

**College Curriculum Committee
Meeting Minutes
Tuesday, January 21, 2025
2:00 p.m. – 3:30 p.m.
Administrative Conference Room 1901; virtual option via Zoom**

Item	Discussion
1. Minutes: December 3, 2024	Motion to approve M/S (Gilstrap, Fong). Approved. (1 abstention)
2. Report Out from CCC Members	<p>Speaker: All Apprenticeship: Nate Vennarucci serving as in-person proxy; shared continuing to work on Foothill GE apps.</p> <p>BSS: Dupree shared working on new course proposals; Connell acknowledged Dupree’s hard work on revitalizing the BSS division CC!</p> <p>Counseling: Jackson Sandoval shared bldg. 8300 being remodeled, so counselors currently working remotely, temporarily.</p> <p>SRC: Kaupp shared SPED subject code being renamed to EDAC to match De Anza, will be on next CCC agenda.</p> <p>Fine Arts & Comm.: Fong shared working on additional noncredit courses for older adults.</p> <p>HSH: Draper shared division CC meeting this coming Friday.</p> <p>LRC: Agyare mentioned LRC Open House this coming Thursday!</p> <p>STEM: Taylor mentioned Schultheis will serve as rep during winter quarter, still need to find someone for spring.</p> <p>Vanatta shared meeting w/ Marketing dept. tomorrow to determine timeline for 2025-26 catalog creation, so timeline/deadline for curriculum sheet updates should be finalized soon.</p> <p>Gilstrap shared met today w/ ASCCC re: Common Course Numbering, noting there’s still discussion taking place about course sequences for quarter schools, but sounds like it’s not a high priority, likely because the articulation aspect needs to be figured out.</p> <p>Hueg echoed Gilstrap’s comments, and mentioned Instruction Office working internally on how CCN courses will get scheduled in Banner. Mentioned Noncredit Summit this coming Friday! Mentioned recent discussions about our catalog start term and suggested we strongly consider changing from summer to fall; De Anza begins in fall. Currently working on publishing an annual schedule, which this change would influence. Will begin formal discussions on topic. Gilstrap added that starting in fall would put us into better alignment re: articulation and be beneficial to students; most community colleges begin in fall and all transfer GE approvals use fall as effective term. Connell asked if CCC would be the body effecting this change—Hueg responded, likely, but will need to verify.</p> <p>Kaupp mentioned his recent email to CCC members sharing curriculum from De Anza; those are info items and there’s no requirement to take any action, but reps are encouraged to forward items to any faculty who</p>

	might be impacted or may have questions. Kaupp happy to help facilitate discussion w/ De Anza, if requested.
3. Public Comment on Items Not on Agenda	Taylor mentioned KJs is open until 7:00PM for the rest of winter quarter!
4. Announcements a. New Course Proposals	Speakers: CCC Team The following proposals were presented: C S 11B, 12B; PSYC 53. Hueg mentioned considering if PSYC 53 could be noncredit, but learned the TOP Code wouldn't qualify as Short-Term Vocational. Also noted proposal mentions the Psychology ADT and asked if course can be added—Gilstrap responded, will need to check; at best it would be a support course. Connell asked question about “fast-tracking” process, and discussion occurred re: the length of our current curriculum timeline and process, and how many fast-tracking requests get made.
b. Notification of Proposed Requisites	New prerequisite for NCEL 448.
5. Consent Calendar a. Division Curriculum Committees	Speaker: Ben Kaupp Document includes details about each division CC. Kaupp noted changes since previous meeting: updated STEM reps, updated meeting dates as needed for currency. Fong pointed out typo on Fine Arts & Comm. info; Kaupp corrected. Motion to approve M/S (Campbell, Reed). Approved.
6. New Certificate Application: Theatre Costume and Makeup (noncredit)	Speaker: Ben Kaupp Second read of new Theatre Costume and Makeup noncredit certificate. <i>[See item 8 for related comments.]</i> <i>See item 8 for motion/approval details.</i>
7. New Certificate Application: Theatre Production Organization (noncredit)	Speaker: Ben Kaupp Second read of new Theatre Production Organization noncredit certificate. <i>[See item 8 for related comments.]</i> <i>See item 8 for motion/approval details.</i>
8. New Certificate Application: Theatre Technology (noncredit)	Speaker: Ben Kaupp Second read of new Theatre Technology noncredit certificate. Schultheis commented on informality of the word “folks” in the Catalog Descriptions on all three certs., and group agreed it should be changed. Herman believes the faculty author will be amenable to this change; Vanatta will email faculty and update certs. Motion to approve items 6-8 with language change from “folks” to “people” in Catalog Descriptions M/S (Brannvall, Dupree). Approved.
9. Stand Alone Application: NCEL 448	Speaker: Ben Kaupp Second read of Stand Alone Approval Request for NCEL 448. No comments. Motion to approve M/S (Draper, Taylor). Approved.
10. New Certificate Proposal: Principles of Machine Learning and Artificial Intelligence	Speaker: Ben Kaupp Proposal for new Principles of Machine Learning and Artificial Intelligence Certificate of Achievement. Kaupp noted De Anza currently in the process of creating similar AI-related degrees/certs. Motion to approve M/S (Gilstrap, Fong). Approved. (1 abstention)
11. New Certificate Proposal: Advanced Machine Learning and Artificial Intelligence	Speaker: Ben Kaupp Proposal for new Advanced Machine Learning and Artificial Intelligence Certificate of Achievement. Reed explained this cert. builds on the “Principles” cert. (which includes survey courses) and requires linear algebra. Connell asked about the target student population—Reed

	<p>responded, the “Principles” cert. should have broad appeal, whereas this cert. will likely draw people from industry who wish to upskill. Reed has been in discussions w/ non-profit groups who help people with job transition. Cembellin mentioned working on MOUs w/ a few companies.</p> <p>Motion to approve M/S (Brannvall, Fong). Approved. (1 abstention)</p>
<p>12. New Degree Proposal: Artificial Intelligence AS degree</p>	<p>Speaker: Ben Kaupp Proposal for new Artificial Intelligence AS degree. Connell asked if any community colleges offer a similar degree—Reed responded, De Anza is creating their own, but his is not modeled after any existing degree. Gilstrap added that since this isn’t an ADT, faculty have purview over curriculum included. Kaupp noted that, as workforce/CTE programs, <i>[items 10-13]</i> will go to BACCC for approval.</p> <p>Motion to approve M/S (Jackson Sandoval, Schultheis). Approved. (1 abstention)</p>
<p>13. New Degree Proposal: Artificial Intelligence for Business BS degree</p>	<p>Speaker: Ben Kaupp Proposal for new Artificial Intelligence for Business BS degree. Reed noted currently no four-year college offering such a degree, although UCSD has announced they will have one next year (no details have been released). Reed collaborating w/ Business dept. faculty Laurence Lew; idea is that a person going into sales or marketing who needs a lot of knowledge in AI would be interested in degree. Coursework will include a lot of coding but not as heavily as if only focused on computer science. Acknowledged there will be obstacles during application process which will need to be overcome. Gilstrap asked if Reed has submitted degree to state Chancellor’s Office yet—Reed responded, no, targeting upcoming Aug. submission cycle. Gilstrap noted that if we offer a bachelor degree, we’re required to offer a related associate degree, and asked if <i>[item 12]</i> will be that degree, given that this bachelor degree is business-related—Reed responded, this is the start of a long process and that detail will need to be considered. Reed is planning to attend state Chancellor’s Office’s office hours and will ask specifically about the associate degree.</p> <p>Motion to approve M/S (Dupree, Draper). Approved.</p>
<p>14. Certificate Deactivations: Transfer Studies: CSU GE, Transfer Studies: IGETC</p>	<p>Speaker: Ben Kaupp First read of deactivations of two Certificates of Achievement: Transfer Studies: CSU GE, Transfer Studies: IGETC. These transfer GE patterns will no longer be viable eff. fall 2025, so we will no longer be able to offer these related certs. Gilstrap has begun process of creating a similar cert. for Cal-GETC.</p> <p>Brannvall asked if CSU has made their decision re: transfer GE—Gilstrap responded, CSU has created “CSU GE” (without the word “Breadth,” which was included in previous transfer pattern name), which essentially follows the same pattern as Cal-GETC, but there are no actual courses listed in new “CSU GE.” Instead, it describes the type of courses required; this will make it difficult for our counselors to advise students on which courses to take. Discussion occurred re: catalog rights. Jackson Sandoval asked if CSU keeping the American Institutions requirement—Gilstrap responded, it will remain a graduation requirement for CSUs, but won’t be required for students to transfer. Counselors can continue to advise students to take courses which will fulfill that requirement.</p> <p>Second read and possible action will occur at next meeting.</p>

<p>15. New Subject Code: NCAL</p>	<p>Speaker: Ben Kaupp First read of proposal to create new subject code of NCAL: Non-Credit: Adult Learning. Proposed by the Office of Instruction, rather than a specific division, to be used by all divisions for noncredit courses for older adults. Hueg hopes using single subject code will make it easier for students to search for these courses in the catalog. Herman noted that when students search the online schedule they won't see these courses if they search for the related subject (e.g., Photography); Hueg agreed that the online schedule aspect will need to be figured out, and marketing decisions made to advertise these courses. Hueg pointed out that currently some depts. use different subject codes for noncredit (e.g., NCEN for noncredit English). Taylor asked how this would affect courses already proposed and what the process will be to change them to this subject code—Vanatta will update them.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>16. GE Application: Area 2: MATH 47</p>	<p>Speaker: Ben Kaupp First read of GE application for new Area 2, Mathematical Concepts & Quantitative Reasoning. Because new apps have not yet been created, previous Area V app being used.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>17. GE Application: Area 3: CRWR 9</p>	<p>Speaker: Ben Kaupp First read of GE application for new Area 3, Arts & Humanities. Because new apps have not yet been created, previous Area I app being used.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>18. GE Applications: Area 3: HUMN 15, PHIL 15</p>	<p>Speaker: Ben Kaupp First read of GE applications for new Area 3, Arts & Humanities. Because new apps have not yet been created, previous Area I app being used. Kaupp noted courses planned to be cross-listed.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>19. GE Applications: Area 7: ATHL 34, 34A, 34C, 34F</p>	<p>Speaker: Ben Kaupp First read of GE applications for new Area 7, Lifelong Learning. Because new apps have not yet been created, previous Area VII app being used. Kaupp noted courses are all related to new women's Badminton program.</p> <p>Campbell asked for advice on how to evaluate GE apps, which previously went to GE subcommittee before being presented at CCC—Kaupp responded, will address during next item's discussion.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>20. Updating Foothill GE—Criteria</p>	<p>Speaker: Ben Kaupp Kaupp created rough draft of application form for each area of new Foothill GE (eight total). As much as possible, used language from existing forms. Encouraged members to suggest changes; already received feedback from Starer. These are very rough drafts, meant to be heavily discussed and edited as needed.</p> <p>To address Campbell's question [from item 19], when a faculty member submits a GE app, they're presented with this form, which includes overview of GE Breadth criteria (applies to all Foothill GE courses and identical across all forms), and overview of Depth criteria for the specific area. The form's questions give faculty the opportunity to provide evidence of how course satisfies these criteria. When reviewing GE</p>

apps, CCC members should consider whether the faculty's responses satisfy questions and provide sufficient evidence. Schultheis asked for clarification on how many questions in Breadth Mapping section must be answered—Kaupp responded, don't need to meet all five, and noted the group could determine a minimum number they want courses to meet. Believes would be unusual for a course to not satisfy at least one.

Kaupp noted a big change to the forms: in Depth Mapping, each has five mandatory and five optional questions, except for Natural Sciences, which has 10 mandatory and 10 optional (five each for lecture and lab). Kaupp mentioned feedback from Vanatta about reducing number of questions on form; Vanatta clarified that feedback was re: how GE forms structured in CourseLeaf. Currently, optional sections cannot be mandatory/required fields, so faculty sometimes leave all answers blank, and Vanatta has to follow up to find out if this was intentional or not. Vanatta hopes that during process of creating new forms, the group can take into consideration the structure of the Breadth/Depth Mapping sections, to determine if having many distinct questions is still the best way for the forms to be structured.

Kaupp believes process of applying for GE should not necessarily be an easy one, because the end result is that the course satisfies GE; doesn't want the form to be more complicated than needed but does want it to require serious consideration. Starer agreed with Kaupp and added this is a good opportunity for the group to consider why we have GE in the first place. Believes you can't get people to care about filling out the form correctly if they don't care about the GE pattern in general. Kaupp believes the overview section of the form tries to explain the importance of GE but acknowledged it might not be sufficient.

Kaupp pointed out the Course Sequence Addendum (last page of each) which will be used for degree programs (e.g., Apprenticeship) to apply for the full sequence of major courses to meet a GE area. Kaupp noted language at top of pg. 5 of Area 5 form (re: lab components alignment) and asked the group if this is external requirement or if it was a local decision—group unsure. Vanatta suggested reviewing CCC meeting minutes from when previous version of form created. Schultheis suggested checking to see if this is related to district Faculty Association's discussions re: lab and clinic and the definitions of each. Hueg noted there's no state-wide definition of what a lab is.

Brannvall asked if forms are related to transfer GE—no, this is our local pattern and used for local associate degrees. Brannvall asked where these forms will be housed—CourseLeaf; Vanatta noted the current GE forms will be removed and these added. Kaupp mentioned the Area 6 form was created from scratch; asked the group to pay extra attention to that draft and engage content matter experts in the discussion.

Vennarucci asked about Apprenticeship GE apps currently being worked on and expressed concern that faculty's efforts being stifled because they've been working for years to fill out current versions of forms. Kaupp recalled conversation in December re: pending apps, which are being allowed to move forward on current forms, but any new apps will need to be submitted on new forms for new areas. Acknowledged the work in progress, but at some point the transition to the new forms needs to be made. Allen noted the Apprenticeship division CC approved some GE apps in December, around the same time as that conversation, and Kaupp clarified that those are allowed to

	<p>move forward on current form; it's any new apps which will need to use the new forms.</p> <p>Starer asked if these forms will allow faculty to apply for GE outside of their discipline area—Kaupp responded, there is nothing stopping faculty from applying for any GE area. Taylor asked if Kaupp solicited any feedback from Ethnic Studies faculty on Area 6 form—Kaupp responded, not yet, but hope is that those faculty will be included in discussions between now and next CCC meeting, as the plan is for updated drafts to be presented as a first read. Vanatta commented on possible delay in getting finalized forms added to CourseLeaf; will likely need to work w/ faculty currently filling out GE apps for new courses (for 2026) to move their responses to the new forms.</p>
21. Good of the Order	
22. Adjournment	3:31 PM

Attendees: Micaela Agyare* (LRC), Chris Allen (Dean, APPR), Jeff Bissell (KA), Cynthia Brannvall* (FAC), Rachelle Campbell* (HSH), Zach Cembellin* (Dean, STEM), Sam Connell* (BSS), Cathy Draper* (HSH), Angie Dupree* (BSS), Kelly Edwards (KA), Jordan Fong* (FAC), Patricia Gibbs Stayte (BSS), Evan Gilstrap* (Articulation Officer), Ron Herman* (Dean, FAC), Kurt Hueg* (Administrator Co-Chair), Maritza Jackson Sandoval* (CNSL), Ben Kaupp* (Faculty Co-Chair), Andy Lee (CNSL), Eric Reed* (LRC), Richard Saroyan (SRC), Lisa Schultheis* (STEM), Paul Starer (APPR), Kyle Taylor* (STEM), Mary Vanatta* (Curriculum Coordinator), Nate Vennarucci* (APPR)

* Indicates in-person attendance

Minutes Recorded by: M. Vanatta