

CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
SUMMARY NOTES
October 19, 2022
1:30pm-3:00pm
VIA ZOOM ONLY

MEETING LINK: [Curriculum Committee Zoom Room](#)

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

MEETING ID: 960 6672 0245

Members Present:

Adeel Rizvi, Health Sciences
Angela Burk-Herrick, Curriculum Chairperson
Annette Henry, Kinesiology, Nutrition and Athletics
Candice Hines-Tinsley, Kinesiology, Nutrition and Athletics
Carol Hutte, Library Learning Resources
Chingping (Grace) Wong, Hospitality, Fashion, Interior & Culinary Arts
Christina Holdiness, Instructional Support
Christina McPeck, Social and Behavioral Sciences
Jo Alvarez, PSR Representative
Joan Godinez, Counseling/Matriculation
Joann Eisberg, Mathematics and Science
John Machado, Visual and Performing Arts

Jonathan Polidano, CTE Liaison
Julie Law, Articulation Officer
Julie Leahy, Health Sciences
Kathy Galipeau, Hospitality, Fashion, Interior & Culinary Arts
Markazan Romero, Business and Applied Technology
Maryline Chemama, Mathematics and Science
Neil Watkins, Academic Senate President
Ryan Sipma, Catalog/Schedule Coordinator
Sharon Alton, Language Arts
Shireen Awad, Curriculum Specialist
Stephen Calebotta, Language Arts
Tracy Kocher, Business and Applied Technology

Members Absent:

Alisha Serrano, Director Admissions and Records
Kirk Collins, Counseling/Matriculation
Nicole Farrand, Visual and Performing Arts
Patricia Bopko, Director of Financial Aid
Paula Snyder, Social and Behavioral Sciences

Rob Rundquist, CIO Designee
Rousselle Douge, Student Representative
RuthAnn Valencia, Director of Transfer Center
Shannon Jessen, SLO Facilitator

Guests:

None

1. **Call to Order/Roll Call:** The meeting was called to order at 1:35p.m. The Chair reminded the committee to have their cameras on when voting and to raise their hand for discussions.
2. **Public Comment** (Reserved for guests to address any item on the agenda for a limit of two minutes): None.
3. **Review and Approval of October 5, 2022 Expanded Summary Notes:** The summary notes were approved 18/0/1.
4. **Curriculum Office Reports**
 - 4.1. **Curriculum Chair:** The Chair reported that there were not enough readers from the Sunday deadline for the Monday review held by the Curriculum Office. She appreciated that more members read the curriculum for today even after the deadline, but emphasized the need for committee members to read all of the agenda items within the ten-day period given and by the Sunday deadline.

4.2. Curriculum Specialist: No report.

4.3. Catalog and Schedule Coordinator: The Catalog Coordinator shared that the Spring 2023 schedule has finished production and is currently being reviewed by the Office of Instruction. The Spring 2023 schedule should be live for students on Monday. Registration for Spring 2023 will begin November 7, 2022. Schedule building for Summer 2023 will also begin November 7. More details on the Summer 2023 schedule will be available in January.

4.4. Articulation Officer (AO): The AO reported that GUID-2 and ASTRON-27L are now UC approved after being denied approval during the first submission. A member asked what was involved in this resubmission process. The AO shared that she asked the UC reviewers to reevaluate their decision and pointed to the areas of the COR that should qualify these courses for UC approval. The Specialist thanked the AO for advocating for faculty during GE submission processes.

4.5. Chief Instructional Officer (CIO)/Designee of CIO: None.

5. Workgroup Updates:

5.1. The META workgroup continues to meet every other week to gather suggestions for enhancing the curriculum development pages in META.

6. Consent Agenda: None

7. Curriculum Proposals:

AUTOMOTIVE TECHNOLOGY PACKAGE

The AO shared the [Automotive Technology Program Presentation](#) that highlights the programs' accomplishments, labor market data, and program outlooks and recommendations. A member asked about the below minimum wage amount shown on the Labor Market Information (LMI). Discipline faculty member and CTE Liaison, Johnny Polidano, shared that there are regional discussions regarding the LMI data for the automotive field. Regionally, automotive experts have agreed that labor market data on wages is often skewed. Technicians in the field are usually paid a flat rate (e.g. getting paid 2.5 hours for a brake job even if the job is completed before the 2.5 hours). Experts in the field have found gaps in how the data is gathered in relation to how pay is actually determined in the field.

The Academic Senate President commended the Automotive faculty on how successful the program is, and on the amount of award earners in this program. Johnny Polidano thanked his faculty partners Bruce Osburn, Sherm Taylor, and John Hudson on the success of the program and for setting a foundation for future success.

Course Modifications w/ DE:

AUTOTEC-10	Service and Repair	Approval: 19/0/0	Distance Education Approval Fully Online/Hybrid: 19/0/0
AUTOTEC-15	Auto Electricity and Electronics	Approval: 19/0/0	Distance Education Approval Fully Online/Hybrid: 19/0/0
AUTOTEC-407	Introduction to Hybrid Vehicles	Approval: 19/0/0	Distance Education Approval Hybrid: 19/0/0
AUTOTEC-416	Basic Automotive Air Conditioning Systems	Approval: 19/0/0	Distance Education Approval Fully Online/Hybrid: 19/0/0
AUTOTEC-417	Brakes	Approval: 19/0/0	Distance Education Approval Fully Online/Hybrid: 19/0/0
AUTOTEC-418	Suspension and Steering Systems	Approval: 19/0/0	Distance Education Approval Fully Online/Hybrid: 19/0/0

AUTOTEC-422	Fuel, Ignition, and Emission Control Systems	Approval: 19/0/0	Distance Education Approval Fully Online/Hybrid: 19/0/0
AUTOTEC-423	Engine Management Systems and Drivability	Approval: 19/0/0	Distance Education Approval Hybrid/Fully Online Emergency Only: 19/0/0
AUTOTEC-427	Engine Operation and Service	Approval: 19/0/0	Distance Education Approval Hybrid/Fully Online Emergency Only: 19/0/0
AUTOTEC-429	Advanced Automotive Electrical Systems	Approval: 19/0/0	Distance Education Approval Hybrid/Fully Online Emergency Only: 19/0/0
AUTOTEC-430	Engine Rebuilding - Upper Engine	Approval: 19/0/0	Distance Education Approval Hybrid: 19/0/0
AUTOTEC-431	Engine Rebuilding - Lower Engine	Approval: 19/0/0	Distance Education Approval Hybrid: 19/0/0
AUTOTEC-432	Manual and Automatic Transmissions, Transaxles and Drive Trains	Approval: 19/0/0	Distance Education Approval Hybrid/Fully Online Emergency Only: 19/0/0
AUTOTEC-435	High Performance Engine Rebuilding and Blueprinting	Approval: 19/0/0	Distance Education Approval Hybrid: 19/0/0
AUTOTEC-443	Engine and Emission Control Training Level 1	Approval: 19/0/0	Distance Education Approval Hybrid/Fully Online Emergency Only: 19/0/0
AUTOTEC-450	General Automotive Technician A	Approval: 19/0/0	Distance Education Approval Fully Online/Hybrid: 19/0/0
AUTOTEC-455	General Automotive Technician B	Approval: 19/0/0	Distance Education Approval Fully Online/Hybrid: 19/0/0

Program Modifications:

Automotive Electrical Systems	Certificate of Career Preparation	Approval: 19/0/0
Engine Performance (Smog Check) Technician	Certificate of Achievement	Approval: 19/0/0
Engine Rebuilding	Certificate of Career Preparation	Approval: 19/0/0
General Automotive Service Technician	A.S. Degree	Approval: 19/0/0
General Automotive Service Technician	Certificate of Achievement	Approval: 19/0/0

High Performance Engines Building and Blueprinting	Certificate of Career Preparation	Approval: 19/0/0
Master Automotive Technician	A.S. Degree	Approval: 19/0/0
Master Automotive Technician	Certificate of Achievement	Approval: 19/0/0

EMERGENCY MEDICAL TECHNICIAN/ FIRE TECHNOLOGY PACKAGE

The AO shared the [EMT and Fire Technology Program Presentation](#) that highlights the programs' accomplishments, labor market data, and program outlooks and recommendations. The Curriculum Office was unable to meet with the faculty regarding the suggestions made by the committee and would like to meet with the faculty before a vote is made on the package. Joann Eisberg motioned to table the EMT/Fire Technology package until the Curriculum Office can meet with the discipline faculty. Sharon Alton seconded the motion. The motion carried 19/0/0.

Course Modifications w/ DE: (TABLED)

EMT-11	Emergency Medical Technician	Approval:	Distance Education Hybrid and Fully Online Emergency Only:
EMT-405	Emergency Medical Technician Preparation	Approval:	Distance Education Hybrid and Fully Online Emergency Only:
FIRETEC-1	Principles of Emergency Services	Approval:	Distance Education Fully Online and Hybrid:
FIRETEC-10	Wildland Fire Control	Approval:	Distance Education Fully Online and Hybrid:
FIRETEC-11	Legal Aspects of Emergency Services	Approval:	Distance Education Fully Online and Hybrid:
FIRETEC-12	Occupational Safety and Health for Emergency Services	Approval:	Distance Education Fully Online and Hybrid:
FIRETEC-2	Fire Behavior and Combustion	Approval:	Distance Education Fully Online and Hybrid:
FIRETEC-3	Fire Protection Systems	Approval:	Distance Education Fully Online and Hybrid:
FIRETEC-4	Building Construction for Fire Protection	Approval:	Distance Education Fully Online and Hybrid:
FIRETEC-420	Fire Inspector 1A: Duties and Administration	Approval:	Distance Education Hybrid:
FIRETEC-421	Fire Inspector 1B: Fire and Life Safety	Approval:	Distance Education Hybrid:
FIRETEC-422	Fire Inspector 1C: Field Inspection	Approval:	Distance Education Hybrid:
FIRETEC-423	Fire Inspector 1D: Field Inspection- California Specific	Approval:	Distance Education Hybrid:
FIRETEC-5	Fire Prevention	Approval:	Distance Education Fully Online and Hybrid:

FIRETEC-6	Fire Apparatus and Equipment	Approval:	Distance Education Fully Online and Hybrid:
FIRETEC-7	Strategies and Tactics	Approval:	Distance Education Fully Online and Hybrid:
FIRETEC-9	Principles of Fire and Emergency Services Safety & Survival	Approval:	Distance Education Fully Online and Hybrid:

Program Modifications:

Emergency Medical Provider	Certificate of Achievement	Approval:
Fire Prevention Inspector	Certificate of Achievement	Approval:
Fire Technology: Professional Firefighter	A.S. Degree	Approval:
Fire Technology: Professional Firefighter	Certificate of Achievement	Approval:

HVACR PACKAGE

The AO shared the [HVACR Program Presentation](#) that highlights the programs' accomplishments, labor market data, and program outlooks and recommendations.

Joann Eisberg commended all of the programs this week on their systematic CORs that use consistent and clear language on what skills are developed in each of these courses. These CORs are great examples of outlines that can be understood by not only the discipline experts, but also by non-discipline experts reading the CORs.

Course Modifications w/ DE:

HVACR-600	Introduction to Heating, Ventilation, and Air Conditioning	Approval: 19/0/0	Distance Education Approval Fully Online and Hybrid: 19/0/0
HVACR-601	HVACR Piping Practices, Brazing, and HVACR Tools	Approval: 19/0/0	Distance Education Approval Fully Online and Hybrid: 19/0/0
HVACR-602	HVAC Electrical Systems	Approval: 19/0/0	Distance Education Approval Fully Online and Hybrid: 19/0/0
HVACR-603	Environmental Protection Agency Certification	Approval: 19/0/0	Distance Education Approval Fully Online and Hybrid: 19/0/0
HVACR-604	Refrigerants, Recovery, Vacuum, and Charging	Approval: 19/0/0	Distance Education Approval Fully Online and Hybrid: 19/0/0
HVACR-605	HVAC Heat Pumps and Basic Troubleshooting	Approval: 19/0/0	Distance Education Approval Fully Online and Hybrid: 19/0/0
HVACR-606	HVAC Air Distribution, Installation, Flues and Ducts	Approval: 19/0/0	Distance Education Approval Fully Online and Hybrid: 19/0/0

HVACR-607	HVAC Gas Heat	Approval: 19/0/0	Distance Education Approval Fully Online and Hybrid: 19/0/0
HVACR-608	HVAC Electric Heat, Oil Heat, and Hydronic Heating	Approval: 19/0/0	Distance Education Approval Fully Online and Hybrid: 19/0/0
HVACR-609	Advanced Commercial HVAC Systems and Solar	Approval: 19/0/0	Distance Education Approval Fully Online and Hybrid: 19/0/0
HVACR-610	HVAC DDC, Pneumatic, and Building Automation Controls	Approval: 19/0/0	Distance Education Approval Fully Online and Hybrid: 19/0/0
HVACR-611	HVAC Management Topics	Approval: 19/0/0	Distance Education Approval Fully Online and Hybrid: 19/0/0
HVACR-612	Intermediate Refrigeration	Approval: 19/0/0	Distance Education Approval Fully Online and Hybrid: 19/0/0

Program Modifications:

Heating, Ventilation, Air Conditioning and Refrigeration Level I	Certificate of Competency	Approval: 19/0/0
Heating, Ventilation, Air Conditioning and Refrigeration Level II	Certificate of Competency	Approval: 19/0/0

8. Discussion/Action Items:

8.1. Modality for curriculum meetings for the fall semester: The Chair stated that based upon attendance at the hybrid curriculum meetings, Zoom seems to be the preferred modality. No objections were made. The Chair shared that meetings in the spring will likely be in person pending the direction of the college and state guidance. A member asked about the end of the emergency conditions in February. AB 2449 outlines the state's directions on meetings and accommodations to the Public Meeting Act that will further guide meetings in the spring.

9. Next Agenda Forecast:

9.1. Nursing: Associate Degree, Nursing Assistant, and Nursing: Vocational Packages. The EMT and Fire Technology package will also return.

10. Floor Items: (Reserved to raise concerns and/or future items to discuss within the [Curriculum Committee Scope](#).

Committee members may also use floor items to share committee work and departmental/institutional updates as it relates to the Committee's work. Concerns and/or items to discuss may appear on a future agenda).

10.1. Sharon Alton would like to work with members of the committee to provide guidance on the DEI question in META.

Johnny Polidano and Joann Eisberg will work with Sharon. Christina Holdiness will meet with this group to bridge the META workgroup's progress with the DEI Workgroup.

10.2. AUTOTEC and HVACR changes requested by the committee have been made.

11. Adjournment: The meeting was adjourned at 2:32p.m.

Name	ATTENDANCE	M: Approval of Summary Notes 10/5/2022 1 st : Christina Holdiness 2 nd : Joann Eisberg	M: Approval of Auto Technology Package 1 st : Markazan Romero 2 nd : Joann Eisberg	M: Table EMT/Fire Package for CO Discussion 1 st : Joann Eisberg 2 nd : Sharon Alton	M: Approval of HVACR Package 1 st : Julie Law 2 nd : Markazan Romero
Adeel Rizvi	X	X	X	X	X
Annette Henry	X	X	X	X	X
Candice Hines-Tinsley	X	X	X	X	X
Carol Hutte	X	X	X	X	X
Christina Holdiness	X	X	X	X	X
Christina McPeck	X	A	X	X	X
Grace Wong	X	X	X	X	X
Joan Godinez	X	X	X	X	X
Joann Eisberg	X	X	X	X	X
John Machado	X	X	X	X	X
Julie Law	X	X	X	X	X
Julie Leahy	X	X	X	X	X
Kathy Galipeau	X	X	X	X	X
Kirk Collins					
Markazan Romero	X	X	X	X	X
Maryline Chemama	X	X	X	X	X
Nicole Farrand					
Paula Snyder					
Rob Rundquist (as CIO Designee)					
Ryan Sipma	X	X	X	X	X
Sharon Alton	X	X	X	X	X
Stephen Calebotta	X	X	X	X	X
Tracy Kocher	X	X	X	X	X
TOTAL COUNTS	19	19	19	19	19

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

Non-Voting	
Alisha Serrano	
Angela Burk-Herrick	X
Jo Alvarez	X
Jonathan Polidano	X
Neil Watkins	X
Patricia Bopko	
Rousselle Douge	
RuthAnn Valencia	
Shannon Jessen	
Shireen Awad	X