CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
SUMMARY NOTES
August 24, 2022
1:30pm-3:00pm
BEB-204 or Via Zoom

MEETING LINK: **Curriculum Committee Zoom Link**
BY PHONE: **+1 669 900 6833 (US Toll)**
MEETING ID: 960 6672 0245

Members Present:

Adeel Rizvi, Health Sciences
Alisha Serrano, Director, Admissions and Records
Angela Burk-Herrick, Curriculum Chairperson
Annette Henry, Kinesiology, Nutrition and Athletics
Candince 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
Joann Eisberg, Mathematics and Science
Jonathan Polidano, CTE Liaison
Julie Law, Articulation Officer
Julie Leahy, Health Sciences
Kathy Galipeau, Hospitality, Fashion, Interior & Culinary Arts

Kirk Collins, Counseling/Matriculation
Laura Hope, Associate Superintendent of Instruction and Institutional Effectiveness
Markazan Romero, Business and Applied Technology
Maryline Chemama, Mathematics and Science
Neil Watkins, Academic Senate President
Nicole Farrand, Visual and Performing Arts
Paula Snyder, Social and Behavioral Sciences
Rob Rundquist, CIO Designee
RuthAnn Valencia, Director of Transfer Center
Ryan Sipma, Catalog/Schedule Coordinator
Shannon Jessen, SLO Facilitator
Sharon Alton, Language Arts
Shireen Awad, Curriculum Specialist
Stephen Calebotta, Language Arts
Tracy Kocher, Business and Applied Technology

Members Absent:

Jo Alvarez, PSR Representative
Joan Godinez, Counseling/Matriculation
John Machado, Visual and Performing Arts

Patricia Bopko, Director of Financial Aid
Rousselle Douge, Student Representative

Guests:

Megan Keebler, Instructional Support
Michelle Sims, Administrative II

1. **Call to Order/Roll Call/Quorum Number:** The meeting was called to order at 1:36p.m. The quorum number is thirteen.

2. **Norms for Hybrid Meeting:** The Chair shared norms for the hybrid setting to keep with the spirit of Brown Act. The chat will be disabled. This will allow all participants to engage in both settings. Cameras must be on for votes and discussion.

3. **Public Comment:** None.

4. **Review and Approval of May 4, 2022 Expanded Summary Notes:** The summary notes were approved 18/0/2.

5. Curriculum Office Reports

5.1. Curriculum Chair: The Chair shared that there will be six programs that will go through the Program Viability process. The process was updated and finalized in Spring 2021. The revised process was in effect in Fall 2021. The Academic Senate President and the Curriculum Chair will be on the committee by position. A member of Academic Senate and a Curriculum Representative will be asked to participate for each program in the process. The Chair will reach out to the school representative to participate in Program Viability for their respective schools.

5.2. Curriculum Specialist: The Specialist shared the following:
1. Certificate of Career Preparations that became Certificate of Achievements
   - Accounting for Government and Not-For-Profit Organizations
   - Bookkeeping
   - CAD/CAM Operator
   - Electromechanical Technology
   - Payroll and Income Tax Preparer

5.3. Catalog and Schedule Coordinator: No report.

5.4. Articulation Officer (AO):
1. Updated Standards, Policies, and Procedures for IGETC 2.3 to ICAS: ICAS oversees the IGETC standards and completes updates each year. The AO attached the changes made by ICAS to the packet. IGETC will incorporate Ethnic Studies courses in Fall 2023.
2. Ethnic Studies Courses: All six Ethnic Studies courses have been approved. ETHN 1 and ETHN 3 did receive minor revision requests to the objectives that were made and approved. She thanked the faculty team who worked extremely hard on these courses.

5.5. Chief Instructional Officer (CIO)/Designee of CIO: Dean Rundquist thanked everyone who was involved in developing the Ethnic Studies courses and ensuring they got approved in a timely manner. The academic maps will need to be updated again to include Area F: Ethnic Studies. He shared that these approvals were truly an accomplishment.

6. Consent Agenda: The consent agenda was approved 20/0/0.

6.1. Summer Cleanup:
1. The Curriculum Office assigned state disciplines to every course as discussed at the May 4, 2022 meeting.
2. Anthropology AA-T (approved May 4, 2022): Faculty removed SOC-80 and PSYCH-80 as options, and added HIST-1.
3. Credit for Prior Learning was added to COMSTD-8.
4. Changes to short titles in META to meet the 30 character limit:
   - ACCTG-460: Commercial Acct. Software
   - ACCTG-430: Acctg Gov/Not-For-Prft Orgs
   - ARTH-3: Western Art: Ancient-Medieval
   - ARTH-5: West Art: Renaissance-Contemp
   - ARTH-7: Africa/Oceania/Indig Amer Art
   - ARTH-19: Contemporary Art 1945-Present
   - BUSTEC-40A: Beginning Comp. Keyboarding
   - BUSTEC-400: Job Search/Interviewing Tech
   - BUSTEC-64: MS Office Access Compr.
   - BUSTEC-60B: Microsoft Office Word Expert
   - CHIN-2: Elem. Mandarin Chinese II
   - CHIN-3: Intermed. Mandarin Chinese I
   - CISIWEB-72: Web Page Develop/Publishing
   - COMSTD-6: Fund/Small Group Comms
   - CUL-15: Sanitation/Safety/Equip Mgmt
   - ENGL-1B: Adv Comp & Critical Thinking

- ENGL-80A: Survey of British Lit. I
- HOTFS-452: Event Sales, Mktg & Fin. Mgmt
- THEATRE-8: Voice/Movement for the Actor

6.2. CSUGE/IGETC/LOCAL edits to reflect new approvals and removals of courses.
   1. CSUGE
   2. IGETC
   3. LOCAL

7. Curriculum Proposals:

Course Modifications w/ DE: *The Chair worked with the faculty to address suggestions made by the committee in META. All suggestions were addressed.*

BIOL-23L	General Microbiology Laboratory	Approval: 21/0/0	Distance Education Approval Hybrid Emergency Only: 21/0/0
CIS-4	Windows OS Administration	Approval: 21/0/0	Distance Education Approval Fully Online/Hybrid: 21/0/0

Correspondence Courses (Turning Point Addenda):

COMSTD-14	Oral Interpretation of Literature	Approval: 21/0/0
SOC-10	Introduction to Sociology	Approval: 21/0/0
SOC-15	Ethnic and Race Relations	Approval: 21/0/0

8. Discussion/Action Items:

8.1. New Curriculum Reading Guide: The Chair and Specialist shared the new reading guide created from committee feedback given at the retreat. To help guide the volume of readings, committee members may choose to focus on reading a section of the COR. Members who sign up for a reading section will commit to reading that section at minimum for each COR proposal. Members are more than welcome to read more than what they signed up for as well. The committee used the Reading Sections Sign-Up to make their choice.

8.2. By-Laws 1ˢᵗ Reading and Vote: The Chair shared the changes she made to the By-Laws:

Change: Item O of the By-Laws -The curriculum procedure listed was not accurate, but rather the committee complies with the BP/APs on instruction. The inaccurate procedure was removed.
Committee Feedback: A member suggested keeping the section and to mention that the committee follows procedures established by the BP/APs in instruction and that the committee plays a role in developing those BPs/APs.

Change: Under "Curriculum Committee Membership"- As suggested at the annual Curriculum Institute, some non-voting members were moved to "Consulting Memberships". Consulting members will remain as non-voting members for the committee to lean on as consultants. The consulting members are free to come to every meeting, but the requirement to read curriculum and attend every meeting is relieved.
Committee Feedback: Remove "standing" and keep "non-voting" for the Consulting Membership section.

Change: Possible removal of a formal position for a DE Representative since some members of the committee are on the DE committee; or, moving this position to a consulting member.

Committee Feedback: It would be beneficial to keep this position to connect the work and conversations happening in both committees. This position should remain as a non-voting member and be left as is. Dean Rundquist will take this suggestion back to the DE Committee for their feedback as well.

Change: Under "Curriculum Committee Member Responsibilities"- Revise the bullet that starts with, "participate in resolving divisional concerns…" since this bullet is covered in the last bullet of section A. For the bullet that begins with, "review curriculum presentations," the Chair replaced "presentations" with "information". The Chair also added that members would participate in Program Viability as a responsibility. The Chair added a defined role for the new consulting membership.
Committee Feedback: Edit the last bullet to say, "and other curriculum proposals" instead of "curriculum submissions".

Change: Under "Curriculum Committee Meeting Procedures" - The Chair suggested removing the phrase, "discussion will be reopened, followed by a second vote. If the tie still persists" in item E.
Committee Feedback: The committee agreed with this removal as this action would take place naturally in cases of ties.

The Committee voted 20/0/0 on the first reading of the By-Laws and to bring these changes forward for a second reading.

8.3. **Curriculum Review Check-In:** The committee desires a more practical and efficient program summary comparison report. The Curriculum Office would like one as well, but META is unable to produce this report at the moment. The Specialist will continue to follow up with META on this request. The Specialist suggested reading the program narrative during reviews. The Catalog and Schedule Coordinator also suggested comparing program summaries to the current catalog. A member suggested reading comments from other members and the Tech Committee during the review process. They also suggested that the Curriculum Office provide instructions on how to review programs after a member has reviewed proposals in META.

9. **Next Agenda Forecast:**

9.1. Kinesiology Curriculum

10. **Floor Items:** The Curriculum Office would like a workgroup to go through META prompts on the course and program development pages, including the DEI page. They would like the workgroup to suggest changes before the next wave of curriculum is launched in January. Christy McPeck, Christina Holdiness, and Ryan Sipma volunteered to be in the workgroup.

The Curriculum Office will work on the handbook for committee feedback.

11. **Adjournment:** The meeting was adjourned at 2:42p.m.

Name	ATTENDANCE	M: Approval of Summary Notes 5/4/2022 1st: Christina Holdiness 2nd: Sharon Alton	M: Approval of Consent Agenda 1st: Christina Holdiness 2nd: Joann Eisberg	M: Approval of Course Modifications w/DE 1st: Joann Eisberg 2nd: Christina Holdiness	M: Approval of Correspondence Courses 1st: Julie Law 2nd: Joann Eisberg	M: By-Laws 1st Reading Approval 1st: Joann Eisberg 2nd: Tracy Kocher
Adeel Rizvi	X	X	X	X	X	X
Annette Henry	X	X	X	X	X	X
Candice Hines-Tinsley	X	X	X	X	X	X
Carol Hutte	X	X	X	X	X	X
Christina Holdiness	X	X	X	X	X	X
Christina McPeck	X	A	X	X	X	X
Grace Wong	X			X	X	X
Joan Godinez						
Joann Eisberg	X	X	X	X	X	X
John Machado						
Julie Law	X	X	X	X	X	X
Julie Leahy	X	X	X	X	X	X
Kathy Galipeau	X	X	X	X	X	X
Kirk Collins	X	X	X	X	X	
Markazon Romero	X	X	X	X	X	X
Maryline Chemama	X	X	X	X	X	X
Nicole Farrand	X	X	X	X	X	X
Paula Snyder	X	X	X	X	X	X
Rob Rundquist (as CIO Designee)	X	X	X	X	X	X
Ryan Sipma	X	X	X	X	X	X
Sharon Alton	X	X	X	X	X	X
Stephen Calebotta	X	X	X	X	X	X
Tracy Kocher	X	A	X	X	X	X
TOTAL COUNTS	21	20	20	21	21	20

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

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