

**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 9, 2019

1:30pm-3:00pm

Members Present:

Angela Burk-Herrick, Curriculum Chair
Bruce Osburn, Business & Applied Technology
Candice Hines-Tinsley, Kinesiology, Nutrition, & Athletics
Charmaine Phipps, Language Arts
Daniel Jacobo, Visual & Performing Arts
Elaine Martinez, Kinesiology, Nutrition, & Athletics
Erik Kolb, Mathematics & Science
Jo Alvarez, SLO Facilitator, PSR Representative
Jonathan Ausubel, Distance Education Representative
Julie Law, Counseling
Kathleen Galipeau, Hospitality, Fashion, Interior Design, & Culinary

Kathy Lucero, Admissions & Records
Lisa Doget, Health Sciences
Megan Keebler, Instructional Support
Naomi McCool, Social & Behavioral Sciences
Nicole DeRose, Acting Faculty Senate President
Nicole Farrand, Visual & Performing Arts
Patricia Powell, Counseling
Rob Kopp, Mathematics & Science
RuthAnn Garcia, Transfer Center
Sean Stratton, Articulation Officer
Shelley Marcus, Library Learning Resources
Shireen Awad, Curriculum Specialist
Stephen Calebotta, Language Arts

Members Absent:

Christina McPeck, Social & Behavioral Sciences
Jeffrey Laguna, Health Sciences
Laura Hope, Interim, Associate Superintendent of Instruction and Institutional Effectiveness
Michael Escobosa, Health Sciences
Patricia Bopko, Financial Aid

Rob Rundquist, Interim Dean, Institutional Effectiveness and Intersegmental Partnerships
Ryan Sipma, Catalog & Schedule Coordinator
Sherrie Loewen, Health Sciences
Vanessa Thomas, Business & Applied Technology

Guests:

Eduardo Vasquez, Curriculum Chair, Barstow College
Luke Gunderson, Social and Behavioral Sciences

Mary Romero, Business & Applied Technology

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 September 25, 2019 Expanded Summary Notes:** The summary notes were approved 17/0/0.
4. **Consent Agenda:** None.
5. **Curriculum Proposals:**

New Courses w/ DE: First Reading

EMP-600	Adaptability on the Job	Approval: 18/0/0	Distance Education Approval Hybrid/Online: 18/0/0
EMP-601	Self-Awareness on the Job	Approval: 18/0/0	Distance Education Approval Hybrid/Online: 18/0/0

EMP-602	Digital Fluency on the Job	Approval: 18/0/0	Distance Education Approval Hybrid/Online: 18/0/0
EMP-603	Communication on the Job	Approval: 18/0/0	Distance Education Approval Hybrid/Online: 18/0/0
EMP-604	Collaboration on the Job	Approval: 18/0/0	Distance Education Approval Hybrid/Online: 18/0/0
EMP-605	Empathy on the Job	Approval: 18/0/0	Distance Education Approval Hybrid/Online: 18/0/0
EMP-606	Analysis/Solution Mindset on the Job	Approval: 18/0/0	Distance Education Approval Hybrid/Online: 18/0/0
EMP-607	Resilience on the Job	Approval: 18/0/0	Distance Education Approval Hybrid/Online: 18/0/0
EMP-608	Entrepreneurial Mindset on the Job	Approval: 18/0/0	Distance Education Approval Hybrid/Online: 18/0/0
EMP-609	Social/Diversity Awareness on the Job	Approval: 18/0/0	Distance Education Approval Hybrid/Online: 18/0/0

Course Modifications: First Reading

GEOL-1	Physical Geology	Approval: 19/0/0
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Course Modifications: First and Second Reading

CDE-3	Observation and Assessment	Approval: 19/0/0
SPAN-3SS	Spanish for Heritage Speakers I	Approval: 19/0/0

Course Modifications w/ DE: First and Second Reading

BIOL-22	Human Physiology	Approval: 19/0/0	Distance Education Approval Hybrid: 19/0/0
CHIN-1	Elementary Mandarin Chinese I	Approval: 19/0/0	Distance Education Approval Hybrid/Online: 19/0/0
CHIN-2	Elementary Mandarin Chinese II	Approval: 19/0/0	Distance Education Approval Hybrid/Online: 19/0/0
CHIN-3	Intermediate Mandarin Chinese I	Approval: 19/0/0	Distance Education Approval Hybrid/Online: 19/0/0
CHIN-4	Intermediate Mandarin Chinese II	Approval: 19/0/0	Distance Education Approval Hybrid/Online: 19/0/0
COMSTD-72	Logic and Argumentation	Approval: 19/0/0	Distance Education Approval Hybrid/Online:

			19/0/0
ENGL-1C	Introduction to Literature	Approval: 19/0/0	Distance Education Approval Hybrid/Online: 19/0/0
ENGL-32	Introduction to the Novel	Approval: 19/0/0	Distance Education Approval Hybrid/Online: 19/0/0
ENGL-80A	Survey of British Literature I	Approval: 19/0/0	Distance Education Approval Hybrid/Online: 19/0/0
ENGL-80B	Survey of British Literature II	Approval: 19/0/0	Distance Education Approval Hybrid/Online: 19/0/0
ENGL-81	Shakespeare	Approval: 19/0/0	Distance Education Approval Hybrid/Online: 19/0/0
GEOG-1	World Regional Geography	Approval: 20/0/0	Distance Education Approval Hybrid/Online: 20/0/0
GEOG-11	Human Geography	Approval: 20/0/0	Distance Education Approval Hybrid/Online: 20/0/0
GEOG-2	Global Climate Change: An Introduction to Weather and Climate	Approval: 20/0/0	Distance Education Approval Hybrid/Online: 20/0/0
GEOG-3	Geography of California	Approval: 20/0/0	Distance Education Approval Hybrid/Online: 20/0/0
GEOG-4	Physical Geography	Approval: 20/0/0	Distance Education Approval Hybrid/Online: 20/0/0
SPAN-13	Survey of Mexican Literature	Approval: 20/0/0	Distance Education Approval Hybrid/Online: 20/0/0
SPAN-14	Latin American Literature	Approval: 20/0/0	Distance Education Approval Hybrid/Online: 20/0/0

New Programs: Final Reading

Law, Public Policy, and Society	AA-T	Approval: 20/0/0
University of California Transfer Pathway: Chemistry	A.S.	Approval: 20/0/0

6. **DE Addendum Recommendations and Best Practices:** Jonathan Ausubel presented the Online Education Initiative's Course Design Rubric. Jon emphasized that there should be instructor initiated contact with students in both hybrid and fully online course. He shared a general principle that there are multiple means of contact throughout the semester for instructor-student contact and student-student contact. Jon focused on Section B: Instructor/Student Contact of the rubric which outlined the best elements for pre-course contact, regular effective contact, student-initiated contact, student-student contact, regular effective contact among students, and student participation level.

The Chair suggested that someone from the DE committee serve on the Technical Review Committee to completely vet DE proposals via the rubric presented.

7. **Curriculum Submissions Report:** The Curriculum Specialist announced that 276 proposals have been launched in the queue since August 2019. There are a total of 337 items in the queue including the items on today's agenda. She also shared that out of 440 courses due review per Title 5 this year, 215 courses still need to be updated. She will contact Deans and Coordinators about these updates.
8. **Curriculum Tip of the Day:** The Curriculum Specialist provided a breakdown of the second half of the COR elements required by Title 5 to guide curriculum members on what to review in their curriculum readings. She outlined elements for review in a course's content, objectives, methods of instruction, out-of-class assignments, methods of evaluation, and texts and supporting references.
9. **Discussion Items:**
 - 9.1. **Open Educational Resources Initiative (OERI) Events:** The Chair shared that there two events to discuss OER resources and needs. The event in Southern California is October 26, 2019 in Garden Grove.
 - 9.2. **Curriculum Representative Reviews:** The Curriculum Specialist reminded the Curriculum Representatives to wait 3-5 days before completing their reviews. In this review, they will check to see if a few discipline faculty have read the proposal. Since there are varying numbers of faculty in each discipline, a set number of reviews cannot be given for discipline review; however, faculty were informed via email that they have 3-5 days to do their discipline review.
10. **Floor Items:** None.
11. **Adjournment:** The meeting was adjourned at 3:00p.m.

Name	ATTENDANCE	Summary Notes 9/25/2019	EMP-600 1 st Reading	EMP-601 1 st Reading	EMP-602 1 st Reading	EMP-603 1 st Reading	EMP-604 1 st Reading	EMP-605 1 st Reading	EMP-606 1 st Reading	EMP-607 1 st Reading	EMP-608 1 st Reading	EMP-609 1 st Reading	CDE-3 1 st /2 nd Reading	GEOL-1 1 st /2 nd Reading	SPAN-3SS 1 st /2 nd Reading	BIOL-22 1 st /2 nd Reading	CHIN-1 1 st /2 nd Reading	CHIN-2 1 st /2 nd Reading
Bruce Osburn	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Candice Hines-Tinsley	X	X	X	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	X
Christina McPeck																		
Daniel Jacobo	X																	
Erik Kolb	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
Jeffrey Laguna																		
Jo Alvarez	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Julie Law	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Kathy Galipeau	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Lisa Doget	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
Michael Escobosa																		
Naomi McCool	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Nicole DeRose	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Nicole Farrand	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Patricia Powell	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
RuthAnn Garcia	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Ryan Sipma																		
Sean Stratton	X	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	X
Sherrie Loewen																		
Stephen Calebotta	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Total Counts	20	17	18	18	18	18	18	18	18	18	18	18	19	19	19	19	19	19

Quorum= 25/2=12.5+1=13.5=14

Non-Voting	
Angela Burk-Herrick	X
Kathy Lucero	X
Laura Hope	
Patricia Bopko	
Rob Rundquist	
Shireen Awad	X
Vanessa Thomas	
PSR Representative	
Student Representative	
DE Representative (Jonathan Ausubel)	X

