

**College Curriculum Committee
Meeting Minutes
Tuesday, June 18, 2013
2:07 p.m. - 3:12 p.m.
President's Conference Room**

<u>Item</u>	<u>Discussion</u>
1. Minutes: June 4, 2013	Minutes approved as written M/S (Starer, Cashmore). Baker was not at last meeting but is available to dialog/provide more info to anyone interested in further information about SB 520 and how we might be proactive.
2. Announcements a. New Course Proposals b. Report out from Divisions c. Upcoming events d. Other Updates e. Certificate of Achievement Descriptions - Sample Language	Speaker: Carolyn Holcroft a. New course proposals were introduced. b. Nothing to report. c. Curriculum Institute in July. d. Nuñez reported the total numbers of courses we changed this year. e. Holcroft has some sample certificate language that she will send to the committee members. Please remind constituents that deadline to add descriptions is next March 2014 but sooner is better as these can go into the online catalog immediately. Emphasized importance of getting feedback from counseling before submitting.
3. Prerequisite Implementation Status	Speaker: Carolyn Holcroft Informed committee about the report we must provide the Chancellor's office every year. Reminded that State is watching us closely to see if we (CCCs) are exercising our privilege of implementing our own prereqs rather than having the state mandate them to us.
4. Transfer Degrees & C-ID Status Update	Speaker: Carolyn Holcroft <u>Transfer Degrees:</u> Holcroft reviewed status list and updated based on input from the division reps and articulation officer. Reminded committee that we must be 100% compliant by the end of the 2013-14 academic year. If the discipline faculty cannot get them written then someone else (reps, administrators, etc.) will have to do them to comply with law. Concern regarding high unit degrees, e.g. engineering, and whether will be included in the "100%" requirement. Messina would ask but she felt that the original list of subject areas would be the list to which we will be held accountable. <u>C-ID update:</u> Day informed us that we have 82 courses approved for C-ID and 120 still in the queue. The C-ID descriptors are held to be the "minimum" requirements to which the courses will be measured but expectation is that courses pending approval must have 100% of items in C-ID descriptor and "then more". Be careful about writing curriculum to "meet" the descriptors but rather they should "exceed" them. Distributed C-ID June 2013 newsletter, please share with constituents.
5. Summary & Goal Setting	Speaker: Carolyn Holcroft Holcroft congratulated everyone on our accomplishments this year. There are still some pending items but most of them have begun and just require finalization. Question regarding the certificate information to include math and English proficiencies. We also want to make very clear the outcomes expected from certificates of achievement. Cashmore asked if this was to be done to the low-unit certificates as well. Although the recently passed

Approved October 1, 2013

	resolution focused only on CAs, faculty may also add wording to the "non-transcriptable" certificates with the understanding that these statements must be very clear and reasonable - imperative to consult with counseling first.
6. Other	Speaker: Bernie Day Day presented a resolution to show the committee's appreciation to Carolyn Holcroft for her invaluable contribution to Foothill in general and specifically to the College Curriculum Committee. The committee shared the resolution by reading it aloud. Move to suspend the rules to approve without second reading. M/S (Hartwell,Baker) Approved. Move to approve the resolution as written M/S (Fox, Hartwell) Approved. Holcroft thanked the committee for their hard work and reminded that she could not have accomplished any of this without them.

Attendees: