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

Item	Discussion
1. Minutes: October 19, 2021	LRC rep commented on item 11—minutes state that LRC division was previously the Library, but Library was not its own division (was part of Language Arts). Vanatta explained this is in reference to change at CCC, where Library has had a separate vote from Language Arts. Rep pointed out that the memo discussed outlines the actual division creation and is not specific to CCC matters; Vanatta agreed and will amend the minutes. **Approved by consensus.**
2. Report Out from Division Reps	**Speaker: All** Kuehnl shared updated list of reps for 2021-22, which he recently discussed with Academic Senate President Kathryn Maurer. Noted recent additions: Apprenticeship adding second rep, Tim Myres; LRC adding second rep in an advisory capacity, Allison Herman. Language Arts rep reported their division CC has recruited one student member, but unsure of process for student representation and would like to discuss—Kuehnl suggested we discuss later in meeting, during CCC priorities discussion. Currently no students appointed to CCC; Kuehnl needs to follow up with ASFC. Apprenticeship: Allen provided update. Working on Title 5 updates; upcoming new program being sent to governance. Bio Health: Wrapping up Title 5 updates; Horticulture and Dental Assisting depts. working on new certificates. BSS: Working on Title 5 updates. Counseling: Working on Title 5 updates; planning to submit Stress & Wellness course for UC transferability; discussing creating certificate for leadership courses. SRC: Working on Title 5 updates; planning review of all courses, to hopefully eliminate overlaps. Fine Arts: Wrapping up Title 5 updates; have questions about listing OER materials on COR and wondering if there is any standard language to use. Kinesiology: Working on Title 5 updates and Distance Learning approvals; working on new Sports Medicine certificates—should come to CCC soon. Language Arts: Wrapping up Title 5 updates. LRC: Continuing to work on new structure for division; done with Title 5 updates. PSME: Done with Title 5 updates; working on DL approvals; Computer Science dept. working on new certificates. Vanatta mentioned she checked in with reps re: Title 5 lists this morning—pleased to see that a lot of progress has been made in just the past week. Thanked the group for their work.

	Hueg reported he's currently working with Acting Foothill President Bernadine Fong to get her up to speed; figuring out structure of Instruction Office now that he's Interim VP Instruction. Attended conference last week and saw presentation from CourseLeaf of their scheduling module—will look into this, as currently we're still using C3MS for scheduling. Gilstrap mentioned no updates re: online labs—we may move forward with labs being taught in any modality, as long as they're taught to the COR. Mentioned AB 928, signed into law last month—requires creation of single transfer GE pattern for both CSU & UC, still in very beginning stages. Technically, we do already have one transfer GE pattern, so will be interesting to see where this goes. Also mentioned AB 927, recently signed into law—bachelor degree approval, so our Dental Hygiene BS degree is no longer a pilot and is now fully approved! Reminded reps that deadline for IGETC and CSU GE submissions for fall 2022 coming up on Dec. 1st—please let him know of any interest in submitting courses. Noted that for IGETC course must first be approved for UC transfer. Asked reps to share deadline with faculty. Hueg commented on AB 927, noting that Respiratory Therapy dept. may be interested in creating a bachelor degree. Gilstrap mentioned restriction that a college's bachelor degrees cannot be more than 25% of their associate degrees. Lee asked Gilstrap for updates re: IGETC Ethnic Studies requirement—none, yet. Gilstrap doesn't think we'll know specifics until summer.
3. Public Comment on Items Not on Agenda	No comments.
4. Announcements a. New Program Creation Feedback Form Process Update	**Speakers: CCC Team** Kuehnl reported that Feedback Forms will now be reviewed by the interim College Council. Forms may be sent to him or Maurer, but if sent to Maurer please CC him. Council might not be able to review programs within two-week timeframe, at least for the time being as it gets up and running, but Maurer is committed to their review, even if it takes more than two weeks.
5. Stand Alone Approval Request: CHEM 70R series	**Speaker: Eric Kuehnl** Second read of Stand Alone Approval Request for CHEM Independent Study course series (70R, 71R, 72R, 73R). No comments. *See item 8 for motion/approval details.*
6. Stand Alone Approval Request: HLTH 101	**Speaker: Eric Kuehnl** Second read of Stand Alone Approval Request for HLTH 101. No comments. *See item 8 for motion/approval details.*
7. Stand Alone Approval Request: NCBS 448A	**Speaker: Eric Kuehnl** Second read of Stand Alone Approval Request for NCBS 448A. No comments. *See item 8 for motion/approval details.*
8. Stand Alone Approval Request: THTR 48F	**Speaker: Eric Kuehnl** Second read of Stand Alone Approval Request for THTR 48F. No comments. Group agreed to vote on items 5-8 as one motion. Motion to approve items 5-8 **M/S** (Armerding, Schultheis). **Approved.**
9. CCC Priorities for 2021-22	**Speaker: Eric Kuehnl** Academic Senate leadership drafted document to list priorities for AS and its subcommittees, which was shared with agenda; priorities not listed in any particular order. Plan is to discuss CCC's list today and then revisit

each item over the next several meetings to determine how to move forward with each (e.g., ad hoc groups).

First item: faculty primacy in curriculum primer. Intent is to create primer to use to train CCC reps and guide faculty. Somewhat related to creation of best practices for reps. PSME rep asked for more info about what is meant by a "primer", and is this about clarifying curriculum processes—Kuehnl explained it's more about the role of faculty in curriculum process, for example, responsibilities and rights per Ed Code. Not everyone on campus is aware of faculty's role; mentioned recent conflict about faculty's rights and role re: curriculum. Primer could help to educate new faculty and create strong foundation. For a lot of faulty, Title 5 updates may be the only time they're engaged in curriculum. Could be a big picture item for CCC this year—what training could look like, would ASCCC be brought in, etc. Fine Arts rep believes topic is important and asked how best to communicate to others, for example, part-time faculty and administrators; noted that discussions have been happening in spaces that are not specific to curriculum. Bio Health rep noted that document mentions separate primer for students and asked what this would encompass—Kuehnl believes it is related to certain instances of hostility from students toward faculty, regarding students' wishes related to curriculum, possibly due to a lack of understanding on the part of students (not only re: curriculum being owned by faculty but also that faculty are on the students' side). AS leadership asking CCC to come up with a way to communicate to students, via ASFC leadership, about curriculum, with the hope to rebuild relationships.

Language Arts rep mentioned CCC Orientation slide deck, and asked where it came from/how it was created. Suggested it be used as a basis to create another document. Vanatta said she inherited it from her predecessor and isn't sure when it was created or by whom; other than a few minor corrections/adjustments, only ever updates the year. Kuehnl agreed that slide deck could be used as a basis, to then further incorporate aspects of Ed Code/Title 5 and how they tie in to what we're doing locally and our processes. Intent is to create something that a layperson could use to learn about our processes. Kuehnl noted comment in chat re: explaining how prerequisites can be a good thing and not an obstacle. PSME rep mentioned importance of making clear to students that faculty are working to protect them and assist in their learning.

Second item: Guided Pathways Program Mapping—CCC made a lot of progress last spring, creating a process for Maps to be approved by division CCs. AS leadership asking CCC to now determine process for ongoing review, including how Maps will be updated/maintained. Maps initially created in partnership with Guided Pathways (GP) team, so need to determine process for when that team is no longer involved. Language Arts rep compared Maps to ADTs, in that changes can't just be made by faculty without others becoming involved (e.g., Counseling). Believes consultation and involvement with those groups needs to be included, and suggested review of Maps could just become part of regular process, just like Title 5 updates and curriculum sheets. Kuehnl agreed that divisions need to partner with Counseling on some sort of regular basis, possibly triggered by division's request to make an update. Gilstrap believes Maps will need to be updated on an annual basis, at least over the next few years due to changes to CSU GE & IGETC and local AA/AS degree requirements (re: Ethnic Studies). Agreed that counselors need to be involved and that cross-disciplinary conversations should occur when there's overlap.

BSS rep mentioned workload creep—worried about pushback from dept. chairs; suggested a big marketing push to faculty about how updating Maps

	will benefit students, versus simply telling them that they need to do the work. Bio Health rep agreed, adding that this will also be a big ask for counselors. Fine Arts rep agreed with suggestion of an annual process, possibly tied to curriculum sheet updates. Would like use of software tool for updates, similar to how CourseLeaf is used for curriculum sheets (vs. needing Zoom/meetings to discuss). Hueg agreed topic is important, and mentioned he was involved with BSS's Maps, reviewing courses for scheduling purposes. Agreed that folks are stretched thin, and noted he's been feeling pushback from faculty re: curriculum, in general, but unsure if it's just related to general feelings on campus right now—would like to unpack this. Kuehnl asked if there is a deadline for Maps to be updated. Lee believes it's important to determine that we're actually ready to move forward with Maps, as those created last year weren't actually used. Believes people are going to feel negatively about putting in work if Maps aren't actually going to be used. Gilstrap believes these questions are probably better directed toward GP team; believes the majority of Maps are completed, but noted complications with IGETC vs. CSU GE re: Ethnic Studies. Counseling rep will follow up. Charles noted that Maps are not yet available to students, as we don't yet have a public/student-facing platform—a software tool for student use is currently under consideration. Also currently discussing process for regularly updating/maintaining Maps and which folks might be involved; will relay CCC's comments back to GP team. Hueg asked if software tool is Program Mapper—yes. Hueg agreed with need for a solution to support the tool. Lee mentioned that GP website includes a link to Canvas site that currently houses the Maps—Charles explained that Canvas site is being used so folks can review and provide feedback but that it has not been widely advertised. Additional items: Program creation and discontinuance processes—ad hoc group already formed, co-chaired by Kuehnl and Maurer. Hueg mentioned CCCCO's Program and Course Approval Handbook (PCAH), which could be used to align process. If folks interested in participating in group, please contact Kuehnl. CCC Equity Action Plan—CCC being asked to come up with a plan around curriculum. Conversations about equity have occurred at CCC in the past but no action has been taken; Kuehnl will be looking for participants, with goal to have plan in place by end of this academic year. CCC By-laws—was discussed last year by Curriculum Best Practices ad hoc group, but didn't get off the ground. Kuehnl thinks topic may need to be delayed until new program creation process created, and perhaps Equity Action Plan would also influence. Fine Arts rep mentioned their participation in workgroup for Online Learning's Equity Plan and suggested CCC connect with that group, as there are likely some overlaps. Items will be brought back for further, deeper discussion at future meetings.
10. Good of the Order	Kuehnl has been reaching out to faculty to try to put together this year's Foothill GE subcommittees—asked for help in recruiting members. Please reach out to your constituents, and let him know of anyone who may be interested.
11. Adjournment	**3:31 PM**

Attendees: Micaela Agyare (LRC), Chris Allen (Dean—APPR), Ben Armerding (LA), Kathy Armstrong (PSME), Roosevelt Charles (Dean—CNSL), Valerie Fong (Dean—LA), Evan Gilstrap (Articulation Officer), Hilary Gomes (FA), Allison Herman (LA & LRC), Kurt Hueg (Administrator Co-Chair), Maritza Jackson Sandoval (CNSL), Julie Jenkins (BSS), Ben Kaupp (SRC), Eric Kuehnl (Faculty Co-Chair), Debbie Lee (Acting Dean—FA & KA), Dixie Macias (KA), Don Mac Neil (KA), Allison Meezan (BSS), Ché Meneses (FA), Teresa Ong (AVP Workforce), Lisa Schultheis (BH), Ram Subramaniam (Dean—BH & PSME), Kella Svetich (LA), Mary Vanatta (Curriculum Coordinator), Anand Venkataraman (PSME)

Minutes Recorded by: M. Vanatta