CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204
FONTANA CAMPUS, FNAC 100
CHINO CAMPUS, CHMB 143
<mark>Teleconference x6759</mark>
SUMAMRY NOTES
April 3, 2019
1:30pm-3:00pm

Members Present:

Angela Burk-Herrick, Mathematics & Science	Marie Boyd, Curriculum Chair
Annette Henry, Kinesiology, Nutrition, & Athletics	Megan Keebler, Instructional Support
Charmaine Phipps, Language Arts	Misty Burruel, Faculty Senate President
Daniel Jacobo, Visual and Performing Arts	Naomi McCool, Social and Behavioral Sciences
Elaine Martinez, Kinesiology, Nutrition, & Athletics	Rob Kopp, Mathematics & Science
Helen Leung, Counseling	Ryan Sipma, Catalog and Schedule Coordinator
Jeffrey Laguna, Health Sciences	Sean Stratton, Articulation Officer
John Machado, Visual & Performing Arts	Shelley Marcus, Library Learning Resources
Kathy Lucero, Admissions and Records	Shireen Awad, Administrative Assistant II, Curriculum
Laura Hope, Interim, Associate Superintendent of Instruction and Institutional Effectiveness	Stephen Calebotta, Language Arts
	Stephen Shelton, Vice Chair
Linda Marcotte, Social & Behavioral Sciences	Tracy Kocher, Business & Applied Technology

Members Absent:

Lucy Serrano, Counseling	Patricia Bopko, Financial Aid
Mark Forde, Chino Representative	RuthAnn Garcia, Transfer Center
Marlene Soto, Health Sciences	Sherrie Loewen, Health Sciences
Michael Escobosa, Health Sciences	Vanessa Thomas, Business and Applied Technology

Guests:
Amy Nevarez, Counseling and Matriculation
Valeen Gonzales, Counseling

1. **Call To Order/New Committee Members:** The meeting was called to order at 1:40p.m.

2. **Public Comment:** The Administrative Assistant II for Curriculum announced to the guests that the curriculum meetings are recorded.

3. **Review and Approval of February 27, 2019 Expanded Summary Notes:** The summary notes were approved 14/0/0.

4. **Review and Approval of March 13, 2019 Expanded Summary Notes:** The summary notes were approved 14/0/0.

5. **Discussion Items:**

   5.1. **Possible New Software (Demonstrations):** The Curriculum Administrative Assistant announced that two companies have been invited to campus to demonstrate advanced curriculum software. CurriQunet META will be on campus on April 24, 2019 from 12:30-2:30 in WH-112 to demonstrate their curriculum and catalog software. CourseLeaf will be on campus on May 8, 2019 from 12:30-3:30 in WH-112 to demonstrate their curriculum, catalog, and scheduling software. She encourages as many people from different roles and departments to attend. There are seventy-five physical spaces in WH-112, but anyone can ZOOM into the demonstrations. She sent two separate emails on March 29, 2019 for attendees to RSVP to one or both of the demonstrations. All attendees will be given a digital survey to provide feedback that will aid in the decision process.

   5.2. **2019-2021 Curriculum Committee Members-** The returning Curriculum Committee members announced the status of the vacant positions for their schools.

1. **Business and Applied Technology (2019-2021):** Tracy Kocher will work with the Curriculum Chair to send out another memo to fill this position.
2. **Business and Applied Technology (Fill for 2018-2020):** Tracy Kocher will work with the Curriculum Chair to send out another memo to fill this position.
3. **Chino Representative:** The Chair will reach out to the Chino campus for a representative.
4. **Health Sciences:** Lisa Doget will be joining the committee.
5. **Instructional Support:** Megan Keebler will return.
6. **Kinesiology, Athletics, & Nutrition:** Candice Hines-Tinsley will be joining the committee.
7. **Language Arts:** Stephen Calebotta will return.
8. **Mathematics and Science:** Rob Kopp will return.
9. **Social and Behavioral Sciences:** Naomi McCool will continue to reach out to faculty in the department.
10. **Student Services:** Helen Leung and Dean Nevarez will reach out to faculty in the department.
11. **Visual and Performing Arts:** John Machado will send out an email to his department.

5.3. AB-705 Update and Regional Meeting: The Catalog and Schedule Coordinator reported on his and the Curriculum AAII's attendance at the recent ASCCC Data Revision Recoding Project Regional Meeting held on March 21. He reported the rubric for CB-21 (Prior to College Level) is being edited and reviewed by Math and English faculty across the state, CIOs, the Chancellor's Office, and the Academic Senate in light of AB-705. The rubric will be presented at the Spring Plenary for a vote.

In order to advance reporting for funding purposes, compliance measures, and the Student Centered Funding Formula, several new CB codes are proposed to be created. The new codes are CB-25, CB-26, and CB-27. CB-25 will identify GE requirement or local competency. CB-26 will indicate transfer type (major or elective) and where the course may be transferred to (CSU, UC, or other college). CB-27 will code support course type (support course or not a support course). The presenters at the workshop stated that there will be statewide training and webinars for all colleges once these codes are finalized.

5.4. Math and English Competency: Guest Amy Nevarez distributed a handout on the general education requirements and pointed to A2-Mathematics. She asked that the committee look at the prerequisites tied to transfer level classes that may prevent a student from transferring if the Intermediate Algebra component is not completed. Laura Hope responded by sharing that the Articulation Officer has done this and shared that prerequisites will not be an obstacle for the students to register with our placement process. Amy Nevarez shared that the way the students see the prerequisites is blocking them from registering. The Chair commented that we will take a look at the courses impacted by the AB-705 project last spring to reconcile any requisite or description issue that may impact student registration. The Chair suggested a curriculum workgroup partner with Amy and Valeen to fix any unintended impacts of the situation described above.

The Catalog's language will reflect the same language displayed in Title 5. The committee reviewed the proposed language below. Rob Kopp stated his concern about Algebra 1 being considered Intermediate Algebra as he feels the two are not equivalent. Rob shared that Algebra 2 is Intermediate Algebra. Laura Hope referenced the MMAP which states that Algebra 1 is Intermediate Algebra. The committee approved the below language 18/0/0.

1. Students shall obtain a satisfactory grade in a mathematics course at or above the level of the course typically known as Intermediate Algebra (e.g., Algebra 1, Integrated Math-1, or above from high school). The demonstration of this competency is locally determined.
2. Students shall obtain a satisfactory grade in an English course at the level of the course typically known as Freshman Composition (either Freshman Composition or another English course at the same level and with the same rigor, approved locally) that is comparable to satisfactory completion of the specified English course (English-1A or English-101), determined locally.

5.5. CTE AS Degree Description Explaining General Education: The Chair showed the committee the language the workgroup drafted to distinguish the descriptions between CTE A.S. Degrees and CTE Certificates in the same discipline. The committee suggested changing modern economy to contemporary economy along with some other minor changes. The committee approved 17/0/0 the following language to be added to CTE AS degrees:

1. *This A.S. degree includes coursework in General Education (English composition, arts and humanities, mathematics and natural sciences, and the social sciences) that provides a strong foundation in the major areas of human study and endeavor, as well as a greater understanding of and appreciation for the world, its people, and the contemporary economy. In addition, these general education courses will enhance communication skills, improve critical thinking skills and help with a professional career in _____.*

   5.6. University Studies (Sierra College Example): Tabled

6. Guided Pathways: Tabled

7. Miscellaneous: None

8. Consent Agenda: The consent agenda was approved 15/0/0.

   8.1. The following programs have switched from BUSOT to BUSTEC in Curricunet:
1. Professional Office Skills—Certificate
2. Microsoft Excel—Certificate
3. Microsoft Office—Certificate
4. BIW Stage One—Certificate
5. BIW Stage Two—Certificate

   8.2. The following programs have switch from BUSOTMD to BUSTECM in Curricunet:
1. Medical Insurance Billing Specialist
2. Outpatient Medical Coder Specialist
3. Medical Biller Specialist
4. Inpatient Medical Coder Specialist
5. Electronic Health Records Specialist

   8.3. Curricunet Glitch Fix
1. Changed MATH-3 to COMPSCI-4 in Physical Science A.S. Degree. MATH-3 was modified to COMSPCI-4 in 2017 and the modification should have automatically trickled down to the program.

   8.4. The description for the Nutrition and Dietetics AS-T approved by the Curriculum Committee on February 13, 2019 was edited to replace "transfer to a four year institution" with "transfer to a CSU" per Chancellor's Office request. The change has been made in the narrative, COCI, and Curricunet per faculty consent.

   8.5. Due to Chancellor's Office Approval, the following certificates can now be called Certificate of Achievements in Curricunet. This change has been made for:

1. Athletic Trainer Aide
2. Computer Game Development
3. Mechatronics Level II

   8.6. Per the Chancellor's Office Request, the Caregiving Essentials Certificate has changed from a Certificate of Competency to a Certificate of Completion with faculty consent. The narrative for the program has also been adjusted to remove competency and replace it with completion.

9. NEW BUSINESS:

<mark>**PACKAGE: Business: Legal Studies**</mark>

   New Courses: First and Second Reading

BUSL-496ABC	Internships in Paralegal	Approval: 18/0/0

   Program Modifications: Final Reading

Paralegal Studies	A.S.	Approval: 18/0/0
Paralegal Studies	Certificate of Achievement	Approval: 18/0/0

PACKAGE: Kinesiology

The discipline faculty discussed their concern about the request to add the sentence "This course is not intended for students participating in intercollegiate baseball" for KINACT-3A and "…for intercollegiate football" for KINACT-5A. Annette Henry and Elaine Martinez mentioned that this new addition seems exclusionary to athletes who play football and baseball who are Kinesiology majors. The Chair stated that the sentence is needed to ensure athletes are not exceeding their 175 hour limit to which Annette confirmed there is a detailed check to ensure this does not happen. Laura Hope emphasized that the state has been strict on repeatability and the hours for athletes and these courses may give the unintended impression to the state that football and baseball players may be receiving more hours than the limit should the statement be removed from the description. The Chair shared that the state will use the TOP Codes assigned to these courses to track and audit colleges' compliance with repeatability and the intercollegiate hour limit. Annette Henry expressed that there is no intent to give athletes opportunities to receive more hours and she and the department always maintain compliance with the state. The package has been tabled for further discussion.

New Courses: First Reading

KINACT-3A	Beginning Baseball	Tabled: 17/0/0
KINACT-5A	Beginning Flag Football	Tabled: 17/0/0
KINTM-17	Intermediate Dance/Spirit Team	Tabled: 17/0/0
KINTM-64A	Softball Strength and Conditioning for Athletes	Tabled: 17/0/0

Program Modifications: Final Reading

Physical Education	A.A.	Tabled: 17/0/0

NONPACKAGES:

Course Modifications w/ DE: First Reading

CIS-15	Introduction to Database & Database Management Systems	Approval: 17/0/0	Distance Education Hybrid/Online Approval: 17/0/0
ENGL-70A	World Literature I	Approval: 17/0/0	Distance Education Hybrid/Online Approval: 17/0/0
ENGL-70B	World Literature II	Approval: 17/0/0	Distance Education Hybrid/Online Approval: 17/0/0

Course Deactivations: Final Reading

GERO-407	Gerontology Career Cooperative Education	Approval: 17/0/0

New Programs: Final Reading

Radiologic Technology Skills Preparation	Certificate of Completion	Approval: 17/0/0

Program Modifications: Final Reading

Computer Information Systems	A.S.	Approval: 17/0/0
Computer Information Systems	Certificate of Achievement	Approval: 17/0/0

Program Deactivations: Final Reading

Earth Science	A.S.	Approval: 17/0/0
Education Paraprofessional Level I	Certificate of Career Preparation	Approval: 17/0/0

10. Adjournment: The meeting was adjourned at 2:55p.m.

Name	ATTENDANCE	Summary Notes 2/27/2019	Summary Notes 3/13/2019	Consent Agenda	Math and English Competency	CTE AS Description	BUSL-496ABC 1ST/2ND READING	PARALEGAL STUDIES AS FINAL READING	PARALEGAL STUDIES CA FINAL READING	KINACT-3A TABLED	KINACT-5A TABLED	KINTM-17 TABLED	KINTM-64A TABLED	PHYSICAL EDUCATION AA FINAL EADING TABLED	CIS-15 1ST READING	ENGL-70A 1ST READING	ENGL-70B 1ST READING
Angela Burk-Herrick	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
Charmaine Phipps	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Daniel Jacobo	X				X	X	X	X	X	X	X	X	X	X	X	X	X
Elaine Martinez	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Helen Leung	X	A	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								
John Machado	X	A	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
Lucy Serrano																	
Mark Forde																	
Marlene Soto																	
Megan Keebler	X	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	X	X	X
Naomi McCool	X				X	X	X	X	X	X	X	X	X	X	X	X	X
Rob Kopp	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
RuthAnn Garcia																	
Ryan Sipma	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
Shelley Marcus	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Sherrie Loewen																	
Stephen Calebotta	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
Vanessa Thomas																	
Total Counts	18	14	14	15	18	17	18	18	18	17	17	17	17	17	17	17	17

Non-Voting	
Kathy Lucero	X
Laura Hope	X
Marie Boyd	X
Patricia Bopko	
Sharon Awad	X
Stephen Shelton	X

Name	GERO-407 DEACTIVATION	RADIOLOGIC TECHNOLOGY FINAL READING	COMPUTER INFORMATION SYSTEMS AS FINAL READING	COMPUTER INFORMATION SYSTMES CA FINAL READING	EARTH SCIENCE DEATIVATION FINAL READING	EDUCATION PARAPROFESSIONAL LEVEL I FINAL READING
Angela Burk-Herrick	X	X	X	X	X	X
Annette Henry	X	X	X	X	X	X
Charmaine Phipps	X	X	X	X	X	X
Daniel Jacobo	X	X	X	X	X	X
Elaine Martinez	X	X	X	X	X	X
Helen Leung	X	X	X	X	X	X
Jeffrey Laguna						
John Machado	X	X	X	X	X	X
Linda Marcotte	X	X	X	X	X	X
Lucy Serrano						
Mark Forde						
Marlene Soto						
Megan Keebler	X	X	X	X	X	X
Michael Escobosa						
Misty Burruel	X	X	X	X	X	X
Naomi McCool	X	X	X	X	X	X
Rob Kopp	X	X	X	X	X	X
RuthAnn Garcia						
Ryan Sipma	X	X	X	X	X	X
Sean Stratton	X	X	X	X	X	X
Shelley Marcus	X	X	X	X	X	X
Sherrie Loewen						
Stephen Calebotta	X	X	X	X	X	X
Tracy Kocher	X	X	X	X	X	X
Vanessa Thomas						
Total Counts	17	17	17	17	17	17