

**College Curriculum Committee  
Meeting Minutes  
Tuesday, January 15, 2013  
2:05 p.m. - 3:31 p.m.  
President's Conference Room**

<u>Item</u>	<u>Discussion</u>
1. Minutes: December 4, 2012	Minutes approved as written. <b>M/S (Armstrong/Fox) Approved</b> , 1 abstention.
2. Announcements a. Review CCC 12-13 Working Plan  b. New Course Proposals  c. Report out from Divisions  d. Upcoming events	<b>Speaker: Carolyn Holcroft</b> a. Holcroft reminded that the CCC Working Topics document is a great summary of the business items the curriculum committee has pending. If anyone has any items to add, please let any of the Curriculum Team members know. b. There are 14 proposals that were last minute additions to the curriculum cycle in December. Reminder that proposals provided for dissemination to constituent faculty for information and review. If faculty have any questions/concerns regarding the proposed courses, they should contact their CCC rep and the faculty author for discussion. c. No reports: reps indicated no changes in their divisions that would potentially affect other divisions/programs. d. Reminder: Global Citizenship Pathway meeting on Feb. 8th in the President's Conference Room, 12-1. We will be hosting faculty from SJSU and WVC who will share with us their curriculum collaboration and discuss how we might include Foothill.
3. Consent Calendar: a. Stand Alone Applications	<b>Speaker: Carolyn Holcroft</b> The following course Stand Alone Applications were presented: APEL 120A, 121A, 122A, 124A, JFS 307, 308A, 308B, P A 311A-F, 315A-F, 321A-F, 331A-F, 341A-F. <b>M/S to approve as written (Starer/Fox). Approved.</b>
4. Anthropology AA-T	<b>Speaker: Carolyn Holcroft</b> Kathryn Mauer was present to respond to questions. Baker made some suggestions to the wording of the program description, Mauer will make to the final application before it is forwarded to the FHDA Board. <b>M/S (Day/Fox) Approved.</b>
5. Leadership & Service Certificate of Achievement	<b>Speaker: Carolyn Holcroft</b> Daphne Small was present to respond to any questions. Fox suggested that Small consider adding SOC 28 as an option under the Cultural Competency section. Small agreed to consider that addition. There was general discussion regarding what constitutes "need" for certificates. Armstrong asked if it is within the purview of CCC to determine if there is a need for certificates. Holcroft confirmed that it is most definitely part of the CCC's responsibilities. Discussed potential advantages and disadvantages to proposed certificate. Program is a reconfiguration of courses that already exist and certificate is transcriptable, "value added" especially for students attempting to make themselves more attractive to transferring institutions. <b>M/S to approve (Escoto/Fox) Approved.</b>
6. Fall 2012 Curriculum Submissions Summary and Planning	<b>Speaker: Carolyn Holcroft</b> Holcroft reminded CCC of the history of curriculum process

	<p>at Foothill. In 1994 we moved from a college-wide curriculum committee to a Divisional curriculum committee structure, and those faculty that had served on the CCC and had the in-depth knowledge of curriculum requirements assisted with forming the division cc's and trained others. It is becoming increasingly apparent that we must better manage our curriculum as required by the Ed Code, Title 5 and the State Chancellor's Office. Presented brief overview of multitude of problems ranging from minor to major. Cannot continue in this manner. With this in mind, the curriculum team suggested two possible courses of action: 1) return to a central curriculum approval system or 2) make a commitment to restoring Division CC's functionality. Option 2 would require monthly divisional CC meetings with agendas and minutes submitted to Office of Instruction. In either option, CCC Team is committed to providing the training necessary and to updating the Curriculum Handbook. The decision-making about which option to choose should and will begin with this body and include feedback from all faculty. Please discuss with constituents as soon as possible so we may have an informed discussion at our next CCC meeting. Fox commented that there are serious communication issues. He has noted that Title 5 enforcement has increased and faculty are very confused regarding process and requirements. He suggested that the curriculum handbook be updated every year and that every division have (re)training every year.</p>
7. Prerequisite Content Review	<p><b>Speaker: Carolyn Holcroft</b> Continuation of discussion that began last year. Must address Title 5 changes re: implementing and reviewing prerequisites/co-requisites/advisories. The District policy and procedure are close to being adopted and we can now revise our campus process. Front burner item going forward beginning next meeting.</p>
8. New Course Proposal Process Issues	<p><b>Speaker: Carolyn Holcroft</b> We began introducing new courses in CCC to make curriculum creation more transparent and encourage interdisciplinary faculty discussion about our courses. This process has raised some concerns from faculty that are uncomfortable being put in the position of having to ask questions of the faculty author, would rather have CCC address and decide appropriate action re: concerns of inappropriate overlap in curriculum. Will continue discussion at upcoming meeting.</p>

Attendees: