

**College Curriculum Committee
Meeting Minutes
Tuesday, November 14, 2023
2:00 p.m. – 3:30 p.m.
Administrative Conference Room 1901; virtual option via Zoom**

Item	Discussion
1. Minutes: October 31, 2023	Approved by consensus.
2. Report Out and Check-in	<p>Speaker: All Gilstrap reminded the group about the Dec. 1st deadline for IGETC & CSU GE submissions. Mentioned next meeting of AB 928 committee Nov. 30th, discussing final recommendations (info available on their website) re: CalGETC and placement of students on ADT pathways. Brannvall asked if AB 928 meeting should be shared w/ constituents— Gilstrap responded, good to make faculty aware of AB 928 in general.</p> <p>BSS: Dupree noted new cert. proposal on today’s agenda; mentioned interest in reviving independent study courses within division.</p> <p>HSH: No updates to report.</p> <p>Hueg shared CourseLeaf implementation continues to move along. Vanatta is creating short training videos instead of offering training classes led by CourseLeaf. Hueg read positive feedback about Vanatta, received from CourseLeaf project manager.</p> <p>STEM: Parikh noted new cert. application on today’s agenda; shared division started discussion re: Title 5 changes to local GE specific to Natural Sciences lab requirement.</p> <p>Fine Arts & Comm: Brannvall shared Photography Criticism non-transcriptable cert. being deactivated; Photography dept. working on new honors courses.</p> <p>LRC: Agyare shared working on program review and annual library data survey.</p> <p>Apprenticeship: No updates to report.</p> <p>Language Arts: Sarver shared ESL dept. working on new noncredit course.</p> <p>Kinesiology & Athletics: Bissell shared adding new sport of women’s badminton, working on associated curriculum.</p> <p>Counseling: Jackson Sandoval shared division currently very busy, with college applications due and winter registration taking place.</p> <p>SRC: No updates to report.</p>
3. Public Comment on Items Not on Agenda	Vanatta mentioned clothing drive for women’s shelter.
4. Announcements a. Credit for Prior Learning & Noncredit Workgroups	Speakers: CCC Team Hueg mentioned email sent by Academic Senate President Voltaire Villanueva; hoping to include as many folks possible in both groups.
5. New Certificate Proposal: Archaeological Field Work	Speaker: Ben Kaupp Proposal for new Archaeological Field Work Certificate of Achievement. Kaupp noted this is first step in longer process of creating new

	<p>degree/cert. Connell mentioned boom in new construction has increased need for archaeologists (e.g., to assist in environmental impact reports). This cert. will provide students with basic knowledge to work in the field. Hope is to create workforce cert., but archaeology not necessarily recognized as such, and associated TOP Codes not designated as workforce; discipline faculty making argument to state Chancellor’s Office to change designation. Hueg clarified cert. won’t be considered workforce; Kaupp noted can still be transcriptable, even without workforce TOP Code (designated “local” by state). Hueg noted “Occupational Skills Certificate” language on proposal—Connell responded, was copied from Pasadena City College, meant to remove.</p> <p>Tiwana teaches anthropology at De Anza and asked which courses will be included—Connell responded, would love to discuss further with Tiwana and hopefully collaborate; cert. will include field courses, incl. lab. Vanatta explained to the group that proposal is initial step in full, longer process to create new degree/cert.; CCC’s approval gives faculty green light to create full state-required narrative. Brannvall asked about industry demand and asked if Connell plans to incorporate such details within cert. narrative—Connell responded, some state-wide data sets available to explain demand, but because TOP Code not workforce, that deeper level of analysis not available.</p> <p>Motion to approve M/S (Subramaniam, J. Fong). Approved.</p>
<p>6. Stand Alone Application: MATH 233</p>	<p>Speaker: Ben Kaupp Second read of Stand Alone Approval Request for MATH 233. No comments.</p> <p><i>See item 7 for motion/approval details.</i></p>
<p>7. Stand Alone Application: NCBS 433</p>	<p>Speaker: Ben Kaupp Second read of Stand Alone Approval Request for NCBS 433. No comments.</p> <p>Group agreed to vote on items 6 & 7 as one motion. Motion to approve items 6 & 7 M/S (Subramaniam, Parikh). Approved.</p>
<p>8. New Certificate Application: Semiconductor Processing</p>	<p>Speaker: Ben Kaupp First read of new Semiconductor Processing Certificate of Achievement. Gilstrap noted MATH 40A (core course) has required coreq of MATH 240A (noncredit version being created but not active yet), which in effect increases units needed to complete cert. Discussion occurred re: whether to add MATH 240A as a core course; Vanatta noted state inventory system won’t allow attaching MATH 240A when submitting cert., as it’s not a degree applicable course. Vanatta suggested adding italicized note underneath Program Requirements table to explain coreq requirement for MATH 40A. Group agreed narrative should be updated accordingly for second read.</p> <p>Parikh mentioned plan to offer cert. for both students in Apprenticeship program and non-Apprenticeship students. Discussions taking place to figure out if two individual certs. will need to be created; hope is to use one cert. for both groups. Hueg asked if requirements will be the same for all students—Parikh responded, yes, courses are the same; students can take courses in any order and can even start mid-year. Difference is that Apprenticeship students are employed and paid while taking courses; employer provides hands-on experience for those students. Hueg needs to find out if any potential reporting issues with using one cert. for both groups; Parikh believes will be easy to determine which students are Apprenticeship and which aren’t.</p>

<p>9. Stand Alone Application: MUS 70R series</p>	<p>Second read and possible action will occur at next meeting.</p> <p>Speaker: Ben Kaupp First read of Stand Alone Approval Request for MUS 70R series. Courses will be permanently Stand Alone. Vanatta noted application extends to all four courses in Independent Studies series (70R, 71R, 72R, 73R); courses previously included on Music Technology AA degree but were removed so now need Stand Alone approval.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>10. Credit for Prior Learning Summit</p>	<p>Speaker: Ben Kaupp Topic delayed to future meeting, due to time constraint.</p>
<p>11. Honors Institute</p>	<p>Speakers: Sam Connell & Tracee Cunningham Connell and Cunningham have been Honors Institute coordinators since last year. Presented info about the program, which is open access with no application process. Mentioned Honors Transfer Alliance program with four-year schools. Presented data from past five years re: enrollment in honors courses, noting decrease in face-to-face sections. Hoping to increase face-to-face honors offerings. Disaggregated enrollment data shows equity-related improvements.</p> <p>Coordinators working w/ faculty to create more honors courses and increase diversity of offerings. Students are asking for more honors courses, in more diverse subjects, especially STEM. Please reach out to your constituents and get the word out about honors! Coordinators happy to assist.</p> <p>Parikh asked if students must take a certain number of honors courses—Cunningham responded, Honors Scholars program has specific requirements, but in general students may take as many honors courses as they'd like. Agyare mentioned LIBR 10H, which needs promoting. Hueg noted important for coordinators to work w/ faculty and deans to help schedule honors courses. Noted that online honors course offerings have been popular. Agreed with need to create new honors courses across the campus, in all divisions.</p>
<p>12. Non-transcriptable Certificates</p>	<p>Speakers: Kurt Hueg & Ben Kaupp Hueg mentioned we still list non-transcriptable certs. in the catalog, although we've made a good effort to transition some into state-approved certificates of achievement (CAs). While the state encourages workforce certs., they do allow for non-workforce (designated as "local"), which require different supporting documentation. We don't receive funding from the state for non-transcriptable certs., and students aren't eligible for financial aid. Would like us to move away from offering these and turn them into CAs. College is still in hold-harmless (re: funding formula), but once we're moved out of that status it will be critical to have state-approved certs. on the books.</p> <p>State Chancellor is pushing colleges to provide credentials to enable students to enter into careers and achieve better pay. Hueg believes it's CCC's responsibility to transition these non-transcriptable certs. into CAs. Kaupp noted new Archaeology CA is currently non-transcriptable. Parikh asked about unit requirements—Vanatta responded, minimum for CA is 12 units, but threshold for students to be eligible for financial aid is 24 units. Kaupp noted DRC-registered students can be considered full-time at 6 units. Discussion occurred re: the specifics of students being eligible for financial aid.</p> <p>Hueg plans to email reps to begin discussion of non-transcriptable certs. within their division, with hope to move these to CAs. Kaupp noted there's no official process to award non-transcriptable certs. to</p>

	<p>students, and they're not verifiable by college. Parikh asked where details for existing non-transcriptable certs. can be found—Vanatta responded, in the catalog. Parikh noted minimum units for CAs used to be higher, and suggested perhaps when these were created they didn't meet that requirement—Vanatta responded, minimum used to be 18 units; when the state lowered the minimum, CCC created a process to streamline transition of non-transcriptable certs. to CAs, which many faculty took advantage of. Campbell suggested CCC allow for streamlined process again.</p> <p>Starer noted Foothill serves many students who do not transfer or need a state-approved cert., and cautioned against simply changing non-transcriptable certs. to CAs just because of a push from the state or financial incentive. Strongly suggested approaching any discussion at CCC with the mindset of how we're best serving students. Noted Theatre Arts non-transcriptable certs., which students are able to use for employment, even if not listed on transcript. Sarver agreed that non-transcriptable certs can have value to students. Kaupp noted many of our existing non-transcriptable certs. don't need any changes to requirements to be submitted as CAs. Hueg acknowledged that the state is pushing us in a certain direction, but believes we need to take a look at the credentials we're offering.</p>
<p>13. Best Practices for Equitable COR Updates</p>	<p>Speaker: Ben Kaupp Topic delayed to future meeting, due to time constraint.</p>
<p>14. Good of the Order</p>	<p>Kaupp mentioned that Tiwana's attendance at meeting related to effort to improve collaboration and communication between De Anza and Foothill. Erik Woodbury (De Anza CCC Faculty Co-Chair) is now on Kaupp's distribution list for CCC agendas, and Kaupp has received list of new curriculum proposals from Woodbury. De Anza cannot take any action on Foothill agenda items (and vice versa). Parikh asked if Kaupp can share list received by Woodbury—Kaupp responded, yes, will distribute.</p> <p>Kaupp read statement from Academic Senate regarding current events and the need for collegial dialogue and creating a welcoming and collaborative environment.</p> <p>Allen acknowledged Subramaniam, and the group thanked him for his leadership over the years.</p>
<p>15. Adjournment</p>	<p>3:32 PM</p>

Attendees: Ulysses Acevedo (LA), Chris Allen* (Dean, APPR), Micaela Agyare* (LRC), Jeff Bissell (KA), Cynthia Brannvall* (FAC), Rachelle Campbell* (HSH), Sam Connell* (BSS), Tracee Cunningham (CNSL), Cathy Draper* (HSH), Angie Dupree* (BSS), Jordan Fong* (FAC), Valerie Fong* (Dean, LA), Evan Gilstrap* (Articulation Officer), Kurt Hueg* (Administrator Co-Chair), Maritza Jackson Sandoval (CNSL), Ben Kaupp* (Faculty Co-Chair), Tim Myres* (APPR), Sarah Parikh* (STEM), Eric Reed (LRC), Richard Saroyan (SRC), Amy Sarver (LA), Paul Starer* (APPR), Ram Subramaniam* (Dean, STEM), Kyle Taylor* (STEM), Ameeta Tiwana (De Anza), Mary Vanatta* (Curriculum Coordinator)

* Indicates in-person attendance

Minutes Recorded by: M. Vanatta