

College Curriculum Committee
Meeting Minutes
Tuesday, February 19, 2013
2:03 p.m. - 3:11 p.m.
President's Conference Room

<u>Item</u>	<u>Discussion</u>
1. Minutes: February 5, 2013	Move to approve minutes as written. M/S (Armstrong, Escoto) Approved.
2. Announcements <ul style="list-style-type: none"> a. Report out from Divisions b. Upcoming events c. Draft 2013-14 GE Requirements d. Curriculum Activity Reports 	Speaker: Carolyn Holcroft <ul style="list-style-type: none"> a. LA will not be deactivating ENGL 5H, 7H, 22, 40H, 41 as previously reported at the 1/29th meeting and they will be deactivating ENGL 22 & 41. b. ASCCC Spring plenary is April 18-20th. If desired, plan ahead to schedule division meetings just prior to plenary to allow time to discuss pending resolutions. Next Thursday there will be a meeting of the Foothill Professional Development planning group, 2 p.m., all welcome to attend. c. Please review the draft for 2013-14 and distribute to your constituency groups. There is still a small window in which we can review applications to make the 2013-14 Catalog. d. Nuñez presented the curriculum activity reports as of 2/14. These are the documents that are forwarded to the FHDA Board.
3. Consent Calendar: <ul style="list-style-type: none"> a. Stand Alone Applications 	Speaker: Carolyn Holcroft M/S (Knobel, Day) to approve Stand Alone Forms: MDIA 1, 2B, 5, 30, 31, 51, 52, 81B. Approved.
4. Program Creation	Speaker: Carolyn Holcroft This document was developed by IP& B and adopted by from PaRC. Explains current established process for developing programs, clarifies requirement for input/vetting from administration and workgroups, intended to ensure that Foothill has resources to support proposed programs and that they are aligned with our college mission. Hope to avoid having faculty spend lots of time developing a new program only to find that there are no resources or it's not appropriate to our mission after the fact. Question about the timing to vet proposed programs with Transfer/Workforce Workgroups? Perhaps there should be more language regarding timing. Nuñez will prepare a list of the programs currently being developed.
5. Prerequisite Data Collection	Speaker: Elaine Kuo Kuo works in the Office of Instruction and she is the person behind the data that we see through Program Review. Kuo can do data collection for us based on the success rates before implementation of requisites and after the implementation. In our new requisite implementation plan (attachment 16), we need to provide for how to determine if requisites are causing disproportionate impact and plan ahead for how we are going to alleviate such situations. Also need a plan to validation need for the requisites (e.g. increase student success? metrics?) After much discussion, CCC directed Kuo and Holcroft to develop list of potential indicators of disproportionate impact, and revise draft plan accordingly. Will bring to next meeting for discussion.
6. GE Minimum Unit Resolution	Speaker: Carolyn Holcroft

	<p>This resolution was developed in response to conversation at the last CCC meeting. Counseling, BHS and PSME voiced support for the resolution. Area VII has specific language to require 4 units for that area and therefore it is exempt from the changes mentioned in the resolution and it was suggested that we make a statement to that effect in the resolution so it is acknowledged that we reviewed all factors. Holcroft to make revision accordingly and send to reps for distribution. Resolution will be brought to next CCC meeting for action.</p>
7. New Course Creation Resolution Modification	<p>Speaker: Carolyn Holcroft Armstrong proposed a possible amendment to previously approved resolution. Much discussion about advantages and disadvantages of current process. New ideas for modification: new course proposal comes to CCC, reps distribute proposal to constituents and clarify that they have until the next CCC meeting to voice questions or concerns. New course proposal returns to next CCC meeting as second read. CCC reps accept responsibility to hold COR in C3MS, refrain from forwarding until all concerns alleviated. Armstrong will draft modified resolution for the next meeting.</p>

Attendees: Kathy Armstrong (PSME), Judy Baker (Dean), Rachelle Campbell (BH), Bea Cashmore (ALD), Jerry Cellilo (CNSL), Bernie Day (Articulation Officer), Isaac Escoto (CNSL), John Fox (BSS), Marnie Francisco (PSME), Stephanie Franco (Evaluations), 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), Simon Pennington (FA), Kella Svetich (L A)

Minutes Recorded by: C. Nuñez