

**FOOTHILL COLLEGE**  
**College Curriculum Committee**  
**Division Curriculum Committee Meeting Report: Dec 2021**

**Division:** LRC

**Date of Meeting:** Ongoing

**Attendees:** Allison Herman, and Micaela Agyare

**Course Updates & Actions:**

Date	Item	LRCCC Approval	Office of Instruction
11/29/21	NCBS 405: Updated DL form (R = Combined Virtual; V = Virtual (synchronous))	12/6/21	12/6/21

**Other Topics Discussed:**

- LRCCC Structure & Representatives Ongoing
  - Agendas
    - Posted to Curriculum website (double-check process and where it needs to be posted)
    - 72 hours (Thursday afternoons prior to CCC meeting)
  - Minutes:
    - Sent to Mary at the end of each month (or as needed)
  - Approval Process
    - Use the Approval Spreadsheet
    - Updates to spreadsheet ongoing
    - Approve at meetings with exceptions
  - Winter Meetings: Bi-monthly; coincides with CCC Meeting
    - Meeting Location: Library Conference Room
    - Time: 1pm
  - Canvas & Google Records
    - Update Canvas beginning of the quarter
      - new meeting dates, etc.
      - direct links to Google forms/spreadsheet
    - Update Google Forms regularly
  - Student Rep & PSME Rep for Winter 2022
    - (still tentative/not enforced as per Kurt Hueg)
  - Who must be on the committee?
    - 1 in-person each quarter [Winter 22: M.A.]
    - Library [Micaela Agyare]
    - TLC/WLC [Allison Herman]

**Actions** may include but are not limited to: general updates, substantial changes, changes for C-ID, updates to meet GE areas, number change, add distance learning addendum, etc.

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- STEM Ctr [Eric Reed ????]
- Winter 22 quorum: 50% or 1 member in-person, on campus
- Maintain Voting for Library & Seek Voting Rules for Allison (joint LRC & LA voting)
  - Kathryn Maurer to be consulted winter 2022
- New Course Offerings & Proposals for Winter/Spring 2022
  - Meeting with Dean of LA, Valerie Fong & Dean of LRC, Mark Barnes
  - Expand Tutoring Beyond Supplementary
    - For students who are not enrolled at Foothill
    - Expand ability to enroll in a tutoring specific course
    - Especially offering for Conversation students who may have completed the ESLL or ENGL sequence
    - Can we use Independent Study in NCEN, ENGL, NCEL, ESLL?
    - Can we create new courses?
      - English Conversation Practicum (0-360 hours)
      - Ralumni and students taking a break can't access virtual/online services
      - RSLs course--Independent Study; research skills, strategies in project development, independent work with subject matter tutors in the LRC, independent Librarian research, attend workshops, presentation creation and practice with tutors
        - What is the role of librarians?
        - Scheduling?
        - Research & Tutoring appointments:
          - Receipt for recording hours
      - Connection to existing certificates???
        - Leadership/ASFC
        - Study Skills/LRC
        - Bridge/ENGL
    - Can we offer the following courses in the winter or spring schedule?: NCLA 407A/B/C, and NCLA 408 (all will be effective for winter 2022)
    - How do these individuals enroll or gain access?
    - Being enrolled in non-credit course gives them the privilege to access LRC services and resources, especially virtual [need/rationale]

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# FOOTHILL COLLEGE

## College Curriculum Committee

Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

ncla   Archive  History - OR -

Course Code	Title	Workflow	Status
NCLA F406A	SUPPLEMENTAL INSTRUCTION ENGLISH: ESSAY- & PARAGRAPH-LEVEL REVISION	FHDA Board of Tru...	edited
NCLA F406B	SUPPLEMENTAL INSTRUCTION ENGLISH: SENTENCE-LEVEL EDITING & PROOFR...	FHDA Board of Tru...	edited
NCLA F407A	THE GRAMMAR & RHETORIC OF APPLICATION WRITING		
NCLA F407B	WRITING RESUMES & COVER LETTERS		
NCLA F407C	WRITING UNDER TIME CONSTRAINTS		
NCLA F408.	VOCABULARY ACROSS THE DISCIPLINES		

Viewing: **NCLA F408. : VOCABULARY ACROSS THE**  [Preview Workflow](#)

- Winter Plans

- Double-check process and where it needs to be posted
- Ask ASFC to appoint a student rep
- Invite Eric Reed to LRCCC (STEM Center Faculty Coordinator)
- Kathryn Maurer to be consulted winter 2022 about voting rights

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