

College Curriculum Committee  
 Meeting Minutes  
 Tuesday, October 21, 2008  
 1:34 p.m. - 4:02 p.m.  
 Toyon Room

<u>Item</u>	<u>Discussion</u>
1. Minutes: October 7, 2008	Minutes approved as written. M/S/C (Thomas, Day) Special thanks to Lucy Rodriguez for the length and detail of the minutes she took in Nunez' absence.
2. Regular & Effective Contact for Distance Education Courses	<b>Speaker: Kate Jordahl (guest)</b> Jordahl is currently working with Judy Baker as a faculty liason with effective distance learning delivery. What she has been assigned to do is to explore what constitutes effective student contact with regard to online learning. Some colleges have very structured guidelines for online instruction. They would like to determine what faculty members feel constitutes a quality online course. CCC's role is to determine the definition of "regular and effective contact" guidelines. There are a number of ways we accomplish this: establish a sub committee or possibly have an electronic discussion group where all may participate. A suggestion was made to use the draft presented as a starting place. A discussion forum could then build on what exists not having to reinvent the wheel. A discussion forum might allow those that wouldn't normally participate to do so. Barkley suggested that if the paper is broken down by themes, people could respond regarding particular items rather than getting lost in all the variables of the topic. Bulleting items was another suggestion that might start the discussion forum. Please remember that the purpose of these guidelines are to specifically establish FH's guidelines for online courses, not those courses that have face-to-face contact. Should we try a "best practices" type list? Possibly instructor evaluations would help with this process. Another suggestion was to start the conversation by asking specific questions in a survey format. Survey will be created and disseminated in multiple ways. Barkley offered her assistance to Jordahl to create a survey type evaluative tool that might give the committee a better idea where to start. Using an ETUDES shell was also suggested but would require people to have access. The survey will ask whether the faculty would like to be included in the ETUDES site for further collaboration. Share the documents with your faculty and a survey will follow.
3. Non-Credit Update	<b>Speaker: Denise Swett, Dean Middlefield Campus</b> Document update of Curriculum process. The Academic Senate confirmed Non-credit curriculum committee members last week, with all divisions represented with the exception of PSME. Membership List to be sent out. The courses that are currently being run as experimental are: Rosetta Stone course, with 147 students currently registered. The course is so successful that Swett has had requests to expand the Rosetta Stone to include French and Spanish. Even though this course is a self-paced course, often students team-up to use the software. Parenting courses are in Spanish and English translation. Middlefield is trying to find a childcare partnering to

	<p>enable more people to participate. Currently there are 34 students signed up. They are working on winter curriculum. Middlefield is finding that some Parenting students signed up for Child Development credit courses. CTIS has developed some courses for the non-credit arena and they are preparing to take them to the curriculum committee. Older adult non-credit courses are going through the Adaptive Learning area. Should there be two governing curriculum divisions for non-credit courses? The committee discussed the possibility of merging the two noncredit CC's into a single committee to facilitate faculty participation and cohesion between noncredit and credit courses. Concern with spreading out into all different directions with the non-credit stuff. Concerns from faculty regarding the way that the non-credit courses would bridge to the credit courses offered at FH. Communication must be an important part of the non-credit committee to the individual divisions. PSME would like to be notified of the agendas from the non-credit curriculum committee and then they will decide to participate in that particular meeting if there's anything of interest to them. Apprenticeship non-credit has been requested and they're working on it now. Who is doing the hiring of the faculty and what criteria is being used? Denise Swett is doing the hiring with recommendations from divisions and in accordance with the State mandated Non-credit guidelines.</p>
<p>4. Imbedded Hours</p>	<p><b>Speaker: Judy Miner, President, Foothill College</b>          Distributed a one-page handout. According to the State Legal Advisory 08-02, we have been required to review two practices: 0 unit, credit courses and TBA hours. The TBA hour refers to the additional hour attached to a regularly scheduled course that has no credit. Regarding the 300 series courses that are 0 unit, credit courses, we will no longer be allowed to claim WSCH for them. Miner informed the CCC that "We will take no action that will increase the load for faculty." What are we going to report for the Winter 2009? Miner told us that if we can't make all the changes necessary before the Winter quarter, we will remove those courses from the count sent to the State rather than suffer repercussions later. This only refers to courses that have weekly or daily attendance. If you are going to keep the five hours lecture and one hour tba, possibly create an alternate section that will check the student in, and their attendance can be tracked. TBA hours must have a very structured attendance requirement of a specific place &amp; time. This might mean that instructors will have to do a contract with each student to do their hours. Miner stated that faculty should make decisions regarding the embedded hours based on good pedagogy, and there would be no lash back at faculty who choose to remove the embedded hours from their course(s). Does a given course meet this criteria? These rules don't affect positive attendance courses. Contracts with individual students could be different day and times, and might be a solution. As long as you have documentation, we meet the criteria. Another idea might be to incorporate the contract into course syllabus or it can be a separate form you have on file. The State's</p>

	wording says that the instructor will have to “verify the learning” that should have been accomplished by the hour. This change is course based not faculty based.
5. CID: California Identification Numbers	<p><b>Presenter: Bernie Day, Articulation Officer</b>  The CA common course numbering system CAN (California Articulation Numbering system) is being phased out for acceptance by the CSU. Its use for CCCs is still unclear. (Under the CAN model, courses articulated by at least 4 CSUs, were awarded CAN numbers, which allowed them to transfer easily to all CSUs.) With CAN being phased out, the CCCCCO has awarded a grant to develop an alternative common course numbering system. C-ID is the new system being developed in consultation with CSU, UC and some independent colleges. Faculty discipline review groups have developed more than 175 draft course descriptors for courses in agriculture, biology, chemistry, English, child development and psychology. Faculty are encouraged to review the descriptors (available online at <a href="http://www.c-id.net">http://www.c-id.net</a> and provide feedback by the Nov. 15 deadline. The descriptors are brief and not representative of model course outlines.</p>
6. Executive Order # 1033	<p><b>Presenter: Bernie Day, Articulation Officer</b>  Day gave the committee a quick overview of the July revision of the CSU GE Breadth Requirements, outlined in Executive Order #1033 (superceding E.O. 595). The new document outlines the skills, knowledge, civic engagement, and lifelong learning are expected of a CSU college graduate. This revision will have no impact on the existing CSU GE pattern for transfers. She reported that, with respect to online science lab and oral communication courses, while CSU faculty were skeptical about both kinds of courses the last time the subject came up (December, 2007), no formal vote was taken: so the online course ban remains in place for oral communication but not for science labs.</p> <p>Note: Community colleges whose science labs are already approved for on-line delivery may continue to offer them that way for CSU GE certification.</p> <p>The CSU Associate Dean for Academic Planning had initially reported that online lab science courses would be excluded from GE approval; however, a retraction was issued shortly after his comments were made.</p> <p>It was suggested that the SLO Convocation (Friday, October 31<sup>st</sup> 8:30-3:00) could help faculty identify and outline SLOs. For articulation purposes, the CSU faculty will continue to review course content in addition to examining learning objectives. In response to accreditation requirements, some CSUs are now developing course outlines and identifying student learning objectives.</p>
7. Division Curriculum Reports	<p>The importance of disseminating information to your constituency groups was stressed. Do not wait for your next division meeting. Please send out information as quickly as possible!</p> <ol style="list-style-type: none"> <li>1. Math courses are going to be updated to include English language advisories. MATH 103 and 104 are being deactivated beginning Summer 09.</li> <li>2. Basic ECON classes are changing language to include math requirement.</li> <li>3. BH has developed a new course, BTEC 10, designed to</li> </ol>

	bridge high school students into BTEC area.
8. Other Items	Holcroft Burns suggested that all available should go to Curriculum Institute in Summer. Great resource.

**Distribution:** M. Anderson, R. Arca, J. Baker, L. Balducci, S. Barker, E. Barkley, G. Beers, B. Cashmore, J. Cellilo, S. Connell, V. Criddle, B. Day, T. de la Cruz, K. Duncan, M. Francisco, S. Franco, S. Gatlin, D. Graham, G. Gregorio, K. Harral, H. Hemp, C. Holcroft-Burns, K. Hueg, P. Hyland, M. Knobel, J. Miner, J. Mummert, P. Murray, R. Myers, V. O'Neal, S. Pennington, D. Perez, M. Pouncil, K. Ripp, L. Rodriguez, L. Serna, B. Shewfelt, P. Spragge, P. Starer, K. Svetich, D. Swett, M. Thomas, C. Thunen, D. Uyeda, T. Woods, B. Ziegenhorn