

**College Curriculum Committee
Meeting Minutes
Tuesday, October 6, 2020
2:00 p.m. – 3:30 p.m.
Meeting held virtually via ConferZoom**

Item	Discussion
1. CCC Orientation	<p>Speaker: Eric Kuehnl Kuehnl will schedule a separate meeting for new reps and any returning reps who would like to attend, within the next few weeks.</p>
2. Minutes: June 16, 2020	<p>Approved by consensus.</p>
3. Report Out from Division Reps	<p>Speaker: All Apprenticeship: Huge transition to convert courses to online environment; approx. 90% curriculum now on Canvas, worked w/ Online Learning dept.</p> <p>Bio Health: Reviewing prereqs on some courses; wrapping up changes to Pharmacy Technology program.</p> <p>BSS: No updates to report. Hueg noted that Acting Dean of BSS will soon be announced.</p> <p>Counseling: New dean of Counseling, Roosevelt Charles.</p> <p>Fine Arts: Communication Studies wrapping up converting two certs.</p> <p>Kinesiology: Working on two new certs. in Sports Medicine; approving Distance Learning for PHED & ATHL courses.</p> <p>Language Arts: Deactivating JAPN 192 & ENGL 18A (replaced w/ ENGL 18B). ENGL 1AH & 1BH were rejected for articulation; working to resolve.</p> <p>Library: Rolling out new product, Leganto—integrates library's resources w/ Canvas, to allow faculty to easily make reading lists in Canvas. Third week of having staff at Sunnyvale to hand out reserves and calculators. Starting at the end of October, will be short-staffed in circulations and reserves.</p> <p>PSME: Looking forward to Distance Learning discussion, as many division courses have approval.</p> <p>SRC: No updates to report.</p> <p>ASFC: No updates to report.</p> <p>Articulation: UC TCA results are in—most are good. Noted re: ENGL 1AH & 1BH, there is a two-year phase-out, so we have time to make corrections.</p>
<p>4. Announcements</p> <p style="padding-left: 20px;">a. GE Subcommittee Membership</p> <p style="padding-left: 20px;">b. CCC Priorities for 2020-21</p>	<p>Speakers: CCC Team Kuehnl would like to staff subcommittees ASAP; noted last year had trouble getting enough volunteers at the beginning of the year. Asked reps to please reach out to their constituents. Will also be announcing at Academic Senate, to get as much interest as possible. Bio Health rep asked which subcommittees are in most need of additional members—Kuehnl shared last year's lists, noting that no members have been confirmed for 2020-21.</p> <p>Kuehnl shared list of topics based on discussions and survey during spring 2020 quarter. List reflects priority ranking from survey results, but all were ranked pretty closely. Updated Distance Learning form is obvious top priority, in terms of timing, but all issues are important and the list is</p>

	<p>manageable to address this year. Maurer asked about notes regarding new program creation process, asked if CCC will collaborate on project—Kuehnl unsure; Vanatta noted those notes are from 2018-19 and CCC not really involved at all last year (was all happening at Senate). Armerding was involved when he was CCC Co-Chair, and noted that group very interested in CCC's input but that CCC would not necessarily make the final decision—deciding body would be representative of many groups.</p> <p>ASFC rep mentioned students' work to advocate for de-colonization of curriculum; unsure how topic would fit into CCC's work but would like to see it added to the list for discussion this year. Kuehnl will reach out to ASFC rep to discuss, and will include it on the list for this year. Kuehnl also noted that list was drafted in the spring, which is why items like Ethnic Studies are not listed. Ong noted two related items (new program creation process & process for evaluation of new programs) which perhaps can be combined—other groups also unsure how to evaluate new programs that come to them for review. PSME rep suggested a formal program deactivation process be included in new program creation process; recent experience to deactivate a program was tricky because no process currently exists. Maurer agreed, noting that this is a priority of President Nguyen.</p>
c. CourseLeaf Update & Training Dates	<p>Vanatta provided update regarding CourseLeaf project. ETS in final stages of adding access in MyPortal—process took much longer than anticipated, which has delayed Vanatta's access to the system to prep for launch. Currently training dates scheduled for first week of Nov.—will distribute details soon. Next step is implementing the Catalog module; Vanatta is working with Marketing team with the target of launching the 2021-22 catalog in CourseLeaf. PSME rep asked if training will be required—access to CourseLeaf via MyPortal will be open to all faculty, regardless of training status, but attending training (or watching recorded session) is recommended. Training sessions will be just one hour long.</p> <p>Fine Arts rep asked if adjunct faculty will have ability to update CORs or if CORs will be assigned owners—CourseLeaf doesn't have option to assign owners like C3MS does, so any faculty can initiate edit to existing COR or submit a new course. Language Arts rep clarified that anyone can update any COR, even if not in their discipline—yes, but Vanatta hopes that this will not be a big issue. Noted that dean's review is still third step in workflow, so any questionable submissions can be addressed early on. PSME rep recalled that C3MS was set-up specifically to prevent faculty from submitting CORs outside of their discipline. Other Language Arts rep asked if it will be obvious which changes were made by each user—yes, markup is very clear, including name of user who made each specific edit. Fine Arts rep noted this means Title 5 list won't include faculty owners—yes. Other Fine Arts rep suggested integration of guided pathways.</p>
d. Articulation Update	<p>Gilstrap provided updates. CSU has mandated Ethnic Studies requirement for graduation—by 2023-24 AY students who graduate from CSU system must complete one Ethnic Studies course. Beginning fall 2021, it is expected that students will be able to start completing this requirement. CSU GE adding new Area F, for Ethnic Studies requirement; removing one course from Area D (Social Science) to accommodate addition. Gilstrap will need to see how this affects our ADTs; attending meeting next week with other AOs to ask questions of CSU.</p> <p>UC update re: Pass/No Pass grading option offered for winter/spring 2020; majority of campuses will be requesting letter grades, moving forward. Articulation for online labs will remain the same this AY, as long as we ensure we are teaching to the COR. Regarding state mandate for Credit for</p>

<p>e. New Certificate of Achievement Approvals by CCCCCO</p> <p>f. Ad Hoc Committees: Curriculum Best Practices & Foothill General Education Process</p>	<p>Prior Learning (CPL), UC's policy has not changed—UC will accept AP, IB, and A-level exams for CPL, and will also accept credit by exam, as long as it is noted on transcript for particular term and includes a grade.</p> <p>Vanatta provided update. Since CCC last met in June, the CCCCCO has approved a number of new Certificates of Achievement: Advanced Software Development, Cloud Computing, Early Childhood Education Fundamentals, Early Childhood Special Education, Elementary After Care Education, Online and Blended Instruction, Residential Wireman, Software Development in C++, Software Development in Java, Software Development in Python, Sound and Communication Installer!</p> <p>Kuehnl provided update on Ad Hoc Committees created by CCC last year. Committee on Honors Prereq was first priority and completed work during the spring; now looking forward to kicking things off with other two. Each group will look at existing processes and make recommendations for changes. Kuehnl will begin the recruiting process soon; will also announce at Senate. Bio Health rep clarified that proposals include timeline—Vanatta noted that GE is fall 2020 completion and CBP is winter 2021 completion.</p>
<p>5. Consent Calendar</p> <p>a. Streamlined Certificate of Achievement</p>	<p>Speaker: Eric Kuehnl</p> <p>The following certificate was presented: Electronic Music (Fine Arts & Communication). This certificate was submitted using the streamlined process CCC approved in 2018; it is currently a non-transcriptable cert and will be submitted to the CCCCCO as a certificate of achievement if approved. Kuehnl noted there was a push to create new lower-unit CAs due to the new Student Centered Funding Formula (SCFF). Vanatta noted CCC sunsetted the streamlined process in June—this cert (and a few others coming soon) submitted to her before the deadline.</p> <p>Hueg asked for clarification regarding non-transcriptable certs needing to be removed from the catalog—Vanatta noted we still offer some non-transcriptable certs that are above the max units allowed by the CCCCCO; will take a fresh look at current listings to see which certs in danger of being removed if not converted or units lowered. Allen asked why process was sunsetted and if it might be revived for additional use—Kuehnl noted it was created in response to the SCFF and intended for faculty/depts. to work quickly; Vanatta cannot recall impetus for discussion at CCC in the spring. PSME rep recalled part of the discussion to sunset was assumption that new permanent program creation process would be finalized soon. Also noted repeated discussions at CCC regarding CAs being far more valuable for students than non-transcriptable certs; Gilstrap agreed.</p> <p>Motion to approve M/S (Venkataraman, Schultheis). Approved.</p>
<p>6. Update Distance Learning Addendum</p>	<p>Speaker: Eric Kuehnl</p> <p>Continuing discussions from spring quarter, on the ongoing topic of updating our Distance Learning (DL) Addendum. No longer allowed to use blanket emergency approval like we were for spring/summer/fall; now must locally approve DL for courses taught virtually starting in January.</p> <p>Kuehnl worked over summer to create updated form, which Vanatta moved to Office 365. Single form to use for regular DL approval, as well as for courses taught via DL under emergency circumstances only. Vanatta gave quick preview of form in Office 365 and its functionality. PSME rep asked if current draft will allow us to be in compliance, re: student-to-student contact, etc.—Hueg believes so. Noted discussion at today's deans meeting, updated form rolls forward some content from current form but also adds new fields to meet compliance; suggested certain contact methods are outdated and should be reviewed. Subramaniam asked if Application Type question needed due to all courses being approved under</p>

	<p>blanket addendum— Vanatta noted that blanket addendum doesn't count as official local approval, so courses that were taught via DL under it would be considered new DL apps.</p> <p>Lee noted ASFC reps in attendance specific to Ethnic Studies Program item, and meeting time is running low; asked if separate meeting will be scheduled to address. Kuehnl noted many other groups on campus currently discussing Ethnic Studies topic, and Senate somewhat unsure if CCC should discuss at this time. Unsure if additional meeting needed, since other groups also discussing. Noted high priority of DL Addendum due to timing; large number of courses will need to go through process. Would like to hear the group's thoughts re: additional meeting; noted that CCC's 90-minute meeting time is somewhat short. Fine Arts rep would like additional meeting. Also noted Accessibility options (on DL form) all required by law, and suggested form have single selection to note that all built into the course. Also mentioned lack of transparency re: DL Addenda being filed somewhere unknown— Vanatta noted currently Online Learning dept. maintains DL archives in Office 365 that anyone can request access to, but acknowledged not ideal. Vanatta noted that new DL form will eventually be added to COR form in CourseLeaf; will need to coordinate with CourseLeaf folks, which will take time. Bio Health rep pointed out error on Distance Learning Modality graphic (footnote for W). PSME rep mentioned different types of Hybrid modality, related to third Distance Learning status option—Bio Health rep noted this option in response to certain Allied Health programs, which have courses that must include face-to-face component. Vanatta noted language can be updated to clarify that face-to-face component required for this option.</p> <p>Kuehnl would like to get feedback from Online Learning dept.; hopes CCC can do a first read at next meeting. Please reach out to Kuehnl with any concerns or suggestions; need to move forward as quickly as possible. Kuehnl noted ability to submit one form for multiple courses— Vanatta clarified option available as long as selections made on form submission apply to all courses listed. Vanatta checked with Online Learning dept. assistant to ensure would not negatively impact their tracking/archives. Also mentioned that form in Office 365 does not allow for direct Division CC approval; will need to figure out process to send submitted forms to division reps, plus deadlines for faculty/divisions. Kuehnl noted Fine Arts rep's involvement with COOL Committee and hoped they can provide feedback.</p> <p>Ong suggested high priority topics be agendized first, with announcements towards the end; today's announcements took a long time. Kuehnl suggested adding time limits for agenda items, which is done at Senate.</p>
7. Credit for Prior Learning	<p>Speaker: Eric Kuehnl Topic delayed to future meeting, due to time constraint.</p>
8. Ethnic Studies Program	<p>Speaker: Eric Kuehnl Topic delayed to future meeting, due to time constraint.</p>
9. Good of the Order	<p>Kuehnl apologized for not being able to address final two topics, and emphasized their importance.</p>
10. Adjournment	<p>3:40 PM</p>

Attendees: Micaela Agyare (LIBR), Chris Allen (Dean, APPR), Ben Armerding (LA), Zach Cembellin (PSME), Mark Ferrer (SRC), Valerie Fong (Acting Dean, LA), Marnie Francisco (PSME), Evan Gilstrap (Articulation Officer), Hilary Gomes (FA), Allison Herman (LA), Kurt Hueg (Administrator Co-Chair), Maritza Jackson Sandoval (CNSL), Eric Kuehnl (Faculty Co-Chair), Andy Lee (CNSL), Debbie Lee (Acting Dean, FA & KA), Kristy Lisle (VP Instruction), Don Mac Neal (KA), Michelle McNearly (LA), Kathryn Maurer (AS President), Ché Meneses (FA), Brian Murphy (APPR), Teresa Ong (AVP Workforce), Ron Painter (PSME), Kas Pereira (BSS), Katy Ripp (KA), Lisa Schultheis (BH), Ram Subramaniam (Dean, BH & PSME), Miriam Touni (ASFC), Mary Vanatta (Curriculum Coordinator), Priya Vasu (ASFC), Anand Venkataraman (PSME)

Minutes Recorded by: M. Vanatta