

College Curriculum Committee
Meeting Minutes
Tuesday, October 7, 2025
2:00 p.m. – 3:30 p.m.
Administrative Conference Room 1901; virtual option via Zoom

Item	Discussion
1. CCC Orientation	Speakers: Evan Gilstrap & Ben Kaupp Kaupp shared presentation, overview of process and responsibilities pertaining to CCC rep role. Highlighted that CCC is a mix of folks with a variety of levels of knowledge and from diverse disciplines, which leads to robust discussion. Emphasized the importance of asking questions. Brief explanation of Brown Act. Kaupp encouraged reps to reach out with any questions related to Brown Act compliance. Explained what's expected when reviewing agenda attachments and following up with constituents. Kaupp emphasized he's always available to provide support. Gilstrap shared presentation, overview of articulation. Brannvall asked for clarification re: goal of reducing students' need to take lower division major prep courses at four year institutions—Gilstrap clarified, goal is that students take those courses here, before they transfer. Brannvall asked which courses the UC and Cal-GETC deadlines apply to—Gilstrap responded, any new courses faculty wish to submit for UC transfer or Cal-GETC, as well as significant revisions to existing courses. Kurisu asked about possibility of expediting Cal-GETC approval—Gilstrap responded, both Cal-GETC and UC deadlines are firm (no expedite process or late requests). White asked if course numbering is based on discipline (re: Common Course Numbering)—Gilstrap responded, not necessarily; numbering taxonomy was created by state task force, and the workgroups who developed templates determined individual course numbers.
2. Minutes: June 10, 2025	Motion to approve M/S (Gilstrap, Brannvall). Approved. (2 abstentions)
3. Introductions & Report Out from CCC Members	Speaker: All All attendees introduced themselves! Apprenticeship: Starer provided update, shared division working on goal setting for the year, including new Foothill GE apps for Electrician program. BSS: Dupree shared division CC holding first meeting this week! Counseling: Jackson Sandoval mentioned division busy with applications this time of year. Lee mentioned daily drop-in counseling appointments available for students. SRC: No updates to report. Fine Arts & Comm.: Brannvall shared division CC has already had one meeting this year; mentioned NCAL courses on today's agenda. HSH: No updates to report. Kinesiology: No updates to report.

	LRC: Agyare noted tutoring side of LRC no longer has faculty, so division will have just one rep, from Library side. STEM: Taylor shared division CC has already had one meeting this year. Gilstrap currently working w/ faculty on creating/updating Common Course Numbering courses and updating ADTs. Tracking course revisions for Cal-GETC submission in December. Vanatta currently following up w/ faculty re: COR submissions from June; noted reps are CC'd on emails but don't necessarily need to take action (will make clear when reps' attention needed). Language Arts: No updates to report.
4. Public Comment on Items Not on Agenda	Kaupp mentioned DRC held open house today!
5. Announcements a. New Course Proposal b. Common Course Numbering c. New Minimum Qualifications Handbook (AKA Disciplines List) d. Exception Request Deadline 10/15 e. Recent CCCCCO Approvals!	Speakers: CCC Team The following proposal was presented: NCBS 411M. Sinclair noted course being created to support students taking Calculus, via the MPS program. Gilstrap provided update on Common Course Numbering (CCN). Process currently has three phases: Phase 1 courses went live fall 2025; Phase 2 courses split into two chunks (Phase 2A for fall 2026, and Phase 2B for fall 2027 [with option for fall 2026]); Phase 3 courses are for fall 2027. Gilstrap currently working w/ faculty on Phases 2A & 2B. Noted we won't be able to comply with some CCN courses because templates for course sequences are specific to semester system and our courses don't align. Phase 3 list of courses has been announced; templates yet to be developed but are expected in spring. Dworsky asked if we know when Canvas and Simple Syllabus expected to be updated with new CCN course titles—Gilstrap unsure and wonders if this is an ETS issue; Hueg will investigate the issue. Vanatta announced there's a new edition of the MQ handbook, which has been uploaded to the CCC website. One new discipline has been added, Artificial Intelligence, and a few others have been revised. Vanatta reminded the group that the deadline to request exceptions (AKA fast-tracking) for winter and spring quarters is coming up on October 15. Walgren asked for more details about the process—Vanatta explained what process is used for and noted link to process document in deadlines section of agenda. Vanatta announced that, over the summer, we received state approval for two new certificates of achievement: Artificial Intelligence Empowered Instruction; Transfer Studies: Cal-GETC.
6. Division Curriculum Committees	Speaker: Ben Kaupp Kaupp shared example of document used last year to provide details about each division curriculum committee. Starting next CCC meeting, document will be action item at each meeting. Requested reps provide him with updated details for their division in time for next CCC meeting; also noted each division CC has by-laws. Noted requirement to publicly post agenda 72 hours before each division CC meeting. Dworsky asked how process works to update info mid-year—Kaupp responded, send him updated info whenever necessary.

7. New Degree Proposal: Elementary Teacher Education: Integrated Programs ADT	Speaker: Ben Kaupp Proposal for new Elementary Teacher Education: Integrated Programs ADT, which will replace the existing Elementary Teacher Education ADT. Motion to approve M/S (Taylor, Lee). Approved.
8. New Degree Proposal: Mathematics 2.0 ADT	Speaker: Ben Kaupp Proposal for new Mathematics 2.0 ADT, which will replace the existing Mathematics ADT. Motion to approve M/S (Sinclair, Lee). Approved.
9. New Degree Proposal: Physics 2.0 ADT	Speaker: Ben Kaupp Proposal for new Physics 2.0 ADT, which will replace the existing Physics ADT. Motion to approve M/S (Sinclair, Dupree). Approved.
10. New Certificate Application: Emergency Medical Technician	Speaker: Ben Kaupp First read of new Emergency Medical Technician Certificate of Achievement. Kurisu noted noncredit cert. already exists, and this is the credit version. Program takes nine months to complete. Second read and possible action will occur at next meeting.
11. Stand Alone Applications: NCAL 401A, 402A, 402B, 402C, 402D, 402E, 402I, 404A, 406A, 406B, 406C, 406D, 406G, 406I, 406J, 406K, 407A, 407B, 407C, 407D, 407E, 407F, 410B, 410C, 410D, 416A, 416B, 416C, 419A, 419B, 419C, 419D, 419E, 419G, 419I, 419L, 419M, 419N, 421A, 421G, 422A	Speaker: Ben Kaupp First read of Stand Alone Approval Requests for NCAL 401A, 402A, 402B, 402C, 402D, 402E, 402I, 404A, 406A, 406B, 406C, 406D, 406G, 406I, 406J, 406K, 407A, 407B, 407C, 407D, 407E, 407F, 410B, 410C, 410D, 416A, 416B, 416C, 419A, 419B, 419C, 419D, 419E, 419G, 419I, 419L, 419M, 419N, 421A, 421G & 422A, all of which will be permanently Stand Alone. These are noncredit courses for older adults, based on existing credit courses, and are being created to help market courses to different populations of community members. Kaupp noted noncredit courses can be more attractive to certain types of potential students. Herman noted courses were determined based on which types of courses might be attractive to community members. Hueg clarified these courses are not mirrored in the same sense as CTE noncredit courses. Brannvall asked if NCAL courses should include Methods of Evaluation—Kaupp responded, students can be evaluated even if no grade is given. Hueg clarified that Methods of Evaluation can be optional. Brannvall asked about Credit for Prior Learning (CPL) possibilities for students who complete these courses—Hueg responded, CPL will likely not be an option for these courses but can be used for CTE noncredit courses. Hueg clarified that these courses are enrichment opportunities for older adults. Brannvall asked if NCAL courses must adhere to regular 12-week quarter—Hueg responded, flexibility is allowable, as long as the total number of hours the class is scheduled matches total course hours listed in catalog. Brief discussion occurred re: possibility of NCAL course hours being different from existing credit versions. Second read and possible action will occur at next meeting.
12. CCC Priorities for 2025-26	Speaker: Ben Kaupp Kaupp asked the group for recommendations of topics to add to priority list for CCC this year. Feel free to also email him any suggestions. Gilstrap mentioned need to refine criteria for updated Foothill GE areas, noting that when our local GE pattern was updated last year CCC didn't

Approved, October 21, 2025

	have time to fully develop the criteria. Mentioned SLOs and CPL (both military and non-military; credit by exam, portfolio, etc.). Sinclair asked how CPL works for students who complete noncredit course—Gilstrap responded, process would need to be determined; for example, a student could potentially use credit by exam to complete credit version of course. Gilstrap noted transcript will state that CPL was used to earn credit for that course. Brief discussion occurred re: credit by exam process.
13. Good of the Order	Fox introduced as new honors coordinator and will be attending CCC meetings on Zoom; encouraged faculty to reach out if interested in creating honors course.
14. Adjournment	3:31 PM

Attendees: Micaela Agyare* (LRC), Jeff Bissell (KA), Cynthia Brannvall* (FAC), Zach Cembellin* (Dean, STEM), Angie Dupree* (BSS), Rachael Dworsky* (LA), Kelly Edwards (KA), John Fox (BSS), Evan Gilstrap* (Articulation Officer), Ron Herman* (Dean, FAC), Kurt Hueg* (Administrator Co-Chair), Maritza Jackson Sandoval* (CNSL), Ben Kaupp* (Faculty Co-Chair), Glenn Kurisu* (HSH), Andy Lee* (CNSL), Laurence Lew (BSS), Bob Sandor* (STEM), Richard Saroyan (SRC), Jennifer Sinclair* (STEM), Paul Starer (APPR), Kyle Taylor* (STEM), Mary Vanatta* (Curriculum Coordinator), Judy Walgren* (FAC), Sam White* (LA)

** Indicates in-person attendance*

Minutes Recorded by: M. Vanatta