

College Curriculum Committee  
Meeting Minutes  
Tuesday, January 18, 2011  
2:04 p.m. - 3:33 p.m.  
President's Conference Room

<u>Item</u>	<u>Discussion</u>
1. Minutes: November 30, 2010	Introductions of members. Minutes approved as written <b>M/S/C (Hartwell/Franco)</b> , 2 abstentions.
2. Announcements: a. SB 1440  b. C-ID Meeting Announcement  c. Courses Pending in C3MS  d. Transcriptable degrees/certificates	<b>Speaker: Carloyn Holcroft, Eloise Orrell</b> a. No news yet, although an announcement is expected Jan. 24. Anticipate discussion on next agenda. FAQ doc sent out with agenda. b. Attachment #3. Up to 7 different areas up for review. Orrell sent out most recent update. c. Nuñez attached a "Courses Pending" list. This will be sent out each quarter. Eloise says that often faculty sees the course move through, and do not see notes if courses are sent back with feedback. d. Orrell has sent out a notice to the deans to project out their number of degrees and certificates for the next 5 years. This will be affected by SB 1440. What the state is emphasizing is completion, and this will be used as a metric. Charlie McKellar is helping Nuñez to handle the new degree and certificate processing in the State Curricunet software. DegreeWorks is the new software associated with Banner that will track and make notation on student transcripts approved Degrees and Transcriptable Certificates.
3. IB Follow Up	<b>Speaker: Carolyn Holcroft</b> The committee was reminded that this item has been on the agenda for a couple months. We are being urged by the ASCCC to examine IB and determine what our policy. We are encouraged to make a blanket policy. This should be an informed decision made by faculty who are knowledgeable about the IB program. Faculty have started discussions in many divisions, and on the next agenda, this will be an action item. There are issues of unfamiliarity with the IB. PSME departments have voiced concerns about the Lab requirements. There are also different levels of IB, so that may be a problem with a blanket policy. On the orientation to IB document, Holcroft pointed out a table of different IB exams and what sort of equivalent credit it would articulate to IGETC. There was a question about how it is differentiated on the IB transcript between just a course IB and the whole program IB. Next meeting, Holcroft will poll the divisions to get approval from each rep and their constituents.
4. Final approval: NCEL 402, NCSV 403, 404, & 405.	<b>Speaker: Denise Swett</b> 403, 404 and 405 are complete and have been approved by the Non-credit Curriculum Committee. If approved by CCC, they will go to the State for approval. Concern about 405: the lack of mention of nutrition/safety. Mummert added that the credit courses cover that information. Swett added that nutrition is highly covered in the Parenting courses to which this course is associated. Motion to approve 402, 403, 404 & 405 <b>M/S/C (Franco/Schultz)</b>
5. Red-lining Feedback	<b>Speaker: Carolyn Holcroft</b> Red-lining refers to the practice of allowing a student to

	<p>use a successful grade from a De Anza course (after failing the course at FH) and using that grade on the FH transcript to replace the poor grade here.</p> <p>Discussion and clarification. De Anza has made the decision to discontinue the practice of red-lining. Perhaps FH should consider red-lining through a petitions process?</p> <p>Holcroft suggested to have a general policy stating that under normal circumstances, the rule is no. If there is a course that is no longer offered, faculty in the discipline could review it. Carolyn will draft up some language to review at the next meeting.</p>
6. Restricted Electives	<p><b>Speaker: Carolyn Holcroft</b></p> <p>As the DegreeWorks software is being implemented, it has become apparent that there are curriculum sheets that are out of compliance with Title V. Appropriate course options must be spelled out on the curriculum sheet. Curriculum sheets are due <b>March 1</b>. Addressing this issue should also reduce the number of stand-alone courses.</p>
7. Credit by Exam	<p><b>Speaker: Carolyn Holcroft</b></p> <p>FH is supposed to have a formal Credit by Exam policy. We have the FHDA Board Policy, but it needs to be more specific for FH, communicated and accessible by students. Division faculty need to discuss and provide a list of courses and what type of exam should be given to meet each course. There is some information on the back of the Credit By Exam form. Day highlighted a few key points.</p> <p>***Update catalog section for credit by exam, there is a discrepancy on the cutoff date.</p> <p>Possibly work with APM to address these issues. Holcroft will send out the current policy and asked reps to have a pro/con discussion with their divisions.</p>
8. GE Consent Calendar	<p><b>Speaker: Carolyn Holcroft</b></p> <p>Clarification about MATH 17A/B (pass a statistics requirement) Takes students from finishing "Math My Way" through "Statistics". Replaces 220, 105 and MATH 10.</p> <p><b>M/S/C (Schultz/Franco).</b></p>
9. New Non-Credit: NCBS 402 & NCEL 401	<p><b>Speaker: Denise Swett</b></p> <p>NCBS 402 outline distributed for review. Action at the next meeting.</p>

**Attendees:** F. Cammin, B. Cashmore, S. Connell, D., B. Day, M. Francisco, S. Franco, P. Gibbs, R. Hartwell, C. Holcroft, R. Jen, K. Jones, M. Knobel, A. Lee, J. Mummert, P. Murray, E. Orrell, L. Schultheis, G. Schultz, K. Svetich, D. Swett, V. Villanueva

**Minutes recorded by:** D. Gilani