

College Curriculum Committee
Meeting Minutes
Tuesday, April 16, 2013
2:03 p.m. - 3:31 p.m.
President's Conference Room

<u>Item</u>	<u>Discussion</u>
1. Minutes: March 19, 2013	Minutes approved as written M/S (Armstrong/Hartwell) Approved.
2. Announcements a. New Course Proposals b. Report out from Divisions c. Upcoming events d. Draft GE List for 2013-14 e. Curriculum Activity f. Miscellaneous	Speaker: Carolyn Holcroft a. Holcroft noted that there are two new course proposals and reminded the reps to forward them to their constituents. b. Divisions had nothing to report. c. Upcoming Events: <ul style="list-style-type: none">• The list of courses requiring Title 5 compliance review for the 2014-15 Catalog was distributed on March 5th. Please remind faculty that it's never to early to start updating outlines, the fall deadline comes up fast.• There are 3 upcoming COR Workshops (see the agenda for dates). Distributed the revised COR Title 5 Compliance Check List. This doc will also be distributed electronically for distribution to your constituents.• Plenary items were distributed via email. Please let Holcroft know if you have comments and directions for voting.• Earth/Justice Day tomorrow. d. The attached draft (without the courses pending approval on this agenda) is the final GE List that will be published for the 2013-14 Catalog. Please review and let Nuñez know IMMEDIATELY if there are errors or you believe something is missing. e. Curriculum activity Sheets reflect the information provided to the FHDA Board on April 1st. f. Public Service announcement!! Remind your students that now is the time to make counseling appointments for graduation and other needs
3. Consent Calendar: a. General Education Applications b. Stand Alone Applications	Speaker: Carolyn Holcroft a. GE Applications: <ul style="list-style-type: none">• PHED 22E: concern regarding use of course description for the justifications in most areas. Explained that these are physical activity courses, and by default they are placed in this area. Form is not a good match to the explanation as to why they fit in this area. M/S (Campbell/Armstrong) Approve. b. Stand Alone Applications: <ul style="list-style-type: none">• LINC courses- what is the level of need for statistical information required for workforce courses? Messina explained that since these courses are built for a particular population (K-12 teachers) rather than general workforce, therefore the job market info for these courses is probably not available specifically. The committee would still like to see some statistical info about this area, perhaps some statistic referencing the need for teachers.• GEOG 53 - The form does not appear to respond to

	<p>the questions asked. How does this course satisfy our mission? This course is going to be part of a degree program and the course must be approved as a SA although it will be included in the new program. We have had discussion acknowledging that this form does not properly deal with that situation. Holcroft will present a modified form in the next month. This form is being returned to the faculty member for revision.</p> <ul style="list-style-type: none"> • NCEL 411, 412, 413, 421, 422 & 423 - Move for approval M/S (Escoto/Celillo) Approved
4. New Program Applications: a. CPA Examination Preparation b. Music History & Literature	<p>Speaker: Carolyn Holcroft</p> <p>a. CPA Exam Prep -</p> <ul style="list-style-type: none"> • Concern about absence of business law course. Cellilo stated that believed the student needed to have Business Law to sit for these exams. Perhaps adding an advisory of business law to this certificate? If required for exam, should ensure student knows. • The description does not include that there's a requirement of a bachelor's degree to sit for the exam. • There also seemed to be conflicting information in section 1 that states it prepares bachelor degree holders for the exam, but the Catalog Description says that it prepares students for transfer. • Application returned to author for clarification and possible revision. <p>b. Music History/Lit - The committee identified some typos. M/S with typo corrections (Armstrong/Pennington). Approved.</p>
5. Prerequisites & Content Review Plan	<p>Speaker: Carolyn Holcroft</p> <ul style="list-style-type: none"> • Holcroft presented a first draft of a revision for the Content Review forms. We will continue to have 3, possibly 4 forms (English, math, "within a discipline" & interdisciplinary other than English/Math) for requisites. • Goal is to create a form that satisfies state requirements but isn't so onerous that no one willing to use it • Holcroft created draft using previous math form as a starting point. Perhaps the form should list skills to select from and then confer with math faculty to identify the appropriate course requisite (as previous form did)? • The state requires that we examine artifacts (syllabi, exams, etc.) to substantiate the requisites are necessary across ALL sections taught. Discussion about which artifacts, and how many? • Must also keep in mind that adding requisites may add time to degree. Perhaps addition of a paragraph to address C-ID or whether addition of a requisite will effect any degree/certificates/TMCs. (Transfer degrees have a 90-unit limit) • Armstrong suggested that we need some sort of "feedback loop" to make sure the COR and the syllabi concur. If during process, it is found that not all instructors teaching to the COR, we have mechanism to rectify

	Holcroft will make suggested changes and bring back to next CCC meeting.
6. Articulation Update a. IGETC & CSU GE applications b. CSU Prereqs for Transferable CORs	<p>Speaker: Bernie Day</p> <p>a. Day has received the results of our proposals for new courses to be included on the IGETC/CSU GE Certification list, to be distributed soon. Three primary reasons caused denials: too narrow/technical to meet broad-based intent of GE; did not meet scope/intent of the particular GE area, and science courses don't clearly outline how scientific method is employed.</p> <p>b. Day shared memo from CSU Chancellor's office regarding prerequisites for quantitative reasoning courses. The memo specifically identifies math prerequisites but pertains to prereqs in all disciplines. The CSU Chancellor's Office will not be evaluating the <u>content of course prerequisites</u> for CSU transferable courses. Exception: the memo specifically noted Statway as NOT EXEMPT from examination of prereq courses because both the prerequisite and baccalaureate-level course are modified. Noted that Statway approval is as a pilot project on a limited basis.</p> <p>c. Deadline for proposing new or revised courses to UC for general UC transferability is June 1. Faculty should notify Bernie prior to June 1 of any courses for which they would like to propose transferability.</p>
7. CCC 101: Need/Justification	<p>Speaker: Carolyn Holcroft</p> <p>Holcroft previewed the revised Need/Justification Guide. Suggestions to add wording that will clarify that the suggested statements are <u>guides</u> and faculty are not required to copy and paste these statements. Please change "our GE" to "FH GE". Definitions might be necessary in the Help me area to clarify the purpose and give examples. Should the Need statement be moved more to the beginning of the COR? We need an example of wording for a course that is pending to a particular program as soon as X degree when it is approved.</p>

Attendees: Kathy Armstrong (PSME), Judy Baker (Dean), Rachelle Campbell (BH), 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), Kimberlee Messina (VP, Instruction, Administrator co-chair), Peter Murray (Dean, PSME), Simon Pennington (FA), Barbara Shewfelt (P E), Paul Starer (Dean, L A), Kella Svetich (L A)

Minutes Recorded by: C. Nuñez