

Approved, April 21, 2020

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disciplines—Gilstrap agreed; Counseling rep agreed. Kuehnl suggested a minimum of one person from each division; Gilstrap agreed but unsure of how many faculty interested. Counseling rep mentioned important to include both faculty who have taught honors for years and those new to teaching honors. Vanatta suggested adding language to suggest ideal faculty makeup—Kuehnl agreed to include as suggestion; he will help to ensure the faculty makeup is diverse. Bio Health rep asked if adjunct faculty may be included—yes.

Re: Time Frame section, Kuehnl noted end date of June 16th, the last CCC meeting of this year. Although this is a tight time frame, believes that it is possible, and does not want it to have to extend into the fall.

Curriculum Best Practices proposal: Result of discussion at CCC to gauge interest in moving to a centralized curriculum model; no interest in changing model, but need was identified to better support division reps, including the creation of a handbook. Kuehnl noted that time frame is open-ended; hope for a recommendation to come in fall. Re: Process section, Fine Arts rep noted that a handbook does exist, but is not Foothill-specific; division has been using info from it and accumulating institutional knowledge on a Canvas site for future reps to use. Kuehnl noted resources at the state level can be adapted for our use. Suggested ad hoc group speak with longtime CCC reps for suggestions and to gather best practices. BSS rep noted old Foothill handbook exists in paper form, which can be used as starting point. Language Arts rep asked if proposal should specify type of tools/documentation that will be developed; Kuehnl said could specify (e.g., Canvas site) or simply suggest different methodologies. Fine Arts rep noted importance of gathering Canvas sites and/or resources used by divisions as a starting point; Kuehnl agreed. Language Arts rep strongly suggested not creating hard copy handbook; instead, use existing dynamic infrastructure and technological tools, such as Canvas; Kuehnl agreed. Rep asked if proposal should specify looking at divisions' processes or general college process—Kuehnl agreed should suggest surveying reps to create best practices. Doesn't believe handbook should present one as definitive approach, but rather list suggestions. Could also include section regarding college processes. Fine Arts rep suggested including CCC Orientation presentation. Language Arts rep mentioned the new program creation process being developed, asking if ad hoc group would contribute to that work—Kuehnl

	<p>Evaluations dept., so ad hoc group should consult with that dept. even if they are not members. Re: Time Frame section: Kuehnl noted goal of presenting at the final CCC meeting of this year.</p> <p>Language Arts rep asked when names of ad hoc group members should be gathered and if they would be listed on these proposals. Kuehnl's thought is that once the proposals are approved, chairpersons will be named and would be in charge of recruiting other members.</p> <p>All three proposals will be updated for second read.</p> <p>Second read and possible action will occur at next meeting.</p>
10. Good of the Order 11. Adjournment	