

**College Curriculum Committee
Meeting Minutes
Tuesday, October 19, 2021
2:00 p.m. – 3:30 p.m.
Meeting held virtually via ConferZoom**

Item	Discussion
1. Minutes: October 5, 2021	Approved by consensus.
2. Report Out from Division Reps	<p>Speaker: All PSME: Approving Distance Learning Addendum forms; current focus on return to campus.</p> <p>LRC: Allison Herman will be second LRC rep; both reps met to plan creation of division CC.</p> <p>Language Arts: Approving DL Addendum forms; working on COR edits; ETHN courses rcvd UC approval and will be renumbered.</p> <p>Kinesiology: Approving DL Addendum forms.</p> <p>Fine Arts: Working on Title 5 updates; approved reactivation of three Art History courses (ART 2C, 2D, 2F); approving DL Addendum forms. Quarter is off to a good start.</p> <p>Counseling: CRLP 71 rcvd UC approval and will be renumbered; working on Title 5 updates.</p> <p>BSS: Working on first cycle of voting on DL Addendum forms and Title 5 updates.</p> <p>Bio Health: Working on Title 5 updates; approving DL Addendum forms.</p> <p>Apprenticeship: Allen provided update. Working on Title 5 updates; Tim Myres from Sheet Metal will be second Apprenticeship rep.</p> <p>SRC: Putting together completely new division CC, due to new staff— should be finalized this week and will then begin to meet.</p> <p>Hueg thanked all of the faculty and Gilstrap, for their work on the new UC-approved courses. Fong mentioned that ESLL 26 also rcvd UC approval. Lee thanked faculty and Language Arts reps for getting the ETHN CORs ready so quickly. Mentioned inquiry into the process used to review Ethnic Studies courses for CSU GE, and lack of transparency.</p> <p>Gilstrap also thanked faculty for their hard work. Next step is to submit courses for IGETC & CSU GE in December— won't receive results until April/May. Mentioned CSU officially published policy re: Credit for Prior Learning, available on CSU website. Also mentioned he's getting a lot of questions about online labs, but doesn't have a firm answer. System-wide, statement remains that regardless of modality, online labs will be accepted as long as content being taught and standards of COR being met. But noted that, starting fall 2022, UCSC & UC Davis want labs to be in person. Challenging that system-wide we hear one statement but ultimately it can be up to individual campus to decide what they will accept. Also mentioned Board of Governors approval of Title 5 revisions, which will require an Ethnic Studies course for students obtaining a local AA/AS degree; CCCCCO creating task force to help with implementation of this new requirement</p>

	<p>(when should it begin; definition of Ethnic Studies; etc.). PSME rep asked if this requirement will replace an existing course/requirement in Foothill GE pattern or add units—Gilstrap noted that task force will address this and advised we wait until they present their recommendations before we move forward. Their definition of Ethnic Studies will be an important factor.</p>
<p>3. Public Comment on Items Not on Agenda</p>	<p>Fine Arts rep provided comment: started out the year wanting to get campus traction on Learning Outcomes (Program, Student, Institutional)—plans to move forward with goal of having these conversations. Hueg agreed that this is an important topic; mentioned plan for fully-released position of SLO Coordinator, as a start.</p> <p>Lee asked Gilstrap which IGETC Area the ETHN courses would qualify for—unknown, at this point, but by summer 2022 we should know more about the IGETC changes. Ong asked Gilstrap to share CSU memo re: Credit for Prior Learning and asked for his thoughts—Gilstrap pointed out that memo states credit will be accepted but also that decision is up to each individual campus. Believes policy is a good starting point, if we want to continue our own local discussion on the topic.</p>
<p>4. Announcements</p> <p>a. GE Subcommittee Membership</p> <p>b. New Course Proposals</p> <p>c. Notification of Proposed Requisites</p> <p>d. ASCCC Fall Plenary</p> <p>e. New Program Approvals by CCCCCO: Noncredit ESL Certificates, Biochemistry AS Degree, Data Analytics CA, Cybersecurity CA</p>	<p>Speakers: CCC Team</p> <p>Kuehnl explained GE subcommittee structure: part of CCC, they review applications for new Foothill GE courses and make recommendation to CCC for final approval. Usually a challenge to get them up and running each year, and sometimes only 1-2 people serve for an Area. Language Arts rep asked if there will be an Ethnic Studies Foothill GE Area; Lee asked for clarification—rep clarified that perhaps ETHN courses would fold into US Cultures & Communities Area. Kuehnl responded that we'll need to explore this topic; he'll circle back after speaking with other stakeholders.</p> <p>The following proposals were presented: HUMN 11, 11H, 12, 13—note that all will be cross-listed with existing MDIA courses. Lee asked how load will work for these, since they will be cross-listed in different divisions; Hueg noted that the way load is split can affect productivity. Subramaniam noted some experience with this from his time at De Anza; suggested splitting seat count and load to match. Please share with your constituents.</p> <p>Updated prerequisites for BIOL 40C & BIOL 41; new corequisite for NCBS 448A (all eff. 2022-23).</p> <p>Resolutions packet was attached as info item—were discussed at recent Area meetings, but not all will necessarily go to state-wide plenary. Please reach out to Kuehnl with any questions.</p> <p>Vanatta provided update. Since CCC last met in June, the CCCCCO has approved two noncredit certificates in ESL for College and Careers (High-Intermediate and Advanced), the Biochemistry AS degree, and the certificates of achievement in Data Analytics and Cybersecurity!</p>
<p>5. Stand Alone Approval Request: CHEM 70R series</p>	<p>Speaker: Eric Kuehnl</p> <p>First read of Stand Alone Approval Request for CHEM Independent Study course series (70R, 71R, 72R, 73R). Will be permanently Stand Alone. PSME rep asked which faculty member created course; noted concern that courses being created if they might possibly not be used and will risk being discontinued—Hueg believes good to have them on the books in case there's student interest. Vanatta mentioned that IS courses not included in annual process to review courses not taught in four years. Fine Arts rep noted uptick in student interest in IS courses during pandemic and feedback that students have found them to be very beneficial.</p> <p>Second read and possible action will occur at next meeting.</p>

<p>6. Stand Alone Approval Request: HLTH 101</p>	<p>Speaker: Eric Kuehnl First read of Stand Alone Approval Request for HLTH 101. Will be temporarily Stand Alone and included in upcoming certificate of achievement in Community Health Worker. No comments.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>7. Stand Alone Approval Request: NCBS 448A</p>	<p>Speaker: Eric Kuehnl First read of Stand Alone Approval Request for NCBS 448A. 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: THTR 48F</p>	<p>Speaker: Eric Kuehnl First read of Stand Alone Approval Request for THTR 48F. Will be permanently Stand Alone. Vanatta noted this is an existing course changing to Stand Alone. Bio Health rep asked why course is Stand Alone if it's included in a family of activity courses—Vanatta explained that families are not related to degrees/certificates but are related to repeatability; Hueg provided historical context re: creation of families.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>9. Cross-List Request: BIOL 81 & CHEM 81 & MATH 83</p>	<p>Speaker: Eric Kuehnl Cross-listed Course Approval Request for BIOL 81 (existing course) & CHEM 81 & MATH 83 (new courses for 2022-23). Lee asked how this cross-listing will work—Subramaniam explained that courses will likely be offered separately (one dept. at a time) and that content is quite broad and not specifically related to one particular discipline.</p> <p>Motion to approve M/S (Armstrong, Mac Neil). Approved.</p>
<p>10. OER Resolution</p>	<p>Speaker: Eric Kuehnl Second read of Resolution to Explore Options to Leverage College Curriculum Processes to Support Faculty to Explore and Adopt OER. Kuehnl mentioned that Academic Senate has asked us to vote on this resolution, and stressed that the resolution won't force anyone to use OER in their courses, but is meant to increase awareness and make it easier for faculty to incorporate OER.</p> <p>Motion to approve M/S (Armerding, Meneses). Approved.</p>
<p>11. Learning Resources Center (LRC) Division</p>	<p>Speaker: Kurt Hueg Memo outlining creation of LRC division, including list of courses moving from Language Arts and PSME into LRC (effective winter 2022 quarter). Fong explained that courses are associated with tutoring, plus LIBR 10 & 10H. BSS rep asked about motivation for division reorganization—Hueg responded that this was a 2-3 year project, went through governance; concept to provide additional leadership, coordination, and grouping of like instructional areas, which are better suited to be grouped together. New dean, Mark Barnes, started a few months ago; budgets have been created to support the division. Fong added that the STEM Center was part of STEM division w/ oversight under that dean, and TLC and Pass the Torch were under Language Arts division w/ oversight under that dean—motivation was to bring both sides of tutoring together, to provide a better experience for students, under one administrator.</p>
<p>12. New Program Creation Feedback Form Process Change</p>	<p>Speaker: Eric Kuehnl Kuehnl emailed reps a few weeks ago, regarding the change that feedback forms for new programs should be sent to him, while governance situation was in limbo. However, since then, Academic Senate has voted to restart governance groups, so no longer necessary to forward forms to him. This topic was a bit of a hold-over from previous meeting. Noted that we are in the process of creating a new program creation process. Ong noted that,</p>

	<p>previously, form was submitted to three governance groups, and asked if it should now be sent to just one group—Kuehnl will need to follow up with AS President Kathryn Maurer. Asked the reps to please reach out to him if they are currently going through the process of creating a new program, so that he can provide guidance. Language Arts rep asked if there will be a workgroup for the new program creation process—yes, there is already a workgroup. PSME rep asked for clarification on which form is being discussed—Vanatta shared where form may be found on CCC website.</p>
13. Distance Learning for Winter 2022 Quarter	<p>Speaker: Kurt Hueg Certain courses have Distance Learning approval for "state of emergency" only; currently, we're in a transition period, so courses with this type of approval were allowed to be scheduled as DL for fall 2021. However, starting with winter 2022, any course being offered as DL should be approved for DL delivery under all circumstances. Fine Arts rep asked if form needs to be resubmitted if Zoom modality selected for a course—Hueg clarified that modalities are more related to attendance accounting and how classes are listed on the schedule. Modality options are not changing.</p> <p>PSME rep mentioned lack of clarity around situation in which, for example, course approved as hybrid but lab must be scheduled in-person, as current DL form does not allow for such nuances. Bio Health rep agreed and added that one faculty who works a lot with C-ID says that C-ID is starting to look at CORs to see which modalities are listed and having conversations re: whether or not courses with certain modalities will be approved for C-ID. Also asked if modalities are displayed on our CORs—Vanatta responded that DL info is not included on our public-facing CORs (in the CourseLeaf catalog), adding that it is something that we can add. Cautioned that it might take a long time to implement, as public-facing CORs are completely custom work by CourseLeaf developers, and we'll need to first wait until new DL form fields are incorporated into our COR form within the CIM system. Also addressed PSME rep's comments about clarity around modalities, noting that work being done to add new DL fields to COR form includes text box in the modality selection area, which faculty may use to add details re: modality selections. PSME rep expressed support for adding modality details to public-facing CORs. Gilstrap hasn't heard anything from C-ID re: reviewing modalities, but acknowledged it could be coming.</p>
14. CCC Priorities for 2021-22	<p>Speaker: Eric Kuehnl Topic delayed to future meeting, due to time constraint.</p>
15. Good of the Order	
16. Adjournment	3:29 PM

Attendees: Micaela Agyare (LRC), Chris Allen (Dean—APPR), Ben Armerding (LA), Kathy Armstrong (PSME), Roosevelt Charles (Dean—CNSL), Valerie Fong (Dean—LA), Evan Gilstrap (Articulation Officer), Hilary Gomes (FA), Allison Herman (LA), Kurt Hueg (Administrator Co-Chair), Maritza Jackson Sandoval (CNSL), Julie Jenkins (BSS), Ben Kaupp (SRC), Eric Kuehnl (Faculty Co-Chair), Debbie Lee (Acting Dean—FA & KA), Dixie Macias (KA), Don Mac Neil (KA), Allison Meezan (BSS), Ché Meneses (FA), Tim Myres (APPR), Teresa Ong (AVP Workforce), Lisa Schultheis (BH), JP Schumacher (Dean—SRC), Ram Subramaniam (Dean—BH & PSME), Kella Svetich (LA), Mary Vanatta (Curriculum Coordinator), Anand Venkataraman (PSME)

Minutes Recorded by: M. Vanatta