

CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204
FONTANA CAMPUS, FNAC 100
CHINO CAMPUS, CHMB 143
Teleconference x6759

AGENDA
August 28, 2019
1:30pm-3:00pm

Members Present:

Members Absent:

Guests:

1. Call To Order/New Committee Members:

2. Public Comment:

3. Updates to By-Laws:

1. Committee Membership:

4. Robert's Rules:

5. Quorum Number:

6. Review and Approval of April 17, 2019 Expanded Summary Notes:

7. Discussion Items:

7.1. Workgroups

- 1. Comparable Course Policy Workgroup:**
- 2. Prerequisite Workgroup:**
- 3. Roles and Responsibilities Handbook:**
- 4. Curriculum Outreach Workgroup (Did you Know?):**

8. Miscellaneous:

9. Consent Agenda-Summer Clean-up:

9.1. Lab Content was dropped by Curricunet during the modification of SCSCI-10 on March 6, 2018. Per faculty consent, original lab content was added back.

9.2. Removed "Times Taken=3" from Curricunet for GERO-98ABC and changed it to "Times Taken=1" per faculty consent.

9.3. Removing deactivated or replaced courses in University Studies:

- 1. University Studies: Business and Technology A.A.**
 - Removed BUSOT-64A Deactivated 2/2018
 - Removed CISPROG-3 Deactivated 3/2017
 - Removed HOTFS-18 Deactivated 5/2017
 - Removed MATH-2 Deactivated 6/2014
- 2. University Studies: Social and Behavioral Sciences A.A.**

- Removed PSYCH-21 Deactivated 10/2017
3. University Studies: Arts and Humanities A.A.
 - Removed ARTH-6: Deactivated 12/2014
 - Removed ART-8: Deactivated 11/2014
 - Removed MUSIC-1: Deactivated 3/2014
 - Removed MUSIC-70A: Deactivated 1/2014
 - Removed MUSIC-70B: Deactivated 1/2014
 - Removed SPAN-1SS: Deactivated 10/2014
 - Removed SPAN-16 Deactivated 9/2018
 4. University Studies: Mathematics and Science A.A.
 - Removed BIOL-11: Deactivated 1/2013
 - Removed BIOL-16: Deactivated 1/2013
 - Switched CHEM-75A to CHEM-76A
 - Switched CHEM-75B to CHEM-76B
 - Removed GEOL-6: Deactivated 2/2013
 - Removed GEOL-30: Deactivated 11/2012

9.4. Title for Real Estate Salesperson’s Certificate was changed to Real Estate Salesperson per Chancellor’s Office request.

9.5. Correction to description for Nursing ADN: “Six to eight weeks ~~prior~~ prior to the application period should be allowed for obtaining the information requested in these instructions.”

9.6. CSUGE Modifications:

1. Addition of footnote to ASTRON-27
2. Replaced CHEM-75A/75B with CHEM-76A/76B
3. Addition of ACCTGFS-30 to Area B4
4. Addition of footnote to MATH-17
5. Addition of DANCE-12 to Area C1
6. Addition of footnote to PHOTO-7
7. Addition of footnotes to ENGL-7A, ENGL-7B, ENGL-7D, and ENGL-7E
8. Removal of ENGL-71 from Area C2
9. Addition of footnote to PHIL-71 or PHIL-79
10. Addition of SPAN-9 to Area C2
11. Addition of footnote to CJ-1, CJ-55, and CJ-58
12. Addition of BUSL-10 to Area D
13. Addition of footnote to ECON-7
14. Addition of KINLEC-18 to Area D
15. Addition of footnote to SOC-30 and SOC-33
16. Addition of KINLEC-18 and KINLEC-32 to Area E
17. Addition of footnotes for various effective term dates

9.7. IGETC Modifications:

1. Addition of MATH-17 to Area 2
2. Addition of DANCE-12 to Area 3A
3. Addition of PHOTO-1 and PHOTO-10 to Area 3A
4. Addition of ENGL-73 to Area 3B
5. Addition of HIST-21 to Area 3B
6. Addition of PHIL-71 and PHIL-79 to Area 3B

7. Addition of PHOTO-1 to Area 3B
8. Addition of HIST-21 to Area 4
9. Addition of SOC-30 and SOC-33 to Area 4
10. Addition of ASTRON-27 to Area 5
11. Replaced CHEM-75A/75B with CHEM-76A/76B

10. OLD BUSINESS:

Course Modifications: Second Reading

ART-73	Typography and Layout	Approval:
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11. NEW BUSINESS:

Course Modifications: First Reading w/ Distance Education

ART-10	Fundamentals of Design in Two Dimensions	Approval:	Distance Education Approval Hybrid:
CISNTWK-70	Virtualization, Cloud Essentials and Amazon Web Services (AWS)	Approval:	Distance Education Approval Hybrid/Online:
GEOG-6	Environmental Geography	Approval:	Distance Education Approval Hybrid:

Course Modifications: First Reading

ART-16	Introduction to Painting	Approval:
ART-30	Figure Drawing	Approval:
GEOG-10	Cultural Geography of North America	Approval:

Program Modifications: Final Reading

Fire Technology	A.S.	Approval:
Fire Technology	Certificate of Achievement	Approval:

12. Adjournment:

Chaffey College Curriculum Committee Bylaws

I. COMMITTEE RESPONSIBILITIES

A. CERTIFICATION

The Curriculum Committee provides certification to the Chancellor's Office that processes and procedures align with California Education Code, Title 5 regulations, and the Chancellor's Office Program and Course Approval Handbook (PCAH).

B. 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 The Curriculum Office sends those recommendations to the College's Board of Trustees for approval (Title 5 §55002; Chaffey College BP/AP 4020, AP 4022).

C. 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).

D. CREDIT HOUR

As part of its course review process, the Curriculum Committee oversees the implementation of the College's credit hour policy. (Chaffey College AP 4024)

E. REVIEW OF PREREQUISITES, COREQUISITES, AND ADVISORIES

(Title 5 §55003; Chaffey College AP 4260 (B)) The Curriculum Committee reviews prerequisites, co-requisites, and advisories.

F. REVIEW OF DISTANCE EDUCATION CURRICULUM

The Curriculum Committee reviews and approves courses delivered by distance education (DE). If any portion of the instruction in a proposed or existing course or course section is designed to be provided through distance, the course is separately reviewed and approved. 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; §55206; Chaffey College AP 4105).

G. 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).

H. COURSE/CERTIFICATE/PROGRAM DEACTIVATION

The Curriculum Committee participates in the review and evaluation of discipline faculty-initiated course, degrees, and certificates deactivation proposals.

Note: Institutional level evaluation of an existing program's viability is not the purview of the Curriculum Committee (see Chaffey College AP 4021, Educational Program Viability Review).

I. REVIEW OF DISCIPLINE PLACEMENT

To ensure minimum qualifications for instructors of credit courses are met, the Curriculum Committee reviews courses for discipline placement. Please refer to the Discipline Placement section in the Chaffey College Curriculum Handbook (Title 5 §53410; also see https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Reports/Files/CCCCO_Report_Min_Qualifications-ADA-Final.ashx)

J. 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.

K. 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.

L. 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, meets the needs of its students and enhances student access through alternative delivery systems.

M. 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.

N. 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>).

O. 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

A. Voting Membership:

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
- Hospitality, Fashion, Interior & Culinary Arts (Chino Campus)
- Counseling and Matriculation
- Instructional Support

Elected representatives serve a two year term. 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.

b. Standing College Services Voting Representatives

Student Learning Outcomes (SLOs), PSR, learning modalities, including distance education, that impact pedagogy must have representation within the voting membership of the Curriculum Committee. An Outcomes and Assessment Committee Representative will report the presence of SLOS to the Curriculum Committee. A PSR Representative will report PSR updates to the Curriculum Committee (last version of by-laws).

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
- Librarian
- Catalog and Schedule Coordinator
- Faculty Senate President

- Transfer Center Director
- ~~Strong Workforce Associate Dean~~
- Dean appointed by the Chief Instructional Officer (AP 4020)
- SLO Facilitator (in AP 4020)
- DE representative?
- PSR representative?
- CIW? (AP 4020)

B. Standing Non-Voting Membership:

- Curriculum Chair
- ~~Curriculum Vice Chair~~
- Curriculum Office AAll
- Director of Admissions and Records
- Director of Financial Aid
- Chief Instructional Officer or Designee (AP 4020)
- A second Dean (see AP 4020)
- Catalog & Schedule Coordinator
- Librarian
- Faculty Senate President
- Associate Superintendent of Instruction and Institutional Effectiveness,
- Strong Workforce Representative?? (in last version of by-laws)

C. 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. 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).

IV. CURRICULUM COMMITTEE STANDING COMMITTEES

A. Technical Review Committee

1. The Technical Review Committee shall consist of the Curriculum Chair, the Curriculum Vice-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.

V. 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

VI. 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 provide Curriculum training for Curriculum Committee members
- Shall conduct periodic reviews of the college curriculum
- Shall serve as an officer of Faculty Senate and represent Faculty Senate regarding curriculum-related matters at the Academic Senate of California Community Colleges
- Shall participate in the Educational Program Proposal Committee
- Shall attend local and state committee meetings as circumstances are deemed appropriate and necessary.
- Shall serve on the College Planning Council.
- Shall attend Outcomes and Assessment Committee

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.

VII. CURRICULUM COMMITTEE VICE CHAIR RESPONSIBILITIES

1. Philosophical Duties

- Support the Curriculum Chair in providing leadership among units in an effort to develop a coordinated curriculum
- Support the Curriculum Chair in providing leadership in the development and planning of a college-wide curriculum

- Support the Curriculum Chair in taking an active, facilitative role in the development of innovative curricula
- Support the Curriculum Chair in updating of curriculum in relation to programs on campus

2. Maintenance Duties

- Shall support the Curriculum Chair in overseeing the maintenance of the college curriculum
- Shall plan, organize, and preside over Curriculum Committee meetings in the absence of the Curriculum chair
- Shall attend the following meetings in the absence of the Curriculum Chair:
 - a. Faculty Senate
 - b. College Planning Council
 - c. Curriculum Committee
 - d. 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 Vice Chair. The term of office is one year.

4. Reassigned Time

The Curriculum Committee Vice Chair is given 0.30 reassigned time during his/her term of office.

VIII. ARTICULATION OFFICER RESPONSIBILITIES

1. Philosophical Duties
 - Develop and maintain articulation agreements with UCs, CSUs, and appropriate private 4 year institutions intended to maximize student transfer success.
 - Serve as an information resource for the Curriculum Committee and for faculty.
2. Maintenance Duties
 - Communicate with articulation community and 4 year schools
 - Insure the accuracy of curriculum information in the ASSIST database and C-ID database
 - Notify the articulation community of relevant curriculum changes via annual report
 - Curriculum Committee responsibilities (e.g. reports during meetings: GE, C-ID, AD-T, comparable courses).
 - Reports to Student Service Areas?
3. Selection Procedure

The Faculty Senate and College Administration shall mutually agree on the selection of the Articulation Officer. The term of office is one year.

4. Reassigned Time

The Articulation Officer is given .50 reassigned time during his/her term of office.

IX. 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. The quorum number shall be established at the first meeting of each semester.
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 curriculum committee 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.

X. CURRICULUM COMMITTEE AGENDA

1. 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 agenda shall include:
 - A list of curricular issues requiring discussion and a vote of the committee.
 - A listing of proposals for new and modified courses for first and second reading.
 - A listing of proposals for new and modified programs and certificates.
 - A listing of courses/certificates/programs proposed for deactivation.
2. The Agenda of the Curriculum Committee is 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

XI. 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

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

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

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.

DRAFT

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

**CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204
FONTANA CAMPUS, FNAC 100
CHINO CAMPUS, CHMB 143**

Teleconference x6759

SUMMARY NOTES

April 17, 2019

1:30pm-3:00pm

Members Present:

Annette Henry, Kinesiology, Nutrition, & Athletics
Charmaine Phipps, Language Arts
Daniel Jacobo, Visual and Performing Arts
Elaine Martinez, Kinesiology, Nutrition, & Athletics
Helen Leung, Counseling
John Machado, Visual & Performing Arts
Laura Hope, Interim, Associate Superintendent of Instruction and Institutional Effectiveness
Linda Marcotte, Social & Behavioral Sciences
Marie Boyd, Curriculum Chair
Megan Keebler, Instructional Support
Misty Burrue, Faculty Senate President

Naomi McCool, Social and Behavioral Sciences
Rob Kopp, Mathematics & Science
RuthAnn Garcia, Transfer Center
Ryan Sipma, Catalog and Schedule Coordinator
Sean Stratton, Articulation Officer
Shelley Marcus, Library Learning Resources
Sherrie Loewen, Health Sciences
Shireen Awad, Administrative Assistant II, Curriculum
Stephen Calebotta, Language Arts
Stephen Shelton, Vice Chair
Tracy Kocher, Business & Applied Technology
Vanessa Thomas, Business and Applied Technology

Members Absent:

Angela Burk-Herrick, Mathematics & Science
Jeffrey Laguna, Health Sciences
Kathy Lucero, Admissions and Records
Lucy Serrano, Counseling

Mark Forde, Chino Representative
Marlene Soto, Health Sciences
Michael Escobosa, Health Sciences
Patricia Bopko, Financial Aid

Guests:

Abel Chen, Business and Applied Technology
Candice Hines-Tinsley, Kinesiology, Nutrition, & Athletics
Christina McPeck, Social and Behavioral Sciences
Dave Karp, Business and Applied Technology

Julie Law, Counseling
Patricia Powell, Counseling
Tara Johnson, Business and Applied Technology
Thierry Brusselle, Business and Applied Technology

1. **Call To Order/New Committee Members:** The meeting was called to order at 1:36p.m.
2. **Public Comment:** The Curriculum Administrative Assistant (AAII) also announced to the guests in the room that the meetings are recorded.

The Curriculum Committee presented Marie Boyd with a plaque to commemorate her twenty-one years of service to Chaffey College. They also presented her with a gift to thank her for her ten years of service as the Curriculum Chair. The Chair thanked the committee and expressed that she truly has enjoyed and loved her job at the college.

3. **Review and Approval of April 3, 2019 Expanded Summary Notes:** The summary notes were approved 17/0/0.

4. Discussion Items:

- 4.1. **What's Next for the Curriculum Committee:** The AAII shared with the committee that the following actions, events, and tasks will take place beginning in the summer and will continue into the next academic year.
 1. **3rd Annual Retreat in August:** A date will need to be determined. Two possibilities include the day before FLEX or during FLEX on a Friday.
 2. **Summer Clean-up:** Summer clean-up is a process in which the Catalog and Schedule Coordinator and the AAII find any grammatical or functional items (e.g. removing orphaned "ands" or "ors" in requisite sections)

that need to be fixed. These items are fixed in Curricunet and then reported on the consent agenda for the first meeting in the fall. The curriculum committee voted 18/0/0 to have summer clean-up.

3. **Prerequisite Workgroup Reconnecting:** The Prerequisite workgroup will be asked to reconvene in the fall to discuss further impacts of AB-705 such as limitations on enrollment and placement language on CORs. Other topics related to requisites may also be discussed. The AAI suggested inviting Valeen Gonzalez to the group as well. Past members included Angela Burk-Herrick, Megan Keebler, Jeffrey Laguna, Rob Kopp, and Sean Stratton.
4. **University Studies:** The committee will begin to look at these degrees again in light of Guided Pathways.

4.2. 2019-2021 Curriculum Committee Members- The following members will be on the Curriculum Committee starting Fall 2019:

1. **Business and Applied Technology (2019-2021):** Bruce Osburn
2. **Business and Applied Technology (Fill for 2018-2020):** Vacant
3. **Chino Representative (2019-2021):** Kathy Galipeau
4. **Chino Representative (2018-2020):** Michael Escobosa
5. **Health Sciences:** Lisa Doget
6. **Instructional Support:** Megan Keebler (returning)
7. **Kinesiology, Athletics, & Nutrition:** Candice Hines-Tinsley
8. **Language Arts:** Stephen Calebotta (returning)
9. **Mathematics and Science:** Rop Kopp (returning)
10. **Social and Behavioral Sciences:** Christina McPeck
11. **Student Services (2019-2021):** Julie Law
12. **Student Services (2018-2020):** Patricia Powell
13. **Visual and Performing Arts:** Nicole Farrand

4.3. University Studies (Sierra College Example): Laura Hope recapped previous discussions on University Studies. The degrees are currently not compliant with Title 5 placing an urgency on the college to revise these degrees. In addition, data has shown that six years after obtaining a University Studies degree, some students are still in poverty. The transferability of these degrees is also unlikely. The college, like many other community colleges, has kept the University Studies degrees for students who are undecided. Undecided students are unable to receive financial aid unless they declare a program of study. Julie Law added that these degrees allow students whose goals do not align with an ADT or another local degree to have a sense of accomplishment by obtaining a University Studies degree. Laura Hope reiterated that these degrees must be compliant despite these reasons. She suggested reviewing Sierra College's approach as a compliant solution to solving the ongoing discussion. Sierra College explored ways to replace these degrees with a more compliant and helpful approach. While developing academic and career communities (meta-majors), students choose a community of interest in the application process instead of claiming "undecided". This provides students with an idea of what direction they would like to go while not making a commitment to a major. Those students at the interest level would then be guided to use resources such as the career center for skills assessment. Sierra College then asks the students to confirm a major after a year of exploration. The subsequent years are then focused on developing students' skills in gaining experience in the workplace, preparing for job interviews, and developing a social media presence to name a few. While this approach helps with guided exploration, the U.S. Department of Education does not recognize a meta-major (or academic and career community) as a program of study eligible for Financial Aid. Sierra College found that the General Studies TOP Code and CIP Code is an accepted program to the U.S. Department of Education. Colleges cannot award a degree in this TOP Code but it does allow students to claim this program during their exploration in order to receive financial aid. An example would be a program titled "General Studies" plus an academic and career community (e.g. General Studies: Health Sciences). Sierra College's data shows that most of students were able to declare a program at the end of one year. Using Sierra College's model as guidance, more discussion will continue on these degrees in the fall.

5. Guided Pathways: None.

6. Miscellaneous: Rob Kopp shared that he and the Math Coordinators had concerns about the Math competency language voted on at the last curriculum committee meeting. They do not feel Algebra 1 is equivalent to Intermedia Algebra. The Chair informed Rob that he and the coordinators will be invited to a workgroup that will finish crafting the Math competency language.

7. Consent Agenda: The consent agenda was approved 18/0/0.

7.1. Due to Chancellor’s Office Approval, the following certificate can now be called a Certificate of Achievement in Curricunet. This change has been made for:

1. Cyber Security Analyst Certificate of Achievement

7.2. The Chancellor’s Office has requested the following revisions to the TMC Template for the Nutrition and Dietetics AS-T:

1. List A should say “Select two courses” not “Select one” course. This increases the unit total for List A to 8 units.
2. The total degree units changed from 23 units to 27 units.

Per faculty consent, the changes have been made to the TMC Template and the Curricunet word report.

8. OLD BUSINESS:

PACKAGE: KINESIOLOGY

New Courses: First and Second Reading

KINACT-3A	Beginning Baseball	Approval: 18/0/0
KINACT-5A	Beginning Flag Football	Approval: 18/0/0
KINTM-17	Intermediate Dance/Spirit Team	Approval: 18/0/0
KINTM-64A	Softball Strength and Conditioning for Athletes	Approval: 18/0/0

Program Modifications: Final Reading

Physical Education	A.A.	Approval: 18/0/0
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NONPACKAGES:

Course Modifications w/ DE: Second Reading

CIS-15	Introduction to Database & Database Management Systems	Approval: 18/0/0	Distance Education Hybrid/Online Approval: Approval: 18/0/0
ENGL-70A	World Literature I	Approval: 18/0/0	Distance Education Hybrid/Online Approval: Approval: 18/0/0
ENGL-70B	World Literature II	Approval: 18/0/0	Distance Education Hybrid/Online Approval: Approval: 18/0/0

9. NEW BUSINESS:

PACKAGE: ASL

The Articulation Officer will have difficulty uploading the courses with the current formatting of the content section. The Chair will assist the faculty member in editing the content for the courses in this package.

Course Modifications: First Reading

ASL-1	Elementary American Sign Language I	Approval: 18/0/0
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Course Modifications w/ DE: First Reading

ASL-2	Elementary American Sign Language II	Approval: 18/0/0	Distance Education Hybrid: 18/0/0
ASL-3	Intermediate American Sign Language III	Approval: 18/0/0	Distance Education Hybrid: 18/0/0
ASL-4	Intermediate American Sign Language IV	Approval: 18/0/0	Distance Education Hybrid: 18/0/0

PACKAGE: CHEMISTRY

New Programs: Final Reading

Chemistry	AS-T	Approval: 18/0/0
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Program Modifications: Final Reading

Chemistry	A.S.	Approval: 18/0/0
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PACKAGE: ENGLISH

Course Deactivations: Final Reading

ENGL-71	Folklore	Approval: 18/0/0
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Program Modifications: Final Reading

Philosophy: Religious Studies	A.A.	Approval: 18/0/0
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NONPACKAGES

Course Modifications w/ DE: First and Second Reading

ACCTG-430	Accounting for Governmental and Not-for-Profit Organizations	Approval: 18/0/0	Distance Education Hybrid/Online Approval: 18/0/0
ACCTG-435	Payroll Accounting	Approval: 18/0/0	Distance Education Hybrid/Online Approval: 18/0/0
ENGL-75A	American Literature	Approval: 18/0/0	Distance Education Hybrid/Online Approval: 18/0/0
PS-2	Introduction to Political Science	Approval: 17/0/0	Distance Education Approval Hybrid/Online: 17/0/0
RE-470	Real Estate Appraisal <i>Course number has changed from transfer level to non-transfer and DE has been</i>	Approval: 17/0/0	Distance Education Approval Online: 17/0/0

	<i>updated as requested by the Curriculum Committee.</i>		
RE-486	Real Estate Property Management <i>Course number has changed from transfer level to non-transfer and DE has been updated as requested by the Curriculum Committee.</i>	Approval: 17/0/0	Distance Education Approval Online: 17/0/0

Course Modifications: First Reading

ART-484	Motion Graphic Animation <i>Typos need to be fixed, textbook section needs to be completed, and lab content needs to be edited.</i>	Approval: 18/0/0
ART-73	Typography and Layout <i>Lab content needs to be edited.</i>	Approval: 18/0/0
ASL-18	Introduction to Deaf Studies <i>Content section needs to be edited.</i>	Approval: 18/0/0

Course Modifications: First and Second Reading

ART-407	History of Design	Approval: 18/0/0
BUS-61	Introduction to Global Business	Approval: 18/0/0
CISGAME-403	Fundamentals of Game Programming	Approval: 18/0/0
CISGAME-420	Mobile/Web Game Development	Approval: 18/0/0
HIST-19	History of Ethnic Relations in the United States	Approval: 18/0/0
HIST-40	Retrospective of World War II	Approval: 18/0/0
HIST-6	Modern Western Civilizations	Approval: 18/0/0
MATH-650	Mathematical Foundations	Approval: 18/0/0

Program Modifications: Final Reading

Dave Karp thanked the Curriculum Committee for reviewing every course in their discipline this past year. He also shared with the committee that the design of the Real Estate degrees proposed below have been reviewed and approved by their advisory committee. The Faculty Senate President asked Dave and the other Business faculty present if the title of the Real Estate Certificate should include "Broker" in the title. The discipline faculty said the Real Estate Certificate provides job opportunities in not only the broker field, but as well as in property management and other real estate related fields.

Real Estate	A.S. <i>Descriptions have been edited as requested.</i>	Approval: 17/0/0
Real Estate	Certificate of Achievement <i>Descriptions have been edited as requested.</i>	Approval: 17/0/0
Real Estate Salesperson's Certificate	Certificate of Career Preparation <i>Descriptions have been edited as requested.</i>	Approval: 17/0/0

10. Adjournment: The meeting was adjourned at 3:00 p.m.

Name	ATTENDANCE	Summary Notes 4/3/2019	Consent Agenda	KINACT-3A 1 ST /2 ND READING	KINACT-5A 1 ST /2 ND READING	KNTM-17 1 ST /2 ND READING	KINTM-64A 1 ST /2 ND READING	PHYSICAL EDUCATION AA	CIS-15 2 ND READING	ENGL-70A 2 ND READING	ENGL-70B 2 ND READING	ASL-1 1 ST READING	ASL-2 1 ST READING	ASL-3 1 ST READING	ASL-4 1 ST READING	CHEMISTRY AS-T
Angela Burk-Herrick																
Annette Henry	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
Daniel Jacobo	X															
Elaine Martinez	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
Jeffrey Laguna																
John Machado	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
Lucy Serrano																
Mark Forde																
Marlene Soto																
Megan Keebler	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Michael Escobosa																
Misty Burruel	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
Rob Kopp	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
RuthAnn Garcia	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Ryan Sipma	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
Shelley Marcus	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Sherrie Loewen	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
Tracy Kocher	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
Total Counts	19	17	18	18	18	18	18	18	18	18	18	18	18	18	18	18

Non-Voting	
Kathy Lucero	
Laura Hope	X
Marie Boyd	X
Patricia Bopko	
Sharon Awad	X
Stephen Shelton	X

Name	CHEMISTRY A.S.	ENGL-71 DEACTIVATION	PHILOSOPHY: RELIGIOUS STUDIES AA	ACCTG-430 1 ST /2 ND READING	ACCTG-435 1 ST /2 ND READING	ENGL-75A 1 ST /2 ND READING	PS-2 1 ST /2 ND READING	RE-470 1 ST /2 ND READING	RE-486 1 ST /2 ND READING	ART-407 1 ST /2 ND READING	ART-484 1 ST READING	ART-73 1 ST READING	ASL-18 1 ST READING	BUS-61 1 ST /2 ND READING	CISGAME-403 1 ST /2 ND READING	CISGAME-420 1 ST /2 ND READING	HIST-19 1 ST /2 ND READING	HIST-40 1 ST /2 ND READING	HIST-6 1 ST /2 ND READING	MATH-650 1 ST /2 ND READING
Angela Burk-Herrick																				
Annette Henry	X	X	X	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	X	X
Daniel Jacobo																				
Elaine Martinez	X	X	X	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	X	X
Jeffrey Laguna																				
John Machado	X	X	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	X	X
Lucy Serrano																				
Mark Forde																				
Marlene Soto																				
Megan Keebler	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Michael Escobosa																				
Misty Burruel	X	X	X	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	X	X
Rob Kopp	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
RuthAnn Garcia	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Ryan Sipma	X	X	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	X	X
Shelley Marcus	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Sherrie Loewen	X	X	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	X	X
Vanessa Thomas	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Total Counts	18	18	18	18	18	18	18	17	17	18	18	18	18	18	18	18	18	18	18	18

Name	REAL ESTATE A.S	REAL ESTATE CER.TIFICATE OF ACHIEVEMENT	REAL ESTATE SALESPERSON CERTIFICATE OF CAREER PREPARATION
Angela Burk-Herrick			
Annette Henry	X	X	X
Charmaine Phipps	X	X	X
Daniel Jacobo			
Elaine Martinez	X	X	X
Helen Leung	X	X	X
Jeffrey Laguna			
John Machado	X	X	X
Linda Marcotte	X	X	X
Lucy Serrano			
Mark Forde			
Marlene Soto			
Megan Keebler	X	X	X
Michael Escobosa			
Misty Burruel	X	X	X
Naomi McCool	X	X	X
Rob Kopp	X	X	X
RuthAnn Garcia	X	X	X
Ryan Sipma	X	X	X
Sean Stratton	X	X	X
Shelley Marcus	X	X	X
Sherrie Loewen	X	X	X
Stephen Calebotta			
Tracy Kocher	X	X	X
Vanessa Thomas	X	X	X
Total Counts	17	17	17

Curriculum Committee Workgroups 2019-2020

Topic	Objectives	Who	Timeline
Handbook: Roles and Responsibilities	Identify the roles and responsibilities associated with each category of curriculum committee membership		December 4
Comparable Course Policy	To create a proposal for a “comparable course” policy for use in evaluating transfer course proposals.		December 4
Pre-requisites	To review regulations and policies (AP 4260) related to pre-requisites and to create criteria for evaluating course pre-requisites proposed by faculty.		December 4
Curriculum Outreach	To facilitate communication related to curriculum issues across campus (possibilities: newsletter, FLEX workshops, talking points for reps to raise in school meetings, etc.)		Ongoing for 19/20
Other Ideas?			