

**CHAFFEY COLLEGE**  
**CURRICULUM COMMITTEE MEETING**  
**SUMMARY NOTES**  
**November 29, 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  
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)  
Jennika Celo, Educational Support Units (elected as Academic and Career Counseling representative)  
Joan Godinez, Educational Support Units (elected as Academic and Career Counseling representative)  
Jonathan Polidano, CTE Liaison

Laura Picklesimer, SLO Facilitator  
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  
Paula Snyder, Public Service, Culture, and Society (elected as Social and Behavioral Sciences representative)  
Rob Rundquist, Dean Institutional Effectiveness/CIO Designee  
Ryan Sipma, Catalog/Schedule Coordinator  
Shireen Awad, Curriculum Specialist  
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:**

Candice Hines-Tinsley, Health and Wellness (elected as Kinesiology, Nutrition and Athletics representative)  
Joann Eisberg, Science, Technology, Engineering, and Mathematics (elected as Mathematics and Science representative)

Julie Law, Articulation Officer  
Marlene Soto, Health and Wellness, (elected as Health Sciences representative)  
Nicole Farrand, Arts, Communication, and Design (elected as Visual and Performing Arts representative)

**Guests:**

None

1. **Call to Order/Roll Call:** The meeting was called to order at 1:35 pm.
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 November 15, 2023 Expanded Summary Notes:** The summary notes were approved 12/0/0.
4. **Curriculum Office Reports**
  - 4.1. **Curriculum Chair:** No report.
  - 4.2. **Curriculum Specialist:** No report.
  - 4.3. **Catalog and Schedule Coordinator:** No report.
  - 4.4. **Articulation Officer (AO):** No report.

**4.5. Chief Instructional Officer (CIO)/Designee of CIO:** Dean Rundquist shared that Cidi Labs, a tool for Canvas course design, will be available at Chaffey in the Spring Semester. He encouraged faculty to explore this tool when it is available.

**4.6. Academic Senate President:** No report.

**5. Consent Agenda:** The consent agenda was approved 13/0/0.

**5.1. ED-10:** Title changed to “Introduction to Elementary Classroom Teaching” to better align with C-ID and to accommodate new work experience course.

**6. Curriculum Proposals:**

**AMERICAN SIGN LANGUAGE PACKAGE**

The Chair shared the [American Sign Language Program Presentation](#) that highlights the program’s accomplishments, inclusion of DEIA, and labor market analysis. The department was commended for incorporating DEIA in all of their courses via their objectives, content, assignments, and/or the CLOs.

**Course Modifications w/ DE:**

<b>ASL-1</b>	Elementary American Sign Language I	Approval: 14/0/0	Distance Education Approval Fully Online/Hybrid: 14/0/0
<b>ASL-2</b>	Elementary American Sign Language II	Approval: 14/0/0	Distance Education Approval Fully Online/Hybrid: 14/0/0
<b>ASL-3</b>	Intermediate American Sign Language III	Approval: 14/0/0	Distance Education Approval Fully Online/Hybrid: 14/0/0
<b>ASL-4</b>	Intermediate American Sign Language IV	Approval: 14/0/0	Distance Education Approval Fully Online/Hybrid: 14/0/0
<b>ASL-18</b>	Introduction to Deaf Studies	Approval: 14/0/0	Distance Education Approval Fully Online/Hybrid: 14/0/0
<b>ASL-20</b>	Fingerspelling/Numbers	Approval: 14/0/0	Distance Education Approval Fully Online/Hybrid: 14/0/0
<b>ASL-21</b>	Classifiers/Depicting Verbs	Approval: 14/0/0	Distance Education Approval Fully Online/Hybrid: 14/0/0

**Program Modifications:**

<b>American Sign Language Studies</b>	AA	Approval: 14/0/0
<b>American Sign Language (ASL)</b>	Certificate of Achievement	Approval: 14/0/0

**7. Presentation:**

**7.1. CTE Liaison-Jonathan Polidano:** Jonathan Polidano shared with the Committee a potential area for improvement in determining equivalences during the adjunct hiring process. He brought this to the Curriculum Committee because the Curriculum Office (via the Curriculum Committee) worked with Coordinators and Deans to assign state minimum qualifications to each course. Through his work as Coordinator, as CTE Liaison, and as a member of CEAC, he noticed that the adjunct application process is not clear in guiding applicants on how to determine and provide proper equivalencies. He is concerned that the lack of guidance is deterring qualified candidates from applying. This concern

aligns with the existing need/discussions statewide to innovate and develop pathways to increase CTE faculty employment. In order to provide potential solutions for the Committee to consider, Jonathan researched equivalency applications at neighboring community colleges. One example shown was from Victor Valley College in which they have an equivalency checklist that includes course work in a discipline, work experience, course work/work experience combination, and eminence. Other colleges have a discipline faculty-led equivalency committee that also reviews applications in addition to the department leads. His ultimate hope is that the adjunct application process provides clear guidance and instruction on acceptable equivalencies that can be submitted. The Committee agreed that clearer guidance and information for applicants would be helpful and could increase the candidate pools. As a result, the Curriculum Committee recommends that Academic Senate review the current equivalency application and provide direction on how to improve this application based upon the intended goal. This recommendation was voted on 14/0/0.

## **8. Discussion/Information/Action Items:**

- 8.1. [Title 5 Changes – Associate Degrees for Transfer](#): Tabled.
- 8.2. [Mid-Cycle Review Guide Feedback](#): The Committee suggested that the guide delineates information on CTE certificate units and CTE degree units. No other suggestions were made. The Curriculum Office will move forward with the guide and edit as/if needed.

## **9. Next Agenda Forecast (Anticipated Packages):**

- 9.1. December 6, 2023: Art, Kinesiology, and Theatre
- 9.2. January 10, 2024: **Cancelled** to allow extra time to read Business curriculum
- 9.3. January 24, 2024: Business, Business Law, Business Management, Business Marketing, and Real Estate

**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). None.

**11. Adjournment:** The meeting was adjourned at 2:28 pm.

Name	ATTENDANCE	M: Approval of Summary Notes 11/15/2023 1 <sup>st</sup> : Christina Holdiness 2 <sup>nd</sup> : Elaine Martinez	M: Approval of Consent Agenda 1 <sup>st</sup> : Christina Holdiness 2 <sup>nd</sup> : Tracy Kocher	M: Approval of ASL Package 1 <sup>st</sup> : Nicole DeRose 2 <sup>nd</sup> : Jonathan Polidano	M: Recommendation for Academic Senate to look into Equivalency Guidance 1 <sup>st</sup> : Tracy Kocher 2 <sup>nd</sup> : Jonathan Polidano
Adeel Rizvi	X	X	X	X	X
Candice Hines-Tinsley					
Carol Hutte	X	X	X	X	X
Christina Holdiness	X	X	X	X	X
Elaine Martinez	X	X	X	X	X
Garrett Kenehan					
Grace Wong	X	X	X	X	X
Jennika Celo	X	X	X	X	X
Joan Godinez	X	X	X	X	X
Joann Eisberg					
Julie Law					
Marlene Soto					
Maryline Chemama	X	X	X	X	X
Michael Wangler	X	X	X	X	X
Nicole Farrand					
Paula Snyder	X	X	X	X	X
Rob Rundquist (as CIO Designee)	X	X	X	X	X
Ryan Sipma	X	X	X	X	X
Stephen Calebotta	X			X	X
Tracy Kocher	X		X	X	X
<b>TOTAL COUNTS</b>	<b>14</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>14</b>

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	X
Nicole DeRose	X
Shireen Awad	X