CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204
FONTANA CAMPUS, FNAC 100
CHINO CAMPUS, CHMB 143
AGENDA
September 28, 2016
1:30pm-3:00pm

1. **Call To Order/New Committee Members**

2. **Review and Approval of September 14, 2016 Expanded Summary Notes**

3. **Consent Agenda**

   3.1. Summer Cleanup: The following actions were completed administratively.

Program	Changes	Effect on unit value	Steps to Take
Motion Picture Production CA	Change from CCP to CA	None	Admin change (certificate type revision needed in CurricUNET) **COMPLETED 9/12**
On-Air Radio Production CA	Change from CCP to CA	None	Admin change (certificate type revision needed in CurricUNET) **COMPLETED 9/12**
Post Production Editing CA	Change from CCP to CA	None	Admin change (certificate type revision needed in CurricUNET) **COMPLETED 9/12**
Screenwriting CA	Change from CCP to CA	None	Admin change (certificate type revision needed in CurricUNET) **COMPLETED 9/12**
Television and Video Production CA	Change from CCP to CA	None	Admin change (certificate type revision needed in CurricUNET) **COMPLETED 9/12**

   3.2. Addition of two texts to satisfy C-ID approval:
   3.2.1. Friedmann, Anthony. Writing For Visual Media. (4th/e). Focal Press, 2014.
   3.2.2. Hilliard, Robert L. Writing for Television, Radio, and New Media. (11th/e).
   Cengage, 2014.

3.3. NF-15 C-ID Changes

4. The Role of Curriculum in Institutional Financial Aid Eligibility- Patricia Bopko, Director of Financial Aid

5. Discussion Items:

5.1. Amending the By-Laws to add an Admissions and Records representative to the committee.
5.2. New Curriculum Inventory
5.3. Low Unit Certificates
5.4. Accreditation

6. University Studies

7. Curriculum Inventory
   7.1. Submittals Awaiting Approvals

   Course-Modifications:
   IET-411
   NURVN-403L
   THEATRE-32

   Programs-New:
   Film, Television, and Electronic Media A.S.-T

   Programs-Modifications:
   Chemistry A.S.-T
   Elementary Teacher Education A.A.-T
   History A.A-T

8. Miscellaneous

9. Old Business

   Course Modifications: 2nd Reading

BIOL-1	General Biology	No changes requested.	Approvals:
BIOL-10	Concepts in Biology	No changes requested.	Approvals:
BIOL-12	Introduction to Human Genetics	No changes requested.	Approvals:
BIOL-14	Health Science	No changes requested.	Approvals:
NURAST-420L	Home Health Aide Laboratory	No changes requested.	Approvals:

10. New Business

   New Courses

FIRETEC-11	Legal Aspects of Emergency Services	Approval:

   Course Modifications: First Reading

HOTFS-17	Principals of Food Preparation	Approval:
HOTFS-21	Purchasing, Cost controls, and Menu Planning	Approval:
HOTFS-428	Human Resources Management in Hospitality	Approval:
HOTFS-482	Industry Internship: Hospitality Management	Approval:
ID-16	Quick Sketching for Interior	Approval:
ID-17	Introduction to Lighting	Approval:
ID-21	Space Planning	Approval:
ID-22	Interior Design Materials	Approval:

   Course: Distance Education

BUSMGT-11	Retail Merchandising and Management	Approval:
BUSMGT-40	Introduction to Management	Approval:

Program Modifications: Final Reading

Fire Prevention Inspector	Certificate of Achievement	Approval:
Microsoft Office	Certificate of Achievement	Approval:
Microsoft Office Excel	Certificate of Achievement	Approval:
Professional Administrative Assistant	A.S. Degree	Approval:
Professional Administrative Assistant	Certificate of Achievement	Approval:
Professional Office Management	Certificate of Achievement	Approval:

11. Adjournment

CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
BEB BUILDING, CONFERENCE ROOM 204
AGENDA
September 14, 2016
1:30pm-3:00pm

Members Present:

Angela Burkherrick, Mathematics & Science
Ardon Alger, Faculty Senate President
Cherlou Opulencia, Counseling
David Schlanger, Catalog/Schedule Coordinator
Elaine Martinez, Kinesiology, Nutrition, & Athletics
Jason Chavalier, Dean, Visual & Performing Arts
Linda Marcotte, Social & Behavioral Sciences
Lucy Serrano, Counseling
Marie Boyd, Curriculum Chair

Meridith Randall, Associate Superintendent of
Instruction and Institutional Effectiveness
Michael Escobosa, Health Sciences
Sean Stratton, Articulation Officer
Sharon Awad, Administrative Assistant II, Curriuclum
Stephen Calebotta, Language Arts
Tom Vitzelio, Instructional Support
Tracy Kocher, Business & Applied Technology
Wanda Baker, Business & Applied Technology

Members Absent:

Annette Henry, Kinesiology, Nutrition, & Athletics
Arsalan Khan, ASCC
Charmaine Phipps, Language Arts
Daniel Jacobo, Visual & Performing Arts
Marlene Soto, Health Sciences

John Machado, Visual & Performing Arts
Julie Song, Social & Behavioral Sciences
Marina Jimenez, ASCC
Rob Kopp, Mathematics & Science
Shelley Marcus, Library Learning Resources

1. **Call To Order/New Committee Members:** The meeting was called to order at 1:36p.m.

2. **Review and Approval of August 31, 2016 Expanded Summary Notes:** The August 31, 2016 Expanded Summary Notes were approved 10/0/3.

3. **Consent Agenda:** The consent agenda was approved 15/0/0.

    3.1. Summer Cleanup: The following actions were completed administratively.

Program	Changes	Effect on unit value	Steps to Take
Biology AS	Change title to "Biological Sciences"	None	Admin change **COMPLETED 8/31**
Chemistry AS-T (Pending at Chancellor's Office)	Remove line in description that states, "A "P" (Pass) grade is not an acceptable grade for courses in the major."	None	Admin Change **COMPLETED 9/2**
Anthropology AA-T	Move ANTHRO-1L from the Required Core to List C. Change unit range in List C from "3-4 units" to "1-4 units".	Change from 20-21 units to 18-21 units.	Admin change to align with program submitted to Chancellor's Office. **COMPLETED 8/30**
Real Estate AS	Remove ACCTGFS-454 (deactivation)	None	Admin change **COMPLETED 8/31**
General Business AS	Remove ACCTGFS-472 due to deactivation.	None	Admin change

			COMPLETED 8/31
General Business CA	Remove ACCTGFS-472 due to deactivation.	None	Admin change **COMPLETED 8/31**
Mathematics AS-T	Remove COMPSCI-21 due to deactivation.	None	Admin change **COMPLETED 8/31**
Biology AS-T	Remove line in description that states, "A "P" (Pass) grade is not an acceptable grade for courses in the major."	None	Admin change **COMPLETED 8/31**
Elementary Teacher Education AA-T	Remove line in description that states, "A "P" (Pass) grade is not an acceptable grade for courses in the major."	None	Admin change **COMPLETED 8/31**
Journalism AA-T	Remove line in description that states, "A "P" (Pass) grade is not an acceptable grade for courses in the major."	None	Admin change **COMPLETED 8/31**
Kinesiology AA-T	Remove line in description that states, "A "P" (Pass) grade is not an acceptable grade for courses in the major."	None	Admin change **COMPLETED 8/31**
Physics AS-T	Remove line in description that states, "A "P" (Pass) grade is not an acceptable grade for courses in the major."	None	Admin change **COMPLETED 8/31**

3.2. Removal of "Eg" from Art 83 course description.
3.3. Added textbook to Math 520 Course Modification.
3.4. Corrected minor grammatical issues in the Leadership in Criminal Justice Certificate.
3.5. Corrected spelling and grammar error in the FIRETEC 12.
3.6. Added "Plus six units from the following courses" on the Criminal Justice Certificate Word Report.

4. **Articulation Report (Please see handouts)**

   4.1. **C-ID Newsletter (Physical Handout at Meeting):** The Curriculum Chair shared this newsletter that presents any new degrees and areas of emphasis from the state. The newsletter discusses five year reviews in ADT programs which include review of the course descriptors and the design of the degree by discipline faculty. Dr. Meridith Randall asked the Chair if the state reviews the degrees and makes changes, will the local colleges need to conform to those changes? The Chair presented her understanding that local colleges are grandfathered in, but modifications or new programs must conform to the changes the state has made.

   4.2. **Summary of Curricular Changes (Please see Handout Below):** The Articulation Officer (AO) encouraged the committee representatives to look at the list of curricular changes presented in the handout. The AO described the format of the chart, paying particular attention to the comments section. The comments section is seen by originators in CurricUNET when launching proposals. He asks that originators be as explicit as possible when writing in the comments box; for example, specifying which C-ID descriptor a course is aligning to, as opposed to writing a blanket statement of, "Aligns with C-ID." He ended the report by asking the representatives to be cognizant of changes made to courses and to detail the justification of changes in the comments section.

   4.3. **C-ID Conditional Report (Please see Handout Below):** In addition to the presenting the Conditional Report, the AO also verbally presented a list of recently approved new UC Transferrable courses:
      1. BUSL-10

2. CISPROG-5
3. GEOG-2
4. JOUR-11
5. SOC-32

The following were reapproved for UC Transferability after modifications were submitted:
1. ART-30
2. ART-50

4.4. Psych-80: The AO reported that Psych-80 has IGETC approval for the first time in Area 4I: Psychology effective Fall 2015. The CSUGE approval for Psych 80 was removed effective Fall 2017.The justification for the removal of Psych 80 from CSUGE is that Psych 80 "focuses on research methodology and does not appear to include enough Social Science theories". (Based upon subsequent research after the meeting, the AO later clarified that the reviewers were in error since this course never had CSUGE approval in the first place. The AO indicated that he contacted the Psychology department and informed them that they may seek GE alignment).

5. **Discussion Items:**

   5.1. Teacher Packets and Textbook Guidelines: The Curriculum Chair provided a handout on XanEdu, a copyright clearance service provided by Chaffey College's Bookstore. The Chair encouraged the committee to share the word on this service to all faculty. The Chair and Tara Johnson, Administrative Assistant II for Faculty Senate, will provide a FLEX workshop on XanEdu due to Tara's previous experience with teacher packets in the Bookstore.

   5.2. Assigning of TOP/SAM Codes: After discussion by the committee, it was decided that the Curriculum Office should oversee entry of TOP and SAM Codes.

   5.3. Becoming a Community College with Baccalaureate Degrees: Dr. Meridith Randall expressed Dr. Shannon's interest in becoming a college with a Baccalaureate Degree when and if the opportunity arises again. The Community College Baccalaureate Degree movement in California provides the opportunity to obtain a Baccalaureate Degree for students that may not otherwise have access to a Baccalaureate Degree. Dr. Randall mentioned there is not an opportunity opened at the moment, but fifteen colleges have already been approved, with ten of them starting this fall. These fifteen colleges are part of a pilot program approved by legislation in which they had to apply for approval. Dr. Randall worked for a college that was approved as a pilot program and shared that there were some logistic issues. The colleges anticipate that another window of opportunity will open for those colleges not participating in the current pilot program. Dr. Randall reminded the committee they have the handbook in their Curriculum Committee Binder to reference. She also shared that Dean Cory Schwartz of Social and Behavioral Sciences is interested in developing a Baccalaureate Degree. She mentioned that Chaffey College's accreditor is clear on what they expect to see from these degrees. She stressed that the creation of the degree is extremely important and must be supported by a strong Labor Market Information Analysis (LMI). The college she previously worked for has created an online Baccalaureate Degree to support working students and to draw students beyond the immediate area. The Baccalaureate Degree should build on a strong, well established Associates Degree. She also mentioned that our current accreditor will approve one degree per college. Dr. Randall encouraged the departments to start thinking of the strongest possibilities for a Baccalaureate Degree so that Chaffey can be ready to apply when the opportunity arises again.

   5.4. Low Unit Certificates: Last spring, the Transcript Evaluators asked the AO about Chaffey College's Low Unit Certificate Policy. If a student has taken courses at another college and wants to take courses at Chaffey, how many units must the student take to receive a certificate from Chaffey? There is no current policy for low unit certificates, but the Chair clarified that we have a policy for degrees: a student must complete twelve units from the whole degree (CORE or GE) here at Chaffey, which is 20% of a degree. The AO referenced Santa Monica College which has a policy of students needing to complete 50% of units in order to earn a low-unit certificate. The Chair and AO both questioned if the development of a policy is under purview of the Curriculum Committee. Counselors, Lucy and Cherlou, both shared that they haven't worked with many students who have this type of circumstance. Should this policy be under purview of the Curriculum Committee, which was not decided, the Chair suggested that the committee members brainstorm on ideas that consider the following:
   1. If there is a C-ID course, the C-ID course to course equivalency is honored.

2. If the course is in the major area, the course will be reviewed for equivalency by the discipline faculty.
3. Overall, the 20% rule is to be applied to the Low Unit Certificate.

Lucy stated that the suggestions presented are similarly practiced. Cherlou shared that at another college there was a 50% rule implemented. The Chair emphasized that there is much more to the policy and we should reference Title V regulations. Dr. Randall agreed that 50% may be a good start, but more discussion is needed. The AO will research and bring this back to the Curriculum Committee.

6. **University Studies:** The Chair clarified what deactivating the current University Studies means. She stated that the degrees would only be deactivated in CurricUNET and the students currently majoring in those degrees will hold Catalog Rights (2016-2017 Chaffey College Catalog, p. 36). Effective Fall 2017, the degrees will not be offered. The Chair reminded the committee that these degrees do not have ACCJC approval and this why we need to focus on revising the degrees. Dr. Randall reminded the committee that the Chancellor's Office admits to approving the degrees although the degrees are out of compliance. Lucy shared that the counselors have looked at these drafts and questioned if the degree can use a TOP Code of Interdisciplinary Studies (TOP Code 49). The Chair affirmed this TOP Code can be used and encouraged the counselors to generate a draft of using this TOP Code. Dr. Randall believes that the current degrees violate the spirit of the Title V requirement that there be an identifiable 18-unit core. The Chair thanked the Counseling department for reviewing the drafts submitted at the last meeting and for providing feedback and suggestions on how to revise the drafts presented.

7. **Curriculum Inventory:** Sharon Awad, Administrative Assistant II for Curriculum, shared the following report.
   7.1. Submittals Awaiting Approvals

   Course-Modifications:
   IET-411
   NURVN-403L
   Theatre-32

   Programs-New:
   Film, Television, and Electronic Media A.S.-T

   Programs-Modifications:
   Chemistry A.S.-T
   Elementary Teacher Education A.A.-T
   History A.A-T

   7.2. Recent Approvals:

   New Courses:
   CISPROG-5
   IET-420
   LIFE-670
   SOC-32

   Programs-New:
   Biology A.S.-T

   Program-Modifications:
   Homeland National Security Certificate of Achievement
   Political Economics
   Professional Office Skills Certificate of Achievement

   7.3. 2015-2016 Course Submissions (Modifications, Deactivations, and Reactivations):
   7.3.1. One hundred thirty-six course changes approved in the 2015-2016 year were submitted for nonsubstantial changes. All 136 were approved. Three substantial modifications were submitted and are currently awaiting approval (Agenda Item 7.1).

8. Old Business

Course Modification: 2nd Reading

ART-478	Illustration on the Computer • Still needs third out-of-class assignment. • Comparable course GD-165 from CSU Fresno is upper division. At CSU Fresno, only courses numbered 1-99 are lower division. However, as mentioned in the original tech review, since comparable courses are not required for 400-level courses, it is probably best to remove them. To state comparable lower division courses for a 400-level course is to suggest that our course number should change to a transferable course number (1-99) instead. Should the course number change to improve the ability for students to transfer this course?	Changes requested were made.	Approvals: 14/0/0
ART-482	Editing Digital Media • This course was accidentally pushed through the queue last spring, but still needs modifications. • There are no textbooks listed for this course. The following was listed during the initial tech review, but has since been removed: "Watson, Lonzell. Final Cut Pro 6 For Digital Video Editors Only. classic 1st Wiley , 2008" • Since comparable courses are not required for 400-level courses, it is probably best to remove them. To state comparable lower division courses for a 400-level course is to suggest that our course number should change to a transferable course number (1-99) instead. Should the course number change to improve the ability for students to transfer this course?	Changes requested were made.	Approvals: 14/0/0
ART-484	Motion Graphic Detail • Lab content needs more detail.	Changes requested were made.	Approvals: 14/0/0

9. New Business

Course Modification: First Reading

BIOL-1	General Biology	Approvals: 14/0/0
BIOL-10	Concepts in Biology	Approvals: 14/0/0
BIOL-12	Introduction to Human Genetics	Approvals: 14/0/0
BIOL-14	Health Science	Approvals: 14/0/0
BUSOT-60B	Microsoft Office Word	Approvals: 14/0/0
NURAST-420L	Home Health Aide Laboratory	Approvals: 14/0/0

Course Deactivations:

DPS-575	Problem Solving for Job Readiness	Approvals: 14/0/0
FIRECTEC-8	Fire Ground Hydraulics	Approvals: 14/0/0
FIRETEC-402	Basic Incident Command Systems	Approvals: 14/0/0
FIRETEC-406	Hazardous Materials First Responder Operations	Approvals: 14/0/0

Program Modifications: Final Reading

CISCO CCNA Examination Preparation Level I	Certificate of Career Preparation	Approvals: 14/0/0
Culinary Arts	Certificate of Achievement	Approvals: 14/0/0
Web Page Developer Level One	Certificate of Achievement	Approvals: 14/0/0

Program Deactivations: Final Reading

Small Business Entrepreneur Level I	Certificate of Achievement	Approvals: 14/0/0

10. Adjournment: The meeting was adjourned at 3:00p.m.