CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204
FONTANA CAMPUS, FNAC 100
CHINO CAMPUS, CHMB 143
TELECONFERNCE #6759
SUMMARY NOTES
September 13, 2017
1:30pm-3:00pm

Members Present:

Angela Burk-Herrick, Mathematics & Science
Annette Henry, Kinesiology, Nutrition, & Athletics
Charmaine Phipps, Language Arts
David Schlanger, Catalog/Schedule Coordinator
Elaine Martinez, Kinesiology, Nutrition, & Athletics
Helen Leung, Counseling
Jason Chevalier, Dean, Visual & Performing Arts
John Machado, Visual & Performing Arts
Kathy Lucero, Admissions and Records
Linda Marcotte, Social & Behavioral Sciences
Lucy Serrano, Counseling
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
Naomi McCool, Social and Behavioral Sciences
Sean Stratton, Articulation Officer
Sharon Awad, Administrative Assistant II, Curriculum
Stephen Calebotta, Language Arts
Stephen Shelton, Vice Chair
Vanessa Thomas, Business and Applied Technology, High
School Articulation
Wanda Baker, Business & Applied Technology

Members Absent:

Ardon Alger, Faculty Senate President
Daniel Jacobo, Visual and Performing Arts
Jeffrey Laguna, Health Sciences
Mark Ford, Chino Representative

Patricia Bopko, Financial Aid
Rob Kopp, Mathematics & Science
Shelley Marcus, Library Learning Resources
Tracy Kocher, Business & Applied Technology

Guests:
None

1. **Call To Order/New Committee Members:** The meeting was called to order at 1:35p.m.

2. **Public Comments:** No comment.

3. **Review and Approval of September 6, 2017 Expanded Summary Notes:** The summary notes were approved with the amendment of the Attendance and Vote Count sheet to reflect voting for Daniel Jacobo and not David Schlanger.

4. **Discussion Items:**

   4.1. **Curriculum Guidelines for Review:** Curriculum Committee members were asked to share their feedback on the drafted guidelines for curriculum development. The Chair shared that these Best Practices were created after the streamlining efforts were presented at the Curriculum Institute and from the discussions between the Vice President of Instruction, Meridith Randall, and the Deans.

      1. **Dean:** Dean Chevalier believed these guidelines represent the Deans' roles in curriculum correctly. The committee pointed out their appreciation for the language that explained what happens to a proposal if a Dean does not approve of it. A committee member suggested that the guidelines represent what an actual approval entails for each role. More feedback was given on minor errors and consistency issues throughout the guidelines.

The conversation turned to a generalized discussion of the roles. Suggestions were made to remove the common background information from each role and to create one "Background Information" document. Another suggestion was made to combine the guidelines for the Dean, Coordinator, Curriculum Representative, and Discipline review roles into an "Internal Review" guidelines sheet. Angela Burk-Herrick and Sean Stratton volunteered to help the Chair revise these documents.

2. **Coordinator**
3. **Curriculum Representative**
4. **Discipline Review**
5. **Technical Review Committee**
6. **Curriculum Committee Member**
7. **Others:**
   - 4.1.7.1. **Faculty**
   - 4.1.7.2. **Faculty Senate**
   - 4.1.7.3. **Governing Board**

4.2. **Curriculum Committee Goal-Guided Pathways (Packet):** The Chair shared a packet of informational items given by the Chancellor's Office on Guided Pathways. Chaffey College has implemented a Guided Pathways Faculty Inquiry Team (FIT) to produce campus research in partnership with Institutional Research. In addition, a Guided Pathways Home and Away team work as a committee to generate a plan for implementation. The Curriculum Committee's involvement in the Guided Pathways initiative is to be determined as more information is given.

4.3. **First and Second Reading Approvals (ASCC):** An email from the Chair of the Academic Senate for California Community Colleges Standards and Practices Committee was shared with the Curriculum Committee that verifies that a Curriculum Committee can do first and second readings in one setting.

4.4. **Adding a Faculty Member to the Curriculum Committee to Represent Workforce Preparation and act as the CTE Liaison:** The Chair suggested that this role remain to Associate Dean Vanessa Thomas as a voting member as this would still maintain a faculty majority in the committee. There was a unanimous vote to have Vanessa Thomas remain the Strong Workforce/CTE Representative without a faculty replacement.

5. **Miscellaneous:** The Curriculum Committee revisited the COOPED (Cooperative Education) discussion from the September 6, 2017 meeting. The need for a standardized approach to COOPED is highly requested due to departments implementing these courses differently. There is also a strong desire for one centralized location on campus to serve as the COOPED office. The Chair renamed the task force created last week: Marie Boyd, David Schlanger, Jason Chevalier, Vanessa Thomas, Linda Marcotte, Michael Escobosa, Mark Forde, and Jeffrey Laguna. This team is tasked with generating a Best Practice List for COOPED and curriculum design. Meeting dates and times are to be determined.

6. **Consent Agenda:** The consent agenda was approved with the removal of item 6.1. The Chinese courses in 6.1 were changed back to Roman Numerals in the title and French was changed to Roman Numerals in the title as well.

6.1. CHIN-1 title "Elementary Mandarin Chinese I" has been named "Elementary Mandarin Chinese 1"; CHIN-2 title "Elementary Mandarin Chinese II" has been named "Elementary Mandarin Chinese 2" in order to match the numbering in titles for all the Spanish courses and French courses per faculty request.

6.2. Items approved for first reading with clean proposals. This will serve as second reading.

New Courses:

WELD-70	Beginning Arc Welding

Course Modifications:

BUSMGT-45	Small Business Ownership and Management
CHIN-1	Elementary Mandarin Chinese I
CHIN-2	Elementary Mandarin Chinese II

FR-1	Elementary French I
FR-2	Elementary French II

Course Reactivations:

BUS-496 ABCD	Internships in Business

6.3. Course Modifications that only had textbook changes.

BIOL-23	General Microbiology
BIOL-23L	General Microbiology Laboratory

7. OLD BUSINESS:

Course Modifications: Second Reading

PHARMT-482	Clinical Externship *Pulled from the 9.6.17 agenda to discuss COOPED elements.*	Approval: Tabled

8. NEW BUSINESS:

Course Modifications: First and Second Reading

GERO-18	Aging and the Life Course	Approval: 17/0/0
GERO-405	Resources and Services for Older Adults	Approval: 17/0/0

Course Deactivations: Final Reading *No affected programs or courses to report.*

ART-410	Ceramic Glazes	Approval: 17/0/0
ART-412	Firing Techniques	Approval: 17/0/0
CISIWEB-436	Web Development: PHP/MySQL	Approval: 17/0/0
CISIWEB-438	Web Development: Ruby on Rails	Approval: 17/0/0
ESL-534	Intermediate Oral Communication	Approval: 17/0/0
ESL-536	Intermediate Reading and Vocabulary Skills	Approval: 17/0/0
ESL-538	Intermediate Writing and Grammar	Approval: 17/0/0
ESL-544	High-Intermediate Oral Communication	Approval: 17/0/0
ESL-546	High-Intermediate Reading and Vocabulary Skills	Approval: 17/0/0
ESL-548	High-Intermediate Writing and Grammar	Approval: 17/0/0
ESL-554	Advanced Oral Communication	Approval: 17/0/0
ESL-556	Advanced Reading and Vocabulary Skills	Approval: 17/0/0
ESL-558	Advanced Writing and Grammar	Approval: 17/0/0
ESL-640	Literacy-Level English	Approval: 17/0/0
ESL-641	Everyday English	Approval: 17/0/0
MATH-610	Preparation for the Study of Algebra	Approval: 17/0/0
MATH-625	Preparation for the Study of College Algebra	Approval: 17/0/0

9. Adjournment: The meeting was adjourned at 2:36p.m.

Name	Attendance	Summary Notes	Consent Agenda	Associate Dean as Voting Member	GERO-18	GERO-405	ART-10	ART-412	CISIWEB-436	CISIWEB-438	ESL-534	ESL-536	ESL-538	ESL-544	ESL-546	ESL-548	ESL-554	ESL-556	ESL-558	ESL-640
Angela Burk-Herrick	X	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	X
Ardon Alger																				
Charmaine Phipps	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Daniel Jacobo																				
David Schlanger	X	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	X	X	X	X
Helen Leung	X	X	X	X	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
Jeffrey Laguna																				
John Machado	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Linda Marcotte	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Lucy Serrano	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Mark Forde																				
Marlene Soto	X	X	X	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	X
Michael Escobosa	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Naomi McCool	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Rob Kopp																				
Sean Stratton	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Shelly Marcus																				
Stephen Calebotta	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Tracy Kocher																				
Vanessa Thomas	X			X																
Wanda Baker	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Total Counts	18	15	17	18	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17

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

Guests: None

Name	ESL-641	MATH-610	MATH-625
Angela Burk-Herrick	X	X	X
Annette Henry	X	X	X
Ardon Alger			
Charmaine Phipps	X	X	X
Daniel Jacobo			
David Schlanger	X	X	X
Elaine Martinez	X	X	X
Helen Leung	X	X	X
Jason Chevalier	X	X	X
Jeffrey Laguna			
John Machado	X	X	X
Linda Marcotte	X	X	X
Lucy Serrano	X	X	X
Mark Forde			
Marlene Soto	X	X	X
Megan Keebler	X	X	X
Michael Escobosa	X	X	X
Naomi McCool	X	X	X
Rob Kopp			
Sean Stratton	X	X	X
Shelly Marcus			
Stephen Calebotta	X	X	X
Tracy Kocher			
Vanessa Thomas			
Wanda Baker	X	X	X
Total Counts	17	17	17