse perspectives. Kuehnl suggested can certainly expand from the way items are worded.</p> <p>Kuehnl asked the group for thoughts about possible modification to COR form to include aspects of anti-racism and equity, although concerned with making such fields a requirement. Has heard comments from faculty, asking if equity questions/fields should be included on COR and/or new course proposal. Other Fine Arts rep suggested that once decisions are made about how to specifically move forward, professional development (PD) should be included; believes too big a task for the reps to take on. Kuehnl mentioned Academic Senate (AS) discussing PD right now, but noted it is a negotiated item, so making changes can be tricky. PSME rep noted possible articulation concerns for certain courses, if required elements added to COR (gave specific example). Gilstrap explained that resubmitting for articulation needed when changes made to course objectives, content, requisites, units. Believes as long as course's content remains the same, should be okay, but cautioned against changing content significantly.</p>

	<p>Kuehnl imagines adding an additional field/component to COR should be safe, in terms of articulation; believes this could be a powerful step. Language Arts rep mentioned Distance Learning Addendum form, and suggested creating similar form to describe ways anti-racism and equity are being addressed in the classroom. Kuehnl clarified this form wouldn't be permanent within COR—rep agreed, suggesting the form would be more of a starting point for dept. and division conversations. Provided recent example of creating ETHN CORs. Bio Health rep agreed with suggestion, believing it could provide a framework for faculty to use. Rep shared survey choices (unranked) with faculty in dept., as ideas to use, which some found very helpful; believes Language Arts rep's suggestion of creating an overarching template would be useful for faculty. Kuehnl noted that AS President Kathryn Maurer might send same survey to different/wider group. Agreed with suggestion of creating a form similar to DL Addendum.</p> <p>Fine Arts rep commented on diverse authors/perspectives, suggesting need to determine strategy behind taking this step and how we show students that work from non-Euro-centric authors is at the same level. D. Lee mentioned need to keep in mind that it's not just content but also how faculty go about addressing equity; mentioned example of artificial intelligence and racial/social justice implications. Kuehnl would like to get more granular at next meeting, perhaps including guest speaker from Foothill faculty who has made changes to course(s) using an equity mindset—asked if group in favor or if something else should be prioritized. No comments; Kuehnl will keep speaker in mind as next step. Also need to continue conversation about other ways to take action and make progress. Please send feedback and/or recommendations of faculty to Kuehnl.</p>
<p>11. Ad Hoc Groups</p>	<p><b>Speaker: Eric Kuehnl</b>          CCC created three ad hoc committees in spring quarter; committee addressing Honors prerequisite successful, but the two other committees have not gotten off the ground. Kuehnl acknowledged partially his fault. Would like to revisit those proposals and get committees started.</p> <p>First, proposal for Foothill General Education Process committee. Last year, quite a struggle to get volunteers for GE subcommittees (has also been a small issue most years). Kuehnl asked group if any changes to proposal should be made. Gilstrap mentioned that because there wasn't enough membership in some subcommittees, one idea was for subcommittees to be disbanded and GE apps submitted directly to CCC; asked if ad hoc committee is supposed to make that decision. Kuehnl noted topic would be part of committee's discussion, but not sole topic; committee will make recommendation to CCC. Kuehnl noted timeframe on proposal has passed (committee supposed to present to CCC in fall 2020); asked group if end of winter 2021 sufficient for new timeframe. No comments. Kuehnl asked if anyone has concerns with approving modification to proposal to set new timeframe. No concerns.</p> <p>Motion to approve <b>M/S</b> (Venkataraman, Armerding). <b>Approved.</b> Kuehnl will work to recruit committee members.</p> <p>Second, proposal for Curriculum Best Practices committee. Last year, CCC reaffirmed commitment to decentralized curriculum model. One purpose of this committee is to look at how various division CCs function and use this knowledge to aid new reps, with goal to produce handbook/documentation, possibly in Canvas. Kuehnl asked group if proposal should be modified to explicitly mention equity, or if the assumption is for committee's process to include equity. Fine Arts rep supports adding equity to the proposal, as a goal of the handbook; Language Arts rep agreed. Kuehnl noted original timeframe for committee to report back to CCC in winter 2021; suggested</p>

Approved, January 19, 2021

	delaying until spring 2021, which would allow modified proposal (to include equity) to come back to CCC for a second read. Language Arts rep suggested including creating ongoing process for training new reps; Kuehnl agreed. Second read and possible action will occur at upcoming meeting.
12. Good of the Order	
13. Adjournment	<b>3:25 PM</b>

**Attendees:** Micaela Agyare (LIBR), Chris Allen (Dean, APPR), Ben Armerding (LA), Zach Cembellin (PSME), Anthony Cervantes (Dean, Enrollment Services), Mark Ferrer (SRC), 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), Lisa Schultheis (BH), Kella Svetich (LA), Mary Vanatta (Curriculum Coordinator), Priya Vasu (ASFC), Anand Venkataraman (PSME)

**Minutes Recorded by:** M. Vanatta