

## **Board of Trustees Agenda Item**

**Board Meeting Date:** January 9, 2012

**Title of Item:**

**Approval of Stand Alone Courses**

**Background and Analysis:**

Foothill seeks board approval for an additional Stand Alone Course for the 2011-12 Catalog. Per Title 5 direction, every course that is not part of a State approved degree or certificate or is not part of the Foothill General Education requirements is required to have completed an application to substantiate it's appropriateness to our mission, prove that it has met Foothill's curriculum standards and that it is compliant with regard to enrollment restrictions and accreditation standards.

This course has completed a College Curriculum Committee application and has been approved through the established Foothill curriculum process.

**Recommendation:** (specify if information only)

Foothill administration recommends approval of this Stand Alone course.

Submitted by:	Judy Miner
Additional contact names:	Kimberlee Messina , Carolyn Holcroft
Is backup provided?	Yes



**FOOTHILL COLLEGE**

12345 El Monte Road ■ Los Altos Hills, CA ■ 94022-4599

www.foothill.edu

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# Memo

Instruction & Institutional Research Office  
(650) 949-7209 • (650) 949-7375  
December 9, 2011

Kimberlee Messina, Ed.D., Vice President  
MessinaKimberlee@foothill.edu

To: Judy Miner, President  
Re: Notification of the addition of Stand Alone Courses to the 2011-12 Inventory

The following course has a completed requisite application and has been approved through the established Foothill curriculum process to be taught as a Stand Alone Course. Per Title 5 mandate, every course that is not part of a State approved degree or certificate or is not part of the Foothill General Education requirements is required to have completed an application to substantiate its appropriateness to our mission, prove that it has met Foothill's curriculum standards and that it is compliant with regard to enrollment restrictions and accreditation standards.

These applications must also be approved by the Governing Board of each District prior to their being taught. Should you have any questions, please contact me at 7209 or Carolyn Holcroft, College Curriculum Committee Co-Chair at 7492 or Cori Nuñez, Curriculum Coordinator at 7439.

MUS 18	Music Publishing for Songwriters
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