

**CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
SUMMARY NOTES
March 10, 2021
1:30pm-3:00pm
VIA ZOOM ONLY**

MEETING LINK: <https://cccconfer.zoom.us/j/99084848526>

BY PHONE: +1 669 900 6833 (US Toll)

MEETING ID: 990 8484 8526

Members Present:

Angela Burk-Herrick, Curriculum Chair
Bruce Osburn, Business & Applied Technology
Candice Hines-Tinsley, Kinesiology, Nutrition, & Athletics
Christina McPeck, Social & Behavioral Sciences
Daniel Jacobo, Visual & Performing Arts
Joan Godinez, Student Services
Joann Eisberg, Mathematics & Science
Jonathan Polidano, CTE Liaison
Julie Law, Articulation Officer
Kathy Galipeau, HFIC
Laura Hope, Associate Superintendent of Instruction

Lisa Doget, Heath Sciences
Mary Romero, Business & Applied Technology
Megan Keebler, Instructional Support
Naomi McCool, Social & Behavioral Sciences
Nicole DeRose, Acting Faculty Senate President
Nicole Farrand, Visual & Performing Arts
Patricia Bopko, Financial Aid
Patricia Powell, Student Services
Rob Kopp, Mathematics & Science
Ryan Sipma, Catalog & Schedule Coordinator
Sharon Alton, Language Arts
Shireen Awad, Curriculum Specialist

Members Absent:

Carol Hutte, Library Learning Resources
Jo Alvarez, Outcomes and Assessment Facilitator
Phil Roberts, Kinesiology, Nutrition, & Athletics

Rob Rundquist, Dean Institutional Effectiveness/Intersegmental Partnerships
RuthAnn Valencia, Admissions and Records
Stephen Calebotta, Language Arts

Guests:

Angela Ybarra, Student

1. **Call to Order/Roll Call:** The meeting was called to order at 1:33p.m.
2. **Public Comment:** No comment.
3. **Review and Approval of February 24, 2021 Expanded Summary Notes:** The summary notes were approved 12/0/1.
4. **Curriculum Office Reports**

4.1. Curriculum Chair:

1. **Overdue University Studies Degrees Deactivations from October 12, 2016:**

In response to a question about the University Studies Degrees, the Curriculum Specialist and Curriculum Chair reviewed Curriculum Committee Meeting Summary notes and discovered that on April 4, 2016, the committee voted to deactivate the degrees on October 1, 2016. There was a delay before deactivation to allow time to design new degrees that would be compliant with Title 5 and meet the perceived student need for flexible interdisciplinary studies degrees. Although there was a lot of discussion and exploration of

potential degree design, no degrees were ever created. In addition, the noncompliant University Studies degrees were never deactivated in the system, despite the Curriculum Committee vote.

The Curriculum Chair discussed that a lot has happened since 2016 that address many of the concerns raised about deactivations. For example, there are now statewide TMCs for more interdisciplinary transfer degrees. Chaffey now offers three of these (Law, Public Policy, and Society AA-T, Environmental Science AS-T, & Social Justice Studies AA-T) and has another on the way (Social Work and Human Services AA-T). In addition, Chaffey has an updated Physical Science "interdisciplinary" AA that has employability outcomes & facilitates transfer for those wanting to teach science in HS/middle school. Patty Bopko also discussed the opportunity provided by the Public Health AS-T for health science students to become employed and to help them transfer. Further, students who might have selected one of the University Studies degrees can now select an Academic and Career Community "exploratory" program when they apply and still receive financial aid.

The Chair announced that because the committee voted to deactivate the University Studies degrees, these degrees will be deactivated in the system and will not appear in the 2021/2022 catalog. She then encouraged any interested faculty to use the Educational Program Proposal process if they identify gaps in degree offerings caused by the loss of the University Studies degrees. The Chair asked the committee to discuss potential next steps for communicating this action to the college. The Articulation Officer (AO) agreed to share the information at the next Counselor meeting. The Chair will take this information to Faculty Senate and Guided Pathways Steering/Enrollment Success Management. The AO also suggested that we call for interested faculty to join a workgroup to look into potential gaps and, if a need is unmet, design new interdisciplinary degrees based on models at other colleges that are compliant with Title 5. The committee agreed that this was a good idea. The AO planned to ask for volunteers at the Counseling meeting and the Chair stated she would do the same at Faculty Senate.

2. The Chair will send the email for Curriculum Committee elections to all faculty after the meeting and after Spring Break. There will be a nomination form that faculty will fill out to nominate either themselves and/or a faculty member. Nominations will be sent to the Curriculum Representatives who will run elections if needed. The Chair thanked Sharon Alton for her assistance in writing the email.

4.2. Curriculum Specialist: No report.

4.3. Catalog and Schedule Coordinator: No report.

4.4. Articulation Officer: The AO shared she received an email that stated how Area F impacts IGETC for STEM. Students will be required to take Area F for IGETC for STEM and just one course for the Social and Behavioral Sciences area in Fall 2022 for Chaffey. The AO will create a sheet to reflect this change to guide IGETC for STEM students.

4.5. Chief Instructional Officer: The CIO reported that she met with the Chancellor's Office as a CIO representative for Region 9. She reported that there are no C-ID courses to emulate for Ethnic Studies despite popular demand from the field. As of now, colleges can locally identify which colleges they feel meet the Ethnic Studies requirements.

5. Consent Agenda: The consent agenda was approved 17/0/0.

5.1. AMT Faculty have launched course deactivations for AMT-16A and AMT-16B which will be available for committee review soon. These two courses are in six AMT programs that were just approved at the February 10, 2021 meeting. The Curriculum Office has removed AMT-16A and AMT-16B from those approved programs:

1. Aircraft Electrical and Avionics Technician Certificate of Achievement
2. Aviation Maintenance Certificate of Achievement
3. Aviation Maintenance Technology: Airframe A.S.

4. Aviation Maintenance Technology: Airframe Certificate of Achievement
5. Aviation Maintenance Technology: Powerplant A.S.
6. Aviation Maintenance Technology: Powerplant Certificate of Achievement

- 5.2. New Course, HS-30 (see package below), was added as a cross-listed/equivalent course to BIOL-30.
- 5.3. Per faculty consent, the suffix “ABCD” was added to THEATRE-50 and THEATRE-52 (now THEATRE-50ABCD and THEATRE-52ABCD) to accurately represent the variable units assigned to these courses.

6. Curriculum Proposals:

6.1. PACKAGES:

HEALTH SCIENCE PACKAGE

New Courses w/ DE:

HS-30	Beginning Medical Terminology <i>Equivalent to BIOL-30</i>	Approval: 17/0/0	Distance Education Approval Hybrid/Online: 17/0/0
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Course Modifications w/ DE:

BIOL-424	Anatomy and Physiology	Approval: 17/0/0	Distance Education Approval Hybrid: 17/0/0
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Program Modifications:

The Curriculum Office added HS-30 as an option for the BIOL-30 requirement in the Emergency Medical Provider Certificate of Achievement.

6.2. NONPACKAGES:

Course Modifications w/ DE:

CUL-22	Restaurant and Catering Operations	Approval: 17/0/0	Distance Education Approval Hybrid/Online: 17/0/0
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7. Discussion Items:

7.1. Curriculum Submission Deadline/Timeline Proposals: The Chair and Curriculum Specialist presented the new timeline proposed for the following academic year and a 6-year plan for curriculum submissions timelines. The Curriculum Office presented three majors changes: an August curriculum submission deadline for the 2021-2022 academic year; an earlier curriculum submission deadline in March/April starting in 2022 each year for 6 years after; and the organization of standard updates by Academic and Career Communities that would ask faculty to review and submit all of their curriculum to establish a consistent and predictable standard update schedule.

The desired outcomes of these changes include:

1. Comprehensive and meaningful faculty departmental curriculum design and updating that aligns with CCCCO, articulation, and catalog/scheduling deadlines.
2. Meaningful Curriculum Committee review of curriculum (e.g. equity audits) through intentional prioritization and agenda management that considers back-end processing of curriculum: scheduling, catalog, student services, etc.
3. Compliance with required two-year updates for CTE courses and programs, six-year updates for non-CTE programs and courses, and five-year updates for ADTs.

The Chair and Specialist discussed advantages of the proposed timeline that include:

1. One deadline for simple communication to faculty.
2. Allow the Curriculum Office to generate plans to meet with faculty early in the fall for curriculum discussions.
3. Organization by ACC has discipline faculty update all curriculum simultaneously, allowing a more thoughtful, comprehensive updating.
4. More Technical Review/Curriculum Committee meetings to process all the curriculum
5. More time for external and back-end work for curriculum
6. A predictable and standardized timeline that can be followed for six years.
7. Non-substantial changes that don't affect catalog/scheduling could be fast tracked to Consent Agenda after Tech Review in Spring,
8. Curriculum packages can be coordinated with faculty at the end of Spring and prioritized for committee review during Fall Semester in time for January Board, if needed.

The Chair and Specialist also discussed next steps:

1. Explore streamlining approval workflow in META for standard updates for non-substantial changes identified by Tech Review.
2. Coordinate deadlines with PSR.

The Chair, Specialist, and Curriculum Committee also discussed some disadvantages to these changes:

1. The workload of submitting all curriculum in one year may be too overwhelming for departments that have one or a couple of Full-Time faculty only.
 - a. Some members prefer doing their curriculum all at once as opposed to the current process of a few proposals each year.
 - b. The Curriculum Office wants to use the experience of the timeline for one year to proactively create a streamlined process for standard updates that still meet the requirements of Curriculum Committee review. Ideas to explore include a technical set up in META, an automatic rollover, coordination with PSR, and proactive committee recommendations for curriculum changes.
 - c. The hope is that the timeline of 6 years will become predictable in addition to faculty being notified in the fall of their spring deadline.
2. If/when a department's standard updates overlap with their comprehensive PSR year that may be problematic.
 - a. The Curriculum Office intends to work with PSR to possibly coordinate timelines.
3. The committee discussed the potential need for flexibility with these deadlines in exceptional circumstances and the Curriculum Office shared that they will review urgent and faculty assignment concerns on a case by case basis and will help faculty in these areas as much as possible. The Curriculum Office will also continue to hold office hours for faculty in general and to provide catered assistance to these special circumstances as well.

Laura Hope and members of the committee thanked the Curriculum Office for the work and design of the new timeline. She also emphasized that this new timeline builds in the many external processes that must take place for curriculum after faculty do their updates. The Chair called for a vote of the proposed timeline. The Curriculum Committee approved the new timeline 17/0/0. The Chair will now take the timeline to Faculty Senate.

7.2. Distance Education Page: Naomi McCool, Joann Eisberg, and the Chair drafted revisions the Distance Education AP that will be shared with the committee at the next meeting. She showed the technical changes that would take place in META to enhance the DE page for classes where faculty feel a course is not pedagogically sound in an online format. The Chair presented three options to address this. The first option aligns with the out-of-class assignments page and asks faculty to explain modifications to assignments for online modalities. The second option asks faculty to identify which learning outcomes and objectives could not be accomplished in an online modality while providing rationales. The third option would be on the original out-of-class assignments page in META that asks faculty to confirm that the assignments can be applied pedagogically in all approved modalities for the course. The Chair will bring the AP and the presented options with recommended changes to the next meeting for a vote.

8. Next Agenda Forecast: None.

9. Floor Items: None.

10. Adjournment: The meeting was adjourned at 2:52p.m.

Name	ATTENDANCE	M: Approval of 2.24.2021 Summary Notes 1 st : Rob Kopp 2 nd : Naomi McCool	M: Approval of Consent Agenda 1 st : Rob Kopp 2 nd : Julie Law	M: Approval of Health Science Package and Course Mods w/ DE 1 st : Bruce Osburn 2 nd : Rob Kopp	M: New Curriculum Submission Timeline 1 st : Rob Kopp 2 nd : Julie Law
Bruce Osburn	X	X	X	X	X
Candice Hines-Tinsley	X		X	X	X
Carol Hutte					
Christina McPeck	X	X	X	X	X
Daniel Jacobo	X	X			
Joan Godinez	X		X	X	X
Joann Eisberg	X		X	X	X
Julie Law	X		X	X	X
Kathy Galipeau	X	X	X	X	X
Laura Hope	X		X	X	X
Lisa Doget	X	X	X	X	X
Mary Romero	X	X	X	X	X
Megan Keebler	X	X	X	X	X
Naomi McCool	X	X	X	X	X
Nicole Farrand	X	A	X	X	X
Patricia Powell	X	X	X	X	X
Phil Roberts					
Rob Kopp	X	X	X	X	X
Ryan Sipma	X	X	X	X	X
Sharon Alton	X	X	X	X	X
Stephen Calebotta					
Total Counts	18	13	17	17	17

Non-Voting	
Angela Burk-Herrick	X
Jo Alvarez	
Jonathan Polidano	X
Nicole DeRose	X
Patricia Bopko	X
Rob Rundquist	
RuthAnn Valencia	
Shireen Awad	X