

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

Teleconference x6759

SUMMARY NOTES

October 17, 2018

1:30pm-3:00pm

Members Present:

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

Misty Burrue, Faculty Senate President
Naomi McCool, Social and Behavioral Sciences
Rob Kopp, Mathematics & Science
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
Elaine Martinez, Kinesiology, Nutrition, & Athletics
Kathy Lucero, Admissions and Records
Lucy Serrano, Counseling
Marlene Soto, Health Sciences

Michael Escobosa, Health Sciences
Patricia Bopko, Financial Aid
RuthAnn Garcia, Transfer Center
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 1:34p.m.
2. **Public Comment:** No comment.
3. **Review and Approval of October 3, 2018 Expanded Summary Notes:** The summary notes were approved as amended 14/0/2 to Section 4.4.
4. **Discussion Items:**
 - 4.1. **Training Sheet for New Program Proposals and AP 4023 Education Program Initiation:** The Chair presented a training sheet she created to help guide faculty in the preparation for the Program Initiation Process. The committee expressed that a training sheet would be helpful and would like it to be more aligned with AP 4023. Dr. Randall and the Chair suggested that the committee review the sheet and bring back any revisions and/or additions to the next curriculum meeting. Discussion ensued about whether or not faculty should create new programs and new courses associated with those programs in Curricunet before, simultaneously, or after the Program Initiation process. The Faculty Senate President and Angela Burk-Herrick expressed their concern that the creation of new program curriculum in Curricunet before the Program Initiation Process may negatively affect a faculty member after investing that time should the proposal be denied in Program Initiation. Jeff Laguna shared that starting the curriculum in Curricunet before Program Initiation benefited his proposal in that he was able to prepare for any questions about the content of the curriculum. The Curriculum Administrative Assistant clarified that faculty currently have the option of not creating their curriculum beforehand, but have been free to do so; however, if curriculum is launched before, the proposal will not move through the curriculum process until Program Initiation is complete. She also shared that she

will help with technical accommodations in Curricunet once decisions are made about the training sheet and timeline for the process. Angela Burk-Herrick suggested that a workgroup discuss the training sheet as well as a timeline for the process. After further discussion, the workgroup was created to review the training sheet, review a timeline for the process, and revise AP 4023. The members of the workgroup will be Angela Burk-Herrick, Charmaine Phipps, Jeff Laguna, and Tracy Kocher. The committee also suggested that Dave Karp work with this group as well and that these revisions go through College Planning Council.

4.2. Noncredit in Guided Pathways and AB-705 (Senate Rostrum, April 2018): This is was an informational handout for the committee to read.

4.3. AP Credit Discussion (Cont.): Naomi McCool reported that she spoke to the Psychology and History faculty in regards to the AP Credit Score equivalency discussion at the October 3, 2017 meeting. The Psychology faculty would like to keep their equivalency score of a four and the History faculty is considering lowering the score to a three, but no final decision is made. Dr. Randall suggested that a research study could be given to see how students with a score of three in AP Psychology perform in comparison to students who have a score of four. Discussion ensued that a score of three for course equivalency may expedite student success in the perspective of Guided Pathways. Some committee members shared that they feel the decision should be under department control and perhaps a policy should be created on this. Dr. Randall will ask Jim Fillpot to do some further research on this.

5. Guided Pathways: None.

6. Miscellaneous: None.

7. Consent Agenda: None.

8. NEW BUSINESS:

New Course: First Reading

BUSTEC-650	WIOA 32-Hour Certificate of Competency	Approval: Tabled
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Course Modification with DE: First and Second Reading

GERO-22	Dying and Death	Modification Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
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Course Modification: First and Second Reading (Glitch Course)

CISNTWK-11	Microsoft Network Server	Approval: 16/0/0
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Program Deactivations: Final Reading

Professional Administrative Assistant	A.S. Degree	Approval: 15/0/1
Professional Administrative Assistant	Certificate of Achievement	Approval: 15/0/1

PACKAGE: Computer Information Systems

New Courses: First and Second Reading

CISNTWK-435	Introduction to the Linux Operating System	Approval: 16/0/0
CISNTWK-70	Virtualization and Cloud Essentials	Approval: 16/0/0

Program Modifications: Final Reading

Computer Information Systems	A.S. Degree	Approval: 16/0/0
Computer Information Systems	Certificate of Achievement	Approval: 16/0/0

PACKAGE: Gerontology-Noncredit

New Courses with Distance Education (Stand-Alone): First and Second Reading

GERO-662	Activity Coordinator Training	New Course Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
GERO-663	Social Work Designee/Assistant Training	New Course Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0

New Courses with Distance Education: First and Second Reading

GERO-600	Principles of Caregiving: Older Adults and Their Care	New Course Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
GERO-655	Resources and Services for Older Adults	New Course Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0

New Program: Final Reading

Caregiving Essentials	Certificate of Competency	Approval: 16/0/0
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Package: Nursing: Vocational Nursing

New Course: First and Second Reading

NURVN-600	NCLEX Review for VN Licensure Examination	Approval: 16/0/0
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Course Deactivation: Final Reading

NURVN-500	NCLEX Review for VN Licensure Examination	Approval: 16/0/0
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9. **Adjournment:** The meeting was adjourned at 2:42p.m.

Name	ATTENDANCE	SUMMARY NOTES	GERO-22 1 ST /2 ND READING	CISNTWK-11 1 ST /2 ND READING	PROFESSIONAL ADMIN ASSISTANT AS DEACTIVATION	PROFESSIONAL ADMIN ASSISTANT CA DEACTIVATION	CISNTWK-435 1 ST /2 ND READING	CISNTWK-70 1 ST /2 ND READING	COMPUTER INFROMATION SYSTEMS AS	COMPUTER INFORMATION SYSTEM CA	GERO-662 1 ST /2 ND READING	GERO-663 1 ST /2 ND READING	GERO-600 1 ST /2 ND READING	GERO-655 1 ST /2 ND READING	CAREGIVING ESSENTIALS	NURVN-600 1 ST /2 ND READING	NURVN-500 DEACTIVATION
Angela Burk-Herrick	X	A	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	X
Daniel Jacobo	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Elaine Martinez																	
Helen Leung	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Jeffrey Laguna	X	X	X	X	A	A	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
Linda Marcotte	X	X															
Lucy Serrano																	
Mark Forde	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
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	A	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
Rob Kopp	X	X	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
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																	
Wanda Baker																	
Total Counts	17	16	16	16	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