

**College Curriculum Committee
Meeting Minutes
Tuesday, December 3, 2013
2:09 p.m. - 3:06 p.m.
President's Conference Room**

<u>Item</u>	<u>Discussion</u>
1. Minutes: November 19, 2013	Minutes as written M/S (MacNeil/Hartwell) Approved.
2. Announcements: a. New Course Proposals b. Local Approval of Stand Alone c. Report Out from Divisions	<p>Speaker: Isaac Escoto a. New Course Proposals were introduced. b. For the last few years, we have had the opportunity to approve all Stand Alone courses locally. Effective January 1, 2014, the authority for local approval will be revoked. All Stand Alone course approval will be done by the State Chancellor's Office. c. Report Out from Divisions: PSME: A new NANO course will be introduced next CCC meeting. FA: Pennington, Gomes and PSME faculty met to discuss some industrial design courses that are offered in both PSME and FA that according to their catalog descriptions appear to be almost the same. The faculty authors are meeting to make changes to all the CORs so they are very clear in the distinction between them and to make them more complimentary. BSS: Apprenticeship courses are now funneled through this division. There are about 200 courses that were presented at the last division curriculum meeting some of which needed more refinement.</p>
3. Consent Calendar a. Transfer Degrees (ADTs)	Speaker: Isaac Escoto Consent calendar: Art History and Kinesiology ADT applications as written. M/S (Day/Cellilo) Approved
4. Residency Requirements	Speaker: Isaac Escoto Our catalog states that we require 24 units taken at Foothill in order to receive a local degree. Title 5 reads that we may require a minimum of 18 units and so we interpreted that to mean we could ask for more, hence the 24 units. With the advent of the ADTs, and since we are only allowed to require 18 units in residence to be eligible for an ADT, Foothill and De Anza are modifying the local minimum in residence requirements to coincide with the 18 unit residency requirement for graduation.
5. Division Presentations	<p>Speaker: Barbara Shewfelt, Kay Jones, Brian Evans, Kella Svetich, Carolyn Holcroft KA: Their curriculum committee meets 2nd Wednesday of every month or as needed. The minutes are recorded by a volunteer at each meeting; 6 members meet face-to-face or email depending on timing. They notify the faculty of curriculum info at division meetings and through email. Shewfelt records the changes that are made. Notification to others outside of the division is being developed currently and they give about 2 weeks notice of upcoming meetings. There was a huge revamp of the CORs last year: changed from two department indicators (DANC & PHED) to five (ATHL, DANC, KINS, PHED & PHDA) and under the repeatability regulation update, identified and structured families of courses. LIBR: Although they were rolled into the Language Arts</p>

	<p>division a few years ago, they still have curriculum discussions that discuss not only their course but how they may support other division's curriculum. There are 4 faculty total and they all serve as their curriculum committee. All curriculum issues are handled through the Library department meetings. They keep minutes and they are distributed to all members of the division. The minutes are kept on a web site only accessible to the librarians. They are talking about creating a basic skills library course with the ESL faculty. There is a librarian assigned as a liason to each division.</p> <p>BSS: The curriculum committee meets monthly face-to-face (add meetings as necessary) and uses an Etudes site where faculty post their changes or things they want reviewed. The three CCC Reps divide responsibility of the departments amongst themselves. Minutes are posted on the Etudes site. The CCC Reps review their department's CORs and then discuss them together for final review. Other BSS faculty attend meetings as they see fit and Feig commented that there are quite a few that attend. The final results are then presented at the division meetings.</p> <p>LA: The curriculum committee meets every month (or more as needed) in person or electronically if there needs further discussion. The division is divided into 3 groups each with a coordinator and the bulk of the curriculum work is accomplished in these groups. The coordinators report back to Svetich. Svetich uses a check list to keep track of the changes. Svetich stated that the "Reporting Out" here in CCC and with the new COR proposal form has driven the communication with other divisions.</p> <p>BH: The entire division is the curriculum committee. They hold Division Meetings once a month and curriculum is a standing item on the agenda. Faculty are asked to print the outlines they'd like reviewed and put them out on the table a week before the meeting so that everyone can review each one for discussion. Everyone is supposed to sign-off that they've reviewed the outline on the attached check sheet, making any edits they suggest.</p> <p>General Discussion: Perhaps modifying to a broad-based CCC would help us have the best curriculum. Some institutions have a technical review group that do all the "nit-picky" corrections of curriculum before it comes to the final approval at a single curriculum committee. Escoto proposed that we reflect on the information shared and discussions had this fall quarter, so that we can start discussions about the direction in which we should move or make changes when we return winter quarter.</p>
--	--

Attendees: Shawna Aced (Instr), Micaela Agyare (LIBR), Kathy Armstrong (PSME), Jerry Cellilo (CNSL), Bernie Day (Articulation Officer), Isaac Escoto (Faculty Co-Chair), Brian Evans (BSS), Marnie Francisco (PSME), Konnilyn Fieg (BSS), Hilary Gomes (FA), Susan Gutkind (Dean, KA), Robert Hartwell (FA), 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), Kella Svetich (L A)

Minutes Recorded by: C. Nuñez