

**CHAFFEY COLLEGE**  
**CURRICULUM COMMITTEE MEETING**  
**RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204**  
**FONTANA CAMPUS, FNAC 100**  
**CHINO CAMPUS, CHMB 143**  
**Teleconference x6759**  
**SUMMARY NOTES**  
**February 12, 2020**  
**1:30pm-3:00pm**

**Members Present:**

Angela Burk-Herrick, Curriculum Chair  
 Bruce Osburn, Business & Applied Technology  
 Candice Hines-Tinsley, Kinesiology, Nutrition, & Athletics  
 Charmaine Phipps, Language Arts  
 Daniel Jacobo, Visual & Performing Arts  
 Elaine Martinez, Kinesiology, Nutrition, & Athletics  
 Erik Kolb, Mathematics & Science  
 Julie Law, Counseling  
 Kathy Lucero, Admissions & Records  
 Laura Hope, Associate Superintendent of Instruction and Institutional Effectiveness

Mary Romero, Business & Applied Technology  
 Naomi McCool, Social & Behavioral Sciences  
 Nicole DeRose, Acting Faculty Senate President  
 Nicole Farrand, Visual & Performing Arts  
 Rob Kopp, Mathematics & Science  
 RuthAnn Garcia, Transfer Center  
 Ryan Sipma, Catalog & Schedule Coordinator  
 Sean Stratton, Articulation Officer  
 Sherrie Loewen, Health Sciences  
 Shireen Awad, Curriculum Specialist  
 Stephen Calebotta, Language Arts  
 Vanessa Thomas, Business & Applied Technology

**Members Absent:**

Christina McPeck, Social & Behavioral Sciences  
 Jeffrey Laguna, Health Sciences  
 Jo Alvarez, SLO Facilitator, PSR Representative  
 Kathleen Galipeau, Hospitality, Fashion, Interior Design, & Culinary  
 Lisa Doget, Health Sciences  
 Megan Keebler, Instructional Support

Michael Escobosa, Health Sciences  
 Patricia Bopko, Financial Aid  
 Patricia Powell, Counseling  
 Rob Rundquist, Interim Dean, Institutional Effectiveness and Intersegmental Partnerships  
 Shelley Marcus, Library Learning Resources

**Guests:**

None

1. **Call To Order/New Committee Members:** The meeting was called to order at 1:38p.m.
2. **Public Comment:** No comment.
3. **Review and Approval of January 15, 2020 Expanded Summary Notes:** The summary notes were approved 15/0/0.
4. **Consent Agenda:** None.
5. **Curriculum Proposals:**

**Course Modifications: Second Reading**

<b>CJ-57</b>	Probation and Parole	Approval: 15/0/0
<b>CJ-58</b>	Ethnic Group Relations	Approval: 15/0/0
<b>CJ-7</b>	Criminal Investigation	Approval: 15/0/0
<b>CJ-8</b>	Criminology	Approval: 15/0/0
<b>CJ-9</b>	Crime Scene Management and Forensic Evidence	Approval: 15/0/0
<b>CUL-15</b>	Sanitation, Safety, and Equipment Management	Approval: 15/0/0
<b>CUL-17</b>	Principles of Food Preparation	Approval: 15/0/0

<b>CUL-441</b>	Advanced Professional Baking	Approval: 15/0/0
<b>CUL-442</b>	Professional Cooking	Approval: 15/0/0
<b>CUL-443</b>	Artisan Breads	Approval: 15/0/0
<b>CUL-444</b>	World Cuisine	Approval: 15/0/0
<b>KINACT-31</b>	Introduction to Self-Defense and Personal Safety	Approval: 15/0/0
<b>MATH-85</b>	Differential Equations	Approval: 15/0/0
<b>PHIL-75</b>	Symbolic Logic	Approval: 15/0/0
<b>PHYS-20A</b>	Algebra/Trigonometry College Physics I	Approval: 15/0/0
<b>PHYS-20B</b>	Algebra/Trigonometry College Physics II	Approval: 15/0/0
<b>PHYS-30A</b>	Physics for the Medical and Life Sciences I	Approval: 15/0/0
<b>PHYS-30B</b>	Physics for the Medical and Life Sciences II	Approval: 15/0/0
<b>PHYS-44</b>	Introduction to Motion	Approval: 15/0/0
<b>PHYS-45</b>	Physics for Scientists and Engineers I	Approval: 15/0/0
<b>PHYS-46</b>	Physics for Scientists and Engineers II	Approval: 15/0/0
<b>PHYS-47</b>	Physics for Scientists and Engineers III	Approval: 15/0/0
<b>PHYS-6</b>	The Ideas of Physics Laboratory	Approval: 15/0/0

### Program Modifications: Final Reading

<b>Culinary Arts</b>	A.S.	Approval: 15/0/0
<b>Culinary Arts</b>	Certificate of Achievement	Approval: 15/0/0

### Course Modifications w/ DE: First and Second Reading

<b>BUSMGT-11</b>	Retail Merchandising and Management	Approval: 15/0/0	Distance Education Approval Hybrid/Online: 15/0/0
<b>BUSMGT-13</b>	Supply Chain Management	Approval: 15/0/0	Distance Education Approval Hybrid/Online: 15/0/0
<b>BUSMGT-14</b>	Transportation Management	Approval: 15/0/0	Distance Education Approval Hybrid/Online: 15/0/0
<b>BUSMGT-436</b>	Introduction to Logistics Management	Approval: 15/0/0	Distance Education Approval Hybrid/Online: 15/0/0
<b>HOTFS-10</b>	Introduction to Hospitality Management	Approval: 15/0/0	Distance Education Approval Online: 15/0/0
<b>IET-422</b>	OSHA Safety Training	Approval: 15/0/0	Distance Education Approval Online: 15/0/0
<b>PSYCH-5</b>	Personal and Social Awareness	Approval: 15/0/0	Distance Education Approval Hybrid/Online: 15/0/0

### Course Modifications: First and Second Reading

<b>BUS-496ABCD</b>	Internships in Business	Approval: 15/0/0
<b>BUS-60</b>	Business Ethics	Approval: 15/0/0
<b>BUSMGT-44</b>	Introduction to Human Relations	Approval: 15/0/0
<b>BUSMGT-470</b>	Essentials of Facilities Management	Approval: 15/0/0
<b>CJ-1</b>	Introduction to the Criminal Justice System	Approval: 15/0/0
<b>EGTECH-12</b>	Principles of Engineering	Approval: 15/0/0
<b>HIST-9</b>	History of Asian Civilizations I	Approval: 15/0/0

<b>IET-401B</b>	Industrial Basic Controls	Approval: 15/0/0
<b>IET-403B</b>	Electrical Motors and Controls II	Approval: 15/0/0
<b>IET-405</b>	National Electric Code	Approval: 15/0/0
<b>IET-407</b>	Electrical Blueprints	Approval: 15/0/0
<b>IET-413</b>	Intermediate Programmable Logic Controllers	Approval: 15/0/0
<b>INDMM-400</b>	Intro to Construction Safety, Trade Math, Rigging, and Tools	Approval: 15/0/0
<b>INDMM-600</b>	Intro to Construction Safety, Trade Math, Rigging, and Tools	Approval: 15/0/0
<b>INDMM-604</b>	Industrial Mechanical Math and Precision Tools	Approval: 15/0/0
<b>INDMM-605</b>	Introduction to Industrial Piping	Approval: 15/0/0
<b>INDMM-606</b>	Introduction to Valves, Bearings and Testing	Approval: 15/0/0
<b>INDMM-607</b>	Installation of Bearings, Couplings, Seals, and Drives	Approval: 15/0/0
<b>INDMM-608</b>	Setting Baseplates and Alignment	Approval: 15/0/0
<b>INDMM-609</b>	Advanced Alignment	Approval: 15/0/0
<b>INDMM-610</b>	Fundamentals of Pressure, Heating & Cooling Systems	Approval: 15/0/0
<b>INDMM-611</b>	Troubleshooting Pumps and Gearboxes	Approval: 15/0/0
<b>INDMM-612</b>	Advanced Blueprint Reading and Introduction to Supervisory Skills	Approval: 15/0/0
<b>INDMM-613</b>	Advanced Mechanical Topics I	Approval: 15/0/0
<b>INDMM-614</b>	Advanced Mechanical Topics II	Approval: 15/0/0
<b>MUSIC-26</b>	World Music	Approval: 15/0/0
<b>MUSIC-2A</b>	Music History and Literature	Approval: 15/0/0
<b>MUSIC-2B</b>	Music History and Literature	Approval: 15/0/0
<b>MUSIC-35</b>	Piano for Music Majors I	Approval: 15/0/0
<b>MUSIC-36</b>	Piano for Music Majors II	Approval: 15/0/0
<b>MUSIC-37</b>	Intermediate Piano	Approval: 15/0/0
<b>MUSIC-38</b>	Studio Piano	Approval: 15/0/0
<b>MUSIC-58</b>	Applied Music	Approval: 15/0/0
<b>MUSIC-75</b>	Concert Choir	Approval: 15/0/0
<b>MUSIC-76</b>	Chamber Choir	Approval: 15/0/0
<b>NURADN-14</b>	Nursing Process 1	Approval: 15/0/0
<b>NURADN-14L</b>	Nursing Process 1 Laboratory	Approval: 15/0/0
<b>NURADN-26</b>	Maternal-Newborn Nursing	Approval: 15/0/0
<b>NURADN-26L</b>	Maternal-Newborn Nursing Laboratory	Approval: 15/0/0
<b>NURADN-27</b>	Nursing Process 2	Approval: 15/0/0
<b>NURADN-27L</b>	Nursing Process 2 Laboratory	Approval: 15/0/0
<b>NURADN-3</b>	Transition in Nursing	Approval: 15/0/0
<b>NURADN-3L</b>	Transition in Nursing Laboratory	Approval: 15/0/0
<b>NURVN-414</b>	Acute Care Nursing Assistant: Vocational Nursing Foundations	Approval: 15/0/0
<b>PSYCH-65</b>	Social Psychology	Approval: 15/0/0
<b>SOC-26</b>	Introduction to Latin American Societies	Approval: 15/0/0
<b>SOC-80</b>	Introduction to Research Methods in Sociology	Approval: 15/0/0
<b>THEATRE-32</b>	Theatre Design-Lighting	Approval: 15/0/0

## 6. Discussion Items:

**6.1. META Updates:** The Curriculum Specialist shared that she and the Curriculum Chair have begun preplanning for CurriQnet META. They shared a draft proposal for the workflow of new programs and courses in META. The Curriculum Office recommends that internal departmental review remain as the first steps in the proposal process; however, they have arranged the order of this review. It is proposed that discipline faculty are the first in line to review proposals made by an originator. Due to the varying number of full-time faculty within each department, all full-time faculty will have seven days to review the proposal. If available, the Curriculum Office will ask META to move the proposal forward automatically after seven days. The coordinator would be next for review followed by the Dean. The Curriculum Office asks that Dean review comments made by discipline faculty and the Coordinator. These comments should be taken into consideration before the Dean approves (moves a proposal forward) or requests revisions (moves a proposal back to the originator). As before, Technical Review will occur after internal departmental review. Then, the Curriculum Committee will review proposals after Technical Review as usual. The Curriculum Committee will do a thorough review one time (as opposed to two), and if proposals are not ready for committee approval, the proposal will be sent back to the originator.

The Curriculum Specialist also presented a workflow chart created by the Curriculum Chair that encompasses the various areas on campus that work with the curriculum approved by the Curriculum Committee. The chart was created from meetings that have occurred since last spring with the various constituents listed on the flow chart. This flow chart represents how curriculum moves through various areas. The goal of this workflow is to make the process of curriculum more transparent and to inform when curriculum goes “live”. In previous years, the Curriculum Office would email the various partners on the map to inform them of Chancellor’s Office approval/chaptering. This email gave the perception that the curriculum was live and ready to be offered; however, Chancellor’s Office approval/chaptering is the first step of processing curriculum after Curriculum Committee/Board of Trustees approval. To help minimize this confusion, the Curriculum Office will now only email the Catalog and Schedule Coordinator who would then begin their work in Colleague. Once their work is completed, they will coordinate with the other departments (i.e. Admissions and Counseling). Once the Catalog and Schedule Coordinator has completed their process, the curriculum will be “live”.

The Curriculum Office asks that faculty on the Curriculum Committee join a workgroup to help with the layout and development of META. The Curriculum Chair called for volunteers:

OBJECTIVES	META WORKGROUP
<p><i>Courses:</i></p> <ul style="list-style-type: none"> <li>▪ Identify what requirements are needed from the updated PCAH.</li> <li>▪ Reframe development questions with an equity lens.</li> <li>▪ Provide suggestions for improvement based upon user experience.</li> <li>▪ Assist in layout and format design.</li> </ul> <p><i>Programs:</i></p> <ul style="list-style-type: none"> <li>▪ Identify what requirements are needed from the updated PCAH.</li> <li>▪ Reframe development questions with Guided Pathways lens.</li> <li>▪ Provide suggestions for improvement based upon user experience.</li> <li>▪ Assist in layout and format design.</li> </ul> <p><i>Timeline: TBD (Considerations include every other Wednesday as needed).</i></p>	<ol style="list-style-type: none"> <li>1. Ryan Sipma</li> <li>2. Charmaine Phipps</li> </ol>

**6.2. Real Estate Curriculum:** The Chair shared that in Spring 2019, the Curriculum Committee asked the Real Estate faculty to change their course numbers from transferrable to non-transferrable since there were no comparable courses.

Per the committee's request, the faculty launched the proposals; however, in Fall 2019, the Curriculum Team met with Admissions to discuss the impact of changing the transferrable status on courses. Due to repeatability issues, transfer status changes are now considered substantial which require "new" course submissions. Since the Real Estate faculty launched their work before this process, their original modifications can no longer move forward. Since the policy was not created at the time Real Estate faculty submitted their proposals (as asked by the Curriculum Committee), the Curriculum Chair would like to fix the Real Estate curriculum based upon the new policy. The Coordinator of the Real Estate program agrees to this logistical fix as well. The Curriculum Committee shared no concerns.

**6.3. IGETC/ADT and Communication Studies Discussion:**

**IGETC Oral Communication Issue**

Associate Degrees for Transfer (ADTs) accept either the CSU GE, IGETC-CSU, or IGETC-UC patterns. Note: CSUs require COMSTD 2, 6, or 8 for transfer admission

<b>GE Pattern</b>	<b>Oral Communication (COMSTD 2, 6, or 8)</b>
<b>CSU GE</b>	Required
<b>IGETC-CSU</b>	Required
<b>IGETC-UC</b>	NOT required

**The Problem:** If an ADT is earned using the IGETC-UC, students will not be accepted at a CSU unless they have completed the Oral Communication (COMSTD 2, 6, or 8) requirement.

Our counselors & degree auditors need clarification on whether ADTs should be awarded to students who have not taken COMSTD 2, 6, or 8.

**Proposal:** Even though ADTs were initially designed to facilitate transfer to CSUs, Chaffey should award ADT degrees for students who complete IGETC-UC because ADTs are also being used for transfer admission at non-CSU 4 years (e.g. privates, UCs in near future). In addition, all student-facing program information (catalog, major sheets, program pages, etc.) should alert students that they will need COMSTD 2, 6, or 8 for transfer admission to a CSU.

Discussion from the Curriculum Committee was centered on the problem detailed above. Julie Law shared experiences of students who ran into this issue and the confusion this issue has caused for Counselors and Degree Auditors. The Articulation Officer expressed concern that this is a statewide issue that has been occurring for a few years. While no solution to the issue was determined, the Curriculum Committee feels that there needs to be a resolution that is created with the assistance of the Associate Superintendent of Instruction. Discussion will continue at the next meeting.

**6.4. Academic and Career Communities Follow-Up:** Tabled.

**7. Floor Items:** None.

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

Name	ATTENDANCE	Summary Notes 1/15/2020	CJ-57	CJ-58	CJ-7	CJ-8	CJ-9	CUL-15	CUL-17	CUL-441	CUL-442	CUL-443	CUL-444	KINACT-31	MATH-85	PHIL-75	PHYS-20A	PHYS-20B
Bruce Osburn	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																		
Daniel Jacobo	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Erik Kolb	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
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																		
Lisa Doget																		
Mary Romero	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Megan Keebler																		
Michael Escobosa																		
Naomi McCool	X																	
Nicole DeRose	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Nicole Farrand	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Patricia Powell																		
Rob Kopp	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
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	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
<b>Total Counts</b>	17	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15

Quorum= 26/2=13+1=14

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

\*Note: All proposals were approved.









<b>Name</b>	<b>SOC-26</b>	<b>SOC-80</b>	<b>PSYCH-65</b>	<b>NTHEATRE-32</b>
<b>Bruce Osburn</b>				
<b>Candice Hines-Tinsley</b>	X	X	X	X
<b>Charmaine Phipps</b>	X	X	X	X
<b>Christina McPeck</b>				
<b>Daniel Jacobo</b>	X	X	X	X
<b>Erik Kolb</b>	X	X	X	X
<b>Elaine Martinez</b>	X	X	X	X
<b>Jeffrey Laguna</b>				
<b>Jo Alvarez</b>				
<b>Julie Law</b>	X	X	X	X
<b>Kathy Galipeau</b>				
<b>Lisa Doget</b>				
<b>Mary Romero</b>	X	X	X	X
<b>Megan Keebler</b>				
<b>Michael Escobosa</b>				
<b>Naomi McCool</b>				
<b>Nicole DeRose</b>	X	X	X	X
<b>Nicole Farrand</b>	X	X	X	X
<b>Patricia Powell</b>				
<b>Rob Kopp</b>	X	X	X	X
<b>RuthAnn Garcia</b>	X	X	X	X
<b>Ryan Sipma</b>	X	X	X	X
<b>Sean Stratton</b>	X	X	X	X
<b>Shelley Marcus</b>				
<b>Sherrie Loewen</b>	X	X	X	X
<b>Stephen Calebotta</b>	X	X	X	X
<b>Total Counts</b>	15	15	15	15