

CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
SUMMARY NOTES
August 25, 2021
1:30pm-3:00pm
VIA ZOOM ONLY

MEETING LINK: <https://chaffey-edu.zoom.us/j/97402717669>

BY PHONE: +1 669 900 6833 (US Toll)

MEETING ID: 974 0271 7669

Members Present:

Angela Burk-Herrick, Curriculum Chairperson

Annette Henry, KNA

Candice Hines-Tinsley, KNA

Carol Hutte, Library Learning Resources

Christina Holdiness, Instructional Support

Christina McPeck, Social and Behavioral Sciences

Daniel Jacobo, Visual and Performing Arts

Grace Wong, HFIC

Jo Alvarez, Program Services and Review

Joann Eisberg, Mathematics and Science

Jonathan Polidano, CTE Liaison

Julie Law, Articulation Officer

Kathy Galipeau, HFIC

Kirk Collins, Counseling

Markazon Romero, Business and Applied Technology

Maryline Chemama, Mathematics and Science

Megan Keebler, Instructional Support

Naomi McCool, Social and Behavioral Sciences

Neil Watkins, Academic Senate President

Nicole Farrand, Visual and Performing Arts

Patricia Bopko, Financial Aid

Rob Rundquist, Dean of Institutional Effectiveness

RuthAnn Valencia, Transfer Center

Ryan Sipma, Catalog and Schedule

Shannon Jessen, SLO Facilitator

Sharon Alton, Language Arts

Shireen Awad, Curriculum Specialist

Stephen Calebotta, Language Arts

Members Absent:

Joan Godinez, Counseling

Julie Leahy, Health Sciences

Laura Hope, Associate Superintendent of Instruction/Institutional Effectiveness

Lisa Doget, Health Sciences

Guests:

Corey McCormick, Faculty

Jackson Tropp, Faculty

Janeth Rodriguez, Executive Director, Enrollment Services and Student Support

1. Call to Order/Roll Call: The meeting was called to order at 1:35p.m.

2. Public Comment: No comment.

3. Review and Approval of April 21, 2021 Expanded Summary Notes: The summary notes were approved 17/0/2.

4. Curriculum Office Reports

4.1. Curriculum Chair: The new quorum number is 13. The Chair thanked everyone for taking the Curriculum Training Quiz which is required for annual certification from the Chancellor's Office.

4.2. Curriculum Specialist: The Specialist thanked the Committee for their hard work last year reading the following proposals:

1. Curriculum Proposals Processed in 2020-2021:
The Curriculum Committee processed 983 curriculum proposals:
 - New Courses: 48
 - Course Modifications: 305
 - Course Reactivations: 1
 - Distance Education: 315
 - Correspondence: 24
 - Course Deactivations: 99
 - New Programs: 4
 - Program Modifications: 156
 - Program Deactivations: 31

4.3. Catalog and Schedule Coordinator: No report, but the Chair thanked Ryan for his amazing on the first digital catalog.

4.4. Articulation Officer: No report.

4.5. Chief Instructional Officer: No report.

5. Consent Agenda: The consent agenda was approved 19/0/0.

5.1. SUMMER CLEAN UP:

1. **Supply Chain Management Certificate of Achievement Launch Error:** We noticed that faculty accidentally modified their CA to be an AS which was approved by the Committee on April 21, 2021. This resulted in their AS no longer being active. To fix this error, we reactivated the AS using the information they inputted in the approved proposal, and corrected the CA to include language on the certificate and not the AS.
2. **Business Administration AS-T:** The Business Administration 2.0 AS-T that was approved on April 21, 2021 was moved to a new program shell as it should have been launched and approved as a new program. As of now, this AS-T will not be for the 21-22 Catalog. The original Business Administration (1.0) AS-T is currently the active version for the 21-22 Catalog.
3. **[Program Clean Up for Digital Catalog](#)**
 - **Standardizing ADT Titles and Descriptions**
 - **Standardizing Course Requisite Titles**
 - **Correcting unit calculations**
4. **[META DE Active Course Clean Up](#):** The Curriculum Office ensured all courses that have DE approval now reflect their DE approval status on the active version of each course.

6. Curriculum Proposals:

6.1. NONPACKAGES:

Course Modifications w/ DE: *The committee discussed revisions to the lab content, to the zero-cost textbook section, and to the Student Learning Outcomes. The originator agreed to work with the Chair on these changes. The committee motioned to table these courses until the next meeting.*

BRDCAST-3	Introduction to Electronic Media	Tabled: 18/0/1	Tabled Distance Education Approval Hybrid/Online: 18/0/1
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BRDCAST-55	Beginning Audio Production	Tabled: 18/0/1	Tabled Distance Education Approval Hybrid/Online: 18/0/1
BRDCAST-60	Beginning Single Camera Production	Tabled: 18/0/1	Tabled Distance Education Approval Hybrid/Online: 18/0/1
BRDCAST-62	Beginning TV Studio Production	Tabled: 18/0/1	Tabled Distance Education Approval Hybrid/Online: 18/0/1
BRDCAST-67	Beginning Radio Production	Tabled: 18/0/1	Tabled Distance Education Approval Hybrid/Online: 18/0/1
BRDCAST-70	Postproduction for Broadcasting & Cinema	Tabled: 18/0/1	Tabled Distance Education Approval Hybrid/Online: 18/0/1
BRDCAST-74	High Definition Cinematography	Tabled: 18/0/1	Tabled Distance Education Approval Hybrid/Online: 18/0/1
CINEMA-20	Screenwriting - Cinema	Tabled: 18/0/1	Tabled Distance Education Approval Hybrid/Online: 18/0/1
CINEMA-22	Introduction to Media Writing	Tabled: 18/0/1	Tabled Distance Education Approval Hybrid/Online: 18/0/1
CINEMA-30	Beginning Motion Picture Production	Tabled: 18/0/1	Tabled Distance Education Approval Hybrid/Online: 18/0/1
CINEMA-80	Producing for Broadcast and Cinema	Tabled: 18/0/1	Tabled Distance Education Approval Hybrid/Online: 18/0/1
CINEMA-96	Internships in Cinema, Television or Radio	Tabled: 18/0/1	Tabled Distance Education Approval Hybrid/Online: 18/0/1

7. Discussion/Action Items:

7.1. Curriculum Committee Name Change: At the retreat, the committee discussed a possible name change for the Curriculum Committee to align more with the advisory role the committee has for the college. A motion was made and seconded to change the committee's name from Curriculum Committee to Curriculum and Instruction Council. The Specialist read a definition of the difference between council and committee. A council is a group of people who consult, deliberate, and make decisions. A committee also deliberates and makes decisions under a larger body that may or may not be a council. Discussion ensued on the impacts of a name change. Members shared that "council" sounds more activist in nature and is more representative of our integrative work. Members also expressed thoughts that there are likely no major ramifications to this name change other than editing the name on public-facing and internal documents. Members considered the purpose of the change and how it aligns with the current scope, purpose, and mission of the committee. The committee also discussed the need to determine how the name change and its purpose will be communicated across campus. Members expressed the need for more information on the name change as well as a need to revisit the committee's scope, purpose, and mission. They requested more time to think about and discuss the name change more thoroughly. The Committee voted on the motion of a name change and there were 14 abstentions, 2 yeses, and 2 no's; therefore, the Chair broke the tie and voted "no". The motion did not pass. The Chair called for a workgroup to look at the scope, purpose, and mission of the committee. Joann Eisberg and Christina Holdiness volunteered. The committee encouraged the workgroup to wait for more discussion before beginning their work. The name change will be discussed at future meetings.

- 7.2. By-Laws Update:** The Chair shared the minor revisions to the By-Laws. She also shared the addition of the Executive Director of Enrollment Services and Student Support in replacement of the Director of Admissions. The Chair asked the committee to review the changes for a vote at the next meeting.
- 7.3. Deadline for Spring and Fall Consultation Schedule (Brainstorm Stage):** To be discussed at next meeting.
- 7.4. Curriculum Review Checklists from Retreat:** To be discussed at next meeting.
- 8. Next Agenda Forecast:** The Specialist shared that there is a technical review deadline next week. The committee will see more proposals enter their review queues.
- 9. Floor Items:** None
- 10. Adjournment:** The meeting was adjourned at 3:02pm.

Name	ATTENDANCE	M: Approval of April 21, 2021 Summary Notes 1 st : Julie Law 2 nd : Markazon Romero	M: Approval of Consent Agenda 1 st : Joann Eisberg 2 nd : Julie Law	M: Tabling of Course Modifications w/ DE 1 st : Joann Eisberg 2 nd : Julie Law	M: Name Change for Curriculum Committee 1 st : Julie Law 2 nd : Sharon Alton Motion tied. Chair voted "No" to break tie. Motion did not pass.
Annette Henry	X	X	X	X	A
Candice Hines-Tinsely	X	X	X	X	A
Carol Hutte	X	X	X	X	A
Christina Holdiness	X	A	X	X	N
Christina McPeck	X	X	X	X	A
Daniel Jacobo	X	X	X	X	Y
Grace Wong	X	X	X	X	A
Joan Godinez					
Joann Eisberg	X	X	X	X	A
Julie Law	X	X	X	X	A
Julie Leahy					
Kathy Galipeau	X	X	X	A	A
Kirk Collins	X	X	X	X	A
Laura Hope					
Lisa Doget					
Markazon Romero	X	X	X	X	A
Maryline Chemama	X	A	X	X	A
Megan Keebler	X	X	X	X	A
Naomi McCool	X	X	X	X	
Nicole Farrand	X	X	X	X	A
Ryan Sipma	X	X	X	X	N
Sharon Alton	X	X	X	X	Y
Stephen Calebotta	X	X	X	X	A
TOTAL COUNTS	19	19	19	19	18

Quorum= 23/2=11.5+1=12.5=13

Non-Voting	
Angela Burk-Herrick	X
Jo Alvarez	X
Jonathan Polidano	X
Neil Watkins	X
Patricia Bopko	X
Rob Rundquist	X
RuthAnn Valencia	X
Shannon Jessen	X
Shireen Awad	X