

College Curriculum Committee
 Meeting Minutes
 Tuesday, October 1, 2013
 2:07 p.m. - 3:07 p.m.
 President's Conference Room

| Item | Discussion |
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| 1. Minutes: June 4, 2013 | Minutes as written M/S (Armstrong, Mac Neil) Approved. |
| 2. 2013-14 Sneak Preview: <ul style="list-style-type: none"> a. Curriculum Quality b. Division Curr Committee Structure c. Training Sessions d. Consent Calendar Items e. Course Substitution Petition Process | Speaker: Isaac Escoto Introductions of CCC members for this year. Escoto gave the committee a "sneak peek" at the topics that will be on future agendas: <ul style="list-style-type: none"> a. Reminder of the quality control that should be exercised by all faculty and CCC reps. b. What tasks should be accomplished at your division cc? How are the multiple forms and processes being handled at your division cc? What works best for your constituency? Can we devise a "best practices" paper? c. Training will be ongoing and inclusive. Some will be done during CCC meetings and open to the public. We intend to bring COR examples to trainings so that we will get first hand knowledge of how to fix or complete them. d. Reminders that calendar items can be pulled at any time for discussion. The CCC Team has suggested that since the ADTs are State mandated degrees and the course selection is prescribed, adding them to the Consent Calendar is possible. e. Course Substitution Petitions: <ul style="list-style-type: none"> • GE course substitution petitions go to the CCC co-chair, who'll distribute to the appropriate CCC rep. After the petition has been signed by the faculty member, the form is returned to the CCC co-chair. • Major course substitution petitions go to the CCC co-chair, who'll distribute to the appropriate CCC rep. The CCC rep will forward to their dean, who will then forward to Stephanie Franco. • CCC asked Escoto to email the appropriate rep notifying them that they have a petition in their box. How does your division track the petitions? The tracking process for course substitution petitions is very important, as it makes follow up (when necessary) more efficient. |
| 3. Curriculum Institute Recap | Speaker: Isaac Escoto, Kimberlee Messina, Bernie Day The topics covered every area of curriculum but the emphasis was repeatability and ADTs (Associate 4 3194q(i) 3 ' |

Approved October 15, 2013

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| | all items of the Act. We would like to invite a legal person to give us a presentation on the Brown Act so we fully understand the requirements. |
| 4. Consent Calendar: a. Stand Alone | Speaker: Isaac Escoto Note that the form has changed so we suggest people transition to the new form. If they have completed the old, we will accept it for review and approval. SOC 1H application: M/S (Armstrong, Starer) Approved. |