

CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204
FONTANA CAMPUS, FNAC 100
CHINO CAMPUS, CHMB 143
TELECONFERENCE #6759
AGENDA
September 6, 2017
1:30pm-3:00pm

1. **Call To Order/New Committee Members:**
2. **Public Comments:**
3. **Review and Approval of August 23, 2017 Expanded Summary Notes:**
4. **Discussion Items:**
 - 4.1. **MATHSway Courses- MATH 450, 550, and 650 (Guest Speakers):**
 - 4.2. **Strong workforce, High School Articulation, and Guided Pathways Voting Membership:**
 - 4.3. **Changes to Curricunet Queue:**
 1. Discussion and vote for Coordinator Step:
 2. Discussion and vote for Discipline Review:
 - 4.4. **Curriculum Guidelines for Review:**
 1. **Dean**
 2. **Coordinator**
 3. **Curriculum Representative**
 4. **Discipline Review**
 5. **Technical Review Committee**
 6. **Curriculum Committee Member**
 7. **Others:**
 - 4.4.7.1. **Faculty**
 - 4.4.7.2. **Faculty Senate**
 - 4.4.7.3. **Governing Board**
 - 4.5. **By-Law Changes:**
5. **Articulation Report (New Course to Course Articulations):**
6. **Miscellaneous:**
7. **Consent Agenda:**
 - 7.1. **PHIL-74 was changed to PHIL-71 due to PHIL-74 already existing from 1994-2005. PHIL-74 was approved on November 30, 2016 as a new course.**
 - 7.2. **Items approved for first reading with clean proposals. This will serve as second reading.**

Course Modifications:

AMT-15	Introduction to Aviation Maintenance for Airframe and Powerplant
AMT-25	Powerplant: Aircraft Reciprocating Engines
AMT-26	Powerplant: Engine Instrumentation, Lubrication, Electrical
AMT-28B	Powerplant: Electrical Systems <i>Ticket has been put into Governet to fix requisite glitch.</i>

AMT-28C	Powerplant: Turbine Engine Auxiliary System
AMT-35	Airframe Structures: Fabrication, Inspection and Repair
AMT-36	Airframe Primary Systems
AMT-37	Airframe Secondary Systems
AUTOTEC-10	Service and Repair
AUTOTEC-422	Fuel, Ignition, and Emission Control Systems
BUSOT-60B	Microsoft Office Word
BUSOT-452	Office Financial Bookkeeping
BUSOT-462	Digital Transcription and Voice Recognition
DENTAL-400	Dental Assisting Core Sciences
DENTAL-410	Dental Assisting Preclinical Sciences
DENTAL-420	Radiography for Dental Assistants
DENTAL-430	Clinical Practice
ED-400	Introduction to Education and Teaching
EGTECH-10	Introduction to Engineering Design/Graphics
EGTECH-16	Computer Integrated Manufacturing - CNC Material Removal
JOUR-10	Newswriting
JOUR-11	Multimedia Reporting
JOUR-30	Student Media Practicum I
MATH-410	Elementary Algebra
PHARMT-403	Principles of Community Pharmacy Practice
PHARMT-404	Principles of Institutional Pharmacy Practice
PHARMT-405	Sterile Products
PHARMT-410	Over-The-Counter Products
PHARMT-415	Pharmaceutical Calculations
PHARMT-421	Community Pharmacy Operations
PHARMT-421L	Community Pharmacy Operations Laboratory
PHARMT-431	Institutional Pharmacy Operations
PHARMT-431L	Institutional Pharmacy Operations Laboratory
PHARMT-482	Clinical Externship

Course Modifications with DE

BUSOT-62	Microsoft Office Outlook
BUSOT-400	Job Search and Interviewing Technique
BUSOT-455	Fundamentals of English for Business
GERO-23	Aging and Older Adulthood

8. Old Business:

New Course:

MATH-415	Statway I <i>Content Review has been minimized.</i>
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Course Modifications with DE: Second Reading

JOUR-31	Student Media Practicum II <i>Lab content has been added.</i>	Approval:
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9. New Business

New Courses: First Reading

WELD-70	Beginning Arc Welding <i>Committee member asked if this course is stand-alone or will eventually be a part of a certificate or degree program.</i>	Approval:
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Course Modifications in Glitch: First Reading

ART-18	Introduction to Ceramics	Approval:
ART-20	Ceramic Sculptor	Approval:
ART-35	Intermediate Ceramics	Approval:
BUS-60	Business Ethics	Approval:
BUS-61	Introduction to Global Business	Approval:
BUSMGT-40	Introduction to Management	Approval:
BUSMKT-402	Introduction to Import/Export	Approval:
BUSOT-40B (Has DE)	Computer Keyboarding: Speed and Accuracy Development	Approval:
BUSOT-470 (Has DE)	Office Systems and Procedures	Approval:
DRAFT-51	Architectural Design II	Approval:
FASHD-20	History of Fashion	Approval:
FASHD-61	Pattern Drafting I	Approval:
FASHD-428	Computer-Aided Design	Approval:
FASHM-10	Introduction to the Fashion Industry	Approval:
FASHM-12	Visual Merchandising	Approval:
FASHM-15	Image and Fashion Selection	Approval:
FASHM-60	Textiles	Approval:
PS-2	Introduction to Political Science	Approval:

Course Modifications: First Reading

ART-62B	Illustration II	Approval:
BUSMGT-45	Small Business Ownership and Management	Approval:
BUSMGT-430	Warehouse Management and Material Handling	Approval:
BUSMGT-440	Principles of Leadership	Approval:
BUSMGT-480	Principles of Supervision	Approval:
BUSMKT-55	Advertising	Approval:
BUSMKT-405	International Marketing	Approval:
BUSOT-64	Microsoft Office Access-Comprehensive <i>Committee member comment on course needing a writing assignment. This course has three out of class assignments: reading, critical thinking, and computation and does not need a writing assignment to be added.</i>	Approval:

CHIN-1	Elementary Mandarin Chinese I	Approval:
CHIN-2	Elementary Mandarin Chinese II	Approval:
FR-1	Elementary French 1	Approval:
FR-2	Elementary French 2	Approval:

Course Modifications with DE: First Reading

ARTH-19	Contemporary Art: 1945-Present	Approval:
BUSMGT-11	Retail Merchandising and Management	Approval:
BUSMGT-44	Introduction to Human Relations	Approval:
BUSMGT-436	Introduction to Logistics Management	Approval:
BUSOT-60A	Microsoft Office Word - Specialist	Approval:
BUSOT-61	Microsoft Office PowerPoint	Approval:
BUSOT-460	Proofreading: Text-Editing Skills	Approval:
BUSOT-471	Administrative Office Management	Approval:
CISHDSP-40	Microcomputer Hardware	Approval:
CISIWEB-424	WordPress Web	Approval:
CISIWEB-72	Web Page Development and Publishing	Approval:

Course Reactivations: First Reading

BUS-496 ABCD	Internships in Business	Approval:
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Course Deactivations:

AJ-407	California Substantive Law <i>No affected programs or courses. Although course is missing third out of class assignment, the course is being deactivated. Should it ever be reactivated, the assignment will be added in.</i>	Approval:
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Programs: Final Reading

Hospitality Management: Food Service	A.S. <i>Originator does not want to change the title as suggested by a tech reviewer.</i>	Approval:
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10. Adjournment:

CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204
FONTANA CAMPUS, FNAC 100
CHINO CAMPUS, CHMB 143
TELECONFERENCE #6759
SUMMARY NOTES
August 23, 2017
1:30pm-3:00pm

Members Present:

Angela Burk-Herrick, Mathematics & Science
Annette Henry, Kinesiology, Nutrition, & Athletics
Ardon Alger, Faculty Senate President
Charmaine Phipps, Language Arts
Daniel Jacobo, Visual and Performing Arts
David Schlanger, Catalog/Schedule Coordinator
Elaine Martinez, Kinesiology, Nutrition, & Athletics
Helen Leung, Counseling
Jason Chevalier, Dean, Visual & Performing Arts
Jeffrey Laguna, Health Sciences
John Machado, Visual & Performing Arts
Linda Marcotte, Social & Behavioral Sciences
Maria-Isabella Sandoval, Student Representative
Marie Boyd, Curriculum Chair
Mark Ford, Chino Representative
Marlene Soto, Health Sciences

Megan Keebler, Instructional Support
Meridith Randall, Associate Superintendent of Instruction and Institutional Effectiveness
Michael Escobosa, Health Sciences
Naomi McCool, Social and Behavioral Sciences
Patricia Bopko, Financial Aid
Rob Kopp, Mathematics & Science
Sean Stratton, Articulation Officer
Sharon Awad, Administrative Assistant II, Curriculum
Shelley Marcus, Library Learning Resources
Stephen Calebotta, Language Arts
Stephen Shelton, Vice Chair
Tracy Kocher, Business & Applied Technology
Vanessa Thomas, Business and Applied Technology, High School Articulation
Wanda Baker, Business & Applied Technology

Members Absent:

Kathy Lucero, Admissions and Records
Lucy Serrano, Counseling

Guests:

Doug Yegge, Mathematics
Kelly Ford, Visual and Performing Arts
Luke Gunderson, Social and Behavioral Sciences

Misty Burrue, Visual and Performing Arts
RuthAnn Garcia, Interim Transfer Center
Sheila Malone, Visual and Performing Arts

1. **Call To Order/New Committee Members:** The meeting was called to order at 1:32p.m. The Chair introduced our new Curriculum Committee members: Naomi McCool, Megan Keebler, Helen Leung, Jeffrey Laguna, Mark Forde, and Steve Shelton as the new Vice Chair of Curriculum. She also announced current member Vanessa Thomas' new position as the Associate Dean of Strong Workforce Development. The Chair welcomed our guests: Sheila Malone, Kelly Ford, Luke Gunderson, Misty Burrue, and RuthAnn Garcia.
2. **Public Comments:** The Administrative Assistant for Curriculum reminded the committee that all meetings are recorded to ensure accuracy of summary notes. Shelley Marcus thanked the Chair for her eminent role in curriculum locally and state-wide. She also thanked the Administrative Assistant for the work she does in the Curriculum Office. The Administrative Assistant also announced that the quorum for the academic year is fourteen.
3. **Review and Approval of May 10, 2017 Expanded Summary Notes:** All present voting members approved the summary notes.
4. **Discussion Items:**
 - 4.1. **Curriculum Committee Goals:** The Chair shared the Curriculum Committee Goals for the academic year. Clarification was needed from some members on the AP Score Consistency goal. The Catalog and Schedule

Coordinator clarified that AB 1985 went into effect this fall semester and requires the Community Colleges to align with a standardize applicability of AP Exams to the local general education pattern of the community colleges. As of this semester, Chaffey College now accepts all AP Exams (with the exception of five) in which the college must apply credit for the General Education areas toward graduation. Faculty still determine AP exam course equivalencies for local purposes (major requirement applicability, prerequisite clearances, and degree-applicable unit credit). This list is reflected in the 2017-2018 Catalog (pp. 26-27). The Articulation Officer would like each department to provide a class in which AP credit can be given. Military Credit for Prior Learning was also questioned and the Chair stated that more guidance will be given from the Chancellor's Office. There was a unanimous vote for approval for the goals.

4.2. Changes to Curricunet Queue (Flow Chart): The Administrative Assistant presented the Curricunet Flow Chart in document form and with a live viewing in Curricunet. The Curricunet queue has been updated to align with the streamlining efforts of the Chancellor's Office. Some changes include the rearrangement of the steps in the approval process. Internal Review is now placed at the forefront to ensure Curriculum was discussed with the department before being reviewed by the Technical Review Committee. Technical Review committee will then review and move a proposal forward straight to the Curriculum Committee, a common practice statewide. The new Curricunet Queue also removes the Extended Approval process discussed last year.

A major change made the process was the removal of the Coordinator step. A question was also posed from the Curriculum Office as to whether or not the Discipline Review step is needed in the queue process and if that step actually determines that discipline faculty were consulted in the process. Discussion ensued both favoring the removal of the Coordinator and opposing the removal. Discussion that supported the removal was centered on the ideas that Coordinators are to assist the Deans and the Deans already have an approval step. Those is disagreement believe that Coordinators have a stronger role in curriculum and should remain in the queue.

Similar points were discussed in regards to Discipline Review. Many members voiced their concerns at the possibility of removing this step. They believe discipline faculty should remain in the approval process and be able to comment on the Curriculum in Curricunet. The Chair and CIO shared that all Curriculum items should ideally be discussed during School/Department meetings especially during FLEX. That ensures that discipline faculty are aware of the Curriculum projects for the upcoming academic year. The Chair asked everyone to consider the points discussed and to be ready to vote on the process at the next meeting.

4.3. Curriculum Guidelines for Review: Discussion was integrated with item 4.2. and will be continued at the September 6, 2017 meeting.

1. **Dean**
2. **Curriculum Representative**
3. **Discipline Review**
4. **Technical Review Committee**
5. **Curriculum Committee Member**
6. **Others:**
 - 4.3.6.1. **Faculty**
 - 4.3.6.2. **Faculty Senate**
 - 4.3.6.3. **Governing Board**

5. Board Report: There is a comprehensive Monitoring Report of all approved Curriculum during the 2016-2017 academic year. To see a list of all curriculum approved by the Governing Board during the 2016-2017 academic year, please view the public Curriculum folder on the Z-drive and select the "End of the Year Reports" folder and click on "End of Year Report 16-17".

6. Miscellaneous:

7. Consent Agenda: The consent agenda was approved by all voting members.

7.1. Per committee request on 5/10/2017, reference to laboratory assignments and laboratory projects was removed from the Methods of Instruction and Methods of Evaluation from the CISNTWK-413 COR.

7.2. Short-title for FIRETEC-10 was changed to "Wildland Fire Control" which is the title of the course.

- 7.3. Various typos for EMT-405 and EMT-411 have been corrected.
- 7.4. Third out-of-class assignment was added to CJ-459.
- 7.5. Per faculty request, all “Pre-Law” language was removed and replaced with “Pathway to Law School” to match the title of the “Pathway to Law School” Certificate (formally Pre-Law Certificate).
- 7.6. Per committee request, faculty provided an assignment for ACCT-70 which was added to the COR.
- 7.7. Per faculty request, description for COOPED has been edited.

7.8. Course Modifications with Text Book Updates Only or No Changes

AMT-16A	Aviation Materials, Processes, Inspections & Regulations
AMT-16B	Aviation Science
AMT-28A	Powerplant: Reciprocating Engine Inspection
AMT-38A	Airframe Structure: Structure Fabrication
AMT-38B	Airframe Structure: Hydraulic Systems
AMT-38C	Airframe Structure: Aircraft Secondary Systems and Components
CDE-3	Observation and Assessment
CDE-4	Child, Family, and Community
CDE-5	Health, Safety and Nutrition
CDE-8	Curriculum Development: Math and Sciences
CDE-23	Introduction to Children with Special Needs
CISGAME-403	Fundamentals of Game Programming
CISGAME-420	Mobile/Web Game Development
CISPROG-1	Introduction to Computer Programming
IET-482	Internship in Industrial Electricity
PHARMT-421	Community Pharmacy Operations
PS-1	American Politics
PS-3	California Politics and Culture
PS-32	Law and Society
STAT-10	Elementary Statistics

8. New Business

New Courses: First Reading

MATH-415	Statway I <i>Doug Yegge will be present to answer any questions regarding the course toward the end of the meeting.</i>	Approval: 21/0/0
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New Courses: First and Second Reading

THEATRE-8	Voice and Movement for the Actor <i>In Theatre Performance A.A. approved on March 22, 2017. Kelly was here to present the spoken word emphasis and removal of tension from the actors and is not singing.</i>	Approval: 24/0/0
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Course Modifications: First Reading

AMT-15	Introduction to Aviation Maintenance for Airframe and Powerplant	Approval: 24/0/0
AMT-25	Powerplant: Aircraft Reciprocating Engines <i>Lab content has been added.</i>	Approval: 24/0/0

AMT-26	Powerplant: Engine Instrumentation, Lubrication, Electrical <i>Lab content has been added.</i>	Approval: 24/0/0
AMT-28B	Powerplant: Electrical Systems	Approval: Tabled
AMT-28C	Powerplant: Turbine Engine Auxiliary System	Approval: 24/0/0
AMT-35	Airframe Structures: Fabrication, Inspection and Repair <i>Lab content has been added.</i>	Approval: 24/0/0
AMT-36	Airframe Primary Systems <i>Lab content has been added.</i>	Approval: 24/0/0
AMT-37	Airframe Secondary Systems <i>Lab content has been added.</i>	Approval: 24/0/0
AUTOTEC-10	Service and Repair <i>Out of class assignment has been added.</i>	Approval: 24/0/0
AUTOTEC-422	Fuel, Ignition, and Emission Control Systems <i>Out of class assignment has been added</i>	Approval: 24/0/0
BUSOT-60B	Microsoft Office Word	Approval: 24/0/0
BUSOT-452	Office Financial Bookkeeping	Approval: 24/0/0
BUSOT-462	Digital Transcription and Voice Recognition	Approval: 24/0/0
DENTAL-400	Dental Assisting Core Sciences <i>Lab content has been added.</i>	Approval: 24/0/0
DENTAL-410	Dental Assisting Preclinical Sciences	Approval: 24/0/0
DENTAL-420	Radiography for Dental Assistants	Approval: 24/0/0
DENTAL-430	Clinical Practice <i>Third out of class assignment has been added.</i>	Approval: 24/0/0
ED-400	Introduction to Education and Teaching	Approval: 23/0/1
EGTECH-10	Introduction to Engineering Design/Graphics	Approval: 23/0/1
EGTECH-16	Computer Integrated Manufacturing - CNC Material Removal	Approval: 23/0/1
JOUR-10	Newswriting	Approval: 23/0/1
JOUR-11	Multimedia Reporting	Approval: 23/0/1
JOUR-30	Student Media Practicum I	Approval: 23/0/1
JOUR-31	Student Media Practicum II <i>Needs lab content</i>	Approval: 23/0/1
MATH-410	Elementary Algebra	Approval: 23/0/1
PHARMT-403	Principles of Community Pharmacy Practice <i>Out of class assignment has been added.</i>	Approval: 23/0/1
PHARMT-404	Principles of Institutional Pharmacy Practice	Approval: 23/0/1
PHARMT-405	Sterile Products	Approval: 23/0/1
PHARMT-410	Over-The-Counter Products	Approval: 23/0/1
PHARMT-415	Pharmaceutical Calculations <i>Out of class assignment has been added.</i>	Approval: 23/0/1
PHARMT-421L	Community Pharmacy Operations Laboratory	Approval: 23/0/1
PHARMT-431	Institutional Pharmacy Operations	Approval: 23/0/1
PHARMT-431L	Institutional Pharmacy Operations Laboratory	Approval: 23/0/1
PHARMT-482	Clinical Externship	Approval: 23/0/1
THEATRE-50	Main Stage Production Workshop I <i>Added to Theatre ADT</i>	Approval: Tabled

	<i>Sheila Malone said that she would like to change some elements of the courses to separate the performance from technical aspect of each...</i>	
THEATRE-51	<p>Main Stage Production Workshop II <i>In Theatre Performance A.A. approved on March 22, 2017.</i> <i>THEATRE-55 has a C-ID 192, and should actually be THEATRE-51. She plans to deactivate THEATRE-55</i></p> <p><i>Certificate modifications need to be launched together as a packet.</i></p>	Approval: Tabled

Course Modifications: First and Second Reading

ACCTG-70	Cost Accounting <i>Out of class assignment has been added.</i>	Approval: 24/0/0
AMT-27	Powerplant: Reciprocating Engine Fuel & Auxiliary Systems <i>Lab content has been added.</i>	Approval: 24/0/0
BIOL-92A-H	Special Topics: Biology	Approval: 24/0/0
BIOL-92LA-H	Special Topics Laboratory: Biology	Approval: 24/0/0
BIOL-98ABC	Independent Study: Biology	Approval: 24/0/0
CDE-1	Principles & Practices in Early Childhood Education	Approval: 24/0/0
CDE-2	Child Growth and Development	Approval: 24/0/0
CDE-6	Teaching in a Diverse Society	Approval: 24/0/0
CDE-7	Curriculum Development: The Creative Arts	Approval: 24/0/0
CDE-415	Dynamics of Play	Approval: 24/0/0
CDE-416	Brain Research and the Implications for Classroom Teaching	Approval: 24/0/0
CISGAME-1	Fundamentals of Game Development	Approval: 24/0/0
DRAFT-20	Computer-Aided Drafting and Design	Approval: 23/0/1
DRAFT-21	Mechanical Design I	Approval: 23/0/1
DRAFT-41	Mechanical Design and Drafting II	Approval: 23/0/1
DRAFT-43	Advanced CAD Modeling and Applications	Approval: 23/0/1
DRAFT-50	Architectural Design I	Approval: 23/0/1
DRAFT-53	Architectural Applications of CAD	Approval: 23/0/1
DRAFT-78	Advanced Mechanical Design Applications	Approval: 23/0/1
EGTECH-12	Principles of Engineering	Approval: 23/0/1
ENGIN-26	Engineering Graphics and CAD	Approval: 23/0/1
FIRETEC-420	Fire Inspector 1A – Duties and Administration <i>ENGL-475 can be removed from this course according to Institutional Research as they “have no evidence for or against the pre-req”.</i>	Approval: 23/0/1
IET-401A	Introduction to Electricity	Approval: 23/0/1
IET-401B	Industrial Basic Controls	Approval: 23/0/1
IET-403B	Electrical Motors and Controls II	Approval: 23/0/1
IET-405	National Electric Code	Approval: 23/0/1
IET-407	Electrical Blueprints	Approval: 23/0/1

IET-413	Intermediate Programmable Logic Controllers	Approval: 23/0/1
IET-421	AC Variable Frequency Speed Drive	Approval: 23/0/1
IETELMT-430	Hydraulic Fundamentals	Approval: 23/0/1
IETELMT-432	Electrical Control of Hydraulic Systems	Approval: 23/0/1
PHARMT-401	Pharmacology of the Body Systems I	Approval: 23/0/1
PHARMT-402	Principles of Community Pharmacy Practice	Approval: 23/0/1
PS-10	Comparative Politics	Approval: 23/0/1
PS-25	Latino Politics	Approval: 23/0/1

Course Modifications with DE: First Reading

BUSOT-62	Microsoft Office Outlook	Approval: 23/0/1
BUSOT-400	Job Search and Interviewing Technique	Approval: 23/0/1
BUSOT-455	Fundamentals of English for Business	Approval: 23/0/1
GERO-23	Aging and Older Adulthood	Approval: 23/0/1

Course Modifications with DE: First Reading and Second Reading

BUSOT-63	Microsoft Office Excel - Comprehensive	Approval: 23/0/1
GERO-400	Principles of Caregiving: Older Adults and Their Care	Approval: 23/0/1
MATH-25	College Algebra	Approval: 23/0/1

Courses: Deactivations

CISGAME-402	Fundamentals of Game Development II <i>No affected programs, certificates, or courses.</i>	Approval: 23/0/1
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Programs: Final Reading

Theatre Arts	A.A.-T	Approval: Tabled
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9. **Adjournment:** The meeting was adjourned at 3:03p.m.

Attendance and Vote Count-8/23/2017

Name	Attendance	Summary Notes	Consent Agenda	MATH-415 1 st Reading	THEATRE-8 1/2 ND Reading	AMT-15 1 st Reading	AMT-25 1 st Reading	AMT-26 1 st Reading	AMT-28B 1 st Reading	AMT-28C 1 st Reading	AMT-35 1 st Reading	AMT-36 1 st Reading	AMT-37 1 st Reading	AUTOTEC-10 1 st Reading	AUTOTEC-422 1 st Reading	BUSOT-60B 1 st Reading	BUSOT-452 1 st Reading	BUSOT-462 1 st Reading
Angela Burk-Herrick	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Annette Henry	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Ardon Alger	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X
Charmaine Phipps	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Daniel Jacobo	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
David Schlanger	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Elaine Martinez	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Helen Leung	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Jason Chevalier	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Jeffrey Laguna	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
John Machado	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Linda Marcotte	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Lucy Serrano																		
Mark Forde	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X
Marlene Soto	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Megan Keebler	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Michael Escobosa	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X
Naomi McCool	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Rob Kopp	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Sean Stratton	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Shelly Marcus	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Stephen Calebotta	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Tracy Kocher	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Vanessa Thomas	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Wanda Baker	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Total Counts	24	21	24	21	24	24	24	24	24	24	24	24	24	24	24	24	24	24

Guests:

1. Doug Yegge
2. Kelly Ford
3. Luke Gunderson
4. Misty Burruel
5. RuthAnn Garcia
6. Sheila Malone

Non-Voting	
Kathy Lucero	
Marie Boyd	X
Marialsabell Sandoval	X
Meridith Randall	X
Patricia Bopko	X
Sharon Awad	X
Stephen Shelton	X

8/2017 Guidelines for Deans in Regards to Curriculum and Related Matters

- These guidelines are based on the new local approval process with the Chancellor's Office, in effect for the Fall, 2017.
- The streamlined process involves automated approval for **new course proposals** which will be a part of a previously approved certificate or program of study or a new program of study other than an ADT. Consequently, those involved in curriculum processes at Chaffey need to pay careful attention to what we are approving! For this reason, a series of "Guidelines" will be created for every position within our local approval process:
 - Originators and Faculty
 - Deans
 - Coordinators
 - Discipline Reviewers
 - Curriculum Representatives
 - Curriculum Committee
 - Tech Review Committee
 - Governing Board
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The following 10+1 areas in bold deal directly with curriculum processes at Chaffey College:

1. **CURRICULUM**
 - a. As a Dean, you are responsible for ensuring the necessity of a new course, new program, deactivations, reactivations, and modifications through collegial consultation with faculty. Deans should discuss curriculum

proposals with Coordinators and Discipline Faculty, as well as with the faculty originator. The Curriculum Office suggests having department and/or school meetings during FLEX that address curriculum goals, ideas, and changes for the academic year following the Curriculum Timeline developed by the Curriculum Office.

- b. All curriculum must be updated every 6 years except for CTE curriculum which must be updated every 2 years.
- c. When discussing new courses with colleagues, please remember to discuss the following:
 - i. Where will this course fit in your program's/certificate's sequence?
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- a. ADT degrees cannot be changed too much – please try to discourage changes because those templates are pretty restrictive

3. **GRADING POLICIES**

- a. Selected by faculty
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- a. AP 4023 Program Initiation (almost complete)
 - i. Educational Program Initiation Proposal Form (in draft)

5. **STANDARDS OR POLICIES REGARDING STUDENT PREPARATION AND SUCCESS**

- a. Student Learning Outcomes Processes – please remember when adding or deactivating curriculum (either courses or programs/certificates) please adjust the corresponding SLO documentation in TaskStream.

6. **DISTRICT AND COLLEGE GOVERNANCE STRUCTURES, AS RELATED TO FACULTY ROLES**

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All Curriculum representatives are Curriculum Committee Members. The difference between Curriculum Representative and Curriculum Committee Member reviews is that representatives will be prompted review proposals in their school and members review proposals for all schools. The roles of the members are defined below for reviewing curriculum outside of your discipline:

1. Serve as the point of contact for Curriculum questions within your school.
 2. Review guidelines for faculty and for Deans regarding streamlined local curriculum review process.
 3. Stay current with Curricunet notifications of proposals requiring your attention. Some committee members serve in multiple roles as, not only the curriculum committee member, but also as the Coordinator, Discipline Review and Curriculum Rep.
 4. Attend Curriculum Committee meetings. Because of the new Curriculum timeline this year, we will be having additional Curriculum Committee meetings during the Fall Semester. Please consult the timeline and the Calendar for dates.
 5. Share information regarding curriculum deadlines at your School meetings and with your colleagues.
 6. Share information from the Curriculum Committee meetings at your School meetings.
 7. Familiarize yourself with the Curriculum Committee By-laws.
 8. Review the Chaffey College Curriculum Handbook when time permits.
 9. Organize curriculum training materials in three ring binder for reference throughout the academic year.
 10. Work with Dean to establish regularly scheduled school meetings to discuss Curriculum.
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The following 10+1 areas in bold deal directly with curriculum processes at Chaffey College:

1. CURRICULUM

- a. As a discipline reviewer, you are responsible for following up on all comments made throughout the review process. The Curricunet proposal will be read by your Dean, your Coordinator, and Curriculum Representatives and these reviews are referred to as “internal reviews” because readers are within your School. After these reviews are complete, your proposal goes on to the Technical Review Committee for review of the technical aspects of your Course Outline of Study (COR) or certificate/degree review. After the Technical Review Committee is finished, your proposal goes to the Curriculum Committee for two readings. After the Curriculum Committee, your proposal goes to Faculty Senate for endorsement, and then on to the Governing Board for local approval. This concludes our “local approval” process. If the proposal is within a Career Technical Education area, it must go to the Desert Regional Consortium for review and approval. All proposals are finalized by submitting to the Chancellor’s Inventory for “chaptering.”
- b. All curriculum must be updated every 6 years except for CTE curriculum which must be updated every 2 years.
- c. When discussing new courses with colleagues, please remember to discuss the following:
 - i. Where will this course fit in your program’s/certificate’s sequence?
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- Sean Stratton – Comparable Courses and other articulation comments/additions
- David Schlanger – elements that affect the catalog of schedule: Program Acronyms, course numbers, program and course descriptions, prerequisites; limitations on enrollment; program descriptions. Comments regarding CB elements should be commented in Tech Review under "Comment for Curriculum Office".
- Stephen Shelton – Out-of-Class assignments; continued alignment with C-IDs for courses with C-ID alignment
- Stephen Callebotta – grammar police
- Marie Boyd – overall integration of course description/course content/course objectives; program descriptions; SAM Codes; hour range check.

As a result of our change to the curriculum approval process, Technical Review will be done after the "internal review" within the department by the Dean, Coordinator, Discipline Reviewer, and then by the Librarian.

Technical Review will occur just prior to going for first reading to the Curriculum Committee.

How will this be different from our former curriculum approval process?

The technical review committee used to review Curriculum before the Dean, Coordinator, Curriculum Representative, and Discipline Faculty. Sometimes, the "internal reviewers" did not agree with the proposal. As a result, Curriculum would remain in the queue. It is imperative that the department knows of all curriculum proposals before the curriculum is reviewed and corrected by the technical committee. After tech review, the proposal moves back to the originator for changes or straight to the Curriculum Committee, a common streamlining practice amongst the Community Colleges.

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The following 10+1 areas in bold deal directly with curriculum processes at Chaffey College:

1. CURRICULUM

- a. As a Curriculum Committee member, you are responsible for the completing the following:
 - i. When prompted to review curriculum by Curriconet or the Curriculum Office, Curriculum Committee members should review the following elements listed in Title 5:
 1. Title, Units to Hours, Requisites, Description, Content, Objectives, Methods of Instruction, Out of Class Assignments, Methods of Evaluation, and Textbooks.
 2. To review the aforementioned elements:
 - a. **WR** shows the COR
 - b. **C** shows the changes that have taken place. Red means something has been omitted, green symbolizes any additions.
 - c. **AF** comprehensive report that shows all of the Curriconet fields for this course.
 - d. **AC** comprehensive report that shows all of the changes made to the Curriconet fields.
 - e. **G** a list that shows if the course affects another course (prereq, etc.) and which programs this course affects. This is particularly important for new courses and deactivations.
 - ii. Members also review Distance Education Addenda by using the following icons:
 1. **DE** Addendum for a fully online class.
 2. **DEH** Addendum for a hybrid class.
 - iii. Review guidelines for faculty and for Deans regarding streamlined local curriculum review process.
 - iv. Stay current with Curriconet notifications of proposals requiring your attention. Some committee members serve in multiple roles as, not only the curriculum committee member, but also as the Coordinator, Discipline Review and Curriculum Rep.
 - v. Attend Curriculum Committee meetings. Because of the new Curriculum timeline this year, we will be having additional Curriculum Committee meetings during the Fall Semester. Please consult the timeline and the Calendar for dates.
 - vi. Share information regarding curriculum deadlines at your School meetings and with your colleagues.
 - vii. Share information from the Curriculum Committee meetings at your School meetings.
 - viii. Familiarize yourself with the Curriculum Committee By-laws.
 - ix. Review the Chaffey College Curriculum Handbook when time permits.
 - x. Maintain curriculum training materials in three ring binder for reference throughout the academic year.
- b. All curriculum must be updated every 6 years except for CTE curriculum which must be updated every 2 years.
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The following 10+1 areas in bold deal directly with curriculum processes at Chaffey College:

1. CURRICULUM

- a. As a faculty originator, you are responsible for following up on all comments made throughout the review process. The CurricUNET proposal will be read by your Dean, your Coordinator, colleagues, and Curriculum Representatives and these reviews are referred to as “internal reviews” because readers are within your School. After these reviews are complete, your proposal goes on to the Technical Review Committee for review of the technical aspects of your Course Outline of Study (COR) or certificate/degree review. After the Technical Review Committee is finished, your proposal goes to the Curriculum Committee for two readings. After the Curriculum Committee, your proposal goes to Faculty Senate for endorsement, and then on to the Governing Board for local approval. This concludes our “local approval” process. If the proposal is within a Career Technical Education area, it must go to the Desert Regional Consortium for review and approval. All proposals are finalized by submitting to the Chancellor’s Inventory for “chapters.”
- b. All curriculum must be updated every 6 years except for CTE curriculum which must be updated every 2 years.
- c. When discussing new courses with colleagues, please remember to discuss the following:
 - i. Where will this course fit in your program’s/certificate’s sequence?
 - ii. Where will this course fit in your pathway?
 - iii. Where the course will fit in within the department schedule, i.e., will something have to be sacrificed in order to offer this new course?
 - iv. Will any courses be rendered obsolete and need to be deactivated?
 - v. If courses are deactivated – what happens to the program/certificate? Will it need to go through the Program Viability process (AP 4021)? Program modification?
- d. There is still no course repetition except for three categories listed in Title 5; we must work within the confines of Title 5 requirements; level out courses if necessary, but please keep the college’s overall mission in mind when levelling. (Dance request regarding repeatability: Rio Honda does it – why can’t we? Rio Hondo may be doing the following: Offering it noncredit; not collecting apportionment).
- e. Specific rules for COOP ED, internships, job shadowing, apprenticeships and service learning. Here’s a good source:
<http://www.shastacollege.edu/Academic%20Affairs/WSL/Documents/WSL%20Handbook.pdf>
- f. Stacking courses for scheduling is permissible

2. DEGREE AND CERTIFICATE REQUIREMENTS

- a. ADT degrees cannot be changed too much – please try to discourage changes because those templates are restrictive.

3. GRADING POLICIES

- a. Selected by faculty
- b. Indicated on the Units hours page in the Course checklist in CurricUNET
- c. Indicated on the Course Outline of Record
 - i. Letter Grade
 - ii. Pass/No-Pass
 - iii. Non-Credit (Not graded)
 - iv. Letter Grade and Pass/No-Pass
 - v. Non-Credit (Pass/No Pass)

4. EDUCATIONAL PROGRAM DEVELOPMENT

- a. AP 4023 Program Initiation (almost complete)
 - i. Educational Program Initiation Proposal Form (in draft)

5. STANDARDS OR POLICIES REGARDING STUDENT PREPARATION AND SUCCESS

- a. Student Learning Outcomes Processes – please remember when adding or deactivating curriculum (either courses or programs/certificates) please adjust the corresponding SLO documentation in Taskstream.
- 6. DISTRICT AND COLLEGE GOVERNANCE STRUCTURES, AS RELATED TO FACULTY ROLES
- 7. FACULTY ROLES AND INVOLVEMENT IN ACCREDIATION PROCESSES, INCLUDING SELF-STUDY AND ANNUAL REPORTS
- 8. POLICIES FOR FACULTY PROFESSIONAL DEVELOPMENT ACTIVITIES
- 9. **PROCESSES FOR PROGRAM REVIEW**
 - a. AP 4021 on Program Viability (formerly Program Discontinuance) is more inclusive and includes other scenarios besides discontinuance:
 - i. Program Continuation
 - ii. Program Revitalization
 - iii. Program Suspension
 - iv. Program Hold Due to Dire Fiscal Emergency
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 - b. AP 4023 Program Initiation (almost complete)
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- 10. PROCESSES FOR INSTITUTIONAL PLANNING AND BUDGET DEVELOPMENT
- 11. OTHER ACADEMIC AND PROFESSIONAL MATTERS AS ARE MUTUALLY AGREED UPON BETWEEN THE GOVERNING BOARD AND THE ACADEMIC SENATE.

COLLEGIAL CONSULTATION WITH COLLEAGUES AND DEAN PRIOR TO REVIEW BY THE CURRICULUM COMMITTEE

Collegial consultation is defined by Title 5 §53200

“Consult collegially” means that the district governing board shall develop policies on academic and professional matters through either or both of the following methods, according to its own discretion:

- (1) relying primarily upon the advice and judgment of the academic senate; or
- (2) agreeing that the district governing board, or such representatives as it may designate, and the representatives of the of the academic senate shall have the obligation to reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

New Course Creation

Items to check on when creating a new course:

- a. Courses numbered 1-99: These courses must have comparable courses at the first 2 years of a four-year (preferably a CSU) institution. PLEASE DO NOT USE COMPARABLE COURSES FROM OTHER COMMUNITY COLLEGES. The 1-99 numbering sequence is reserved for “transfer” courses. If you are not finding comparable courses at the freshman/sophomore level at a four-year institution, it means the course should not be taught at the Community College level. (Title 5 language). If you have networked with colleagues from CSUs or UCs, have they given you any type of evidence that this course is needed for student preparation upon transfer?
- b. Courses numbered in the 400s: these courses are not transferable, but are necessary in a Community College’s curriculum, especially in areas including CTE curriculum. Courses numbered in the 400s can be included on local degrees.
- c. Courses numbered in the 600s: We have traditionally reserved the 600s for noncredit curriculum. Noncredit curriculum is currently earning equal apportionment to credit curriculum. There is a BIG PUSH (i.e., lots of money) from the State to offer noncredit to get the Strong Workforce agenda moving

(<http://doingwhatmatters.cccco.edu/StrongWorkforce.aspx>). As a reminder, we still do not have immediate approval of noncredit curriculum so this curriculum is still being reviewed by the Chancellor's Office staff. This means curriculum approval will take a little longer.

Other issues you need to discuss with your colleagues, coordinator and Dean:

- a. If this is a new or existing course, how does it fit into the course sequence within your degree or certificate?
- b. If this is a new or existing course, how does it fit into a pathway for student success?
- c. Will this new course make content obsolete in other courses, perhaps necessitating a course deactivation?
- d. If this course is scheduled for deactivation, should the corresponding certificate or degree go through the Program viability process (See AP4021 include link when ready)
- e. Will there be a discipline placement issue with this course and another department?
- f. Will this course require new faculty?
- g. Will this new course require your program/department's schedule be expanded?
- h. Will this new course require new equipment?
- i. Will this new course require a different type of classroom not currently available on campus?
- j. Will this course require new library materials?
- k. Lastly, if this new course is in a CTE area, do you have the following:
 - i. Evidence from your Advisory Committee that the course and specific content/objectives are required by potential employers or the industry at large?
 - ii. LMI data that supports the labor demand for this course content?
 - iii. Course/program requirements from outside accrediting agencies overseeing your program?

What happens when the Dean does not agree with proposals for new or modified curriculum?

Curriculum is within the Faculty purview as per Title 5. The Dean is the second step in the local approval process in Curricunet. In the event that a Dean does not approve the faculty member's curriculum proposal, the faculty member will be notified via Curricunet and/or the Curriculum Office. If the faculty member would like the course to still move forward in Curricunet, please contact the Curriculum Office (x6967 or x6968) to inform them of the situation. The Curriculum Office will move the course forward and inform the Curriculum Committee of the situation.

The Curriculum Committee will review the proposal as part of the standard curriculum review process. Discussion shall be heard regarding opposing viewpoints of the proposal. The votes shall be recorded as per Brown Act requirements. The Curriculum Committee may request further information and perhaps a visit from the originator to explore the background of the proposal and status of school approval.

REMINDERS

- Deans have the right of assignment and scheduling.
- The Curriculum Committee is subject to the Brown Act, which means the meetings are open to all.

PLEASE ENCOURAGE YOUR SCHOOL DEAN TO ESTABLISH A REGULAR CALENDAR OF SCHOOL/DEPARTMENT MEETINGS AT WHICH TIME CURRICULUM COMMITTEE MEMBERS, COORDINATORS, AND CURRICULUM REPRESENTATIVES WILL REPORT ON THEIR REVIEWS OF CURRICULUM.

8/2017 Curriculum Guidelines for Faculty Senate:

Chaffey College Curriculum Committee has long enjoyed a supportive relationship with the College's Faculty Senate. This relationship is outlined in T5 §55002(a)(1):

(1) Curriculum Committee. The college and/or district curriculum committee recommending the course shall be established by the mutual agreement of the college and/or district administration and the academic senate. The committee shall be either a committee of the academic senate or a committee that includes faculty and is otherwise comprised in a way that is mutually agreeable to the college and/or district administration and the academic senate.

The roles and responsibilities of the Curriculum Committee as outlined in T5 §55002 include recommendation of degree-applicable credit courses, recommendations of courses for associate degree credit, recommendations of grading policies, recommendations and computation of units to hours in accordance with T5 regulations, recommendations regarding intensity, recommendations of prerequisite and cor-requisite policy as well as basic skills, recommendations regarding critical thinking, appropriateness of the level of learning skills, reviews and recommendations regarding Course Outlines of Record, recommendations regarding the conduct of courses, and review of standards of approval, Course outlines of Record, Conduct of Courses and Repeatability guidelines as applied to noncredit curriculum.

The statewide move to local, streamlined curriculum approval places more responsibility at the local level for curriculum review and approval. Therefore, Curriculum Committee will require enhanced participation from all levels of review and approval within Curricunet.

- These guidelines are based on the new local approval process with the Chancellor's Office, in effect for the Fall, 2017.
- The streamlined process involves automated approval for **new course proposals** which will be a part of a previously approved certificate or program of study or a new program of study other than an ADT. Consequently, those involved in curriculum processes at Chaffey need to pay careful attention to what we are approving! For this reason, a series of "Guidelines" will be created for every position within our local approval process:
 - Originators and Faculty
 - Deans
 - Coordinators
 - Discipline Reviewers
 - Curriculum Representatives
 - Curriculum Committee
 - Tech Review Committee
 - Governing Board
- Once the Curriculum Committee and Governing Board have locally approved new courses, courses will be submitted to the Chancellor's Office Inventory in which a Control Number (MIS Number) will be issued within 24-48 hours.

Q: What is the significance of this?
A: The course can be offered immediately upon notification to the public of the course's availability.

Shared governance in California Community Colleges is a powerful tool. Shared governance also requires due diligence. In light of this new authority of our local curriculum, the following practices will be requested of Curriculum Reps in keeping with previously established practices of shared governance:

GENERAL PRACTICES

College Mission

1. California Community College mission – first TWO years for a 4-year higher education degree; General practice to establish a course is within the first two years of a four year degree is to find comparable courses at a CSU or a UC (or private institution).

Articulation

1. New transfer courses have quite a long articulation journey to complete before they can be added to:
 - a. ASSIST
 - b. CSU-GE or IGETC
 - c. Any listing for lower division major prep

Faculty Minimum Qualifications

1. Please remember Minimum Qualifications for faculty when designing a new course/program of study – link on Curricunet homepage (www.curricunet.com/chaffey) or <http://californiacommunitycolleges.cccco.edu/Portals/0/Reports/2016-Minimum-Qualifications-Report-ADA.pdf>

10+1 (for complete list of 10+1 Faculty responsibilities, please see Title 5 §53200:

[https://govt.westlaw.com/calregs/Document/I6EED7180D48411DEBC02831C6D6C108E?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Document/I6EED7180D48411DEBC02831C6D6C108E?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))

The following 10+1 areas in bold deal directly with curriculum processes at Chaffey College:

1. CURRICULUM

- a. As a Faculty Senator, you will review curriculum items as reported on the Faculty Senate agenda before the Senate meetings. Please remember that curriculum items placed on the Senate agenda have been vetted and reviewed by the curriculum committee. Sometimes this process involves months (and years) of discussion and review of changing legislation, Education Code and Title 5 citations.
 - i. Contact curriculum committee representatives with any questions or concerns.
 - ii. Contact the Curriculum Office with any questions, concerns or additional points of clarification.
- b. There is still no course repetition except for three categories listed in Title 5 we must work within the confines of Title 5 requirements; level out courses if necessary, but please keep the college's overall mission in mind when levelling. (Dance request regarding repeatability: Rio Honda does it – why can't we? Rio Honda may be doing the following: Offering it noncredit; not collecting apportionment).
- c. Specific rules for COOP ED, internships, job shadowing, apprenticeships and service learning. Here's a good source: <http://www.shastacollege.edu/Academic%20Affairs/WSL/Documents/WSL%20Handbook.pdf>
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- a. Student Learning Outcomes Processes – please remember when adding or deactivating curriculum (either courses or programs/certificates) please adjust the corresponding SLO documentation in TaskStream.

6. DISTRICT AND COLLEGE GOVERNANCE STRUCTURES, AS RELATED TO FACULTY ROLES

7. FACULTY ROLES AND INVOLVEMENT IN ACCREDITATION PROCESSES, INCLUDING SELF-STUDY AND ANNUAL REPORTS

8. POLICIES FOR FACULTY PROFESSIONAL DEVELOPMENT ACTIVITIES

9. PROCESSES FOR PROGRAM REVIEW

- a. AP 4021 on Program Viability (formerly Program Discontinuance) is more inclusive and includes other scenarios besides discontinuance:
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REMINDERS:

- Deans have the right of assignment and scheduling.
- The Curriculum Committee is subject to the Brown Act, which means the meetings are open to all.

8/2017 Guidelines for Governing Board

These guidelines are based on the new local approval process with the Chancellor's Office, in effect for the Fall, 2017.

This new approval process incorporates changes involving Title 5:

- § 55002. Standards and Criteria for Courses
- § 55002.5. Credit Hour Definition
- § 55100. Credit Course Approval
- § 55130. Approval of Credit Programs
- § 58050. Conditions for Claiming Attendance

These changes went to the Board of Governors for the second reading on Monday, July 17, 2017.

In addition, the Chancellor's Office has produced a whitepaper entitled, Streamlining Curriculum Processes in the California Community College System

(http://extranet.cccco.edu/Portals/1/AA/Credit/2017/WhitePaperFinal_April2017.pdf) which outlines significant factors for an examination and streamlining of curriculum processes in the California Community College system.

The Governing Board approval of local curriculum is but one step in a series of reviews for Chaffey College's curriculum. The following steps outline the curriculum approval process at Chaffey College:

- Originator
- Dean, Coordinator, Discipline Reviewers, Curriculum Representatives
- Librarian
- Technical Review
- Curriculum Committee – two reviews
- If Career Technical Education (CTE), regional consortium review – two readings
- Chief Instructional Officer approval
- Governing Board
- Recorded at the Chancellor's Office

The following documents guide the Governing Board's oversight of local curriculum:

- Title 5: Proposed changes to Standards and Criteria for Courses, Credit Hour, Credit Course Approval, Approval of Credit Programs and Conditions for Claiming Attendance
(http://extranet.cccco.edu/Portals/1/Legal/Regs/StandardsCriteria_Regs_1stRead.1.pdf)
- Chaffey College BP 4020 http://www.chaffey.edu/policies/approved/4020_BP.pdf
- Chaffey College AP 4020 <http://www.chaffey.edu/policies/approved/4020-AP.pdf>
- ACCJC Standard IV Leadership and Governance C. Governing Board 1. *The institution has a governing board that has authority over and responsibility for policies to assure the academic quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution. (ER 7)*

The long-standing process of Chaffey College's Governing Board monthly review of the curriculum report will continue. It is not anticipated that there will be any change to the current process of Governing Board review and approval of curriculum as it presently exists. This document serves as an informational item for the Governing Board in relation to the statewide streamlining approval process.

Chaffey College Curriculum Committee Bylaws

Adopted: October, 2011
Revised: October 15, 2014
Revised: February 3, 2016

I. COMMITTEE RESPONSIBILITIES

A. REVIEW OF COURSES AND CERTIFICATES/DEGREES

The primary responsibilities of the Chaffey College Curriculum Committee are to review and approve degree-applicable credit courses, non-degree credit courses, noncredit courses, certificates, and programs of study. The Curriculum Committee recommends to the Faculty Senate additions, deletions, and modifications in both major degree programs and general education patterns for the Associate in Arts (AA) degree, the Intersegmental General Education Transfer Curriculum (IGETC), the California State University (CSU) General Education Certification Requirements, and Occupational Certificate Requirements. The Faculty Senate then sends those recommendations to the College's Board of Trustees for approval (Title 5 §55002; Chaffey College BP/AP 4020, AP 4022).

B. PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE AND GENERAL EDUCATION

The Curriculum Committee, in its review of all curriculum proposals, acknowledges the college's Mission Statement, as well as the philosophy and criteria which mark a successful student's journey through patterns of learning experiences designed to develop certain competencies, known as the College's Core Competencies. The Curriculum Committee also embraces the concept of academic freedom to develop curriculum and determine methods of classroom instruction and student evaluation (Chaffey College BP 4030). The Curriculum Committee also acknowledges best practices conducive to course articulation in developing and reviewing curriculum and coursework (Chaffey College AP 4050).

C. REVIEW OF PREREQUISITES, COREQUISITES, AND ADVISORIES

The Curriculum Committee must approve prerequisites, co-requisites, and advisories, and must do so by separate action from that used in approving the course. (Title 5 §55003; Chaffey College AP 4260 (B))

D. REVIEW OF DISTANCE EDUCATION CURRICULUM

The Curriculum Committee reviews and approves courses delivered by distance education (DE). DE courses are separately reviewed and approved by the Curriculum Committee. Refer to the section in the Chaffey College Curriculum Handbook on Distance Education for further information. (Title 5 §55200; Chaffey College AP 4105).

E. REVIEW OF COURSE REPEATABILITY AND COURSE REPETITION

The Curriculum Committee reviews course repeatability and course repetition to ensure compliance with Title 5 §55000; §55040; §56029; §55253, §58161; Chaffey College BP/AP 4225, AP 4227, AP 4228, AP 4229).

F. COURSE/CERTIFICATE/PROGRAM DISCONTINUANCE

The Curriculum Committee participates in the review and evaluation of courses, certificates and program for discontinuance. (Title 5 §55130; Chaffey College AP 4021).

G. REVIEW OF DISCIPLINE PLACEMENT

The Curriculum Committee reviews courses for discipline placement. Please refer to the Discipline Placement section in the Chaffey College Curriculum Handbook.

H. REVIEW OF MATRICULATION AND ARTICULATION

The Curriculum Committee shall assist faculty, as well as the Articulation Officer, in meeting state mandates, as well as Chaffey College district goals and objectives as stated in the college's Mission Statement.

I. REVIEW OF COLLEGE CATALOG AND SCHEDULE

The Curriculum Committee collaborates with the Catalog/Schedule Coordinator to ensure that the Chaffey College Catalog contains only those courses offered on a regular basis.

J. REVIEW OF CURRICULUM COMMITTEE COMMUNICATION WITH COLLEGE COMMUNITY

The Curriculum Committee requests, considers, and responds to reports from various Faculty Senate committees and college groups that have a direct bearing on matters of curriculum. Furthermore, the Curriculum Committee assures that the curriculum at Chaffey College supports the College's Mission, supports its goals, and meets the needs of its students and enhances student access through alternative delivery systems.

K. REVIEW AND EVALUATION OF CHAFFEY COLLEGE CURRICULUM APPROVAL PROCESS

The Curriculum Committee shall review and evaluate its approval process to assure optimal curriculum approval at the local level. This shall include a review of technology, technical review, meeting schedules and agenda, yearly curriculum timelines, and Curriculum Committee communication to the college community.

L. REVIEW AND EVALUATION OF CHAFFEY COLLEGE BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

The Curriculum Committee shall assist in the College's review of Chapter 4, Instruction, in the Chaffey College Policy Manual (<http://www.chaffey.edu/policies>) .

M. CREATION OF CURRICULUM COMMITTEE PROCEDURES

The Curriculum Committee shall create Curriculum Committee Procedures (CCPs) when necessary to spell out the process of the Curriculum Office's implementation of Title 5, the Chancellor's Office (CO) mandates, Chaffey College's Board Policies or Administrative Procedures, or suggested best practices from the Academic Senate of the California Community Colleges (ASCCC). These CCPs will ensure consistent application of process and procedures in meeting compliance. These CCPs will be reviewed and approved by the Curriculum Committee and the Faculty Senate. These CCPs will provide transparency to the college community regarding Curriculum Committee actions. These CCPs will be housed in the Chaffey College Curriculum Handbook.

II. CURRICULUM COMMITTEE VOTING MEMEBERSHIP

The voting membership of the Curriculum Committee shall include:

- A. Two representatives, elected in alternating years, from the above referenced areas:
- Kinesiology, Nutrition, and Athletics
 - Business and Applied Technology
 - Health Sciences
 - Language Arts
 - Mathematics and Science

- Social and Behavioral Sciences
 - Visual and Performing Arts
 - Chino Campus
- B. Two reps shall come from Counseling and Matriculation, representing student services, and two reps shall come from Instructional Support. There may be occasions when a particular area may not be able to provide two sitting members on the Curriculum Committee; however, that will be up to the area in question. It is the Curriculum Committee's position that each area has the opportunity for equal representation.
- C. In addition, the following shall be considered standing positions on the Curriculum Committee due to the nature of the curriculum approval process and/or articulation issues:
- Articulation Officer
 - Transfer Center Director
 - Director, Admissions and Records
 - Director, Financial Aid
 - Catalog & Schedule Coordinator
 - SLO Reviewer
 - Librarian
 - Faculty Senate President
 - Curriculum Chair
 - Curriculum Office Staff
- D. Learning modalities, including distance education, hybrid and CIW impact pedagogy and must have representation within the membership of the Curriculum Committee.
- E. A dean, appointed by the Associate Superintendent of Instruction and Institutional Effectiveness, shall serve on the Curriculum Committee as a voting member.
- F. In the event of a tie vote, discussion will be re-opened, followed by a second vote. If the tie still persists, the Curriculum Chair shall cast the deciding vote.

III. CURRICULUM COMMITTEE NON-VOTING MEMBERS

- A. The Curriculum Chair and the Curriculum Office AAll shall be considered non-voting members, except in the event of a tie, when the Curriculum Chair shall cast the deciding vote.
- B. The Associate Superintendent of Instruction and Institutional Effectiveness, shall serve on the Curriculum Committee as a non-voting member.

IV. STUDENT REPRESENTATION

Student participation in "the formulation and development of district and college policies and procedures on curriculum" (Title 5, §51023.7) occurs within the Chaffey College Board of Trustees. The President of the Associated Students of Chaffey College (ASCC) is a standing member of the Chaffey College Board of Trustees. All Curriculum Committee actions go before the Board of Trustees, giving the President of the ASCC an opportunity to inform his or her peers. (Title 5 § 51000, §51022, §55100, §55130, §55150. BP/AP 4020).

V. CURRICULUM COMMITTEE STANDING COMMITTEES

- A. Technical Review Committee

1. The Technical Review Committee shall consist of the Curriculum Chair, the Articulation Officer, the Catalog and Schedule Coordinator, and one voting member from the Curriculum Committee.
2. Responsibilities of the Technical Review Committee include review of all curriculum proposals for compliance with Title 5 minimum standards, stylistic and grammatical standards, articulation issues, and Title 5 coding.

VI. INDIVIDUAL CURRICULUM COMMITTEE MEMBER'S RESPONSIBILITIES

1. Attend meetings as scheduled
2. Review summary notes
3. Review curriculum presentations and issues with respective constituency
4. Participate in resolving divisional concerns between the first and second reading of curriculum proposals
5. Stay current with reading of course and program approvals in curriculum management database

VII. CURRICULUM COMMITTEE CHAIRPERSON RESPONSIBILITIES

1. Philosophical Duties
 - Shall provide leadership among units in an effort to develop a coordinated curriculum
 - Shall provide leadership in the development and planning of a college-wide curriculum
 - Shall take an active facilitative role in the development of innovative curricula
 - Shall oversee the updating of curriculum in relation to programs on campus
2. Maintenance Duties
 - Shall oversee the maintenance of the college curriculum
 - Shall plan, organize, and preside over Curriculum Committee meetings
 - Shall refer issues to the Curriculum Committee for discussion and consideration
 - Shall conduct periodic reviews of the college curriculum
 - Shall attend the following meetings:
 - a. Faculty Senate
 - b. College Planning Council
 - c. Curriculum Committee
 - d. Program and Services Review Committee
 - e. Outcomes and Assessment Committee
 - Shall attend local and state committee meetings as circumstances are deemed appropriate and necessary.
3. Selection Procedure

The Faculty Senate and College Administration shall mutually agree on the selection of the Curriculum Committee Chairperson. The term of office is two years.
4. Reassigned Time

The Curriculum Committee Chairperson is given 0.50 reassigned time during his/her term of office.

VIII. CURRICULUM COMMITTEE MEETING PROCEDURES

1. The meeting shall be called to order and action items addressed when a quorum exists. A quorum is 50% of the voting membership, plus one.

2. The Curriculum Committee may, by majority vote, accept, reject, or request modifications to curriculum proposals to ensure that the curriculum is academically sound and meets all Title 5 regulations.
3. Substitutions of elected curriculum members are limited to members on extended leave or sabbatical leave; replacement members shall serve until the elected member returns or until the term of the elected member expires.
4. First and second reading of curriculum can be approved simultaneously by a majority vote.
5. When a course or program is returned to Chaffey College from the Chancellor's Office and is not approved, or if additional information is requested, the Curriculum Committee Chairperson will meet with faculty responsible for the curriculum proposal or modification. Reasonable attempt shall be made to resolve the issue under question from the Chancellor's Office.
6. Any amendment to the bylaws can be made after two readings by the committee and a vote after the second reading that passes by 2/3 vote of the membership.
7. The Articulation Officer will review the General Education Requirements for compliance with state standards; relevance to national, state and community needs, and report to the Curriculum Committee regularly. The Curriculum Chair will then present this report to the Faculty Senate for approval.

IX. CURRICULUM COMMITTEE AGENDA

In meeting the requirements of the Brown Act, the Curriculum Committee agenda shall be posted 72 hours prior to the Curriculum Committee meeting in an area accessible for public viewing.

The Curriculum Committee agenda shall include a list of curricular issues requiring discussion and a vote of the committee.

The Curriculum Committee agenda shall also include a listing of proposals for new and modified courses for first and second reading.

The Curriculum Committee agenda shall also include a listing of proposals for new and modified programs and certificates.

The agenda shall also include a listing of courses/certificates/programs proposed for deactivation.

X. CURRICULUM COMMITTEE SUMMARY NOTES

1. What follows is the suggested format for summary notes of each Curriculum Committee meeting. The Curriculum Committee Summary Notes are a valuable and necessary record of meetings, as they:
 - are a record of business that has been completed
 - form a record of the issues with which the Curriculum Committee has dealt
 - summarize the meeting for anyone absent or interested in the proceedings
 - facilitate continuity from meeting to meeting

Therefore, the Summary Notes should be clear, coherent, concise yet complete, and accurate. The Curriculum Office AAll takes the Summary Notes.

2. What the Summary Notes should include:

The Summary Notes of the Curriculum Committee are not a court record, yet they need to be complete. As such, it is not necessary to record specific dialogue, nor are names necessary to mention except when an individual is the proponent of a motion, a resolution, or a significant course of action to be undertaken by the Senate. Any item which requires a vote should have a thorough documentation of the discussion concerning that issue. The vote needs to be recorded by name. The Curriculum Committee Summary Notes should include information such as:

- a. members present or absent at each meeting
- b. units/areas that have not been represented for an extended period of time
- c. date of the meeting
- d. exact time the meeting began and ended
- e. information items
- f. synopsis of discussion about each topic; a fine balance needs to be struck between being concise and providing enough detail about the topic to be useful upon review
- g. motions made, seconded, and action taken
- h. a record of all votes, recorded by name

3. Summary Notes Mailing List

The Summary Notes of the Curriculum Committee are customarily mailed and/or e-mailed to:

- a. All Faculty
- b. College President
- c. College Administrators
- d. CCFA President
- e. Governing Board members
- f. Student Government President
- g. Classified Senate President

The officially approved Summary Notes shall be maintained in a permanent log in the Curriculum Office and posted on the College's Intranet in the Curriculum Folder.

New Course-to-Course Articulations (Spring 2017)

Chaffey Course

ACCTG 1B
 BIOL 1
 BIOL 1
 BIOL 20
 BIOL 20
 BIOL 22
 BIOL 22
 BRDCAST 62
 BRDCAST 67
 CHEM 10
 CINEMA 25
 CISPROG 5
 COMSTD 8 & 12
 CS 1
 CS 2
 ENGIN 30
 ENGIN 30
 ENGIN 26
 GEOG 2
 HIST 1
 HIST 2
 HIST 5
 HIST 6
 MATH 3
 MATH 3
 MATH 60
 MUSIC 5
 NF 15
 NF 15
 NF 15
 NF 5
 PHIL 77
 PHIL 78
 PHOTO 7
 PS 4
 PS 4
 SCSCI 10
 STAT 10

Transfer Institution Equivalent

MGMT 11B UC Davis
 BIO 100, 170 CSU Channel Islands
 BIOL 104 CSU Humbolt
 ZOOL 270 CSU Humbolt
 ZOOL 2250 CSU Stanislaus
 ZOOL 113 CSU Humbolt
 ZOOL 2235 CSU Stanislaus
 CTVA 240 CSU Northridge
 CTVA 230 CSU Northridge
 CHEM 107 CSU Humbolt
 FILM ST 1 UC Davis
 CSE 41/SCI 31 UC Irvine
 COMM 1 UC Santa Barbara
 ENG CS 10 UC Davis
 ENG CS 40 UC Davis
 MECH AE 94 UCLA
 ENG CS 30 UC Davis
 EL ENGR 100 UCLA
 METR 10 CSU San Jose
 HIS 10A UC Davis
 HIS 10B or 10C UC Davis
 HIS 4A UC Davis
 HIS 4B UC Davis
 MATH 61 UCLA
 ENG CS 20 UC Davis
 DS 110 CSU San Francisco
 MUS 110/216 CSU Humbolt
 DFM 253 CSU San Francisco
 FCS 207 CSU Northridge
 NUFS 8 CSU San Jose
 DFM 253 CSU San Francisco
 PHILOS 21 UC Davis
 PHILOS 22 UC Davis
 ART 241 CSU Long Beach
 POLSCI 4 UC Davis
 POLI 13 UCSD
 STAT 2 UC Berkeley
 DS 212 CSU San Francisco

