College Curriculum Committee
Meeting Minutes
Tuesday, January 21, 2025
2:00 p.m. – 3:30 p.m.
Administrative Conference Room 1901; virtual option via Zoom

Item	Discussion
1. Minutes: December 3, 2024	Motion to approve **M/S** (Gilstrap, Fong). **Approved.** (1 abstention)

responded, the "Principles" cert. should have broad appeal, whereas this

15. New Subject Code: NCAL	**Speaker: Ben Kaupp** First read of proposal to create new subject code of NCAL: Non-Credit: Adult Learning. Proposed by the Office of Instruction, rather than a specific division, to be used by all divisions for noncredit courses for older adults. Hueg hopes using single subject code will make it easier for students to search for these courses in the catalog. Herman noted that when students search the online schedule they won't see these courses if they search for the related subject (e.g., Photography); Hueg agreed that the online schedule aspect will need to be figured out, and marketing decisions made to advertise these courses. Hueg pointed out that currently some depts. use different subject codes for noncredit (e.g., NCEN for noncredit English). Taylor asked how this would affect courses already proposed and what the process will be to change them to this subject code—Vanatta will update them. Second read and possible action will occur at next meeting.
16. GE Application: Area 2: MATH 47	**Speaker: Ben Kaupp** First read of GE application for new Area 2, Mathematical Concepts & Quantitative Reasoning. Because new apps have not yet been created, previous Area V app being used. Second read and possible action will occur at next meeting.
17. GE Application: Area 3: CRWR 9	**Speaker: Ben Kaupp** First read of GE application for new Area 3, Arts & Humanities. Because new apps have not yet been created, previous Area I app being used. Second read and possible action will occur at next meeting.
18. GE Applications: Area 3: HUMN 15, PHIL 15	**Speaker: Ben Kaupp**

apps, CCC members should consider whether the faculty's responses satisfy questions and provide sufficient evidence. Schultheis asked for clarification on how many questions in Breadth Mapping section must be answered—Kaupp responded, don't need to meet all five, and noted the group could determine a minimum number they want courses to meet. Believes would be unusual for a course to not satisfy at least one.

Kaupp noted a big change to the forms: in Depth Mapping, each has five mandatory and five optional questions, except for Natural Sciences, which has 10 mandatory and 10 optional (five each for lecture and lab). Kaupp mentioned feedback from Vanatta about reducing number of questions on form; Vanatta clarified that feedback was re: how GE forms structured in CourseLeaf. Currently, optional sections cannot be mandatory/required fields, so faculty sometimes leave all answers blank, and Vanatta has to follow up to find out if this was intentional or not. Vanatta hopes that during process of creating new forms, the group can take into consideration the structure of the Breadth/Depth Mapping sections, to determine if having many distinct questions is still the best way for the forms to be structured.

Kaupp believes process of applying for GE should not necessarily be an easy one, because the end result is that the course satisfies GE; doesn't want the form to be more complicated than needed but does want it to require serious consideration. Starer agreed with Kaupp and added this is a good opportunity for the group to consider why we have GE in the first place. Believes you can't get people to care about filling out the form correctly if they don't care about the GE pattern in general. Kaupp believes the overview section of the form tries to explain the importance of GE but acknowledged it might not be sufficient.

Kaupp pointed out the Course Sequence Addendum (last page of each) which will be used for degree programs (e.g., Apprenticeship) to apply for the full sequence of major courses to meet a GE area. Kaupp noted language at top of pg. 5 of Area 5 form (re: lab components alignment) and asked the group if this is external requirement or if it was a local decision—group unsure. Vanatta suggested reviewing CCC meeting minutes from when previous version of form created. Schultheis suggested checking to see if this is related to district Faculty Association's discussions re: lab and clinic and the definitions of each. Hueg noted there's no state-wide definition of what a lab is.

Brannvall asked if forms are related to transfer GE—no, this is our local pattern and used for local associate degrees. Brannvall asked where these forms will be housed—CourseLeaf; Vanatta noted the current GE forms will be removed and these added. Kaupp mentioned the Area 6 form was created from scratch; asked the group to pay extra attention to that draft and engage content matter experts in the discussion.

Vennarucci asked about Apprenticeship GE apps currently being worked on and expressed concern that faculty's efforts being stifled because they've been working for years to fill out current versions of forms. Kaupp recalled conversation in December re: pending apps, which are being allowed to move forward on current forms, but any new apps will need to be submitted on new forms for new areas. Acknowledged the work in progress, but at some point the transition to the new forms needs to be made. Allen noted the Apprenticeship division CC approved some GE apps in December, around the same time as that conversation, and Kaupp clarified that those are allowed to

	move forward on current form; it's any new apps which will need to use the new forms. Starer asked if these forms will allow faculty to apply for GE outside of their discipline area—Kaupp responded, there is nothing stopping faculty from applying for any GE area. Taylor asked if Kaupp solicited any feedback from Ethnic Studies faculty on Area 6 form—Kaupp responded, not yet, but hope is that those faculty will be included in discussions between now and next CCC meeting, as the plan is for updated drafts to be presented as a first read. Vanatta commented on possible delay in getting finalized forms added to CourseLeaf; will likely need to work w/ faculty currently filling out GE apps for new courses (for 2026) to move their responses to the new forms.
21. Good of the Order	
22. Adjournment	**3:31 PM**

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