

**College Curriculum Committee  
Meeting Minutes  
Tuesday, November 1, 2022  
2:00 p.m. – 3:30 p.m.  
Administrative Conference Room 1901; virtual option via Zoom**

Item	Discussion
1. Minutes: October 18, 2022	<b>Approved by consensus.</b>
2. Report Out from Division Reps	<p><b>Speaker: All</b> STEM: Schultheis reported that first division CC meeting coming up on Thursday—will discuss minor COR updates re: UC transferability, DL addenda, possible new courses.</p> <p>LRC: Agyare reported the Library working on comprehensive Program Review template and will be meeting with inquiry team. Penate reported revising some language on 2023-24 COR submissions.</p> <p>Kinesiology: No updates to report.</p> <p>Language Arts: Armerding reported division holding a curriculum retreat this year, focusing primarily on SLOs. Also shared that Study Abroad program hosting fundraising bake sale event!</p> <p>HSH: No updates to report.</p> <p>Fine Arts: Gomes reported that new ART course being added to course family.</p> <p>SRC: Kaupp reported that division working with Business dept. re: new program; division CC meeting tomorrow.</p> <p>Counseling: No updates to report.</p> <p>BSS: No updates to report.</p> <p>Apprenticeship: Murphy reported that first division CC meeting took place; working with newest partner (Aerospace) on new Stand Alone courses.</p>
3. Public Comment on Items Not on Agenda	<p>Eshman shared discussion w/ co-rep Rachelle Campbell—Campbell on Academic Senate (AS), which has had a lot of discussion re: Distance Learning and what constitutes as regular and substantive interaction with students (RSI), and wondered how CCC would define such. Kuehnl believes this would be a question for the COOL Committee, also a subcommittee of AS. Meezan (who is on COOL Committee) noted that group drafted the definition. Eshman asked if CCC should weigh in—Kuehnl noted that AS has delegated the topic to COOL, so although CCC could be involved it has not been determined to be something CCC is in charge of.</p> <p>Subramaniam noted that RSI delegated to COOL but that at some point CCC might need to be involved, as when we're evaluating our DL forms the definition of RSI will be important when ensuring faculty engaging in interaction with students. Parikh noted that when one group puts something together it can still be valuable to include other groups in discussions, even if the topic has been delegated. Kuehnl noted that since COOL subcommittee of AS, the next level discussion (and approval) takes place at AS; doesn't mean CCC cannot agendize the</p>

	<p>topic, but broader discussion would occur at AS. We could ask COOL reps to present at CCC, if we're interested in doing so.</p>
<p>4. Announcements</p> <p>a. New Minimum Qualifications Handbook (AKA Disciplines List)</p> <p>b. CCCC Memo Re: New BDP Cycle</p>	<p><b>Speakers: CCC Team</b></p> <p>Vanatta shared that the CCCC recently published a new edition of the MQ handbook, which is the list we use to select disciplines on CORs; has updated the link to the handbook on the CCC website to this new edition. No disciplines have been removed or revised, but there are three new additions: Asian American Studies, Nanotechnology, and Native American/American Indian Studies.</p> <p>Kuehnl shared there's a new open period to propose a new bachelor degree program. Deadline for submission to CCCC is Jan. 13, 2023. Eshman asked if Respiratory Care submission has been approved—Gilstrap responded it has conditional approval. Also noted that program cannot be a degree that is offered by a CSU (in general, not just within service area).</p>
<p>5. New Certificate Proposal: Commercial Photography</p>	<p><b>Speaker: Eric Kuehnl</b></p> <p>Proposal for new Commercial Photography Certificate of Achievement.</p> <p><i>See item 9 for comments and motion/approval details.</i></p>
<p>6. New Certificate Proposal: Digital Photography Techniques</p>	<p><b>Speaker: Eric Kuehnl</b></p> <p>Proposal for new Digital Photography Techniques Certificate of Achievement.</p> <p><i>See item 9 for comments and motion/approval details.</i></p>
<p>7. New Certificate Proposal: Photography Criticism</p>	<p><b>Speaker: Eric Kuehnl</b></p> <p>Proposal for new Photography Criticism Certificate of Achievement.</p> <p><i>See item 9 for comments and motion/approval details.</i></p>
<p>8. New Certificate Proposal: Commercial Photography (noncredit)</p>	<p><b>Speaker: Eric Kuehnl</b></p> <p>Proposal for new Commercial Photography noncredit certificate.</p> <p><i>See item 9 for comments and motion/approval details.</i></p>
<p>9. New Certificate Proposal: Photography (noncredit)</p>	<p><b>Speaker: Eric Kuehnl</b></p> <p>Proposal for new Photography noncredit certificate. Schultheis made general comment that a few proposals mention they already have BACCC approval and LMI data, which usually come much later in our degree/cert. creation process. Likely the case that these were in development while our new process being created—Vanatta noted that this is the case. Schultheis wants to ensure folks aren't misled into thinking that BACCC and LMI should be taken care of at this early point in the process.</p> <p>Parikh noted that a few of these are noncredit certificates and a few are certificates of achievement, and asked about the difference—Kuehnl noted that creating noncredit certs. is a newer endeavor. Parikh asked if college receives different funding for students who complete noncredit certs. (vs. credit)—Subramaniam unsure if funding is the same. Gomes commented that some of the intent of these specific noncredit certs. is that students who are already in the field can take these courses/certs to hone/increase their skills in the discipline.</p> <p>Subramaniam later followed-up to let the group know that noncredit certs. don't count in Student Centered Funding Formula (courses do count, but not certs.).</p> <p>Group agreed to vote on items 5-9 as one motion. Motion to approve items 5-9 <b>M/S</b> (Schultheis, Kaupp). <b>Approved.</b></p>

<p>10. Stand Alone Application: ALCB 470Y</p>	<p><b>Speaker: Eric Kuehnl</b>                  Second read of Stand Alone Approval Request for ALCB 470Y. No comments.</p> <p>Motion to approve <b>M/S</b> (Armerding, Eshman). <b>Approved.</b></p>
<p>11. New Certificate Application: Community Health Worker</p>	<p><b>Speaker: Eric Kuehnl</b>                  First read of new Community Health Worker Certificate of Achievement. Ryan noted that dept. would like to make some verbiage changes to the narrative, and asked if okay to do so ahead of second read—Kuehnl responded, yes.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>12. Stand Alone Applications: PHOT 404A, 404B, 404C, 405, 472, 474A, 474B, 474C</p>	<p><b>Speaker: Eric Kuehnl</b>                  First read of Stand Alone Approval Requests for PHOT 404A, 404B, 404C, 405, 472, 474A, 474B &amp; 474C. Each will be temporarily Stand Alone and included in a new noncredit certificate. No comments.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>13. Stand Alone Application: THTR 48A</p>	<p><b>Speaker: Eric Kuehnl</b>                  First read of Stand Alone Approval Request for THTR 48A. Will be permanently Stand Alone. Meezan noted that course is transferable, and wondered why a transferable course wouldn't be included on a degree—Vanatta noted this is an existing course which used to be included on the Theatre Arts degree but was removed, which is why the course needs Stand Alone approval. Discussion occurred re: possible reasons for the course to not be included as a support course for the degree (note no Theatre Arts faculty present for discussion). Discussion also occurred re: pros and cons of still offering a course which has been removed from a degree. Reps asked for more information re: reasons for removing course from the degree instead of including it as support course; Kuehnl asked Gomes to follow up with Theatre Arts dept. faculty for more information to bring to next meeting. Gilstrap noted that we do have some articulation agreements in place for the course.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>14. Equity in the COR— Representative Texts/Materials &amp; Types/Examples of Required Reading, Writing, and Outside of Class Assignments</p>	<p><b>Speaker: Eric Kuehnl</b>                  Continuing discussion on general topic of equity in the COR, and holding breakout groups to discuss specific sections of the COR. Today's breakout groups will discuss two sections—Representative Texts and Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments—to come up with ideas related to imbuing equity into these specific sections. Plan is for today to be the final round of breakout groups; we will then switch gears to writing what will be our guidelines document, with that info also incorporated into CourseLeaf help pop-ups.</p> <p>CCC members broke out into small groups of 3-4 (online and in person) for 40 minutes. The full group then reconvened and shared out ideas from their small groups.</p> <p>Gomes shared their group discussed that for skills-based courses, which don't necessarily use textbooks, videos can be a great resource (noting the importance of closed-captioning and accessibility). Group members teach diverse courses, so for assignments "one size fits all" doesn't work; noted example of using internships and e-portfolios for courses in the trades.</p> <p>Sarver shared their group discussed the use of Open Educational Resources (OER), used frequently the TLC. Sarver noted the ESLL</p>

	<p>dept. relies heavily on textbooks from publishers, which offer few OER materials; many hours of searching resulted in finding just one or two OER resources to use for ESL.</p> <p>Agyare shared their group also discussed OER, as well as using language to nudge faculty to consider other text options. Fong noted the group broached topic in two ways: related to access and related to decolonizing. The group discussed addressing biases within discipline, bringing in counter-narratives, and including students' voices to hopefully help them see themselves in the discipline.</p> <p>Kaupp shared their group discussed the idea of having an faculty-led wiki, to provide examples of online/alternative resources to help save time for others. The group noted that although CORs are current when they're created, pedagogy and other things change, and some CORs have clearly not been updated meaningfully in many years. Also discussed encouraging faculty to put good thought into the texts they're listing—will they really be used? Armerding mentioned the use of “seminal text” language on many CORs with older textbooks listed, wondering if perhaps better language can be used.</p> <p>Kuehnl shared their group discussed whether info/language on COR written for just colleagues or also for students—is the language welcoming to students? Also discussed possible issue of part-time faculty not having same level of training as full-time faculty, re: revising CORs with equity lens—Jenkins commented to share the observation that part-timers are frequently the majority of attendees at Professional Development workshops. Parikh noted gender disparity issues in certain disciplines; discouraged the use of “buzzwords,” which may single out certain folks or groups, and suggested using language which can apply to all students but still have equity impacts.</p> <p>Kuehnl thanked the group for their great work during these breakouts; will begin working on draft of guidelines document to bring for discussion. Goal is to have document approved by CCC and forwarded to Academic Senate by end of March.</p>
15. Good of the Order	
16. Adjournment	<b>3:36 PM</b>

**Attendees:** Micaela Agyare\* (LRC), Chris Allen (Dean, APPR), Ben Armerding\* (LA), Kelly Edwards (KA), Lisa Eshman\* (HSH), Valerie Fong\* (Dean, LA), Evan Gilstrap\* (Articulation Officer), Hilary Gomes (FA), Julie Jenkins\* (BSS), Ben Kaupp\* (SRC), Eric Kuehnl\* (Faculty Co-Chair), Andy Lee\* (CNSL), Don Mac Neil (KA), Ana Maravilla (CNSL), Allison Meezan\* (BSS), Brian Murphy (APPR), Tim Myres (APPR), Sarah Parikh\* (STEM), Crissy Penate (LRC), Rebecca Ryan (HSH), Amy Sarver (LA), Lisa Schultheis\* (STEM), Ram Subramaniam (Administrator Co-Chair), Mary Vanatta\* (Curriculum Coordinator)

\* Indicates in-person attendance

**Minutes Recorded by:** M. Vanatta