

College Curriculum Committee
Meeting Minutes
Tuesday, October 2, 2012
2:11 p.m. - 3:29 p.m.
President's Conference Room

| <u>Item</u> | <u>Discussion</u> |
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| 1. Minutes: June 19, 2012 | Minutes approved as written. M/S/C (Baker, Starer) Approved, two abstentions |
| 2. Announcements: <ul style="list-style-type: none"> a. New Representatives b. New Curr/Scheduling Assistant c. Non-credit Curriculum Process | Speaker: Carolyn Holcroft <ul style="list-style-type: none"> a/b. Introduced new members to the committee including our new Curriculum/Scheduling Assistant, Jean McCarron. c. The committee was informed that although we initially formed a “curriculum division” to handle the non-credit courses, an administrative decision has been made to officially move individual courses to the appropriate academic divisions, and dissolve the noncredit curriculum committee. A number of reasons drove this decision. One of these is that the number of noncredit courses is growing quickly and the course outlines take significant time to create and maintain, but many noncredit faculty are adjuncts and unfamiliar with curriculum processes and regulations. The Instruction Office is currently working with the divisions to determine where each course should be placed. d. Reps reminded that their role is to bring these proposals back to their constituents as information so all faculty campus-wide have the chance to learn about new course proposals and bring concerns/comments to the attention of their CCC reps. <ul style="list-style-type: none"> • Day informed the PSME reps that she has been unable to locate courses at the UC level that are similar and therefore they should be numbered 50 or above: C S 23A, 24A, 40B & 41A. • Armstrong informed the committee that the CHEM course might be under environmental studies in other schools as Day hadn't been able to find anything similar at any four-year institution. • The PSME, BSS and FA Deans have met to discuss appropriate divisions for the new C S courses. They will meet again shortly to make final decisions. • General question: if a new course proposal has previously come to CCC for a “regular” version of a course, do faculty authors need to bring forward a new course proposal for an honors version of the course? Committee members unanimously agreed that this is unnecessary. |
| e. Division Reports | <ul style="list-style-type: none"> e. Division Reports <ul style="list-style-type: none"> • PSME: working on their Statway pattern with the UCs. • LA: building non-credit Supplemental Instruction course similar to the Math course newly approved by the State; we have begun the ENGL 1S & 1T series this quarter, remember to update your program sheets. |
| f. Other | <ul style="list-style-type: none"> f. Other <ul style="list-style-type: none"> • Curriculum Office: 203 new courses were processed this summer and received State approval. |

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| | <ul style="list-style-type: none"> Articulation: <ul style="list-style-type: none"> We have a small window to get courses that were denied resubmitted to UC for addition for this year. Please have them to Day by Oct 12th. There will be an Honors Faculty Roundtable at Mills College, October 27th. For more info: http://www.losmedanos.edu/honors/Roundtable.asp Student Success Brown Bag Series- Bridging Lower and Upper Campus: How We Can Work Synergistically to Increase Student Success. Wednesday, Oct. 10th in the Hearthside Rm. |
| 3. CCC Orientation & Topics for 2012-13 | Speaker: Carolyn Holcroft Power Point presentation. Clarification of curriculum committee responsibilities: We are a subcommittee of the Foothill College academic senate and they generally pass any/all curriculum-related matters directly to us. We have a very unique process at Foothill, where divisions have individual curriculum committees that function to develop and maintain individual courses but in order for this process to function, we must be diligent in maintaining strong division curriculum committees. Please remember that each division must be providing minutes of meetings to the Instruction Office. Resolutions are the tool by which we propose and record actions and decisions. Holcroft has provided some helpful advise for writing resolutions (see attachment). |
| 4. Consent Calendar: a. Stand Alone Applications | Speaker: Carolyn Holcroft Stand Alone applications for: ACTG 59, ANTH 11, ANTH 11L, ANTH 13, ANTH13L, C S 49, GID 2. M/S/C (Francisco/Starer) Approved . Note we anticipate these will be included in degrees and certificates in this year's cycle, as appropriate. |
| 5. Update AS-T & AA-T Status | Speaker: Bernie Day This past Saturday, the State began advertising their campaign "Degree with a Guarantee" based on the new SB1440 transfer degrees. By Fall 2013, we will be required to have approved transfer degrees representing 80% of those TMCs for which we offer degrees (i.e. if we don't already offer a degree in a particular major, we do not have to develop a new transfer degree for that major). By Fall 2014, we will be required to offer transfer degrees for 100% of those TMCs for which we offer degrees. We currently have two transfer degrees approved by the State, three have been approved by CCC and the FHDA Board of Trustees and are being prepared to send to the state for approval (English, math and history). In addition, there are four that are close to being sent to this body. There are quite a few being discussed across campus by various departments. More information is available at the following web sites: www.C-ID.net , sb1440.org or www.adegreewithaguarantee.com |
| 6. Minimum English/Math Proficiency for Certificates | Speaker: Carolyn Holcroft Whereas FH is very specific regarding the minimum proficiencies for AA/AS <u>degrees</u> , our Catalog wording referencing minimum math and English proficiencies for certificates of achievement is vague. Should we have the same or different proficiency requirements? Please discuss with your constituents. Should CTE programs be treated differently than "academic" certificates? Do we want a |

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| | campus-wide policy for all certificates of achievement or task program faculty with determining proficiencies for their individual certificates? Please be prepared to provide feedback. Sample possible resolution presented for purpose of demonstrating how to write a resolution. |
| 7. Determining “Families of Courses” | <p>Speaker: Carolyn Holcroft</p> <p>When we formally define families of courses, it will have ramifications for managing repeatability and repetition, district-wide. “Repeating/repeatability” is when the student has successfully completed a course, gotten credit, and yet they want to take the course again. “Repetition” is when the student fails/withdraws from a course and must take it again. Almost no courses are repeatable anymore. Students are also now limited to taking “similar activity” courses no more than six times (for quarter systems). We must identify these as “families” of courses (grouped by similar activity types) as to clarify the limitations. Whether “taking a course again” is due to either issue, “Repeats” and “Repetition” must now be regulated District-wide not just by campus. We are embarking on a huge project to determine equivalent courses between Foothill & De Anza.</p> |

Atendees: Kathy Armstrong (PSME), Judy Baker (Dean), Falk Cammin (LA), Jerry Cellilo (CNSL), Bernie Day (Articulation Officer), Isaac Escoto (CNSL), John Fox (BSS), Marnie Francisco (PSME), Brenda Hanning (BH), Carolyn Holcroft (Faculty co-chair), Marc Knobel (PSME), Don MacNeil (P E), Jean McCarron (Instr), Peter Murray (Dean, PSME), Simon Pennington (FA), Paul Starer (Dean, L A).

Minutes Recorded by: Corinne Nuñez