

**College Curriculum Committee  
Meeting Minutes  
Tuesday, June 2, 2009  
1:34 p.m. - 3:51 p.m.  
Toyon Room**

<u>Item</u>	<u>Discussion</u>
1. Draft Minutes: May 19, 2009	Motion to accept minutes w/one minor chg in #8 ( <b>M/S/C, Thomas, Ziegenhorn</b> )
2. General Information: a. BSS Curriculum Minutes	<b>Speaker: Bill Ziegenhorn</b> Working on American Cultures Curriculum sheet for next year.
3. Non-credit: NCEL 400	<b>Speaker: Denise Swett</b> Swett introduced the outline changes: prerequisite to advisory; added more in the reading and writing assignments area. Rita Wong has met with various outside agencies to help bridge into FH ESL credit programs. Repeatability has different requirements for non-credit courses. Methods of evaluation: can have them but they are not required to give grades. Townsend-Merino gave great kudos to Rita for the terrific job. ( <b>M/S/C, Serna, Uyeda</b> )
4. Distance Ed Info Report Back*	<b>Speaker: Carolyn Holcroft &amp; Katie Townsend-Merino</b> There are 400 courses that still need approval. We need approval by the end of next year. We do not need approval for those courses that use the shell for extra info for the course. Townsend-Merino: should we proceed thru the CCC Reps or thru the Deans'? We will email list to CCC reps and we should have them back by the end of this quarter. The Instruction Office will take the hard copy forms now, and we will input them by Fall. "Online" is defined as time "in lieu of" face to face instruction. FYI- Substantive change documentation is required if 50% or more of a degree can be completed online.
5. GE Breadth Statement	<b>Speaker: Carolyn Holcroft</b> Concern about removing the list that was in the lower section of the document. Found out about the Governor's office regarding information literacy being changed to digital competency. Digital Competency can be as simple as pen to paper vs. digital input. Digital Competency means more about process not just being able to use the device. Collaboration is important part of this information. Duncan feels that this document is more about a skill set and not device orientated. Franco: be aware that this document is going to be used for the next ten years and we need to make sure that the intent is very clear today and tomorrow. We need to remember that this statement is supposed to represent Breadth not depth of a specific discipline. <b>M/S/C (Franco, Serna)</b> , 1 abstention as amended.  This will be forwarded to the Academic Senate and be requested to be a consent calendar item. Please support this Item by attending next Monday, 6/8 at 2:00 in the Toyon room. If you're not able to attend please contact your senator to urge them to approve it. In order to have a fully participatory shared governance structure, we need to demand that people communicate in some fashion. People can opt out, but they need to be very aware that if they have chosen to opt out, they've lost their voice.

<p>6. Limitation of Number of GE Areas a Course May Satisfy</p>	<p>Discussion points:  a) at least 5 different depts.- We currently allow each course to be counted in only 1 area. Leave it as is for now.  b) one course from their major - KTM will find the research to determine how many students this effects.  c) limiting to at least 2 areas suggested by PSME. How many courses are actually going to be in multiple areas based on the new definitions? Most members think the criteria has taken care of this problem. Limitation would prevent watered down effect (<b>M/S/C, Francisco, Franco</b>) we will stipulate each course may only be apply to two areas.  d) exemption: of student not having to take a GE course that's also in their major. If you have courses that are in many different GE areas (in their major) how do you determine which area to exempt? We are not interested in issuing a blanket exemption at this time. If BH would like to pursue this at a future date, they are welcome to do so.</p>
<p>7. Reports from CCC Reps</p>	<p><b>AL:</b> working on non-credit courses  <b>BH:</b> none  <b>BSS:</b> see above minutes.  <b>CNSL:</b> discussion re: individual studies degree; new certificates and the GE stuff; Bernie &amp; Katie will be visiting tomorrow.  <b>CTIS:</b> working on finishing San Mateo Pipetrades curriculum  <b>FA:</b> none  <b>LA:</b> new numbering for alternate credit courses ESL.  <b>LIBR:</b> none  <b>PE:</b> none  <b>PS:</b> SLO conversations ongoing.</p>
<p>8. Other Items</p>	<p><b>Speaker: Bea Cashmore</b>  Would like further feedback regarding non-credit courses: ALLD 401Z, ALTW 401, ALTW 402. Discussion ensued with suggestions to improve the courses and get them closer to completion.</p>

**Attending:** Rosemary Arca (SLO Coordinator), Bea Cashmore (ALD), Robert Cormia (CTIS), Bernie Day (Articulation Officer), Kathleen Duncan (B H), Marnie Francisco (PSME), Stephanie Franco (Evaluations), Carolyn Holcroft (Faculty co-chair), Kay Jones (LIBR), Marc Knobel, (PSME), Peter Murray (Dean, PSME), Verley O'Neal (CTIS), Simon Pennington (F A), Leticia Serna (CNSL), Gillian Schultz (BH), Kella Svetich (L A), Denise Swett (Dean, Mdl Fld), Mary Thomas (LIBR), Katie Townsend-Merino (Admin co-chair), Diane Uyeda (L A), Rita Wong (LA), Tim Woods (Dean, CTIS), Bill Ziegenhorn (BSS)