

College Curriculum Committee
Meeting Minutes
Tuesday, May 28, 2024
2:00 p.m. – 3:30 p.m.
Administrative Conference Room 1901; virtual option via Zoom

Item	Discussion
1. Minutes: May 14, 2024	Motion to approve M/S (Draper, Gilstrap). Approved.
2. Report Out and Check-in	<p>Speaker: All Apprenticeship: Working on Title 5 updates.</p> <p>BSS: Working on Title 5 updates; Connell mentioned new course proposals and certificate on today's agenda.</p> <p>Counseling: Working on Title 5 updates.</p> <p>HSH: Working on Title 5 updates; Draper mentioned new course proposals on today's agenda.</p> <p>Language Arts: Sarver shared working on new course proposals and late changes to curriculum sheets.</p> <p>LRC: No updates to report.</p> <p>STEM: Working on Title 5 updates.</p> <p>SRC: Working on Title 5 updates.</p> <p>Gilstrap reminded the group of the upcoming June 1 deadline for UC transfer approval submission (for both new and updated CORs). Connell asked if title change requires resubmission—Gilstrap responded, doesn't trigger need to resubmit for official approval (he simply reports such changes). Provided update on AP/IB/CLEP charts: almost done with updates for 2024-25 catalog, and mentioned four CLEP exams chart w/o associated dept. at Foothill (French Level II, German Level II, Human Growth & Development, Natural Sciences). We are mandated by the state to include these, and chart will state that Foothill awards 4 units for the appropriate GE area. Mentioned ADT compliance project (for CalGETC); still has a few more faculty members to reach out to, and will do so before end of quarter. Reminded the group of Common Course Numbering faculty convenings in June, and provided update on faculty planning to attend. Updating transfer guide and advising sheets to be ready by end of quarter.</p> <p>Hueg shared first meeting of Noncredit/Credit for Prior Learning Workgroup will be June 12. Mentioned question from HSH division about getting Title 5 list earlier in the year; will follow-up w/ Vanatta to see what's possible. Connell asked about attending workgroup—Hueg responded, open to any faculty who wish to attend.</p>
3. Public Comment on Items Not on Agenda	Parikh made comment about the Apprenticeship pathway for the Semiconductor program, noting Pre-STEM cert. not on today's agenda. She is still working on developing the cert. and still wishes to move forward, believing it's a great option for students working toward STEM degrees. Has received great feedback and is having more conversations later this week; plans to incorporate feedback into updated version of cert. and is hopeful that it will move forward.

	<p>Kaupp made comment that he's always available to meet with folks to discuss or provide support for any type of topic and encouraged folks to reach out, noting link in all his emails to schedule time with him.</p>
<p>4. Announcements a. New Course Proposals</p> <p>b. Division Reps for 2024-25</p>	<p>Speakers: CCC Team The following proposals were presented: APEL 119A; EMS 60C, 61C, 62C; LINC 51C, 51D; MTEC 76A, 449, 450A, 451A, 451B, 451C, 452A, 452B, 453A, 454A, 455A, 455B, 455C, 457A, 457B, 457C, 460A, 462A, 462B, 462C, 470A, 470B, 470C, 470D, 470E, 470F, 472B, 472C, 480A, 482A, 486A, 488A, 488B, 488C, 490A. Kaupp reminded the group that new course proposals shared w/ De Anza and mentioned that De Anza folks might reach out to faculty with questions. Hueg noted Music Technology dept. developing mirrored noncredit courses for their full curriculum, which will be workforce/CTE. Lee asked Hueg if any additional programs might develop new mirrored noncredit workforce/CTE—Hueg mentioned Child Development and Accounting as possibilities. The state wants us to get students into credit instruction via noncredit (possibly via Credit for Prior Learning). New workgroup will discuss options for transitioning from noncredit to credit. Gilstrap asked Hueg if he knows what methodologies used by other colleges to assess students for Credit for Prior Learning—Hueg cannot remember offhand but recalled presentation at recent noncredit conference, which we can look at.</p> <p>Kaupp and Vanatta asked the reps to report out at next meeting who the reps will be for their division, if possible.</p>
<p>5. New Degree Application: Public Health ADT</p>	<p>Speaker: Ben Kaupp Second read of new Public Health ADT. No comments.</p> <p>Motion to approve M/S (Connell, Parikh). Approved.</p>
<p>6. New Certificate Application: Archaeological Field Work</p>	<p>Speaker: Ben Kaupp Second read of new Archaeological Field Work Certificate of Achievement. Connell thanked Gilstrap for helping put together supporting documentation and mentioned high demand from students for transcriptable cert. Parikh asked if cert. is workforce/CTE—Connell responded, not currently, but there is a move at the federal level to change it to workforce/CTE, and mentioned he will be publishing about cert. in a national journal. Noted discussions w/ De Anza faculty, who might create their own version of cert.</p> <p>Motion to approve M/S (Myres, Draper). Approved.</p>
<p>7. GE Application: Area V: Sheet Metal Apprenticeship Program</p>	<p>Speaker: Ben Kaupp Second read of GE application, which would approve Foothill GE Area V for students who complete the full major requirements for Sheet Metal, not one individual course. No comments.</p> <p>Motion to approve items 7-9 M/S (Lee, Reed). Approved.</p>
<p>8. GE Application: Area VII: Air Conditioning and Refrigeration Technology Apprenticeship Program (Pathway #1)</p>	<p>Speaker: Ben Kaupp Second read of GE application, which would approve Foothill GE Area VII for students who complete the full major requirements for Air Conditioning and Refrigeration Technology (Pathway #1), not one individual course. No comments.</p> <p><i>See item 7 for motion/approval details.</i></p>

<p>9. GE Application: Area VII: Sheet Metal Apprenticeship Program</p>	<p>Speaker: Ben Kaupp Second read of GE application, which would approve Foothill GE Area VII for students who complete the full major requirements for Sheet Metal, not one individual course. No comments.</p> <p><i>See item 7 for motion/approval details.</i></p>
<p>10. New Certificate Application: Retail Operations Specialist</p>	<p>Speaker: Ben Kaupp First read of new Retail Operations Specialist Certificate of Achievement. Allen shared first apprenticeship class of 24 students will be completing the requirements next month! Kaupp asked if cert. related to partnership w/ Goodwill—Allen responded, yes.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>11. Stand Alone Application: ALTW 434</p>	<p>Speaker: Ben Kaupp First read of Stand Alone Approval Request for ALTW 434. Will be permanently Stand Alone. Kaupp mentioned course created in partial collaboration with STEM division and is for disabled students interested in exploring career paths in STEM fields.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>12. GE Application: Area V: Air Conditioning and Refrigeration Technology Apprenticeship Program (Pathway #1)</p>	<p>Speaker: Ben Kaupp First read of GE application, which would approve Foothill GE Area V for students who complete the full major requirements for Air Conditioning and Refrigeration Technology (Pathway #1), not one individual course. No comments.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>13. GE Application: Area V: Steamfitting and Pipefitting Technology Apprenticeship Program</p>	<p>Speaker: Ben Kaupp First read of GE application, which would approve Foothill GE Area V for students who complete the full major requirements for Steamfitting and Pipefitting Technology, not one individual course. No comments.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>14. GE Application: Area VI: Air Conditioning and Refrigeration Technology Apprenticeship Program (Pathway #1)</p>	<p>Speaker: Ben Kaupp First read of GE application, which would approve Foothill GE Area VI for students who complete the full major requirements for Air Conditioning and Refrigeration Technology (Pathway #1), not one individual course. No comments.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>15. GE Application: Area VII: Steamfitting and Pipefitting Technology Apprenticeship Program</p>	<p>Speaker: Ben Kaupp First read of GE application, which would approve Foothill GE Area VII for students who complete the full major requirements for Steamfitting and Pipefitting Technology, not one individual course. No comments.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>16. Streamlining Student Graduation Petition Process (follow-up to resolution)</p>	<p>Speakers: Sam Connell and Andy Lee Topic is follow-up to resolution presented by Connell during winter quarter, which in part asked CCC to explore ways to streamline the graduation petition process to better support students and increase completion. Lee clarified the resolution and explained current process used for students finishing up degree requirements, particularly process used by CSUs to have community colleges verify completion of requirements for transfer degrees; noted CSU's process dictates some of Foothill's deadlines for students. Transfer Center Dir. Cleve Freeman leads work to contact students receiving transfer degrees. Lee mentioned there's a range of student understanding and interest around earning an associate degree; for some students interested in</p>

transferring to a non-CSU institution, an associate degree is not on their mind, while conversely some think one is required for transfer. Counseling dept. has already been working to help clear up these misconceptions. For example, Counseling website lists schedule of specific days/times for drop-in counseling (AKA Quick Questions Sessions); encouraged folks to suggest these sessions to students.

Lee mentioned DegreeWorks software, which shows student their progress in completing the degree/cert. they've identified as their major; showed example screens to the group. Parikh asked if student needs to select a degree/cert. to see their progress or if they can select a list of courses, in general—Lee responded, counselor can create an Educational Plan for the student, which doesn't need to be tied to a specific degree/cert. Lee also mentioned Program Mapper software. Parikh asked if student has access to update DegreeWorks info—Lee responded, yes. Parikh asked if using DegreeWorks gives student priority registration—Lee responded, yes, having an Educational Plan in DegreeWorks helps with priority registration.

Lee reached out across campus to programs expecting to see growth in number of degrees/certs. awarded, including Apprenticeship, who is anticipating a triple-digit increase in students receiving associate degrees in the near future. Also spoke w/ Outreach Supervisor Josh Pelletier, who is working on setting up cert. pathways for dual enrollment students; intent is to identify students already taking courses who need just a few more to be eligible to receive cert. Mentioned new dual enrollment counselor being hired. Gibbs shared personal experience about how complicated the transfer process has been for her children (currently community college students), noting full support of intention to make the process easier for students. Asked if students commonly confused about transfer process—Lee responded, yes they can be, and provided some anecdotal examples; one of the primary goals for counselors is to help explain the process to students. Gibbs asked if student can retroactively apply for a degree/cert. if they realize they've completed requirements after leaving Foothill—Lee responded, yes.

Lee mentioned discussion w/ Enrollment Services Dean Anthony Cervantes about AB 928, which in part requires community colleges to configure application process (CCCApply) to steer potential students toward choosing an ADT major, noting students can opt-out. Gilstrap added that students will be steered toward an ADT if they select a goal of transfer and we offer an ADT in their intended major. Discussion occurred about majors which don't offer an ADT (e.g., Apprenticeship programs, Engineering, Allied Health programs, etc.); students interested in those majors may opt out of ADT selection. Parikh asked if De Anza uses DegreeWorks and if two systems are linked—Lee responded, yes, and if student attends both colleges they should see both; Gilstrap noted that Foothill and De Anza aren't always on the same schedule when it comes to updating info in DegreeWorks. Parikh asked if De Anza students would see Foothill's Engineering AS degree as an option—Lee responded, only if student has applied to Foothill, and offered to meet w/ Parikh outside of CCC for further discussion. Lee mentioned complexities in tracking requirements for community college students, since so many take classes at multiple colleges; this can make auto-awarding of degrees particularly challenging. Allen asked when ADT auto-enrolling goes into effect—Lee responded, August 1, 2024 is the date mandated by AB 928. More discussion

	<p>occurred re: students' ability to opt out and/or change intended major/pathway.</p> <p>Gibbs asked if there is a way to target particular groups of students who may be more likely to not realize they're close to completing, to make sure they meet the deadline, and asked if there is a way to identify students who have noted intent to graduate but have missed a specific requirement or two—Connell responded, this is definitely the intent of this discussion, to come up with ideas. Gibbs suggested setting up a table during campus events to provide help to students on-site, and proactively providing one-on-one support to students in certain groups. Gibbs asked if we know what the "fail rate" is for students who apply for Transfer Admission Guarantee (TAG)—Lee responded, she can check w/ Cleve Freeman. Allen asked how DegreeWorks affected for students who opt out of ADT auto-enrolling—Lee responded, DegreeWorks should still display info for the major and/or Educational Plan for the student.</p>
<p>17. Quarter vs. Semester</p>	<p>Speaker: Ben Kaupp</p> <p>The question of switching to semesters comes up for discussion every so often, and is again making the rounds. There's been enough discussion in multiple places/groups across campus that Kaupp feels it's worth discussing at CCC, even though CCC cannot make this decision. J. Fong mentioned division CC recently discussed topic, and colleagues asked what the impact would be and how switching might impact transferability for students, especially to UCs on quarter system. Noted feedback from faculty who like that they can teach a wider variety of courses on quarter system. Brannvall added, overall division faculty against switching. Parikh mentioned that spring quarter courses (in Engineering and other STEM depts.) tend to draw a bunch of students from semester schools (e.g., San Jose State) who are trying to not fall behind, adding usually it's the harder topics. Sarver concerned that switching to semester could make it more challenging for students to complete within two year timeline, and mentioned all of the hard work the college has done to support students in completing in two years.</p> <p>J. Fong noted division colleagues acknowledged positives about semester system, such as semesters allowing students to spend more time on projects and go deeper in their work in a particular course. Gilstrap noted that switching to semester would be a ton of work for faculty and staff, but mentioned some benefits for students, especially re: course sequences and how they articulate; currently, if a student comes to (or leaves) Foothill in the middle of taking a course sequence, they have to repeat content. Mentioned Common Course Numbering project, which he believes will highlight the fact that students need to complete three courses (vs. two) for course sequences. Discussion occurred re: students transferring to UCs from community colleges, with some noting that Foothill and De Anza continually at the top of lists when it comes to transfer rates.</p> <p>Hueg stressed this is the time to seriously consider switching to semester, because of Common Course Numbering; we are going to have to make a lot of changes to our curriculum, anyway, so it would be a good time to switch if we decide to. Mentioned discussions occurring within administration and in Faculty Association. Parikh mentioned C-ID as a precursor to Common Course Numbering and asked if the two will be aligned—Gilstrap responded, won't be aligned but Common Course Numbering will be parallel with C-ID for some time; noted that C-ID is only for CSU. Connell noted middle college is on semester system; Hueg noted dual enrollment is, as well. Reed asked if decision would be</p>

Approved, June 11, 2024

	for the whole district, not college-specific, and asked if De Anza is discussing topic—Kaupp responded, decision would apply to the district; not sure about the status of discussions at De Anza.
18. CCC Priorities for 2024-25	Speaker: Ben Kaupp Topic delayed to future meeting, due to time constraint.
19. Good of the Order	Kaupp thanked the group for engaging in such robust, thoughtful, and considerate discussions this year.
20. Adjournment	3:30 PM

Attendees: Micaela Agyare (LRC), Chris Allen* (Dean, APPR), Cynthia Brannvall* (FAC), Sam Connell* (BSS), Cathy Draper* (HSH), Angie Dupree* (BSS), Kelly Edwards (KA), Gina Firenzi (APPR), Jordan Fong* (FAC), Valerie Fong (Dean, LA), Patricia Gibbs (BSS), Evan Gilstrap* (Articulation Officer), Matthew Hajny (APPR), Kurt Hueg* (Administrator Co-Chair), Ben Kaupp* (Faculty Co-Chair), Andy Lee* (CNSL), Tim Myres* (APPR), Sarah Parikh* (STEM), Eric Reed* (LRC), Richard Saroyan (SRC), Amy Sarver (LA), Andrew Stafford (APPR), Paul Starer (APPR), Kyle Taylor* (STEM), Mary Vanatta* (Curriculum Coordinator)

* Indicates in-person attendance

Minutes Recorded by: M. Vanatta