

**College Curriculum Committee  
Meeting Minutes  
Tuesday, June 10, 2025  
2:00 p.m. – 3:30 p.m.  
Administrative Conference Room 1901; virtual option via Zoom**

Item	Discussion
1. Minutes: May 27, 2025	<p>Draper noted error in Item 2. Report Out from CCC members: incorrect name listed for HSH rep. Vanatta will make correction.</p> <p>Motion to approve <b>M/S</b> (Draper, Fong). <b>Approved.</b> (1 abstention)</p>
2. Report Out from CCC Members	<p><b>Speaker: All</b> Vanatta asked reps to share who next year's reps are expected to be.</p> <p>Apprenticeship: Vennarucci serving as in-person proxy. Allen believes Tim Myres will continue as rep.</p> <p>BSS: Dupree shared working on Title 5 updates and new CORs. Dupree will continue as rep; looking for replacement for Connell (possibly John Fox).</p> <p>Counseling: Jackson Sandoval shared working on Title 5 updates. Jackson Sandoval and Andy Lee will both continue as reps.</p> <p>SRC: Kaupp serving as in-person proxy. No updates to report. Unsure who will be serving as next year's rep.</p> <p>Fine Arts &amp; Comm.: Fong shared finishing up Title 5 updates. Brannvall will continue as rep; Judy Walgren will replace Fong.</p> <p>HSH: Draper shared Title 5 updates are done! Glenn Kurisu will be serving as next year's rep, with Campbell providing support and Draper as back-up.</p> <p>Kinesiology: Bissell shared working on Title 5 updates and SLOs. Bissell and Kelly Edwards will both continue as reps.</p> <p>LRC: No updates to report. Gamez noted Micaela Agyare will serve as one of next year's reps and believes Eric Reed will, as well.</p> <p>STEM: Taylor shared finishing up Title 5 updates. Taylor will continue as rep, joined by Jennifer Sinclair and possibly Bob Sandor.</p> <p>Gilstrap shared currently working on UC TCA submissions and finalizing GE advising sheets.</p> <p>Vanatta reminded the reps to please email any division CC meeting minutes they haven't already sent over.</p> <p>Kaupp reminded the group that Curriculum Institute conference in a few weeks and encouraged folks to join him, Gilstrap, and Hueg in Ontario!</p>
3. Public Comment on Items Not on Agenda	No comments.
4. Announcements a. New Course Proposals	<p><b>Speakers: CCC Team</b> The following proposals were presented: C S 63B, 63C; CHLD 18; GEOG 16A, 16B, 16C, 16D, 416A, 416B, 416C, 416D; R T 473; THTR 420A. Dupree shared update on GEOG 16A/B/C/D: will not be</p>

	<p>submitted for UC transferability and will not be designated as repeatable. Also shared Geography dept. pausing development of GEOG 416A/B/C/D. Hueg added that Geography doesn't have CTE TOP Code, so mirrored noncredit not currently feasible. Gilstrap noted GEOG 16A/B/C/D can be submitted for C-ID and added to Geography ADT. Campbell noted R T 473 is mirrored noncredit version of R T 73. Draper asked if community interest exists for THTR 420A—Herman responded, courses like this are popular in some areas of the state, and offering as noncredit will allow people in the community to take the course multiple times. Connell noted subject code and asked if NCAL will be used—Vanatta responded, if administration does decide to offer the course, NCAL will be used. Brannvall asked if noncredit CTE requires courses to be mirrored w/ credit—Hueg responded, many are, but not a requirement. Brannvall asked if NCAL courses considered to be mirrored—Hueg responded, trying not to use the term “mirrored” for NCAL, because they're not offered in the same way as noncredit CTE.</p>
<p>b. CCC Meeting Dates for 2025-26</p>	<p>Meeting dates for 2025-26 have been scheduled.</p>
<p>5. Consent Calendar a. Division Curriculum Committees</p>	<p><b>Speaker: Ben Kaupp</b> Document includes details about each division CC. Kaupp noted changes since previous meeting: updated meeting details for BSS, HSH.</p> <p>Motion to approve <b>M/S</b> (Fong, Draper). <b>Approved.</b></p>
<p>6. Stand Alone Applications: EMS 60C, 61C, 62C</p>	<p><b>Speaker: Ben Kaupp</b> Second read of Stand Alone Approval Requests for EMS 60C, 61C &amp; 62C.</p> <p>Motion to approve <b>M/S</b> (Brannvall, Taylor). <b>Approved.</b></p>
<p>7. Stand Alone Applications: NCAL 419J, 419K</p>	<p><b>Speaker: Ben Kaupp</b> <i>Item was removed from the agenda, as it had been included in error (item was approved at previous meeting).</i></p>
<p>8. New Degree Application: Semiconductor Process Engineering AS</p>	<p><b>Speaker: Ben Kaupp</b> Second read of new Semiconductor Process Engineering AS degree.</p> <p>Motion to approve <b>M/S</b> (Brannvall, Fong). <b>Approved.</b></p>
<p>9. New Certificate Application: Vacuum Technology</p>	<p><b>Speaker: Ben Kaupp</b> Second read of new Vacuum Technology Certificate of Achievement.</p> <p>Motion to approve <b>M/S</b> (Brannvall, Fong). <b>Approved.</b></p>
<p>10. New Certificate Application: Principles of Machine Learning and Artificial Intelligence</p>	<p><b>Speaker: Ben Kaupp</b> Second read of new Principles of Machine Learning and Artificial Intelligence Certificate of Achievement.</p> <p>Motion to approve <b>M/S</b> (Fong, Brannvall). <b>Approved.</b></p>
<p>11. GE Application: Area 1B: Air Conditioning Mechanic Apprenticeship Program</p>	<p><b>Speaker: Ben Kaupp</b> Second read of GE application for Area 1B, Oral Communication &amp; Critical Thinking.</p> <p><i>See item 15 for motion/approval details.</i></p>
<p>12. GE Application: Area 2: Air Conditioning Mechanic Apprenticeship Program</p>	<p><b>Speaker: Ben Kaupp</b> Second read of GE application for Area 2, Mathematical Concepts &amp; Quantitative Reasoning.</p> <p><i>See item 15 for motion/approval details.</i></p>
<p>13. GE Application: Area 4: Air Conditioning Mechanic Apprenticeship Program</p>	<p><b>Speaker: Ben Kaupp</b> Second read of GE application for Area 4, Social &amp; Behavioral Sciences.</p>

	<p><i>See item 15 for motion/approval details.</i></p>
<p>14. GE Application: Area 5: Air Conditioning Mechanic Apprenticeship Program</p>	<p><b>Speaker: Ben Kaupp</b>                  Second read of GE application for Area 5, Natural Sciences w/ Lab.</p> <p><i>See item 15 for motion/approval details.</i></p>
<p>15. GE Application: Area 7: Air Conditioning Mechanic Apprenticeship Program</p>	<p><b>Speaker: Ben Kaupp</b>                  Second read of GE application for Area 7, Lifelong Learning.</p> <p>Motion to approve items 11-15 <b>M/S</b> (Taylor, Fong). <b>Approved.</b></p>
<p>16. Minimum Grade Requirement for Foothill GE Courses</p>	<p><b>Speaker: Evan Gilstrap</b>                  Continuing discussion from previous meetings, regarding need to decide if we want to establish a minimum grade requirement for Foothill GE and, if so, what this requirement would be. Attachment presents five options discussed at previous meetings.</p> <p>Kaupp recalled informal vote at previous meeting resulted in most likely decision being option #4. Brannvall shared Fine Arts &amp; Comm. faculty recently took a vote and option #4 was the winner. Jackson Sandoval mentioned Counseling faculty has discussed multiple times, and option #2 has been the choice every time, with the reason being to maintain similar requirements to current catalog. Counselors don't want to make it more difficult for students to fulfill GE. Saroyan shared SRC faculty also in favor of option #2. Gilstrap in favor of option #2. Taylor shared STEM faculty still favoring option #4; noted there was a sense that some didn't realize current requirements allow for D grades for some GE areas and want to take the opportunity to correct this.</p> <p>Campbell asked what the data shows, regarding how many students have completed Foothill GE using one or more D grades and graduated—Kaupp responded, recalling that at previous meeting Andy Lee shared he's never seen a student use a D grade to satisfy Foothill GE. Acknowledged this is different than hard data. Gilstrap mentioned he's looking at the situation with the lens that this is our local GE pattern, used by students who aren't transferring and/or are going into the workforce, and noted the current requirements allow for D grades which hasn't seemed to be an issue for faculty. Kaupp stressed that whatever decision we make should be for the right reason; noted he's inclined to side with Counseling, as they deal with this situation on a daily basis.</p> <p>Dupree shared BSS faculty leaning heavily toward option #4, with some commenting they're no longer comfortable with the hierarchy of math and English above other disciplines. Also received comments regarding concern for students who change their minds and want to transfer, and comments that we should hold higher standards.</p> <p>Campbell personally in favor of option #2, and shared HSH faculty leaning toward options #3 &amp; #4. Jackson Sandoval mentioned that in DegreeWorks students currently see GE area as "completed" if they have a D grade, and wonders how no longer allowing D grades will affect this software—Gilstrap responded, DegreeWorks would need to be updated, and also reminded the group that students who have catalog rights prior to 2025-26 year will still be able to use D grades.</p> <p>Vennarucci recalled Tim Myres' comments at previous meeting and noted the only concern he can think of is that requiring a C grade for English could hold up some students. Bissell shared he's received no feedback from Kinesiology faculty. Gamez and Ha shared haven't</p>

	<p>received a lot of feedback from LRC faculty, but preference seems to be for option #4.</p> <p>Starer believes that if we tell students they have to satisfy GE but at the same time allow courses to fulfill GE without needing passing grades, we are sending a confusing message. Doesn't believe we should set lower standards for local GE just because those students aren't intending to transfer.</p> <p>Kaupp believes most of the options will not change the number of students who can earn a degree, even if we choose option #4. Regardless of which option is selected, the minimum GPA requirement is the same. Believes this is more of a marketing question, of what we are messaging to students and the public. Dupree believes the statement we make, however, is meaningful, and reiterated concerns from BSS faculty that certain options appear to value math and English above other disciplines. Vennarucci added that ENGL 1A, in particular, is a new type of course being taken by Apprenticeship students, and doesn't want to hold up any progress being made by those students— Gilstrap pointed out the current requirements enforce C grade or better for ENGL 1A. Allen noted current standards require Apprenticeship students to retake a class if they've received a D grade.</p> <p>Starer wonders how the college will support all students to succeed in GE courses if option #4 is selected. Brannvall agreed. Connell noted personal preference is option #5, which some other colleges are using. Would like the group to consider only options #4 &amp; #5, as those do not place higher value on certain disciplines.</p> <p>Motion to approve option #4, require a grade of C (or P) or better for the entire Foothill GE pattern <b>M/S</b> (Taylor, Fong). Kaupp took roll call vote:</p> <p>Fine Arts &amp; Comm.: yea Counseling: nay SRC: nay Gilstrap: nay STEM: yea BSS: yea HSH: yea Apprenticeship: yea LRC: yea</p> <p><b>Approved.</b> Kaupp thanked the group for their respectful discussion and the effort put into making this important decision.</p>
17. Exception Process for Starting Courses Prior to Catalog Publication	<p><b>Speaker: Kurt Hueg</b></p> <p>Throughout the year, Office of Instruction receives “fast-tracking” requests, which are considered and approved on an individual basis. A lot of requests are made very late, which can be difficult to accommodate. Have decided to set two deadlines for these requests, which have been added to the exception process document: March 15 for summer and fall requests; October 15 for winter and spring requests. Note that submitting a request by the deadline doesn't guarantee approval, which is based on various factors.</p> <p>Vanatta will announce this in the CCC Communiqué and update exception process document on CCC website. Campbell noted that from a CTE perspective we need to be nimble and asked if these deadlines are the latest possible—Hueg responded, yes. Campbell asked that the deadlines be held firm, if they are going to be publicized.</p>

	<p>Brief discussion occurred regarding the timelines and process for creation of noncredit certificates and their associated courses.</p>
<p>18. CCC Priorities for 2025-26</p>	<p><b>Speaker: Ben Kaupp</b>                  Kaupp summarized all of the work done by CCC this year, including approving new courses and degrees/certificates, assuring we're in compliance with Brown Act, kicking off Common Course Numbering (CCN), working on better collaboration with De Anza's curriculum committee, revising Foothill GE.</p> <p>Looking forward to next year, CCN work is ongoing, SLO work across campus is taking place and CCC will likely be involved, noncredit for older adults is still a big topic, discussions about Foothill GE will continue.</p> <p>Hueg mentioned Credit for Prior Learning and noncredit CTE pathways.</p> <p>Gilstrap mentioned catalog rights, explaining that because each district has the autonomy to determine local catalog rights, students who attend different districts may have to deal with different rules about catalog rights. Also noted CSU has different catalog rights as us. Wonders if we should revisit our policy to ensure we're doing what's in the best interest for students.</p> <p>Connell mentioned need to hire more full time faculty, which might not be under CCC's purview but believes there needs to be a push for more full timers (vs. using part time faculty). Wonders what the impact is on student success rates and campus atmosphere. Kaupp noted Academic Senate just endorsed resource allocation guidelines document, which includes details about how to hire full time faculty and what's required before we can do so, so topic is timely.</p> <p>Discussion occurred re: upcoming phases of CCN and the difficulties associated with the project. Brannvall shared she's found it valuable to be involved in work being done at the state level to create CCN templates, not only by having the opportunity to connect with faculty at other colleges but also to have an influence on the templates.</p> <p>Ha mentioned faculty oversight of tutoring curriculum as a topic for next year. Kaupp asked Hueg if block scheduling should be discussed— Hueg thinks CCC can vet and inform work being done. Connell asked about SLO work; Kaupp noted SLO Coordinator Dolores Davison will be involved at Academic Senate and thinks that because there's a dedicated SLO Committee, CCC will be more of a supporting voice.</p>
<p>19. Good of the Order</p>	<p>Vennarucci thanked the group from the Sheet Metal workers for approving their GE applications! Hueg thanked Kaupp for a great year! Kaupp thanked the group for their continuing support and efforts over the past year!</p>
<p>20. Adjournment</p>	<p><b>3:20 PM</b></p>

**Attendees:** Chris Allen\* (Dean, APPR), Jeff Bissell (KA), Cynthia Brannvall\* (FAC), Rachelle Campbell\* (HSH), Zach Cembellin\* (Dean, STEM), Sam Connell\* (BSS), Cathy Draper\* (HSH), Angie Dupree\* (BSS), Jordan Fong\* (FAC), Laura Gamez\* (LRC), Evan Gilstrap\* (Articulation Officer), Katie Ha (LRC), Ron Herman\* (Dean, FAC), Kurt Hueg\* (Administrator Co-Chair), Maritza Jackson Sandoval\* (CNSL), Ben Kaupp\* (Faculty Co-Chair), Richard Saroyan (SRC), Paul Starer (APPR), Kyle Taylor\* (STEM), Mary Vanatta\* (Curriculum Coordinator), Nate Vennarucci\* (APPR)

\* Indicates in-person attendance

**Minutes Recorded by:** M. Vanatta