

**College Curriculum Committee  
Meeting Minutes  
Tuesday, May 5, 2020  
2:00 p.m. – 3:30 p.m.  
Meeting held virtually via ConferZoom**

Item	Discussion
1. Minutes: April 21, 2020	<b>Approved by consensus.</b>
2. Report Out from Division Reps	<p><b>Speaker: All</b>                      Articulation: Recently attended webinars re: ensuring transfer success (put on by UC). These UC campuses will accept Pass grade for major prep courses, for spring 2020 term: Berkeley, Davis, Irvine, Riverside, San Diego, Merced, Santa Barbara. Some will also accept Pass for winter and/or summer—depends on campus. UCLA will accept Pass for spring term, for students applying for fall 2020, but for admissions purposes only (faculty has not yet reached consensus re: transferability of such grades). UC Santa Cruz: all majors will accept Pass, except psychology and cognitive science majors. No official update yet re: UCs going virtual for fall.</p> <p>PSME: Working on Title 5 updates; Computer Science dept. working on new certificates.</p> <p>Language Arts: Updating CORs for a few honors courses to address inconsistencies; discussing Distance Ed for ESLL courses; working on Title 5 updates.</p> <p>BSS: LINC dept. creating courses related to online learning environments.</p> <p>Counseling: No updates to report. Asked reps to let students know that counselors are available via Zoom and phone appointments.</p> <p>Library: Evaluating subscribing to an electronic reserves product, to allow for seamless integration w/ library mgmt. system and Canvas. Will be sending out additional information and asking for feedback from faculty.</p> <p>Kinesiology: Katy Ripp joining as additional rep; will be the rep next year. A number of faculty working to increase Distance Ed offerings, even beyond current situation, to try to increase enrollment.</p> <p>Fine Arts: Faculty interested in details regarding transition from C3MS to CourseLeaf and associated deadlines.</p> <p>Apprenticeship: Dean Chris Allen provided update. Some programs primarily focused on graduating 5th year students, while others working to deliver virtual instruction to all students. Some apprentices will be returning to work soon, with new safety protocols in place.</p>
3. Announcements a. Articulation Office Update	<p><b>Speakers: CCC Team</b>                      Gilstrap provided updates related to recent conversations within articulation community. Could see an increase in students at community colleges due to COVID-19—if many universities continuing virtual instruction in fall, students might opt to take classes at CCs to save tuition. Re: COVID-19 impact on lab courses, have discussed offering lecture portion of course in the fall, with the lab delayed until the following term—shouldn't affect articulation, but raises questions regarding how it looks on student's transcript, and how it might affect admissions decisions for transfer students. Idea still in exploration phase.</p>

<p>b. Advisory Mismatches on Honors Courses</p> <p>c. CCC Priorities for Remainder of Year</p> <p>d. Cut-off Date for COR Edits in C3MS</p>	<p>Vanatta informed the group of discovery that some honors courses don't list the same Advisory statements as their corresponding non-honors course—all are related to English proficiency. Until recently, not an issue due to program prerequisites for Honors students, but now that Honors Institute has removed program prereqs, no English proficiency requirement enforced for students to take an honors course. Noted that two ENGL courses do have prereq mismatches—English dept. already addressing/correcting.</p> <p>Kuehnl shared updated list of topics discussed at first CCC meeting of this academic year, which includes current status of each and any relevant notes. A few new topics have been added. Kuehnl planning to survey the reps to vote on the priority of the topics, noting that there are only a few meetings left for the year. Asked reps to suggest additional topics to include in the survey. Hoping to have time to address some by the end of this year, but list will more likely inform next year's work.</p> <p>Vanatta shared that, related to upcoming transition to CourseLeaf, we need to implement a cut-off date for COR edits in C3MS. This date will be Monday, June 22nd—the Monday following this year's COR deadline. Cut-off means faculty will no longer be able to initiate COR edits or work on in-progress edits, create new CORs or work on new CORs that are in progress; CORs will no longer be able to move through C3MS steps. Furthermore, any new/updated CORs that are in progress (and have not been submitted in Instruction/Review1 status) will not be moved into CourseLeaf. Stressed importance that faculty/divisions get their CORs submitted by the June 19th deadline.</p> <p>In-progress CORs will still be visible in C3MS, following the cut-off date, so if faculty miss the cut-off they will still be able to view any edits they had saved. For CORs that don't make the cut-off, faculty will need to restart edits/process in CourseLeaf. Vanatta will create a report of current in-progress CORs in C3MS and distribute to reps via email.</p>
<p>4. New Program Application: Bio-Health Diversity and Inclusion Leadership Certificate of Achievement</p>	<p><b>Speaker: Eric Kuehnl</b>                  Second read of new Bio-Health Diversity and Inclusion Leadership Certificate of Achievement. No comments.</p> <p>Motion to approve <b>M/S</b> (Subramaniam, Serna). <b>Approved.</b></p>
<p>5. Ad Hoc Groups</p>	<p><b>Speaker: Eric Kuehnl</b>                  Third read of two Proposals to Create New Ad Hoc Committees: Curriculum Best Practices, Foothill General Education Process. Proposals have been updated to extend timelines, per comments/suggestions from second read.</p> <p>Honors ad hoc group met Friday; Scott Lankford, English faculty, elected chair. Plan is for group to meet weekly on Fridays.</p> <p>Re: Foothill GE group, Gilstrap noted recent discussions regarding moving course substitution process online, for tracking purposes; suggested ad hoc group consider consulting with Kent McGee from Evaluations dept. as part of their process.</p> <p>Motion to approve <b>M/S</b> (Venkataraman, Gomes). <b>Approved.</b></p> <p>Kuehnl would like to begin to recruit ad hoc group members, even if no meaningful work will likely occur before end of spring quarter; would be good to have groups established so that work may begin promptly in fall.</p>
<p>6. Fall Quarter Distance Education Planning</p>	<p><b>Speaker: Eric Kuehnl</b>                  Last week, CCC voted electronically to approve Distance Education resolution for fall quarter. Would still like the group to discuss general topic of planning for continuation of virtual instruction in fall quarter. Starer stated</p>

that administration anticipating and planning for the need to be all-virtual for fall; has heard no indication of non-virtual instruction for fall. Agreed with Kuehnl that discussion still useful, despite resolution for fall already approved. Kuehnl noted and acknowledged that some reps expressed frustration with last week's vote occurring without first discussing at CCC. Noted that planning for fall still ongoing, for example, topic of if/which classes may be held in-person and how such a list would be prioritized.

Hueg agreed with unlikelihood of in-person classes in fall; hoping that perhaps certain services (e.g., library, psychological) may be available on campus. Noted that we're still unable to get certain necessary supplies. Kuehnl and Starer noted that only exception that has really been discussed is Allied Health classes; Starer noted that Chancellor Miner appears to be taking a very conservative approach.

Library rep asked about conversations re: library being open in the fall; hadn't heard that. Starer noted these weren't formal discussions, but there has been brainstorming about what types of services would be needed if some students are present on campus—very nascent stages of discussion and absolutely no decisions have been made. Stressed that conversations would occur with faculty/staff if services might open up in their area. Subramaniam asked about transferability-related exceptions for lab science classes, for spring quarter—Gilstrap confirmed that as long as the course content, etc., is met, the method of delivery does not matter. Clarified that the lab discussions he mentioned earlier were among articulation group, and not a lot of university campuses have weighed in; at this point, cautioned against offering a “stretch course” (e.g., lecture in fall, lab in winter/spring) because currently unclear how universities would review those for admissions/transfer. Also noted that delaying lab could delay student's ability to register for courses that include it as a prereq.

Fine Arts rep asked about facilities for ceramics classes and how to handle situations in which students don't gain the proper skills related to using the equipment—could they enroll in next-level class? Also passed on question from faculty regarding students' ability to use kiln in fall quarter. Hueg on Revenue & Resources committee; noted likelihood that President Nguyen will task R&R to help devise a plan for a return to campus. Noted that kiln usage question part of the larger question of what a partially-functioning campus looks like—no way to address until discussions have occurred. Kuehnl broached topic of whether CCC wants to play a part in discussing how to prioritize which classes would be held in-person. Noted that other groups might not prioritize (for example) ceramics over other types of courses, so might be useful for CCC to be involved.

Kuehnl attended recent ASCCC meeting which included sharing of several different plans that colleges have devised for fall. One involved splitting the term up into multiple, shorter terms—would likely not work for Foothill due to our short term length. Will forward presentation info to the group.

Starer noted that, although the decision to reopen campus rests with Miner, faculty's thoughts and involvement important to include in discussions, due to the expertise that faculty have. Agreed that administration might not consider, for example, ceramics courses. Encouraged faculty to think about their programs and needs, because administration may not know all of the nuances across campus. Wants to help ensure that Miner has as much relevant information as possible. Kinesiology rep asked what best forum for faculty to voice concerns—Starer stated that, while curricular matters do need to be discussed, unsure if CCC is ideal for the larger discussion (outside of curricular concerns); perhaps could be brought to Academic

	<p>Senate. Important to not delay discussing how things will look “on the other side” of COVID-19; encouraged faculty determine best forum for discussion of curricular and other issues. Kuehnl noted that even if it feels like discussions won’t have any impact right now, they are important. Kuehnl can report concerns/issues to Senate.</p> <p>Kuehnl mentioned our local Distance Ed approval process; CCCC0 encouraging colleges to approve DE for all courses in case of future Shelter-in-Place situations, so campuses are prepared and don’t have to go through the hoops we went through this time. Lee mentioned Academic Senate’s scheduling subgroup as potential forum for faculty’s concerns; Kuehnl involved in that group, and noted that it currently doesn’t have wide campus participation, but will be increasing its size soon.</p>
<p>7. Revisiting Local Policy Requiring “C” Grade or Better for Major Courses</p>	<p><b>Speaker: Eric Kuehnl</b>            Starer mentioned that this issue arose years ago due to faculty’s desire to ensure that students had earned a C or better in their major, which resulted in policy being adopted. Haven’t been many issues, over the years, regarding the policy, but now that students have the ability to switch classes to Pass/No Pass at any point during the term (due to COVID-19), topic of revisiting this policy has arisen. Noted that faculty aren’t even aware of students’ selected grading option, as grading software converts letter grade to P/NP (when applicable). Also mentioned issue of needing to counsel students about the choice to take a class P/NP, as they may not consider the ramifications of doing so—not just a curricular matter. Stressed that there is no mandate to change this policy.</p> <p>Kuehnl noted research into Title 5 has confirmed that this is a local decision; noted De Anza has programs that allow P/NP for major courses. Stressed that we don’t need to make a change just because of current circumstances, but topic is coming up due to current circumstances. Starer asked Counseling reps if they’ve heard anything—one rep hasn’t heard about any issues with students, and has heard no discussion about it. Will bring topic back to division for discussion. Other Counseling rep noted importance of not confusing students; mentioned process for students who accidentally take a class P/NP but need a letter grade. Rep believes it best to keep policy as it is and use our established processes when situations arise. Starer suggested bringing ASFC reps into discussion.</p> <p>Gilstrap noted that, from transferability standpoint, best for students to take major prep courses for letter grade. Noted that for ADTs, Pass can be used for MP courses (stated in most recent edition of PCAH). Counseling rep agreed with idea to involve ASFC students, both to hear what students are thinking and to clarify communication for them to pass on to student body. Kuehnl agreed of importance of simplifying things for students. Purpose of discussion is to ensure policy doesn’t continue to be in place simply due to the fact that it’s a legacy policy. Will reach out to ASFC to be involved in continued discussion. Will continue to discuss at upcoming meetings.</p>
<p>8. Requisite Recency</p>	<p><b>Speaker: Eric Kuehnl</b>            Topic delayed to future meeting, due to time constraint.</p>
<p>9. Good of the Order</p>	
<p>10. Adjournment</p>	<p><b>3:24 PM</b></p>

**Attendees:** Micaela Agyare (LIBR), Chris Allen (Dean, APPR), Stephanie Chan (LA), Valerie Fong (Acting Dean, LA), Marnie Francisco (PSME), Evan Gilstrap (Articulation Officer), Hilary Gomes (FA), Katie Ha (LA), Allison Herman (LA), Kurt Hueg (Dean, BSS), Marc Knobel (PSME), Eric Kuehnl (Faculty Co-Chair), Debbie Lee (Acting Dean, FA & KA), Dokesha Meacham (CNSL), Ché Meneses (FA), Teresa Ong (AVP Workforce), Ron Painter (PSME), Katy Ripp (KA), Lety Serna (CNSL), Matt Stanley (KA), Paul Starer (Administrator Co-Chair), Ram Subramaniam (Dean, BH & PSME), Nick Tuttle (BSS), Mary Vanatta (Curriculum Coordinator), Anand Venkataraman (PSME)

**Minutes Recorded by:** M. Vanatta