

**College Curriculum Committee
Meeting Minutes
Tuesday, February 18, 2020
2:00 p.m. – 3:30 p.m.
President’s Conference Room**

Item	Discussion
1. Minutes: February 4, 2020	Approved by consensus.
2. Report Out from Division Reps	<p>Speaker: All Articulation: No updates to report.</p> <p>Counseling: No curriculum updates, but news that Dean Lan Truong has resigned.</p> <p>Fine Arts: ART 2C being updated to meet C-ID requirements.</p> <p>Apprenticeship: No updates to report.</p> <p>SRC: No updates to report.</p> <p>Language Arts: Working on certificates; discussing seat counts and loads.</p> <p>PSME: Working on Title 5 updates; working on C-ID issues for MATH courses.</p> <p>Bio Health: Biology dept. working on a new certificate. Rep asked how completion works for students currently taking required courses— Counseling rep noted that once certificate is active a current student can apply for completion; unsure if students who are no longer enrolled at Foothill can retroactively get it. Kuehnl recommended looking at the certificate request form. Vanatta explained that new programs that include only existing/active courses become active as soon as they are approved by the CCCCCO.</p> <p>Library: No updates to report.</p> <p>BSS: Child Development dept. working on new certificates of achievement.</p> <p>Kinesiology: No updates to report.</p>
<p>3. Announcements</p> <p>a. New Course Proposals</p> <p>b. Notification of Proposed Requisites</p> <p>c. Ad Hoc Groups</p>	<p>Speaker: Eric Kuehnl The following proposals were presented: CHLD 80A, 80B, 80C. Please share with your constituents. Counseling rep asked for clarification regarding “resume building” portion of 80A, because Counseling dept. offers a course in resume building—BSS rep doesn’t believe course includes actual resume writing, will follow up with dept.</p> <p>Listed are ongoing requisites for ART courses, for which a Content Review form was not on file. Please share with your constituents. No comments.</p> <p>Kuehnl is going to be meeting with Honors Institute staff to help determine mandate for that ad hoc group; plans to have a draft of mandates for each group to present at the next CCC meeting. Asked reps to continue to reach out to their constituents for participants. Counseling rep asked if honors counselors will be invited to Kuehnl’s meeting—no, initial meeting will be with Honors Institute Directors and Dean of Equity. Counseling rep stressed importance of having honors counselors and faculty in meeting; Kuehnl clarified that this first meeting is not the ad hoc group but is just a small</p>

<p>d. ASCCC Spring Plenary</p> <p>e. ASCCC Curriculum Institute</p>	<p>meeting to ensure a balance of stakeholders involved in ad hoc group (i.e., pro vs. con viewpoints). Kuehnl would like each ad hoc group to have such a balance. No decisions will be made in this initial meeting.</p> <p>Foothill is hosting Area B meeting, ahead of plenary; please reach out to Kuehnl if interested in attending. AS President Isaac Escoto, Robert Cormia, and Kuehnl attending. Plenary is April 16-18 in Oakland; Escoto and Cormia attending.</p> <p>This year's CI is July 9-11 in Riverside. Gilstrap and Vanatta attending. Please reach out to Kuehnl if interested in attending.</p>
<p>4. New Program Application: Film, Television, and Electronic Media Certificate of Achievement</p>	<p>Speaker: Eric Kuehnl Second read of new Film, Television, and Electronic Media Certificate of Achievement. Narrative has been updated, in response to feedback from first read: SJSU added in Item 1 and Item 2; Item 7 rewritten. PSME rep noted annual completers figure (3) and asked if there are any guidelines regarding creating a certificate with a low number of anticipated completers, considering our current budget issues and the expectation that we will offer all the required courses. Believes CCC needs to engage in general discussions regarding the feasibility of creating such programs. Kuehnl noted that courses already being taught, in this situation, so creating this program will not result in the need to teach any additional courses.</p> <p>PSME rep clarified that topic being brought up in a general sense; also curious who determines which courses to offer, across campus, based on existing programs and student needs. Kuehnl agreed this is an important consideration. PSME rep asked about enrollment figures in Item 5—figures reflect actual enrollment from the past two years. Subramaniam commented that the completer figure likely based on how many students per year have completed all of the required courses. Agreed that when new programs include new courses there is added issue of hoping that courses will appeal to students and meet enrollment minimums. Kuehnl mentioned method of faculty teaching “stacked classes,” in which they teach multiple classes at once for the load of one. PSME rep suggested agendaizing general topic for discussion at a future meeting, so that group can get some guidance on how to evaluate new programs. Kuehnl agreed; will put topic on future agenda. Language Arts rep mentioned general nature of temporary program creation process and suggested that more detail be added to aid CCC in discussion.</p> <p>Motion to approve M/S (Francisco, Subramaniam). Approved.</p>
<p>5. Program Deactivation: Nanoscience</p>	<p>Speaker: Eric Kuehnl Second read of deactivation of the Nanoscience program (AS degree). Subramaniam noted that the reason for the deactivation is program's lack of popularity, which underscores PSME rep's suggestions for CCC to take into consideration likelihood of student interest when new programs are created. Other PSME rep noted that at the time program was created nanoscience was popular, but interest has dwindled.</p> <p>Motion to approve M/S (Serna, Meneses). Approved.</p>
<p>6. Sunsetting the Streamlined Certificate Process</p>	<p>Speaker: Eric Kuehnl CCC created process in October, 2018, in response to changes by CCCC to units allowed for certificates of achievement. No final deadline was listed on temporary process; CCC Team recommends deadline of June 19, 2020, for divisions to submit converted certificates using this process. Following deadline, if a division wishes to convert a certificate they would need to follow our regular program creation process. PSME rep asked when a permanent program creation process will be in place—Vanatta is unsure and believes that Isaac Escoto is working on this project. Until that time,</p>

	<p>divisions would follow the temporary process for creating a new program. Vanatta noted that streamlined process is not much shorter than current program creation process.</p> <p>CCC Team will update process document for a first read at the next meeting.</p>
<p>7. Loads and Seat Counts</p>	<p>Speaker: Eric Kuehnl</p> <p>Continuation of discussion from previous meeting. Kathryn Maurer, Anthropology faculty, provided a short presentation. Outlined current issues re: seat counts at Foothill, including “great range of ‘seat counts’” across campus; “no formal policy” at Foothill or district; “no direct link” to methods of instruction/evaluation listed on CORs; based on “outdated/uninformed assumptions regarding pedagogy”; based on “outdated/uninformed assumptions regarding online instruction.” These issues tie in to “faculty workload inequities” across campus and “student inequities and inconsistent quality across programs.” Noted challenges: district-wide implications, so must involve De Anza; budget/productivity; determining the right forum for discussions/decision-making (e.g., CCC, AS, FA, administration); fear of change and possibility of increasing workload; “super complex.” Noted risks of not addressing/remedying: believes “inequities inconsistent with our values”; at risk of faculty burnout; lack of faculty engagement in equity and service leadership initiatives, which ties into student success/retention; lack of faculty engagement in online quality improvement; may affect college’s reputation.</p> <p>Counseling rep noted work on Puente program and mentioned example of faculty member wanting to work with Puente students but could not because of seat count issues; noted that seat counts affect guided pathways. Also mentioned issue of faculty being able to devote sufficient time to each student in courses with high seat counts. Subramaniam asked Maurer if topic discussed with load task force—yes, their focus has been to clean up and create consistencies among courses but have not yet tackled this issue; meetings with them led to the decision that conversation begin at CCC. Subramaniam noted current method of determining seat count for a new course by looking at courses within same dept. Addressed suggestion of considering methods of evaluation/instruction when setting seat counts and noted that each instructor might be using their own methods and not be exactly consistent with other instructors teaching the same course; believes that it could be difficult to use those to determine seat count. Fine Arts rep mentioned difference between theory-based and experiential courses; suggested micro-analytic approach to assess activities in specific courses—even within one dept., activities may differ enough to support different seat counts. Maurer agreed.</p> <p>Bio Health rep asked what next steps could be, e.g., online vs. face-to-face consideration could be a starting point. Maurer suggested that headway can’t be made before college budget is discussed. Kuehnl suggested first developing a rubric for new courses—Bio Health rep unsure this will avoid opening up a can of worms, as other faculty may look at seat count given to new course and want same consideration given to their existing course(s). Language Arts rep suggested using existing rubric shared at previous meeting as a starting point to see if it could work for Foothill. Kuehnl cautioned against using an appeals process to re-evaluate existing courses, as faculty would likely appeal only high seat count courses, with few appealing low seat count courses. If re-evaluation happens, will likely need to be done for all existing courses.</p> <p>Kuehnl will share Maurer’s presentation via email; group will need to determine how to move forward with this topic. Kuehnl cautioned against</p>

	<p>starting anything formal until CCC Co-Chair Paul Starer returns from leave. Language Arts rep asked if campus is bound to creating one formula for every dept./division to follow. PSME rep noted issue of “past precedent reigns if you want it to reign” and wondered who is going to want to change their seat count if they like what it currently is. Kuehnl reiterated suggestion to first create a rubric for new courses; agreed that appealing seat counts for existing courses may be problematic. BSS rep noted concern among BSS faculty that most of their seat counts are set at 50, but expected to provide “high-touch teaching”; asks if Foothill could incorporate discussion sections like 4-year schools, which would allow instructor to lecture to 50 students but then have break-out sections for 25 students, for example, to accommodate “high-touch.” Language Arts rep mentioned similar recent discussions regarding new AB 705 coreqs and how they’re being taught. Kuehnl noted issue of contact hours related to such break-out sections; would need to be loaded differently.</p> <p>Group agreed that topic should continue after Starer returns from leave. Kuehnl suggested doing analysis to see how closely actual enrollments match seat counts. Language Arts rep mentioned productivity and cancellation of classes for being under-enrolled.</p>
8. Good of the Order	Language Arts rep asked if there is any additional information regarding the ad hoc groups to bring to their constituents. Kuehnl plans to draft proposals of mandates for groups to bring to CCC at the next meeting, either for discussion or first read.
9. Adjournment	3:33 PM

Attendees: Micaela Agyare (LIBR), Chris Allen (guest—Dean, APPR), Stephanie Chan (LA), Mark Ferrer (SRC), Owen Flannery (KA), Marnie Francisco (PSME), Evan Gilstrap (Articulation Officer), Allison Herman (LA), Marc Knobel (PSME), Eric Kuehnl (Faculty Co-Chair), Kathryn Maurer (guest—BSS), Allison Meezan (BSS), Ché Meneses (FA), Ron Painter (PSME), Lisa Schultheis (BH), Lety Serna (CNSL), Ram Subramaniam (Dean, BH & PSME), Nick Tuttle (BSS), Mary Vanatta (Curriculum Coordinator), Anand Venkataraman (PSME)

Minutes Recorded by: M. Vanatta