

College Curriculum Committee
Meeting Minutes
Tuesday, October 4, 2022
2:00 p.m. – 3:30 p.m.
Administrative Conference Room 1901; virtual option via Zoom

Item	Discussion
1. CCC Orientation	<p>Speakers: Evan Gilstrap & Eric Kuehnl</p> <p>Gilstrap shared PowerPoint presentation, overview of articulation. Jenkins asked if there's a "cheat sheet" guide re: different types of articulation—not yet, but Gilstrap happy to create one. Parikh asked if a course needs to receive UC transferability before it can be approved for major prep—yes, first must receive general UC transferability. Can apply for both at the same time, but advised to wait until after general UC transfer approval received before then submitting for major prep or course-to-course.</p> <p>Kuehnl shared PowerPoint presentation, overview of process and responsibilities pertaining to CCC rep role. CCC Team will be holding a more comprehensive orientation next week, for both new and returning reps. A brief discussion occurred regarding local GE vs. transfer GE, including the upcoming singular transfer GE pattern and possible alignment of our own local GE pattern.</p>
2. Minutes: June 14, 2022	<p>Approved by consensus.</p> <p>Gomes mentioned idea proposed last year re: changing the method of the Report Out (to voluntary vs. going around the room)—Kuehnl believes no formal decision was made regarding which method to use, but group can decide going forward.</p>
3. Introductions & Report Out from Division Reps	<p>Speaker: All All attendees introduced themselves!</p> <p>SRC: No updates to report.</p> <p>BSS: Meezan reported that lots of new certificates recently approved! Jenkins mentioned equity work being done by depts. within BSS, related to curriculum/CORs.</p> <p>LRC: No updates to report.</p> <p>HSH: Eshman reported that new Community Health Worker certificate recently approved by division CC.</p> <p>Language Arts: Armerding reported that English dept. faculty and others have been informally involved in "equitizing" CORs, and division is looking to create a more formal and cohesive process.</p> <p>STEM: No updates to report. Schultheis asked Kuehnl if division CC meetings may move forward without ASFC reps—yes, as ASFC has been contacted multiple times and hasn't yet decided to assign reps. Encouraged reps to recruit any interested students, but shouldn't hold up the division CC meetings from moving forward.</p> <p>Counseling: Lee encouraged reps to reach out to him with any counseling-related questions.</p>

	<p>Articulation: Gilstrap mentioned important topics in the works: CalGETC, associate degree changes, Ethnic Studies requirement for local associate degrees (likely in fall 2024), common course numbering system.</p> <p>Vanatta gave a heads up to the reps re: follow-up emails to faculty regarding their COR submissions from June. Reps are CC'd but don't necessarily need to take action (will make clear when reps' attention needed). Plans to begin sending those emails this/next week.</p> <p>Fine Arts: Gomes reported that Photography dept. working on creating noncredit certs. Noted division CC had been holding meetings on Zoom since pre-COVID and has received a lot of pushback for trying to now hold in-person meetings.</p> <p>Apprenticeship: Myres reported division has onboarded a new Apprenticeship program in Aerospace; Sheet Metal dept. updating hours/units on some courses. Excited to announce the opening of a new Sheet Metal training facility in Livermore!</p> <p>Kinesiology: No updates to report.</p> <p>Kuehnl mentioned recent discussion at Academic Senate re: reps who are unable to attend meetings, and the possibility of requiring reps to attend meetings—would need to be a conversation at CCC if we want to enforce. Schultheis noted that in prior years, as Bio Health rep, was unable to attend meetings during a particular quarter, but always ensured that another from the division could attend. Armerding believes that as long as one rep from a division can attend, should be fine since each division casts only one vote, especially because there's a lot of work that a curriculum rep does aside from attending meetings. Painter agreed that there are many different parts to service as a rep, aside from attending CCC meetings. Gomes noted that on COOL Committee, "alternate" reps are assigned (also approved by Senate); believes it is good to have consistency when it comes to CCC attendance (vs. attending only once in a while). LRC rep asked about duration of reps' appointments—Gilstrap believes used to be two years but there no longer seems to be a requirement.</p>
<p>4. Public Comment on Items Not on Agenda</p>	<p>No comments.</p>
<p>5. Announcements</p> <p>a. GE Subcommittee Membership</p> <p>b. CCC Priorities for 2022-23</p>	<p>Speakers: CCC Team</p> <p>Kuehnl noted that ideally each GE subcommittee would have at least two faculty serving; please reach out to him if you're interested, and please let your constituents know that we're looking for folks to serve!</p> <p>CCC members were surveyed in the spring re: various priorities—equity in the COR was by far the most important, and Senate also would like CCC to prioritize the topic. Plan is to hold a few more targeted discussions at CCC and then begin to draft a document of guidelines for faculty to use as reference when creating/updating CORs. Goal is for guidelines document to be finished by the end of winter quarter, to then be presented to other governing bodies during spring quarter. Eshman noted that depts. in Language Arts and BSS already beginning similar work, and asked if this work could be incorporated—yes. Kuehnl also noted that the intent is not to create a specific equity section on COR but to create guidelines which will help enable faculty to imbue equity throughout their CORs.</p>

<p>c. New Course Proposals</p> <p>d. ASCCC Area B Meeting & Fall Plenary</p> <p>e. New Degree/Certificate Approvals by CCCCO: Advanced Sports Medicine CA; Air Conditioning Mechanic AS Degree; Test, Adjust and Balancing (TAB) Technician AS Degree; Infant and Toddler Development and Care CA; Nanny, Child, and Family Studies CA; Bookkeeping CA; CPA Exam Preparation - Audit CA; CPA Exam Preparation - Business Environment and Concepts CA; CPA Exam Preparation - Regulations CA; Financial Accounting CA; Payroll Preparation CA</p>	<p>The following proposals were presented: APPT 143A; PHOT 404C, 747C. Please share with your constituents. No comments.</p> <p>Area B meeting will be Oct. 14; plenary will be Nov. 3-5. Resolutions packet not yet released.</p> <p>Vanatta provided update. Over the summer, the CCCCO approved these new degrees and certificates, all of which have been published in the catalog.</p>
<p>6. New Certificate Application: Accounting Ethics</p>	<p>Speaker: Eric Kuehnl First read of new Accounting Ethics Certificate of Achievement. Meezan shared that the Accounting dept. faculty have been working very hard on these, some of which used to be offered as non-transcriptable certs. There is an industry need, and students are coming to Foothill to upskill and get certified.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>7. New Certificate Application: CPA Exam Preparation - Financial Accounting Reporting</p>	<p>Speaker: Eric Kuehnl First read of new CPA Exam Preparation - Financial Accounting Reporting Certificate of Achievement. <i>[See item 6 for related comments.]</i></p> <p>Second read and possible action will occur at next meeting.</p>
<p>8. New Certificate Application: Tax Specialist</p>	<p>Speaker: Eric Kuehnl First read of new Tax Specialist Certificate of Achievement. <i>[See item 6 for related comments.]</i></p> <p>Second read and possible action will occur at next meeting.</p>
<p>9. Equity in the COR—Methods of Instruction</p>	<p>Speaker: Eric Kuehnl Topic delayed to future meeting, due to time constraint.</p>
<p>10. Good of the Order</p>	<p>Allen thanked the CCC Team for offering the option to attend virtually, especially for the Apprenticeship reps who work at their sites. Painter asked if we still need a quorum on campus—yes, per Kuehnl. The only way to meet virtual-only is to use the emergency resolution, but can be used only in actual emergency situations (e.g., a big COVID flare-up). Our ability to use emergency resolution goes away at the end of 2023. Thanks to everyone attending in-person for being able to do so.</p>
<p>11. Adjournment</p>	<p>3:36 PM</p>

Attendees: Micaela Agyare* (LRC), Chris Allen (Dean, APPR), Ben Armerding* (LA), Kelly Edwards (KA), Lisa Eshman* (HSH), Evan Gilstrap* (Articulation Officer), Hilary Gomes (FA), Julie Jenkins* (BSS), Ben Kaupp* (SRC), Eric Kuehnl* (Faculty Co-Chair), Andy Lee* (CNSL), Don Mac Neil (KA), Ana Maravilla (CNSL), Allison Meezan* (BSS), Tim Myres (APPR), Ron Painter* (STEM), Sarah Parikh* (STEM), Crissy Penate* (LRC), Amy Sarver (LA), Lisa Schultheis* (STEM), JP Schumacher (Dean, SRC), Mary Vanatta* (Curriculum Coordinator)

* Indicates in-person attendance

Minutes Recorded by: M. Vanatta