

**College Curriculum Committee  
Meeting Minutes  
Tuesday, February 20, 2018  
2:00 p.m. – 3:30 p.m.  
President’s Conference Room**

Item	Discussion
<p>1. Minutes: February 6, 2018</p> <p>2. Report Out from Division Reps</p>	<p><b>Approved by consensus.</b></p> <p><b>Speaker: All</b></p> <p>BSS: Recent discussion with Language Arts regarding possible overlap in content of a new course—would like to discuss at CCC how to best handle this sort of situation. Day noted similar situation in the past: division deans, CCC co-chairs, and faculty met to discuss, resulting in a positive resolution. BSS rep noted interest in discussing what happens when divisions cannot come to an agreement. Campbell noted would be helpful to create a process that divisions could use, if they wish to do so. L A rep suggested would be nice to have an archive of such situations.</p> <p>Bio Health: No updates.</p> <p>SRC: Working on new noncredit course for parents who have children in college.</p> <p>PSME: Some faculty recently attended AB 705 workshop; Math dept. trying to figure out how to move forward. One idea is a co-requisite model for some courses; another is to create a single course to serve as a prerequisite for multiple courses.</p> <p>Fine Arts: Addressing recent confusion among some faculty who thought that CCC reps are paid for such work, and wanted reps to fill out forms for them (e.g., Content Review, Distance Ed). Finding that some faculty who have been at Foothill for many years have difficulty filling out required forms. Reps collecting good examples of completed forms to provide to faculty who need assistance.</p> <p>Language Arts: Team attended aforementioned AB 705 workshop; likely will be dealing with significant changes to Basic Skills series. Co-requisite model might result in elimination of series—looks very promising, based on data. Changes should not change curriculum in other depts.</p> <p>Library: No updates.</p> <p>Counseling: No updates.</p>
<p>3. Announcements</p> <p>    a. New Course Proposals</p>	<p><b>Speaker: Rachelle Campbell</b></p> <p>The following proposals were presented: ACTG 53B, 58B; HORT 52M, 60L, 80E, 80F, 80G, 80H, 80I, 80J, 91E, 91F. Please share with your constituents.</p> <p>BSS rep noted that Accounting dept. expanding content from ACTG 53 and 58 into new courses. Counseling rep noted that course sequence will be 53 -&gt; 53B, for example—BSS rep noted that sequencing was discussed; unsure if more confusing to change 53 to 53A. Noted that content for current 53 and 58 courses is not changing. Day noted course renumbering is not very unusual. BSS rep will bring comments back to the dept.</p>

<p>b. Courses not Taught in Four Years</p> <p>c. Bridge to College ESL Pathway Noncredit Certificate Approval</p> <p>d. Update on New Curriculum System</p>	<p>Campbell noted that HORT 52M created to respond to request from advisory board. HORT 60L will replace 60G (newer version of software). HORT 80 courses: intention is to become testing center for California Landscape Contractors Association (CLCA) certification. Faculty might reduce courses to 1 unit each, depending on final content.</p> <p>CCC Team discussed list and decided to put the process of requesting exceptions on hold, for this year. Intent is for divisions to discuss list internally and determine if any course(s) should be deactivated. Normal process of requesting extensions should resume next year. LaManque noted importance of deactivating courses if we don't feel that they will get enrollment, since from students' perspective courses listed in the catalog will likely be offered. BSS rep asked about MSC1 course—LaManque thinks was related to ROTC program. Vanatta will come up with a deadline for deactivations.</p> <p>The CCCCO has approved the noncredit Bridge to College ESL Pathway certificate.</p> <p>LaManque presented topic. Moving forward with Request for Proposal (RFP) for a new system—plan is to publish early March, and review systems in April and May. Will create evaluation team; CCC reps will also have opportunity to review systems. ETS is on board; working with De Anza, who also wants a new system, but they might not be ready for discussion as early as spring. Earliest possibility for starting implementation could be summer, with training in fall. Targeting new system to save time not only on curriculum work but also on production of the catalog.</p> <p>LaManque drafted RFP based on existing examples, including from San Jose State; also drew from previous discussions at Foothill regarding a new system (approx. three years ago). Document outlines what we're looking for in a new system. Campbell noted that this will present an opportunity to design training for faculty. LaManque noted possible opportunity to revise our curriculum process. Campbell asked the group for any suggestions of what they would like in a new system. PSME rep asked if RFP can be shared—LaManque noted it's not public yet, and will follow up to see if he may distribute. BSS rep suggested addressing need to use HTML formatting codes, as well as adding "undo" feature—LaManque will follow up. SRC rep asked about SLOs included in new system—has been discussed, but issue is that system might have area to enter SLOs but not assessment piece; keeping SLOs in mind, as would be ideal to enter SLOs and curriculum in same system.</p>
<p>4—17. Stand Alone Approval Requests: APAV 50A, 50B, 50C, 51, 53A, 53B, 54A, 54B, 55, 56, 60, 75A, 75B, 81</p>	<p><b>Speaker: Rachelle Campbell</b>                  Second read of Stand Alone Approval Requests for APAV courses. Campbell requested courses be considered for action as a group. No comments.</p> <p>Motion to approve <b>M/S</b> (Cooper, Kuehnl). <b>Approved.</b></p>
<p>18—23. Stand Alone Approval Requests: APCA 100, 101, 102, 104, 105, 106</p>	<p><b>Speaker: Rachelle Campbell</b>                  Second read of Stand Alone Approval Requests for APCA courses. Campbell requested courses be considered for action as a group. No comments.</p>

	<p>Motion to approve <b>M/S</b> (Venkataraman, Cooper). <b>Approved.</b></p>
24. Draft Update to Foothill GE Application	<p><b>Speaker: Rachelle Campbell</b>                  Second read of updates to current Foothill General Education Application form (draft example is form for Area I - Humanities, but approved updates will apply to forms used for all GE areas). No comments.</p> <p>Motion to approve <b>M/S</b> (Thomas, Kuehnl). <b>Approved.</b></p>
25. Stand Alone Approval Request: JRNL 53A	<p><b>Speaker: Rachelle Campbell</b>                  First read of Stand Alone Approval Request for JRNL 53A. 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>
26. Stand Alone Approval Request: JRNL 53B	<p><b>Speaker: Rachelle Campbell</b>                  First read of Stand Alone Approval Request for JRNL 53B. 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>
27. Stand Alone Approval Request: KINS 55	<p><b>Speaker: Rachelle Campbell</b>                  First read of Stand Alone Approval Request for KINS 55. Course was previously part of the Adaptive Fitness Therapy program, which is no longer active; will now be permanently Stand Alone. Campbell noted potential for confusion regarding course title, as students do not actually perform aquatic exercise in course, but instead learn how to teach aquatic exercise—Kinesiology rep will bring suggestion to change title back to dept.</p> <p>Second read and possible action will occur at next meeting.</p>
28. Stand Alone Approval Request: KINS 82	<p><b>Speaker: Rachelle Campbell</b>                  First read of Stand Alone Approval Request for KINS 82. Course was previously part of the Adaptive Fitness Therapy program, which is no longer active; will now be permanently Stand Alone. Campbell noted course, as well as 83-85, on the list of courses not taught in four years—Kinesiology rep noted hope is to revive them. Campbell asked if courses will truly be permanently Stand Alone—Vanatta noted conversation with faculty, who does not currently have plan to create a new program (or add to an existing program) but noted this might change in the future.</p> <p>Second read and possible action will occur at next meeting.</p>
29. Stand Alone Approval Request: KINS 83	<p><b>Speaker: Rachelle Campbell</b>                  First read of Stand Alone Approval Request for KINS 83. Course was previously part of the Adaptive Fitness Therapy program, which is no longer active; will now be permanently Stand Alone.  <i>[Note: see item 28 for comments.]</i></p> <p>Second read and possible action will occur at next meeting.</p>
30. Stand Alone Approval Request: KINS 84	<p><b>Speaker: Rachelle Campbell</b>                  First read of Stand Alone Approval Request for KINS 84. Course was previously part of the Adaptive Fitness Therapy program, which is no longer active; will now be permanently Stand Alone.  <i>[Note: see item 28 for comments.]</i></p> <p>Second read and possible action will occur at next meeting.</p>
31. Stand Alone Approval Request: KINS 85	<p><b>Speaker: Rachelle Campbell</b>                  First read of Stand Alone Approval Request for KINS 85. Course</p>

	<p>was previously part of the Adaptive Fitness Therapy program, which is no longer active; will now be permanently Stand Alone. [Note: see item 28 for comments.]</p> <p>Second read and possible action will occur at next meeting.</p>
<p>32. Foothill CLEP Policy</p>	<p><b>Speakers: Bernie Day &amp; Nazy Galoyan</b>                  ASCCC voted to encourage each CA community college to adopt statewide CLEP policy. Day shared a few examples of other colleges' policies. Some colleges give credit for specific local courses, which is more involved, whereas others give credit for a GE area based on exam score. Foothill does already award CLEP for students who use the CSU GE pattern, but not for those who use our local GE pattern. Foothill website includes some incorrect information regarding how we award CLEP credit.</p> <p>Galoyan noted that we do accept a score of 60 or better on the college algebra CLEP exam, for math proficiency for AA/AS degree. Stated that score of 60 is higher than what other colleges will accept. Galoyan's office sees many students inquiring about CLEP. BSS rep noted interest in seeing examples of CLEP exams—Day noted that, unlike AP exams, CLEP exams are not as visible; offered to contact College Board upon dept. request. Language Arts rep noted CLEP is related to AB 705. BSS rep noted division not in favor with awarding CLEP credit for their division courses; division does not think multiple choice exam appropriate way to award credit. Campbell noted not all CLEP exams are multiple choice—BSS stated that most are; noted that Foothill focusing on authentic assessment, rep does not believe CLEP is such. BSS rep noted that AP and IB exams are much more rigorous. Campbell agreed with concerns regarding multiple choice and reiterated that students who select CSU GE pattern may take advantage of CLEP, but those who select our local GE pattern cannot; could be an issue of equity. BSS rep noted that cost is similar to that of AP and IB exams. Day noted that lower income students less likely to have access to AP and IB; CLEP attracts students like veterans. Counseling rep suggested minimum CLEP score of 50; sees many veterans who have CLEP.</p> <p>LaManque asked Day and Galoyan if they are comfortable drafting updated policy to bring back to group; will contact Marketing to remove any incorrect information from website. Noted that language in catalog needs to be updated to add information for CSU GE pattern. Asked reps to bring topic back to divisions for discussion, to assist in further discussion when draft of policy update is brought to CCC.</p>
<p>33. Good of the Order</p>	
<p>34. Adjournment</p>	<p><b>3:12 PM</b></p>

**Attendees:** Mark Anderson (FA), Ben Armerding (LA), Veronica Brand (guest—Stanford student), Rachelle Campbell (Faculty Co-Chair), Zachary Cembellin (PSME), Sara Cooper (BH), Bernie Day (Articulation Officer), LeeAnn Emanuel (SRC), Hilda Fernandez (LA), Nazy Galyoan (guest—Dean of Enrollment Services), Eric Kuehnl (FA), Andrew LaManque (AVP Instruction, Administrator Co-Chair), Don MacNeil (guest—KA), Tiffany Rideaux (BSS), Lety Serna (CNSL), Mary Thomas (LIBR), Mary Vanatta (Curriculum Coordinator), Anand Venkataraman (PSME), Bill Ziegenhorn (BSS)

**Minutes Recorded by:** M. Vanatta