

**College Curriculum Committee  
Meeting Minutes  
Tuesday, November 15, 2022  
2:00 p.m. – 3:00 p.m.  
Administrative Conference Room 1901; virtual option via Zoom**

<b>Item</b>	<b>Discussion</b>
1. Minutes: November 1, 2022	<b>Approved by consensus.</b>
2. Report Out from Division Reps	<p><b>Speaker: All</b></p> <p>Apprenticeship: No updates to report.</p> <p>BSS: No updates to report.</p> <p>Counseling: No updates to report.</p> <p>SRC: No updates to report.</p> <p>Fine Arts: Gomes reported that Tom Gough joining as a second rep. Vanatta and Gomes shared that second read of THTR 48A Stand Alone application being delayed, so dept. can further discuss the course.</p> <p>HSH: No updates to report.</p> <p>Kinesiology: Mac Neil reported that Jeff Bissell will replace Edwards as second rep in winter.</p> <p>Language Arts: Armerding reported that ENGL 1S &amp; 1T being deactivated for 2023-24, in response to recent AB 705 changes and following lengthy English dept. discussions. Still discussing how to handle corequisite courses, which could be used to support students in other types of courses (e.g., capstone). Also shared that Spanish dept. considering creating a certificate, which could be useful for students looking into careers in international business, for example.</p> <p>LRC: Agyare reported that Mary Thomas (w/ Meezan) holding a workshop about Library's streaming video platforms, on Nov. 30 (hybrid). Also shared that Library will have extended hours for finals, until 9:00 PM (Dec. 5-8 &amp; 12-14).</p> <p>STEM: Schultheis reported that discussions starting re: creating project-based learning courses. Painter reported that changes being made to CHEM 81, MATH 80, PHYS 12 CORs.</p> <p>Gilstrap shared that it's submission season for CSU GE &amp; IGETC, so please let him know by Dec. 1 if you have any courses to submit.</p> <p>Vanatta followed up on Armerding's announcement re: ENGL 1S/1T to note that many courses include these as a requisite or Advisory (mostly as part of the standard ENGL 1A equiv. language). Has started to remove the courses from CORs, to go into effect next year, and will be following up with faculty re: courses which have a more complicated situation than simple removal. Also noted that courses will be removed from English proficiency language for AA/AS degrees.</p> <p>Kuehnl shared that district Academic Senate meeting took place this morning, and Academic &amp; Professional Matters (APM) is pushing for more inter-college communication re: new degrees/certificates being</p>

	<p>created. Our new process does include a note that we will communicate new degrees/certs. with De Anza if they formally adopt a policy to do so with us; currently, they do not have such a policy. Subramaniam suggested we give De Anza a deadline to update their process.</p>
<p>3. Public Comment on Items Not on Agenda</p>	<p>Kuehnl shared dissatisfaction with Follett (bookstore outsource company). Has had a negative impact on his classes this quarter, incl. not ordering books or keeping students on backorder; had to cancel a midterm due to many students still not having book. Would like to hear what others' experiences have been, noting colleagues in other states have also had bad experiences. Parikh has noticed that the level of support for course not taught frequently is insufficient. Meezan shared a similar experience with a class that had seven sections—ran out of books but never ordered more; fortunately, Library was stocked with extra books, but online students were out of luck. Kaupp is currently a student at ASU—same issues with Follett happening there. Kuehnl noted that ordering on Amazon isn't always an option, incl. for financial aid students. Jenkins asked who controls the contract—unsure.</p>
<p>4. Announcements a. Notification of Proposed Requisites</p>	<p><b>Speakers: CCC Team</b> New prerequisite for PHYS 12 &amp; 12H (eff. 2023-24). Painter asked Gilstrap about resubmission to UC TCA—Gilstrap responded there is a two-year phase-out, so the courses are still UC transferable; he will resubmit them with this new prereq during the next cycle. Vanatta explained to the group that this prereq being added because the courses were denied UC transferability.</p>
<p>5. New Degree Proposal: Social Work ADT</p>	<p><b>Speaker: Eric Kuehnl</b> Proposal for new Social Work ADT. No comments.</p> <p>Motion to approve <b>M/S</b> (Kaupp, Painter). <b>Approved.</b></p>
<p>6. New Certificate Application: Community Health Worker</p>	<p><b>Speaker: Eric Kuehnl</b> Second read of new Community Health Worker Certificate of Achievement. Vanatta noted that narrative has had minor updates to verbiage, since first read. Agyare mentioned Library Acquisitions info, and asked if it is expected that Library's budget will cover this. Noted that the policy is to not purchase textbooks using Library's budget (unless it's a book which can be used in general for students in the stacks)—Subramaniam responded that this should come from the division's lottery funds, not Library's budget.</p> <p>Motion to approve <b>M/S</b> (Eshman, Schultheis). <b>Approved.</b></p>
<p>7. Stand Alone Applications: PHOT 404A, 404B, 404C, 405, 472, 474A, 474B, 474C</p>	<p><b>Speaker: Eric Kuehnl</b> Second read of Stand Alone Approval Requests for PHOT 404A, 404B, 404C, 405, 472, 474A, 474B &amp; 474C. No comments.</p> <p>Motion to approve <b>M/S</b> (Armerding, Kaupp). <b>Approved.</b></p>
<p>8. Certificate Deactivation: CPA Examination Preparation</p>	<p><b>Speaker: Eric Kuehnl</b> First read of deactivation of CPA Examination Preparation Certificate of Achievement. Lee asked about the status of the replacement certificates—Vanatta responded they have already come through CCC.</p> <p>Kuehnl noted we still need to develop a formal deactivation process.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>9. Stand Alone Applications: AATA 101A, 101B, 102A, 102B, 103A, 103B, 104A, 104B, 105A, 105B, 105C, 105R</p>	<p><b>Speaker: Eric Kuehnl</b> First read of Stand Alone Approval Requests for AATA 101A, 101B, 102A, 102B, 103A, 103B, 104A, 104B, 105A, 105B, 105C &amp; 105R. Each will be temporarily Stand Alone and included in a new certificate of achievement. Schultheis noted some of these courses appear to be in sequence, and asked if considering enforcing course-level prereqs.</p>

	<p>Vanatta responded the faculty originally considered enforcing prereqs but ultimately decided to manage any enrollment restrictions at the Apprenticeship site. Tran added that sometimes prereq restrictions in Banner can cause issues with students' registration, due to the way that Apprenticeship courses are scheduled.</p> <p>Second read and possible action will occur at next meeting.</p>
10. Stand Alone Applications: LINC 60C, 60E, 77, 97B	<p><b>Speaker: Eric Kuehnl</b>            First read of Stand Alone Approval Requests for LINC 60C, 60E, 77 &amp; 97B. 60C, 60E &amp; 77 will be temporarily Stand Alone and included in a new certificate of achievement; 97B will be permanently Stand Alone. Vanatta noted that 77 &amp; 97B are existing courses—each was previously approved for temporary Stand Alone but did not end up being added to any certificate. Parikh asked if LINC 77 has been offered before—Vanatta and BSS reps unsure. Also asked about FSA being listed as Education—Meezan responded that many LINC courses list this FSA. Parikh concerned that course content may overlap with Engineering and wonders how to discuss these concerns—Meezan responded that LINC primarily provides instruction for K-12 educators, and courses may overlap with other disciplines; suggested Parikh chat with Kas Pereira (LINC faculty) about any concerns. Kuehnl noted that second read for LINC 77 can be delayed if discussion needs to occur.</p> <p>Second read and possible action will occur at next meeting.</p>
11. Stand Alone Applications: NCP 404A, 404B, 404C	<p><b>Speaker: Eric Kuehnl</b>            First read of Stand Alone Approval Requests for NCP 404A, 404B &amp; 404C. Each will be permanently Stand Alone. Parikh asked if courses are for undocumented students—Kaupp responded yes. Also asked how these are different than other entrepreneurship-focused courses—Kaupp responded that, in speaking with faculty, his understanding is that there are nuances very specific to undocumented people, and these courses are targeted to that group. Parikh asked if there are concerns about grouping undocumented students together in such a formal way—Kaupp explained that the SRC division already familiar and experienced with doing such work/outreach.</p> <p>Second read and possible action will occur at next meeting.</p>
12. Good of the Order	<p>Kaupp noted that the Tools for Transition and Work (TTW) program provides student volunteers every year, in winter and spring quarters, to anyone interested. Purpose is to give the students experience with different environments (e.g., working in cafeteria, working w/ Vet Tech, etc.). Can be very flexible re: scheduling the students' volunteer work.</p> <p>Subramaniam encouraged the group to attend the Presidential candidate open forum at 3:00.</p>
13. Adjournment	<b>2:46 PM</b>

**Attendees:** Micaela Agyare\* (LRC), Chris Allen\* (Dean, APPR), Ben Armerding\* (LA), Kelly Edwards (KA), Lisa Eshman\* (HSH), Valerie Fong (Dean, LA), 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), Brian Murphy (APPR), Tim Myres (APPR), Ron Painter\* (STEM), Sarah Parikh\* (STEM), Crissy Penate (LRC), Lisa Schultheis\* (STEM), JP Schumacher (Dean, SRC), Ram Subramaniam\* (Administrator Co-Chair), Phuong Tran (APPR), Mary Vanatta\* (Curriculum Coordinator)

\* Indicates in-person attendance

**Minutes Recorded by:** M. Vanatta