

**College Curriculum Committee
Meeting Minutes
Tuesday, March 4, 2014
2:03 p.m. - 3:31 p.m.
President's Conference Room**

<u>Item</u>	<u>Discussion</u>
1. Minutes: February 18, 2014	Minutes as written. M/S (Holcroft/Cashmore) Approved. 5 abstentions
2. Announcements: a. Notification of Proposed Requisites b. Communiqué Distribution c. Report Out from Divisions	Speaker: Isaac Escoto a. Please share the list of new requisites with your constituency. b. Escoto had feedback that not all the adjunct faculty are getting the Communiqués. Please make sure that your adjuncts are included in your communications. c. FA division is discussing the merits of moving their curricular cycle to Spring. Discussions are ongoing.
3. Consent Calendar: a. General Education	Speaker: Isaac Escoto THTR 8 added to FH GE in Area VI, US Cultures and Communities. M/S (Armstrong/Holcroft) Approved.
4. Distance Learning Addendum	Speaker: Isaac Escoto Addendum adopted as written M/S (Holcroft/Pennington) Approved. Nuñez will try to have it on the website by Friday.
5. GE Conference Summary	Speaker: Isaac Escoto, Carolyn Holcroft The focus of the conference was on the importance of General Education. It seems as late, that the push from the State has been to get students in and out of community college with either a job or to transfer within the unit ceiling. They saw data comparing the success of students in their selected careers based on whether they completed a degree vs. a certificate. In most instances, the certificates are the major courses without the GE. Employers want to have employees that have a well-rounded education. Student equity is something to think about when looking at which of our students are getting certificates, and which are getting degrees. The comment was made that there is a difference between "training vs. education". General education is also "essential education" not just a checklist to get through so you can get a degree. What is GE's purpose in the life skills of a graduate? Armstrong made a comment regarding the pressure from the state for us to accept other institutions courses (C-ID) in place of our own. This might undermined our ideal GE package. With the new requirement of students being asked to lock into an Ed Plan when they arrive, the students might have a stronger, more rounded GE experience.
6. Content Review Form discussion	Speaker: Isaac Escoto, Kathy Armstrong Now that everyone has been using the form for a while, we recognize that there are some needed modifications. PSME has modified the form to 1) accommodate sequence courses (called Form S), and 2) explain the waiver of the form due to a four-year institution. We need to clarify the evidence required for 4-yr institution waiver as well. How do we handle the waiver if the course is new and it's pending articulation? The collection of evidence needs to be included in the conversation with curriculum deadlines as well, since that seems to be a timing issue for the

	<p>Institutional Researcher. Currently, we are unable to use the C-ID requirement of a requisite as justification for our requirement. Day suggested that perhaps Escoto could take the suggestion of modification of the rules to include the use of the C-ID articulation as proof for a waiver to the State-wide Academic Senate.</p> <p>Please discuss this and the general use of the form with your constituency groups. If anyone has any suggestions, please bring them to the attention of the committee. We'd like to get the form modified to as soon as possible.</p>
7. Certificate Unit Residency Requirement	<p>Speaker: Isaac Escoto</p> <p>Currently, we require students to have completed 18 units in residence for conferring a degree, however, we have no residency requirement for certificates. The 18 unit requirement comes straight from Title 5. It was suggested that we discuss and set a requirement for certificates as this question comes up in Counseling. In the degree example, 18 units is approximately 20% of the total units for the degree. Francisco offered the following: since the number of required units is lower in a certificate and usually are the core concentration courses, shouldn't the student be required to take a higher percentage than 20% as in AA/AS degrees? Discussion followed. We are focusing on Certificates of Achievement as these are the only certificates we may note on the student's transcripts. Please discuss with your divisions and provide feedback to CCC.</p>
8. Course Offering Cycles	<p>Speaker: Isaac Escoto</p> <p>We need to look at the courses we offer for degrees/certificates and ensure that we are offering them at least once every two years. Are we keeping courses on the books that are not offered? Day reminded us that if we have courses that are articulated and are considered major preparation, 4-year institutions require the student to have taken them before they transfer. If the Catalog states we have courses, the expectation of the student's is that we teach them on a regular basis. This could negatively affect our students. Are we providing our students with the most up-to-date information? If possible, it would also be helpful to share future scheduling plans, so that students may use this information in their educational plans.</p>
9. Curricular Calendar	<p>Speaker: Isaac Escoto</p> <p>PSME had push back regarding changing the curriculum deadline to Spring. BSS has concerns regarding emerging technologies and the requirement to have new courses prepared so far ahead of the course being offered. The discussion followed that there would be exceptions made by the Instruction Office on a case-by-case basis for those technologies or where outside accrediting agencies require changes. The point is that if there were a small number of exceptions, they would not cause that much of a problem. Perhaps if we move the deadline to Oct 1st, that might encourage them to work on curriculum during the summer. Perhaps adding a substantial curriculum training in the Tenure review process would be helpful.</p>

Attendees:

Minutes Recorded by: