

**College Curriculum Committee
Meeting Minutes
Tuesday, October 1, 2013
2:07 p.m. - 3:07 p.m.
President's Conference Room**

<u>Item</u>	<u>Discussion</u>
1. Minutes: June 4, 2013	Minutes as written M/S (Armstrong, Mac Neil) Approved.
2. 2013-14 Sneak Preview: a. Curriculum Quality b. Division Curr Committee Structure c. Training Sessions d. Consent Calendar Items e. Course Substitution Petition Process	Speaker: Isaac Escoto Introductions of CCC members for this year. Escoto gave the committee a "sneak peek" at the topics that will be on future agendas: a. Reminder of the quality control that should be exercised by all faculty and CCC reps. b. What tasks should be accomplished at your division cc? How are the multiple forms and processes being handled at your division cc? What works best for your constituency? Can we devise a "best practices" paper? c. Training will be ongoing and inclusive. Some will be done during CCC meetings and open to the public. We intend to bring COR examples to trainings so that we will get first hand knowledge of how to fix or complete them. d. Reminders that calendar items can be pulled at any time for discussion. The CCC Team has suggested that since the ADTs are State mandated degrees and the course selection is prescribed, adding them to the Consent Calendar is possible. e. Course Substitution Petitions: <ul style="list-style-type: none">• GE course substitution petitions go to the CCC co-chair, who'll distribute to the appropriate CCC rep. After the petition has been signed by the faculty member, the form is returned to the CCC co-chair.• Major course substitution petitions go to the CCC co-chair, who'll distribute to the appropriate CCC rep. The CCC rep will forward to their dean, who will then forward to Stephanie Franco.• CCC asked Escoto to email the appropriate rep notifying them that they have a petition in their box. How does your division track the petitions? The tracking process for course substitution petitions is very important, as it makes follow up (when necessary) more efficient.
3. Curriculum Institute Recap	Speaker: Isaac Escoto, Kimberlee Messina, Bernie Day The topics covered every area of curriculum but the emphasis was repeatability and ADTs (Associate Degrees for Transfer). They encouraged broad-based communication with all players: Board members, faculty, students and the public. We will be discussing these topics through out the year. One of many topics was the ability for community colleges to teach at local high schools. Barry Russell made it very clear that the public schools had to "open" the campuses to the public before we could teach courses at those locations. Mtn View-Los Altos School District has opened their campuses so we may teach college courses at their campuses during the school day. Brown Act: The CCC is subject to the requirements of the Brown Act and although we have understood that, we need to improve our understanding and increase our response to

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	all items of the Act. We would like to invite a legal person to give us a presentation on the Brown Act so we fully understand the requirements.
4. Consent Calendar: a. Stand Alone	Speaker: Isaac Escoto Note that the form has changed so we suggest people transition to the new form. If they have completed the old, we will accept it for review and approval. SOC 1H application: M/S (Armstrong, Starer) Approved.
5. Informational Items: a. New Course Proposal b. New Course Outline Cover Sheet	Speaker: Isaac Escoto, Cori Nuñez a. This proposal is an older version and was added to the agenda in error. The corrected proposal will appear on the next agenda. b. Nuñez introduced the new form and explained the reason for its creation. These should be turned into the Curr Reps in hard-copy and after signatures, be forwarded (hard-copy) to Nuñez. The intent is to incorporate the information into C3MS or find another avenue for gathering this info next year. Nuñez thanked everyone for their patience this year.

Attendees: Michaela Agyare (LIBR), Kathy Armstrong (PSME), Rachelle Campbell (BH), Jerry Cellilo (CNSL), Bernie Day (Articulation Officer), Isaac Escoto (Faculty Co-Chair), Marnie Francisco (PSME), Konnilyn Fieg (BSS), Hilary Gomes (FA), Susan Gutkind (Dean, KA), Brenda Hanning (BH), Carolyn Holcroft (BH), Kurt Hueg (Dean, BSS), Kay Jones (LIBR), Marc Knobel (PSME), Allison Lenkeit Meezan (BSS), Don MacNeil (KA), 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: Corinne Nuñez