

**College Curriculum Committee
Meeting Minutes
Tuesday, March 5, 2013
2:03 p.m. - 3:41 p.m.
President's Conference Room**

<u>Item</u>	<u>Discussion</u>
1. Minutes: February 5, 2013	Correction to item 2a: LA is keeping ENGL 5H, 7H and 40H active and deactivating ENGL 22 & 41. Minutes approved with the correction. M/S (Armstrong/Baker) Approved.
2. Announcements a. Report out from Divisions b. Upcoming events c. Pending Programs d. COR Updates for '14-'15	Speaker: Carolyn Holcroft a. No reports from the members. b. Upcoming events: <ul style="list-style-type: none"> Our researcher, Elaine Kuo, has gathered data for us re: minimum proficiencies for certificates and will present it at the next meeting. Four Course Outline workshops scheduled in Spring quarter, room TBA, please alert faculty constituents. c. Nunez presented list of currently pending program applications as requested at last CCC meeting. d. Presented list of existing courses scheduled for compliance review/update for next cycle, due December 6, 2013. Reps should contact the faculty authors ASAP to alert them and to do a brief review of the current CORs to advise them about areas that need special attention/revision. <ul style="list-style-type: none"> Curriculum team announced change in deadline for submitting a NEW course outline of record. Beginning immediately, faculty developing a new course (COR) will need to have the course in "review" in C3MS by the end of Spring quarter for inclusion in the next catalog. E.g. must be in review by end of Spring '13 in order to be in the '14-'15 catalog. This is to ensure enough time to get the course through the additional steps necessary for new course approval (FHDA board, Chancellor's Office, articulation, etc.)
3. Consent Calendar: a. General Education Applications b. Stand Alone Applications	Speaker: Carolyn Holcroft a. GE apps (HUMN 3H & 4H)- motion to approve M/S (Francisco/Hartwell) Approved. b. SA- Pull MDIA 20 needs more specific backup; pull MDIA 9- how can a course be basic skills and transferable; MDIA 2C needs clarification; MDIA 32 if it is part of a degree/cert then no need for this form.
4. New Program Applications: a. CPA Examination Preparation b. Music History & Literature	Speaker: Carolyn Holcroft a. Counseling has students asking for this certification. The committee would like to invite the faculty authors, Sara Seyedin and Jose Nava, to next meeting to respond to questions. Will be an action item at next CCC meeting. b. Members identified some spelling errors in the narrative. Question about "Literature" in title, Hartwell clarified that in Music, "literature" refers to a body of written music rather than a collection of books, etc. Svetich suggested that the title might also include something about the multicultural nature of certificate. Hartwell will confer with Elizabeth Barkley, (co-author), to see if they might want to rethink the title. Certificate will come back for action at next meeting.
5. Leadership Succession	Speaker: Carolyn Holcroft Holcroft was asked to describe the duties of the

	Curriculum Co-chair. Past practice has been that CCC co-chair receives 50% reassigned time. Term of office is 2 years. Many great resources for new chairs: the ASCCC Curriculum Institute during the summer has a special track for new curriculum chairs, there's a statewide listserv with extremely helpful and knowledgeable participants, and Holcroft also willing to be a resource if desired. Extremely important that someone steps up. Discussed possibly splitting roles of VP/CCC co-chair, discussed pros/cons, overall CCC thinks it best to leave them connected unless there is a candidate for CCC Co-Chair who won't step up without splitting them.
6. GE Minimum Unit Resolution	Speaker: Carolyn Holcroft Second read. Comment from BHS division: one faculty member opined that this change is merely intended to bump up our apportionment. Motion to approve as written. M/S (Armstrong/Hartwell) Approved . Courses that are currently part of the GE sections I thru VI but are not at least 4 units will be given until next year's cycle to revise the course or remove them from the GE list.
7. GE Form Revision Suggestion	Speaker: Kathy Armstrong Armstrong introduced a possible revision to GE application forms: include a short narrative section to allow authors to comment to substantiate the criteria/section of the forms. Proposed addition intended to make reviewing applications easier especially when a reviewer is from outside discipline area. Fox commented that this is a great addition and might actually be where the reviewer might go first. This would be very helpful for the author to also clarify their thoughts. Move to add an optional narrative text box after each section on GE applications. M/S (Hartwell/Fox) Approved .
8. CCC 101 - Need/Justification Statements	Deferred to the 3/19/13 meeting.
9. C-ID Update	Speaker: Bernie Day Day provided a handout containing statewide and FH-specific C-ID information. Included list of C-ID courses in various stages of approval, the approved TMCs, our TMC progress and a list of FH courses that have C-ID approval. Day noted that list is a moving target as it is updated almost daily. In Nov 2012, the State Chancellor's Office notified CCCs that if a TMC includes a course with a C-ID designator then all the courses the local AA-T have to have C-ID approval or at least be able to show that we have applied. I.e. cannot include a course in our transfer degree if it has been denied C-ID approval. There is no appeal process so Day must resubmit if course is denied. Approval is not permanent, 5-year limit on approval after which must reapply. Must also be resubmitted if course is substantially changed. Day will send link that faculty can access to see what other schools are working on.

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), Brenda Hanning (BH), Robert Hartwell (FA), Carolyn Holcroft (Faculty co-chair), Kay Jones (LIBR), Marc Knobel (PSME), Don MacNeil (P E), Jean McCarron (Instr), Barbara Shewfelt (P E), Kella Svetich (L A)

Minutes Recorded by: C. Nuñez