

**CHAFFEY COLLEGE  
CURRICULUM COMMITTEE MEETING  
RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204  
FONTANA CAMPUS, FNAC 100  
CHINO CAMPUS, CHMB 143  
TELECONFERENCE #6759  
SUMMARY NOTES  
September 20, 2017  
1:30pm-3:00pm**

**Members Present:**

Angela Burk-Herrick, Mathematics & Science  
Annette Henry, Kinesiology, Nutrition, & Athletics  
Charmaine Phipps, Language Arts  
David Schlanger, Catalog/Schedule Coordinator  
Elaine Martinez, Kinesiology, Nutrition, & Athletics  
Jason Chevalier, Dean, Visual & Performing Arts  
Jeffrey Laguna, Health Sciences  
John Machado, Visual & Performing Arts  
Maria-Isabella Sandoval, Student Representative  
Marie Boyd, Curriculum Chair

Marlene Soto, Health Sciences  
Megan Keebler, Instructional Support  
Rob Kopp, Mathematics & Science  
Sean Stratton, Articulation Officer  
Sharon Awad, Administrative Assistant II, Curriculum  
Shelley Marcus, Library Learning Resources  
Stephen Calebotta, Language Arts  
Stephen Shelton, Vice Chair  
Tracy Kocher, Business & Applied Technology  
Wanda Baker, Business & Applied Technology

**Members Absent:**

Ardon Alger, Faculty Senate President  
Daniel Jacobo, Visual and Performing Arts  
Helen Leung, Counseling  
Kathy Lucero, Admissions and Records  
Linda Marcotte, Social & Behavioral Sciences  
Lucy Serrano, Counseling  
Mark Ford, Chino Campus

Meridith Randall, Associate Superintendent of Instruction and Institutional Effectiveness  
Michael Escobosa, Health Sciences  
Naomi McCool, Social and Behavioral Sciences  
Patricia Bopko, Financial Aid  
Vanessa Thomas, Business and Applied Technology, High School Articulation

**Guests:**

None

1. **Call To Order/New Committee Members:** The meeting was called to order at 1:39p.m.
2. **Public Comments:** No comment.
3. **Review and Approval of September 13, 2017 Expanded Summary Notes:** The summary notes were approved 13/0/2.
4. **Discussion Items:**

**4.1. How to Explain the New Distance Education Process:** The Administrative Assistant II for Curriculum explained the new Distance Education (DE) Process. There is no longer a separate DE addendum. All DE proposals must be launched through the course modification process. In order to launch a DE proposal, all originators should take the following steps:

- Log into Curricunet
- Under “Search”, select “Course”
- Find the appropriate course by selecting the discipline from the drop down menu
- Type the course number in the “course number field”
- Locate the red active course
- Click on the white two square symbol (two paper copy symbol)
- From the drop down menu, click on “Course Modification” for the proposal type
- Type a rationale to move to the next step

- On the right-hand side, click “Consultation/Description”
- Fill in the appropriate fields
- Click “yes” on the last statement: “This course will be offered via Distance Education”
- On the right-hand side, the originator will now see a Distance Education item on the checklist
- Go through the rest of the items on the checklist to complete the modification by making any necessary edits and hitting save and finish on each page (except Approval Letter). A check mark will appear to show completion.
- Complete the Distance Education item on the checklist to add the DE component
- Launch the course into the queue by regular means of launching modifications

The Curriculum Office is asking all faculty who already have an existing Distance Education addendum to complete the new addendum discussed above when their courses are due for updates (every two years for CTE and every six years for non-CTE).

## 5. Curriculum Committee Goals:

### 5.1. Review Credit by Exam Policy and Process (§ 55050 Credit by Examination, AP 4235, BP 4235, Chaffey College Catalog [pp. 23-31], and ASCCC White Paper):

The extensive discussion began by the Chair asking for clarification on the difference between CTE Career Transitions (formally known as “Tech Prep”) and Credit by Examination (Credit by Exam). The Catalog and Schedule Coordinator explained that Career Transitions works with high schools and ROPs to develop course articulation agreements made between the high school/ROP and the college. The Curriculum is taught by the high school/ROP instructor and is directly aligned with Chaffey College’s course outline of record (COR)<sup>1</sup>. Students who complete the class<sup>2</sup> must pass an agreed upon final examination as noted in the agreement. If the student passes the exam, he or she is awarded “Credit by Exam” units on his/her transcript with a “P” / pass grade<sup>3</sup>.

The Credit by Exam list in the Catalog (pp.24-25) will be the focus of the Curriculum Committee. The Chair asked the committee to read AP 4235 and BP 4235. The committee discussed their feedback on the policies, particularly the limit on the number of courses that can be challenged by Credit by Exam. Each department across campus determines the limit of units, resulting in various conditions for students. A list of courses that can be challenged by Credit by Exam are housed in each Dean’s office. In order for a student to receive Credit by Exam, he or she must have completed twelve units at Chaffey College, except if the student is enrolled in high school. The question was asked how Credit by Exam could better serve noncredit students and the solution may be to remove the twelve-unit requirement completely. The effect on the Associate Degrees for Transfer (ADTs) was also discussed. The amount of units for an ADT is still up to the discipline and is determined on a case-by-case basis.

More discussion ensued on the awarding of units for Credit by Exam in which no grade points are assigned. Chaffey College’s 2017-2018 Catalog states:

“It is the policy of Chaffey College that only unit credit is granted by successful completion of the [requirements for credit by exam]. A grade of P will be issued, which is equivalent to a C or better grade. No letter grade is assigned; no grade points are assigned; thus, it is not computed in the grade point average” (p. 23).

This has resulted in students being awarded a C for a P grade at receiving institutions. According to Title 5§ 55050, “Grading shall be according to the regular grading system approved by the governing board pursuant to section 55023, except that students shall be offered a “pass-no pass” option if that option is ordinarily available for the course.” There is no letter grade option for credit by exam at Chaffey; as a result, receiving institutions can award a letter grade for a Pass/No-Pass grade. The committee explored options for best practices to help avoid students receiving a satisfactory grade at other institutions. It was suggested that our CORs reflect “Letter Grade and Pass/No-Pass” as opposed to just “Letter Grade”. This would result in providing a student a letter grade equivalent to their

From the CTE Career Transitions Office:

<sup>1</sup> Some Career Transitions coursework is aligned with the Statewide Career Pathways template.

<sup>2</sup> A grade of “B” or better is required in the high school/ROP class.

<sup>3</sup> NOTE: a procedural change to award the letter grade earned in the course instead is currently under development.

Credit by Exam test score, i.e. a student will receive a B grade for a test score of 82. If our CORs reflect this suggestion, a student cannot have previously received a grade for the course and opt to take Credit by Exam as a second option (outlined in AP 4235). The Chair suggested that the courses on the Credit by Exam list need to have “Letter Grade and Pass/No-Pass” on all their CORs. She also suggested that a clause be added to AP 4235 that requires a student to choose between letter grade and pass/no-pass before taking the course.

The committee will continue to discuss the following topics with the guidance of Kathy Lucero and Meridith Randall at a later meeting:

- Looking at the option of adding “Letter Grade and Pass/No-Pass” to the list of Credit by Exam courses in pages 24-25 in the Catalog.
- Possibly adding a vetting process to AP 4235.
- The housing of these lists in the Dean’s office.
- Revisiting the 12-unit residency language to take Credit by Exam and adding language about noncredit students.
- Adding International Baccalaureate to the list of ways to receive Credit by Exam

**5.2. “Vision for Success” by the Foundation for California Community Colleges (pp. 14-17): Tabled.**

**6. Articulation Report:** Please see report from the Articulation Officer who attended the Region 9 Articulation Meeting on September 13, 2017:

“The Region 9 Articulation Meeting was held on September 13 at Mt. San Jacinto College. In attendance were AOs from community colleges, private colleges including La Verne and Cal Baptist, and the Regional CSU, Cal State San Bernardino.

A key issue at the meeting was the CSU Executive Order 1100 (EO 1100), re-affirmed in August 2017, which allows courses such as Game Theory, Personal Finance, and other possible courses that may involve quantitative reasoning but which don't require Intermediate Algebra as a pre-req, to qualify for Area B4 CSU-GE. Concern was expressed that EO 1100 allows an educational track that may actually harm students. Those who pursue this non-traditional track, and then switch majors to anything with a traditional math component, will have to go backwards, re-taking the Intermediate Algebra cohort. Additionally, there was concern that EO 1100 sidelines Statway by limiting it primarily to social science. AOs worried that some students who pursue the personal finance route, such as Humanities or Arts majors, may find the short term gain of the non-traditional path actually means long-term pain should they later pursue pre-med. (Related note: with the CSU system severely restricting acceptance for 2nd B.A applicants--currently such acceptance is limited to foreign students who pay higher fees--proper advising for students becomes more crucial in light of EO 1100.)

Military Credit: RCC has a grant to develop articulations at the local level for veterans. The guiding document for such articulations is the ACE transcript guide. Other than Area E applicability on the CSU GE pattern, military credit generally applies to CTE areas like aviation tech, vocational nursing, etc. Care must be taken not to award too much credit, otherwise financial aid could be impacted. Military credit beyond Area E should only be used in local degrees and certificates. (Note: Chaffey policy allows for application of military credit to Area E CSUGE and local elective units.)”

**7. Miscellaneous:** None.

**8. Consent Agenda:** None.

**9. NEW BUSINESS:**

**Course Modifications: First and Second Reading**

<b>AUTOTEC-407</b>	Introduction to Hybrid Vehicles	Approval: 15/0/0
<b>COMPSCI-4</b>	Discrete Structures <i>Tracy Kocher expressed her appreciation for the new streamlined approval process as it only took</i>	Approval: 15/0/0

	<i>this course three weeks from the launch date to arrive to the Curriculum Committee for approval.</i>	
<b>GERO-11</b>	Introduction to Gerontology	Approval: 15/0/0
<b>GERO-404</b>	Health and Wellness for Older Adults	Approval: 15/0/0
<b>GERO-462</b>	Activity Coordinator Training	Approval: 15/0/0
<b>NF-19</b>	Nutrition II: Modified Diets	Approval: 15/0/0
<b>NF-22</b>	Nutrition and the Active Person	Approval: 15/0/0
<b>NF-27</b>	Healthy Cooking	Approval: 15/0/0
<b>PHOTO-11</b>	Intermediate Photography	Approval: 15/0/0
<b>PHOTO-430</b>	Fine Art Photography	Approval: 15/0/0
<b>RADTEC-10</b>	Anatomy and Radiographic Positioning I	Approval: 15/0/0
<b>RADTEC-10L</b>	Laboratory for Anatomy and Radiographic Positioning I	Approval: 15/0/0
<b>RADTEC-16</b>	Medical Procedures for Radiologic Technologists	Approval: 15/0/0
<b>RADTEC-16L</b>	Laboratory for Medical Procedures for Radiologic Technologists	Approval: 15/0/0
<b>RADTEC-20</b>	Radiologic Science and Protection	Approval: 15/0/0
<b>RADTEC-20L</b>	Laboratory for Radiologic Science and Protection	Approval: 15/0/0
<b>RADTEC-25</b>	Anatomy and Radiographic Positioning II	Approval: 15/0/0
<b>RADTEC-25L</b>	Laboratory for Anatomy and Radiographic Positioning II	Approval: 15/0/0
<b>RADTEC-31</b>	Radiographic Clinical Education I	Approval: 15/0/0
<b>RADTEC-34</b>	Radiographic Imaging	Approval: 15/0/0
<b>RADTEC-34L</b>	Laboratory for Radiographic Imaging	Approval: 15/0/0
<b>RADTEC-470</b>	Venipuncture for Imaging Professionals	Approval: 15/0/0
<b>RADTEC-470L</b>	Venipuncture Laboratory for Imaging Professionals	Approval: 15/0/0
<b>RADTEC-55</b>	Radiographic Equipment and Clinical Application	Approval: 15/0/0
<b>RADTEC-61</b>	Radiographic Clinical Education IV	Approval: 15/0/0
<b>RADTEC-77</b>	Radiographic Pathology	Approval: 15/0/0
<b>RADTEC-82</b>	Radiographic Clinical Education VI	Approval: 15/0/0
<b>RADTEC-85</b>	Radiographic Review and Exam Preparation	Approval: 15/0/0

**10. Adjournment:** The meeting was adjourned at 2:59p.m.

Name	Attendance	Summary Notes	AUTOTEC-407	COMSPCI-4	GERO-11	GERO-404	GERO-462	NF-19	NF-22	NF-27	PHOTO-11	PHOTO-430	RADTEC-10	RADTEC-10L	RADTEC-16	RADTEC-16L	RADTEC-20	RADTEC-20L
Angela Burk-Herrick	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Annette Henry	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Ardon Alger																		
Charmaine Phipps	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Daniel Jacobo																		
David Schlanger	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Elaine Martinez	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Helen Leung																		
Jason Chevalier	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Jeffrey Laguna	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
John Machado	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Linda Marcotte																		
Lucy Serrano																		
Mark Forde																		
Marlene Soto	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Megan Keebler	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Michael Escobosa																		
Naomi McCool																		
Rob Kopp	X	A	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	X
Stephen Calebotta	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Tracy Kocher	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Vanessa Thomas																		
Wanda Baker	X																	
<b>Total Counts</b>	16	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15

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

**Guests:** None

