CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204
FONTANA CAMPUS, FNAC 100
CHINO CAMPUS, CHMB 143
<mark>**TELECONFERNCE x6759**</mark>
AGENDA
August 29, 2018
1:30pm-3:00pm

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

2. **Public Comment:**

3. **Review and Approval of August 22, 2018 Expanded Summary Notes:**

4. **Discussion Items:**

   4.1. **Curriculum Training:**

   4.2. **Curriculum By-Laws:**

5. **Articulation Report:**

6. **Guided Pathways:**

7. **Miscellaneous:**

8. **Consent Agenda:**

   8.1. **SOC-10:** The ESL-475 prerequisite was removed and added as an advisory as requested by Faculty. The assessment level into ENGL-1A was also removed. This course was part of the AB-705 changes in which ESL classes were not touched; however due to enrollment blocks, ESL-475 needed to be removed as a prerequisite. Changes have been reflected in Colleague.

9. **NEW BUSINESS:**

   Course Modifications: First Reading

ANTHRO-1L	Laboratory for Biological Anthropology	Approval:
HIST-10	History of Asian Civilizations II	Approval:
NURVN-411L	Advanced Medical Surgical Nursing Lab	Approval:

   Program Deactivations: Final Reading

Dental Assisting	A.S.	Approval:
Dental Assisting	Certificate of Achievement	Approval:

<mark>**PACKAGE: Heating, Ventilation, Air Conditioning and Refrigeration**</mark>

   New Course: First Reading

HVACR-606	HVAC Flues and Ducts	Approval:
HVACR-607	HVAC Commercial Applications	Approval:

HVCAR-608	HVAC Troubleshooting	Approval:
HVCAR-609	Advanced Commercial HVAC	Approval:
HVCAR-610	Building Automation Control Systems	Approval:
HVCAR-611	HVAC Management Topics	Approval:

New Program: Final Reading

Heating, Ventilation, Air Conditioning and Refrigeration Level 2	Certificate of Competency	Approval:

10. Adjournment:

CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204
FONTANA CAMPUS, FNAC 100
CHINO CAMPUS, CHMB 143
TELECONFERNCE: x6759
SUMMARY NOTES
August 22, 2018
1:30pm-3:00pm

Members Present:

Angela Burk-Herrick, Mathematics & Science
Anthony DiSalvo, Dean, Language Arts and Library
Charmaine Phipps, Language Arts
Daniel Jacobo, Visual and Performing Arts
Elaine Martinez, Kinesiology, Nutrition, & Athletics
Helen Leung, Counseling
Jeffrey Laguna, Health Sciences
John Machado, Visual & Performing Arts
Linda Marcotte, Social & Behavioral Sciences
Marie Boyd, Curriculum Chair
Mark Forde, Chino Representative
Marlene Soto, Health Sciences
Megan Keebler, Instructional Support
Meridith Randall, Associate Superintendent of Instruction
and Institutional Effectiveness

Misty Burruel, Faculty Senate President
Naomi McCool, Social and Behavioral Sciences
Rob Kopp, Mathematics & Science
RuthAnn Garcia, Transfer Center
Ryan Sipma, Catalog and Schedule Coordinator
Sean Stratton, Articulation Officer
Sharon Awad, Administrative Assistant II, Curriculum
Shelley Marcus, Library Learning Resources
Stephen Calebotta, Language Arts
Stephen Shelton, Vice Chair
Tracy Kocher, Business & Applied Technology
Vanessa Thomas, Business and Applied Technology, High
School Articulation

Members Absent:

Annette Henry, Kinesiology, Nutrition, & Athletics
Kathy Lucero, Admissions and Records
Lucy Serrano, Counseling

Michael Escobosa, Health Sciences
Patricia Bopko, Financial Aid
Wanda Baker, Business & Applied Technology

Guests:

Claudia Pohl, Dental Program Consultant
Sherrie Loewen, Dean, Health Sciences
Tanya Cusick, Dental Program Director

1. **Call To Order/New Committee Members:** The meeting was called to order at 1:33p.m. The Administrative Assistant announced that all meetings will be recorded. The Chair welcomed the Curriculum Committee to the first meeting of the year. She introduced Ryan Sipma, the new Catalog and Schedule Coordinator, who expressed his excitement about being a part of the Curriculum Committee and Chaffey College. Ryan comes from the City of Rancho Cucamonga with experience in coordinating the development of the Grapevine Recreation Guide. The Chair also introduced the new Faculty Senate President, Misty Burruel, and the Dean of Language Arts and the Library, Tony DiSalvo, who will serve on the committee as a voting member. She welcomed the new Dental Program Director, Tanya Cusick, Dean of Health Sciences, Sherrie Loewen, and the Dental Program Curriculum Consultant, Claudia Pohl. The Chair also congratulated Mark Forde for winning the Puck Award.

2. **Public Comment:** No comment.

3. **Review and Approval of April 18, 2018 Expanded Summary Notes:** The summary notes were approved as presented 13/0/5.

4. **Discussion Items:**

   4.1. **New Catalog and Schedule Coordinator:** The Curriculum Committee introduced themselves to Ryan Sipma.

   4.2. **Quorum Number:** The Administrative Assistant shared that the quorum number is 14.

4.3. Credit Hour: The College is creating a BP and/or BP/AP on how credit hour is calculated. This BP or BP/AP must be sent to the Chancellor's Office along with the Certification Form that is signed by the Superintendent, the Associate Superintendent of Instruction and Institutional Effectiveness, the Faculty Senate President, and the Curriculum Chair. The certification gives the college local approval of credit courses. Jim Fillpot is currently working on the BP which will need to be vetted by Faculty Senate, the Curriculum Committee, and President's Cabinet. The policy created on Credit Hour must be completed with this year's certification submission.

4.4. Prerequisite Workgroup: The Prerequisite Workgroup was established last academic year to discuss solutions to the Statistical Validation results distributed by Institutional Research. During their work, AB-705 changes needed to be implemented as soon as possible. During Spring 2018, in consultation with the Curriculum Office, the prerequisite workgroup addressed curriculum changes needed due to the new legislation. The workgroup recently added Charmaine Phipps to serve as a voice for the ESL department. The group members are: Angela Burk-Herrick, Charmaine Phipps, Megan Keebler, Jeffrey Laguna, Rob Kopp, Sean Stratton, and Stephen Shelton (Chair of the workgroup). The group is set to convene on September 5, 2018 from 12:30-1:30 in BEB-204.

5. **Guided Pathways:** One of the focuses of Guided Pathways is to design curriculum with the end in mind. For the Curriculum Committee, this means reviewing new courses and new programs of study with that mindset for both CTE and non-CTE curriculum. The process of reviewing local degrees will also be revamped to better align with a Guided Pathways framework. Angela Burk-Herrick announced that the goal is to have everyone complete their course sequencing for every program by November 30, 2018. A team of faculty will provide individualized guidance on the course sequencing. The Curriculum Committee will likely be invited to be a part of those groups as they help faculty within their areas.

6. **Miscellaneous:**

6.1. The Chair shared the importance of the Curriculum Committee attending the annual retreat. The retreat serves as proof that the Curriculum Committee has been trained on the latest curriculum updates. This training is needed to maintain local approval of credit courses. The Faculty Senate President reiterated the importance of attending the retreat as the committee plays an important role in Guided Pathways. She also thanked the Articulation Officer for his informative and knowledgeable presentation on articulation. Some committee members expressed concern over the scheduling of the retreat as other groups also meet the day before Convocation for training. The Chair shared with the committee that further discussion on the scheduling of the retreat will take place.

6.2. The Administrative Assistant and the Chair asked that the Curriculum Representatives remember to check their Curriculum Representative queues as those reviews move courses forward to the Technical Review Committee. The Chair shared that it is important to keep proposals moving through the queue. She also reminded the committee that anyone can go into "All Approvals" and look at the progress of and comments on a course, and voice any concerns to the Curriculum Rep to bring back to the Curriculum Committee. Angela Burk-Herrick asked the representatives to wait a few days (3-5 days) before completing their Curriculum Representative reviews. This would allow discipline faculty time to complete their reviews in Curricunet. The Curriculum Office will look into adjusting the wording on the Curricunet message that goes out to Curriculum Reps.

6.3. The Articulation Officer reported that UCTCA closes on August 25, 2018 for course submission for UC transferability. He submitted eligible courses approved from the 2017-2018 which include ART-40 and COMSTD-8. He can also submit courses that were approved in previous academic years per faculty desire, but would need to be notified by August 23, 2018.

7. **Consent Agenda:** The consent agenda was approved 21/0/1.

7.1. Summer Clean-Up

1. **ART-15:** Added missing grading scheme (letter grade).
2. **AUTOTEC:** In consultation with the Coordinator and Dean, the Interim Catalog and Schedule Coordinator programmed the following in Colleague due to unforeseen enrollment blocks. The actions below were subsequently changed and reflected in Curricunet and resubmitted to the Curriculum Inventory.

       7.1.2.1. Added AUTOTEC-450 Only (reads: AUTOTEC-10 or 450)
- AUTOTEC-427
- AUTOTEC-430
- AUTOTEC-431
- AUTOTEC-435

       7.1.2.2. Added AUTOTEC-450 and AUTOTEC-455 (reads: AUTOTEC-10 or AUTOTEC-450 / AND / AUTOTEC-15 or AUTOTEC-455)
- AUTOTEC-407
- AUTOTEC-416
- AUTOTEC-443

3. **DANCE-450:** Type of course changed from laboratory to studio due to contractual reasons.
4. **MATH-401:** MATH-550 was changed from a prerequisite to an advisory. The assessment level now reflects assessment into MATH-420 or MATH-450. Faculty consent was given.
5. **PHOTO-677:** Top Code needed to change from 1011.00 (non-CTE) to 1012.00 (CTE) as this is a workforce preparation course. Co-requisite of PHOTO-412 was removed. Faculty consent was given.
6. **English AA-T Narrative:** Language changed in Curricunet to match TMC Template as mandated by the Chancellor's Office. Faculty consent was given.

8. NEW BUSINESS:

New Courses: First and Second Reading

CISPROG-600	iOS App Development with SWIFT	**Approval:** 22/0/0
	Curriculum Committee member's comment about changes to out of class assignments have been made.	

Course Modifications: First and Second Reading

PSYCH-41	Biological Psychology	Approval: 21/1/0
PSYCH-80	Research Methods in Psychology	Approval: 21/1/0
	The Articulation Officer shared his concerns that this course does not fully align with C-ID since it does not have both SSCI-10 and STAT-10 as prerequisites. SSCI-10 covers the SPSS application which is not covered in STAT-10. Students who come from other colleges that have STAT-10 as opposed to SCSCI-10 can still receive credit for the Psychology ADT since both courses satisfy the same C-ID. Per articulation protocol, we can award ADT degrees to students who take the research methods course at other colleges. Limiting the pre-req to SCSCI 10 has the effect of imposing a higher hurdle on Chaffey students than students who arrive from other colleges with pass-along or eligible-for-substitution coursework. Dr. Randall mentioned that some suggestions have been made to have SPSS as a separate stand-alone course so that students who have STAT-10 do not need to take SSCI-10. Many Curriculum Committee members agreed that having SPSS as a separate course would help alleviate the concerns expressed.	

Course Deactivation: Final Reading

GERO-406	Gerontology Career Practicum *This course was replaced by GERO-407 and was already removed from the impacted programs before packaging took place.*	Approval: 22/0/0

PACKAGE: Dental

New Course: First and Second Reading

DENTAL-405	Basic Dental Sciences	Approval: 22/0/0
DENTAL-415	Dental Chairside Skills I	Approval: 22/0/0
DENTAL-425	Dental Materials	Approval: 22/0/0
DENTAL-435	Infection Control in Dentistry	Approval: 22/0/0
DENTAL-445	Oral Radiology	Approval: 22/0/0
DENTAL-455	Dental Office Procedures	Approval: 22/0/0
DENTAL-460	Clinical Experience I	Approval: 22/0/0
DENTAL-465	Clinical Experience II	Approval: 22/0/0
DENTAL-475	Dental Specialty Skills	Approval: 22/0/0
DENTAL-480	Dental Chairside Skills II	Approval: 22/0/0
DENTAL-490	Advanced Clinical Procedures	Approval: 22/0/0
DENTAL-600	Dental Basic Skills I	Approval: 22/0/0
DENTAL-605	Dental Assisting Advanced Skills	Approval: 22/0/0

Course Deactivations: Final Reading

DENTAL-400	Dental Assisting Core Sciences	Approval: 22/0/0
DENTAL-410	Dental Assisting Preclinical Sciences	Approval: 22/0/0
DENTAL-420	Radiography for Dental Assistants	Approval: 22/0/0
DENTAL-430	Clinical Practice	Approval: 22/0/0

9. **Adjournment:** The meeting was adjourned at 2:33p.m.

Name	ATTENDANCE	SUMMARY NOTES	CONSENT AGENDA	CISPROG-600 1st/2nd Reading	PSYCH-41 1st/2nd Reading	PSYCH-80 1st/2nd Reading	GERO-406 Deactivation	DENTAL-405 1st/2nd Reading	DENTAL-415 1st/2nd Reading	DENTAL-425 1st/2nd Reading	DENTAL-435 1st/2nd Reading	DENTAL-445 1st/2nd Reading	DENTAL-455 1ST/2ND Reading	DENTAL-460 1st/2nd Reading	DENTAL-465 1st/2nd Reading	DENTAL-475 1st/2nd Reading	DENTAL-480 1st/2nd Reading
Angela Burk-Herrick	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Annette Henry																	
Anthony DiSalvo	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Charmaine Phipps	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Daniel Jacobo	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Elaine Martinez	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Helen Leung	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Jeffrey Laguna	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
John Machado	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Linda Marcotte	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Lucy Serrano																	
Mark Forde	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Marlene Soto	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Megan Keebler	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Michael Escobosa																	
Misty Burruel	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Naomi McCool	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Rob Kopp	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
RuthAnn Garcia	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Ryan Sipma	X	A	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Sean Stratton	X	X	X	X	O	O	X	X	X	X	X	X	X	X	X	X	X
Shelley Marcus	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Stephen Calebotta	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Tracy Kocher	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Vanessa Thomas	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Wanda Baker																	
Total Counts	22	18	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22

Guests: Claudia Pohl, Sherrie Loewen, Tanya Cusick

Non-Voting	
Kathy Lucero	
Marie Boyd	X
Meridith Randall	X
Patricia Bopko	
Sharon Awad	X
Stephen Shelton	X

Name	DENTAL-490 1st /2nd Reading	DENTAL-600 1st /2nd Reading	DENTAL-605 1st /2nd Reading	DENTAL-400 Deactivation	DENTAL-410 Deactivation	DENTAL-420 Deactivation	DENTAL-430 Deactivation
Angela Burk-Herrick	X	X	X	X	X	X	X
Annette Henry							
Anthony DiSalvo	X	X	X	X	X	X	X
Charmaine Phipps	X	X	X	X	X	X	X
Daniel Jacobo	X	X	X	X	X	X	X
Elaine Martinez	X	X	X	X	X	X	X
Helen Leung	X	X	X	X	X	X	X
Jeffrey Laguna	X	X	X	X	X	X	X
John Machado	X	X	X	X	X	X	X
Linda Marcotte	X	X	X	X	X	X	X
Lucy Serrano							
Mark Forde	X	X	X	X	X	X	X
Marlene Soto	X	X	X	X	X	X	X
Megan Keebler	X	X	X	X	X	X	X
Michael Escobosa							
Misty Burruel	X	X	X	X	X	X	X
Naomi McCool	X	X	X	X	X	X	X
Rob Kopp	X	X	X	X	X	X	X
RuthAnn Garcia	X	X	X	X	X	X	X
Ryan Sipma	X	X	X	X	X	X	X
Sean Stratton	X	X	X	X	X	X	X
Shelley Marcus	X	X	X	X	X	X	X
Stephen Calebotta	X	X	X	X	X	X	X
Tracy Kocher	X	X	X	X	X	X	X
Vanessa Thomas	X	X	X	X	X	X	X
Wanda Baker							
Total Counts	22	22	22	22	22	22	22

Academic Senate for California Community Colleges
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California Community Colleges Chief Instructional Officers

TRAINING THE CURRICULUM COMMITTEE

Jackie Escajeda, Dean of Intersegmental Programs and Credit Curriculum

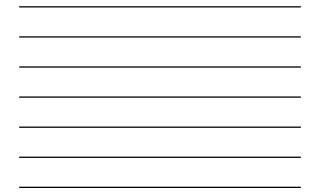Virginia Guleff, Vice President of Instruction, Butte College

Craig Rutan, Secretary, Academic Senate for California Community Colleges

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Streamlined Processes

APPROVAL (Local)

RECOMMENDATION (Regional)

CHAPTERING (CCCCO)

Streamlining Asks Us to Examine Our Roles
Who is doing what and why?

AUTHORITY

As the curriculum approval processes change, local colleges have greater authority and greater responsibility for certification

Local Approval

Regional Recommendation

Chancellor's Office Chaptering

Senate President/Curriculum Chair/CEO/CIO Certification

2nd Curriculum Certification

- The second certification memo was distributed in Fall 2017 and was due to the Chancellor's Office in October 2017.
- The memo required the signature of
  - College President (CEO)
  - Chief Instructional Officer (CIO)
  - Academic Senate President
  - Curriculum Chair
- Submitting the memo entitled the college to automated approval (chaptering) of credit courses, excluding cooperative work experience.

3rd Curriculum Certification

- Memo will be distributed in Fall 2018 and will be due to the Chancellor's Office by October 16, 2018
- Memo will require the same signatures as in 2017
- Submitting the memo entitles the college to automated approval of:
  - All credit courses (including cooperative work experience)
  - Modifications to all existing credit programs except for ADTs
    - Note that changing program goal will require a new program submission
  - New credit degrees and certificates with a program goal of local (not ADTs or CTE)

Requirements of Certification

- Colleges are certifying that all approved curriculum will align with all requirements outlines in Education Code, Title 5, and the 6th edition of the Program and Course Approval Handbook
- College must have a board policy related to the credit hour. Policy must be submitted to the CO with the certification memo.
- College must have a cooperative work experience plan that has been approved by the local governing board (plan does not need to be submitted to the CO)

TRAINING THE CURRICULUM COMMITTEE

Types of Courses and Programs

Credit	Noncredit
Courses	Courses
• Degree-applicable • Non degree-applicable	• Noncredit: no credit awarded for courses in 10 categories but approved by CO and receives apportionment
Programs	Programs

• Associate Degrees (AA, AS)
• Associate Degrees for Transfer (AA-T, AS-T)
• Certificates of Achievement
   12-18 units
   18 or more units
• Locally Approved Certificates
   <18 units, CO approval optional but not required
	• Certificate of Completion (CDCP)
	• Certificate of Competency (CDCP)
	• Adult High School Diploma
	• Noncredit Apprenticeship Program
	• Locally Approved Certificates (not CO approved)

Requirements for Credit Courses

• Course Number and Title • Catalog Description • Prerequisites, Corequisites, Advisories • Units • Total Contact Hours • Total Number of Hours in Each Instructional Category • Outside of Class Hours • Course Content • Objectives/Outcomes • Instructional Methods	• Grading criteria (letter grade, P/NP) • Methods of Assessment • Reading, Writing, and Outside of Class Assignments • Repeatability Options • Open Entry/Open Exit • Justification of Need • CCCCO Data Elements (e.g. TOP and SAM Codes, CB codes) • Discipline Assignment(s)

Possible Items for COR

Item	Why you might want it
Student Learning Outcomes	ACCJC Standard II.A.3
Required and Recommended Textbooks	Aids in C-ID and 4-yr articulation; helps new instructors
Transfer/GE Information/C-ID	It can be helpful to have this info on the COR
Supplemental Instruction	Could SI be part of your course?
Distance Education	Include modalities (e.g. online, hybrid) and possibly DE Addendum
Enrollment limits	Instructional quality, external accreditation requirements

Requirements Associate Degrees

- Minimum of 60 units
- At least 18 units in a major or area of emphasis
- Can use local GE pattern
- Chancellor's Office Approval if goal is **CTE**. Local Approval is goal is **Local**
- All revisions are locally approved

Associate Degrees for Transfer (ADTs)

- Minimum of 60 units; no more than 60 units may be required
- At least 18 units in a major
- General education limited to a CSU Breadth or IGETC pattern
- New and modified ADT's require Chancellor's Office approval

12

Certificates of Achievement

- 18 or more related units **must** be Chancellor's Office approved, noted on transcript (Changing to 16 units soon)

- 12–17.5 units **may** be Chancellor's Office approved, but it is not required (although it is recommended)* (Changing to 8 – 15.5
- 3 units soon)

- All new certificates with a goal of Transfer or CTE must be approved by the Chancellor's Office. All revisions and new certificates with a goal of Local are locally approved.

*Certificates noted on students' transcript must be approved by the Chancellor's Office.

13

CREDIT HOUR CALCULATION

Title 5 Requirements for Credit Hour

California Code of Regulations, title 5 §55002.5

- (f) The governing board of each community college district shall establish policy, consistent with the provisions of this section, defining the standards for credit hour calculations. District policy shall specify the credit hour calculation method for all academic activities, expected ratios of in-class to outside-of-class hours for each type of academic activity, standards for incremental award of credit, standard term length, calculation methods for short term and extended term courses, and provisions for monitoring compliance with state and federal regulations related to credit hour calculations

New: Local Governing Board Policy

Now REQUIRED by new title 5 regulations - §55002.5(f)

District policy shall specify:
- the credit hour calculation method for all academic activities (lecture, activity, lab, clinical, discussion, studio, work experience, etc.)
- expected ratios of in-class to **outside-of class hours** for each type of academic activity
- standards for incremental award of credit
- standard term length (number used to determine divisor in calculation)
- calculation methods for short term and extended term courses
- provisions for monitoring compliance with state and federal regulations related to credit hour calculations

Local policy is an academic and professional matter and should fall under your 10+1 process.

Standards for Credit Hour

California Code of Regulations, title 5 §55002.5(a)

"(a) One credit hour of community college work (one unit of credit) shall require a minimum of 48 semester hours of total student work or 33 quarter hours of total student work which may include inside and/or outside-of-class hours."

Sample Credit Hour Calculation

To Calculate Units :

$$\frac{Lecture\,Hours + Lab\,Hours + Homework\,Hours}{54}$$

*54 is used for this example based on the recommendation from the Chancellor's Office that local districts use an 18 week semester as the basis for calculating hour to unit ratios on Course Outlines of Record. Likewise, . .

Cooperative Work experience

- **APPROVED PLAN REQUIRED - § 55250**
- **REQUIREMENTS OF THE PLAN - § 55251**
- **WORK EXPERIENCE CREDIT - § 55265.5**

- Approved at the July Board of Governor's meeting and the revisions to regulations for CWE plans and courses will:
- Support the streamlining of curriculum by transferring authority from the Chancellor's Office to local districts to approve CWE plans and courses.
- Allow colleges to incremental units.

CWE - REQUIREMENTS OF THE PLAN - § 55250

Any program of Cooperative Work Experience Education conducted by the governing board of a community college district pursuant to this article and claimed for apportionment pursuant to sections 58051 and 58009.5 shall conform to a plan adopted by the district. The plan adopted by the district shall set forth a systematic design of Cooperative Work Experience Education whereby students, while enrolled in college, will gain realistic learning experiences through work. This plan shall be submitted to and approved by the ~~Chancellor~~local governing board.

CWE - § 55251. REQUIREMENTS OF THE PLAN

(a) The district plan shall contain the following provisions:

(1) A statement that the district has officially adopted the plan, subject to approval by the ~~State Chancellor~~local governing board.

(2) A specific description of the respective responsibilities of college, student, employer, and other cooperating agencies in the operation of the program.

(3) A specific description for each type of Cooperative Work Experience Education program.

(4) A description of how the district will:

(A) Provide guidance services for students during enrollment in Cooperative Work Experience Education.

(B) Assign a sufficient number of qualified, academic personnel as stipulated in the district plan to direct the program and to assure district services required in section 55255.

(C) Assure that students' on-the-job learning experiences are documented with written measurable learning objectives.

(D) With the assistance of employers, evaluate students' on-the-job learning experiences.

(E) Describe basis for awarding grade and credit.

(F) Provide adequate clerical and instructional services.

(b) Prior to implementation, any changes or revisions to the district plan shall be submitted for approval to the ~~Chancellor~~local governing board.

CWE - § 55256.5. Work Experience Credit

(a) One student contact hour is counted for each unit of work experience credit in which a student is enrolled during any census period. In no case shall duplicate student contact hours be counted for any classroom instruction and Cooperative Work Experience Education. The maximum contact hours counted for a student shall not exceed the maximum number of Cooperative Work Experience Education units for which the student may be granted credit as described in section 55253.

(b) The learning experience and the identified on-the-job learning objectives shall be sufficient to support the units to be awarded.

(c) The following formula will be used to determine the number of units to be awarded:

(1) Each 75 hours of paid work equals one semester credit or 50 hours equals one quarter credit.

(2) Each 60 hours of non-paid work equals one semester credit or 40 hours equals one quarter credit.

(3) Units may be awarded in 0.5 unit increments.

SUMMARY OF RESPONSIBILITIES

Local Responsibilities

ASCCC	CIO / CEO	Board of Trustees
Oversight - AB1725	Award financial aid	Policies - course and program
Timely, Sound, Responsive	Award credit	Submit to BOG
Curriculum Committee - Arm of the Senate	Claim for apportionment	

Things to Keep in Mind

- Colleges must submit all courses to the Chancellor's Office using the Chancellor's Office Curriculum Inventory (COCI)
- Colleges are still required to have a course control number before they can offer a course.
- The Chancellor's Office is still reviewing and approving all noncredit, new and revised ADTs, and new CTE programs.
- The Chancellor's Office will conduct periodic reviews on all the courses that are receiving automated approvals.

Periodic Review by Chancellor's Office

- Colleges will have their curriculum reviewed at least once every three years (and could be as frequently as once a year).
- Colleges that have been found to have curriculum that does not meet all requirements will be contacted by the CO.
- Colleges may be encouraged to have an assistance visit by representatives from the CO, CIOs, and ASCCC
- Colleges that refuse to follow the requirements for automated approval will have the approval disabled and all curriculum will need to be reviewed and approved by the Chancellor's Office

QUESTIONS?

Chaffey College Curriculum Committee Bylaws

Adopted: October 2011
Revised: October 15, 2014
Revised: February 3, 2016
Revised: October 5, 2017
Revised: October 12, 2017
Revised: September xx, 2018

I.   COMMITTEE RESPONSIBILITIES

    A.   REVIEW OF COURSES AND CERTIFICATES/DEGREES

       The Curriculum Committee provides certification to the Chancellor's Office that processes and procedures align with Title 5 regulation.
The primary responsibilities of the Chaffey College Curriculum Committee are to review and approve degree-applicable credit courses, non-degree credit courses, noncredit courses, certificates, and programs of study.
The Curriculum Committee recommends to the Faculty Senate additions, deletions, and modifications in both major degree programs and general education patterns for the Associate in Arts (AA) degree, the Intersegmental General Education Transfer Curriculum (IGETC), the California State University (CSU) General Education Certification Requirements, and Occupational Certificate Requirements. The Faculty Senate then sends those recommendations to the College's Board of Trustees for approval (Title 5 §55002; Chaffey College BP/AP 4020, AP 4022).

    B.   PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE AND GENERAL EDUCATION
The Curriculum Committee, in its review of all curriculum proposals, acknowledges the college's Mission Statement, as well as the philosophy and criteria which mark a successful student's journey through patterns of learning experiences designed to develop certain competencies, known as the College's Core Competencies. The Curriculum Committee also embraces the concept of academic freedom to develop curriculum and determine methods of classroom instruction and student evaluation (Chaffey College BP 4030). The Curriculum Committee also acknowledges best practices conducive to course articulation in developing and reviewing curriculum and coursework (Chaffey College AP 4050).

    C.   CREDIT HOUR
As part of its course review process, the Curriculum Committee oversees the implementation of the College's credit hour policy. (Chaffey College BP XXXX)

    D.   REVIEW OF PREREQUISITES, COREQUISITES, AND ADVISORIES
(Title 5 §55003; Chaffey College AP 4260 (B)) The Curriculum Committee reviews prerequisites, co-requisites, and advisories.

E. REVIEW OF DISTANCE EDUCATION CURRICULUM
The Curriculum Committee reviews and approves courses delivered by distance education (DE). DE courses are separately reviewed and approved by the Curriculum Committee. Refer to the section in the Chaffey College Curriculum Handbook on Distance Education for further information. (Title 5 §55200; Chaffey College AP 4105).

F. REVIEW OF COURSE REPEATABILITY AND COURSE REPETITION
The Curriculum Committee reviews course repeatability and course repetition to ensure compliance with Title 5 §55000; §55040; §56029; §55253, §58161; Chaffey College BP/AP 4225, AP 4227, AP 4228, AP 4229).

G. COURSE/CERTIFICATE/PROGRAM DISCONTINUANCE
The Curriculum Committee participates in the review and evaluation of courses, certificates and program for discontinuance. (Title 5 §55130; Chaffey College AP 4021).

H. REVIEW OF DISCIPLINE PLACEMENT
The Curriculum Committee reviews courses for discipline placement. Please refer to the Discipline Placement section in the Chaffey College Curriculum Handbook.

I. REVIEW OF MATRICULATION AND ARTICULATION
The Curriculum Committee shall assist faculty, as well as the Articulation Officer, in meeting state mandates, as well as Chaffey College district goals and objectives as stated in the college's Mission Statement.

J. REVIEW OF COLLEGE CATALOG AND SCHEDULE
The Curriculum Committee collaborates with the Catalog/Schedule Coordinator to ensure that the Chaffey College Catalog contains only those courses offered on a regular basis.

K. REVIEW OF CURRICULUM COMMITTEE COMMUNICATION WITH COLLEGE COMMUNITY
The Curriculum Committee requests, considers, and responds to reports from various Faculty Senate committees and college groups that have a direct bearing on matters of curriculum. Furthermore, the Curriculum Committee assures that the curriculum at Chaffey College supports the College's Mission, supports its goals, meets the needs of its students and enhances student access through alternative delivery systems.

L. REVIEW AND EVALUATION OF CHAFFEY COLLEGE CURRICULUM APPROVAL PROCESS
The Curriculum Committee shall review and evaluate its approval process to assure optimal curriculum approval at the local level. This shall include a review of technology, technical review, meeting schedules and agenda, yearly curriculum timelines, and Curriculum Committee communication to the college community.

M. REVIEW AND EVALUATION OF CHAFFEY COLLEGE BOARD POLICIES AND ADMINISTRATIVE PROCEDURES
The Curriculum Committee shall assist in the College's review of Chapter 4, Instruction, in the Chaffey College Policy Manual (http://www.chaffey.edu/policies).

N. CREATION OF CURRICULUM COMMITTEE PROCEDURES
The Curriculum Committee shall create Curriculum Committee Procedures (CCPs) when necessary to spell out the process of the Curriculum Office's implementation of Title 5, the Chancellor's Office (CO) mandates, Chaffey College's Board Policies or

Administrative Procedures, or suggested best practices from the Academic Senate of the California Community Colleges (ASCCC). These CCPs will ensure consistent application of process and procedures in meeting compliance. These CCPs will be reviewed and approved by the Curriculum Committee and the Faculty Senate. These CCPs will provide transparency to the college community regarding Curriculum Committee actions. These CCPs will be housed in the Chaffey College Curriculum Handbook.

II.   CURRICULUM COMMITTEE VOTING MEMEBERSHIP

A. Voting Membership:
a. Two representatives, elected in alternating years, from the above referenced areas:

- Kinesiology, Nutrition, and Athletics
- Business and Applied Technology
- Health Sciences
- Language Arts
- Mathematics and Science
- Social and Behavioral Sciences
- Visual and Performing Arts
- Hospitality, Fashion, Interior & Culinary Arts (Chino Campus)
- Counseling and Matriculation
- Instructional Support

b. College Services Representatives:
- Articulation Officer
- Librarian
- Catalog and Schedule Coordinator
- Faculty Senate President
- Transfer Center Director
- Strong Workforce Associate Dean
- Dean appointed by the Chief Instructional Officer

B. Non-Voting Membership:
- Curriculum Chair
- Curriculum Vice-Chair
- Curriculum Office AAII
- Director of Admissions and Records
- Director of Financial Aid
- Chief Instructional Officer

In the event of a tie, the Curriculum Chair shall cast the deciding vote.

C. Standing Curriculum Committee membership
The following shall be considered standing positions on the Curriculum Committee due to the nature of the curriculum approval process and/or articulation issues:
Articulation Officer
Transfer Center Director

Director, Admissions and Records
Director, Financial Aid
Catalog & Schedule Coordinator
Librarian
Faculty Senate President
Curriculum Chair
Curriculum Vice-Chair
Curriculum Office AAII
Associate Superintendent of Instruction and Institutional Effectiveness,
Strong Workforce Representative

D. There may be occasions when a particular area may not be able to provide two sitting members on the Curriculum Committee; however, that will be up to the area in question. It is the Curriculum Committee's position that each area has the opportunity for equal representation.

E. Student Learning Outcomes (SLOs), PSR, learning modalities, including distance education, that impact pedagogy must have representation within the voting membership of the Curriculum Committee. An Outcomes and Assessment Committee Representative will report the presence of SLOS to the Curriculum Committee. A PSR Representative will report PSR updates to the Curriculum Committee.

F. In the event of a tie vote, discussion will be re-opened, followed by a second vote. If the tie still persists, the Curriculum Chair shall cast the deciding vote.

III.   STUDENT REPRESENTATION

Student participation in "the formulation and development of district and college policies and procedures on curriculum" (Title 5, §51023.7) occurs within the Chaffey College Board of Trustees. The President of the Associated Students of Chaffey College (ASCC) is a standing member of the Chaffey College Board of Trustees. All Curriculum Committee actions go before the Board of Trustees, giving the President of the ASCC an opportunity to inform his or her peers. (Title 5 § 51000, §51022, §55100, §55130, §55150. BP/AP 4020).

IV.   CURRICULUM COMMITTEE STANDING COMMITTEES

A. Technical Review Committee
    1. The Technical Review Committee shall consist of the Curriculum Chair, the Curriculum Vice-Chair, the Articulation Officer, the Catalog and Schedule Coordinator, and one voting member from the Curriculum Committee.
    2. Responsibilities of the Technical Review Committee include review of all curriculum proposals for compliance with Title 5 minimum standards, stylistic and grammatical standards, articulation issues, and Title 5 coding.

V.   INDIVIDUAL CURRICULUM COMMITTEE MEMBER'S RESPONSIBILITIES

    1. Attend meetings as scheduled
    2. Review summary notes
    3. Review curriculum presentations and issues with respective constituency

4. Participate in resolving divisional concerns between the first and second reading of curriculum proposals
5. Stay current with reading of course and program approvals in curriculum management database

VI. CURRICULUM COMMITTEE CHAIRPERSON RESPONSIBILITIES
1. Philosophical Duties

- Shall provide leadership among units in an effort to develop a coordinated curriculum
- Shall provide leadership in the development and planning of a college-wide curriculum
- Shall take an active facilitative role in the development of innovative curricula
- Shall oversee the updating of curriculum in relation to programs on campus

2. Maintenance Duties

- Shall oversee the maintenance of the college curriculum
- Shall plan, organize, and preside over Curriculum Committee meetings
- Shall refer issues to the Curriculum Committee for discussion and consideration
- Shall conduct periodic reviews of the college curriculum
- Shall attend the following meetings:
  a. Faculty Senate
  b. College Planning Council
  c. Curriculum Committee
  d. Outcomes and Assessment Committee

- Shall attend local and state committee meetings as circumstances are deemed appropriate and necessary.

3. Selection Procedure
The Faculty Senate and College Administration shall mutually agree on the selection of the Curriculum Committee Chairperson. The term of office is two years.

4. Reassigned Time

The Curriculum Committee Chairperson is given 0.50 reassigned time during his/her term of office.

VII. CURRICULUM COMMITTEE VICE-CHAIR RESPONSIBILITIES

1. Philosophical Duties

- Support the Curriculum Chair in providing leadership among units in an effort to develop a coordinated curriculum
- Support the Curriculum Chair in providing leadership in the development and planning of a college-wide curriculum
- Support the Curriculum Chair in taking an active, facilitative role in the development of innovative curricula
- Support the Curriculum Chair in updating of curriculum in relation to programs on campus

2. Maintenance Duties

- Shall support the Curriculum Chair in overseeing the maintenance of the college curriculum
- Shall plan, organize, and preside over Curriculum Committee meetings in the absence of the Curriculum chair
- Shall attend the following meetings in the absence of the Curriculum Chair:

    a. Faculty Senate
    b. College Planning Council
    c. Curriculum Committee
    d. Outcomes and Assessment Committee

- Shall attend local and state committee meetings as circumstances are deemed appropriate and necessary.

3. Selection Procedure

The Faculty Senate and College Administration shall mutually agree on the selection of the Curriculum Committee Vice- Chair. The term of office is one year.

4. Reassigned Time

The Curriculum Committee Vice-Chair is given 0.30 reassigned time during his/her term of office.

VIII.   ARTICULATION OFFICER RESPONSIBILITIES

1. Philosophical Duties
   - Develop and maintain articulation agreements with UCs, CSUs, and appropriate private 4 year institutions intended to maximize student transfer success.
   - Serve as an information resource for the Curriculum Committee and for faculty.

2. Maintenance Duties
   - communicate with articulation community and 4 year schools
   - Insure the accuracy of curriculum information in the ASSIST database and C-ID database
   - Notify the articulation community of relevant curriculum changes via annual report

3. Selection Procedure
   The Faculty Senate and College Administration shall mutually agree on the selection of the Articulation Officer. The term of office is one year.

4. Reassigned Time
   The Articulation Officer is given .50 reassigned time during his/her term of office.

IX.   CURRICULUM COMMITTEE MEETING PROCEDURES

1. The meeting shall be called to order and action items addressed when a quorum exists. A quorum is 50% of the voting membership, plus one. The quorum number shall be established at the first meeting of each semester.

2. The Curriculum Committee may, by majority vote, accept, reject, or request modifications to curriculum proposals to ensure that the curriculum is academically sound and meets all Title 5 regulations.

3. Substitutions of elected curriculum members are limited to curriculum committee members on extended leave or sabbatical leave; replacement members shall serve until the elected member returns or until the term of the elected member expires.

4. First and second reading of curriculum can be approved simultaneously by a majority vote.

5. When a course or program is returned to Chaffey College from the Chancellor's Office and is not approved, or if additional information is requested, the Curriculum Committee Chairperson will meet with faculty responsible for the curriculum proposal or modification. Reasonable attempt shall be made to resolve the issue under question from the Chancellor's Office.

6. Any amendment to the bylaws can be made after two readings by the committee and a vote after the second reading that passes by 2/3 vote of the membership.

7. The Articulation Officer will review the General Education Requirements for compliance with state standards; relevance to national, state and community needs, and report to the Curriculum Committee regularly. The Curriculum Chair will then present this report to the Faculty Senate for approval.

X.   CURRICULUM COMMITTEE AGENDA

1. In meeting the requirements of the Brown Act, the Curriculum Committee agenda shall be posted 72 hours prior to the Curriculum Committee meeting in an area accessible for public viewing. The agenda shall include:

   - A list of curricular issues requiring discussion and a vote of the committee.
   - A listing of proposals for new and modified courses for first and second reading.
   - A listing of proposals for new and modified programs and certificates.
   - A listing of courses/certificates/programs proposed for deactivation.

2. The Agenda of the Curriculum Committee is customarily mailed and/or e-mailed to:
   a. All Faculty
   b. College President
   c. College Administrators
   d. CCFA President
   e. Governing Board members
   f. Student Government President
   g. Classified Senate President

XI.   CURRICULUM COMMITTEE SUMMARY NOTES

1. What follows is the suggested format for summary notes of each Curriculum Committee meeting. The Curriculum Committee Summary Notes are a valuable and necessary record of meetings, as they:

   - are a record of business that has been completed
   - form a record of the issues with which the Curriculum Committee has dealt
   - summarize the meeting for anyone absent or interested in the proceedings
   - facilitate continuity from meeting to meeting

2. What the Summary Notes should include:

   The Summary Notes of the Curriculum Committee are not a court record, yet they need to be complete. As such, it is not necessary to record specific dialogue, nor are names necessary to mention except when an individual is the proponent of a motion, a resolution, or a significant course of action to be undertaken by the Senate. Any item which requires a vote should have a thorough documentation of the discussion concerning that issue. The vote needs to be recorded by name. The Curriculum Committee Summary Notes should include information such as:

   a. Members present or absent at each meeting
   b. Units/areas that have not been represented for an extended period of time
   c. Date of the meeting
   d. Exact time the meeting began and ended
   e. Information items
   f. Synopsis of discussion about each topic; a fine balance needs to be struck between being concise and providing enough detail about the topic to be useful upon review
   g. Motions made, seconded, and action taken
   h. A record of all votes, recorded by name

   Therefore, the Summary Notes should be clear, coherent, concise yet complete, and accurate. The Curriculum Office AAII takes the Summary Notes.

3. Summary Notes Mailing List

   The Summary Notes of the Curriculum Committee are customarily mailed and/or e-mailed to:

   a. All Faculty
   b. College President
   c. College Administrators
   d. CCFA President
   e. Governing Board members
   f. Student Government President
   g. Classified Senate President

   The officially approved Summary Notes shall be maintained in a permanent log in the Curriculum Office and posted on the College's Intranet in the Curriculum Folder.

Articulation Impact of 2017-2018 Curriculum Changes

UCTCA—Courses submitted for Re-review
ART 40 (Pre-req change; Art 20 replaced Art 35 as pre-req)
COMSTD 8 (pre-req change; English 1A eligibility requirement removed)

UCTCA—New Courses submitted for UC transferability
PHIL 79
DANCE 12
ENGL 73
KINACT 26
KINACT 32
MATH 17

UCTCA—Old Courses submitted as Possibly Eligible for Inclusion
Theatre 35
Cinema 20
Cinema 22
CDE 6
ENGL 35

ASSIST—Courses entered as "NEW" in the database

DANCE 12	KINTM 2A	PHIL 79	HNS 11
ENGL 73	KINTM 60	THEATRE 52	HNS 12
KINACT 26	KINTM 60A	THEATRE 62	
KINACT 32	KINTM 66	WELD 70	
KINTM 2A	MATH 17	HNS 10	

ASSIST—Existing courses "Modified" in the database
ART 62A—Pre-req (Art 10) made into advisory
ARTH 19—prefix change (formerly ARTH 1)
BUSOT 40B—pre-req (Busot 40A) made into advisory
CHIN 2—Change to course title
CIS 68—Change to course title
COMPSCI 4 (formerly MATH 3)—for articulation purposes, this is really a prefix change, not a new course
DRAFT 41 & DRAFT 78—Changes to course titles
EGTECH 10—Change to course title
ENGIN 26—pre-req added (Math 31)
HOTFS 14—(Culinary 17 removed as pre-requisite)
ID 11, ID 12, & ID 30—changes to course title
NURADN 27L—modification to remove NURADN 14 as pre-requisite
PHIL 71—prefix change (formerly PHIL 74)
THEATRE 57—Change to course title
+++COURSES AFFECTED BY ENGLISH and MATH PRE-REQ "TECHNICAL CHANGES": BIOL 20, BIOL 61, BUSL 10, ED 10, EGTECH 12, EGTECH 14, ENGL 7A, ENGL 7B, ENGL 7D, ENGL 7E, ENGL 33, ENGL 35, ENGL 68, ENGL 74, ENGL 76, HIST 1, HIST 2, HIST 7, HIST 17, HIST 18, HIST 37, HUMAN 5, HUMAN 6, HUMAN 20, JOUR 10, JOUR 30, MATH 4, MATH 25, PHIL 70, PHIL 71, PHIL 73, PHIL 77, PHIL 78, PHIL 80, PHIL 81, PHIL 82, SCSCI 10, SOC 10, STAT 10