College Curriculum Committee
Meeting Minutes
Tuesday, February 16, 2021
2:00 p.m. – 3:30 p.m.
Meeting held virtually via ConferZoom

Item	Discussion
1. Minutes: February 2, 2021	**Approved by consensus.**
2. Report Out from Division Reps	**Speaker: All** Apprenticeship: No updates to report. Bio Health: Working on Guided Pathways. BSS: No updates to report. Counseling: No updates to report. Fine Arts: Art dept. faculty met w/ De Anza to revise course families; list being reviewed/approved by division CC soon. Also discussing FSAs for MDIA courses. Kinesiology: No updates to report. Language Arts: Received feedback re: seat count discussion; ENGL 50C changing TOP Code from English to Technical Communication (CTE), minimum qualifications remain unchanged. Library: No updates to report. PSME: Computer Science dept. sent three new certificates to governance groups for feedback, will come to CCC soon. Articulation: No updates to report. D. Lee asked if Apprenticeship topic returning—Kuehnl noted not on today's agenda but should return soon. Gilstrap would like to continue discussion of how college plans to handle situation for students who earn Apprenticeship degree using GE mapping and then return to Foothill for add'l degree. Apprenticeship rep believes degree will be local to Foothill and that students who wish to transfer will need to take GE at other college. Gilstrap clarified his comment specific to students returning to Foothill for add'l degree—would they be able to use same GE for add'l degree, or required to take other Foothill GE courses to satisfy? Addressed topic of transfer, noting that transfer institution may not necessarily see on transcript that student took GE courses. Stressed importance of ensuring students are not under impression that this type of GE will transfer. Fine Arts rep noted GE subcommittees review GE course substitution forms, which involves reviewing syllabi to determine substitution; assumes other colleges have similar review process. Gilstrap noted we cannot control what other colleges will do, and stressed importance of messaging to students. Hueg mentioned remaining GE applications for Apprenticeship should be coming to CCC soon.
3. Public Comment on Items Not on Agenda	Subramaniam shared follow-up from Kristy Lisle re: Stand Alone courses (discussed at previous meeting). Lisle followed up with the state to confirm that we may offer them. Ong shared link for Credit for Prior Learning workshop on Feb. 26th.

4. Announcements a. New Course Proposal	**Speakers: CCC Team** The following proposal was presented: PSYC 2. Please share with your constituents. No comments.
b. Notification of Proposed Requisites	Updated prerequisite for C S 10 (eff. 2021-22); ongoing requisite for C S 1M, for which a Content Review form was not on file. No comments.
c. Business Administration 2.0 ADT	Gilstrap shared that CCCCO has mandated new ADT for Business Administration ("2.0"); currently working with faculty on documentation. Once approved, we will offer two separate Business Administration ADTs; original will eventually be phased out (timeline for that is TBD, and will be driven by CSU). We currently offer all courses on 2.0 TMC, so no new courses need created. CCC Team discussed process for this unique situation, and determined best to treat the same way as early ADTs (required by CCCCO)—division CC approval, followed by CCC approval via Consent Calendar, without need for feedback process. Fong asked for details re: differences between original and new ADTs—removal of Lists A & B (AKA support courses), so only core (required) courses; two MATH courses required; and BUSI 11 removed. Lew cautioned colleagues in other disciplines to become involved in five-year ADT review to ensure their voices heard, noting a lot of contention around these changes (particularly removal of BUSI 11).
5. New Program Application: Education Technology Specialist CA	**Speaker: Eric Kuehnl** First read of new Education Technology Specialist Certificate of Achievement. No comments. Second read and possible action will occur at next meeting.
6. New Program Application: Emerging Educational Technology Leadership CA	**Speaker: Eric Kuehnl** First read of new Emerging Educational Technology Leadership Certificate of Achievement. No comments. Second read and possible action will occur at next meeting.
7. New Program Application: STEAM Instructional Leadership CA	**Speaker: Eric Kuehnl** First read of new STEAM Instructional Leadership Certificate of Achievement. Fong asked for more information re: how STEAM-related programs incorporate the arts—Sewell from KCI helped draft program, noted that arts will be integrated; program will look at best practices in math and data sciences, with integrated arts aspects such as graphic design. Second read and possible action will occur at next meeting.
8. Stand Alone Approval Request: APPT 198	**Speaker: Eric Kuehnl** First read of Stand Alone Approval Request for APPT 198. Will be permanently Stand Alone. No comments. Second read and possible action will occur at next meeting.
9. Adding Department FYI Notification to COR Workflow in CourseLeaf	**Speaker: Mary Vanatta** Continuing discussion of possibly adding dept. notification at beginning of COR workflow. Would be an FYI email, not an approval step, to allow for increased visibility into who is submitting a COR. Following previous meeting, CCC Team discussed and is proposing allowing each division or dept. to make own decision re: using this notification. If group agrees, need to set deadline by which reps must submit lists of faculty for depts. that want notification; going forward, reps will be responsible for notifying Vanatta of any updates (e.g., new hires). Fine Arts rep asked for clarification about COR ownership—not possible in CourseLeaf. Also asked if this would change existing FYI email (re: division CC review)—no, this would be an addition to workflow and wouldn't replace

	or change any existing steps. Vanatta noted that CourseLeaf is still very new to us, and if divisions want to make changes to who receives the division CC-related FYI email, they're welcome to do so. Language Arts rep asked about noncredit subject codes and which depts. those will go to— those codes, as well as a few others, are mapped to academic depts. (Paul Starer as AVPI worked w/ deans to determine mapping); for example, NCEL mapped to ESLL. Vanatta offered to review mapping with reps to ensure correct; easy to make changes. Vanatta asked reps for suggestion of timeframe for reps to respond, following Kuehnl sending out list of full-time faculty—two weeks. Kuehnl will work on getting list.
10. Two COR Deadlines for 2022-23	**Speaker: Mary Vanatta** Proposal to set two separate deadlines for CORs for the 2022-23 catalog, instead of just one deadline in June. Intent to spread out workload for faculty and reps, especially since curriculum sheets are being done later than usual; additionally, due to transition to CourseLeaf Vanatta might not have Title 5 list ready as early as usual. Shared simple graphic outlining two deadlines. First deadline would be same as usual, Friday before finals week of spring quarter (June 18); would apply to all new courses, and major changes to transferable courses: units, prereqs/coreqs, significant changes to course objectives and/or content. Second deadline would be middle of fall quarter (suggested Nov. 5th); would apply to Title 5 updates, minor changes to transferable courses, all changes to non-transferable courses (incl. noncredit and Apprenticeship). Additionally, change to deadline for Foothill GE applications—would be included in second deadline. Challenges with timing of current GE deadline, and now that app. is incorporated into CourseLeaf COR form, faculty must submit full COR update to apply for GE. Vanatta asked the group for their thoughts, acknowledging that two different deadlines could be challenging, re: ensuring faculty are clear about what falls under which deadline. Hope is that this will help address frequent requests from faculty for later COR deadline, noting that if it works well, this year, two deadlines could become usual practice. Language Arts rep asked Vanatta to share graphic for reps to send to constituents, noted appreciation of clarity and hope for this to become normal practice, moving forward. Vanatta will email graphic to the reps, following meeting. Kuehnl asked reps to share proposal with their constituents and bring feedback to next meeting, so that a decision can be made.
11. Guided Pathways Mapping 101	**Speaker: Eric Kuehnl** Guest presenter: Fatima Jinnah, counselor and co-lead of Meta Majors/ Program Mapping team w/ Natalie Latteri, Humanities faculty. Began by sharing Group Map and inviting the group to collaborate on the web during the meeting, to share thoughts on topic (positive aspects, challenges, what they find interesting). Guided Pathways (GP) is study group within Equity & Education Council, comprised of four teams, each w/ co-leaders serving one-year terms. Jinnah's team has three working groups: Program Mapping, Counseling Mapping, Career Counseling. Played CCCCO video, "The What and Why of Guided Pathways." Jinnah noted that student in video expressed confusion re: course requirements, and frustration re: excessive units and "time to degree"; desire for structured guidelines—this is where GP comes in. Colleges have been using "cafeteria model" of lots of choices for students, which students can find overwhelming. Curriculum sheets provide many options for students ("pick one..."). Statewide data says <40% of community college

students reach their goals, and those who do take 5+ years, on average. Foothill students take just over 3 years to earn associate degree—much better than average—and take, on average, 100 units (90 units req. for associate degree). Mentioned Foothill's successful AB 705 rollout.

Program Map is equity tool, reducing barriers to accessing information—doesn't require students to have family background of knowing how college works. Map also communication tool and default plan to help students understand requirements; provides "ideal" plan. GP hopes to eliminate unnecessary excess units. Instructional faculty and counselors work together to design plans—faculty bring knowledge of program requirements, and counselors know graduation requirements. Plan to incorporate LMI to provide info on how degree may apply to a career.

GP is not program discontinuance, nor curriculum reform. GP is not in lieu of counseling—a default plan won't work for everyone, but it gives students opportunity to see clear options. GP does not limit student exploration or choice—it provides direction but makes clear to students that they can meet w/ counselor or explore other resources (e.g., curriculum sheets) to see other options. Maps are "living documents" and "iterative process"—updates to requirements, such as transfer GE, will prompt changes.

Jinnah shared example of Map drafted by Anthropology dept. faculty for ADT using IGETC-CSU GE pattern, currently in review process. Pointed out prompts—important notes for students, which they should discuss w/ counselor. Includes specifics re: ability to stack majors and earn multiple degrees by taking certain elective courses. Includes units for each course and how many units student would take each year. D. Lee asked why Map lists specific course for GE Area 5 but not Area 3—Area 5 course meets a certain requirement but there is no one course for Area 3 that the faculty feel students specifically need to take. Noted not all schools list specific courses for each GE Area. Question re: student involvement—two students on Program Mapping team; planning two focus groups in March to review draft Maps. So far, team has worked w/ nine depts. to create Maps from different divisions (e.g., STEM, BSS, Kinesiology).

Jinnah shared example of how faculty collaboratively work on mapping process. Mentioned benefits of program mapping, noting intent to create two-year maps—research shows that the longer students are in college, the less likely they are to complete. By faculty creating Maps, counselors can better inform and guide students. Additionally, may help deans with scheduling, including offering classes on predictable schedules.

Jinnah shared design principles, noting that data on leading indicators is used to inform Maps. Shared timeline and next steps. Language Arts rep asked for more details re: how to advise students who want to change majors—counselors will still be just as available to meet with students, and intent is not to box students in. D. Lee asked if Maps available to students yet—no, still being drafted, and approval process has not yet been created. Hope for initial rollout in fall quarter. Question about aligning multiple Maps, to help guide students who change majors—hope for next iteration of Maps to incorporate meta-majors (grouping of majors under common umbrella). Likely to begin next year, following initial mapping of all majors at Foothill; meta-majors will need to be determined locally, first. Still need to determine who should be involved in approving Maps—could be a question for CCC. D. Lee noted would be good for other depts. to see Maps—Jinnah agreed, noting difficulties of sharing template, as different online apps have resulted in technical issues; currently working with Online Learning dept. to hopefully upload in Canvas.

	Jinnah noted that Group Map will remain open, and encouraged group to enter feedback if they haven't yet. Kuehnl thanked Jinnah for the presentation, and thanked the group for staying a little late.
12. Good of the Order	
13. Adjournment	**3:41 PM**

Attendees: Micaela Agyare (LIBR), Chris Allen (Dean, APPR), Ben Armerding (LA), Zach Cembellin (PSME), 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), Fatima Jinnah (CNSL), Eric Kuehnl (Faculty Co-Chair), Andy Lee (CNSL), Debbie Lee (Acting Dean, FA & KA), Laurence Lew (BSS), Don Mac Neal (KA), Ché Meneses (FA), Brian Murphy (APPR), Teresa Ong (AVP Workforce), Ron Painter (PSME), Justin Sewell (KCI), Ram Subramaniam (Dean, BH & PSME), Mary Vanatta (Curriculum Coordinator), Anand Venkataraman (PSME)

Minutes Recorded by: M. Vanatta