

**College Curriculum Committee
Meeting Minutes
Tuesday, January 23, 2018
2:00 p.m. – 3:30 p.m.
President’s Conference Room**

Item	Discussion
<p>1. Minutes: December 5, 2017</p> <p>2. Report Out from Division Reps</p>	<p>Approved by consensus.</p> <p>Speaker: All Vanatta reminded the group about the Feb. 1st deadline for 2018-19 curriculum sheets, and the Feb. 15th deadline for 2018-19 Foothill GE applications. Introduced Sharon Garcia-Vega, the new TEA in the Office of Instruction, in the position of Academic Services Technician.</p> <p>Language Arts: ESLL dept. continued discussions regarding ESLL 26 and 126—will have updated info at next CCC. New noncredit course proposal coming soon.</p> <p>Apprenticeship: Finalizing CORs and Stand Alone forms for new Veterinary Assisting apprenticeship courses.</p> <p>Fine Arts: Finishing up Media Studies certificate proposal.</p> <p>Kinesiology: Katy Ripp taking over as CCC Rep.</p> <p>PSME: C S department recently changed most courses from 5 units to 4.5 units, which has affected total units on General Studies-Science curriculum sheet. New Astronomy faculty.</p> <p>SRC: Reps met with community-based faculty to discuss curriculum; reported that those courses, all noncredit, are doing well, and expansion of the curriculum is under discussion.</p> <p>Counseling: In-service with counselors this Thursday, will discuss CLEP.</p> <p>Bio Health: New HORT course proposals coming soon.</p> <p>BSS: Continuing work on intra-division communication and how depts. can best communicate before the division level. Brainstorming better ways to utilize Canvas.</p> <p>Library: Upcoming speaker: Critical Thinking: An Antidote to Fake News, Feb. 5th at 11:00 AM in Hearthside Lounge.</p> <p>Campbell introduced Lisa DeLapo, new KCI faculty.</p>
<p>3. Announcements</p> <p style="padding-left: 20px;">a. New Course Proposals</p> <p style="padding-left: 20px;">b. Notification of Proposed Requisites</p> <p style="padding-left: 20px;">c. Update on Curriculum Process Redesign</p>	<p>Speaker: Rachelle Campbell</p> <p>The following proposals were presented: ART 15D; D A 100; JAPN 101A, 101B, 101C, 101D. No comments.</p> <p>New requisites for ENGL 47AH, 47BH (all effective 2018-19); also listed are ongoing requisites, for which a Content Review form was not on file. No comments.</p> <p>Recent meeting regarding catalog production process and possible changes, present were: CCC Team; VP of Instruction,</p>

<p>d. BOARS Endorsement of Changes to Major Preparation Requirements</p>	<p>Kristy Lisle; Marketing staff; Dean of Counseling, Lan Truong; Dean of Enrollment Services, Nazy Galoyan. Current process is time-consuming and requires multiple people’s involvement. Need a process/system that involves fewer staff and takes less time. Brainstormed multiple catalog instances and/or deadlines per year; no consensus regarding a best path. LaManque shared comments from Counseling regarding need for courses archived in a single document—PDF is sufficient. Possibility of two catalogs per year was discussed; multiple pros and cons, but still under consideration. Fall start date instead of summer discussed (De Anza starts in the fall); wouldn’t speed up timeline by much, as Counseling would still request the catalog early in summer quarter, to advise students. Hope is that new curriculum system would save a lot of work/time for Vanatta and Marketing when creating the catalog. LaManque noted process of looking at vendors began three years ago and is being revived, but may take a year or longer to implement a new system. In the meantime, looking to see how we might incorporate late changes for the upcoming catalog.</p> <p>New technology will be a big change, but we need a big change. CCC Team has discussed possibility of allowing late changes for next year’s catalog—not meant for the creation of brand-new courses, but allowing for changes already in the works. Deadline for everything (CORs, all required forms) would be Feb. 20th, to be considered for 2018-19. Wouldn’t be a guarantee. LaManque noted this is an idea for this year, and we really need to take a fresh look at our deadlines. Stressed need for clean curriculum when it’s sent to Vanatta. Asked for feedback from group—all responses were positive. Campbell stressed need for change in how divisions review and approve curriculum. Apprenticeship rep noted lack of training for reps on how to review CORs. Campbell mentioned document she created for Bio Health reps and offered to forward it to group. Campbell is available to train reps and/or provide further help with their division’s process.</p> <p>BSS rep noted one issue for faculty is not understanding why certain forms are required. Also noted there is no way for reps to know if SLOs have been entered in TracDat. Campbell asked group if they would like expanded access in TracDat so that they can see if SLOs have been entered. LaManque noted that TracDat login now integrated in MyPortal.</p> <p>Motion to approve expanded TracDat access M/S (Ziegenhorn, Armerding). Approved.</p> <p>Day presented topic. Explained that transfer students run into problems when a university abruptly changes their admissions requirements. New policy will compel UCs to announce such changes two years in advance, so students are not adversely affected. Day is available to meet with any faculty who would like to review specific UC admissions requirements.</p>
<p>4. Consent Calendar a. GE Applications</p>	<p>Speaker: Rachelle Campbell The following GE applications were presented: Area IV—KINS 10, 51; PSYC 9. Campbell noted comments by GE subcommittee on KINS 10 application; asked if group would like to pull it, to cycle back with faculty. PSME rep commented that if subcommittee approved, CCC should respect their recommendation; noted opportunity for subcommittee to deny the application. Day agreed</p>

	<p>and noted that a course either satisfies the expectations for a GE area or does not. Counseling rep agreed and noted the possibility that topics mentioned in comments may actually be included in the course but not noted on the COR or on application. Noted that when she served on a GE subcommittee they discussed concerns with faculty before moving applications forward. Day noted that KINS 10 already approved for IGETC and CSU GE. Language Arts rep asked if subcommittee procedures codified anywhere—no; most meet via email. PSME rep shared her experience as longtime subcommittee member—meets in person or via email and shares comments with faculty usually by phone or email; role is to determine whether course meets criteria of the application. Language Arts rep suggested “Comments” box on application be re-worded to direct subcommittee as to what type of comments should be listed and to encourage they share any concerns with faculty. Campbell noted current forms lack area for subcommittee to specifically note approval—group agreed should be added.</p> <p>Approved by consensus.</p>
<p>5. Additions to Course Families: Combatives, Team Sports (Kinesiology)</p>	<p>Speaker: Rachelle Campbell Kinesiology is adding the following new courses to their existing families, effective 2018-19: Combatives Family—PHED 17A, 17B; Team Sports Family—PHED 43A. LaManque asked if De Anza has similar courses—Kinesiology rep believes they have Karate courses but unsure if anyone has checked. Rep noted there are differences between PE courses at Foothill and De Anza. Campbell will share information with her counterpart at De Anza.</p> <p>Motion to approve M/S (Francisco, Anderson). Approved.</p>
<p>6. Stand Alone Approval Request: ALCB 400A</p>	<p>Speaker: Rachelle Campbell First read of Stand Alone Approval Request for ALCB 400A. Will be permanently Stand Alone. No comments.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>7. Stand Alone Approval Request: ALCB 400C</p>	<p>Speaker: Rachelle Campbell First read of Stand Alone Approval Request for ALCB 400C. Will be permanently Stand Alone. No comments.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>8. Stand Alone Approval Request: ALCB 400E</p>	<p>Speaker: Rachelle Campbell First read of Stand Alone Approval Request for ALCB 400E. Will be permanently Stand Alone. No comments.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>9. Stand Alone Approval Request: JRNL 22A</p>	<p>Speaker: Rachelle Campbell First read of Stand Alone Approval Request for JRNL 22A. Will be temporarily Stand Alone and included in a forthcoming Journalism program. No comments.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>10. Stand Alone Approval Request: JRNL 22B</p>	<p>Speaker: Rachelle Campbell First read of Stand Alone Approval Request for JRNL 22B. Will be temporarily Stand Alone and included in a forthcoming Journalism program. No comments.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>11. Stand Alone Approval Request: JRNL 60</p>	<p>Speaker: Rachelle Campbell First read of Stand Alone Approval Request for JRNL 60. Will be</p>

	temporarily Stand Alone and included in a forthcoming Journalism program. No comments. Second read and possible action will occur at next meeting.
12. Stand Alone Approval Request: JRNL 61	Speaker: Rachelle Campbell First read of Stand Alone Approval Request for JRNL 61. Will be temporarily Stand Alone and included in a forthcoming Journalism program. No comments. Second read and possible action will occur at next meeting.
13. Stand Alone Approval Request: JRNL 62	Speaker: Rachelle Campbell First read of Stand Alone Approval Request for JRNL 62. Will be temporarily Stand Alone and included in a forthcoming Journalism program. No comments. Second read and possible action will occur at next meeting.
14. Stand Alone Approval Request: JRNL 64	Speaker: Rachelle Campbell First read of Stand Alone Approval Request for JRNL 64. Will be temporarily Stand Alone and included in a forthcoming Journalism program. No comments. Second read and possible action will occur at next meeting.
15. Stand Alone Approval Request: JRNL 70R series	Speaker: Rachelle Campbell First read of Stand Alone Approval Request for JRNL 70R independent study series (also includes 71R, 72R, 73R). Will be temporarily Stand Alone and included in a forthcoming Journalism program. No comments. Second read and possible action will occur at next meeting.
16. Stand Alone Approval Request: LINC 77	Speaker: Rachelle Campbell First read of Stand Alone Approval Request for LINC 77. Will be temporarily Stand Alone and included in a forthcoming Makerspace Specialist program. Lisa DeLapo from KCI present for discussion. Received \$250K grant to build Makerspace, which is now open. LINC 77 allows students to learn design thinking and the ability to design and prototype in the Makerspace, which has 3-D printers, building materials, etc. Courses from other depts. welcome to use the Makerspace—contact her to schedule. Second read and possible action will occur at next meeting.
17. Stand Alone Approval Request: LINC 84A	Speaker: Rachelle Campbell First read of Stand Alone Approval Request for LINC 84A. Will be temporarily Stand Alone and included in a forthcoming Makerspace Specialist program. DeLapo noted course focuses on making 3-D objects; not meant to replace/replicate any existing Engineering course. Encourages students to take ENGR course if they wish to further pursue 3-D design. Second read and possible action will occur at next meeting.
18. Stand Alone Approval Request: LINC 84B	Speaker: Rachelle Campbell First read of Stand Alone Approval Request for LINC 84B. Will be temporarily Stand Alone and included in a forthcoming Makerspace Specialist program. DeLapo noted course is explorative and not meant to replace/replicate any existing Engineering course. BSS rep noted DeLapo interested in creating certificate of achievement; in the beginning stages. DeLapo noted that K-12 computer labs and libraries have been expanding to include technology, design, innovation—very few teachers

	<p>qualified to teach in such spaces. Certificate will target this population of teachers.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>19. Proposed Exception Process for Starting Courses Prior to Catalog Publication</p>	<p>Speaker: Rachelle Campbell</p> <p>Exception process being proposed to address instances in which an outside entity (e.g., accreditation, C-ID) affects a course in ways that are beyond our control. Additionally, in certain circumstances an argument can be made for course changes to be implemented early due to their effect on students. Exception process would allow for such changes, outside of our regular process. Curriculum would need to be complete when submitted to Vanatta; need to ensure that changes would not adversely affect the student if implemented early. Proposed process outlined in document. Apprenticeship rep responded positively; noted that apprenticeship community will be enthusiastic. Suggested updating line A within “Process” to add clarity regarding forms and SLOs—what “completed” means; for example, forms must be approved by the division. LaManque noted proposal is an extension of conversation at previous meeting, and interest in not carving out specific processes for particular groups or divisions, such as noncredit or apprenticeship. Noted that this is aside from the idea of speeding up our curriculum process. Starer stated we have needed something like this for a very long time; cautioned that some faculty may try to take advantage and use this to get around the regular curriculum process, so we must be deliberate and meticulous regarding which requests get approved. Language Arts rep asked for a real example of what would qualify— Campbell noted D A 100 course proposal on today’s agenda, which was dictated by accreditation. SRC rep noted could be very helpful for some of their faculty. BSS rep noted could be useful when creating ADTs that need one or two new courses.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>20. Good of the Order</p>	
<p>21. Adjournment</p>	<p>3:08 PM</p>

Attendees: Mark Anderson (FA), Ben Armerding (LA), Rachelle Campbell (Faculty Co-Chair), Zachary Cembellin (PSME), Sara Cooper (BH), Bernie Day (Articulation Officer), Lisa DeLapo (guest—KCI), LeeAnn Emanuel (SRC), Hilda Fernandez (LA), Marnie Francisco (PSME), Sharon Garcia-Vega (guest—Instruction), Evan Gilstrap (CNSL), Brenda Hanning (BH), Eric Kuehnl (FA), Andrew LaManque (AVP Instruction, Administrator Co-Chair), Bruce McLeod (Apprenticeship), Tiffany Rideaux (BSS), Katy Ripp (KA), Lety Serna (CNSL), Paul Starer (Dean, LA), Mary Thomas (LIBR), Mary Vanatta (Curriculum Coordinator), Anand Venkataraman (PSME), Bill Ziegenhorn (BSS)

Minutes Recorded by: M. Vanatta