

**College Curriculum Committee
Meeting Minutes
Tuesday, June 14, 2022
2:00 p.m. – 4:00 p.m.
Room 4501; virtual option via Zoom**

Item	Discussion
1. Reaffirmation of Remote Meetings Resolution	<p>Speaker: Eric Kuehnl CCC approved Resolution Authorizing Remote Teleconference Meetings Pursuant to Brown Act Provisions Included in AB 361 at Oct. 5th meeting and reaffirmed at Nov. 16th, Jan. 18th, Feb. 15th, Mar. 15th & Apr. 19th meetings. Not enough in-person attendees to achieve quorum—if we wish to meet virtually, we are required to reaffirm resolution, as 30 days have elapsed.</p> <p>Motion to approve M/S (Kaupp, Gomes). Approved.</p>
2. Minutes: May 31, 2022	Approved by consensus.
3. Report Out from Division Reps	<p>Speaker: All Kuehnl asked the group for feedback re: optional report out (vs. previous method of calling on every division). Fine Arts rep mentioned that many sessions at recent NCORE conference asked attendees for active participation, and some folks would leave when the activity began to avoid participation. Suggested splitting report out in half, at start and end of meeting, as some might be more likely to speak at end of meeting (and/or discussion items might spark comments). Bio Health rep believes important to remember that our decentralized structure obligates divisions to share what they're doing; other Bio Health rep noted likes hearing from everyone, not just to know what they're doing but also because it serves as a reminder of who everyone is, which can be especially helpful for new members.</p> <p>Other Fine Arts rep agreed w/ importance for new members to hear what other divisions are doing, even if it seems redundant. Suggested co-chairs provide suggestions or check-list of topics, to help reps. Subramaniam suggested going back to the old method. PSME rep noted that folks should feel free to pass if they want to, and that this should be a clear option—Kuehnl agreed. LRC rep mentioned they sometimes wonder if it's okay to report on broader topics than simply curricular matters (e.g., Library holding extended hours)—Kuehnl responded that anything which may be of interest to other reps is welcome. Gilstrap mentioned he likes knowing what each division is working on and echoed Bio Health rep's comment re: the need for divisions to share, given our current system.</p> <p>Kuehnl asked the reps to share who next year's reps might be, during today's report out.</p> <p>Kinesiology: Reps for fall will be Kelly Edwards and Don Mac Neil; Jeff Bissell will return for winter/spring. Reported that division CC will discuss AB 928, tomorrow, and mentioned ASCCC survey. Division plans to make known their strong feelings about the proposed transfer GE pattern. Gilstrap noted that link to survey is on the ASCCC website; Vanatta will include link to survey in upcoming communiqué.</p> <p>Fine Arts: Hilary Gomes will continue as rep; Ché Meneses becoming Academic Senate rep. Gomes likely will be solo rep; so far, cannot not get another faculty to step up.</p>

	<p>Bio Health: Division changing to Health Sciences & Horticulture—reps for fall will be Rachele Campbell and Lisa Eshman; Tiffany Mitchener and Shea St. Onge-Cole will be coming on board later in the year.</p> <p>BSS: Julie Jenkins and Allison Meezan will continue as reps. Reported that division currently finishing up Title 5 updates.</p> <p>Apprenticeship: Brian Murphy and Tim Myres will continue as reps. Reported that division working on Title 5 updates. Most programs going into summer break very soon.</p> <p>PSME: Division changing to STEM (incl. Biology dept.)—there will be four reps: Patrick Morriss, Ron Painter, Sarah Parikh, and Lisa Schultheis. Reported that division reactivating NANO courses, with potential plan to create semiconductor cert. w/ Apprenticeship division. Subramanian noted Chris Allen working on partnership w/ external organizations.</p> <p>SRC: Ben Kaupp will continue as sole rep. Ana Maravilla and Lynette Vega will be incl. in division committee. Reported that division working on Title 5 updates.</p> <p>Language Arts: Allison Herman and Kella Svetich won't be here next year; still working on figuring out next year's reps—likely to be Ben Armerding and Amy Sarver in fall. Has been a challenge getting folks to step up.</p> <p>LRC: Micaela Agyare will continue as rep, and hopes to find a second rep (Herman won't be here next year). Reported that division working on Title 5 updates.</p> <p>Counseling: Reps will be Andy Lee and Ana Maravilla (Maritza Jackson Sandoval will be on sabbatical). Reported that division finishing up Title 5 updates.</p> <p>Subramaniam believes JP Schumacher will be one of the deans for next year; unsure who others will be.</p> <p>Gilstrap reported he's been working on reviewing Title 5 courses and submitting courses for UC transfer approval.</p>
<p>4. Public Comment on Items Not on Agenda</p>	<p>No comments.</p>
<p>5. Announcements</p> <p>a. New Course Proposals</p> <p>b. CCC Meeting Dates for 2022-23</p> <p>c. CCC Priorities for 2022-23</p>	<p>Speakers: CCC Team</p> <p>The following proposals were presented: APPT 199; LINC 60C, 60E; POLI 70R series. Please share with your constituents. PSME rep asked for additional info re: APPT 199—per Apprenticeship rep, California law mandates energy efficient buildings for new construction, and G-Pro is part of HVAC technician certification.</p> <p>Meeting dates for 2022-23 have been scheduled.</p> <p>Kuehnl surveyed CCC members to determine interest level re: potential priorities for next year. Displayed results, noting that all topics were voted to be fairly important. Academic Senate likely to dictate priorities, as well. Highest votes for: Finalize Equity Component of COR, Discuss Centralized Curriculum Model, Review Local GE Process.</p>

<p>6. Stand Alone Approval Requests: C S 78A/B/C/D</p>	<p>Speaker: Eric Kuehnl Second read of Stand Alone Approval Requests for C S 78A, 78B, 78C, 78D. No comments.</p> <p>Motion to approve M/S (Schultheis, Bissell). Approved.</p>
<p>7. New Program Application: Music Technology BA Degree</p>	<p>Speaker: Eric Kuehnl Second read of new Music Technology BA degree. LRC rep asked if the three new upper division GE courses still being developed—Kuehnl noted they're simply proposals at this time, as they cannot be created unless the state approves the degree. Rep noted wants to ensure Library has resources necessary to support the degree. Kuehnl mentioned the state announced a delay re: the timeline for this round of bachelor degree submissions, as they're currently still working on the first round. Bio Health rep mentioned they like that the degree would be an option for students which doesn't require a performance component.</p> <p>Motion to approve M/S (Schultheis, Campbell). Approved.</p>
<p>8. New Program Application: Bookkeeping CA</p>	<p>Speaker: Eric Kuehnl Second read of new Bookkeeping Certificate of Achievement. No comments.</p> <p><i>See item 13 for motion/approval details.</i></p>
<p>9. New Program Application: CPA Exam Preparation - Audit CA</p>	<p>Speaker: Eric Kuehnl Second read of new CPA Exam Preparation - Audit Certificate of Achievement. No comments.</p> <p><i>See item 13 for motion/approval details.</i></p>
<p>10. New Program Application: CPA Exam Preparation - Business Environment and Concepts CA</p>	<p>Speaker: Eric Kuehnl Second read of new CPA Exam Preparation - Business Environment and Concepts Certificate of Achievement. No comments.</p> <p><i>See item 13 for motion/approval details.</i></p>
<p>11. New Program Application: CPA Exam Preparation - Regulations CA</p>	<p>Speaker: Eric Kuehnl Second read of new CPA Exam Preparation - Regulations Certificate of Achievement. No comments.</p> <p><i>See item 13 for motion/approval details.</i></p>
<p>12. New Program Application: Financial Accounting CA</p>	<p>Speaker: Eric Kuehnl Second read of new Financial Accounting Certificate of Achievement. No comments.</p> <p><i>See item 13 for motion/approval details.</i></p>
<p>13. New Program Application: Payroll Preparation CA</p>	<p>Speaker: Eric Kuehnl Second read of new Payroll Preparation Certificate of Achievement. No comments.</p> <p>Group agreed to vote on items 8-13 as one motion. Motion to approve items 8-13 M/S (Murphy, Jackson Sandoval). Approved.</p>
<p>14. New Degree or Certificate Creation Process</p>	<p>Speaker: Eric Kuehnl Second read of New Degree or Certificate Creation Process. Documents have been updated based on feedback/discussion during first read. Also incorporated feedback rcvd. from AVP Workforce Teresa Ong re: BACCC and LMI processes. Bio Health rep recalled discussion from previous meeting re: resource availability and reiterated that it's a "black box" to many folks. Could be helpful to add info about what is meant by this aspect of a new deg./cert. Kuehnl noted this should be part of the discussion with division dean. PSME rep recalled being told during previous discussion that Step One wouldn't include discussion of</p>

	<p>resources—Kuehnl believes best to discuss resources as early as possible, in case they aren't going to be available, to prevent faculty from doing unnecessary work.</p> <p>PSME rep noted mention in Step One of LMI, which can take a long time to receive, asking if there's a time limit for recency of LMI — Vanatta responded the CCCCCO requires LMI to be within two years, and suggested Ong would know how recent it needs to be for BACCC. Other Bio Health rep asked if 4-8 weeks for LMI is accurate, noting at times it has taken many months—Kuehnl responded that Ong provided 4-8 weeks estimate. Vanatta suggested adding “or longer” to document or removing time estimate; rep concerned folks might set unrealistic expectations. PSME rep suggested adding “a minimum of”—the group agreed; Vanatta will amend the document.</p> <p>Kuehnl noted APM component of Step Two will not go into effect unless De Anza agrees to do the same; at the moment doesn't look like this will happen. PSME rep asked if the point of sharing at APM is to not duplicate what De Anza is doing—Kuehnl responded that's not necessarily the case. We try to avoid duplication of CTE degs./certs. but similarity w/ De Anza doesn't disqualify our creation of one. In any case, APM component won't be an approval step. Other Bio Health rep believes appropriate to have collegial conversation, even if not an approval step.</p> <p>PSME rep noted Step Three includes a list of folks who should be communicated with and asked if there will be any sort of system to ensure/enforce such communication. Kuehnl stated it is possible to set up a formal approval process, if CCC decides to do so, but as drafted the process doesn't require it. Could end up being part of CourseLeaf workflow, in the future. Rep asked for clarification re: how CourseLeaf is included in this process—Vanatta responded that initially it will not be. Starting project to implement third module of CourseLeaf this August, which will hopefully end up being used for creation of new degs./certs. Until that module goes live, we'll use some other type of online form for Proposal form, and Word docs for narratives. Rep asked for clarification re: curriculum sheets in CourseLeaf—Vanatta responded that, yes, they are in catalog module of CourseLeaf and will continue to be (initially created by Vanatta and updated by faculty annually). Rep mentioned it can be difficult for reps to know if faculty has had conversations w/ the right folks while drafting narrative, and reps can at times be unsure that what they're approving has been vetted.</p> <p>No comments re: changes to Proposal form.</p> <p>Motion to approve M/S (Armstrong/Meneses, Herman). Approved.</p> <p>Vanatta mentioned that CCC Team discussed how to handle degs./certs. already in progress, and agreed that for those which are approved by division CC and have narratives forwarded to Vanatta by end of this month, they may continue to follow current temporary process. For any others being worked on, faculty will need to use new process, incl. submission of Proposal form once it's available. Vanatta asked for folks to reach out w/ suggestions of online form software options for Proposal form.</p>
<p>15. Equity in the COR</p>	<p>Speaker: Eric Kuehnl</p> <p>Continuation of discussion from previous meetings. Today's breakout groups will discuss the Methods of Evaluation section of the COR, to come up with ideas related to imbuing equity into this specific section.</p>

	<p>CCC members broke out into small groups of 3-5 (online and in person) for 20 minutes. The full group then reconvened and shared out ideas from their small groups.</p> <p>Language Arts rep shared their group looked at DEI attachment and discussed how to best hold faculty accountable; noted that faculty already starting to do a lot of things outlined in the attachment. Also discussed OER, noting that LRC rep had helped her identify OER when updating Title 5 courses—example of holding each other accountable.</p> <p>LRC rep shared their group discussed making language in COR more accessible, as well as OER.</p> <p>Bio Health rep shared their group’s discussion was more about things they do in their classes (e.g., giving students a second chance, peer review), rather than info listed in this section of the COR. Noted there can be a disconnect between how faculty want to do things in the classroom and what’s formally listed on the COR. Kuehnl added that at times faculty “shotgun” (listing every method possible on the COR), and wondered if instead should be including much more descriptive info than simply “quiz,” “essay,” etc. Bio Health rep added that if the COR is mostly used as articulation document, perhaps that’s not necessary, and what’s important is for faculty to be using equitable practices in the classroom. Kuehnl noted that demonstrating equitable practices on the COR is important, for example, for part-time faculty who are referring to the COR when teaching a course. Language Arts rep agreed and noted that training and mentorship is required, especially for new instructors and part-timers (not just those new to campus, but also those new to teaching a particular course). Kuehnl suggested one goal of these discussions could be to help ensure faculty are thinking about equity throughout COR development, even if they’re not explicitly referencing equity when typing out info in the COR sections.</p> <p>Kuehnl noted he’s really enjoyed these breakouts and plans to keep momentum going in the fall; believes the group should be proud of the work which has already been done. A discussion occurred about the possibility of extending CCC meetings to 2 hours, moving forward.</p>
16. Good of the Order	
17. Adjournment	4:08 PM

Attendees: Micaela Agyare (LRC), Kathy Armstrong* (PSME), Jeff Bissell* (KA), Rachelle Campbell* (BH), Roosevelt Charles* (Dean—CNSL), Valerie Fong* (Dean—LA), Evan Gilstrap (Articulation Officer), Hilary Gomes (FA), Allison Herman (LA & LRC), Maritza Jackson Sandoval (CNSL), Julie Jenkins (BSS), Ben Kaupp (SRC), Eric Kuehnl* (Faculty Co-Chair), Don Mac Neil (KA), Ché Meneses (FA), Brian Murphy (APPR), Lisa Schultheis* (BH), Ram Subramaniam* (Administrator Co-Chair), Kella Svetich (LA), Mary Vanatta* (Curriculum Coordinator)

* Indicates in-person attendance

Minutes Recorded by: M. Vanatta