

CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204
FONTANA CAMPUS, FNAC 100
CHINO CAMPUS, CHMB 143
TELECONFERENCE #6759
SUMMARY NOTES
May 10, 2017
1:30pm-3:00pm

Members Present:

Andrew Schnurr, Visual & Performing Arts
Angela Burk-Herrick, Mathematics & Science
Annette Henry, Kinesiology, Nutrition, & Athletics
Ardon Alger, Faculty Senate President
Cherlou Opulencia, Counseling
David Schlanger, Catalog/Schedule Coordinator
Elaine Martinez, Kinesiology, Nutrition, & Athletics
Jason Chevalier, Dean, Visual & Performing Arts
John Machado, Visual & Performing Arts
Kathy Lucero, Admissions and Records
Linda Marcotte, Social & Behavioral Sciences
Maria-Isabella Sandoval, Student Representative
Marie Boyd, Curriculum Chair
Marlene Soto, Health Sciences

Megan Keebler, Instructional Support
Meridith Randall, Associate Superintendent of Instruction and Institutional Effectiveness
Michael Escobosa, Health Sciences
Rob Kopp, Mathematics & Science
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
Wanda Baker, Business & Applied Technology

Members Absent:

Charmaine Phipps, Language Arts
Julie Song, Social & Behavioral Sciences

Lucy Serrano, Counseling
Patricia Bopko, Financial Aid

Guests:

Cory Schwartz, Dean of Social and Behavioral Sciences and Kinesiology, Nutrition, and Athletics

Helen Leung, Counseling
Misty Burrue, Visual and Performing Arts

1. **Call To Order/New Committee Members:** The meeting was called to order at 1:39pm. The Chair thanked Dr. Randall for providing the committee with lunch. She also introduced Stephen Shelton as the new Vice Chair for Curriculum.
2. **Review and Approval of April 26, 2017 Expanded Summary Notes:** The summary notes were approved 20/0/0 with the change of listing John Machado under the appropriate school of Visual and Performing Arts.
3. **Discussion Items:**
 - 3.1. **Distance Education Addendum:** Tabled.
 - 3.2. **MATH-3:** Tabled.
 - 3.3. **Noncredit Conference:** Tabled
 - 3.4. **AP 4021 (Handout):** Tabled.
 - 3.5. **Election Results:** Below is the results of newly elected members and returning members for the upcoming year.
 1. **Business and Applied Technology:** Tracy Kocher
 2. **Chino Representatives:** Michael Escobosa and Mark Forde
 3. **Health Sciences:** Jeffrey Laguna
 4. **Instructional Support:** Megan Keebler
 5. **Kinesiology, Nutrition, and Athletics:** Annette Henry
 6. **Language Arts:** Stephen Calebotta (Stephen Shelton will sub for Stephen C. while he is on sabbatical this upcoming spring semester).
 7. **Social and Behavioral:** Naomi McCool
 8. **Student Services:** Helen Leung
 9. **Visual and Performing Arts:** Andrew Schnurr and John Machado

- 4. Interdisciplinary Studies:** The Chair shared that there were not enough readers to have a committee vote for the proposals in the queue which led to a committee discussion. Misty Burrueel distributed a progress report and shared a summary of the discussions that occurred within the University Studies Workgroup. The first four pages of the report focus on identifying the need of these degrees, the design and development process, the compliance issues, the completion agenda and data, and recommendations based upon their discussion. The Workgroup discussion included Student Learning Outcomes, the assessment process, program review, whether or not deactivations are needed, and determining if guided pathways is a possible solution. Misty shared that the workgroup acknowledges that counselors do not have a tool to help identify the UC, Private, and Out-of-State transfer requirements that these degrees may pertain to. Misty explained that Jeff Moser provided a helpful view of how a counselor creates an educational plan for a student who plans to transfer to a UC; however, she feels there needs to be further discussion with the counselors. The Counseling Faculty and Discipline faculty need to work together on developing these degrees and deciding who is responsible for creating and reviewing them. Misty also suggested that the College Planning Council and Enrollment Success Management should weigh in on these degrees from an institutional perspective. This was also previously recommended by the 2015 Curriculum Workgroup. She concluded by sharing the Workgroup's recommendations: the degrees should be deactivated while discipline faculty help facilitate the creation of the replacement degrees using Guided Pathways as the infrastructure of these degrees. She believes these pro should go through the new Program Initiation process.

The Chair thanked Misty and her workgroup for the report and their work. She also summarized the timeline of discussions and actions taken by the Curriculum Committee this academic year.

1. Last Spring 2016, the Curriculum Committee decided to deactivate the degrees in the beginning of October 2016 with intent of creating replacement degrees.
2. During the Fall, the committee recognized that the Accreditation team would be visiting the college the first week in October and decided to post-pone action on these degrees.
3. The committee was also waiting for guidance from the State and the Program Course and Approval Handbook.
4. On January 18, 2017 the committee agreed to change the titles of the degrees and remove transfer language from the description.
5. The workgroup lead by Misty was then created.
6. The retitled degrees, with new descriptions, were launched into Curricunet.
7. Degrees cleared tech review and went to the Curriculum Committee for review.
8. As of May 10th, only three curriculum committee members had completed reviews.

When discussion resumes in the Interdisciplinary Studies degrees in the Fall, faculty will have the benefit of several new college tools and information:

- May 24 – Bakersfield College training on Guided Pathways
- Newly approved AP 4021 – Education Program Viability with approval flowchart and form
- Draft version of AP 4023 – Education Program Initiation – has yet to begin the shared governance process
- Release of the Program & Course Approval Handbook, 6th edition from the Board of Governors

In addition, the Chair and Dr. Randall will be serving on a statewide workgroup in multidisciplinary degrees. The start date for this work group has yet to be established.

- 5. Board Report:** There is no Board Report for May as the committee did not approve any proposals for first and second reading at the April 26, 2017 Curriculum Meeting.

6. Curriculum Inventory:

6.1. New Course Submissions

1. ESL-502
2. GERO-407
3. IM-608
4. IM-610
5. IM-611
6. IM-612
7. IM-613

8. IM-614

6.2. New Program Submissions

1. Paralegal Studies A.S.

6.3. Program Modification Submissions

1. Accounting A.S.
2. Accounting Certificate of Achievement
3. Child Development A.S.

4. Electronic Health Records Specialist Certificate of Career Preparation (will become Certificate of Achievement when approved by Chancellor's Office)
5. Industrial Electrical Technology Level II Certificate of Achievement
6. Inpatient Medical Coder Specialist Certificate of Achievement
7. Industrial Electrical Technology Level III Certificate of Achievement
8. Medical Biller Specialist Certificate of Career Preparation (will become Certificate of Achievement when approved by Chancellor's Office)
9. Outpatient Medical Coder Specialist Certificate of Achievement
10. Supply Chain Management A.S.
11. Theatre Performance A.A

6.4. Program Reactivation Submission

1. Medical Insurance Billing Specialist Certificate of Achievement

6.5. New Course Approvals:

1. AMT-400
2. BUSL-407
3. BUSMGT-470

6.6. Course Modification Approvals

1. BUSL-50
2. CUL-17
3. CUL-22
4. ENGL-1B
5. GERO-463
6. GUID-2

7. HOTFS-14
8. IET-415
9. IET-417
10. IET-420
11. NURADN-3
12. NURADN-3L
13. NURADN-6
14. NURADN-14
15. NURADN-14L
16. NURADN-26
17. NURADN-26L
18. NURADN-27
19. NURADN-27L
20. NURADN-34
21. NURADN-34L
22. NURADN-38
23. NURADN-38L
24. NURADN-45
25. NURADN-45L
26. NURADN-48
27. NURADN-48L
28. NURADN-50
29. NURADN-403
30. NURADN-404
31. NURADN-428
32. NURADN-550
33. NURADN-551
34. NURVN-421

6.7. Course Reactivation Approvals

1. BUSOTMD-408
2. BUSOTMD-410
3. BUSOTMD-420
4. BUSOTMD-430
5. BUSOTMD-440

Please note the Course Deactivations will take place in the inventory after MIS reporting is completed in an effort to reduce MIS reporting errors.

7. Miscellaneous: None.

8. Consent Agenda: The consent agenda was approved 18/0/0.

8.1. Per faculty request, the Pre-Law Certificate of Achievement is now titled "Pathway to Law School" Certificate of Achievement.

8.2. The Curriculum Committee By-Laws have been amended to make the Associate Superintendent of Instruction a non-voting member.

8.3. Per Faculty request, the TOP Code for ESL-502 has been changed to 4931.00 and the SAM Code is D-Possibly Occupational.

8.4. Per Chancellor's office revision request, the units for the Leadership and Criminal Justice have been changed to reflect the true unit value of the degree. The units changed from 18 units to 18-20 units. This was updated in Curricunet, Curriculum Inventory, and the Chancellor's Office Narrative.

8.5. Culinary Course Changes:

1. CUL-17: Per faculty request, the Curriculum Office removed the co-requisite of CUL-442 and kept CUL- 15 as the prerequisite to the course.
2. CUL-22: Per faculty request, the Curriculum Office removed HOTFS-10 as a pre-requisite and kept CUL-17 as a pre-requisite.
3. CUL-440: Per faculty request, the Curriculum Office removed CUL-15 as a two-way co-requisite.

4. CUL-442: Per faculty request, the Curriculum Office removed CUL-15 as a pre-requisite and changed CUL-17 from a co-requisite to a pre-requisite.
5. CUL-444: Per faculty request, the Curriculum Office removed CUL-15 as a pre-requisite and kept CUL-17 as a pre-requisite.

9. Old Business

New Courses: Second Reading

DANCE-25	<p>Dance Conditioning and Somatic Techniques</p> <p>Both the Kinesiology, Nutrition, and Athletics and the Visual and Performing Arts Departments shared concerns of and support for approval of this course. This course has presented a discipline placement issue between the two departments that led to a committee vote. 5/8/2017 <i>Originator made the following changes to this course: title, description, content, and objectives.</i></p> <p><i>Dean Chevalier spoke with the Kinesiology, Nutrition, and Athletics department in regards to this course and its transfer status to receiving institutions. As a result, changes to this course were made to better align with the four year institutions.</i></p>	Approval: 18/0/0
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Course Modifications with DE: Second Reading

ENGL-33	Introduction to Poetry: <i>Per faculty, SLOs were updated.</i>	Approval: 19/0/0
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10. New Business

New Courses: First Reading

THEATRE-8	<p>Voice and Movement for the Actor</p> <p><i>Based upon the Articulation Officer's research, this course does not have course to course articulation anywhere and Solano Community College just deactivated a similar course. Further discussion is needed to determine the purpose and program applicability of this course.</i></p>	Approval: Tabled
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Course Modifications: First Reading

ACCTG-70	<p>Cost Accounting</p> <p><i>Needs third out of class assignment.</i></p>	Approval: Tabled
AUTOTEC-10	<p>Service and Repair</p> <p><i>Needs third out of class assignment.</i></p>	Approval: Tabled
AUTOTEC-422	<p>Fuel, Ignition, and Emission Control Systems</p> <p><i>Needs third out of class assignment.</i></p>	Approval: Tabled
FIRETEC-420	<p>Fire Inspector 1A – Duties and Administration</p> <p><i>Need to check on removal of ENGL-475 and advisories need to be edited.</i></p>	Approval: Tabled

THEATRE-50	Main Stage Production Workshop I	Approval: Tabled
THEATRE-51	Main Stage Production Workshop II <i>Description needs to be different from Theatre-50.</i>	Approval: Tabled

Course Modifications: First and Second Reading

ACCTG-1A	Financial Accounting	Approval: 20/0/0
ACCTG-1B	Managerial Accounting	Approval: 20/0/0
ACCTG-430	Accounting for Governmental and Not-for-Profit Organizations	Approval: 20/0/0
ACCTG-435	Payroll Accounting	Approval: 20/0/0
ACCTG-460	Commercial Accounting Software	Approval: 20/0/0
ACCTG-480	Applied Accounting I	Approval: 20/0/0
ACCTG-481	Applied Accounting II	Approval: 20/0/0
ACCTGFS-440	Introduction to Financial Planning	Approval: 20/0/0
ACCTGFS -442	Fundamentals of Finance and Investing	Approval: 20/0/0
ACCTGFS -453	U.S. and California Income Tax Preparation	Approval: 20/0/0
ACCTGFS -465	Financial Accounting for the Non-Accounting Major	Approval: 20/0/0
AUTOTEC-15	Auto Electricity and Electronics	Approval: 20/0/0
AUTOTEC-407	Introduction to Hybrid Vehicles	Approval: 20/0/0
AUTOTEC-416	Basic Automotive Air Conditioning Systems	Approval: 20/0/0
AUTOTEC-417	Brakes	Approval: 20/0/0
AUTOTEC-418	Suspension and Steering Systems	Approval: 20/0/0
AUTOTEC-423	Engine Management Systems and Drivability	Approval: 20/0/0
AUTOTEC-427	Engine Operation and Service	Approval: 20/0/0
AUTOTEC-429	Advanced Automotive Electrical Systems	Approval: 20/0/0
AUTOTEC-430	Engine Rebuilding - Upper Engine	Approval: 20/0/0
AUTOTEC-431	Engine Rebuilding - Lower Engine	Approval: 20/0/0
AUTOTEC-432	Manual and Automatic Transmissions, Transaxles and Drive Trains	Approval: 20/0/0
AUTOTEC-435	High Performance Engine Rebuilding and Blueprinting	Approval: 20/0/0
AUTOTEC-443	Engine and Emission Control Training Level 1	Approval: 20/0/0
AUTOTEC-450	General Automotive Technician A	Approval: 20/0/0

AUTOTEC-455	General Automotive Technician B	Approval: 20/0/0
BUSMKT-13	Professional Selling	Approval: 20/0/0
BUSOT-410A	Microsoft Office Publisher-Specialist	Approval: 20/0/0
BUSOT-410B	Microsoft Office Publisher-Expert	Approval: 20/0/0
CIS-420	Computer Security Basics	Approval: 20/0/0
CIS-431	Project Management for Information Technology	Approval: 20/0/0
CISNTWK-413	TCP/IP <i>Remove laboratory assignments from Methods of Instruction and Evaluation</i>	Approval: 20/0/0
CJ-459	Women and the Criminal Justice System <i>Missing out of class assignment and acronym change from CRSCI-409 and CJ-459.</i>	Approval: 20/0/0
EMT-405	Emergency Medical Responder <i>Angela Burk-Herrick thanked Jim for inputting all his SLOs into TaskStream for all of his courses. Typos need to be corrected.</i>	Approval: 20/0/0
EMT-411	Emergency Medical Technician <i>Typos need to be corrected.</i>	Approval: 20/0/0
FIRETEC-1	Principles of Emergency Services	Approval: 20/0/0
FIRETEC-2	Fire Behavior and Combustion	Approval: 20/0/0
FIRETEC-3	Fire Protection Systems	Approval: 20/0/0
FIRETEC-4	Building Construction for Fire Protection	Approval: 20/0/0
FIRETEC-5	Fire Prevention	Approval: 20/0/0
FIRETEC-6	Apparatus and Equipment	Approval: 20/0/0
FIRETEC-7	Strategies and Tactics	Approval: 20/0/0
FIRETEC-10	Wildland Fire Control	Approval: 20/0/0
FIRETEC-421	Fire Inspector 1B- Fire and Life Safety	Approval: 20/0/0
FIRETEC-422	Fire Inspector 1C-Field Inspection	Approval: 20/0/0
FIRETEC-423	Fire Inspector 1D: Field Inspection-California Specific	Approval: 20/0/0
PS-4	Political Theory <i>Needs critical thinking assignment</i>	Approval: 20/0/0
PS-7	International Relations	Approval: 20/0/0

Course Modifications with DE: First and Second Reading

BUSMKT-40	Marketing Principles	Approval: 19/0/1
BUSOT-40A	Beginning Computer Keyboarding	Approval: 19/0/1
BUSOT-50	Filing and Records	Approval: 19/0/1
CIS-4	Fundamentals of Microsoft Window	Approval: 19/0/1
CIS-50	Introduction to Computer Networks	Approval: 19/0/1
COMSTD-14	Oral Interpretation of Literature	Approval: 19/0/1

Courses: Distance Education

CDE-430A	Infant and Toddler: Group Caregiving I	Approval: 19/0/1
COMSTD-4	Fundamentals of Interpersonal Communication	Approval: 19/0/1
HNS-400	Introduction to Homeland Security	Approval: 19/0/1
HNS-401	Intelligence Analysis and Security Management	Approval: 19/0/1
HNS-402	Transportation and Border Security	Approval: 19/0/1

New Programs: Final Reading

Interdisciplinary Studies: Arts and Humanities	A.A.	Approval: Tabled See agenda item #4
Interdisciplinary Studies: Business and Technology	A.A.	Approval: Tabled See agenda item #4
Interdisciplinary Studies: Mathematics and Science	A.A.	Approval: Tabled See agenda item #4
Interdisciplinary Studies: Social and Behavioral Sciences	A.A.	Approval: Tabled See agenda item #4
Pathway to Law School	Certificate of Achievement	Approval: 18/0/0

11. Adjournment: The meeting was adjourned at 3:07pm.

Attendance and Vote Count-5/10/2017

***ALL COURSES WERE APPROVED FOR FIRST AND SECOND READING. THE PROGRAM AND DISTANCE EDUCATION COURSES WERE APPROVED FOR FINAL READINGS.**

Name	In attendance	Summary Notes	CONSENT AGENDA	DANCE-25 2 nd Reading	ENGL-33 2 nd Reading	ACCTG-1A	ACCTG-1B	ACCTG-430	ACCTG-435	ACCTG-460	ACCTG-480	ACCTG-481	ACCTGFS-440	ACCTGFS-442	ACCTGFS-453	ACCTGFS-465	AUTOTEC-15	AUTOTEC-407	AUTOTEC-416
Andrew Schnurr	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Angela Burk-Herrick	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Annette Henry	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Ardon Alger	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Charmaine Phipps																			
Cherlou Opolencia	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
David Schlanger	X	X	X	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
Jason Chevalier	X	X	X	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	X	X
Julie Song																			
Linda Marcotte	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Lucy Serrano																			
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	X	X	X
Michael Escobosa (Via Teleconference-CHMB 143)	X	X	X	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	X	X
Sean Stratton	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Shelly Marcus (Via Teleconference-FNAC 100)	X	X	X	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	X	X	X
Tracy Kocher	X	X	X	X	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	X	X
Wanda Baker	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Total Counts	20	20	18	18	19	20	20	20	20	20	20	20	20	20	20	20	20	20	20

Non-Voting	
Kathy Lucero	x
Marie Boyd	x
MariaIsabell Sandoval	x
Meridith Randall	x
Patricia Bopko	
Sharon Awad	x

Guests
Cory Schwartz
Helen Leung
Misty Burruel
Stephen Shelton (as new Vice Chair)

