CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
SUMMARY NOTES
November 18, 2020
1:30pm-3:00pm
VIA ZOOM ONLY

MEETING LINK: https://cccconfer.zoom.us/j/99084848526
BY PHONE: +1 669 900 6833 (US Toll)
MEETING ID: 990 8484 8526

Members Present:

Angela Burk-Herrick, Curriculum Chair
Bruce Osburn, Business & Applied Technology
Candice Hines-Tinsley, Kinesiology, Nutrition, & Athletics
Carol Hutte, Library Learning Resources
Christina McPeck, Social & Behavioral Sciences
Daniel Jacobo, Visual & Performing Arts
Joan Godinez, Student Services
Joann Eisberg, Mathematics & Science
Jonathan Polidano, CTE Liaison
Julie Law, Articulation Officer
Kathy Galipeau, HFIC
Laura Hope, Associate Superintendent of Instruction
Lisa Doget, Heath Sciences

Mary Romero, Business & Applied Technology
Megan Keebler, Instructional Support
Naomi McCool, Social & Behavioral Sciences
Nicole Farrand, Visual & Performing Arts
Patricia Powell, Student Services
Rob Kopp, Mathematics & Science
Rob Rundquist, Dean Institutional Effectiveness/Intersegmental Partnerships
Ryan Sipma, Catalog & Schedule Coordinator
Sharon Alton, Language Arts
Sherrie Loewen, Dean of Health Sciences
Shireen Awad, Curriculum Specialist
Stephen Calebotta, Language Art

Members Absent:

Jo Alvarez, Outcomes and Assessment Facilitator
Jordan Hung, Health Sciences
Nicole DeRose, Acting Faculty Senate President
Patricia Bopko, Financial Aid

Kathy Lucero, Admissions & Records

Phil Roberts, Kinesiology, Nutrition, & Athletics
RuthAnn Garcia, Transfer Center

Guests:

Lauren Sanders, President/Student Trustee

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 21, 2020 Expanded Summary Notes:** The summary notes were approved 18/0/0.

4. **Curriculum Office Reports**

   4.1. **Curriculum Chair:** The Chair shared that courses that were offered in summer and/or fall 2020 via a DE modality, that have not been approved for a DE modality, must be launched and approved for DE by the Governing Board by December 2020. These courses will be fast tracked through the Tech Review process and will be read by the Curriculum Chair only. The courses will then appear on the consent agenda for the Curriculum Committee Review. This process reflects the same

process taken in Spring 2020 and is being implemented so the college can meet the December 2020 deadline for the Chancellor's Office Emergency DE Addendum.

4.2. **Curriculum Specialist:** As of the October 30, 2020 deadline, there were 290 courses submitted and 71 programs submitted. As of yesterday, there are 315 courses and 75 programs. The Curriculum Specialist reminded the Committee that the Curriculum Office and the Committee process curriculum throughout the academic year. The timelines established are for the catalog and schedule coordination. The Catalog and Schedule Coordinator can answer questions in regards to which curriculum will make the schedule or catalog.

The Specialist also reminded the Committee of the processing workflow of curriculum after curriculum committee approval that was shared at the retreat. Notices of Chancellor's Office (CO) approvals will no longer be sent to faculty, deans, and other members of the campus by the Specialist. In the past, this has caused great confusion in thinking that a course or program was ready to publicize and/or schedule. CO approval is actually the first step in moving towards scheduling and publication, and this cannot happen until the Catalog and Schedule Coordinator processes the curriculum. As a result, Ryan Sipma will be the one to inform faculty, deans, coordinators, AAlls, and Student Services of completed curricular changes.

4.3. **Catalog and Schedule Coordinator:** Ryan Sipma encouraged the committee to ask him any questions regarding the Scheduling and Catalog process.

4.4. **Articulation Officer:** No report.

4.5. **Chief Instructional Officer:** No report.

5. **Consent Agenda:** None

6. **Curriculum Proposals:**

Course Modifications w/ DE:

ASTRON-27	Life in the Universe	Approval: 19/0/0	Distance Education Approval Hybrid/Online: 19/0/0
CDE-23	Introduction to Children with Special Needs	Approval: 20/0/0	Distance Education Approval FO Emergency: 20/0/0
CDE-24W	Practicum I: Supervised Occupational Work Experience	Approval: 20/0/0	Distance Education Approval FO Emergency Only: 20/0/0
CDE-25W	Practicum II: Supervised Occupational Work Experience	Approval: 20/0/0	Distance Education Approval FO Emergency Only: 20/0/0
CDE-3	Observation and Assessment	Approval: 20/0/0	Distance Education Approval FO Emergency Only: 20/0/0
CDE-415	Dynamics of Play	Approval: 20/0/0	Distance Education Approval FO Emergency Only: 20/0/0
CDE-416	Brain Research and the Implications for Classroom Teaching	Approval: 20/0/0	Distance Education Approval FO Emergency Only: 20/0/0
CDE-6	Teaching in a Diverse Society	Approval: 20/0/0	Distance Education Approval Hybrid/Online: 20/0/0
CDE-7	Curriculum Development: The Creative Arts	Approval: 20/0/0	Distance Education Approval FO Emergency Only: 20/0/0

CDE-8	Curriculum Development: Math and Sciences	Approval: 20/0/0	Distance Education Approval FO Emergency Only: 20/0/0
ED-10	Elementary Classroom Fieldwork	Approval: 20/0/0	Distance Education Approval FO Emergency Only: 20/0/0
GEOG-5	Physical Geography Laboratory	Approval: 19/0/0	Distance Education Approval FO Emergency: 19/0/0
IET-484ABCD	Industrial Electricity Internship	Approval: 19/0/0	Distance Education Approval FO Emergency: 19/0/0
MATH-25	College Algebra *The Committee discussed the option of selecting multiple options for DE. The original intent is that options for DE are mutually exclusive. The Curriculum Office will program META so that one option is chosen, but will add additional options that cover different DE scenarios. For DE addenda, the Committee reviews whether the content/objectives can be met via a proposed online modality. The Committee stated that this conversation is more universal and should be discussed in Faculty Senate. The Chair will bring this to Faculty Senate.*	Approval: 20/0/0	Distance Education Approval FO Emergency Only: 20/0/0 DE Approval Hybrid Only: 20/0/0 DE Approval: Hybrid/Online: 20/0/0
MATH-4	Mathematical Concepts for Elementary School Teachers	Approval: 20/0/0	Distance Education Approval FO Emergency Only: 20/0/0 DE Approval Hybrid Only: 20/0/0 DE Approval: Hybrid/Online: 20/0/0
NURADN-404	Basic ECG and Dysrhythmia Interpretation	Approval: 20/0/0	Distance Education Approval Hybrid/Online: 20/0/0
PS-1	American Politics	Approval: 20/0/0	Distance Education Approval Hybrid/Online: 20/0/0
STAT-10	Elementary Statistics	Approval: 20/0/0	Distance Education Approval FO Emergency Only: 20/0/0 DE Approval Hybrid Only: 20/0/0 DE Approval: Hybrid/Online: 20/0/0
STAT-610	Skill Building for Stat 10	Approval: 20/0/0	Distance Education Approval FO Emergency Only: 20/0/0 DE Approval Hybrid Only: 20/0/0 DE Approval: Hybrid/Online: 20/0/0

Course Deactivations:

NURVN-601	Vocational Nursing Skills Development I	Approval: 20/0/0
NURVN-602	Vocational Nursing Skills Development II	Approval: 20/0/0
NURVN-603	Vocational Nursing Skills Development III	Approval: 20/0/0

Program Modifications:

Political Science	AA-T	Approval: 20/0/0

7. **Discussion Items:**

   7.1. **Addition of Curriculum Meeting on December 2, 2020:** The Specialist shared that a curriculum meeting has been added on December 2, 2020 to meet the deadlines set by the Chancellor's Office for the DE Emergency Addendum.

   7.2. **How to do Curriculum Review for CTE Programs:** The Specialist showed the Curriculum Committee how to access CTE documentation in META during their curriculum review.

8. **Floor Items:** The Curriculum Chair reminded the Committee that Tech Reviewers read specific items for curriculum proposals which will be documented in their Tech Reviewer comments. The Committee should focus on the holistic COR such as content, description, and objectives.

   Stephen Calebotta shared that The English Department has not yet agreed on how ENGL-495 should be coded for basic skills and/or degree applicability. Laura Hope told Stephen Calebotta that a decision would need to be made by February.

   The Math department agreed that the coding for MATH-420 should be basic skills and the course is not degree applicable. The Math department would also like to keep their 400 level numbering on this course.

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

Name	ATTENDANCE	Summary Notes 10/21/2020	ASTRON-27	CDE-23	CDE-24W	CDE-25W	CDE-3	CDE-415	CDE-416	CDE-6	CDE-7	CDE-8	ED-10	GEOG-5	IET-484ABCD	MATH-25	MATH-4
Bruce Osburn	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
Carol Hutte	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Christina McPeck	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
Joan Godinez	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Joann Eisberg	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Jordan Hung																	
Julie Law	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
Laura Hope	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	X	X	X	X	X	X	X	X	X	X
Mary Romero	X	X															
Megan Keebler	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
Nicole Farrand	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
Phil Roberts																	
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
Sharon Alton	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Sherrie Loewen	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
Total Counts	21	18	19	20	20	20	20	20	20	20	20	20	20	19	19	20	20

Quorum= 24/2=12+1=13

Non-Voting	
Angela Burk-Herrick	X
Jo Alvarez	
Jonathan Polidano	X
Kathy Lucero	
Nicole DeRose	
Patricia Bopko	
Rob Rundquist	X
Shireen Awad	X

Name	NURADN-404	PS-1	STAT-10	STAT-610	NURVN-601 DEACTIVATION	NURVN-602 DEACTIVATION	NURVN-603 DEACTIVATION	POLITCAL SCIENCE AA-T								
Bruce Osburn	X	X	X	X	X	X	X	X								
Candice Hines-Tinsley	X	X	X	X	X	X	X	X								
Carol Hutte	X	X	X	X	X	X	X	X								
Christina McPeck	X	X	X	X	X	X	X	X								
Daniel Jacobo	X	X	X	X	X	X	X	X								
Joan Godinez	X	X	X	X	X	X	X	X								
Joann Eisberg	X	X	X	X	X	X	X	X								
Jordan Hung																
Julie Law	X	X	X	X	X	X	X	X								
Kathy Galipeau	X	X	X	X	X	X	X	X								
Laura Hope	X	X	X	X	X	X	X	X								
Lisa Doget	X	X	X	X	X	X	X	X								
Mary Romero																
Megan Keebler	X	X	X	X	X	X	X	X								
Naomi McCool	X	X	X	X	X	X	X	X								
Nicole Farrand	X	X	X	X	X	X	X	X								
Patricia Powell	X	X	X	X	X	X	X	X								
Phil Roberts																
Rob Kopp	X	X	X	X	X	X	X	X								
RuthAnn Garcia																
Ryan Sipma	X	X	X	X	X	X	X	X								
Sharon Alton	X	X	X	X	X	X	X	X								
Sherrie Loewen	X	X	X	X	X	X	X	X								
Stephen Calebotta	X	X	X	X	X	X	X	X								
Total Counts	20	20	20	20	20	20	20	20								

Quorum= 24/2=12+1=13