

College Curriculum Committee
Meeting Minutes
Tuesday, October 7, 2008
1:30 p.m. - 4:00 p.m.
Toyon Room

<u>Item</u>	<u>Discussion</u>										
1. Welcome, Introductions & General Housekeeping	Send agenda items to Carolyn Holcroft-Burns. Contact Carolyn Holcroft-Burns or Cori Nunez if you need a handout or missed something during CCC.										
2. Minutes: May 20, 2008	Revised Minutes Approved										
3. Minutes: June 17, 2008	Minutes Approved										
4. State-Mandated Stand Alone Course Training	<p>Speaker: Carolyn Holcroft-Burns, Co-Chair CCC Presentation: Local Approval of Stand-Alone Credit Courses Training Session provided by the System Office and the System Advisory Committee on Curriculum (SACC) Format: PowerPoint & Lecture Key Points: See Attachments:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">#10/7/08-6</td> <td>Stand Alone Course Regulations</td> </tr> <tr> <td>#10/7/08-7</td> <td>Stand Alone Slide Presentation</td> </tr> <tr> <td>#10/7/08-8</td> <td>Local Approval FAQ's</td> </tr> <tr> <td>#10/7/08-9</td> <td>Local Approval Denials</td> </tr> <tr> <td>#10/7/08-10</td> <td>Local Approval, Title 5, Section 55002</td> </tr> </table>	#10/7/08-6	Stand Alone Course Regulations	#10/7/08-7	Stand Alone Slide Presentation	#10/7/08-8	Local Approval FAQ's	#10/7/08-9	Local Approval Denials	#10/7/08-10	Local Approval, Title 5, Section 55002
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5. Orientation to CCC	<p>Speaker: Bernie Day, Articulation Officer Presentation: Foothill College Curriculum Committee 101 Format: PowerPoint, Handout & Lecture Key Points:</p> <ol style="list-style-type: none"> 1. Your role on CCC is really, really important. 2. CCC is really, really important because of: <ol style="list-style-type: none"> a. National & regional accreditation b. Approval of degrees & GE requirements c. Articulation agreements d. Program planning & review e. Quality control 3. The CCC role: <ol style="list-style-type: none"> a. Establishing practices, policy, and processes for curriculum development. b. Reviewing new degrees, certificates, GE courses. c. Ensuring compliance with Title 5, Ed Code, etc d. Develop educational policy. e. Communicate and guide colleagues. f. Prevent unnecessary duplication. g. Validate transfer and vocational programs. 4. The CCC does not: <ol style="list-style-type: none"> a. Approve new courses. b. Create processes at a divisional/department level. 5. Curriculum Representative are responsible to: <ol style="list-style-type: none"> a. Represent appropriate division b. Report regularly to division regarding CCC activity c. Familiarized with Foothill processes for developing curriculum d. Understand and communicate GE guidelines to division. e. Regularly provide Cori Nunez, Curriculum Coordinator with department curriculum minutes - identifying all new/deleted/revised courses and substantive changes. f. Find a substitute if unable to attend CCC meeting. g. NOT rubberstamping courses - please note activity 										

	<p>during CCC where reps were asked to identify errors in a course outline.</p> <ul style="list-style-type: none"> h. Be committed to attending CCC, reviewing courses, and communicating with division. <p>6. For more information specific Curriculum & GE Review/Approval processes, Hot Topics & Resources, see Bernie Day's PowerPoint. Attachment 1 to these minutes.</p>
<p>6. Disciplines List Update</p>	<ul style="list-style-type: none"> 1. CHB has not heard that anyone at Foothill is interested in making a change to the disciplines list. <ul style="list-style-type: none"> a. The deadline for this cycle has already passed. The handouts provide the instructions for proposing changes should you wish to do so for the next cycle. b. Several proposed changes have already been received (attachments 14&15). Several more are being proposed but have not yet been distributed. Once Carolyn receives these additional proposed changes, she will send them out. CCC representatives should make their constituents aware of the proposed changes, and gather feedback. Please pass this feedback along to Dolores Davison, Carolyn Holcroft-Burns, and/or Tess Hansen so they will know how to vote on these proposals at the State plenary.
<p>7. GE Status Update & Moratorium Discussion</p>	<ul style="list-style-type: none"> 1. Academic Senate approved the GE updates for Communication & Analytical Thinking; Humanities; English; and Social & Behavioral Sciences. 2. Should the moratorium be lifted on new GE courses? <ul style="list-style-type: none"> a. No, because there would be a floodgate of new courses coming through. b. No, because it is important to get all the GE areas approved before opening the moratorium on just the few areas that are approved. c. No, this should also be looked at from a distribution issue. This needs discussed first before looking at courses. d. Yes, the CCC could try to deal with the new GE courses in these few GE areas during the Fall/early Winter window. e. Yes, some courses have been waiting a year and half to get GE approval and should be addressed. Some GE courses were approved last Fall. f. No, the breath and depth issue will need the rest of this year to address. g. No, the last three areas of GE need to be finished. Since the groundwork has already been done, this may take less than a year. 3. Move: Maintain the moratorium. Seconded. Approved. One Nay. No abstentions.
<p>8. Committee formation for the remaining GE Areas: Natural Sciences, American Cultures & Communities, & Lifelong Understanding</p>	<ul style="list-style-type: none"> 1. Judy Baker has hired a part-timer to do research the literature and consult with Foothill science faculty about the issue of distance education labs. The part-timer just started interviewing faculty in the Biology Division, and will be making the rounds in other divisions. She will present a preliminary report at the November 4 CCC meeting. 2. Natural Sciences Committee Members: Marni Francisco (Chair), Kathleen Duncan, 3. American Cultures & Communities Committee Members: Bill Ziegenhorn (Chair), Elizabeth Barkley, Simon

	<p>Pennington, and Diane Uyeda</p> <ol style="list-style-type: none"> 4. Lifelong Understanding Committee Members: Barbara Shewfelt, Laureen Balducci, Verley O’Neal, Mary Thomas 5. Initial Drafts will be discussed at the November 4 CCC meeting. 6. Last year, committees invited members from outside curriculum committee. The more people involved, the more likely these new GE areas will be approved by Senate and accepted by the campus.
<p>9. Random Questions</p>	<ol style="list-style-type: none"> 1. Are fragments or complete sentences the best way to communicate about a course? - <ol style="list-style-type: none"> a. At this time, the Foothill policy is that course descriptions need to be in fragments. b. The CCC could design a new policy about this issue. c. Put this on the CCC agenda at a future meeting. d. Maybe this was designed to save space in the catalog. 2. What happens to courses after they pass Bernie? <ol style="list-style-type: none"> a. The CCC asked last year than an email be generated each time a course moved through the process. b. If courses need to come back, then they should come back to CCC or CCC representative - not back to the beginning. c. CCC should have a subcommittee to address the C3MS glitches. d. Duncan will follow-up with a feedback loop. 3. Should simple Title 5 updates go to Bernie? <ol style="list-style-type: none"> a. Yes, any substantive changes need to go to Bernie. If it’s just textbook review, then no. 4. What is the FHDA policy regarding the selection of course textbooks? <ol style="list-style-type: none"> a. Our board policy is an instructor uses at least one book on the course outline of record and once an instructor uses a textbook, then it is understood that the faculty will use that book for two years. Carolyn Holcroft-Burns is currently revising that Board policy - and will keep you posted on the changes. 5. Did we ever figure out which of our courses was stand-alone? <ol style="list-style-type: none"> a. Bernie asked Cori if we figured this out, and she said no. We need to create a list of stand-alone courses. b. Also, the CCC needs to figure out when the Board of Trustees will be approving stand-alone courses. c. The CCC needs to develop a policy and process for approving new stand-alone courses. 6. What is going on with the new non-credit curriculum committee? <ol style="list-style-type: none"> a. CCC members need some clarification on the role of the new non-credit curriculum committee. b. The Non-Credit CC has not yet met, and a date for the first meeting has not been set. c. Full-time faculty are welcome and invited to help develop non-credit curriculum and serve on the non-credit division curriculum committee. 7. Between the Senate and Admin, is there agreement on how to develop curriculum? <ol style="list-style-type: none"> a. Yes, there is a provisional agreement that is only good for this year. Email Carolyn Holcroft if you

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	<p>need a copy.</p> <ol style="list-style-type: none">8. How do we keep current on what courses are coming up?<ol style="list-style-type: none">a. When you submit your division curriculum minutes to Cori Nunez, also cc Carolyn Holcroft-Burns in your email. Counseling and library and everyone else also want to know what new courses are coming up.
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