

**College Curriculum Committee
Meeting Minutes
Tuesday, February 7, 2023
2:00 p.m. – 3:30 p.m.
Administrative Conference Room 1901; virtual option via Zoom**

Item	Discussion
1. Minutes: January 24, 2023	Approved by consensus.
2. Report Out from Division Reps	<p>Speaker: All Apprenticeship: Dean Chris Allen provided update—nothing to report.</p> <p>BSS: No updates to report.</p> <p>Counseling: No updates to report.</p> <p>SRC: Kaupp shared that part-time faculty working to better align CORs and syllabi.</p> <p>Fine Arts: No updates to report. Gough noted new ADT on agenda.</p> <p>HSH: No updates to report.</p> <p>Language Arts: No updates to report. Armerding mentioned annual division retreat coming up, focusing on SLOs and reflections. Note that Valerie Fong acting as in-person proxy votes for Armerding and Amy Sarver.</p> <p>LRC: No updates to report.</p> <p>STEM: No updates to report. Painter noted new course proposal on agenda.</p>
3. Public Comment on Items Not on Agenda	No comments.
4. Announcements a. New Course Proposal b. Curriculum Sheet Updates for 2023-24	<p>Speakers: CCC Team The following proposal was presented: MATH 2BL. No comments.</p> <p>Vanatta announced the deadline for curriculum sheets for 2023-24: Friday, April 21. CourseLeaf CAT system will be used again; once system is ready for sheet owners to begin editing, Vanatta will send email to owners and reps (likely week of March 6). Painter asked what workflow is for curriculum sheets—same as previous: dean, then division CC, then Vanatta. Asked about process for sheets which don't need any changes—sheet still needs to be submitted (to certify no changes needed) and go through same workflow.</p>
5. Consent Calendar a. GE Applications	<p>Speaker: Eric Kuehnl The following GE applications were presented: Area I—ART 2D, ART 20, ETHN 7; Area VI—ETHN 7, ETHN 8. Kuehnl expressed appreciation for GE subcommittee members for volunteering their time to review applications. Fong asked general process question, re: voting as proxy for Armerding and Sarver—if any vote is different, let Vanatta know (for minutes).</p> <p>Motion to approve M/S (Painter, Kaupp). Approved.</p>
6. New Degree Proposal: Industrial Technology and Building Construction Management BS	<p>Speaker: Eric Kuehnl Proposal for new Industrial Technology and Building Construction Management BS degree. Morriss asked Allen for quick overview of proposal—Allen responded creation of BS degree in keeping with</p>

	<p>college's continued efforts to advocate for Apprenticeship partners and students; will provide a pathway for furthering Apprentices' careers, as some job advancements require bachelor degree. Allen and others in division have been collaborating with current site partners on creation of BS degree, as well as reaching out to other sites across the state to glean interest in online programs. Gough asked if any overlap with De Anza's bachelor degree—no.</p> <p>Motion to approve M/S (Kaupp, Morriss). Approved.</p>
<p>7. New Degree Application: Social Work and Human Services ADT</p>	<p>Speaker: Eric Kuehnl Second read of new Social Work and Human Services ADT. No comments.</p> <p>Motion to approve M/S (Meezan, St. Onge-Cole). Approved.</p>
<p>8. Stand Alone Applications: JRNL 22B, 53A, 53B, 60, 61, 62, 64, 70R series</p>	<p>Speaker: Eric Kuehnl Second read of Stand Alone Approval Requests for JRNL 22B, 53A, 53B, 60, 61, 62, 64, 70R series. Kaupp asked for reminder as to why courses need re-approval—Vanatta responded courses originally approved for temporary Stand Alone, but no degree/certificate was created, so now need permanent approval.</p> <p>Motion to approve M/S (St. Onge-Cole, Penate). Approved.</p>
<p>9. Stand Alone Applications: SOC 50A, 50B</p>	<p>Speaker: Eric Kuehnl Second read of Stand Alone Approval Requests for SOC 50A, 50B. Gough asked why courses need Stand Alone approval—Vanatta responded courses incl. in new Social Work and Human Services ADT. Per the state's process, any course being added to a new degree/cert. (but not any existing degree/cert.) must first be approved as Stand Alone; once ADT has been approved courses will become Program Applicable.</p> <p>Motion to approve M/S (Gough, Meezan). Approved.</p>
<p>10. New Degree Application: Communication Studies 2.0 ADT</p>	<p>Speaker: Eric Kuehnl First read of new Communication Studies 2.0 ADT. Gough explained college is mandated by the state to create this new ADT, due to the differences between it and original Communication Studies ADT (which will be deactivated and replaced by 2.0).</p> <p>Second read and possible action will occur at next meeting.</p>
<p>11. Stand Alone Applications: NCLA 407A, 407B, 407C</p>	<p>Speaker: Eric Kuehnl First read of Stand Alone Approval Requests for NCLA 407A, 407B, 407C. Vanatta noted these are existing courses, originally approved for temporary Stand Alone as the faculty had planned to create a new certificate. That did not come to fruition, so courses now need permanent approval.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>12. Courses not Taught in Four Years</p>	<p>Speaker: Mary Vanatta Vanatta has prepared this year's list; provided brief explanation of process, as it's new for some reps. Mentioned that, in previous years (e.g., 2020), CCC discussed and granted carryover approval for courses approved the previous year for which the term indicated on the form (for next offering) had yet to occur. A few courses on this year's list in this situation (i.e., indicated summer 2023 or later on form). Also noted that, new for this year, for courses which indicated on last year's form that they'll be offered in spring 2023 (or 2022-23, in general), checked to see if course is listed on spring schedule and included info in Notes column.</p>

	<p>Gough mentioned budgeting issues (e.g., 1320) affecting spring 2023 schedule; Vanatta noted this detail can/should be included on extension request form. Gomes stressed importance of deans' involvement in discussion of these courses and believes important for deans to be made aware of list—Vanatta responded that dean's approval required on extension request form, and deans are included when list is distributed. Meezan mentioned honors courses, for example, not being offered during COVID lockdown, which was beyond faculty's control; stressed that AVP & VP Instruction are important participants of the general conversation around scheduling, as many times faculty want to offer a course but cannot due to budgeting issues, etc. Morris pointed out PSE 20 (on list) is required for an ADT, so if it is deactivated the ADT will no longer be able to be offered. Parikh asked for clarification about whether courses which were scheduled but cancelled are included—Vanatta responded, yes, list includes both courses which were never scheduled and those which were but got cancelled. Parikh for more details about process—Vanatta outlined general process and noted email will include full details.</p> <p>Painter asked if, for courses on the list which are included on ADTs, such info can be included on form as reason for keeping course active—Kuehnl believes this is a valid reason to include, and added that as part of this process a conversation should be happening about when the course will next be offered. Painter asked for details about deadline for forms—Vanatta responded that CCC will review/approve submitted forms at the last meeting of winter quarter; email will include details about process and deadlines.</p> <p>Fong commented that list relates to conversations between faculty and deans re: scheduling and program mapping (Guided Pathways). Emphasized need for faculty/depts. to send their request forms to deans with enough time to facilitate a conversation before dean needs to sign forms. Group discussed possible repercussions of forms not being submitted (e.g., for course listed on an ADT).</p> <p>Vanatta will distribute list to reps and deans with instructions/deadline tomorrow.</p>
13. Equity in the COR	<p>Speaker: Eric Kuehnl Continuing discussion of draft of guidelines document for faculty to use when creating/updating CORs from an equity perspective, via breakout groups—Kuehnl asked folks who were present at previous meeting to be in the same group and discuss same COR section. Breakout groups (online and in-person) engaged in discussion for remainder of the meeting. Kuehnl asked groups to send their notes to him so document can be updated for next meeting.</p>
14. Good of the Order	
15. Adjournment	3:32 PM

Attendees: Micaela Agyare (LRC), Chris Allen* (Dean, APPR), Ben Armerding (LA), Valerie Fong* (Dean, LA), Hilary Gomes (FA), Tom Gough* (FA), Julie Jenkins* (BSS), Ben Kaupp* (SRC), Eric Kuehnl* (Faculty Co-Chair), Don Mac Neil (KA), Ana Maravilla (CNSL), Allison Meezan* (BSS), Patrick Morriss* (STEM), Ron Painter* (STEM), Sarah Parikh* (STEM), Chrissy Penate* (LRC), Jenn Saldana* (guest), JP Schumacher* (Dean, SRC), Shaelyn St. Onge-Cole* (HSH), Mary Vanatta* (Curriculum Coordinator)

* Indicates in-person attendance

Minutes Recorded by: M. Vanatta