CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204
FONTANA CAMPUS, FNAC 100
CHINO CAMPUS, CHMB 143
SUMMARY NOTES
October 12, 2016
1:30pm-3:00pm

Members Present:

Andrew Schnurr, Visual & Performing Arts	Marlene Soto, Health Sciences
Angela Burkherrick, Mathematics & Science	Meridith Randall, Associate Superintendent of Instruction
Annette Henry, Kinesiology, Nutrition, & Athletics	and Institutional Effectiveness
Ardon Alger, Faculty Senate President	Rob Kopp, Mathematics & Science
Charmaine Phipps, Language Arts	Sean Stratton, Articulation Officer
Cherlou Opulencia, Counseling	Sharon Awad, Administrative Assistant II, Curriculum
David Schlanger, Catalog/Schedule Coordinator	Shelley Marcus, Library Learning Resources
Elaine Martinez, Kinesiology, Nutrition, & Athletics	Stephen Calebotta, Language Arts
Jason Chavalier, Dean, Visual & Performing Arts	Tom Vitzelio, Instructional Support
Lucy Serrano, Counseling	Tracy Kocher, Business & Applied Technology
Marie Boyd, Curriculum Chair	Wanda Baker, Business & Applied Technology

Members Absent:

Daniel Jacobo, Visual & Performing Arts	Linda Marcotte, Social & Behavioral Sciences
Julie Song, Social & Behavioral Sciences	Michael Escobosa, Health Sciences
Kathy Lucero, Admissions and Records	Patricia Bopko, Financial Aid

1. **Call To Order/New Committee Members:** The meeting was called to order at 1:34p.m. The Curriculum Chair introduced Andrew Schnurr who will fill in for John Machado for the School of Visual and Performing Arts.

2. **Review and Approval of September 28, 2016 Expanded Summary Notes:** The summary notes were approved 19/0/1.

3. **Discussion Items:**

   3.1. **Low Unit Certificate Policy Final Wording (Handout AP 4100):** The Chair presented a handout that drafted the wording for the Low Unit Certificate Policy. She also shared Citrus Community College's Administrative Policy (AP) 4100. Chaffey College's AP 4100 guidelines were also attached in the agenda to compare the policies between the two colleges. A discussion ensued on whether or not Chaffey's AP 4100 should include similar language to Citrus' AP 4100. Chaffey's AP 4100 lacks a residency requirement and percentage for low unit certificate completion. Faculty could decide to allow more of the courses to be approved above the 50% requirement on a case by case basis. Annette Henry questioned if the committee is hoping to adopt all six of Citrus' policies; the Chair clarified that we are focusing on the language of residency and generating a percentage, but the committee may discuss all six points. The Articulation Officer (AO) noticed that the committee should reference the "Skill Awards" of Citrus AP 4100 which equates to our low-unit certificate definition. After further discussion centered on the language of a policy, Chaffey's policy should include the following language, "Students must complete at least 50% of the course work at Chaffey College. The 50% requirement may be waived by the discipline faculty." The AO shared that the database that transcript evaluators use is updated yearly with the changes given to them by the AO. The Chair will continue to work on this with the AO and bring another copy of the policy to the next meeting.

   3.2. **Distance Education-Robust Addenda (Handout AP 4105 and "Best Practices" Recommendations Regular Effective Contact):** The Chair shared a document created by the Distance Education (DE) Department that details best practices for regular effective contact in a DE course. These "Best Practices" will address some of the issues in the recent accreditation tea's recommendation on the college's approach to Distance Education in terms of Effective Instructor Contact. Dr. Randall elaborated on the team's recommendation pointing to which bullets in the document the team referenced:

   - Participate actively in class threads. *Facilitate but don't dominate the discussions*. Make discussion forums an opportunity for students to think critically about and interact with course content and with other students. Use feedback to clarify concepts and facts. Instructors may want to ask follow-up

questions to elicit responses from students. *Faculty should always be "visible" (even if in a minor way) in each week's lecture thread/discussion forum to let students know that the faculty member is "listening."*

- Respond to all student inquires within the time frame identified in course "housekeeping" documents (usually within 48 hours), even if it is just to let the student know that the instructor is working on the issue and will get back to the student in due time. If the instructor will be unavailable or absent for any period greater than the time frame identified in the "housekeeping" documents, she or he should indicate the duration to the students in advance (if possible).

The accreditation team's recommendation came from their review of Moodle and noticed that these bullets were not represented for the online portion of DE. The team appreciated the way faculty post discussion questions on a weekly basis, but the response from the faculty member beyond giving the response is missing. The team wants to know how faculty members interact with the entire class, online, as opposed to individual emails. There needs to be the same level of interaction with the online portion and the face-to-face portion for hybrid courses. Dr. Randall shared that training may be needed to help facilitate the process of faculty engaging in and responding to prompts. Committee members who teach DE shared some of their practices for engagement in online discussions. The Chair presented a solution that the Curriculum Committee can revise the current DE addendum checklist in Curricunet that prompts faculty to address their role in online discussions. The Chair believes this revision will prompt faculty to formally discuss practices they are currently using in the courses. Committee members feel that this process should be in partnership with the Distance Education committee and the Faculty evaluation process. The Chair believes this recommendation from the team provides a good opportunity for professional development and encouraged faculty to take the "At-One" Training for Distance Education. The Chair also suggested that when courses are up for modifications, any courses with DE addenda must be modified simultaneously. This means that DE addenda will be subject to regular reviews – every two years for CTE courses and every six years for all other courses. Dr. Randall summarized the discussion to present the following solutions: (1) Professional Development for Faculty on Distance Education; (2) Updating the DE Addenda checklist to incorporate additional components to address the aforementioned bullet points; and (3) During the Evaluation process for faculty, evaluators have an understanding of what to look for in DE delivery and instruction. The Chair motioned to approve updates to the DE addenda when courses are up for modification. The motion was approved 17/0/1. The Chair also asked for volunteers to look at the DE Addenda Checklist and Best Practices to create a newly advised DE addenda to advertise to faculty. Wanda Baker, Elaine Martinez, Robert Kopp, and Tracy Krocher volunteered to work on this. The Chair will share the above discussion with Faculty Senate. Dr. Randall will bring this idea and discussion to the Deans' meeting as well.

3.3. Curriculum Office Review of Two and Six-Year Updates: TABLED

3.4. Accreditation Debrief: The Chair expressed how pleased she was with the committee members who sat with our Accreditation team last Wednesday. Dr. Randall extended her thank you to the committee and shared that the team was very pleased with the committee. Faculty Senate President, Ardon Alger, commended the Chair for the work she has done for the committee and her preparation for the team visit.

4. **Articulation Report:** The AO attended the Southern California Intersegmental Articulation Council (SCIAC). The AO shared with Shelley Marcus that there is update on online textbooks from the UC system. The UC will accept online textbooks and open educational resources as long as they are stable and publicly available as published textbooks. CSU East Bay estimated that 500 students out of their whole incoming class were awarded Associate Degree Transfers (ADTs), about half of these degrees have been verified. Out of these verified degrees, Business, Psychology, Administration of Justice, Sociology, and Communications Studies represent the majority of the disciplines awarded for the ADTs. The CSUs also shared that some CSU's will accept a "C-" grade for English Freshman Composition, while others will not. The AO also shared that in order for our courses to be approved for UC Transfer, the courses' textbooks must be updated, clear lab manuals must be presented, and courses must be non-CTE in nature. The UC Transfer Pathways will now allow for more course to course articulations. The pathways serve as road maps for intended majors that allow students to graduate in that major from any UC. He also shared there are new CTE programs of Agriculture, Office Technology, and Information Technology. Lastly, the AO shared that the state will now have an Assembly Bill (AB 1985) for Advanced Placement Exams for Community College Standards effective Fall 2017. This AB presents the same acceptance score of Advanced Placements Exams for all colleges.

5. **University Studies: TABLED**

6. **Regional Consortium Approvals: TABLED**

6.1. EMT and the Fire Technology, Fire Inspector Certificates were approved for 2nd and final reading.

7. Board Report

Courses – Modifications

	Discipline	Course ID	TOP Code	Title	Units
1.	Visual and Performing Arts	ART-478	1030.00	Illustration on the Computer	3
2.	Visual and Performing Arts	ART-482	0614.00	Editing Digital Media	4
3.	Visual and Performing Arts	ART-484	0614.00	Motion Graphic Detail	4
4.	Mathematics and Science	BIOL-1	0401.00	General Biology	4
5.	Mathematics and Science	BIOL-10	0401.00	Concepts in Biology	3
6.	Mathematics and Science	BIOL-12	0401.00	Introduction to Human Genetics	3
7.	Mathematics and Science	BIOL-14	0837.00	Health Science	3
8.	Hospitality Management	HOTFS-17	1306.30	Principles of Food Preparation	3
9.	Hospitality Management	HOTFS-21	1307.10	Purchasing, Cost Controls, and Menu Planning	3
10.	Hospitality Management	HOTFS-428	1307.00	Human Resources Management in Hospitality	3
11.	Interior Design	ID-16	1302.00	Quick Sketching for Interior	2.5
12.	Interior Design	ID-17	1302.00	Introduction to Lighting	3
13.	Interior Design	ID-21	1302.00	Space Planning	3
14.	Interior Design	ID-22	1302.00	Interior Design Materials	3
15.	Health Sciences	NURAST-420L	1230.80	Principles of Fire and Emergency Services Safety and Survival	1
16.	Health Sciences	NURAST-450	1230.30	Professional Development for the Nursing Assistant	1

Courses – Distance Education

	Discipline	Course ID	TOP Code	Title	Units
1.	Business Management	BUMGT-11	0506.50	Retail Merchandising and Management	3
2.	Business Management	BUSMGT-40	0506.00	Introduction to Management	3

Courses – Deactivations

	Discipline	Course ID	TOP Code	Title	Units
1.	Counseling and Matriculation	DPS-575	4930.30	Problem Solving/Job Readiness	1
2.	Business and Applied Technology	FIRETEC-8	2133.00	Fire Ground Hydraulics	3
3.	Business and Applied Technology	FIRETEC-402	2133.50	Basic Incident Command Systems	1
4.	Business and Applied Technology	FIRETEC-406	2133.00	Hazardous Materials	2

Programs of Study – Modifications

	Program of Study	AA/AS/C	TOP Code	Title	Units
1.	Business and Applied Technology	Certificate of Career Preparation	0708.10	CISCO CCNA Examination Preparation Level 1	7
2.	Hospitality Management	Certificate of Achievement	1306.30	Culinary Arts	27-30
3.	Business and Applied Technology	Certificate of Achievement	2133.00	Fire Prevention Inspector	18.5
4.	Business and Applied Technology	Certificate of Achievement	0514.00	Microsoft Office	25.5
5.	Business and Applied Technology	Certificate of Achievement	0514.00	Microsoft Office Excel Applications	13.5-14.5
6.	Business and Applied Technology	A.S. Degree	0514.00	Professional Administrative Assistant	36
7.	Business and Applied Technology	Certificate of Achievement	0514.00	Professional Administrative Assistant	36
8.	Business and Applied Technology	Certificate of Achievement	0514.40	Professional Office Management	33
9.	Business and Applied Technology	Certificate of Career Preparation	0709.00	Web Page Developer Level One	9

Programs of Study – Deactivations

	Program of Study	AA/AS/C	TOP Code	Title	Units
1.	Business and Applied Technology	Certificate of Achievement	0506.40	Small Business Entrepreneur Level 1	18-19

8. Curriculum Inventory:
   8.1. Submittals Awaiting Approvals

   Programs-Modifications:
   Drafting Technician: Architectural A.S.
   Drafting Technician: Architectural Certificate
   Elementary Teacher Education A.A.-T
   Engineering A.S.
   Fashion Merchandising A.S
   Fashion Merchandising Certificate of Achievement
   Hospitality Management: Food Service A.S.
   Hospitality Management: Food Service Certificate of Achievement
   Hospitality Management: Hotel Management A.S.
   Hospitality Management: Hotel Management Certificate of Achievement
   Journalism Certificate of Achievement
   Nursing: ADN A.S. Degree
   Small Business Entrepreneur A.S.

9. Miscellaneous: TABLED
   9.1. C-ID Handout

10. Old Business

   10.1.   Consent Agenda: TABLED

      10.1.1. HOTFS-17: Content and Course Objectives Edited.

   Course Modifications: 2nd Reading

BUSOT-60B	Microsoft Office Word	Curricunet glitch on the advisory. Curricunet has been contacted and resolutions are in progress.	Approvals: Tabled
HOTFS-482	Industry Internship: Hospitality Management	References to work in the classroom were changed.	Approvals: 17/0/1
ID-25	Interior Design Management	Comparable courses were suggested, but since a policy is not in place, this is not a requirement.	Approval: 17/0/1
NURVN-417A	Critical Thinking and the Nursing Process I	Letter grade was reinserted.	Approval: 17/0/1

New Courses: 2nd Reading

FIRETEC-11	Legal Aspects of Emergency Services	Corrected typo in content area. "Unitid" to "United".	Approvals: 18/0/0

11. New Business

New Courses: First Reading

FIRETEC-12	Occupational Safety and Health for Emergency Services: Advisory Glitch with FIRETEC-11	Approval: 18/0/0

Course Modifications: First Reading and Second Reading

BIOL-30	Beginning Medical Terminology	Approval: 18/0/0
ID-30	Advanced Design Studio: Comparable courses were suggested, but since a policy is not in place, this is not a requirement.	Approval: 18/0/0

Course Modifications: First Reading

MATH-520	Pre-Algebra	Approval: Tabled
NURAST-400	Nursing Assistant	Approval: 18/0/0
NURAST-400L	Nursing Assistant Laboratory	Approval: 18/0/0

Course: Distance Education

BUSMGT-44	Introduction to Human Relations	Approval: Tabled
BUSMKT-40	Marketing Principals	Approval: Tabled
CHIN-1	Elementary Mandarin Chinese: ***Request for Change (Dean):*** Have you discussed regular, effective contact? The hybrid portion of this class cannot be correspondence by email as you mention but has to have active, effective instruction via Moodle. Have you spoken to anyone about the DE addendum? You may want to speak with Doug who is doing one for Spanish.	Approval: Tabled
COMSTD-4	Fundamentals of Interpersonal Communication	Approval: Tabled
MATH-61	Pre-Calculus	Approval: Tabled
PHOTO-1	History of Photography	Approval: Tabled
PHYS-5	The Idea of Physics	Approval: Tabled

SPAN-1	Elementary Spanish I ***Request for discussion:*** Has the Spanish department established how students in the total online course will be able to complete the 10 hours of supplemental learning? This will be an issue is the student taking the course does not have convenient access to a Success Center.	Approval: Tabled
SPAN-2	Elementary Spanish II ***Request for discussion:*** Has the Spanish department established how students in the total online course will be able to complete the 10 hours of supplemental learning? This will be an issue is the student taking the course does not have convenient access to a Success Center.	Approval: Tabled

Program Modifications: Final Reading

Political Economics	A.A Degree	Approval: 18/0/0
Professional Office Management	A.S. Degree	Approval: 18/0/0

12. Adjournment: The meeting was adjourned at 3:02p.m.

Attendance and Vote Count-10/12/2016

Name	In attendance	Meeting Minutes	DE ADDENDA MODIFICATIONS	FIRETEC-11 2ND READING	HOTFS-482 2ND READING	ID-25 2ND READING	NURVN-417A 2ND READING	BIOL-30 1ST AND 2ND READING	ID-30 1ST AND 2ND READING	FIRETEC-12 1ST READING	NURAST-400 1ST READING	NURAST-400L 1ST READING	POLITICAL ECONOMICS FINAL READING	PROFESSIONAL OFFICE MANAGEMENT FINAL READING
Andrew Schnurr	X	X	A	X	A	A	A	X	X	X	X	X	X	X
Angela Burk-Herrick	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Annette Henry	X	X	X											
Ardon Alger	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
Cherlou Opulencia	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Daniel Jacobo														
David Schlanger	X	A	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
Jason Chevalier	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Julie Song														
Linda Marcotte														
Kathy Lucero														
Lucy Serrano	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
Meridith Randall	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Michael Escobosa (Via Teleconference -CHMB 143)														
Patricia Bopko														
Rob Kopp	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
Shelly Marcus (Via Teleconference -FNAC 100)	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
Tom Vitzelio	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
Wanda Baker	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Total Counts	19	19	19	18	18	18	18	18	18	18	18	18	18	18

Non Voting	
Marie Boyd	X
Sharon Awad	X

Guests

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

Members Present:

Angela Burkherrick, Mathematics & Science	Michael Escobosa, Health Sciences
Annette Henry, Kinesiology, Nutrition, & Athletics	Rob Kopp, Mathematics & Science
Charmaine Phipps, Language Arts	Sean Stratton, Articulation Officer
Cherlou Opulencia, Counseling	Sharon Awad, Administrative Assistant II,
Daniel Jacobo, Visual & Performing Arts	Curriuclum
Elaine Martinez, Kinesiology, Nutrition, & Athletics	Shelley Marcus, Library Learning Resources
Jason Chavalier, Dean, Visual & Performing Arts	Stephen Calebotta, Language Arts
Linda Marcotte, Social & Behavioral Sciences	Tracy Kocher, Business & Applied Technology
Lucy Serrano, Counseling	Wanda Baker, Business & Applied Technology
Marie Boyd, Curriculum Chair	

Members Absent:

Andrew Schnurr, Visual & Performing Arts	Meridith Randall, Associate Superintendent of
Ardon Alger, Faculty Senate President	Instruction and Institutional Effectiveness
Arsalan Khan, ASCC	Julie Song, Social & Behavioral Sciences
David Schlanger, Catalog/Schedule Coordinator	Marina Jimenez, ASCC
Marlene Soto, Health Sciences	Tom Vitzelio, Instructional Support

Guests:
Kathy Lucero, Director of Admissions and Records

1. **Call To Order/New Committee Members:** The meeting was called to order at 1:39p.m. Director of Admissions and Records, Kathy Lucero, was introduced to the committee.

2. **Review and Approval of September 14, 2016 Expanded Summary Notes:** The Expanded Summary Notes were approved 13/0/0.

3. **Consent Agenda:** The consent agenda was approved 13/0/0.

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

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

Post Production Editing CA	Change from CCP to CA	None	Admin change (certificate type revision needed in CurricUNET) **COMPLETED 9/12**
Screenwriting CA	Change from CCP to CA	None	Admin change (certificate type revision needed in CurricUNET) **COMPLETED 9/12**
Television and Video Production CA	Change from CCP to CA	None	Admin change (certificate type revision needed in CurricUNET) **COMPLETED 9/12**

3.2. Addition of two texts to satisfy C-ID approval for CINEMA-22:
    3.2.1. Friedmann, Anthony. Writing For Visual Media. (4th/e). Focal Press, 2014.
    3.2.2. Hilliard, Robert L. Writing for Television, Radio, and New Media. (11th/e). Cengage, 2014.

3.3. NF-15 C-ID Changes: The originator of the course added metabolic pathways to both lipids and protein to ensure metabolism of lipids and proteins are reviewed. It was also clarified that students learn food sources of micronutrients.

4. **The Role of Curriculum in Institutional Financial Aid Eligibility- Kathy Lucero, Director of Admissions and Records:** The Curriculum Chair, the Administrative Assistant for Curriculum, the Dean of Counseling and Matriculation, Amy Nevarez, the Director of Admissions and Records, Kathy Lucero, and the Director of Financial Aid, Patricia Bopko, attended the "The Role of Curriculum in Institutional Financial Aid Eligibility" workshop on September 22, 2016. The underlying theme of the workshop was that the partnership between Admissions and Records, Financial Aid, and Curriculum Office is crucial for maintaining federal funds for Chaffey College's programs. Director of Financial Aid, Patricia Bopko, generates a report known as the Program Participation Agreement (PPA) which is used by the U.S. Department of Education to assess a school's financial aid responsibility; moreover, it serves as an agreement that the school will comply with all Federal Student Aid laws, regulations, and policies. Director of Admissions and Records, Kathy Lucero, shared that the Catalog, Curriculum Inventory, and PPA all must be aligned due to the tremendous effect on Financial Aid eligibility. Kathy must maintain admissions applications, majors offered, and graduation records from semester to semester which is why the alignment is crucial for her area. To help facilitate the partnership, the Chair presented an extension to the curriculum approval process in CurricUNET to include the Governing Board approval, Regional Consortium approval, Chancellor's Office approval dates. The system will then generate an email notification to Financial Aid, Admissions and Records, and Counseling. This results in CurricUNET serving as a more streamlined tool that can be utilized amongst the different departments on campus.

5. **Discussion Items:**

    5.1. Amending the By-Laws to add an Admissions and Records and Financial Aid representatives to the committee: The Chair proposed adding the Director of Admissions and Records, Kathy Lucero, and the Director of Financial Aid, Patricia Bopko, or their representatives to be voting members on the Curriculum Committee. The amendment and additions were approved 14/0/0.

    5.2. New Curriculum Inventory: The Administrative Assistant for Curriculum shared the information presented at a webinar hosted by the California Community Colleges Education Planning Initiative (EPI) and the California

Community Colleges Chancellor's Office in regards to the new Curriculum Inventory. During the webinar, presenters briefly described and showed the new roles being added to the curriculum inventory. Currently there is read only access and super administrative access which is titled as CIO access. The new system will have reader access, submitter access, district administrative access, college administrative access, and super administrative access. The new user roles include multiple layers and access points that allow one user to perform different tasks in different roles under the same login.

The new system will be launched in four phases: (1) first testing phase at the Chancellor's Office, pilot college testing (small pool) phase, limited availability phase where colleges can access some features, and then the final conversion phase aimed to take place the end of February or the beginning of March.

Additional new features:
- Save at different steps in addition to whole document saving.
- The COR can be typed manually or uploaded as before. Other Curriculum Specialists questioned the efficiency of this and the true benefit behind this feature. Instead, many specialists suggested a multiple upload feature for programs of study.
- Email notifications will be sent to the colleges when there is a rejection or approval.

Data migration is expected to take place mid-March in which all archived files and data fields will be moved over to the new system. The CCCEPI hopes to eventually do a full integration between local college systems (i.e. Curricunet) and the Curriculum Inventory. Future trainings and webinars will be provided.

5.3. Low Unit Certificate: The Articulation Officer expressed his desire to generate a policy regarding residency for the low unit certificates. Counselor, Cherlou Opulencia, shared Citrus College's policy that fifty percent of the units must be completed at the campus, but for many certificates, equivalencies may be determined on case by case by the department. The AO shared that Moreno Valley College and Santa Monica College have a similar policy in place. The Chair proposed a general guideline that fifty percent of the units must be taken at Chaffey. Angela Burkherrick added that a petition process should be partnered with this policy. The policy is as follows: Students must complete 50% of the units here at Chaffey for a low unit certificate. In the event of a student challenge, a department may override any decision. This policy will be published in the College's Catalog and possibly as an Administrative Policy. A finalized copy of the policy will be presented at the next curriculum meeting. The policy as discussed was approved 15/0/0.

5.4. Accreditation: The Accreditation team would like to meet with the Curriculum Committee on Wednesday, October 5, 2016 from 11:00a.m.-11:30a.m. Nine members volunteered to attend the meeting. The Chair handed out "Ten Helpful Phrases for the Accreditation Visit" to help the committee prepare for the visit.

6. **University Studies:** The Chair presented an email sent by former Curriculum Committee member Jeff Moser for review of his suggestions presented in the email. The email documented language from the Program Course and Approval Handbook (PCAH) and program of study samples he suggested satisfy that language. In addition, the Chair distributed Title 5 regulations that address the concerns and samples presented by Jeff. One sample presented an area of emphasis with different course TOP codes which not in alignment with Title 5 language (§55063). After discussion of the samples and Title 5 regulations, the AO suggested that Jeff design a degree for Curriculum Committee review and extended the invitation to all departments to create degrees that can be vetted by the Curriculum Committee. The Chair asked that these drafted degrees be presented and discussed at the October 26, 2016 meeting to meet the November 7 deadline. The Chair will send a link to the TOP Code Directory to the committee and counselors to guide the creation of drafts.

7. **Curriculum Inventory**
7.1. Submittals Awaiting Approvals

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

Programs-New:

Film, Television, and Electronic Media A.S.-T

Programs-Modifications:
Chemistry A.S.-T
Drafting Technician: Architectural A.S.
Drafting Technician: Architectural Certificate
Elementary Teacher Education A.A.-T
Engineering A.S.
Fashion Merchandising A.S
Fashion Merchandising Certificate of Achievement
History A.A-T
Hospitality Management: Food Service A.S.
Hospitality Management: Food Service Certificate of Achievement
Hospitality Management: Hotel Management A.S.
Hospitality Management: Hotel Management Certificate of Achievement
Journalism Certificate of Achievement
Nursing: ADN A.S. Degree
Small Business Entrepreneur A.S.

8. **Miscellaneous**

9. **Old Business**

Course Modifications: 2nd Reading

BIOL-1	General Biology	No changes requested.	Approval: 16/0/0
BIOL-10	Concepts in Biology	No changes requested.	Approval: 16/0/0
BIOL-12	Introduction to Human Genetics	No changes requested.	Approval: 16/0/0
BIOL-14	Health Science	No changes requested.	Approval: 16/0/0
NURAST-420L	Home Health Aide Laboratory: Corrected Out-of-Assignments typo.	No changes requested.	Approval: 16/0/0

10. **New Business**

New Courses

FIRETEC-11	Legal Aspects of Emergency Services: Corrected "united".	Approval: 16/0/0

Course Modifications: First and Second Reading

HOTFS-17	Principals of Food Preparation	Approval: 1st and 2nd 16/0/0
HOTFS-21	Purchasing, Cost controls, and Menu Planning	Approval: 1st and 2nd 16/0/0
HOTFS-428	Human Resources Management in Hospitality	Approval: 1st and 2nd 16/0/0
ID-16	Quick Sketching for Interior	Approval: 1st and 2nd 16/0/0
ID-17	Introduction to Lighting	Approval: 1st and 2nd 16/0/0
ID-21	Space Planning	Approval: 1st and 2nd 16/0/0
ID-22	Interior Design Materials	Approval: 1st and 2nd 16/0/0

Course Modifications: First Reading

HOTFS-482	Industry Internship: Hospitality Management	Approval: 16/0/0

Course: Distance Education

BUSMGT-11	Retail Merchandising and Management	Approval: 16/0/0
BUSMGT-40	Introduction to Management	Approval: 16/0/0

Program Modifications: Final Reading

Fire Prevention Inspector	Certificate of Achievement	Approval: 16/0/0
Microsoft Office	Certificate of Achievement	Approval: 16/0/0
Microsoft Office Excel	Certificate of Achievement	Approval: 16/0/0
Professional Administrative Assistant	A.S. Degree	Approval: 16/0/0
Professional Administrative Assistant	Certificate of Achievement	Approval: 16/0/0
Professional Office Management	Certificate of Achievement	Approval: 16/0/0

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

Administrative Procedures Chapter 4, Instruction AP 4100 Graduation Requirements for Degrees and Certificates

Associate Degrees

For the Associate in Arts (A.A.) or Associate in Science (A.S.) degree, a student must demonstrate competence in reading, written expression, and mathematics. The Associate in Arts (A.A.) Degree or Associate in Science (A.S.) Degree will be awarded to any student upon satisfactory completion of all of the following requirements:

1. Competence in reading, written expression, and mathematics

    a. Math Competence – Proficiency in Mathematics may be satisfied by one of the following:

    i. Placement into MATH 25 or higher as determined by the Chaffey assessment process or

    ii. Successful completion (grade "C" or higher) of one of the intermediate algebra or higher level math or statistics courses listed here: MATH 425, 430, 4, 25, 31, 60, 61, 65A, 65B, 75, 81, 85; SOCIAL SCIENCE 10; STATISTICS 10

    b. Writing Competence – Proficiency in writing may be satisfied by the following:

    i. Successful completion of ENGLISH 1A (grade "C" or higher).

    c. Reading Competence – Proficiency in reading may be satisfied by one of the following:

    i. Placement into READING 1 or higher as determined by the Chaffey assessment process or

    ii. Completion of READING 550 or higher level of reading course with a grade of "C" or better.

2. Sixty (60) units of accredited lower division college credit in courses that have been properly approved pursuant to Title 5 Section 55002(a).

    • Foundational courses numbered in the 500's and 600's do not apply toward the 60 units required for graduation.

    • Students may petition to have noncredit courses counted toward the satisfaction of requirement for an associate degree.

3. Major Requirement

    Completion of at least 18 units with a grade of "C" or better in each courses attempted that is counted toward the major.

4. General Education

    • Completion of one of the following options:
    o Option I: 18 units as stipulated by the Chaffey College Catalog; or o Option II: 39 units stipulated by the CSU general education certification requirements; or
    o Option III: 34 units as stipulated by the completion of the IGETC.

- There is no limit on the number of units that may count towards both general education and major requirements.

- Note: A multi-cultural (ethnic studies) course is offered in at least one of the general education areas listed above.

- A definition of "college work" that provides that courses acceptable toward the associate degree include those that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.

- The general education requirements must include course work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality.

- Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.

- District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the State Chancellor's Office.

5. Residence Requirement

   Successful completion of a minimum of 12 units in residence.

6. Scholarship Requirements

   All degree requirements including General Education must be completed with an overall grade point average of 2.0 ("C") or better. In addition, all courses that count toward the associate Degree major or area of emphasis must be satisfactory completed with grades of "A", "B", "C", or "P".

7. Transfer Units

   From U.S. accredited colleges: Credit for college-level courses completed at other accredited education institutions will be evaluated for content quality upon receipt of an official transcript and completion of a Request for Unit Evaluation form in the Admissions and Records Office. Full unit credit normally will be granted.

   From foreign colleges: Transcripts from foreign colleges and universities will be accepted only when evaluated by an evaluating service recognized by Chaffey College. Credits from an evaluation service are counted as earned credits only. Grade point averages from foreign institution are not included on the Chaffey academic transcript.

8. Graduation/Certificate Application

   Students must file a formal application for graduation in the College Counseling Center. Students may graduate at the end of any semester or summer session.

   Graduation requirement must come from a single catalog.

   A student who receives an associate degree may subsequently or simultaneously work on additional degrees.

9. Financial Responsibility

Student grades, transcripts, enrollment and degree verifications, diplomas, and registration privileges will be withheld pending settlement of any outstanding financial obligation to the District.

10. Multiple Majors

Within the graduation requirement for the associate degree at Chaffey College, it is possible for a student to complete the requirements for more than one major providing that minimum requirements are met for each major.

Associate Degrees for Transfer

The Associate Degree for Transfer will be awarded to any student upon satisfactory completion of the following requirements:

1. Minimum of 60 CSU-transferable semester units.

2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework.

3. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major. All courses in the major must be completed with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis.

4. General Education
   • Option I: 39 units as stipulated by the CSU general education certification requirements; or
   • Option II: 34 units as stipulated by the completion of the IGETC.

Certificates

1. Certificates of Achievement

Certificates of Achievement are state-approved certificate programs of study consisting of 12 or more units of degree-applicable coursework. These certificates appear by name on the student's transcript. These certificates must:

   • Be consistent with the mission of the District

   • Meet a demonstrated need

   • Be feasible and adhere to guidelines on academic achievement

   • Demonstrate a well-defined pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education. (Program and Course Approval Handbook)

A   Certificate of Achievement will be awarded upon satisfactory completion of the following requirements:

   a. Successful completion of a course of study (grade point average of 2.0 or higher) or curriculum that consists of 12 or more semester units of degreeapplicable credit coursework

b. An application for graduation/certificate together with relevant petitions and official transcripts by stipulated deadlines.

2. Certificates of Career Preparation

   Certificates of Career Preparation are locally-approved certificates programs of study consisting of fewer than 18 units of degree-applicable coursework. These certificates do not show up on a student's transcript. These certificates must:

   • Be consistent with the mission of the District

   • Meet a demonstrated need

   • Be feasible and adhere to guidelines on academic achievement

   • Not require California community College Chancellor's office approval

   • Demonstrate a well-defined pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education. (Program and Course Approval Handbook)

   A   Certificate of Career Preparation will be awarded upon satisfactory completion of the following requirements:

   a. Successful completion of a course of study or curriculum (grade point average 2.0 or higher) that consists of fewer than 18 or more semester units of degree-applicable credit coursework

   b. An application for graduation/certificate together with relevant petitions and official transcripts by stipulated deadlines.

Catalog Rights

Students who maintain continuous enrollment may elect to graduate under the requirement of the Chaffey College catalog in effect at the time of admission to Chaffey College or at the intended date of graduation from Chaffey College.

Continuous Attendance

Students who have maintained continuous attendance at any accredited college (attendance in at least one semester or two quarters, excluding summer sessions, each calendar year – January 1 through December 31 – as indicated on permanent record) have the option of meeting the current requirements or those in effect at the time continuous attendance began at Chaffey College.

Official Transcripts

In order to apply units completed at another institution toward a degree, official transcripts may be delivered by appropriate electronic means, mailed or hand delivered provided they arrive in an officially stamped and sealed envelope by the issuing institution. Official transcripts have an embossed or water seal.

Transcripts from colleges accredited by one of the regional accrediting associations will be evaluated upon student's request.

Transcripts from non-accredited colleges may be evaluated for prerequisite and course placement. Military service credits based on DD-214 are evaluated and posted upon request.

References: Title 5 Sections 55060 et seq.

Approved: 4/17/12

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