

**CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204
FONTANA CAMPUS, FNAC 100
CHINO CAMPUS, CHMB 143
TELECONFERENCE x6759**

AGENDA

September 19, 2018

1:30pm-3:00pm

- 1. Call To Order/New Committee Members:**
- 2. Public Comment:**
- 3. Review and Approval of September 5, 2018 Expanded Summary Notes:**
- 4. Discussion Items:**
 - 4.1. Review of Distance Education Proposals:**
 - 4.2. Chemistry AS-T:**
 - 4.3. (Jim Fillpot) 2018-2019 Funding Formula:**
- 5. Prerequisite Workgroup:**
- 6. Guided Pathways:**
- 7. Miscellaneous:**
 - 7.1. Informational:** Final By-Laws approved at the August 29, 2018 meeting are in your packet.
 - 7.2. Informational:** The Out-of-Class Assignment “Computation” changed to “Quantitative Reasoning”.
- 8. Consent Agenda:**
 - 8.1. Dental Assisting Programs (A.S. and Certificate of Achievement):** The requirement, “Students must be eligible for ENGL 1A and MATH 25 or completion of MATH 420,” was removed from the program descriptions,
 - 8.2. The following actions have taken place in Curricunet following the steps outlined in the summary notes from the September 5, 2018 Curriculum Committee meeting.**
 - 1. Removal of ESL-475 and Assessment Level into ENGL-1A:**
 - 8.2.1.1. COMSTD-2
 - 8.2.1.2. COMSTD-6
 - 8.2.1.3. COMSTD-74 (Changes made to existing modification below)
 - 8.2.1.4. COMSTD-78
 - 2. Removal of ENGL-475 (ENGL-495 or ESL-475 are prerequisites for these courses):**
 - 8.2.2.1. ENGL-33
 - 8.2.2.2. ENGL-35
 - 8.2.2.3. ENGL-68
 - 8.2.2.4. ENGL-74
 - 8.2.2.5. ENGL-76
 - 8.2.2.6. ENGL-7A
 - 8.2.2.7. ENGL-7B
 - 8.2.2.8. ENGL-7D

- 8.2.2.9. ENGL-7E
- 8.2.2.10. JOUR-10
- 8.2.2.11. JOUR-30

9. OLD BUSINESS:

New Program: Final Reading

Heating, Ventilation, Air Conditioning and Refrigeration Level 2	Certificate of Competency	Approval:
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10. NEW BUSINESS:

Course Modifications with DE: First Reading

CHIN-1	Elementary Mandarin Chinese I	Modification Approval:	Distance Education Approval Hybrid:
CHIN-18	Chinese Civilization and Culture	Modification Approval:	Distance Education Approval Hybrid/Online:
CHIN-2	Elementary Mandarin Chinese II	Modification Approval:	Distance Education Approval Hybrid:
CISNTWK-20	Introduction to Cybersecurity: Ethical Hacking	Modification Approval:	Distance Education Approval Hybrid/Online:
COMSTD-74	Intercultural Communication	Modification Approval:	Distance Education Approval Hybrid:

Course Modifications: First Reading

HIST-10	History of Asian Civilizations II	Approval:
IET-411	Programmable Logic Controllers	Approval:
IET-415	Advanced Electricity Laboratory	Approval:
IET-419	DC Variable Speed Drive	Approval:
IET-420	Fundamentals of Control Systems Technology	Approval:
IETELMT-432	Electrical Control of Hydraulic Systems	Approval:
INDMM-400	Intro to Construction Safety, Trade Math, Rigging, and Tools	Approval:

Course Deactivations: Final Reading

SPAN-16	Spanish Composition	Approval:
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Program Modifications: Final Reading

Associates in Computer Science for Transfer	AS-T	Approval:
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PACKAGE: Accounting and Financial Services**New Course with DE: First Reading**

ACCTGFS-30	Personal Finance	Modification Approval:	Distance Education Approval Hybrid/Online:
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Course Deactivations: Final Reading

ACCTGFS-440	Introduction to Financial Planning	Approval:
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Program Modifications: Final Reading

Financial Planning	Certification of Career Preparation	Approval:
Small Business Entrepreneur	A.S.	Approval:
Small Business Entrepreneur	Certificate of Achievement	Approval:

PACKAGE: Mechatronics**New Course with DE: First Reading**

IETMECH-400	Introduction to Mechatronics	Modification Approval:	Distance Education Approval Hybrid:
IETMECH-401	Robotics and Sequencing	Modification Approval:	Distance Education Approval Hybrid:
IETMECH-402	Mechatronics Troubleshooting	Modification Approval:	Distance Education Approval Hybrid:

Course Reactivations: First Reading

IETELMT-436	Pneumatics Fundamentals	Approval:
IETELMT-438	Electrical Control of Pneumatic Systems	Approval:

New Programs: Final Reading

Mechatronics	A.S.	Approval:
Mechatronics Level I	Certificate of Achievement	Approval:
Mechatronics Level II	Certificate of Career Preparation	Approval:

PACKAGE: Welding**New Course: First Reading (Request for Discussion)**

WELD-600	Introduction to Welding	Approval:
WELD-601	Introduction to SMAW Welding	Approval:
WELD-602	Introduction to SMAW Groove & open-root Welding	Approval:

New Programs: Final Reading

Introduction to Welding	Certificate of Completion	Approval:
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11. Adjournment:

CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204
FONTANA CAMPUS, FNAC 100
CHINO CAMPUS, CHMB 143
TELECONFERENCE x6759
SUMMARY NOTES
September 5, 2018
1:30pm-3:00pm

Members Present:

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

Misty Burruel, Faculty Senate President
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

Members Absent:

Annette Henry, Kinesiology, Nutrition, & Athletics
Anthony DiSalvo, Dean, Language Arts and Library
John Machado, Visual & Performing Arts
Kathy Lucero, Admissions and Records
Lucy Serrano, Counseling
Mark Forde, Chino Representative
Marlene Soto, Health Sciences

Michael Escobosa, Health Sciences
Naomi McCool, Social and Behavioral Sciences
Patricia Bopko, Financial Aid
Vanessa Thomas, Business and Applied Technology, High School Articulation
Wanda Baker, Business & Applied Technology

Guests:

None

1. **Call To Order/New Committee Members:** The meeting was called to order at 1:32p.m. The Chair introduced Lissa Napoli, the new Administrative Assistant for Faculty Senate.
2. **Public Comment:** No comment.
3. **Review and Approval of August 29, 2018 Expanded Summary Notes:** The summary notes were approved 14/0/0.
4. **Discussion Items:**
 - 4.1. **AP-4024 Credit Hours and Units:** AP-4024 is a new AP for Credit Hours and Units needed for the Annual Certification with the Chancellor's Office. Jim Fillpot created the AP using the standard template service utilized across the California Community Colleges. The AP outlines the credit hours and units procedure already taking place in instruction and in scheduling. The Chair explained the unit range of 48-54 hours for courses. The College is legally obligated to meet this specified hour count in order to collect apportionment. The 48-54 range is in place in order to accommodate unforeseen situations which may prevent class from being held. Dr. Randall mentioned that department Administrative Assistant II's are asked to schedule at the top end of the range to accommodate any unforeseen circumstances. Faculty Senate approved the AP on September 4, 2018. The Chair motioned for approval and the committee approved the AP 14/0/0. AP-4024 will now go to President's Cabinet for approval. Once final approval is made from the President's Cabinet, AP-4024 can be sent to the Chancellor's Office along with the Annual Certification this October.

- 4.2. 2018-2019 Funding Formula:** The Chair shared the FAQ on the Funding Formula created by the Chancellor’s Office. The Funding Formula is an outline of performance based funding that includes categories in ADTs, Local Degrees, Low Unit Certificates, cohorts of students, and CTE curriculum to name a few. The Funding Formula will accommodate Chaffey’s Curriculum Committee’s byline to “design with the end in mind”. Discussion ensued on the timeline for completion of degrees and the funding of multiple awards per one student. Dr. Randall noted some changes that occurred since the FAQ was published and the Committee should invite Jim Fillpot to a meeting to discuss the latest updates.
- 4.3. Curriculum Representatives and Discipline Review Curricunet Notices:** The Administrative Assistant for Curriculum shared that she contacted Governet to change the email notifications sent to Curriculum Representatives and Discipline Reviewers to include timeframes for reviews. Unfortunately, Governet could not accommodate this request, as a change in messaging would need to apply to all Curricunet roles.
- 4.4. Curriculum and Catalog Timeline:** The Administrative Assistant for Curriculum reminded the Committee of the upcoming October 1, 2018 deadline to submit new noncredit courses, new noncredit programs, and first time Distance Education addendum to existing face-to-face courses. She also reminded the Committee that the Curriculum Office strongly encourages Program Initiation to be completed by October 15, 2018 for new credit programs. Program Initiation is completed through the Office of Instruction.
- 4.5. AICCU ADT Participating Institutions:** The Articulation Officer shared that many private colleges are accepting ADTs from Community Colleges after receiving a notice from the state that their Financial Aid would be tied to the acceptance of ADTs from the Community Colleges. This is beneficial for Chaffey’s students as many of them transfer to these universities.
- 5. Guided Pathways:** No new updates.
- 6. Miscellaneous:** The Prerequisite Workgroup met on September 5, 2018 to discuss plans for the seventeen courses that removed ENGL-495 as a prerequisite, but left ESL-475 as a prerequisite during the AB-705 modifications in March 2018. The Prerequisite Workgroup did not address ESL courses as they were not part of the original AB-705 memo. Since ENGL-495 was equated to ESL-475, ESL-475 will need to be removed from those courses so that students are not blocked from registering. The Prerequisite Workgroup also discussed that the old Math courses: MATH-410, MATH-425, MATH-510, MATH-520, and MATH-605, will be deactivated and they were not equated to the new Math courses established. As a result, those old courses need to be removed from the CORS that added the new Math sequences. The same process practiced in March 2018 will apply to this project:

1. The Administrative Assistant for Curriculum will send an email notification to the Deans and Coordinators and with the courses needing to be updated.
2. The Deans and the Coordinators need to inform their faculty of what actions need to take place to get Faculty consent.
3. Once faculty consent is given, the Deans or Coordinators are to respond to the let the Administrative Assistant via email to let her know.
4. On behalf of the Faculty, the Administrative Assistant will make the necessary changes in Curricunet.
5. The Catalog and Schedule Coordinator will then make the changes in Colleague.
6. The actions will be reported via consent agenda.

Although a final timeline has not yet been determined, all actions must take place before November 5, 2018 so that students can register for Spring 2019 with no registration blocks.

The Curriculum Committee voted 16/0/0 to have the Curriculum Office receive Faculty consent to remove ESL-475 and the old Math courses from CORS using the process outlined above.

7. Consent Agenda: None.

8. NEW BUSINESS:

Course Modifications: First and Second Reading

NF-471	Dietetic Service Supervisor I	Approval: 16/0/0
NF-471L	Dietetic Service Supervisor: Supervised Clinical Laboratory I	Approval: 16/0/0
NF-472	Dietetic Service Supervisor II	Approval: 16/0/0
NF-472L	Dietetic Service Supervisor II: Supervised Clinical Laboratory	Approval: 16/0/0

New Programs: Final Reading

Dental Assisting	A.S.	Approval: 16/0/0
Dental Assisting	Certificate of Achievement	Approval: 16/0/0

PACKAGE: Industrial Maintenance Mechanic

New Course: First and Second Reading

INDMM-601	Basic Communication and Employability Skills, and Core Testing	Approval: 16/0/0
INDMM-602	Fundamentals of Industrial Maintenance, Oxyfuel, and Craft Skills	Approval: 16/0/0
INDMM-603	Trade Math and Drawings, Material Handling, and Mobile Equipment	Approval: 16/0/0

Program Modifications: Final Reading

Industrial Maintenance Mechanic Skills Builder I	Certificate of Completion	Approval: 16/0/0
Industrial Maintenance Mechanic Skills Builder II	Certificate of Completion	Approval: 16/0/0
Industrial Maintenance Mechanic Skills Builder III	Certificate of Completion	Approval: 16/0/0

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

Name	ATTENDANCE	SUMMARY NOTES	AP-4024 CREDIT HOUR	AB-705 Project	NF-471 1 ST /2 ND READING	NF-471L 1 ST /2 ND READING	NF-472 1 ST /2 ND READING	NF-472L 1 ST /2 ND READING	DENTAL ASSISTIN AS NEW PROGRAM	DENTAL ASSISTING CA NEW PROGRAM	INDMM-601 1 ST /2 ND READING	INDMM-602 1 ST /2 ND READING	INDMM-603 1 ST /2 ND READING	INDMM SKILLS BUILDER I	INDMM SKILLS BUILDER II	INDMM SKILLS BUILDER III
Angela Burk-Herrick	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Annette Henry																
Anthony DiSalvo																
Charmaine Phipps	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
Elaine Martinez	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
Jeffrey Laguna	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
John Machado																
Linda Marcotte	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Lucy Serrano																
Mark Forde																
Marlene Soto																
Megan Keebler	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Michael Escobosa																
Misty Burruel	X			X	X	X	X	X	X	X	X	X	X	X	X	X
Naomi McCool																
Rob Kopp	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
Ryan Sipma	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Sean Stratton	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Shelley Marcus	X	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
Tracy Kocher	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Vanessa Thomas																
Wanda Baker																
Total Counts	16	14	14	16	16	16	16	16	16	16	16	16	16	16	16	16

Quorum= (26/2) +1=14

Guests: None

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

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§ 55206. Separate Course Approval.

5 CA ADC § 55206

BARCLAYS OFFICIAL CALIFORNIA CODE OF REGULATIONS

Barclays Official California Code of Regulations [Currentness](#)

Title 5. Education

Division 6. California Community Colleges

Chapter 6. Curriculum and Instruction

Subchapter 3. Alternative Instructional Methodologies

Article 1. Distance Education

5 CCR § 55206

§ 55206. Separate Course Approval.

If any portion of the instruction in a proposed or existing course or course section is designed to be provided through distance education in lieu of face-to-face interaction between instructor and student, the course shall be separately reviewed and approved according to the district's adopted course approval procedures.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

HISTORY

1. New section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

This database is current through 8/24/18 Register 2018, No. 34

5 CCR § 55206, 5 CA ADC § 55206

END OF DOCUMENT

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[Documents In Sequence](#)

Checklist for Evaluating Compliance with Federal Regulations and Related Commission Policies

The evaluation items detailed in this Checklist are those which fall specifically under federal regulations and related Commission policies, beyond what is articulated in the Accreditation Standards; there may be other evaluation items under ACCJC standards which address the same or similar subject matter. Evaluation teams will evaluate the institution’s compliance with standards as well as the specific Checklist elements from federal regulations and related Commission policies noted here.

General Instructions: The form should contain narrative as well as the “check-off.”

- a. The team should place a check mark next to each evaluation item when it has been evaluated.*
- b. For each subject category (e.g., “Public Notification of an Evaluation Visit and Third Party Comment”), the team should also complete the conclusion check-off.*
- c. The narrative will cite to the evidence reviewed and team findings related to each of the evaluation items. If some content is discussed in detail elsewhere in the external evaluation team report, the page(s) of the team report can be cited instead of repeating that portion of the narrative.*
- d. Any areas of deficiency from the Checklist leading to noncompliance, or areas needing improvement, should be included in the evaluation conclusions section of the external evaluation team report along with any recommendations.*

This Checklist will become part of the external evaluation team report. Institutions may also use this form as a guide for preparing documentation for team review. It is found as an appendix in the team and institutional self-evaluation manuals.

Public Notification of an Evaluation Team Visit and Third Party Comment

Evaluation Items:

- _____ The institution has made an appropriate and timely effort to solicit third party comment in advance of a comprehensive evaluation visit.
- _____ The institution cooperates with the evaluation team in any necessary follow-up related to the third party comment.
- _____ The institution demonstrates compliance with the Commission *Policy on Rights and Responsibilities of the Commission and Member Institutions* as to third party comment.

[Regulation citation: 602.23(b).]

Conclusion Check-Off (mark one):

- _____ The team has reviewed the elements of this component and has found the institution to meet the Commission’s requirements.

- _____ The team has reviewed the elements of this component and has found the institution to meet the Commission's requirements, but follow-up is recommended.
- _____ The team has reviewed the elements of this component and found the institution does not meet the Commission's requirements.

Narrative (add space as needed):

Standards and Performance with Respect to Student Achievement

Evaluation Items:

- _____ The institution has defined elements of student achievement performance across the institution, and has identified the expected measure of performance within each defined element. Course completion is included as one of these elements of student achievement. Other elements of student achievement performance for measurement have been determined as appropriate to the institution's mission.
- _____ The institution has defined elements of student achievement performance within each instructional program, and has identified the expected measure of performance within each defined element. The defined elements include, but are not limited to, job placement rates for program completers, and for programs in fields where licensure is required, the licensure examination passage rates for program completers.
- _____ The institution-set standards for programs and across the institution are relevant to guide self-evaluation and institutional improvement; the defined elements and expected performance levels are appropriate within higher education; the results are reported regularly across the campus; and the definition of elements and results are used in program-level and institution-wide planning to evaluate how well the institution fulfills its mission, to determine needed changes, to allocating resources, and to make improvements.
- _____ The institution analyzes its performance as to the institution-set standards and as to student achievement, and takes appropriate measures in areas where its performance is not at the expected level.

[Regulation citations: 602.16(a)(1)(i); 602.17(f); 602.19 (a-e).]

Conclusion Check-Off (mark one):

- The team has reviewed the elements of this component and has found the institution to meet the Commission's requirements.
- The team has reviewed the elements of this component and has found the institution to meet the Commission's requirements, but that follow-up is recommended.
- The team has reviewed the elements of this component and found the institution does not meet the Commission's requirements.

Narrative (add space as needed):

Credits, Program Length, and Tuition

Evaluation Items:

- Credit hour assignments and degree program lengths are within the range of good practice in higher education (in policy and procedure).
- The assignment of credit hours and degree program lengths is verified by the institution, and is reliable and accurate across classroom based courses, laboratory classes, distance education classes, and for courses that involve clinical practice (if applicable to the institution).
- Tuition is consistent across degree programs (or there is a rational basis for any program-specific tuition).

- Any clock hour conversions to credit hours adhere to the Department of Education's conversion formula, both in policy and procedure, and in practice.
- The institution demonstrates compliance with the Commission *Policy on Institutional Degrees and Credits*.

[Regulation citations: 600.2 (definition of credit hour); 602.16(a)(1)(viii); 602.24(e), (f); 668.2; 668.9.]

Conclusion Check-Off (mark one):

- The team has reviewed the elements of this component and has found the institution to meet the Commission's requirements.
- The team has reviewed the elements of this component and has found the institution to meet the Commission's requirements, but that follow-up is recommended.
- The team has reviewed the elements of this component and found the institution does not meet the Commission's requirements.

Narrative (add space as needed):

Transfer Policies

Evaluation Items:

- Transfer policies are appropriately disclosed to students and to the public.
- Policies contain information about the criteria the institution uses to accept credits for transfer.
- The institution complies with the Commission *Policy on Transfer of Credit*.

[Regulation citations: 602.16(a)(1)(viii); 602.17(a)(3); 602.24(e); 668.43(a)(ii).]

Conclusion Check-Off (mark one):

- The team has reviewed the elements of this component and has found the institution to meet the Commission's requirements.
- The team has reviewed the elements of this component and has found the institution to meet the Commission's requirements, but that follow-up is recommended.

_____ The team has reviewed the elements of this component and found the institution does not meet the Commission’s requirements.

Narrative (add space as needed):

Distance Education and Correspondence Education

Evaluation Items:

_____ The institution has policies and procedures for defining and classifying a course as offered by distance education or correspondence education, in alignment with USDE definitions.

_____ There is an accurate and consistent application of the policies and procedures for determining if a course is offered by distance education (with regular and substantive interaction with the instructor, initiated by the instructor, and online activities are included as part of a student’s grade) or correspondence education (online activities are primarily “paperwork related,” including reading posted materials, posting homework and completing examinations, and interaction with the instructor is initiated by the student as needed).

_____ The institution has appropriate means and consistently applies those means for verifying the identity of a student who participates in a distance education or correspondence education course or program, and for ensuring that student information is protected.

_____ The technology infrastructure is sufficient to maintain and sustain the distance education and correspondence education offerings.

_____ The institution demonstrates compliance with the Commission *Policy on Distance Education and Correspondence Education*.

[Regulation citations: 602.16(a)(1)(iv), (vi); 602.17(g); 668.38.]

Conclusion Check-Off (mark one):

_____ The team has reviewed the elements of this component and has found the institution to meet the Commission’s requirements.

_____ The team has reviewed the elements of this component and has found the institution to meet the Commission’s requirements, but that follow-up is recommended.

_____ The team has reviewed the elements of this component and found the institution does not meet the Commission's requirements.

Narrative (add space as needed):

Student Complaints

Evaluation Items:

_____ The institution has clear policies and procedures for handling student complaints, and the current policies and procedures are accessible to students in the college catalog and online.

_____ The student complaint files for the previous six years (since the last comprehensive evaluation) are available; the files demonstrate accurate implementation of the complaint policies and procedures.

_____ The team analysis of the student complaint files identifies any issues that may be indicative of the institution's noncompliance with any Accreditation Standards.

_____ The institution posts on its website the names of associations, agencies and government bodies that accredit, approve, or license the institution and any of its programs, and provides contact information for filing complaints with such entities.

_____ The institution demonstrates compliance with the Commission *Policy on Representation of Accredited Status* and the *Policy on Student and Public Complaints Against Institutions*.

[Regulation citations: 602.16(a)(1)(ix); 668.43.]

Conclusion Check-Off (mark one):

_____ The team has reviewed the elements of this component and has found the institution to meet the Commission's requirements.

_____ The team has reviewed the elements of this component and has found the institution to meet the Commission's requirements, but that follow-up is recommended.

_____ The team has reviewed the elements of this component and found the institution does not meet the Commission's requirements.

Narrative (add space as needed):

Institutional Disclosure and Advertising and Recruitment Materials

Evaluation Items:

_____ The institution provides accurate, timely (current), and appropriately detailed information to students and the public about its programs, locations, and policies.

_____ The institution complies with the Commission *Policy on Institutional Advertising, Student Recruitment, and Representation of Accredited Status*.

_____ The institution provides required information concerning its accredited status as described above in the section on Student Complaints.

[Regulation citations: 602.16(a)(1))(vii); 668.6.]

Conclusion Check-Off (mark one):

_____ The team has reviewed the elements of this component and has found the institution to meet the Commission's requirements.

- _____ The team has reviewed the elements of this component and has found the institution to meet the Commission’s requirements, but that follow-up is recommended.
- _____ The team has reviewed the elements of this component and found the institution does not meet the Commission’s requirements.

Narrative (add space as needed):

Title IV Compliance

Evaluation Items:

- _____ The institution has presented evidence on the required components of the Title IV Program, including findings from any audits and program or other review activities by the USDE.
- _____ The institution has addressed any issues raised by the USDE as to financial responsibility requirements, program record-keeping, etc. If issues were not timely addressed, the institution demonstrates it has the fiscal and administrative capacity to timely address issues in the future and to retain compliance with Title IV program requirements.
- _____ The institution’s student loan default rates are within the acceptable range defined by the USDE. Remedial efforts have been undertaken when default rates near or meet a level outside the acceptable range.
- _____ Contractual relationships of the institution to offer or receive educational, library, and support services meet the Accreditation Standards and have been approved by the Commission through substantive change if required.
- _____ The institution demonstrates compliance with the Commission *Policy on Contractual Relationships with Non-Regionally Accredited Organizations* and the *Policy on Institutional Compliance with Title IV*.

[Regulation citations: 602.16(a)(1)(v); 602.16(a)(1)(x); 602.19(b); 668.5; 668.15; 668.16; 668.71 et seq.]

Conclusion Check-Off:

- _____ The team has reviewed the elements of this component and has found the institution to meet the Commission's requirements.
- _____ The team has reviewed the elements of this component and has found the institution to meet the Commission's requirements, but that follow-up is recommended.
- _____ The team has reviewed the elements of this component and found the institution does not meet the Commission's requirements.

Narrative (add space as needed):

AP 4105 Distance Education

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a distance education or correspondence education courses is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student at the time of registration, a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any.

The Chief Instructional Officer shall utilize secure credentialing/login and password to authenticate or verify the student's identity. As they emerge, the District shall utilize new or more effective technologies and practices to verify student identification.

The Chief Instructional Officer shall establish procedures for providing a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any, to each student at the time of registration.

Definition: Distance education means instruction in which the instructor and student are separated by distance and interact synchronous or asynchronous through the assistance of communication technology.

Course Approval: Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distance education.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedures 4020, Program and Curriculum Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

Certification: When approving distance education courses, the Curriculum Committee will certify the following:

Course Quality Standards: The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses.

Course Quality Determinations: Determinations and judgments about the quality of the distance education course are made with the full involvement of the Instructional Dean, Program Faculty/Coordinator, and the Curriculum Committee. The same



AP 4105 Distance Education

standards of course quality shall be applied to distance education as are applied to traditional classroom courses (Title 5 Section 55207).

Instructor Contact: Each section of the course that is delivered through distance education will include regular effective contact between instructor and students.

Duration of Approval: All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

References: Title 5 Section 55200 et seq.;
U.S. Department of Education regulations on the Integrity of Federal
Student Financial Aid Programs under Title IV of the Higher Education Act
of 1965, as amended;
34 Code of Federal Regulations Part 602.17

Approved: 2/8/13

College	ADT's Offered (Active)	ADT's Required (CA Ed Code Section 66746(b))	Administration of Justice	Agriculture Animal Sciences	Agriculture Business	Agriculture Plant Science	Anthropology	Art History	Biology	Business Administration	Chemistry	Child and Adolescent Development	Communication Studies	Computer Science	Early Childhood Education	Economics	Elementary Teacher Education	English	Environmental Science	Film & Television and Electronic Media	Geography	
BARSTOW	9																					
CHAFFEY	29	1									D											
CITRUS	19	1					D							D		D						
COPPER	16																					
CRAFTON HILLS	25																					
DESERT	33	1																				
MORENO VALLEY	16	1																				
MT. SAN ANTONIO	19																				D	
MT. SAN JACINTO	21																					
NORCO	18																					
PALO VERDE	5																					
RIVERSIDE CITY	22																					D
SAN BERNARDINO	19	1												D								
VICTOR VALLEY	11	1		D																		

College	Geology	Global Studies	History	Hospitality Mgmt.	Journalism	Kinesiology	Law, Public Policy and Society	Mathematics	Music	Nutrition and Dietetics	Philosophy	Physics	Political Science	Psychology	Public Health Science	Social Work and Human Services	Social Justice Studies	Sociology	Spanish	Studio Arts	Theater Arts	
BARSTOW																						
CHAFFEY																						
CITRUS									D		D											
COPPER MOUNTAIN																						
CRAFTON HILLS																						
DESERT																						
MORENO VALLEY																						D
MT. SAN ANTONIO																						D
MT. SAN JACINTO																						
NORCO																						D
PALO VERDE																						
RIVERSIDE CITY																						D
SAN BERNARDINO																						
VICTOR VALLEY																						

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 4, 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 AP 4024)

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 AAll
- 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 AAll
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 AAll 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.