College Curriculum Committee
Meeting Minutes
Tuesday, October 18, 2022
2:00 p.m. – 3:30 p.m.
Administrative Conference Room 1901; virtual option via Zoom

Item	Discussion
1. Minutes: October 4, 2022	**Approved by consensus.**
2. Report Out from Division Reps	**Speaker: All** Apprenticeship: Murphy reported that Pipe Trades Training Center started a mental health and wellness program. Division is working on COR updates. BSS: Meezan reported that division-wide conversations have begun re: equity in COR—will be an ongoing objective, this quarter. Noted some faculty concerned that making too many changes to content could jeopardize articulation, and wondering if should wait for C-ID to make changes first. Gilstrap responded that there is a lot going on at the state-level right now, and could be best to wait to make actual COR changes until further notice. Counseling: No updates to report. SRC: Kaupp reported that division working on project of cleaning up/"modernizing" CORs. Fine Arts: Gomes reported that first hybrid division CC meeting coming up, incl. review of new noncredit certificates from Photography dept. Gomes working w/ Guided Pathways folks on process to update multiple Maps (one course replacing two). HSH: No updates to report. Note that Lisa Schultheis acting as in-person proxy vote for Lisa Eshman. Language Arts: Armerding reported that Ethnic Studies dept. creating honors version of ETHN 1; Creative Writing dept. discussing creation of creative nonfiction course. LRC: Agyare noted Plenary resolution re: to removal of accreditation substandard relating to library resources. Division will be discussing to see if there's support behind advocating for keeping substandard. STEM: Painter reported that division making a few minor updates related to new UC transfer approvals. Kinesiology: No updates to report. Gilstrap announced UC transfer approval results today (via email); noted that deadline to submit courses for CSU GE & IGETC is Dec. 1. Planning to create document w/ details re: different types of articulation.
3. Public Comment on Items Not on Agenda	No comments.
4. Announcements 　a. ASCCC Fall Plenary Resolutions	**Speakers: CCC Team** Resolutions packet was attached as info item. Kuehnl shared that Academic Senate President Voltaire Villanueva attended Area B meeting and will attend Plenary. Reach out to Kuehnl or Villanueva with any questions/comments/concerns.

b. General Education Patterns	Gilstrap provided update on three proposed GE pathways, noting that some details on attachment are outdated. Proposed CalGETC pathway (51 quarter units)—will be voted on at Plenary (resolution 15.01). Proposed local associate degree pathway (31.5 quarter units [increase from current 27]), includes Ethnic Studies area—will be voted on at Plenary (resolution 7.01). Proposed baccalaureate lower division GE pathway (36 quarter units), fewer units than CalGETC pathway—will be voted on at Plenary (resolution 7.02). Lee noted that proposal for associate degree pathway doesn't include Lifelong Learning—Gilstrap responded that this would be a local discussion, to determine if we want to keep that area for local GE pattern or remove it. CalGETC proposal doesn't include Lifelong Learning. Noted that CalGETC planned to go into effect in 2025 (if approved), but unsure when others are meant to go into effect.
c. Division CC Agenda Posting Requirements	Kuehnl noted that during last week's orientation meeting, a question came up re: requirements for posting agendas ahead of division CC meetings. We were previously posting agendas online only, on CCC website, but now that division CCs should be meeting in person/hybrid again, physical copy of agenda must be posted on campus in a "reasonably conspicuous" location. Vanatta clarified that posting agenda online is not actually required—correct (but still welcome to email agendas to Vanatta to post online). Meezan asked what the timeframe is—72 hours ahead of meeting, incl. weekends. Gomes asked if minutes need to be physically posted—no, just agendas.
5. New Certificate Proposal: Community Health Worker	**Speaker: Eric Kuehnl** Proposal for new Community Health Worker Certificate of Achievement. No comments. Motion to approve **M/S** (Kaupp, Armerding). **Approved.**
6. Cross-List Application: BIOL 28 & ENGR 28 (reactivations)	**Speaker: Eric Kuehnl** Cross-listed Course Approval Request for BIOL 28 & ENGR 28—both courses being reactivated, previously cross-listed. No comments. Motion to approve **M/S** (Painter, Lee). **Approved.**
7. New Certificate Application: Accounting Ethics	**Speaker: Eric Kuehnl** Second read of new Accounting Ethics Certificate of Achievement. No comments. *See item 9 for motion/approval details.*
8. New Certificate Application: CPA Exam Preparation - Financial Accounting Reporting	**Speaker: Eric Kuehnl** Second read of new CPA Exam Preparation - Financial Accounting Reporting Certificate of Achievement. No comments. *See item 9 for motion/approval details.*
9. New Certificate Application: Tax Specialist	**Speaker: Eric Kuehnl** Second read of new Tax Specialist Certificate of Achievement. No comments. Group agreed to vote on items 7-9 as one motion. Motion to approve items 7-9 **M/S** (Kaupp, Armerding). **Approved.**
10. Stand Alone Application: ALCB 470Y	**Speaker: Eric Kuehnl** First read of Stand Alone Approval Request for ALCB 470Y. Will be permanently Stand Alone. No comments. Second read and possible action will occur at next meeting.

| 11. Equity in the COR—Methods of Instruction | **Speaker: Eric Kuehnl**
Resuming discussion, from last year's meetings, on general topic of equity in the COR, and holding breakout groups to discuss specific sections of the COR. Today's breakout groups will discuss the Methods of Instruction section, to come up with ideas related to imbuing equity into this specific section.

CCC members broke out into small groups of 3-4 (online and in person) for 35 minutes. The full group then reconvened and shared out ideas from their small groups.

Gomes shared their group discussed that if the methods listed on COR don't fit an instructor's particular section, there can be flexibility on the class syllabus. Also discussed suggestion to include details re: ethnicity and/or gender. Murphy noted suggestion to include peer-to-peer review, to encourage discussion between students.

Edwards shared their group discussed "lived experiences" as related to this section, and how the methods could aid in trying to create a lived experience for students. Penate noted discussion of incorporating activities to allow students to connect with content, and self-reflection to encourage engagement; grounding curriculum in current events which are on students' minds.

Parikh shared their group noticed that many STEM CORs simply state "lecture, lab, etc." Discussed adding more details to these entries and encouraging instructors to not simply lecture to/at students.

Kaupp shared their group focused on how to look at concept of COR and whether it should be "policing" document, and discussed importance of creating broad culture of equity-based instruction, in which COR simply serves as a reminder. Armerding noted that updating COR won't necessarily ensure a section of the course will be taught a certain way; more important to foster culture of equity among faculty as a whole, including part-timers (through activities, professional development, etc.). Group looked at CORs for new ETHN courses as good examples of well thought-out methods. Also noted ASCCC document *[ed. note: COR: A Curriculum Reference Guide]* which states that Methods of Instruction not a mandated list for all faculty teaching the course. Kaupp noted expanding definition of "lecture," which in modern classroom may mean project-based learning, for example, but still cautioned against its use as a one-word term.

Meezan shared their group also discussed that "lecture" isn't just lecture, and importance of providing a "menu of options" to prompt faculty teaching the course to think outside the box.

Lee shared their group reviewed one of Kuehnl's CORs with an equity lens, to see what could be added. Discussed examples of types of activities and how to best include info in this section.

Jenkins asked Gilstrap if changes made to expand Methods of Instruction section will prompt need for resubmission for articulation—technically, no. Gilstrap mentioned three guiding documents for transfer GE courses, which we can refer to as a basis while including equity on the COR. As long as the basic principles of the type of course still being met, we're okay. |
| 11. Equity in the COR—Methods of Instruction | **Speaker: Eric Kuehnl** |

	Kuehnl planning to hold one more breakout session, followed by drafting of guidelines document, with goal to have draft completed by end of March. Hoping to also incorporate details into CourseLeaf. Subramaniam addressed comment re: COR being a policing document, noting this is not the intent, and that the COR is meant to be a way to guide faculty when teaching the course.
12. Good of the Order	
13. Adjournment	**3:33 PM**

Attendees: Micaela Agyare* (LRC), Chris Allen (Dean, APPR), Ben Armerding* (LA), Kelly Edwards (KA), Lisa Eshman (HSH), Valerie Fong* (Dean, LA), Evan Gilstrap* (Articulation Officer), Hilary Gomes (FA), Julie Jenkins* (BSS), Ben Kaupp* (SRC), Eric Kuehnl* (Faculty Co-Chair), Andy Lee* (CNSL), Ana Maravilla* (CNSL), Allison Meezan* (BSS), Brian Murphy (APPR), Ron Painter* (STEM), Sarah Parikh* (STEM), Crissy Penate (LRC), Rebecca Ryan (HSH), Amy Sarver (LA), Lisa Schultheis* (STEM), JP Schumacher* (Dean, SRC), Ram Subramaniam* (Administrator Co-Chair), Mary Vanatta* (Curriculum Coordinator)
* Indicates in-person attendance

Minutes Recorded by: M. Vanatta