

College Curriculum Committee  
Meeting Minutes  
Tuesday, November 5, 2013  
2:16 p.m. - 3:38 p.m.  
President's Conference Room

<u>Item</u>	<u>Discussion</u>
1. Minutes: October 15, 2013	Minutes correction: name misspelling correction for a member. <b>M/S (Armstrong, Evans) Approved.</b> 4 abstentions
2. Announcements: a. New Course Proposals b. General Education  c. Report Out from Divisions  d. Content Review Form Update	<b>Speaker: Isaac Escoto</b> a. 8 new course proposals introduced. b. General Education discussion: Humanities section has shrunk by half. Most of these changes were due to the rewrite of the area requirements and there were quite a few that didn't reapply under the new info. Please take a look at this list and see if there are any courses not on the list that might want to apply. Cellilo mentioned that part of the lack of interest to apply for local GE applicability might be due to the fact that private schools will take the CSU format and some students are transferring and therefore they are using IGETC or CSU rather than our local GE. The idea was shared that perhaps we should have a discussion about a creating a GE package that is built around a particular theme. Some students don't see a connection between their major courses and their GE and therefore pick courses randomly from the lists. Some schools are building a GE package that focuses on a topic such as sustainability. This has much more relevance for the student. c. BSS & FA both used the Brown Act processes in their last meeting; BH working on prereqs; Craig Gawlick will be coming to CNSL for an in-service training on TracDat; ECON 1A & 1B will be adding a prereq of Elementary Algebra which in turn will increase the need for courses in Math. Adding prereqs also increases the numbers of waivers that are filed. We will need to look at the work increase. d. Reviewed the changes to the form and a suggestion was made to change the requirement for two signatures from the requisite department to one signature only. The changes will be made and the form will be posted shortly.
3. Stand Alone In Action	<b>Speaker: Isaac Escoto</b> While reviewing the Stand Alone form Escoto pointed out that the Need/Justification information sheet is a good tool to use to complete the requirement for a need statement on the application. Each section of the form asks very specific questions for that area. The suggestion was made to add a check box under Criteria B to indicate Basic Skills.
4. Consent Calendar a. Stand Alone Forms b. Transfer Degrees (ADTs)	<b>Speaker: Isaac Escoto</b> Consent Calendar approval for Stand Alone forms (KINS 52, 53, SPED 65, 80) and ADT for Business Administration <b>M/S (Cashmore, Holcroft) Approved.</b>
5. C-ID Course Review	<b>Speaker: Bernie Day</b> When courses are sent to C-ID for approval, sometimes they receive conditional approval requiring that we make identified changes within a certain time frame. If we don't make those changes and resubmit them, the course will

	lose that approval and be required to completely resubmit. All the outlines that are submitted must be final outlines. We are required to have courses either submitted for C-ID or have approval before we may submit them for a ADT. Day also noted for the committee that there seems to be some differences between the approved TMC by C-ID and what has been published on the Chancellor's website. Day has contacted C-ID and the State Chancellor's office to resolve this issue.
6. Division Curriculum Sheets	<b>Speaker: Kimberlee Messina, Cori Nuñez</b> There seems to be some inconsistencies with the curriculum sheets being produced in the divisions versus what is published on our website and in the Catalog. As these are FH's contract with our students, we need to make sure that whatever is provided to any student be absolutely identical regardless of where they are printed. Additionally, creation of these documents take a significant amount of time for the division assistants. After discussion, the committee suggests that if a more printer-friendly version be made available through the website, we could eliminate the need for the other documents put out by the divisions. Nuñez will speak to webmaster about reformatting the online curriculum/program sheets so there's a more user-friendly printable version.

**Attendees:** Micaela Agyare (LIBR), Kathy Armstrong (PSME), Rachelle Campbell (BH), Bea Cashmore (ALD), Jerry Cellilo (CNSL), Bernie Day (Articulation Officer), Isaac Escoto (Faculty Co-Chair), Brian Evans (BSS), Marnie Francisco (PSME), Susan Gutkin (Dean, KA), Carolyn Holcroft (BH), Kay Jones (LIBR), Marc Knobel (PSME), Allison Lenkeit Meezan (BSS), Don MacNeil (KA), Kimberlee Messina (VP, Instruction, Administrator co-chair), Simon Pennington (FA)

**Minutes Recorded by:** C. Nuñez