

College Curriculum Committee
Meeting Minutes
Tuesday, February 15, 2011
2:08 p.m. - 3:35 p.m.
Toyon Room

<u>Item</u>	<u>Discussion</u>
1. Minutes: February 1, 2011	Minutes are approved as written M/S/C (Hartwell/Schultheis) .
2. Announcements a. MATH 108 (Math proficiency) b. Curriculum Sheets c. Stand Alone Forms d. Need/Justification Statements e. Other	Speaker: Carolyn Holcroft, Cori Nunez a. Proficiency statement on curriculum sheets now must include MATH 108 and Math 17A/B in addition to 105. b. Deadline 3/1 c. Reminder: all new Stand Alone courses need an approved form on file in Instruction. d. Please complete on every course. "Help Me" button in C3MS is great resource. e. Curriculum workshop reminder. Assessment Strategies 1/28 for 1 hour. f. FRAMES artifacts coming in, please consider serving as a scorer. g. Curriculum Institute in San Diego July 14-16. We may send up to 5 people from FH. Priority is current and returning CCC members, potential members. Tell Holcroft if you're interested in attending.
3. Consent Calendar	Speaker: Carolyn Holcroft Acknowledgment of Joe Ragey for working on these outlines for GE. Schultheis asked to pull ART 12 & ENGL 5H from consent calendar for further discussion. <ul style="list-style-type: none"> • Motion to approve consent calendar (Cashmore, Hartwell), M/S/C.
Items pulled from consent calendar:	<ul style="list-style-type: none"> • Schultheis: ART 12 question regarding the appropriateness of identifying institutional outcome "computation." Holcroft clarified that the role of CCC is to approve course for GE status according to the criteria specified in the humanities GE pattern; however, no precedent or mechanism in place for this body to review/act on the ILO(s) chosen by faculty. This is an issue that should be addressed in the future as we review GE process. M/S/C (Schultheis/Svetich). • ENGL 5H missing application. Will be forwarded to the next agenda for action.
4. BTEC Curriculum Sheet	Speaker: Amy Edwards Edwards highlighted the changes on this version based on suggestions from the committee. Curriculum approved. (Schultz, Villareal) M/S/C
5. Specification and Transparency of Course Recency Requirements in catalog, CORs and/or Program Sheets	Speaker: Carolyn Holcroft Title 5 and FHDA Board policy allow faculty to determine how recently a course/prerequisite must have been taken. However, we need to be specific and transparent with recency requirements. If we

	<p>haven't specified a course recency requirement on the COR and/or or curriculum sheet then we cannot tell students that we don't accept a course because of lack of recency.</p> <ul style="list-style-type: none"> • Clarification: The "default" is that if no recency requirement is documented, there isn't one. • Please ask discipline faculty to review: <ul style="list-style-type: none"> ○ Prerequisites to individual courses ○ Core and elective courses for degrees and certificates ○ Is there a compelling reason that any of those prereqs or courses need to have a particular recency? If so, must be specified on COR or curriculum sheet and go through normal division CC approval process. • These discussions need to be documented in division minutes. • Reminder: Prereq, coreqs need to have content review forms completed.
6. IB Update	<p>Speaker: Carolyn Holcroft Holcroft called attention to the statistical data sheet re: number of students completing IB program vs. number who only complete a subject area and complete corresponding subject exam.</p> <ul style="list-style-type: none"> • Note: students must have taken the corresponding IB course to be eligible to take the IB subject exams. This is unlike the AP tests for which anyone can register and take, regardless of whether or not they have successfully completed formal education for that subject. • Options for IB/FH GE equivalency are: 1. grant equivalency for successful completion of the subject test alone, 2. Grant equivalency only if student has successfully completed the subject exam AND the IB program, or 3. No FH GE equivalency granted. • IB equivalency for GE will be on next agenda for action.
7. Transfer Degree Update	<p>Speaker: Carolyn Holcroft Strongly encourage faculty to go on the CI-D website to continue to review courses and proposed TMCs. Hartwell said that his Communication faculty are discussing the TMC and preparing to respond. PSYC & SOC are working on their transfer degree applications.</p>
8. Catalog Language for GE Document	<p>Speaker: Carolyn Holcroft Review draft language document. Propose adding the institution-level student learning outcomes to the GE catalog language. Several reps suggested separating GE from explanation of AA and transfer degree explanations. Language will be revised and return to next meeting for further discussion and possible action.</p>
9. Red-lining policy	<p>Speaker: Carolyn Holcroft</p>

Approved March 1, 2011

	<p>Review issue: If a student gets a “D” or “F” here, “redlining” allows us to replace failing FH grade on our transcript with a successful grade in same course taken from another school AND exclude it from GPA calculation. Day found out that all but one community college does redline, not only within district but also outside district. Other Banner schools redline so must be way to allow Banner to calculate GPA, Bernie working to gather logistical info re: how other schools have made it work. Also collecting model procedures from other schools: If we do allow this, what would be our procedure? Item will return on next agenda.</p>
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Attendees: B. Cashmore, S. Connell, B. Day, J. Dye, A. Edwards, M. Francisco, P. Gibbs, R. Hartwell, C. Holcroft, K. Jones, K. Jordahl, M. Knobel, J. Mummert, V. O’Neal, E. Orrell, L. Schultheis, G. Schultz, B. Shewfelt, K. Svetich, V. Villanueva