

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

Item	Discussion
1. Minutes: March 2, 2021	Approved by consensus.
2. Report Out from Division Reps	<p>Speaker: All PSME: Working on curriculum sheets.</p> <p>Library: Rep asked group to remind students to return any checked-out materials to Sunnyvale location by end of quarter; will begin charging fines again.</p> <p>Language Arts: Working on curriculum sheets. English dept. prompted by Guided Pathways to reflect on entire literature grid, and focus on equity language. Discussing seat counts. Kuehnl noted many discussions occurring about seat counts, which hasn't been brought back to CCC for additional discussion due to Faculty Association (FA) component—CCC Team trying to figure out how to have meaningful conversation at CCC; likely requires including other stakeholders (e.g., FA).</p> <p>Kinesiology: Working on curriculum sheets. Creating new course on meditation. Updating SLOs.</p> <p>Fine Arts: No updates to report.</p> <p>Counseling: Updating CRLP 71: updating content, changing from P/NP to letter grade, hoping to get course approved as UC transferable.</p> <p>BSS: No updates to report.</p> <p>Bio Health: No updates to report.</p> <p>Apprenticeship: Working on curriculum sheets.</p> <p>Articulation: Attended Region 4 meeting on Friday; discussed Ethnic Studies and IGETC. Still don't know what IGETC is planning—might be adding new Area 7 (similar to new CSU GE Area F) or adding requirement to existing Area 4. Likely won't know final decision until late May or June, which makes it tricky for our catalog publication deadline.</p> <p>Vanatta asked the group about timing of Title 5 list—list is almost ready to share, but wants to be mindful of finals week, spring break, etc., and doesn't want to pile on more work for those updating curriculum sheets. On the other hand, does not want to delay anyone who wants to get started. PSME rep suggested sharing it when it's ready, and reps can decide when to forward to faculty; will allow them to choose when they want to start working on their updates. Vanatta will share the list by the end of the week.</p> <p>Hueg commented on seat count topic, agreeing it would be useful for FA to be involved in discussion at CCC, as topic is related to working conditions. Mentioned proposal to drop 50 seat count classes to 40 (and 40 to 35), and to leave all others as-is—FA will be discussing with district over next few months. Noted several proposals came forward during recent negotiations. Kuehnl asked if enrollment minimums would be affected—Hueg believes <i>de</i></p>

	<p><i>facto</i> minimum of 20 will stay the same. Added that FA proposal intends that no classes will be cut as a result; part of negotiations. Kuehnl asked if proposal is public, for reps to be able to review—it was a verbal proposal. D. Lee believes it was mentioned in recent FA Newsletter.</p>
3. Public Comment on Items Not on Agenda	No comments.
4. Announcements a. New Course Proposal b. Curriculum Sheet Deadline for 2021-22 c. Spring Plenary Resolutions	<p>Speakers: CCC Team The following proposal was presented: CHEM 81. Please share with your constituents. No comments.</p> <p>This year's deadline will be Friday, April 23rd—sheets must be approved by division CC and submitted to Vanatta in CourseLeaf. As with previous years, even if no changes being made to sheet, still need to submit.</p> <p>Resolutions packet was attached as info item; will be discussed at upcoming Area meetings. Reach out to Kuehnl, Kathryn Maurer, or Isaac Escoto with any questions or feedback.</p>
5. Consent Calendar a. GE Application	<p>Speaker: Eric Kuehnl The following GE application was presented: Area I—KINS 5. No comments.</p> <p>Motion to approve M/S (Venkataraman, Cembellin). Approved.</p>
6. Addition to Credit by Examination List: KINS 16A	<p>Speaker: Eric Kuehnl Kinesiology has approved this course as available for credit by examination. No comments.</p>
7. Changes to Course Families: Art Dept. (Fine Arts & Communication)	<p>Speaker: Eric Kuehnl Second read of changes to course families for Art dept. courses, for 2021-22 catalog. No comments.</p> <p>Motion to approve M/S (Meneses, Herman). Approved.</p>
8. New Program Application: Cybersecurity CA	<p>Speaker: Eric Kuehnl First read of new Cybersecurity Certificate of Achievement. Ong noted that, on both this and IT Support CA, narrative and LMI don't list the same TOP Code—Vanatta will follow up with faculty to confirm correct TOP Code.</p> <p>Second read and possible action will occur at next meeting.</p>
9. New Program Application: IT Support CA	<p>Speaker: Eric Kuehnl First read of new IT Support Certificate of Achievement. <i>See item 8 for comment.</i></p> <p>Second read and possible action will occur at next meeting.</p>
10. New Program Application: English as a Second Language for College and Careers (High-Intermediate) Noncredit Certificate	<p>Speaker: Eric Kuehnl First read of new English as a Second Language for College and Careers (High-Intermediate) Noncredit Certificate. No comments related to program.</p> <p>Language Arts rep asked when temporary program creation process will be re-evaluated—Kuehnl noted discussions are scheduled to occur soon, and CCC will be involved in drafting new process. Rep pointed out that many new programs coming to CCC don't receive any feedback from governance groups, and wondered how effective this part of the process is. Kuehnl mentioned timing, as some groups only meet once a month, but we don't want to delay programs from moving forward. D. Lee mentioned resources aspects of a program, in addition to curriculum aspects, and wondered how these will work in conjunction. Pointed out that program applications usually state no new resources required, but faculty do need to teach the classes, which is a resource. Kuehnl noted many new programs use courses that are already being offered by existing faculty, but doesn't know how this may affect resources. Agreed that including Revenue & Resources group (R&R)</p>

	<p>is important.</p> <p>Lisle emphasized importance of faculty working closely with division dean, AVP Instruction, and VP Instruction, to determine feasibility of running new program or course, since R&R doesn't necessarily have the knowledge specific to the dept./division. Noted such conversations can be difficult, but are necessary to set expectations. Library rep pointed out program applications usually state no requests for additional library resources. Other Language Arts rep noted temporary process created when governance structure was quite new, and was based on predictions related to roles of governance groups. Added that the step of sending program to various groups also important for information sharing purposes. Kuehnl noted that we have a flexible timeline of allowing for new program proposals throughout the year; other colleges (e.g., De Anza) require proposals be submitted in fall, which allows more time for feedback/review. PSME rep pointed out that two-week timeframe is a minimum, and nothing is stopping faculty from allowing governance groups more time to respond, if they want to wait for feedback. D. Lee summarized reps' comments, as well as feedback heard from governance groups, as need for clarity and guidelines for everyone involved.</p> <p>Maurer mentioned upcoming planning meeting; hopes workgroup will be created, and would like CCC to take lead on drafting new process. Hueg agreed with Lisle re: importance of conversation with dean about funding of new program, before sharing with governance groups. Lisle mentioned can be tough for governance groups to provide feedback, since intimate knowledge of discipline courses (e.g., scheduling concerns) necessary.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>11. New Program Application: English as a Second Language for College and Careers (Advanced) Noncredit Certificate</p>	<p>Speaker: Eric Kuehnl First read of new English as a Second Language for College and Careers (Advanced) Noncredit Certificate. No comments.</p> <p>Second read and possible action will occur at next meeting. No comments specific to program.</p>
<p>12. Stand Alone Approval Request: R T 70B</p>	<p>Speaker: Eric Kuehnl First read of Stand Alone Approval Request for R T 70B. Will be permanently Stand Alone. No comments.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>13. Guided Pathways Mapping Approval Process</p>	<p>Speaker: Eric Kuehnl Guest presenters: Isaac Escoto and Fatima Jinnah. Jinnah presented intro to Guided Pathways (GP) mapping at previous meeting; today's discussion about process for formal approval of Program Maps. Escoto shared current structure for GP: steering committee within Equity & Education Council (E&E), comprised of four teams. E&E has discussed operational aspect of approving Maps and would like CCC to be involved in determining steps, as Maps are related to curriculum.</p> <p>Jinnah explained mapping process. Counseling faculty drafts Map and sends to dept. chair of the program. Chair meets with GP team (may also include other dept. faculty), and edits may be made. Map then shared with all faculty in dept. for feedback; chair notifies GP team when Map has been approved at dept. level—this is where the process has stopped. Initially, plan was for E&E to review/approve all Maps, but E&E would like CCC to weigh in on determining final approval process. Escoto shared sample Map; Jinnah explained that courses come from curriculum sheet and GE pattern, and if there's space for electives the faculty determine what those should be. Escoto emphasized that many sets of eyes are on Map before it gets to</p>

	<p>the point that it's ready for formal approval. Language Arts rep believes it would be appropriate for division CC to approve Map, similar to process for curriculum sheets; asked Escoto and Jinnah their thoughts on which groups to include as FYI. Escoto believes important to at least share Map as info item to CCC because of division CC structure; for example, if another division's course is listed on Map, would be opportunity for visibility.</p> <p>Jinnah noted these Maps are round one, for current academic year—will need to edit Maps for upcoming year. Maps will be put in Canvas, to allow for transparency across depts./divisions. Once all Maps have been created, can have broader conversations across campus. Agreed with Escoto that info item to CCC likely sufficient for Maps, but round two will include meta-majors, which may require change in approval process. PSME rep pointed out that curriculum sheets don't come to CCC as info items, but do go through dean and division CC, not just dept. Believes same would be good for Maps, and agreed that info item to CCC would be good for visibility. Escoto mentioned recent discussions about Maps being created for pedagogical reasons vs. scheduling concerns, with consensus ultimately around pedagogy. Other Language Arts rep mentioned English dept.'s recent conversations and finding that other depts. requiring English courses, which affects scheduling and has prompted them to reach out to those other depts. Would like to process for Maps to allow cross-dept. communication.</p> <p>Escoto noted differences in how each division CC operates and communicates with colleagues, and need to envision how approval could look at the division CC level. PSME rep asked about deadlines related to catalog, or if approval would be ongoing throughout the year. Jinnah noted that other colleges have deadlines around the catalog, but this hasn't been determined yet for Foothill. Current Maps will not be ready for publication in upcoming catalog; plan is for next year's updated Maps to be ready in time to be in catalog. Hueg mentioned importance of scheduling component, and need to ensure classes will be available for students, especially courses that haven't been regularly offered but which students need to complete program requirements. Jinnah suggested coming up with approval process to use immediately for this year, then perhaps building on that to determine process for next year; as soon as Maps approved for this year, editing will begin on next year's Maps. Fong asked if there will be Maps for the learning communities—not at this time; right now, mapping ADTs, AA/AS degrees, and CAs. Does not mean learning communities won't be included in future; planning to include integrated student support, hopefully with meta-majors. Fong noted certain learning communities require specific literature classes to be offered during specific quarters.</p> <p>Escoto mentioned challenge in creating Maps, as they cannot be everything for everyone—hope is for Maps to be helpful for most people, but will always be unique situations for certain students. Asked if the reps would like to bring topic back to constituents for discussion. Noted that GP funding ends in June, 2022, but hopes this work will continue. Kuehnl would like CCC to formally decide where we'd like approval to happen (e.g., division CCs, depts., etc.). Discussion will continue at next meeting, with hope to make a formal decision.</p>
<p>14. Good of the Order</p>	<p>Language Arts rep asked if program creation process could be agendized for next meeting. Kuehnl suggested determining GP process first, which could inform program process—and because it is more urgent—but agreed with need to agendize program process soon.</p>
<p>15. Adjournment</p>	<p>3:31 PM</p>

Approved, April 20, 2021

Attendees: Micaela Agyare (LIBR), Chris Allen (Dean, APPR), Ben Armerding (LA), Zach Cembellin (PSME), Anthony Cervantes (Dean, Enrollment Services), Isaac Escoto (CNSL), 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), Fatima Jinnah (CNSL), Eric KuehnI (Faculty Co-Chair), Andy Lee (CNSL), Debbie Lee (Acting Dean, FA & KA), Laurence Lew (BSS), Kristy Lisle (VP Instruction), Don Mac Neal (KA), Kathryn Maurer (AS President), Ché Meneses (FA), Brian Murphy (APPR), Teresa Ong (AVP Workforce), Ron Painter (PSME), Kas Pereira (BSS), Ram Subramaniam (Dean, BH & PSME), Mary Vanatta (Curriculum Coordinator), Priya Vasu (ASFC), Anand Venkataraman (PSME)

Minutes Recorded by: M. Vanatta