College Curriculum Committee
Meeting Minutes
Tuesday, February 2, 2021
2:00 p.m. – 3:30 p.m.
Meeting held virtually via ConferZoom

Item	Discussion
1. Minutes: January 19, 2021	**Approved by consensus.**
2. Report Out from Division Reps	**Speaker: All** SRC: Finishing up Distance Learning Addendum submissions. PSME: No updates to report. Library: No updates to report. Language Arts: Holding off on developing Ethnic Studies course in Native American Studies—targeting June deadline; working on DL Addendum submissions. Planning division curriculum retreat, with primary focus on equity in curriculum. Kinesiology: No updates to report. Fine Arts: Art faculty and D. Lee will be meeting with De Anza faculty and dean to discuss revisiting Art course families and possible changes. Counseling: Completed DL Addendum submissions. BSS: No updates to report. Apprenticeship: No updates to report. Vanatta noted she is currently working with CourseLeaf to set training dates for curriculum sheet authors for next year's catalog—likely in mid-March. Divisions should have 4-5 weeks to submit their updates in the system. PSME rep expressed concerns regarding short timeline for submitting updates and overlap with winter quarter finals, spring break, and the start of spring quarter. Vanatta explained timeline dependent on Marketing's target for catalog publication, as well as time needed for Marketing to make adjustments to catalog content ahead of opening system to authors. Mentioned she has been suggesting to faculty (who have contacted her, curious about this year's deadline) to not delay discussing updates within dept. and making note of what needs to be changed; this will make the actual process of updating sheet in CourseLeaf much quicker. Hueg offered to speak with Marketing re: timeline for publication. Articulation: ETHN 51, 52, 53 & 55 have been submitted for CSU GE Areas D & F. Each year, UC Davis requests from us list of courses not going to be offered during spring term, related to TAG criteria—Gilstrap worked with Deans to submit list.
3. Public Comment on Items Not on Agenda	No comments.
4. Announcements a. Music Technology CA Approvals	**Speakers: CCC Team** Vanatta shared that the CCCCO has approved the new Music Technology Certificates of Achievement: Audio Post Production, Electronic Music, Game Audio I, Songwriting.
b. Collegiality in Action Visit	Visit from ASCCC, requested jointly by Pres. Nguyen and Academic

	Senate, to address issues that have come up. Happening this Friday from 9-11; all reps should have invite from Simon Pennington. Reach out to Kuehnl if you did not receive invite, or if you have any questions.
c. Courses not Taught in Four Years	CCC Team discussed and decided to put the process of requesting exceptions on hold, for this year, primarily due to COVID-19 disrupting scheduling. Intent is for divisions to discuss list internally and determine if any course(s) should be deactivated. Normal process of requesting extensions should resume next year.
5. Stand Alone Approval Request: BIOL 70R series	**Speaker: Eric Kuehnl** Second read of Stand Alone Approval Request for BIOL Independent Study course series (70R, 71R, 72R, 73R). No comments. Group agreed to vote on all Stand Alone requests as one motion. Motion to approve items 5-11 **M/S** (Armerding, Venkataraman). **Approved.**
6. Stand Alone Approval Requests: CHLD 80A, 80B, 80C	**Speaker: Eric Kuehnl** Second read of Stand Alone Approval Requests for CHLD 80A, 80B, 80C. No comments. *See item 5 for motion/approval details.*
7. Stand Alone Approval Request: C S 70R series	**Speaker: Eric Kuehnl** Second read of Stand Alone Approval Request for C S Independent Study course series (70R, 71R, 72R, 73R). No comments. *See item 5 for motion/approval details.*
8. Stand Alone Approval Requests: LINC 68G, 411, 412, 413, 414, 415, 416, 417	**Speaker: Eric Kuehnl** Second read of Stand Alone Approval Requests for LINC 68G, 411, 412, 413, 414, 415, 416, 417. No comments. *See item 5 for motion/approval details.*
9. Stand Alone Approval Request: NCEL 410	**Speaker: Eric Kuehnl** Second read of Stand Alone Approval Request for NCEL 410. No comments. *See item 5 for motion/approval details.*
10. Stand Alone Approval Requests: PHED 401, 402, 403, 404, 405, 406, 407, 408	**Speaker: Eric Kuehnl** Second read of Stand Alone Approval Requests for PHED 401, 402, 403, 404, 405, 406, 407, 408. No comments. *See item 5 for motion/approval details.*
11. Stand Alone Approval Requests: THTR 22, 24	**Speaker: Eric Kuehnl** Second read of Stand Alone Approval Requests for THTR 22, 24. PSME rep mentioned discussion during first read, re: UC transferable courses as Stand Alone, and asked if Lisle had a chance to follow up—Lisle does not have any updated information but will report back when she does. *See item 5 for motion/approval details.*
12. Adding Department FYI Notification to COR Workflow in CourseLeaf	**Speaker: Mary Vanatta** Continuing discussion from fall quarter, to consider adding dept. notification at beginning of COR workflow. Would be an FYI email, not an approval step, to allow for increased visibility into who is submitting a COR, since CourseLeaf does not allow for COR owners like C3MS did. Option to send to all faculty in dept. or just full-time (would need to be the same across depts.). Reps were asked to bring topic to faculty for discussion and report feedback to CCC. Language Arts rep asked if any depts. have widespread participation of part-time faculty. Per PSME rep, Computer Science dept. has part-time faculty informally involved in curriculum. Other PSME rep shared feedback from Math dept.—faculty do not want notification. Fine

	Arts rep noted most CORs in division updated by full-time faculty, with a few by part-time faculty; believes notification could be helpful. Other Fine Arts rep agreed, and shared feedback from division faculty re: importance of knowing who is assigned to each COR for Title 5 updates. Vanatta asked rep for clarification, noting that notification wouldn't set up any sort of ownership of CORs; simply an email notification (provided example). Fine Arts reps realized their division's discussion was about COR ownership and not this type of email notification.

BSS rep asked how reps are supposed to know which faculty should be in charge of updating each COR, now that there are no longer ownerships. Vanatta mentioned she still has access to C3MS ownership list, which is accurate as of summer 2020 (when CORs were last submitted there) and could be used as a reference for some time. Added that CourseLeaf does list on COR the name of the person who submitted the most recent update, which will become helpful as more CORs move through the system. Suggested each division may need to determine process to keep track of COR owners; Kuehnl agreed that responsibility falls on the reps. Language Arts rep explained English dept.'s recent creation of documentation of faculty point-persons for courses, in response to CourseLeaf not having COR owners. Other Language Arts rep noted still determining where to house that information.

Apprenticeship rep asked if he would receive notifications since he's not full-time faculty. Vanatta mentioned she would need list of full-time faculty if that is the decision made—Lisle offered to help with that, and suggested Apprenticeship be considered differently, due to its unique structure. PSME rep concerned that certain depts. in division don't want notification; Kuehnl suggested each division be able to make their own decision. Vanatta noted that intent has always been for notification to be a blanket decision, same across all divisions; expressed concern that allowing for each division to make separate decision would complicate things for her, especially when new faculty are hired. Lisle noted that new hires of full-time faculty are not numerous, and suggested she and Vanatta review list of full-time faculty to determine scope of project; agreed with allowing each division to make their own decision. Language Arts rep asked for clarification that faculty would receive an email whenever any COR is submitted, across campus—Vanatta clarified email is only for CORs within the dept. of the faculty. Noted there seems to be a lot of confusion about the notification—will email the reps with hopefully clear explanation. Kuehnl will bring topic back for further discussion and decision at future meeting. |
| 13. Local Apprenticeship AS Degree | **Speaker: Eric Kuehnl**
Apprenticeship rep recalled that the last time a Foothill GE application was presented to CCC for the Pipe Trades' Plumbing Technology program, CCC requested general discussion of creating an Apprenticeship AS degree using GE mapping, before considering further GE applications. Division ready to submit another GE app, Lifelong Learning. Allen provided background on Apprenticeship division and work on GE mapping project.

Gilstrap thanked the Apprenticeship folks, and noted concerns re: GE mapping. Mentioned GE reciprocity agreements with other institutions and worry that we could lose agreement. Also mentioned concern re: students who may return to Foothill after completing the degree—how would the students' prior GE be handled? If that student wants to attend a different community college after completing the degree, it's unlikely that college will accept GE. PSME rep mentioned lengthy discussion in division on this topic, including faculty's passion about GE, specifically Humanities; stressed importance of students seeing the world through another person's point of view. |

	Starer was involved in GE mapping, and noted Pipe Trades selected due to the program's rigor being analogous to the rigor of programs on campus, which is not necessarily true for other Apprenticeship programs. Would like to discuss the college expanding their understanding of what an associate degree could entail. Agreed with PSME rep's passion, and at the same time believes Apprenticeship students are being exposed to a wide breadth of knowledge throughout their program. In response to Gilstrap's concerns, Starer believes we will more likely get questions about how we were able to create this opportunity for students vs. issues of GE reciprocity/transfer. Brannvall agreed with Starer that life experience is valuable but believes academia is a particular language; would like to know more about how such experience is being measured. Starer clarified that GE mapping does not involve life experience—approach is that instead of using the traditional Carnegie unit method, in which students take specific courses in specific disciplines, these students are gaining the knowledge across the full duration of the five-year program (incl. on-the-job training). Apprenticeship rep noted his own experience, which included no formal college education. Noted that Pipe Trades graduates 85% of applicants, of which 100% become employed in their area of study—clear measure of student success. Mentioned mathematics, communication, and writing as examples of necessary skills for graduates. Hueg believes the forthcoming GE apps will honor the GE patterns; acknowledged some issues may come up, posed by Gilstrap, but believes the project important to continue. Gilstrap agreed that for Apprenticeship students who go on to work in their field, this degree makes sense. Just wants to ensure information to students is clear, in terms of how they will or will not be able to use this particular GE credit if they do decide to return to school later on. Kuehnl thanked the group; topic will return for further discussion, including the remaining GE applications.
14. Seat Counts	**Speaker: Eric Kuehnl** Topic was discussed at CCC last year, at request of Kathryn Maurer. Fine Arts rep has requested topic be revisited. Rep would like to hear other reps' thoughts about seat counts, especially now that everything is being taught online. Noted pedagogical challenges within own dept. when setting seat counts, and assumes other depts. experience the same. Clarified not advocating raising or lowering any seat counts. Shared request from faculty for CCC to devise clear policies for setting seat counts from a curricular pedagogical perspective, aligning COR elements and SLOs by course. Language Arts rep noted a lot of concern and opinions in division on this topic, and would like opportunity to collect feedback from constituents to discuss at future meeting. D. Lee asked if there will be a structure in terms of information being collected, noting that load is negotiated. Kuehnl has discussed with Maurer, but haven't had a chance to determine any structure; noted Faculty Association element and desire for someone from FA to be present for further discussion. Fine Arts rep acknowledged this can be a contentious topic and hopes CCC can model an environment where folks feel safe in sharing their concerns. Kuehnl mentioned Basic Aid, noting topic could become irrelevant if we're no longer on apportionment funding model. Fine Arts rep hopes discussion will focus around pedagogy and looks forward to additional conversation.
15. Good of the Order	Hueg shared that the Credit for Prior Learning summit went well; hope is to follow up with De Anza and add to our CPL offerings. Kuehnl again encouraged the reps to attend the Collegiality in Action meeting on Friday.
16. Adjournment	**3:30 PM**

Attendees: Micaela Agyare (LIBR), Chris Allen (Dean, APPR), Ben Armerding (LA), Cynthia Brannvall (FA), Zach Cembellin (PSME), Anthony Cervantes (Dean, Enrollment Services), Mark Ferrer (SRC), Owen Flannery (KA), Valerie Fong (Acting Dean, LA), Marnie Francisco (PSME), Evan Gilstrap (Articulation Officer), Hilary Gomes (FA), Allison Herman (LA), Kurt Hueg (Administrator Co-Chair), Maritza Jackson Sandoval (CNSL), Eric Kuehnl (Faculty Co-Chair), Andy Lee (CNSL), Debbie Lee (Acting Dean, FA & KA), Laurence Lew (BSS), Kristy Lisle (VP Instruction), Don Mac Neal (KA), Ché Meneses (FA), Brian Murphy (APPR), Teresa Ong (AVP Workforce), Ron Painter (PSME), Kas Pereira (BSS), Paul Starer (LA), Ram Subramaniam (Dean, BH & PSME), Mary Vanatta (Curriculum Coordinator), Priya Vasu (ASFC), Anand Venkataraman (PSME)

Minutes Recorded by: M. Vanatta