College Curriculum Committee
Meeting Minutes
Tuesday, March 3, 2026
2:00 p.m. – 3:30 p.m.
Administrative Conference Room 1901; virtual option via Zoom

Item	Discussion
1. Minutes: February 17, 2026	Motion to approve **M/S** (Draper, Taylor). **Approved.** Sinclair noted error in item 2: STEM shared working on new corequisite support courses, not artificial intelligence. Vanatta will make correction.
2. Report Out from CCC Members	**Speaker: All** Vanatta plans to send calendar invites for spring quarter CCC meetings soon and asked reps to report out any changes for spring. Apprenticeship: Myres shared fantastic news that Building Trades Management BS degree has been fully approved by the state! Allen highlighted hard work by Phuong Tran throughout the process, and Myres shared some perspective on working w/ contractors who encourage their employees to pursue degree. Vennarucci noted interest from students earing AS degree to continue on to earn BS degree, and shared that, personally, is proud to be part of both worlds. Allen reiterated the positive impact BS degree will have for students who, in the very recent past, haven't had the ability to transfer credits earned during apprenticeship program to any type of degree program. BSS: No updates to report. Counseling: Jackson-Sandoval shared submitted Courses not Taught in Four Years request form. Fine Arts & Comm.: Walgren shared working on Courses not Taught in Four Years list; working on gathering LMI for new noncredit certs. HSH: No updates to report. Kinesiology: Bissel shared working on Courses not Taught in Four Years list. Language Arts: No updates to report. LRC: Agyare shared Library circulation desk will be closed Friday, March 20, to allow staff to attend Classified Professional Development Day, so please help ensure your students are aware. SRC: No updates to report. STEM: No updates to report. Gilstrap reminded the group that, although Common Course Numbering Phase 3 has been put on pause, Phases 2A & 2B still moving forward as planned. Mentioned recent meeting w/ De Anza, Lake Tahoe, and folks from state Chancellor's Office, which didn't result in anything new; was more of a check-in and confirmation that once Phase 3 templates completed, Chancellor's Office will follow up with quarter schools re: creating quarter-specific templates. Also shared submission forms now

	available for new ADTs (Biology 2.0, Chemistry, Environmental Science 2.0, Music Industry Studies); will reach out to relevant faculty. Vanatta mentioned things are on schedule for curriculum sheets to be available for editing next week. Noted unsure when Title 5 list will be ready, as CourseLeaf development work to add SLO fields to COR form not complete yet. Reminded reps of the upcoming March 16 deadline for fast-tracking requests for summer and fall 2026. Kaupp shared he's received a few requests from faculty for CCC to discuss seat counts; still trying to figure out if CCC has purview over topic (vs. union). Also noted topic of changing from quarter to semester being discussed yet again. Taylor asked if discussion is related to holiday conflicts with our academic calendar—Kaupp responded, this has been an issue but not necessarily what prompted discussion. Brannvall mentioned Common Course Numbering impacts for quarter schools. Kaupp noted general sense is that folks prefer quarter system and don't want to change. Campbell asked question related to prerequisites: if Foothill doesn't offer a specific course, are we allowed to require a De Anza course—Kaupp will check Title 5 to see what our options are.
3. Public Comment on Items Not on Agenda	Kaupp noted Foothill merch currently on deep discount at bookstore.
4. Announcements a. New Course Proposal	**Speakers: CCC Team** The following proposal was presented: R T 71B. Campbell explained existing MRI course (R T 71) being split into two and expanded in content, to reflect advances in the field.
b. ASCCC Spring Plenary	April 9-11 in Santa Rosa. Area meetings March 13. Reach out to Kaupp if interested in attending.
c. Courses not Taught in Four Years Deadline Reminder: This Friday 3/6!	Vanatta reminded reps of the upcoming deadline to submit Course Deactivation Exemption Request forms. Sent follow-up emails to some divisions yesterday morning, to ensure reps are fully aware of any courses for which forms have yet to be submitted.
d. Distinguished Honors Scholar Notation on Student Transcripts	Kaupp shared Honors Program leadership has requested a language update related to honors notation on transcripts. Starting in 2025-26, the request is that students who complete the requirements outlined on the Honors website will have the transcript notation read "Distinguished Honors Scholar." Noted this is mainly a clarity/ consistency change for how counseling and students talk about the recognition. A&R requested CCC be notified of this change before it's made official. CCC Team is in support of moving forward with updated language, and this is CCC's opportunity to hear it, ask questions, or flag any concerns—the group voiced no concerns. Brannvall asked about Honors Program requirements—Kaupp shared details from Honors Program website.
5. Division Curriculum Committees	**Speaker: Ben Kaupp** Document includes details about each division CC. Kaupp noted updates since previous version, to Apprenticeship, HSH. Discussion occurred re: some divisions having difficulty getting faculty to participate in division CC process/meetings. Some reps shared the ways they try to encourage attendance/participation; Kaupp noted divisions allowed to use a hybrid model, with feedback from constituents gathered outside of official meetings, and formal discussion/votes taking place at meetings. Kaupp happy to help divisions brainstorm ideas for encouraging participation and suggested

	topic be agendized at future meeting for more robust discussion, to provide opportunity for reps to learn from each other.
6. New Certificate Application: Spanish for Health Care Workers	**Speaker: Ben Kaupp** Second read of new Spanish for Health Care Workers Certificate of Achievement. Vanatta noted Narrative has been updated since first read: SPAN 111 added as option for SPAN 110, and third Program Learning Outcome (PLO) edited in response to feedback during first read. Campbell still has concerns re: third PLO, noting "communicate a course of treatment" implies program is for nurses and doctors only, as other types of health care workers not legally allowed to do such a thing; cautioned against using this language. Sinclair asked for clarification, noting that program focuses on strengthening students' language skills—Campbell responded, it's the specific wording, and recommended using something more broad/general. Draper expressed concerns re: first PLO ("course of medical treatments" wording, and the implication that students might disagree with doctor's orders), noting only certain types of health care workers legally allowed to perform those duties, which may not cover all students in the program; recommended better alignment of PLOs with expected student population. Kaupp noted group has three options: bring cert. back for a third read following additional edits from faculty; approve cert. today with understanding that edits will be made; approve cert. today with no edits. Brief discussion occurred re: use of translators in hospital/health care settings. Campbell recommended against using "course of treatment" wording in PLOs. Dworsky noted feedback during first read was related only to word "prescribe" in third PLO (which has been changed to "communicate") and is happy to work with faculty to make additional edits. Kaupp suggested a meeting between Spanish dept. faculty and HSH reps/faculty to discuss PLOs. Third read and possible action will occur at next meeting.
7. GE Application: Area 5: Inside Wireman Apprenticeship Program (Pathway 3 - Local 6 students)	**Speaker: Ben Kaupp** First read of GE application for Area 5, Natural Sciences w/ Lab. Second read and possible action will occur at next meeting.
8. Foothill GE Application Criteria: Area 7	**Speaker: Ben Kaupp** Today's discussion is about Depth Criteria/Mapping for Area 7: Lifelong Learning. Kaupp reminded the group that Lifelong Learning no longer required in GE per Title 5, and De Anza no longer includes it in their local GE pattern. Also noted this is our broadest GE area, which may prove more difficult when it comes to determining outcomes, especially in mandatory section. Agyare shared Library constituent feedback re: Mandatory Outcome 3 and Optional Outcome 3, questioning what the difference is (both related to health). Draper noted there are different types of health, including emotional, intellectual, financial. Sinclair asked for background re: inclusion of Lifelong Learning area—Kaupp responded, believes it was a response to removal of physical education and other requirements in favor of a push for students to more quickly earn degrees; it's a way to help ensure students fulfill important aspects of education not required in GE per Title 5. Vennarucci in favor of specifically including financial health, noting topic is popular request from her students. Commented that her apprenticeship program should be able to map/align with current outcomes but can see how it could be tough for an individual course to align. Kaupp noted his students cite financial literacy course as one of the most important in their program and wonders if Mandatory Outcome 3 language could be broadened to

	make clear that health and well-being mean a lot of things. Discussion occurred re: adding outcome related to life skills (or incorporating topic into one of the current outcomes). Bissell shared experience submitting PE courses for Lifelong Learning, noting can be difficult for certain courses to align with all mandatory outcomes. Kaupp noted that since including Lifelong Learning area is our local decision, we're free to require whatever we want, in terms of outcomes. Agyare suggested combining all 10 outcomes and requiring course/ program align with six, for example (so, no mandatory outcomes). Gilstrap agreed with Agyare's suggestion to allow for more flexible alignment, rather than requiring same mandatory outcomes for all courses/programs. Group commented in favor of this change. Kaupp asked if any current outcomes should be removed or combined— Agyare suggested combining Mandatory Outcome 3 & Optional Outcome 3. Kaupp noted the other forms require 5 Mandatory Outcomes + 2 Optional Outcomes, and asked if Lifelong Learning should require seven, or a different number—group agreed in favor of requiring minimum of three. Kaupp reiterated suggestions: to combine Mandatory Outcome 3 & Optional Outcome 3; to add outcome related to life skills (without overlapping Mandatory Outcome 2); to require alignment with at least three outcomes (out of 10, total). Group agreed. Kaupp reminded the group that updated drafts of all forms available in OneDrive, for folks to comment on; will update draft for Lifelong Learning to include agreed-upon changes. Deadline for feedback is Wednesday, March 11, with plan to continue discussion of all drafts at next meeting.
9. Foothill GE Application Breadth Criteria and Breadth Mapping	**Speaker: Ben Kaupp** Third read of updated Foothill GE Breadth Criteria and Breadth Mapping, which will be included on all Foothill GE application forms. Draft has been updated based on feedback during second read, to present "Structured Response" as sole option (whereas second read presented additional "Narrative Response" option). Additional updates include removing separate check-box for "Information and/or Digital Literacy" and revising Step 2 instructions. Gilstrap noted Step 1 instructions don't specifically require a minimum of Institutional Learning Outcomes (ILOs) be selected, meaning faculty could select just one, and Taylor noted they could select zero. Kaupp asked the group for thoughts re: requiring a minimum, with a reminder that the intent of ILOs is that a student will fulfill all of them over the course of their learning at Foothill. There's no expectation that every single course align with all four ILOs, which could be an argument for allowing a course to align with just one. Kaupp's personal opinion is to not require a minimum; Gilstrap agreed. Campbell suggested requiring minimum of one, with encouragement for faculty to select as many as they feel appropriate—group commented in favor. Kaupp asked for feedback on Step 2 instructions/prompt details— Brannvall in favor and believes it's clear. Vennarucci asked about COR sections listed following instruction to "point to the most relevant COR section(s)" and how they relate to each other—Kaupp responded, these are section names used on COR. Vennarucci asked how Methods of Evaluation would be relevant to GE application—Sinclair responded, believes sections simply listed as examples of what could be used. Vennarucci unsure if Methods of Evaluation relevant to demonstrating

	Breadth Mapping and suggested replacing with Types/Examples of Assignments; Campbell suggested including both, to be broader. Motion to approve w/ the following edits: Step 1 instructions to require minimum alignment with one ILO (and encouragement to align with additional), Step 2 instructions (#3) to add "Types/Examples of … Assignments" to list of COR sections **M/S** (Sinclair, Draper). **Approved.**
10. Good of the Order	White asked if Kaupp has connected w/ Ethnic Studies faculty re: Area 6 form—Kaupp responded, yes, and has received feedback which will be incorporated into updated draft. Dworsky noted feedback from Language Arts constituents re: instructions for filling out GE forms, to request faculty specify exactly where COR content being copied/pasted from (e.g., letter/number entry in Course Content section). Kaupp congratulated Dupree, Saroyan, and Taylor, who are all up for tenure this coming Monday!
11. Adjournment	**3:30 PM**

Attendees: Micaela Agyare* (LRC), Chris Allen* (Dean, APPR), Jeff Bissell (KA), Cynthia Brannvall* (FAC), Rachelle Campbell* (HSH), Zach Cembellin* (Dean, STEM), Cathy Draper* (HSH), Angie Dupree (BSS), Rachael Dworsky* (LA), John Fox (BSS), Evan Gilstrap* (Articulation Officer), Ron Herman* (Dean, FAC), Maritza Jackson Sandoval* (CNSL), Ben Kaupp* (Faculty Co-Chair), Glenn Kurisu* (HSH), Laurence Lew* (BSS), Tim Myres* (APPR), Richard Saroyan (SRC), Jennifer Sinclair* (STEM), Kyle Taylor* (STEM), Mary Vanatta* (Curriculum Coordinator), Kristina Vennarucci* (APPR), Judy Walgren* (FAC), Sam White* (LA)
* Indicates in-person attendance

Minutes Recorded by: M. Vanatta