

**College Curriculum Committee
Meeting Minutes
Tuesday, May 21, 2019
2:00 p.m. – 3:30 p.m.
President’s Conference Room**

Item	Discussion
1. Minutes: May 7, 2019	Approved by consensus.
2. Report Out from Division Reps	<p>Speaker: All Bio Health: Deactivating VITI courses; reactivating R T 73; working on Title 5 list; planning to reactivate BIOL independent study courses.</p> <p>Counseling: Creating CSU GE & IGETC lists for 2019-20.</p> <p>SRC: Working on Title 5 list.</p> <p>PSME: Working on Title 5 list.</p> <p>Fine Arts: Eric Kuehnl will be CCC faculty co-chair for 2019-20!</p> <p>Kinesiology: Working on Title 5 list.</p> <p>Library: No updates to report.</p> <p>Language Arts: Working on new ESLL corequisite and new noncredit courses.</p> <p>BSS: Working on Title 5 list; continuing to work on new BUSI courses.</p>
3. Announcements a. New Course Proposals b. Spring Plenary Resolutions	<p>Speaker: Ben Armerding The following proposals were presented: ACTG 54; BUSI 59C, 59D, 59E, 60B, 66A, 88A; CHEM 210; SPAN 70R series. Please share with your constituents. No discussion.</p> <p>Armerding shared out resolutions adopted at recent plenary which may be of interest to group: 13.01—Develop Recommendations for the Implementation of a No-Cost Designation in Course Schedules; 9.06—Support New Distance Education Definitions: updates language for different types of DE courses, guidance from ASCCC forthcoming; 13.02—Support for Faculty Open Educational Resources Coordinators: suggests colleges designate a faculty OER coordinator.</p>
4. Update to Department/Subject Name for GIST	<p>Speaker: Ben Armerding BSS has approved a change to the department/subject name for GIST—from Geospatial Technology to Geospatial Technology and Data Science. Subject code will remain GIST. Vanatta working with Marketing to try to get new name in the 2019-20 catalog.</p>
5. Program Deactivation: Mathematical Foundations Certificate of Completion	<p>Speaker: Ben Armerding Second read of deactivation of Mathematical Foundations Certificate of Completion. Counseling rep expressed concern for many students who struggle with math; asked about resources since NCBS 401A & 401B deactivated—PSME rep explained recent changes to MATH courses made in response to AB 705, noted that data from this first year is very encouraging; Math dept. trying different types of support for students. SRC rep noted similar difficulties for DRC students; looking to other colleges for</p>

	<p>ideas, including offering course through DRC for DRC students. Noted that other colleges offering noncredit courses through depts. other than Math (e.g., Noncredit dept.)—Hueg noted many colleges are trying out different things which may or may not end up passing muster in the eyes of the state. BSS rep asked if Math dept. still offers imbedded tutoring—yes, in MATH 10, 48A w/ corequisite. Hueg asked if MATH 105 still being offered—yes, mostly online, many high school students enroll. PSME rep noted that most students take college-level MATH course following MATH 105, which fits within AB 705 mandate.</p> <p>Motion to approve M/S (Francisco, Ziegenhorn). Approved.</p>
<p>6. New Program Application: Nutrition and Dietetics ADT</p>	<p>Speaker: Ben Armerding First read of new Nutrition and Dietetics ADT. Feedback Form has been sent to governance groups but no feedback has yet been received. Day noted that ADT has been in the works for several years; quite a few Foothill students transfer as Nutrition and Dietetics majors.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>7. Stand Alone Approval Request: C S 55A</p>	<p>Speaker: Ben Armerding First read of Stand Alone Approval Request for C S 55A. Will be temporarily Stand Alone—included in new AWS Cloud certificate of achievement. Counseling rep asked for details regarding partnership with Amazon—PSME rep explained that Amazon offers a commercial service for users to rent server space on the Cloud to run their websites; Amazon is in need of more employees with skills specific to running these servers. C S dept. anticipates courses/cert. will be popular.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>8. Stand Alone Approval Request: C S 55B</p>	<p>Speaker: Ben Armerding First read of Stand Alone Approval Request for C S 55B. Will be temporarily Stand Alone—included in new AWS Cloud certificate of achievement. <i>[Note: see item 7 for comments.]</i></p> <p>Second read and possible action will occur at next meeting.</p>
<p>9. Stand Alone Approval Request: C S 55C</p>	<p>Speaker: Ben Armerding First read of Stand Alone Approval Request for C S 55C. Will be temporarily Stand Alone—included in new AWS Cloud certificate of achievement. <i>[Note: see item 7 for comments.]</i></p> <p>Second read and possible action will occur at next meeting.</p>
<p>10. Stand Alone Approval Request: C S 55D</p>	<p>Speaker: Ben Armerding First read of Stand Alone Approval Request for C S 55D. Will be temporarily Stand Alone—included in new AWS Cloud certificate of achievement. <i>[Note: see item 7 for comments.]</i></p> <p>Second read and possible action will occur at next meeting.</p>
<p>11. Student Petition for Credit by Exam</p>	<p>Speaker: Ben Armerding First read of petition form used by students to request Credit by Exam (CBE) for a course. Now that we have a process for faculty to offer a course as available for CBE, we need a form for students to use to petition. Form used for the draft was used in the past by a dept., so CCC Team felt it would be good to serve as a template. Note that form included “I do/do not approve” selections next do signature lines for instructor and dean, which have been struck-through on draft.</p>

	<p>Language Arts rep suggested making clear that all three signature lines are for signatures. Counseling rep commented on need for clarity regarding process for the student: Whose responsibility to turn form in to Admissions & Records (A&R)?; If it's the student, how does A&R verify instructor approval? Commented that if course approved as available for CBE, why should student need to provide justification? Day questioned need for dean signature—Armerding noted not required by our local process, but group can discuss its inclusion on form. Day noted language prohibiting student from using CBE for a course for which they've received credit at another school; asked how this is verifiable. Starer noted that in the past A&R used form to enter final grade for the student ("Instructor's Use Only" section of form); division submitted forms to A&R for processing. Noted that justification provided by student was simply informational. Day noted incorrect language on form: min. of 24 resident units should be 18 units. Counseling rep noted students cannot use CBE for major courses—needs added to the form. Day suggested adding reminder to student that transcript will clearly note when CBE used for course. Counseling rep suggested adding suggestion of meeting with counselor to top of page 2. Bio Health rep suggested students pick up form from counselor, to ensure they meet with one. PSME rep asked for clarification regarding max. of 20 units allowed for CBE, is there a time limitation on that—group unsure. Kinesiology rep asked for clarification regarding grades earned via CBE—grade goes on transcript and counts as an attempt; student can reattempt course during subsequent quarter but not by using CBE again.</p> <p>BSS rep asked how CBE will be tracked if student fails—it will be annotated on the transcript. Discussion regarding language on form disallowing student from using CBE if they previously failed the course (not via CBE), and if this is allowable under Title 5. Starer noted that in his experience there isn't a lot of confusion for students regarding CBE, but did see confusion regarding how to handle CBE as related to major courses; faculty were good at advising students regarding CBE. Discussion regarding whether or not to allow student to continue on in the course (during the same quarter) if CBE attempted but receives a failing grade; most think student should wait and re-enroll in future quarter (but not all in agreement). Day asked if student who fails CBE exam would be allowed to remain as an audit—local policy allows student to audit only if they have previously passed the course. Counseling rep suggested maintaining consistency with other forms used by students (e.g., use "CWID" instead of "Student ID Number").</p> <p>Second read and possible action will occur at next meeting.</p>
<p>12. Kinesiology Request to Add Advisory to ATHL Courses</p>	<p>Speaker: Ben Armerding Kinesiology has approved new language to include in the Advisory on CORs for "in season" ATHL courses, to limit enrollment due to team selection. CORs will be updated effective fall 2019 quarter. The request is to allow the CORs to be updated by Vanatta without requiring each COR complete the full C3MS process. Kinesiology rep explained that this language allows for team selection and cuts to be made.</p> <p>Motion to approve M/S (Day, Schultheis). Approved.</p>
<p>13. Templates for New Program Narratives</p>	<p>Speaker: Ben Armerding Template documents have been updated based on the discussion</p>

	<p>at the last CCC meeting: in Item 5, added suggestion to contact Institutional Research for enrollment data (with link to IR website); above Additional Documentation list, added note regarding “significant lead time” and suggestion to work with the AVPI. No further suggestions; Vanatta will upload templates to the CCC website and create/upload versions for local AA/AS degrees.</p>
<p>14. Honors Course Prerequisite</p>	<p>Speaker: Ben Armerding Armerding spoke with Honors Institute coordinators; decided to delay topic to next meeting to allow more time for divisions to provide feedback to them. Reps encouraged to speak with faculty regarding possibility of removing “Honors Institute participant” prerequisite from honors courses; bring feedback for upcoming discussion.</p> <p>Counseling rep expressed concern regarding rush to remove the prereq; noted there is still an application for students to submit for honors courses. Concerned regarding effects on articulation for courses if prereq is removed. BSS rep shared feedback from two faculty expressing frustration with prereq—they stated it discourages students from enrolling, related to the time it takes to apply as honors student and be coded in Banner so that they clear the prereq. Language Arts rep asked if there’s a way to make the application automatic, if issue is truly related to a slow-moving process—Day noted that application may be submitted electronically.</p>
<p>15. Credit for Prior Learning</p>	<p>Speaker: Ben Armerding Dolores Davison will be joining CCC for discussion at next meeting. State moving quickly to expand Credit for Prior Learning (CPL) and will begin mandating colleges offer certain options. CCCCO and ASCCC collaborating to create forthcoming policy. Today’s discussion to gather thoughts to bring to discussion with Davison. BSS rep expressed concern with trend of viewing college as an obstacle for some students; goal seems to be for students to be able to earn cert./degree by taking as few courses as possible. Armerding noted that language in current legislation mostly related to veterans with education in a certain field via their military training, but noted that concern should be shared with Davison. Counseling rep expressed opinion that CPL a great opportunity for those who gain skills via work experience and not by taking specific courses; for example, computer science skills. BSS rep clarified that concern is regarding the intent of the trend and agreed it does make sense for certain majors; concerned for how CPL could affect transfer courses. Armerding noted he believes intent is to address certain types of courses and not in general—will need to address with Davison.</p> <p>Language Arts rep asked how prior learning would be evaluated—some examples: coursework at non-college institutions (e.g., military), capstone projects. Starer noted need to create process to assess prior learning situations, similar to recent process to map Apprenticeship coursework to GE. Noted community colleges in competition with institutions like for-profit colleges that target veterans and other groups with prior learning; this does not mean that we should follow their lead but may explain some impetus for the trend. Day echoed BSS rep’s concerns and noted that Foothill is ahead of the curve with our AP, CLEP, CBE policies. Does not think the state’s mandate will be for colleges to open up full curriculum to CPL. Noted that CSU system having same conversation and establishing policies; unclear how UC is</p>

Approved, June 4, 2019

	addressing. Noted that CCCCCO setting up an office related to the topic but has yet to publish any guidelines. Armerding noted additional categories of IB (International Baccalaureate credit) and prior career/technical experience. Counseling rep noted we already have a local policy for IB. Additionally, related to international education, we can award credit for local GE, as well as for some Allied Health programs, but we cannot certify any international coursework for CSU GE or IGETC for transfer. Clarified that international education and IB are two separate things. Day noted complexities when assessing international coursework and transcripts. Noted that ASCCC website has rostrum article written by Davison related to CPL, which could clear up some concerns from the group.
16. Good of the Order	
17. Adjournment	3:28 PM

Attendees: Ben Armerding (Faculty Co-Chair), Bernie Day (Articulation Officer), Kimberly Escamilla (LA), Marnie Francisco (PSME), Evan Gilstrap (CNSL), Allison Herman (LA), Kurt Hueg (Dean, BSS), Eric Kuehnl (FA), Ron Painter (PSME), Katy Ripp (KA), Lisa Schultheis (BH), Ben Schwartzman (SRC), Lety Serna (CNSL), Paul Starer (Administrator Co-Chair), Mary Thomas (LIBR), Nick Tuttle (BSS), Mary Vanatta (Curriculum Coordinator), Anand Venkataraman (PSME), Bill Ziegenhorn (BSS)

Minutes Recorded by: M. Vanatta