

College Curriculum Committee
 Meeting Minutes
 Tuesday, May 5, 2009
 1:30 p.m. - 3:50 p.m.
 Toyon Room

<u>Item</u>	<u>Discussion</u>
1. Minutes: April 21, 2009	Correction to #1 an #5 (M/S/C, Thomas, Franco), one abstention
2. Non-Credit Course Approval	<p>Speaker: Carolyn Holcroft General questions re: Repeatability and reading/writing assignments - there are no limits on repeatability but faculty must complete the reading/writing assignments portion of the outline. The COR demands are somewhat different for non-credit and credit. In reference to NCBS 400, Uyeda questioned the wording in the last sentence of the description and suggested that it be changed to “ in preparation for credit ESL Courses” Knobel noted that the Methods of Evaluation for the workforce production courses seem more like course objectives than actual methods of evaluation. Texts and sample assignments are also missing from the NCWP outlines. Nunez will work with Denise Swett to make corrections. (M/S/no vote taken, O’neal/Franco) “Move that these courses be approved with the understanding that the discussed changes will be incorporated and forwarded to the FHDA board for approval at the 6/1 Board Meeting and if changes are still required after FHDA Board action, they will be done at later date”. After discussion, the committee decided to table the vote until the next CCC meeting, 5/19/09. Townsend-Merino made clear to the committee that if there are any other changes needed that they needed to be address at this meeting as there will be no other changes entertained at the next meeting. A vote will be taken at that time and pending CCC approval, the outlines will go to the FHDA Board the next morning.</p> <p>Question: What is the difference between credit and non-credit? Is the “no fee” the draw for these students? The community serviced by these courses are short term students who are usually low-income, displaced workers, and/or non-native English speakers trying to obtain work. Adult education mostly. There was some concern regarding how basic a course might be to fall under non-credit and it’s possible affect on credit courses. Non-credit courses allow some people who would not normally be able to afford or not able to change their life style to accommodate a college credit course (time factors and money) to broaden their knowledge or skills. The COR requirements dictated by the State for these courses is not as rigorous as credit courses. Non-credit is more an “exposure to information” experience.</p>
3. Popular Culture	<p>Speaker: Kay Thornton Thornton informed the committee that the new certificate had been reviewed and updated based on the committee’s previous discussion and further input from the BSS division. This is a new program and since it does not have state approval at this time it will go into the Catalog with a title of Certificate of Proficiency. All but 2 courses are transferable. (Franco/Pennington, M/S/C)</p>

<p>4. Viticulture & Enology</p>	<p>Speaker: David Sauter Sauter pointed out the title changes to certificates. A member pointed out that there were still some small corrections needed: remove Math 103; correct the upper portion of the major required units s/b 46 units core and 2 units electives; the word “unit” is missing. Fix general certificate info: request certificate from BH division and the Counseling department. (Day/Franco, M/S/C)</p>
<p>5. General Education a) Update from Academic Senate b) GE Breadth Statement c) Lab Requirement met by an unassociated Lecture course? d) Moratorium end in sight? e) GE Review process</p>	<p>Speaker: Carolyn Holcroft a) Holcroft brought the three separate GE area’s wording of the “United States Cultures & Communities”, “Natural Sciences” and “Lifelong Understanding”. all passed. There seems to be some lingering concern from the CCC members regarding the Academic Senate’s need to have full discussion before approving any document from the CCC. Academic Senate approves all appointments to the CCC in order to delegate the responsibility of all matters curriculum. However, AS seems to negate the delegation by their insistence to review, in minutia, each document that the CCC has spent great time and effort developing. Please express to your senators the amount of time spent on issues before decisions are made in CCC. The Senate needs to be very clear that every topic is completely discussed in CCC and if there is someone who has serious concerns regarding an issue, please make sure that they attend the CCC to be involved in the discussions. If CCC reviews the issues and does not incorporate the suggestions, it’s because there was intense discussion as to whether or not anything else should be incorporated into the document. The committee does not feel it appropriate that if nothing is said in CCC, then the AS allows the senators to have full discussion and send it back to CCC. In the future, if something is sent back to CCC, it will further step back to the sub-committee for another round of discussions. If this happens, the possibility exists that some decisions will not go into affect until the following fiscal year. b) The heading isn’t clear about this document being the Breadth statement. Townsend-Merino will do some “word-smithing” and the document will be sent out electronically to the members so they may forward it to their constituencies for feedback. Please be prepared to discuss this at the next meeting. c) (See additional info on agenda) Some members seemed surprised that this interpretation has been used in the past. The CCC discussed what they felt was the original intention of this area and came to the decision that from now forward, in order to count as a lab course, the parent course must be coupled with it’s corresponding lab, not an unrelated lab. d) As soon as the GE area statements and the breadth statement are complete, the moratorium for requesting new additions to the GE list will be lifted as of Fall 09. e) The committee suggested the following procedures: 1) The 2009-10 year will be a grace period for the courses currently on the GE list. 2) 2010-11 will be the year of review. CCC will develop a calendar for the review of standing courses with staggered deadlines. The review of the standing courses will effect</p>

	<p>the 2012-13 catalog. 3) Maybe have sub-committees to handle groups of courses and report back to CCC. Action by the CCC will then be a consent calendar. 4) 2011-12 will incorporate the new area descriptors. December 2010 will be the deadline to have GE courses reviewed and approved.</p>
<p>6. Process for Degree & Certificate approval</p>	<p>Speaker: Katie Townsend-Merino The current process for notifying the Instruction Office of new or substantive changes in majors and certificates doesn't work well. Many changes need State applications and more communication needs to exist between divisions and the Instruction Office to insure that these applications are one in a timely manner. Townsend-Merino suggested that the CCC consider having all new degrees and certificates reviewed by the CCC as well as degrees and certificates that have been modified substantially since their last approval.</p>
<p>7. Lifelong Learning: add similar wording as the GE List "2 different academic departments"?</p>	<p>Speaker: Carolyn Holcroft Confirmation that the statements will be added to the GE list in the catalog in regard to COIN & CIS being considered one department and PHED, DANC & ALAP being the same.</p>

Attendees: L. Balducci, A. Cartier, B. Cashmore, S. Connell, B. Day, K. Duncan, M. Francisco, S. Franco, C. Holcroft, K. Jones, M. Knobel, P. Murray, B. Nikolchev, V. O'Neal, S. Pennington, L. Serna, D. Sauter, K. Svetich, M. Thomas, K. Thornton, K. Townsend-Merino, D. Uyeda, T. Woods
Minutes recorded by: C. Nuñez