CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204
FONTANA CAMPUS, FNAC 100
CHINO CAMPUS, CHMB 143
Teleconference x6759
AGENDA
December 4, 2019
1:30pm-3:00pm

Members Present:

Members Absent:

Guests:

1. **Call To Order/New Committee Members:**

2. **Public Comment:**

3. **Review and Approval of November 20, 2019 Expanded Summary Notes:**

4. **Consent Agenda:**

   4.1. ENGL-495 advisory has been removed from CHEM-8 (modification approved on November 6, 2019) per faculty consent.
   4.2. The word "Transfer" has been removed from the title "University of California Transfer Pathway: Chemistry" per restrictions in COCI; however, the title "University of California Transfer Pathway: Chemistry" will remain unchanged in Curricunet and in any college publication of the program.

5. **Curriculum Proposals:**

PACKAGES:

PACKAGE: RADIOLOGIC TECHNOLOGY

Course Deactivations: Final Reading

RADTEC-470	Venipuncture for Imaging Professionals	Approval:
RADTEC-470L	Venipuncture Laboratory for Imaging Professionals	Approval:
RADTEC-66	Anatomy and Radiographic Positioning III	Approval:
RADTEC-66L	Laboratory for Anatomy and Radiographic Positioning III	Approval:

New Courses: First Reading

RADTEC-472	Pharmacology and Venipuncture for Imaging Professionals	Approval:
RADTEC-472L	Lab for Pharmacology and Venipuncture for Imaging Professionals	Approval:
RADTEC-67	Anatomy and Radiographic Positioning III	Approval:
RADTEC-67L	Laboratory for Anatomy and Radiographic Positioning III	Approval:

Course Modifications: First Reading

RADTEC-610	Radiologic Technology Skills Development II	Approval:

Program Modifications: Final Reading

Radiologic Technology	A.S.	Approval:

PACKAGE: COMPUTER INFORMATION SYSTEMS

New Courses w/ DE: First Reading

CISPROG-6	Python Data Analytics	Approval:	Distance Education Approval Hybrid/Online:

Program Modifications: Final Reading

Computer Information Systems	A.S.	Approval:

PACKAGE: ENGINEERING TECHNOLOGY

New Courses: First Reading

EGTECH-30	Introduction To Additive Manufacturing-3d Printing	Approval:

Program Modifications: Final Reading

Engineering Technology	A.S.	Approval:
Drafting Technician: Architectural	A.S.	Approval:

NONPACKAGES:

Course Modifications w/ DE: Second Reading

HIST-16	Westward Movement and the Indian Wars 1840-90	Approval:	Distance Education Approval Online:

Course Deactivations: Final Reading

MUSIC-10	Songwriting and Commercial Harmony	Approval:

New Courses: First Reading

GUID-1A	Principles and Practices of Student Leadership	Approval:

New Programs: Final Reading

Environmental Science	AS-T	Approval:

Program Modifications: Final Reading

Theatre Arts	AA-T	Approval:

Course Modifications w/ DE: First Reading

CJ-52	Control and Supervision of Inmates	Approval:	Distance Education Approval Hybrid:
FIRETEC-3	Fire Protection Systems	Approval:	Distance Education Approval Hybrid/Online:
FIRETEC-4	Building Construction for Fire Protection	Approval:	Distance Education Approval Hybrid/Online:
FIRETEC-5	Fire Prevention	Approval:	Distance Education Approval Hybrid/Online:
FIRETEC-6	Fire Apparatus and Equipment	Approval:	Distance Education Approval Hybrid/Online:
FIRETEC-7	Strategies and Tactics	Approval:	Distance Education Approval Hybrid/Online:
FIRETEC-9	Principles of Fire and Emergency Services Safety & Survival	Approval:	Distance Education Approval Hybrid/Online:
NF-15	Nutrition I: Introduction to Nutrition Science	Approval:	Distance Education Approval Hybrid/Online:
NF-22	Nutrition and the Active Person	Approval:	Distance Education Approval Hybrid/Online:
NF-5	Nutrition for Life	Approval:	Distance Education Approval Hybrid/Online:
SCSCI-13	Introduction to Social Work	Approval:	Distance Education Approval Online:
SOC-18	Sociology of Aging	Approval:	Distance Education Approval Hybrid/Online:
SOC-25	Introduction to Chicano/Latino Studies in the United States	Approval:	Distance Education Approval Hybrid/Online:

Course Modifications: First Reading

BIOL-2	Environmental Science	Approval:
BIOL-424	Anatomy and Physiology	Approval:
BIOL-424L	Anatomy and Physiology Laboratory	Approval:
CIS-435	Fundamentals of Microsoft Visio	Approval:
CIS-50	Introduction to Computer Networks	Approval:
CISGAME-2	Fundamentals of Game Development II	Approval:
DANCE-8A	Ballet IIA	Approval:
DRAFT-20	Computer-Aided Drafting and Design	Approval:
DRAFT-41	Mechanical Design and Drafting II	Approval:
DRAFT-43	Advanced CAD Modeling and Applications	Approval:
DRAFT-50	Architectural Design I	Approval:
DRAFT-51	Architectural Design II	Approval:
DRAFT-53	Architectural Applications of CAD	Approval:
DRAFT-78	Advanced Mechanical Design Applications	Approval:
EGTECH-14	Electronics for Engineering Technologists I	Approval:
FASHD-20	History of Fashion	Approval:
FASHD-40	Beginning Clothing Construction	Approval:

FASHD-42	Advanced Clothing Construction	Approval:
FASHD-428	Computer-Aided Design	Approval:
FASHD-442	Industrial Sewing	Approval:
FASHD-445	Fitting and Alterations of Patterns and Apparel	Approval:
FASHD-45	Design Fundamentals for Fashion and Interiors	Approval:
FASHD-470	Apparel Production	Approval:
FASHD-471	Advanced Patternmaking	Approval:
FASHD-472	Computer-Aided Patternmaking	Approval:
FASHD-480	Design Collection	Approval:
FASHD-61	Pattern Drafting I	Approval:
FASHD-65	Fashion Illustration	Approval:
FASHD-72	Fashion Draping	Approval:
FASHM-10	Introduction to the Fashion Industry	Approval:
FASHM-11	Fashion Retail Merchandising and Management	Approval:
FASHM-12	Visual Merchandising	Approval:
FASHM-15	Image and Fashion Selection	Approval:
FASHM-60	Textiles	Approval:
KINACT-1	Beginning Tennis	Approval:
KINACT-16	Volleyball	Approval:
KINACT-17	Advanced Volleyball	Approval:
KINACT-2	Advanced Tennis	Approval:
KINACT-20	Basketball	Approval:
KINACT-22	Soccer	Approval:
KINACT-23	Intermediate Soccer	Approval:
KINACT-25	Spinning for Fitness	Approval:
KINACT-29A	Beginning Body Conditioning	Approval:
KINACT-29B	Intermediate Body Conditioning	Approval:
KINACT-29C	Advanced Body Conditioning	Approval:
KINACT-35	Cardio Fitness For Life	Approval:
KINACT-9	Swimming	Approval:
KINLEC-15	Diet and Fitness	Approval:
KINLEC-16	First Aid	Approval:
KINLEC-2	Introduction to Athletic Training	Approval:
MATH-81	Linear Algebra	Approval:
NF-27	Healthy Cooking	Approval:
NURADN-403	Pathophysiology for Nursing	Approval:
NURADN-428	Basic Pharmacology	Approval:
RADTEC-10L	Laboratory for Anatomy and Radiographic Positioning I	Approval:
RADTEC-20	Radiologic Science and Protection	Approval:
RADTEC-25	Anatomy and Radiographic Positioning II	Approval:
RADTEC-25L	Laboratory for Anatomy and Radiographic Positioning II	Approval:
RADTEC-55	Fluoroscopy and Clinical Application	Approval:
RADTEC-85	Radiographic Review and ARRT Preparation	Approval:
THEATRE-10	Beginning Acting	Approval:

THEATRE-12	Intermediate Acting	Approval:

6. **Discussion Items:**

   6.1. **Gender Neutral Language in CORS:**

   6.2. **MATH-42:**

   6.3. **Transfer Course Policy:**

   6.4. **English Requisite Language on Non-English Courses affected by Fall 2020 English Placement Process:**

7. **Curriculum Workgroups Update:**

   7.1. **Handbook-Roles and Responsibilities:**

8. **Curriculum Tip of the Day:**

9. **Floor Items:**

10. **Adjournment:**

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CURRICULUM COMMITTEE MEETING
RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204
FONTANA CAMPUS, FNAC 100
CHINO CAMPUS, CHMB 143
Teleconference x6759
SUMMARY NOTES
November 20, 2019
1:30pm-3:00pm

Members Present:

Angela Burk-Herrick, Curriculum Chair	Mary Romero, Business & Applied Technology
Bruce Osburn, Business & Applied Technology	Megan Keebler, Instructional Support
Candice Hines-Tinsley, Kinesiology, Nutrition, & Athletics	Naomi McCool, Social & Behavioral Sciences
	Nicole Farrand, Visual & Performing Arts
Charmaine Phipps, Language Arts	Patricia Powell, Counseling
Christina McPeck, Social & Behavioral Sciences	Rob Kopp, Mathematics & Science
Elaine Martinez, Kinesiology, Nutrition, & Athletics	Ryan Sipma, Catalog & Schedule Coordinator
Julie Law, Counseling	Sean Stratton, Articulation Officer
Kathleen Galipeau, Hospitality, Fashion, Interior Design, & Culinary	Shelley Marcus, Library Learning Resources
	Shireen Awad, Curriculum Specialist

Members Absent:

Daniel Jacobo, Visual & Performing Arts	Nicole DeRose, Acting Faculty Senate President
Erik Kolb, Mathematics & Science	Patricia Bopko, Financial Aid
Jeffrey Laguna, Health Sciences	Rob Rundquist, Interim Dean, Institutional Effectiveness and Intersegmental Partnerships
Jo Alvarez, SLO Facilitator, PSR Representative	
Kathy Lucero, Admissions & Records	RuthAnn Garcia, Transfer Center
Laura Hope, Interim, Associate Superintendent of Instruction and Institutional Effectiveness	Sherrie Loewen, Health Sciences
	Stephen Calebotta, Language Arts
Lisa Doget, Health Sciences	Vanessa Thomas, Business & Applied Technology
Michael Escobosa, Health Sciences	

Guests:
None

1. **Call To Order/New Committee Members:** The meeting was called to order at 1:35p.m. The Chair introduced Mary Romero, the new representative for the School of Business and Applied Technology.

2. **Public Comment:** No comment.

3. **Review and Approval of November 6, 2019 Expanded Summary Notes:** The summary notes were 15/0/0.

4. **Consent Agenda:** None

5. **Curriculum Proposals:**

PACKAGES:

PACKAGE: BIOLOGY

    New Courses: First and Second Reading

BIOL-40	Introduction to Cell and Molecular Biology	Approval: 16/0/0

Course Modifications: First and Second Reading

BIOL-23	General Microbiology	Approval: 16/0/0
BIOL-62	Biology of Organisms	Approval: 16/0/0
BIOL-63	Evolutionary Ecology	Approval: 16/0/0

Course Deactivations: Final Reading

BIOL-61	Introduction to Cell and Molecular Biology	Approval: 16/0/0

Program Modifications: Final Reading

Biological Sciences	A.S.	Approval: 16/0/0
Biology	A.S.-T	Approval: 16/0/0

PACKAGE: ESL

New Courses: First and Second Reading

ESL-608	Pronunciation of American English	Approval: 16/0/0
ESL-612	English as a Second Language I	Approval: 16/0/0
ESL-622	English as a Second Language II	Approval: 16/0/0
ESL-632	English as a Second Language III	Approval: 16/0/0
ESL-642	English as a Second Language IV	Approval: 16/0/0
ESL-652	English as a Second Language V	Approval: 16/0/0

Course Modifications: First and Second Reading

CJ-412	Writing for Criminal Justice Professionals	Approval: 16/0/0
ESL-475	Fundamentals of College Reading and Writing for ESL Students	Approval: 16/0/0
ESL-650	English and Citizenship	Approval: 16/0/0

Course Deactivations: Final Reading

ESL-502	ESL for Workplace and Academic Success	Approval: 16/0/0
ESL-508	Pronunciation of American English	Approval: 16/0/0
ESL-531	English as a Second Language III	Approval: 16/0/0
ESL-541	English as a Second Language IV	Approval: 16/0/0
ESL-551	English as a Second Language V	Approval: 16/0/0
ESL-611	English as a Second Language I	Approval: 16/0/0
ESL-621	English as a Second Language II	Approval: 16/0/0

PACKAGE: RADIOLOGIC TECHNOLOGY

Course Deactivations: Final Reading

RADTEC-470	Venipuncture for Imaging Professionals	Tabled: 16/0/0
RADTEC-470L	Venipuncture Laboratory for Imaging Professionals	Tabled: 16/0/0

RADTEC-66	Anatomy and Radiographic Positioning III	Tabled: 16/0/0
RADTEC-66L	Laboratory for Anatomy and Radiographic Positioning III	Tabled: 16/0/0

New Courses: First Reading

RADTEC-472	Pharmacology and Venipuncture for Imaging Professionals	Tabled: 16/0/0
RADTEC-472L	Lab for Pharmacology and Venipuncture for Imaging Professionals	Tabled: 16/0/0
RADTEC-67	Anatomy and Radiographic Positioning III	Tabled: 16/0/0
RADTEC-67L	Laboratory for Anatomy and Radiographic Positioning III	Tabled: 16/0/0

Course Modifications: First Reading

RADTEC-610	Radiologic Technology Skills Development II	Tabled: 16/0/0

Program Modifications: Final Reading

Radiologic Technology	A.S.	Tabled: 16/0/0

PACKAGE: HOSPITALITY MANAGEMENT

New Courses: First and Second Reading

HOTFS-42	Hotel Operations	Approval: 16/0/0

Course Deactivations: Final Reading

HOTFS-422	Hotel Operations	Approval: 16/0/0

New Programs: Final Reading

Hospitality Management	AS-T	Approval: 16/0/0

Program Modifications: Final Reading

Hospitality Management: Hotel Management	A.S.	Approval: 16/0/0
Hospitality Management: Hotel Management	Certificate of Achievement	Approval: 16/0/0

Program Deactivations: Final Reading

Hotel and Food Service Management: Hotel Management	Certificate of Achievement	Approval: 16/0/0

NONPACKAGES:

Course Modifications: Second Reading

RADTEC-34	Radiographic Imaging	Approval: 16/0/0
RADTEC-34L	Laboratory for Radiographic Imaging	Approval: 16/0/0
RADTEC-41	Radiographic Clinical Education II	Approval: 16/0/0
RADTEC-51	Radiographic Clinical Education III	Approval: 16/0/0
RADTEC-61	Radiographic Clinical Education IV	Approval: 16/0/0
RADTEC-71	Radiographic Clinical Education V	Approval: 16/0/0
RADTEC-77	Radiographic Pathology	Approval: 16/0/0
RADTEC-82	Radiographic Clinical Education VI	Approval: 16/0/0

New Course: First and Second Reading

The originators created this course from a similar course offered at Pasadena City College. The course was created as another math option for non B-STEM majors. This course helps students who do not want to take college algebra or stats as their quantitative reasoning option. The originators mentioned this course is approved at Pasadena City College and is articulated at CSUs and UCs. Discussion ensued around articulation concerns, the unit value, the cross over in content with other disciplines, and the value of the course to students. The Committee members also discussed the comments posted in Curricunet. The originators responded to the comments in Curricunet by saying that the department voted for the creation of this course.

MATH-42	Explorations in Quantitative Reasoning	Approval: 13/0/3

Course Modifications w/ DE: First Reading

HIST-16	Westward Movement and the Indian Wars 1840-90 *Committee requests review and changes to vocabulary in the objectives.*	Approval: 15/0/0	Distance Education Approval Online: 15/0/0

Course Modifications w/ DE: First and Second Reading

BIOL-1	General Biology	Approval: 16/0/0	Distance Education Approval Hybrid: 16/0/0
BIOL-30	Beginning Medical Terminology	Approval: 16/0/0	Distance Education Approval Online: 16/0/0
CIS-1	Introduction to Computer Information Systems	Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
CIS-4	Fundamentals of Microsoft Windows	Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
CIS-421	Social Media Technology	Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
CIS-68	Internet Technologies	Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
CISIWEB-424	WordPress Web Development	Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0

CJ-3	Criminal Court Process	Approval: 16/0/0	Distance Education Approval Hybrid: 16/0/0
CJ-4	Community and the Justice System	Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
COMPSCI-1	Programming Concepts and Methodology I	Approval: 16/0/0	Distance Education Approval Hybrid: 16/0/0
COMSTD-2	Fundamentals of Effective Speaking	Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
ECON-1	Introduction to Economics	Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
ECON-7	Economic History of the United States	Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
EMT-405	Emergency Medical Technician Preparation	Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
ENGL-1A	Composition	Approval: 16/0/0	Distance Education Approval Hybrid: 16/0/0
ENGL-75B	American Literature	Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
ENGL-79	Native American Literatures	Approval: 16/0/0	Distance Education Approval Online: 16/0/0
FIRETEC-1	Principles of Emergency Services	Approval: 15/0/0	Distance Education Approval Hybrid/Online: 15/0/0
FIRETEC-10	Wildland Fire Control	Approval: 15/0/0	Distance Education Approval Hybrid/Online: 15/0/0
FIRETEC-11	Legal Aspects of Emergency Services	Approval: 15/0/0	Distance Education Approval Hybrid/Online: 15/0/0
FIRETEC-12	Occupational Safety and Health for Emergency Services	Approval: 15/0/0	Distance Education Approval Hybrid/Online: 15/0/0
FIRETEC-2	Fire Behavior and Combustion	Approval: 15/0/0	Distance Education Approval Hybrid/Online: 15/0/0
GERO-11	Introduction to Gerontology	Approval: 15/0/0	Distance Education Approval Hybrid/Online: 15/0/0
GERO-18	Aging and the Life Course	Approval: 15/0/0	Distance Education Approval Hybrid/Online: 15/0/0
GERO-23	Aging and Older Adulthood	Approval: 15/0/0	Distance Education Approval Hybrid/Online: 15/0/0
GERO-400	Principles of Caregiving: Older Adults and Their Care	Approval: 15/0/0	Distance Education Approval Hybrid/Online: 15/0/0
GERO-404	Health and Wellness for Older Adults	Approval: 15/0/0	Distance Education Approval Hybrid/Online:

			15/0/0
HIST-7	History of the Middle East	Approval: 15/0/0	Distance Education Approval Online: 15/0/0
JOUR-11	Multimedia Reporting	Approval: 15/0/0	Distance Education Approval Online: 15/0/0
JOUR-31	Student Media Practicum II	Approval: 15/0/0	Distance Education Approval Online: 15/0/0
MUSIC-4	Music Appreciation	Approval: 15/0/0	Distance Education Approval Online: 15/0/0
NF-11	Food Service Management Supervision	Approval: 15/0/0	Distance Education Approval Hybrid/Online: 15/0/0
NF-19	Nutrition II: Modified Diets	Approval: 15/0/0	Distance Education Approval Hybrid/Online: 15/0/0
PHIL-80	Introduction to Religion	Approval: 15/0/0	Distance Education Approval Hybrid/Online: 15/0/0
PHOTO-7	Introduction to Digital Photography	Approval: 15/0/0	Distance Education Approval Online: 15/0/0
SCSCI-10	Statistics for Social Science	Approval: 15/0/0	Distance Education Approval Hybrid/Online: 15/0/0
SOC-14	Sociology of Gender	Approval: 15/0/0	Distance Education Approval Hybrid/Online: 15/0/0
SOC-15	Ethnic and Race Relations: U.S. and Global Perspectives	Approval: 15/0/0	Distance Education Approval Hybrid/Online: 15/0/0
SOC-70	Social Problems	Approval: 15/0/0	Distance Education Approval Hybrid/Online: 15/0/0
SPAN-9	Cultural Awareness through Conversation	Approval: 15/0/0	Distance Education Approval Hybrid: 15/0/0

Program Modifications: Final Reading

Dietetic Service Supervisor (DSS)/Certified Dietary Manager (CDM)	Certificate of Achievement	Approval: 15/0/0

Course Modifications with Substantial Changes: First and Second Reading

AMT-400	Aircraft Electronics	Approval: 15/0/0
BIOL-3	California Environmental Issues	Approval: 15/0/0
CDE-7	Curriculum Development: The Creative Arts	Approval: 15/0/0
CISGAME-1	Fundamentals of Game Development	Approval: 15/0/0
DANCE-20B	Modern Dance IB	Approval: 15/0/0
DANCE-40A	Modern Dance IIA	Approval: 15/0/0
DANCE-7B	Ballet IB	Approval: 15/0/0
ED-400	Introduction to Education and Teaching	Approval: 15/0/0
EGTECH-10	Introduction to Engineering Design/Graphics	Approval: 15/0/0
INDMM-402	Fundamentals of Industrial Maintenance,	Approval: 15/0/0

	Oxyfuel, and Craft Skills	
KINLEC-17	First Aid & Emergency Response to Community Disasters	Approval: 15/0/0
MUSIC-17	Electronic Music	Approval: 15/0/0
THEATRE-14	Stylized Acting	Approval: 15/0/0
THEATRE-18	Acting For The Camera	Approval: 15/0/0

Course Modifications with Non-Substantial Changes: First and Second Reading

CDE-4	Child, Family, and Community	Approval: 15/0/0
CDE-415	Dynamics of Play	Approval: 15/0/0
CDE-416	Brain Research and the Implications for Classroom Teaching	Approval: 15/0/0
CDE-430A	Infant and Toddler: Group Caregiving I	Approval: 15/0/0
CDE-5	Health, Safety and Nutrition	Approval: 15/0/0
CDE-6	Teaching in a Diverse Society	Approval: 15/0/0
CDE-8	Curriculum Development: Math and Sciences	Approval: 15/0/0
DANCE-20A	Modern Dance IA	Approval: 15/0/0
DANCE-7A	Ballet IA	Approval: 15/0/0
GUID-3	Career Exploration and Life Planning	Approval: 15/0/0
HIST-25	Women in United States History	Approval: 15/0/0
HIST-5	Early Western Civilizations	Approval: 15/0/0
HIST-70	Chicanos: The Common History of Mexico and the US	Approval: 15/0/0
MUSIC-41	Intermediate Guitar	Approval: 15/0/0

6. **Curriculum Workgroups Update:**

   6.1. **Handbook-Roles and Responsibilities:** Tabled

7. **Discussion Items:**

   7.1. **Transfer Course Policy:** Tabled

8. **Curriculum Tip of the Day:** Tabled

9. **Floor Items:** The Chair announced that there will be an added Curriculum Committee Meeting/Holiday Celebration on December 11, 2019. The Curriculum Specialist will send a calendar invitation for the meeting.

10. **Adjournment:** The meeting was adjourned at 3:05 p.m.

Name	ATTENDANCE	Summary Notes 11/6/2019	BIOL-40	BIOL-23	BIOL-62	BIOL-63	BIOL-61	Biological Sciences AS	Biology AST	ESL-608	ESL-612	ESL-622	ESL-632	ESL-642	ESL-652	CJ-412	ESLL-475	ESL-650
Bruce Osburn	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Candice Hines-Tinsley	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
Christina McPeck	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Daniel Jacobo																		
Erik Kolb																		
Elaine Martinez	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Jeffrey Laguna																		
Jo Alvarez																		
Julie Law	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Kathy Galipeau	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Lisa Doget																		
Mary Romero	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																		
Naomi McCool	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Nicole DeRose																		
Nicole Farrand	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Patricia Powell	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
RuthAnn Garcia																		
Ryan Sipma	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
Shelley Marcus	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Sherrie Loewen																		
Stephen Calebotta																		
Total Counts	16	15	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16

Quorum= 26/2=13+1=14

Non-Voting	
Angela Burk-Herrick	X
Kathy Lucero	
Laura Hope	
Patricia Bopko	
Rob Rundquist	
Shireen Awad	X
Vanessa Thomas	
PSR Representative	
DE Representative (Jonathan Ausubel)	

*Note: Unless otherwise indicated, all items were approved for first and second readings and/or final readings as outlined in the summary notes. HIST-16 was approved for first reading only and the Radiology Technology package was tabled.

Name	ESL-502	ESL-508	ESL-531	ESL-541	ESL-551	ESL-611	ESL-621	RADTEC-470 Tabled	RADTEC-470L Tabled	RADTEC-66 Tabled	RADTEC-66L Tabled	RADTEC-472 Tabled	RADTEC-472L Tabled	RADTEC-67 Tabled	RADTEC-67L Tabled	RADTEC-610 Tabled
Bruce Osburn	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Candice Hines-Tinsley	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
Christina McPeck	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Daniel Jacobo																
Erik Kolb																
Elaine Martinez	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Jeffrey Laguna																
Jo Alvarez																
Julie Law	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Kathy Galipeau	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Lisa Doget																
Mary Romero	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
Michael Escobosa																
Naomi McCool	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Nicole DeRose																
Nicole Farrand	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Patricia Powell	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																
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																
Stephen Calebotta																
Total Counts	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16

Name	RADIOLOGIC TECHNOLOGY AS Tabled	HOTFS-42	HOTFS-422	HOSPITALITY MANAGEMENT AST	HOSPITALITY MANAGEMENT HOTEL MANAGEMENT AS	HOSPITALITY MANAGEMENT HOTEL MANAGEMENT CA	HOTEL AND FOOD SERVICE MANAGEMENT: HOTEL MANAGEMENT CA	RADTEC-34	RADTEC-34L	RADTEC-41	RADTEC-51	RADTEC-61	RADTEC-71	RADTEC-77	RADTEC-82	MATH-42
Bruce Osburn	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Candice Hines-Tinsley	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
Christina McPeck	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Daniel Jacobo																
Erik Kolb																
Elaine Martinez	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	A
Jeffrey Laguna																
Jo Alvarez																
Julie Law	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	A
Kathy Galipeau	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Lisa Doget																
Mary Romero	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
Michael Escobosa																
Naomi McCool	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Nicole DeRose																
Nicole Farrand	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Patricia Powell	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	A
RuthAnn Garcia																
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																
Stephen Calebotta																
Total Counts	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16

Name	BIOL-1	BIOL-30	CIS-1	CIS-4	CIS-421	CIS-68	CISIWEB-424	CJ-3	CJ-4	COMSPCI-1	COMSTD-2	ECON-1	ECON-7	EMT-405	ENGL-1A	ENGL-75B	ENGL-79	FIRETEC-1
Bruce Osburn	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Candice Hines-Tinsley	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
Christina McPeck	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Daniel Jacobo																		
Erik Kolb																		
Elaine Martinez	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Jeffrey Laguna																		
Jo Alvarez																		
Julie Law	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Kathy Galipeau	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Lisa Doget																		
Mary Romero	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																		
Naomi McCool	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Nicole DeRose																		
Nicole Farrand	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Patricia Powell	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
RuthAnn Garcia																		
Ryan Sipma	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
Shelley Marcus	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Sherrie Loewen																		
Stephen Calebotta																		
Total Counts	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	15

Name	FIRETEC-10	FIRETEC-11	FIRETEC-12	FIRETEC-2	GERO-11	GERO-18	GERO-23	GERO-400	GERO-404	HIST-16 1st Reading	HIST-7	JOUR-11	JOUR-31	MUSIC-4	NF-11	NF-19	PHIL-80
Bruce Osburn	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Candice Hines-Tinsley	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
Christina McPeck	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Daniel Jacobo																	
Erik Kolb																	
Elaine Martinez	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Jeffrey Laguna																	
Jo Alvarez																	
Julie Law	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Kathy Galipeau	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Lisa Doget																	
Mary Romero	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
Michael Escobosa																	
Naomi McCool	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Nicole DeRose																	
Nicole Farrand	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Patricia Powell	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
RuthAnn Garcia																	
Ryan Sipma	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
Shelley Marcus																	
Sherrie Loewen																	
Stephen Calebotta																	
Total Counts	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15

Name	PHOTO-7	SCSCI-10	SOC-14	SOC-15	SOC-70	SPAN-9	Dietetic Service Supervisor (DSS)/Certified Dietary Manager (CDM)	AMT-400	BIOL-3	CDE-7	CISGAME-1	DANCE-20B	DANCE-40A	DANCE-7B	ED-400	EGTECH-10	INDMM-402
Bruce Osburn	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Candice Hines-Tinsley	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
Christina McPeck	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Daniel Jacobo																	
Erik Kolb																	
Elaine Martinez	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Jeffrey Laguna																	
Jo Alvarez																	
Julie Law	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Kathy Galipeau	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Lisa Doget																	
Mary Romero	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
Michael Escobosa																	
Naomi McCool	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Nicole DeRose																	
Nicole Farrand	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Patricia Powell	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
RuthAnn Garcia																	
Ryan Sipma	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
Shelley Marcus																	
Sherrie Loewen																	
Stephen Calebotta																	
Total Counts	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15

Name	KINLEC-17	MUSIC-17	THEATRE-14	THEATRE-18	CDE-4	CDE-415	CDE-416	CDE-430A	CDE-5	CDE-6	CDE-8	DANCE-20A	DANCE-7A	GUID-3	HIST-25	HIST-5	HIST-70	MUSIC-41
Bruce Osburn	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Candice Hines-Tinsley	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
Christina McPeck	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Daniel Jacobo																		
Erik Kolb																		
Elaine Martinez	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Jeffrey Laguna																		
Jo Alvarez																		
Julie Law	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Kathy Galipeau	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Lisa Doget																		
Mary Romero	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																		
Naomi McCool	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Nicole DeRose																		
Nicole Farrand	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Patricia Powell	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
RuthAnn Garcia																		
Ryan Sipma	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
Shelley Marcus																		
Sherrie Loewen																		
Stephen Calebotta																		
Total Counts	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15

Transfer Course Level Policy

Transfer Level Courses (Chaffey course numbers 1-99)
A course is considered to be transfer-level if it is accepted toward the baccalaureate degree by UC or CSU and/or is accepted for transfer credit to the UC or CSU systems (CB05).

A course meets transferability requirements if:
- It articulates with a C-ID course descriptor and is approved through the C-ID approval process (C-ID is a statewide course numbering system used to facilitate transfer and articulation across California's higher education institutions).
  AND/OR
- It is equivalent to a **lower division** course offered at 4 year accredited colleges and universities.

There are several ways that evidence of transferability can be established when submitting a course for Curriculum Committee approval. In the **comparable course** section of Curricunet, submit evidence for ONE of the criteria listed here:

1. Provide the C-ID course descriptor (see C-ID.net) that articulates/aligns to the course you are proposing. Note: If a C-ID articulation does not yet exist (e.g. for new courses), the Articulation Officer (AO) will submit the final COR to *** for review, after the course has been approved by our local governing board. Once the C-ID articulation decision has been made, the AO will….
2. If no C-ID course descriptor is a good fit with your proposed course, provide two examples of **lower division** comparable courses at CSUs or UCs.
3. If no C-ID or comparable courses exist at CSUs or UCs, provide two examples of **lower division** comparable courses at other 4 year accredited colleges and universities.
4. Enter information and attach documentation demonstrating that the course aligns to "national curriculum" (e.g., Cal Fire, FAA, etc.).
5. For course modifications ONLY: If the course was approved for the IGETC or CSU-GE general education pattern, please indicate the GE pattern on which it is found in the Other box (NOT applicable for new courses).
6. In the absence of any of the above evidence, you may state your case in the Other box OR choose to use a non-transfer level course number (400-600).

Note: All transferability evidence is subject to Curriculum Committee evaluation for approval. Should a course not be determined to be transferable, it will not be able to have a number between 1-99.

Chaffey Curriculum Review and Approval Process Handbook

I.   GENERAL INFORMATION

The role of the Curriculum Committee, a standing committee of the Chaffey College's Faculty Senate, is to review and approve degrees, certificates, credit courses, noncredit courses, and noncredit programs in accordance with California Ed Code (http://bit.ly/CaliEdCode), Title 5 (http://bit.ly/Title5WestLaw), and the Chancellor's Office Program and Course Approval Handbook (PCAH, http://bit.ly/PCAH6thEd). The Curriculum Chair keeps Faculty Senate apprised of curriculum related issues and shares all Curriculum Committee approved curriculum at Faculty Senate meetings.

Chaffey's guidelines for curriculum processes outlined in this document are based on the Fall 2019 Chancellor's Office automatic curriculum chaptering/approval process. For more information see the Chancellor's Office 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.

Chancellor's Office Chaptering/Approval process:
As of Fall 2018, chaptering (automated approval) is in place for:
- All credit courses (including cooperative work experience)
- All existing credit programs except for ADTs
- New credit degrees and certificates with a program goal of local (not ADTs or CTE)
- All noncredit courses and programs (expected Spring 2020)

In other words, after the Chaffey Curriculum Committee and Governing Board have approved a these types of curriculum, they are submitted to the Chancellor's Office Curriculum Inventory as a source of record, but the curriculum is not reviewed by the Chancellor's Office, as they will now receive automated approval. This is known as "chaptering". For example, when a new credit course is submitted to the Chancellor's Office Inventory for automatic approval, it is issued a Control Number (MIS Number) within 24-48 hours. Once the new course has an MIS Number, it is eligible to be offered, pending notification to the public and internal scheduling deadlines.

The statewide move to streamlined curriculum chaptering and approval places more responsibility at the local level for curriculum review and approval. Therefore, our local curriculum processes requires enhanced participation from all levels of review and approval. To ensure curriculum remains in compliance with Ed Code and Title 5, Colleges must certify that:

- All locally approved curriculum follows EdCode, Title 5, and current ed. of PCAH
- They have a Board Policy on the credit hour submitted to CCCCO
- They have a Board approved cooperative work experience plan

In addition, the Chancellor's Office will conduct periodic reviews on curriculum receiving automated approvals.

II. Overview of Chaffey's Curriculum process
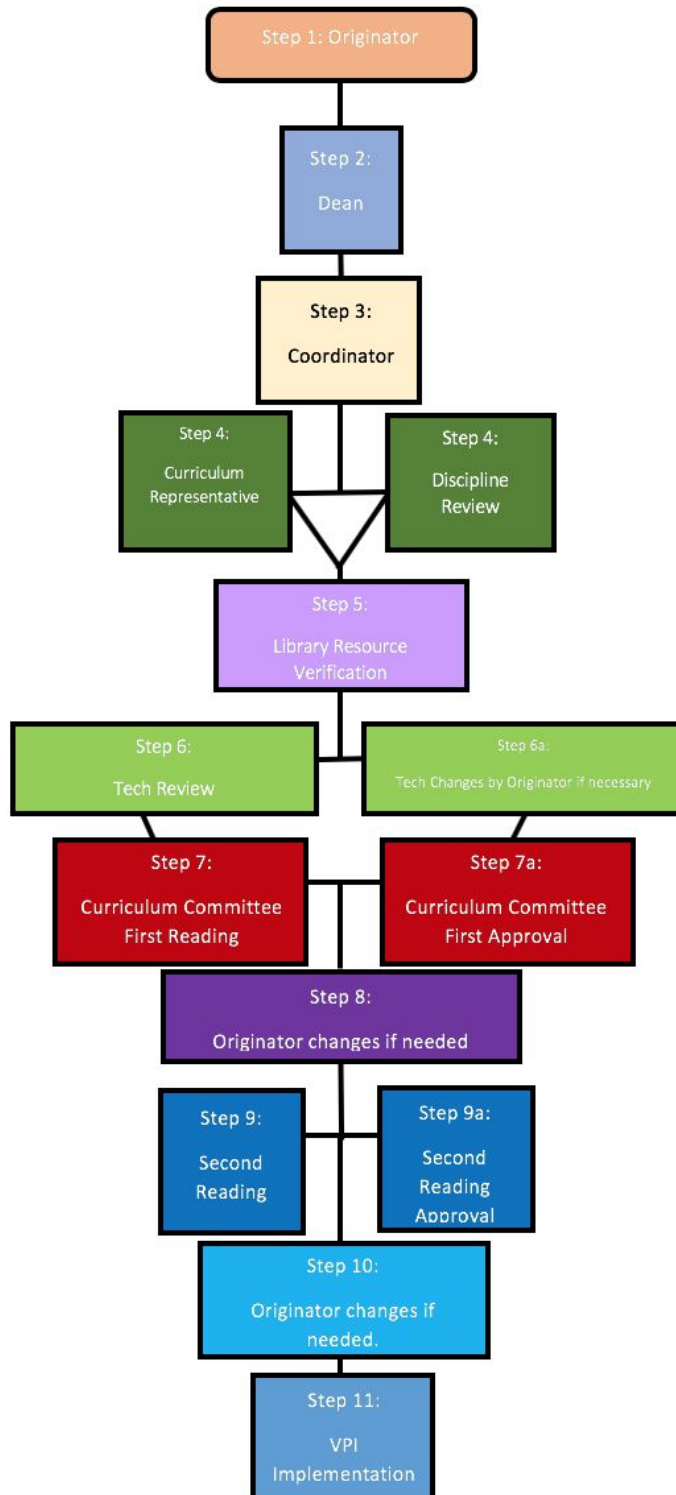
The diagram above shows the steps of Chaffey's curriculum process from the Originator who launches the course or program through our Vice President of Instruction, the Associate Superintendent of Instruction & Institutional Effectiveness. From there, all curriculum must be approved by the Governing Board before being submitted to the Chancellor's office for chaptering and/or approval.

Faculty Originator (Step 1)

(Please contact the Curriculum Office for assistance, if needed, or view the online tutorials that guide curriculum development http://bit.ly/CurriculumTutorials)

NEW COURSE DEVELOPMENT: How will the course benefit students?

- ❏ If the course is intended to be offered for **transfer**, there must be comparable lower division courses at four-year institutions (a comparable transferable C-ID course is also sufficient). **Comparable Courses from other community colleges cannot be used.** If there are not comparable courses at the freshman/sophomore level at a four-year institution, the course cannot be taught at the community college unless there is compelling evidence that this course is needed for student preparation upon transfer. *Note:* The 1-99 numbering sequence is reserved for transfer courses. (See Transfer Course Level Policy, http://bit.ly/TransferCoursePolicy). *Note:* New transfer courses have a long articulation journey to complete before they can be added to ASSIST, CSU-GE or IGETC, or any listing for lower division major prep.

- ❏ Is the course not intended to be transferable? Courses that are not transferable are necessary in a community college's curriculum, especially in areas including CTE curriculum, and can be included on local degrees. *Note:* Course numbers in the 400s indicate that they are not for credit at four-year institutions.

- ❏ Does this course satisfy **non-credit criteria** (see § 58160, http://bit.ly/Title558160, and PCAH 6th ed. Part III, http://bit.ly/PCAH6thEd)? Noncredit curriculum is currently earning equal apportionment to credit curriculum. *Note*: We have traditionally reserved the 600 numbers for noncredit curriculum.

- ❏ Will the new course be a general education course or part of a specific degree/certificate program? Include this information in your proposal.

- ❏ LOGISTICS: Questions to discuss with your colleagues, coordinator, and dean before launching the new course in the local curriculum management system include:
  - How will this course benefit the student?
  - Will this course incorporate inclusive instruction pedagogy/experiential learning and/or career exploration?
  - Will there be a discipline placement issue with this course and another department?
  - Will this course require new faculty?
  - Will this new course require your program/department's schedule be expanded?
  - Will this new course require new equipment or resources (e.g. a different type of classroom, supplemental instruction, library materials, etc.)?

- ❏ WRITE THE COURSE OUTLINE OF RECORD (COR): If there is a comparable C-ID course (https://c-id.net/), use the C-ID course outline as a guide to creating the COR. If the course is designed to be transferable, utilize comparable course descriptions as you create the COR in order to facilitate articulation at four year institutions. For CTE courses, use the Advisory Committee information as a guide.

❏ LAUNCH THE COURSE IN the local curriculum management system. *Note:* only after consulting with your colleagues, coordinator, and Dean should a new course be launched in the local curriculum management system.

NEW PROGRAM IDEA DEVELOPMENT

Anyone from the college or community can propose a new program to the college. This process occurs ***prior*** to submitting a program for Curriculum Committee review and is described in (AP 4023, http://bit.ly/AP4023). ***Note:*** ALL new programs must be recommended for development by the Educational Program Proposal Committee before program curriculum is entered into the local curriculum management system. What follows below is a short overview of some guiding questions/steps for those considering proposing a new program to the college.

❏ How will the program benefit students? (e.g. employment? Prepare them for transfer?)

❏ If CTE or other non-transfer program:
  ❏ What is the evidence for employability and achievement of a livable wage (e.g. Labor Market Data)?
  ❏ Is there a local need in the region indicated in Advisory Committee minutes? If not, what is the evidence for this need?

❏ Questions to discuss with your colleagues, coordinator, and dean about proposing the new program to the college:
  ○ Will the new program require new faculty?
  ○ Will the new program require your department's schedule be expanded?
  ○ Will the new program require new equipment or resources (e.g. a different type of classroom).

❏ Complete ***Educational Program Proposal Form*** and submit to the Office of Instruction.

❏ If the Educational Program Proposal Committee recommends the program for development, meet with the Curriculum Office for steps moving forward.

III.   Dean and Coordinator Review (Steps 2 & 3)

By approving a program or course in the local curriculum management system, the Dean and Coordinator are confirming that the following criteria have been met:

1. **They have discussed with discipline faculty:**
   - ❏ How a new course or program will fit in within the department's other curriculum and schedule (e.g. what will not be offered so a new course can be offered).

   - ❏ Whether this course or program will require new faculty. Please remember Minimum Qualifications for faculty when designing a new course/program of study https://asccc.org/sites/default/files/Minimum_Qualifications2018.pdf

   - ❏ Whether the new course or program aligns with external requirements (if applicable). This includes C-ID, ADT degree requirements, other accrediting bodies, etc.

   - ❏ Specific rules for COOP ED, internships, job shadowing, apprenticeships and service learning. http://bit.ly/WorkBasedLearningHB

2. **APPROVAL of a New or Modified COURSE or PROGRAM Indicates:**
   - ❏ If NEW program, it has been recommended by the EPPC via Program Initiation process (see AP 4023).

   - ❏ Resources (e.g. new faculty, equipment, facilities, or other equipment) are available (or will be available) to offer the program. *Note:* Future availability of resources formally planned (e.g. included in the Educational Master Plan) can be referenced if resources are not currently available.

   - ❏ For degrees and certificates without a goal of transfer, there is LMI data that indicates need and ability to earn a living wage after earning the degree or certificate.

   - ❏ For CTE degrees, there are current Advisory Committee minutes that support offering the program at Chaffey.

Recommended Best Practices:

- ● Deans should establish a standing agenda item at school department meetings for members of the Curriculum Committee to report on curriculum issues.

- ● When discussing new courses, certificates or programs, please discuss whether any curriculum should be deactivated.

IV. Curriculum Representative and Discipline Review (Step 4)

Curriculum Representatives review proposals in their school. Responsibilities of curriculum representatives include:

- Serve as the point of contact for curriculum questions within your school or area.
- Attend Curriculum Committee meetings.
- Share information regarding curriculum deadlines at school meetings and with colleagues.
- Share information from the Curriculum Committee meetings at your school meetings.

In this step of the review process, school representatives should focus on:

Courses and Programs:

Local Curriculum Management System Roles:

❏ Please wait three days before completing review to allow discipline faculty to have the opportunity to review the proposal.

❏ *Suggestion*: When you receive your notice from the local curriculum management system, send an email to the discipline faculty letting them know you will look at the course or program in three days.

❏ Once three days have passed, use the Check Status icon 𝕮 to see if discipline faculty have had *the opportunity* to review the course or program. Best practice is to email the discipline faculty as a reminder.

General Representative Roles:
- Contact your schools and let them know that you are their representative. Questions, comments, and concerns should be taken to you to bring back to the committee.
- Serve as another resource for the local curriculum management assistance.
- Inform department of curriculum updates, policies, and procedures (e.g. packaging).
- Distribute relevant information to schools as directed by the Curriculum Committee or Curriculum Office.
- Serve as a general point of contact for curriculum related practices.
- Communicate with Deans and Coordinators, when appropriate.
- Notify dean, originator, and coordinator/director when a submission is or is not approved by the committee (if necessary, share committee comments/suggestions).

Discipline Review:

All other full time faculty in the discipline have the opportunity to review and comment on Curriculum that has been launched in the local curriculum management system prior to the Curriculum Representative Review. **Discipline Review should be completed within 3 days of receiving the notification from the local curriculum management system.**

Curriculum Representatives will complete their review after that time period which moves the proposal forward.

V. Librarian and Tech Committee Review (Step 5 and 6)

Technical Committee review occurs after the "internal review" of the department and school (Dean, Coordinator, Discipline Reviewers, and Curriculum Representatives). 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.

Tech Review Committee Responsibilities
- Technical Reviewers review course and program proposals to verify that all requirements outlined in Title 5 are present:
    - Complete readings by Technical Review deadlines.
    - Attend Technical Review Meetings as needed.

Note: When a deadline is missed, a tech reviewer may still review course under Curriculum Committee Member review when the course is in that queue.

For more detailed information on Tech Committee Reviewer Responsibilities:
http://bit.ly/TechReviewGuide

VI. Curriculum Committee Member Review (Step 7- 10)

The responsibilities of all Curriculum Committee members (in addition to the Curriculum Representative, if applicable) responsibilities are listed below:

- Familiarize yourself with the Curriculum Committee By-laws and the Chaffey College Curriculum Handbook.
- Stay current with the local curriculum management system notifications of proposals requiring your attention.
- To review curriculum in the local curriculum management system:
    - $^{W}_{R}$ shows the COR or Program word report.
    - C shows the changes that have taken place. Red means something has been omitted, green symbolizes any additions.
    - ^{A}F comprehensive report that shows all of the local curriculum management system fields for this course.
    - ^{A}C comprehensive report that shows all of the changes made to the local curriculum management system fields.
    - G_{I} 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.
- Members also review Distance Education addenda by using the following icons:
    - $^{D}_{O}$ Addendum for a fully online class.
    - $^{D}_{H}$ Addendum for a hybrid class.

COURSES: By reviewing a course in the local curriculum management system, the Curriculum Committee member is confirming that they have completed a general review of the course elements:

- ❏ **Title:** Does the title accurately represent the course?
- ❏ **Units and Hours:** Does the number of units reflect the course content appropriately?
- ❏ **Requisites:** Do requisites have content review? Content review is visually displayed in chart form matching objectives in the requisites section. Do requisites pose any unintentional barriers to student success?
- ❏ **Description:** Does the description accurately describe what the course is about and what students can expect from taking this course?
- ❏ **Content:** Does the content align with the description? Is there an appropriate amount of content for the unit count? If there are lab hours, is there lab content?
- ❏ **Objectives:** Do the objectives align with the content?
- ❏ **Methods of Instruction:** Focuses on general pedagogical strategies that can be used to teach the course.
- ❏ **Out of Class Assignments:** Are there three out-of-class assignments? One must be critical thinking. Are the assignments too descriptive and/or prescriptive? Assignments should be a general, but specific sample that can be modified by each instructor (e.g. "Students will write a three page report on case studies").
- ❏ **Methods of Evaluation:** Lists ways a faculty member can assess course content knowledge and successful completion of the objectives.
- ❏ **Textbooks:** Are the latest editions of the textbook present? Are older versions listed as classic? This section is also checked by the Librarian.

Please see Appendices for more detailed information on COR elements
http://bit.ly/CORelements

PROGRAMS (DEGREES AND CERTIFICATES): By reviewing a program in the local curriculum management system, the Curriculum Committee member is confirming that they have completed a general review of the following aspects:

- ❏ **Description:** Does the description communicate the goal of the program to the students? (e.g. to prepare them for transfer or specific employment?)
- ❏ **AS-Ts and AD-Ts:** Does the description include the standard ADT language?

ADT Language:
To obtain the Associate in Science in (program name) for Transfer, students must:
(1) Complete 60 semester units which are eligible for transfer to the California State University, including both of the following:
> *(A) The Intersegmental General Education Transfer Curriculum for STEM (IGETC for STEM) or the California State University General Education for STEM – Breadth Requirements.*
> *(B) 36 units in the major or area of emphasis, as determined by Chaffey College.*

(2) Obtain a minimum grade point average of 2.0.
(3) Earn a C or better in all courses required for the major or area of emphasis.

❏ **Course requirements:** Are the course requirements clear? Do the units add up appropriately?

VII.   Vice President of Instruction (Step 11)

The Associate Superintendent of Instruction & Institutional Effectiveness is the final step in the curriculum process. From the Office of Instruction, all curriculum must be approved by the Governing Board before being submitted to the Chancellor's office for chaptering and/or approval.

VIII.   Governing Board Review

A curriculum report is presented to the Chaffey College Governing Board for review at the monthly board meetings. 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://bit.ly/LegalRegsGB
- 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)*

Data Elements and COR Elements	Substantial Change in COCI (A new control number is issued)	Substantial Change for Chaffey	Considered a new course?
Course Acronym (CB01A)		X	X
Course Number (CB01B)		X	Yes, if the course changes transfer level status (i.e., if courses 1-99, become 400-499, 500-599, or 600-699, and vice versa).
Course Title (CB02)		X	
TOP Code (CB03)	X	X	X
Unit Total (CB06 and CB07)	X	X	X
Catalog Description		X	
Requisites		X	
DE Status		X	
Credit Status (CB04) (Credit-Degree Applicable, Credit-Not degree applicable, non-credit)	X		X
Transfer status (CB05) (CSU, UC and CSU, not transferrable)			
Basic Skills Status (CB08)	X		
SAM Code (CB09)	X		X
COOPED Status (CB10)			
Course Classification Status (CB11)			
Approved Special Class (CB13)			
Transfer Level (CB21)	X		
Noncredit Category (CB22)	X	X	X
Funding Agency (CB23)			
Course Program Status (applicability)- (CB24)			

Data Elements and COR Elements	Substantial Change in COCI (A new control number is issued)	Substantial Change for Chaffey	Considered a new course?
Course General Education Status (CB25)	Unknown		
Support Course Status (CB26)	Unknown		

* Articulation concerns may result in a
 new course submission that may or
   may not be listed on this chart.