

**College Curriculum Committee
Meeting Minutes
Tuesday, November 4, 2025
2:00 p.m. – 3:30 p.m.
Administrative Conference Room 1901; virtual option via Zoom**

Item	Discussion
1. Minutes: October 21, 2025	Motion to approve M/S (Gilstrap, Taylor). Approved.
2. Report Out from CCC Members	Speaker: All Apprenticeship: No updates to report. BSS: No updates to report. Counseling: No updates to report. Fine Arts & Comm.: No updates to report. HSH: No updates to report. Kinesiology: No updates to report. Language Arts: No updates to report. LRC: No updates to report. SRC: No updates to report. STEM: No updates to report. Gilstrap currently finalizing Common Course Numbering CORs for Cal-GETC submission and beginning to review general Cal-GETC submission list; updating Program Maps. Mentioned he's recently had a few conversations on the effects of catalog rights on our students and is thinking of bringing suggested policy changes to CCC for review, with the goal of better serving students. Recently attended Credit for Prior Learning Summit, which was worthwhile in terms of learning about what other colleges are doing and getting inspiration for what Foothill might be able to implement. Vanatta mentioned Stand Alone application for R T 473 not yet returning for second read due to additional changes being made to the COR.
3. Public Comment on Items Not on Agenda	Sinclair mentioned she was sorry to have to miss previous CCC meeting. Kaupp reminded the group of upcoming 5K run/walk supporting Veterans Resource Center (VRC).
4. Announcements a. New Course Proposals	Speakers: CCC Team The following proposals were presented: APPT 122B, 123C, 124D, 125E, 126F; CHEM 36AH, 36BH, 36CH; NCBS 451M, 452M, 453M; SPAN 410. Allen explained APPT courses will be included in new Service Plumbing cert. being created by Pipe Trades; Taylor explained CHEM courses similar to recently created BIOL research courses; Sinclair explained NCBS courses being created specifically for STEM Center use. Vanatta noted SPAN course will be changed to NCAL.
b. ASCCC Fall Plenary Resolutions	Plenary is this weekend; Kaupp will be attending as proxy vote for Academic Senate President Voltaire Villanueva. Noted a few curriculum-related resolutions, as well as those related to

c. Credit for Prior Learning Workgroup d. Recent CCCCCO Approvals!	degrees/certs. and grading policies. Kaupp explained that the decisions made by ASCCC are generally advisory by nature (unless eventually made into law); Plenary held twice annually to discuss issues related to CA community colleges as a whole. Agyare mentioned resolution 111.03, re: use of and creation of OER, to help make textbooks available to students at no cost on the first day of class; Kaupp mentioned there are still funds available to support OER efforts and encouraged folks to reach out to LRC Dean Mark Barnes to learn more. Announcement delayed to future meeting, due to Hueg's absence. Vanatta announced that we've received state approval for the new Semiconductor Process Engineering AS degree and the new Vacuum Technology certificate of achievement! Allen thanked the STEM division for their help in getting these created.
5. Division Curriculum Committees	Speaker: Ben Kaupp Document includes details about each division CC. Kaupp noted updates since previous version, to Apprenticeship and Language Arts. Motion to approve M/S (Lee, Taylor). Approved.
6. New Certificate Application: Independence and Career Readiness	Speaker: Ben Kaupp Second read of new Independence and Career Readiness Certificate of Achievement. Sinclair mentioned "disabled adults" wording and suggested we offer similar courses/program to all students—Kaupp agreed, and also noted he'll change "disabled" to "neurodivergent" which is the current terminology. Kaupp noted that to those of us with generational and institutional knowledge, the skills taught in this program seem obvious, but today's students might not have learned these skills. Discussion occurred re: Minimum Qualifications for courses in the cert. Brannvall mentioned importance of courses related to career selection, and Lee noted Counseling division teaches such courses under CRLP subject. Myres noted trades recently started implementing courses in soft skills training, for similar reason. Allen shared one of the trades hosted summer program for high school students which included career and life planning course, which was really well received. Motion to approve M/S (Brannvall, Dupree). Approved.
7. Stand Alone Application: AHS 452	Speaker: Ben Kaupp Second read of Stand Alone Approval Request for AHS 452. Motion to approve M/S (Sinclair, St. Onge-Cole). Approved.
8. New Degree Application: Mathematics 2.0 ADT	Speaker: Ben Kaupp First read of new Mathematics 2.0 ADT. Gilstrap explained the state released new requirements for Mathematics, significant enough to necessitate a new version of the ADT (instead of just an update). Second read and possible action will occur at next meeting.
9. New Degree Application: Physics 2.0 ADT	Speaker: Ben Kaupp First read of new Physics 2.0 ADT. Gilstrap explained this is the same situation as the above ADT. Second read and possible action will occur at next meeting.
10. Stand Alone Applications: ALTW 403B, 403C	Speaker: Ben Kaupp First read of Stand Alone Approval Requests for ALTW 403B & 403C, both of which will be permanently Stand Alone. Kaupp explained these used to be taught as part of ALTW 403, which is being split into three

	separate courses and expanded. Brannvall noted these courses could also be beneficial for all students, not just those in TTW program. Second read and possible action will occur at next meeting.
11. Stand Alone Applications: LINC 477A, 477B, 477C, 477D, 478C, 484, 484A, 484D, 484E, 484F	Speaker: Ben Kaupp First read of Stand Alone Approval Requests for LINC 477A, 477B, 477C, 477D, 478C, 484, 484A, 484D, 484E & 484F, all of which will be permanently Stand Alone. Vanatta noted these are mirrored noncredit versions of existing credit courses, all related to makerspaces. Second read and possible action will occur at next meeting.
12. Course Lab Hours and Units	Speaker: Kurt Hueg Topic delayed to future meeting, due to Hueg's absence.
13. Foothill GE Application Criteria: Area 1A & Area 1B	Speaker: Ben Kaupp Kaupp began discussion by noting he's received questions about the intent of CCC's review of Foothill GE application forms. Clarified we're not reviewing the actual Foothill GE pattern, as CCC went through the robust process of doing so during the previous two years, with the new pattern going into effect this catalog year. Also noted it's fine if folks are happy with keeping any/all of the current criteria. Explained these forms are primarily used for two purposes: for faculty to submit their course/program for inclusion in the Foothill GE pattern, and for students to request a course taken at a different college satisfy Foothill GE. Today's discussion is about Depth Criteria/Mapping for Area 1A: English Composition and Area 1B: Oral Communication and Critical Thinking, being discussed together because they are closely related. Kaupp noted any edits discussed and agreed upon will be made to forms, which will all return for approval later this year. Dworsky noted emailed English faculty for feedback and didn't receive any responses; Kaupp mentioned Language Arts did send extensive feedback back when current version of forms were being created. Edits to be made to Area 1A application form: • Mandatory Outcome 2 Text-Based Writing: update "6,000 words" to "5,000 words", to align with transfer requirements. • Mandatory Outcome 5 Research and Documentation: update "Conduct research using print and electronic media" to "Conduct research using a variety of sources", which followed discussion of whether to include the word "credible". The group decided to exclude it due to other criteria implying students will learn to determine credibility. • Mandatory Outcome 5 Research and Documentation: update "textual citations and MLA documentation" to "MLA or other appropriate textual citations and documentation", as every faculty member has their own policy and may use a different citation style. Gilstrap noted that C-ID descriptor for ENGL 100 does mention MLA; however, these descriptors are very generic and personally doesn't think expanding our local GE criteria to include add'l options will be an issue or affect C-ID articulation. Discussion also occurred re: possible edit to or replacement of Optional Outcome 2 Syntactical and Structural Variety, with no decision made. Kaupp encouraged folks to email him with additional suggestions for edits. Noted current forms were heavily based on previous versions, which were created many years ago before any of us were on CCC. Encouraged the group to help future-proof the forms, as well as ensure

	clear language so that when we're no longer on CCC folks will be able to easily interpret the criteria. Edits to be made to Area 1B application form; Gilstrap noted Area 1B was split off from previous Area V: • Mandatory Outcome 1 Effective Oral Communication: update outcome name to "Effective Communication", to be more inclusive. • Optional Outcome 1 Listening and Interpretation: discussion occurred about possible updates to lessen or remove focus on oral communication, but no updates determined; Kaupp will follow up with folks outside of meeting to edit language. • Mandatory Outcome 2 Critical Evaluation of Ideas: update "their" to "one's", to improve clarity of the wording. Sinclair noted title of Area 1B specifies Oral Communication, which may end up limiting area to courses with a verbal component; Kaupp wonders if the intent was for Area 1B to include courses which are not strictly focused on written communication, so wouldn't qualify for Area 1A. Brief discussion occurred re: potentially changing GE Area name itself. Discussion occurred re: which types of courses could potentially be approved for Area 1B, and Kaupp strongly encouraged the group to not think of these forms in terms of which specific courses might be approved, lest we begin to tailor the forms to accommodate certain courses. Suggested the language be as open as possible but also be clear in what we want the course content to be. Kaupp thanked the group for the thoughtful discussion, noting today is the only meeting we'll be discussing two areas. Encouraged folks to reach out to him with any additional thoughts or suggested edits.
14. Foothill GE Application Breadth Criteria and Breadth Mapping	Speaker: Ben Kaupp Foothill's Institutional Learning Outcomes (ILOs) inform the Breadth Criteria and Mapping included on all Foothill GE application forms. ILOs were updated late last year, after current forms were finalized, so we should review Breadth Criteria/Mapping to see if it needs updated to reflect new ILOs. Gilstrap asked if the intent is to ensure Breadth Mapping competencies encompass all ILOs or just some of them—Kaupp responded, believes current Breadth Mapping references all previous ILOs, so we could update full slate of Breadth Mapping to reference current ILOs if we want to.
15. Good of the Order	
16. Adjournment	3:30 PM

Attendees: Micaela Agyare* (LRC), Chris Allen* (Dean, APPR), Jeff Bissell (KA), Cynthia Brannvall* (FAC), Zach Cembellin* (Dean, STEM), Angie Dupree* (BSS), Rachael Dworsky* (LA), John Fox (BSS), Evan Gilstrap* (Articulation Officer), Ben Kaupp* (Faculty Co-Chair), Glenn Kurisu* (HSH), Andy Lee* (CNSL), Laurence Lew (BSS), Tim Myres* (APPR), Bob Sandor* (STEM), Richard Saroyan (SRC), Jennifer Sinclair* (STEM), Shae St. Onge-Cole* (HSH), Kyle Taylor* (STEM), Mary Vanatta* (Curriculum Coordinator), Judy Walgren* (FAC), Sam White* (LA)

* Indicates in-person attendance

Minutes Recorded by: M. Vanatta