

**College Curriculum Committee  
Meeting Minutes  
Tuesday, May 9, 2017  
2:00 p.m. – 3:30 p.m.  
President's Conference Room**

Item	Discussion
1. Minutes: April 25, 2017	<b>Approved by consensus.</b>
2. Announcements	<p><b>Speaker: Isaac Escoto</b> Rachelle Campbell has agreed to be considered for the soon-to-be-open CCC co-chair and Academic Senate VP position, pending senate confirmation. Escoto thanked the group for their outreach efforts.</p> <p>a. New Course Proposals The following proposals were presented: DMS 200; ESLL 126; LINC 77, 77A, 77B, 77C, 77D, 78A, 78B, 78C, 84A, 84B; MTEC 49; NCBS 403. Question from PSME rep about note on some LINC proposals regarding collaboration with PSME—Kyle Brumbaugh from KCI stated that he discussed courses with PSME dean. PSME rep noted that NCBS 403 might be split into two-course sequence so that it may be offered during the regular year, as well. Please share with your constituents.</p> <p>b. White Paper on Streamlining Curriculum Processes Paper outlines research by work group on existing curriculum processes, as well as recommendations and best practices. Curricular process has been ongoing discussion at Foothill for a long time. ASCCC and CCCC holding regional meetings to address streamlining—meeting for our area will be May 24; Escoto and Vanatta will attend. Reminder of checklist for Curriculum Reps to use when reviewing CORs—hope is that cleaning up issues will allow for the possibility of streamlining our local process.</p> <p>c. OER Materials (SB 1359) follow-up Discussion at previous meeting regarding new requirements, to go into effect January 2018. Judy Baker from Online Learning (present at previous discussion) working with others on campus to address and implement necessary changes. Any pertinent updates will be communicated at CCC.</p> <p>d. Honors Courses follow-up Discussions at previous meetings regarding the potential impact of additional unit on honors courses. Will continue once we are able to get data to address questions posed at previous meeting; IR is very busy with accreditation at the moment, so unsure when we will be able to get data. Clarification that no specific policy has been proposed; CCC is currently simply discussing the topic.</p> <p>e. Upcoming Deadlines Reminders of upcoming deadlines: June 1 for UC transferability, and June 23 for CORs for 2018-19. Note that June 23 deadline means that a COR must be fully through C3MS process and in Review/Instruction status.</p> <p>f. Music History &amp; Literature Certificate of Achievement Approval The CCCC has approved the Music History &amp; Literature Certificate of Achievement. Previously a non-transcriptable certificate.</p>
3.	

within degree: General Social Justice Studies, Gender and Sexuality, Race and Ethnicity. No new courses needed to be created. Next year's First Year Experience program might have a focus on social justice, which will help bring attention to the ADT. Language Arts rep asked if Fox considered including ENGL 40 & 41—Fox had emailed faculty for course suggestions and did incorporate feedback that he'd received. Day noted possibility that those courses were considered but could not be included due to articulation restrictions on the TMC; will double-check. Day noted the long list of majors on the TMC, which should help students with transfer admissions.

Second read and possible action will occur at next meeting.

**Speakers: Isaac Escoto & Bernie Day**

Day provided background on topic: several years ago, the CSU GE Advisory Committee (GEAC) conditionally approved seven colleges (including Foothill) to certify Statway (our MATH 17) to satisfy Area 4B of CSU GE; initial pilot set to expire in 2016, but was extended to 2019. Subsequently, Statway was approved to satisfy Area 2 of IGETC, without an end date. However, Statway is not approved for C-ID and, thus, may not be used as a substitute for required statistics on most ADTs.

4. Statway (C-ID and ADTs)

5. Non-transcriptable Certificate Approval Process

**Speaker: Isaac Escoto**

We currently do not have a policy or process established for the creation of a new non-transcriptable certificate; importance of having all divisions follow the same process. Previous discussions revealed that not all departments/divisions follow the same creation process. Today's discussion will influence the draft of a policy/process.

Fine Arts rep proposed new certificate be approved by the division CC and then CCC, not simply added to a curriculum sheet. Suggested course listings for certificates should be clear, and as concise as possible. PSME rep would like to see capability of certificates tracked in Banner, instead of just within each department/division (refers to students completing certificates). Bio Health rep suggested maximum total units for certificates; if eligible for certificate of achievement, perhaps we should require submission to the state. PSME rep asked how a certificate becomes transcriptable—would be submitted as a certificate of achievement, following the same process as a new one; documents on CCC website for information. Bio Health rep suggested professional development workshop for faculty who wish to move certificates to transcriptable, to assist them in program creation process. PSME rep asked how many existing certificates could qualify as transcriptable—document was shared with CCC in winter quarter with total units for current non-transcriptable certificates. Bio Health rep suggested branding requirements for certificates, including the look of the physical certificate and who signs them. Hueg agreed that central tracking of conferred certificates is key and that all certificates should look the same.

Escoto noted that there are two separate pieces to consider: the process for creating a new certificate, and the process for tracking and conferring them. Would like to first establish the creation process. Further discussion regarding tracking should include staff from A&R and Evaluations. Bio Health rep noted the benefits of getting eligible certificates approved by the state, including conferring/tracking burden removed from divisions. LaManque suggested certificates be listed in EduNav system (in the future) as an educational plan for student to select, which could assist in tracking—would be connected to Banner, but outside of the Banner system. EduNav, in part, functions similarly to DegreeWorks, used by students to select a program and track progress. LaManque noted that, according to Moaty Fayek (Interim VP of Workforce), Strong Workforce funding formula includes number of non-transcriptable certificates, which are not currently being submitted to the state; if there was a way to collect and submit these, could be counted as one of several factors included in the funding formula. Would be beneficial to gather data regarding student outcomes. Escoto t ( ) 1 (d) -3 ( b) -6 (e) -41 0 0 -



BSS: Recent discussion of seat count for honors courses—should it be lower than regular version? Would like to include in future discussion at CCC. Concern, regarding Representative Texts section of COR, that students are buying textbooks based on that listing on COR, rather than looking at schedule listing and/or contacting instructor directly. Unsure how frequently it happens, but a few examples. Suggestion that this could perhaps be addressed with a note on the COR. New courses being developed for Elementary Education ADT, including discussion regarding possible use of a Humanities course instead of History. Day noted that she spoke with faculty and that the TMC specifically requires the course to be world history, and cannot be substituted.

Language Arts: English department discussing new subject code