

**College Curriculum Committee
Meeting Minutes
Tuesday, April 30, 2013
2:07 p.m. - 3:19 p.m.
President's Conference Room**

<u>Item</u>	<u>Discussion</u>
1. Minutes: April 16, 2013	One typo. Approved as written M/S (Armstrong/Starer)
2. Announcements a. New Course Proposal b. Report out from Divisions c. Upcoming events d. Curriculum Activity e. Petition Records	Speaker: Carolyn Holcroft a. HORT 60H introduced. b. BSS - ACTG 64A, Computerized Accounting will be changing units (increase to 4 units) as of Summer 2014. c. Upcoming Events: <ul style="list-style-type: none"> COR workshops - one tomorrow at 12:00, May 17th. Brown Bag on Wednesday for Student Success. Flyer distributed. There are a number of Faculty Professional Development opportunities coming up. d. Curriculum activity for the May 13 th FHDA Board meeting attached. e. Petition form reviewed. Reminder that petitions for course substitution for a GE area go to GE faculty then CCC Co-chair and back to Counseling. Petitions for majors/certificates go to the discipline faculty in major for approval. Escoto asked that there be some tracking records kept at the division so that if there is the need trace, we have dates and comments regarding the particular application. Holcroft commented that since CCC passed the resolution to accept IGETC or CSU GE for our degrees and certificates, the number of GE substitution petitions has dropped considerably.
3. Consent Calendar: a. General Education Application b. Stand Alone Applications	Speaker: Carolyn Holcroft a. GE Application: <ul style="list-style-type: none"> SPAN 10A - Lankford/GE subcommittee rep unable to attend. Committee concerns re: same COR criteria used for multiple areas probably based on the set up of the form. This is a GE course. Armstrong concerned that COR keeps referring to the student as a Latino/a and it doesn't appear to be culturally sensitive (not all students in class will be Latino). Perhaps the content should be modified at the earliest convenience. M/S (Starer/Campbell) Approved. b. Stand Alone Applications: <ul style="list-style-type: none"> Pull for discussion LINC 56 & 94. GIST 53: need statement looked great with the statistical info. Please spell out what GIST means in the course description. Motion to approve GEOG/GIST 53, LINC 57, 59, 67, 68, 87, 88, 89, 97. M/S (Murray/Starer) Approved. LINC 56 is still under discussion with faculty and will be brought back at a later date. LINC 94: Discrepancy in the need and the appropriateness to mission. This was designed for the Year-Up program geared to a unique population. KCI will do the training for the first year while those that will perpetuate the training after the year. We would like to conditionally approve M/S (Murray/Knobel) pending clarification of wording on

	application. Approved.
4. Certificate of Achievement, CPA Exam Prep	Speaker: Jose Nava Nava explained that this is first in series of certificates the department intends to develop that will address each section of the requirements for the CPA Exams (there are 4 exams total) that lead to the professional certification. Motion to approve as written M/S (Cellilo/Fox) Approved.
5. Prerequisite Implementation Plan & Content Review Forms	Speaker: Carolyn Holcroft The committee has no further modifications to the prereq implementation plan. It will be forwarded to constituents and Academic Senate for feedback. Requisite Form: Knobel commented that list of math skills is correct but asked that the course numbers be removed. Content review process seems onerous for an advisory, is it possible to have another tool for them? Holcroft to investigate options. Curriculum Team will clean up the highlighting and send the form with the Communiqué for review by the faculty.
6. Resolution: Add Certificate Descriptions	Speaker: Carolyn Holcroft 1 st read. Resolution was written after previous CCC discussion regarding the accounting certificate of achievement application. Cashmore: students need the information, descriptions would assist with “buy in” by identifying potential benefits of certificates. Cellilo would like to see all certificates have descriptions (not just transcriptable). Escoto will take these back to the counselors for discussion, want to avoid miscommunicating with students re: expectations. Knobel suggested perhaps there be a standard statement to identify for the students that some certificates will not show on their transcripts.
7. GE Forms Feedback	Speaker: Carolyn Holcroft The following suggestions were voiced: Limit amount of characters allowed in each field; can forms be rolled into C3MS rather than another doc, easier to track and feedback is recorded; clearer/more instructions; sample document be provided; formatting unclear; the outline should be attached to application rather than requiring reader to locate; reason/explanation would be attached to each section of the document. Suggested best practice would be for review subcommittees to meet face-to-face to review the applications.
8. Stand Alone Form Draft	Speaker: Carolyn Holcroft Discussed draft of revised form. Timeline for keeping temporary stand alone status was discussed - due date for filing a state application for appropriate program should be end of academic year in which the course was proposed. Motion to adopt revised form M/S (Armstrong/Escoto) Approved.

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), 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)

Minutes recorded by: C. Nuñez