

College Curriculum Committee  
Meeting Minutes  
Tuesday, January 29, 2013  
2:03 p.m. - 3:33 p.m.  
President's Conference Room

<u>Item</u>	<u>Discussion</u>
1. Minutes: January 15, 2013	Minutes amended to restate section 6. <b>M/S</b> (Hartwell, Armstrong) <b>Approved.</b>
2. Announcements a. New Course Proposal  b. Report out from Divisions  c. Upcoming events	<b>Speaker: Carolyn Holcroft</b> a. Holcroft announced the new course proposal and asked reps to forward to their constituency groups for feedback/concerns. b. Report out from L A: deactivations: ENGL 5H, 7H, 22, 40H, 41. c. Upcoming Events: <ul style="list-style-type: none"><li>• Global Citizenship GE Pathway Collaboration - meeting will be held here on 2/8/13 at noon. Compass II Networking group is willing to help us develop this pathway for Foothill students. Some of our courses could easily fit.</li><li>• Feb 4<sup>th</sup>: meeting to talk about future direction for the Foothill Professional Development Committee (noon in Pres. Conf. Room). All welcome.</li><li>• Program Review Committee needs two more faculty, one to represent transfer and one to represent basic skills. Very important to have representation, please ask for volunteers.</li></ul>
3. Consent Calendar: a. Stand Alone Applications	<b>Speaker: Carolyn Holcroft</b> Knobel/Francisco/Murray asked that all but the NCLA 406A & 406B applications be pulled from the consent calendar because they do not appear to be complete. Request was supported by CCC and PSME agreed to provide a detailed list of the issues to Nuñez for follow up. A question was asked regarding the enrollment limitations for the remaining two non-credit courses. Must the student be currently enrolled in one of the courses identified in the description? No, may be taken by any student interested in further writing assistance. <b>M/S</b> (Starer, Hanning) <b>Approved.</b>
4. Prerequisite Content Review	<b>Speaker: Carolyn Holcroft</b> PP presentation. Per Title 5 changes, we must develop a plan to establish new prereqs/coreqs/advisories. Must review established requisites every six years, or more frequently. We must: establish methods by which we identify courses needing requisites, determine appropriate requisites; we must document the impact of the requisites especially disproportionate impact; provide training for CCC. It is important that processes are data-driven and Holcroft has asked our researcher, Elaine Kuo, to assist. We are also required to guarantee that courses are taught in accordance with the COR, especially those aspects used to justify the prereq. Who needs to participate? Must directly involve faculty. Need to decide if all faculty who teach that course be involved, or just the faculty author? Should there be space on the form requesting consultation w/DA? Due to the equivalency discussions we've had recently, do we think that we need to discuss

	requisites too? Want to integrate requisite implementation/review into normal Title 5 compliance review cycle. Reps asked to gather feedback from constituents.
5. Curriculum Structure & Function	<b>Speaker: Carolyn Holcroft</b> Continuation of the topic from the last CCC meeting. PSME would like to keep current system. LA would also like to maintain current system. Curriculum Team is committed to providing an updated handbook/reference guide. Nuñez suggested that we host a 4-hour mini-retreat to discuss how we need to rebuild our curriculum structure. Francisco suggested multiple short training sessions rather than longer, one-shot training that can become overwhelming.
6. New Course Proposal Process Issues	<b>Speaker: Carolyn Holcroft</b> Discussion postponed for future meeting. Clarified that attached resolution was previously approved in CCC and this is the process we will abide by going forward..

**Attendees:** Kathy Armstrong (PSME), Judy Baker (Dean), Rachelle Campbell (BH), Jerry Cellilo (CNSL), Bernie Day (Articulation Officer), Teresa de la Cruz (Articulation), Isaac Escoto (CNSL), John Fox (BSS), Marnie Francisco (PSME), Stephanie Franco (Evaluations), Patricia Gibbs (BSS), Brenda Hanning (BH), Carolyn Holcroft (Faculty co-chair), Kay Jones (LIBR), Marc Knobel (PSME), Don MacNeil (P E), Jean McCarron (Instr), Kimberlee Messina (VP, Instruction, Administrator co-chair), Peter Murray (Dean, PSME), Simon Pennington (FA), Paul Starer (Dean, L A), Kella Svetich (L A)