CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
SUMMARY NOTES
November 1, 2023
1:30pm-3:00pm
RANCHO CAMPUS, BEB-204
CHINO CAMPUS CONFERENCE ROOM, CHMB-102
FONTANA CAMPUS CONFERENCE ROOM, FNAC-119
FONTANA CAMPUS OFFICE, FNLC-116
RANCHO SAN ANTONIO MEDICAL PLAZA, RSA-8

Members Present:

Adeel Rizvi, Health and Wellness, (elected as Health Sciences representative)

Angela Burk-Herrick, Curriculum Chairperson

Candice Hines-Tinsley, Health and Wellness (elected as Kinesiology, Nutrition and Athletics representative)

Carol Hutte, Educational Support Units (by position as Library Learning Resources)

Christina Holdiness, Educational Support Units (elected as Instructional Support)

Elaine Martinez, Health and Wellness (elected as Kinesiology, Nutrition and Athletics representative)

Garrett Kenehan, Arts, Communication, and Design (elected as Visual and Performing Arts representative)

Grace Wong, Business, Technology, and Hospitality (elected as Hospitality, Fashion, Interior & Culinary Arts representative)

Joann Eisberg, Science, Technology, Engineering, and Mathematics (elected as Mathematics and Science representative)

Jonathan Polidano, CTE Liaison

Julie Law, Articulation Officer

Maryline Chemama, Science, Technology, Engineering, and Mathematics (elected as Mathematics and Science representative)

Michael Wangler, Science, Technology, Engineering, and Mathematics

Nicole DeRose, Academic Senate President

Nicole Farrand, Arts, Communication, and Design (elected as Visual and Performing Arts representative)

Paula Snyder, Public Service, Culture, and Society (elected as Social and Behavioral Sciences representative)

Ryan Sipma, Catalog/Schedule Coordinator

Stephen Calebotta, Arts, Communication, and Design (elected as Language Arts representative)

Tracy Kocher, Business, Technology, and Hospitality, (elected as Business and Applied Technology representative)

Xochitl Sanchez, Student Representative CCSG

Members Absent:

Jennika Celo, Educational Support Units (elected as Academic and Career Counseling representative)

Joan Godinez, Educational Support Units (elected as Academic and Career Counseling representative)

Laura Picklesimer, SLO Facilitator

Marlene Soto, Health and Wellness, (elected as Health Sciences representative)

Rob Rundquist, Dean Institutional Effectiveness/CIO Designee

Shireen Awad, Curriculum Specialist

Guests:
None

1. **Call to Order/Roll Call:** The meeting was called to order at 1:37pm.

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 18, 2023 Expanded Summary Notes:** The summary notes were approved 12/0/1.

4. **Curriculum Office Reports**

   4.1. **Curriculum Chair:**

   1. [Educational Program Viability Review Decisions (AP 4021)](#):
      - Arts Business Management
      - Dance
      - Pharmacy Technician

   The Curriculum Chair shared the outcomes of the Education Program Viability Review process for Arts Business Management (Discontinuance), Dance (Discontinuance), and Pharmacy Technician (Revitalization). She briefly

discussed that in addition to other concerns, both Arts Business Management and Dance were having enrollment issues and referred faculty to the Accreditation webpage if they were interested in viewing the full reports. The Pharmacy Technician program went through viability after the only full-time faculty member retired and was revitalized based on regional job opportunities. The Chair added that the Education ADT program had also gone through the EPVR process and the revitalization recommendations for that program included deactivating ED 400 and changing the prerequisite on ED 10 to CDE 2 (both of which were on today's agenda) because ED 400 was not included in the ADT.

4.2. Curriculum Specialist:

1. **ASCCC Webinar Opportunities:**
   - [AB 1111 Common Course Numbering Draft Report Update](#) (Tues., November 28th, 2023, 2:00-3:00)
   - [AB 928 ADT Intersegmental Implementation Committee Draft Report Update](#) (Monday, November 27th, 2023, 2:00-3:00)

4.3. Catalog and Schedule Coordinator: None.

4.4. Articulation Officer (AO): None.

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

4.6. Academic Senate President: None.

5. **Consent Agenda:** The consent agenda was approved 15/0/0.

   5.1. Corrections made to the corequisite structure for PHLEB-600 and PHLEB-605
   1. PHLEB-600: Corequisite - Concurrent or Previous: PHLEB-605
   2. PHLEB-605: Corequisite - Concurrent or Previous: PHLEB-600
   5.2. Contact hours for PHLEB-600L were changed from 96-108 hours to 36-40.5 hours. The Phlebotomy certificate was adjusted accordingly.

6. **Curriculum Proposals:**

==EDUCATION PACKAGE==

The Chair shared a commendation for the "nice, holistic approach to critically analyzing the teacher (e.g., their beliefs, value systems, etc.) as well as the ecology of a school" in ED 10.

Course Modifications:

ED-10	Elementary Classroom Fieldwork	Approval: 15/0/0

Course Deactivations:

ED-400	Introduction to Education and Teaching	Approval: 15/0/0

==HUMANITIES PACKAGE==

For HUMAN-20: The committee briefly reviewed the rationale provided by the discipline faculty for not approving this course for a distance education modality.

For HUMAN-6: The chair asked for an extension to allow time to discuss committee DEIA related comments with the discipline faculty. The committee voted 15/0/0 to table HUMAN-6.

Course Modifications:

HUMAN-20	The Holocaust: History and Philosophy	Approval: 15/0/0

Course Modifications w/ DE:

HUMAN-6	Arts and Ideas: Renaissance to Modern	Approval:	Distance Education Approval Fully Online/Hybrid:

SUCCESS CENTERS PACKAGE

New Courses w/ DE:

SUCCESS-650	Supervised Tutoring (Replacing GUID-650 with new acronym and new department designation)	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0

Course Deactivations:

GUID-650	Supervised Tutoring	Approval:15/0/0

7. **Discussion/Information/Action Items:**

   7.1. By-Laws 1st Reading: The By-Laws were approved for 1st and 2nd reading 15/0/0.
      1. Addition of Educational Program Viability Review Process (AP 4021) process (pg. 9)
      2. Removal of consulting member responsibilities (pg.6)

   7.2. Development of Mid-Cycle Review Guidance for Faculty: Committee Brainstorm Activity Document
      1. Tips for department discussion for degree and certificate updates
         - Decision tree for updates: What is the focus?
      2. What is the purview of the Curriculum Committee?
         - Guidance given to faculty mirror curriculum review

   The committee had a lively discussion about what the committee's role should be when reviewing degrees & certificates in the upcoming cycles. It was discussed that specific criteria are difficult to agree on, given that curriculum varies greatly from discipline to discipline. The committee wants to provide guidance for faculty on program (degree/certificate) design on possible improvements perhaps similar to the DEIA Opportunities provided for courses (e.g. how faculty could communicate in the description that a degree/certificate prepares students for particular types of employment (where relevant) or transfer (where relevant). Based on the input from the committee, the Chair and Specialist will draft a guidance document and return to the committee for feedback.

8. **Next Agenda Forecast (Anticipated Packages):**

   8.1. November 15, 2023: Graphic Design and Music
   8.2. November 29, 2023: ASL
   8.3. December 6, 2023: Art and Theatre

9. **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). None.

10. **Adjournment:** The meeting was adjourned at 2:55pm.

Name	ATTENDANCE	M: Approval of Summary Notes 1st: Julie Law 2nd: Joann Eisberg	M: Approval of Consent Agenda 1st: Joann Eisberg 2nd: Tracy Kocher	M: Approval of Education Package 1st: Julie Law 2nd: Joann Eisberg	M: Approval to Separate Humanities Package 1st: Joann Eisberg 2nd: Tracy Kocher	M: Approval of HUMAN-20 1st: Joann Eisberg 2nd: Julie Law	M: Table HUMAN-6 1st: Joann Eisberg 2nd: Julie Law	M: Approval of Success Centers Package 1st: Julie Law 2nd: Christina Holdiness	M: Approval of By-Laws 1st/2nd Reading 1st: Joann Eisberg 2nd: Julie Law
Adeel Rizvi	X	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	X
Christina Holdiness	X	X	X	X	X	X	X	X	X
Elaine Martinez	X		X	X	X	X	X	X	X
Garrett Kenehan	X	X	X	X	X	X	X	X	X
Grace Wong	X								
Jennika Celo									
Joan Godinez									
Joann Eisberg	X	X	X	X	X	X	X	X	X
Julie Law	X	X	X	X	X	X	X	X	X
Marlene Soto									
Maryline Chemama	X	X	X	X	X	X	X	X	X
Michael Wangler	X	X	X	X	X	X	X	X	X
Nicole Farrand	X	X	X	X	X	X	X	X	X
Paula Snyder	X	X	X	X	X	X	X	X	X
Rob Rundquist (as CIO Designee)									
Ryan Sipma	X	X	X	X	X	X	X	X	X
Stephen Calebotta	X	X	X	X	X	X	X	X	X
Tracy Kocher	X	A	X	X	X	X	X	X	X
TOTAL COUNTS	16	13	15	15	15	15	15	15	15

Quorum= 20/2=10+1=11 (as of 8/24/23)

Non-Voting	
Angela Burk-Herrick	X
Xochitl Sanchez	X
Jonathan Polidano	X
Laura Picklesimer	
Nicole DeRose	X
Shireen Awad	