

**FOOTHILL COLLEGE**  
**College Curriculum Committee**  
**Proposal to Create New Ad Hoc Committee: Instructional Program Creation Process**

Committee Details

Name: Instructional Program Creation Process

CCC & Academic Senate Co-Chairs: Eric Kuehnl & Kathryn Maurer

Co-Chaired with the Office of Instruction: Kurt Hueg

Background

The creation of our new governance structure a few years ago resulted in the need to establish a new instructional program creation process due to the loss of PaRC, the body which used to ensure college-wide input into and approval of new program creation after College Curriculum Committee (CCC) approval, and prior to submission to the FHDA Board of Trustees for approval. The Presidents of the Academic and Classified Senates (faculty and staff), who were serving as Advisory Council tri-chairs at the time (2017), created a Temporary Program Creation Process for faculty to follow while a permanent process could be established.

Charge

This committee will review current policies for program creation as well as the temporary process mentioned above, analyze what is working well and what needs improvement, and draft a (permanent) Instructional Program Creation Process, to be reviewed and approved by CCC, the Academic Senate, the Office of Instruction, and the Advisory Council. This procedure should also include mechanisms to identify and evaluate potential district-wide impacts of program creation, and specify the points and mechanisms by which the two colleges will communicate and address any concerns.

Additionally, this committee will draft a process for deactivation of instructional programs (no formal process currently exists), to be reviewed and approved by the bodies listed above, alongside the process for program creation.

For purposes of the scope of this committee, we are using the following definition of “instructional program”: any degree or certificate submitted to the California Community Colleges Chancellor's Office for approval/chaptering, including noncredit certificates; and any non-transcriptable credit certificate.

The committee acknowledges that a separate *non-instructional* (student services/support) program creation procedure also needs to be developed, but is beyond the scope of this charter.

Membership

Any full- or part-time Foothill faculty member is welcome to volunteer. Priority will be given to faculty who are current or past members of CCC and/or the Executive Committee of the Academic Senate. Additionally, the committee welcomes any student, staff, or administrator appointed by CCC to the committee.

The target size for the committee is 4-6 members, with a minimum of 4 and a maximum of 10 (for scheduling purposes), and a minimum of 50% of the committee members being faculty.

### Structure

The CCC faculty chair and the Academic Senate President will co-chair the committee together with the Office of Instruction. The faculty co-chairs will schedule and convene meetings and manage the creation and execution of a work plan. The Office of Instruction will facilitate the gathering of all relevant documents and support the committee with needed data. All members will help identify and review documents, gather input and feedback as needed, and help draft the new process. The committee will work both synchronously with regular meetings (likely every two weeks) and asynchronously (via a shared online workspace). The committee will bring their work to CCC first for discussion and approval, and then to the other bodies.

### Time Frame

Appointments to the committee will begin on April 20, 2021, and work will begin immediately and end with the formal approval by all bodies, with a target date of June, 2021.