

**CHAFFEY COLLEGE  
CURRICULUM COMMITTEE MEETING  
SUMMARY NOTES  
March 31, 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  
Candice Hines-Tinsley, Kinesiology, Nutrition, & Athletics  
Carol Hutte, Library Learning Resources  
Christina McPeck, Social & Behavioral Sciences  
Daniel Jacobo, Visual & Performing Arts  
Jo Alvarez, Outcomes and Assessment Facilitator  
Joann Eisberg, Mathematics & Science  
Jonathan Polidano, CTE Liaison  
Julie Law, Articulation Officer  
Kathy Galipeau, HFIC

Laura Hope, Associate Superintendent of Instruction  
Lisa Doget, Health Sciences  
Mary Romero, Business & Applied Technology  
Naomi McCool, Social & Behavioral Sciences  
Nicole DeRose, Acting Faculty Senate President  
Nicole Farrand, Visual & Performing Arts  
Patricia Powell, Student Services  
Rob Kopp, Mathematics & Science  
RuthAnn Valencia, Admissions and Records  
Sharon Alton, Language Arts  
Shireen Awad, Curriculum Specialist

**Members Absent:**

Bruce Osburn, Business & Applied Technology  
Joan Godinez, Student Services  
Megan Keebler, Instructional Support  
Patricia Bopko, Financial Aid  
Phil Roberts, Kinesiology, Nutrition, & Athletics

Rob Rundquist, Dean Institutional Effectiveness/Intersegmental Partnerships  
Ryan Sipma, Catalog & Schedule Coordinator  
Stephen Calebotta, Language Arts

**Guests:**

Chingping (Grace) Wong, HFIC

1. **Call to Order/Roll Call:** The meeting was called to order at 1:35p.m.
2. **Public Comment:** None.
3. **Review and Approval of March 10, 2021 Expanded Summary Notes:** The summary notes were approved 14/0/0.
4. **Curriculum Office Reports**
  - 4.1. **Curriculum Chair:** The Chair shared that she was on a statewide call with Curriculum Chairs that discussed the hard work Curriculum Committees have done this year, particularly on DE. She thanked the Curriculum Committee for all of their dedication to their service on the committee.
  - 4.2. **Curriculum Specialist:** The Specialist announced that the annual Curriculum Committee Retreat will be August 13, 2021 (the Friday of FLEX week) and will likely be held in the morning for a few hours. FLEX credit will be given for the retreat. The Curriculum Office hopes to build a canvas shell that will house all training materials such as the mandatory presentation given by the

Chancellor's Office. The goal is to have the retreat more workgroup based/planning based for the academic year.

As of March 31, 2021, the positions that have been highlighted in yellow, bolded, and italicized still need representatives. The chair will send a reminder email for these positions on Monday, April 5, 2021.

The following faculty members have been nominated and elected to be on the Curriculum Committee for the 2021-2023 term:

Area of Representation	Representative	Telephone	Term of Office
Curriculum Chairperson	Angela Burk-Herrick	652-6968	2021-2023
Acting Faculty Senate President	Neil Watkins	652-6952	2021-2023
Business and Applied Technology	Mary Romero	652-8498	2020-2022
Business and Applied Technology	Bruce Osburn	652-6862	2021-2023
Hospitality, Fashion, Interior & Culinary Arts	Kathy Galipeau	652-8029	2020-2022
Hospitality, Fashion, Interior & Culinary Arts	Chingping (Grace) Wong	652-8033	2021-2023
Health Sciences	<b>VACANT</b>	<b>652-XXXX</b>	<b>2020-2022</b>
Health Sciences	<b><i>Lisa Doget</i></b>	<b>652-6691</b>	<b>2019-2021</b>
Instructional Support	<b><i>Megan Keebler</i></b>	<b>652-6955</b>	<b>2019-2021</b>
Kinesiology, Nutrition and Athletics	Phil Roberts	652-6320	2020-2022
Kinesiology, Nutrition and Athletics	Annette Henry	652-XXXX	2021-2023
Language Arts	Sharon Alton	652-6914	2020-2022
Language Arts	Stephen Calebotta	652-6942	2021-2023
Library Learning Resources	Carol Hutte	652-6802	By Position
Mathematics and Science	Joann Eisberg	652-6408	2020-2022
Mathematics and Science	<b><i>Rob Kopp</i></b>	<b>652-6444</b>	<b>2019-2021</b>
Social and Behavioral Sciences	Naomi McCool	652-6843	2020-2022
Social and Behavioral Sciences	Christina McPeck	652-6281	2021-2023
Counseling/Matriculation	Joan Godinez	652-7407	2020-2022
Counseling/Matriculation	<b><i>Patricia Powell</i></b>	<b>652-6395</b>	<b>2019-2021</b>
Visual and Performing Arts	Daniel Jacobo	652-6070	2020-2022
Visual and Performing Arts	Nicole Farrand	652-6958	2021-2023

**4.3. Catalog and Schedule Coordinator:** No report.

**4.4. Articulation Officer:** No report.

**4.5. Chief Instructional Officer:** The CIO thanked the Curriculum Chair and the Curriculum Specialist for their hard work and dedication to curriculum and the Curriculum Committee.

**5. Consent Agenda:** None.

**6. Curriculum Proposals:**

**6.1. PACKAGES:**

**ART PACKAGE****New Courses w/ DE:**

<b>ART-13</b>	History of Design <i>The committee requested revisions to the title. They would like the faculty to make the title more specific to art design. They would also like the title to align with the history of design to a specific region as stated in the description.</i>	Tabled: 15/0/0	Distance Education Approval Hybrid/Online: Tabled: 15/0/0
<b>ART-84</b>	Motion Graphic Animation	Tabled: 15/0/0	Distance Education Approval Hybrid/Online: Tabled: 15/0/0

**Course Deactivations:**

<b>ART-407</b>	History of Design	Tabled: 15/0/0
<b>ART-482</b>	Editing Digital Media	Tabled: 15/0/0
<b>ART-484</b>	Motion Graphic Animation	Tabled: 15/0/0

**Course Modifications:**

<b>ART-50</b>	Introduction to Sculpture	Tabled: 15/0/0
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**Program Modifications:**

<b>Graphic Design for Digital Media</b>	AA <i>Formerly Design for Multimedia</i>	Tabled: 15/0/0
<b>Graphic Design for Digital Media</b>	Certificate of Achievement <i>Formerly Design for Multimedia</i>	Tabled: 15/0/0

**Program Deactivations:**

<b>Art/Digital Media - Computer Graphic Design for Print Media</b>	AA	Tabled: 15/0/0
<b>Art/Digital Media - Computer Graphic Design for Print Media</b>	Certificate of Achievement	Tabled: 15/0/0
<b>Art/Digital Media - Web Design</b>	AA	Tabled: 15/0/0
<b>Art/Digital Media - Web Design</b>	Certificate of Achievement	Tabled: 15/0/0

**INDUSTRIAL MAINTENANCE MECHANIC SKILLS BUILDERS PACKAGE****Course Deactivations:**

<b>INDMM-400</b>	Intro to Construction Safety, Trade Math, Rigging, and Tools	Approval: 15/0/0
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<b>INDMM-401</b>	Basic Communication and Employability Skills, and Core Testing	Approval: 15/0/0
<b>INDMM-402</b>	Fundamentals of Industrial Maintenance, Oxyfuel, and Craft Skills	Approval: 15/0/0
<b>INDMM-403</b>	Trade Math and Drawings, Material Handling, and Mobile Equipment	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

**Program Deactivations:**

<b>Industrial Maintenance Mechanic</b>	Certificate of Achievement	Approval: 15/0/0
<b>Industrial Maintenance Mechanic Skills Builder II</b>	Certificate of Completion	Approval: 15/0/0
<b>Industrial Maintenance Mechanic Skills Builder III</b>	Certificate of Completion	Approval: 15/0/0

**Course Modifications:**

<b>INDMM-602</b>	Fundamentals of Industrial Maintenance, Oxyfuel, and Craft Skills	Approval: 15/0/0
<b>INDMM-603</b>	Trade Math and Drawings, Material Handling, and Mobile Equipment	Approval: 15/0/0

**Program Modifications:**

<b>Industrial Maintenance Mechanic Skills Builder I</b>	<p>Certificate of Completion</p> <p><i>There was a comment regarding the PLOs of this program all being focused on critical thinking. The committee recommended some PLOs that address physical skills. The Chair asked Jo Alvarez to reach out to the</i></p>	Approval: 15/0/0
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	<i>faculty to assist with the PLO revision process. Jo Alvarez also mentioned that many faculty will be receiving training in the fall on PLO revisions.</i>	
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## 6.2. NONPACKAGES:

### Course Modifications w/ DE:

<b>CHIN-18</b>	Chinese Civilization and Culture	Approval: 15/0/0	Distance Education Approval Hybrid/Online: 15/0/0
<b>IET-414</b>	Advanced Programmable Logic Controllers	Approval: 15/0/0	Distance Education Approval Hybrid: 15/0/0
<b>MATH-61</b>	Pre-Calculus	Approval: 15/0/0	Distance Education Approval Hybrid: 15/0/0  Distance Education Approval FO Emergency: 15/0/0
<b>MATH-85</b>	Differential Equations	Approval: 15/0/0	Distance Education Approval Hybrid: 15/0/0  Distance Education Approval FO Emergency: 15/0/0
<b>MATH-542</b>	Essentials of Intermediate Algebra  <i>The Chair discussed that MATH-542 should have been a new course and MATH-420 should have been deactivated as MATH-542 will be replacing it. Because the Curriculum Office noticed this was a modification too late in the process, the Chair asked the committee if the Curriculum Office could create the shell of MATH-542 as a new course and deactivate MATH-420 which will then reflect the appropriate process. The committee voted “yes” while doing their approval for this modification.</i>  <i>The AO and CIO clarified that both MATH-420 and MATH-542 will be equated in Colleague.</i>	Approval: 15/0/0	Distance Education Approval Hybrid: 15/0/0  Distance Education Approval FO Emergency: 15/0/0

### Course Deactivations:

<b>AMT-16A</b>	Aviation Materials, Processes, Inspections & Regulations	Approval: 15/0/0
<b>AMT-16B</b>	Aviation Science	Approval: 15/0/0
<b>THEATRE-37</b>	Musical Theatre Performance II	Approval: 15/0/0
<b>THEATRE-57</b>	Community Outreach Theatre	Approval: 15/0/0
<b>THEATRE-62</b>	Showcase Development Workshop	Approval: 15/0/0

**Program Modifications:**

<b>Chemistry</b>	AS-T	Approval: 15/0/0
<b>Electromechanical Technology Level I</b>	Certificate of Career Preparation	Approval: 15/0/0
<b>Emergency Medical Provider</b>	Certificate of Achievement	Approval: 15/0/0
<b>Fire Technology: Professional Firefighter</b>	AS	Approval: 15/0/0
<b>Industrial Electrical Technology</b>	AS	Approval: 15/0/0
<b>Industrial Electrical Technology Level I</b>	Certificate of Achievement	Approval: 15/0/0
<b>Industrial Electrical Technology Level II</b>	Certificate of Achievement	Approval: 15/0/0
<b>Industrial Electrical Technology Level III</b>	Certificate of Achievement	Approval: 15/0/0
<b>Mechatronics</b>	AS	Approval: 15/0/0
<b>Mechatronics Level I</b>	Certificate of Achievement	Approval: 15/0/0
<b>Physical Science</b>	AS	Approval: 15/0/0
<b>Professional Administrative Management</b>	AS <i>There was a comment regarding the identical description of this AS to the Professional Administrative Management Certificate. The Chair mentioned that she would speak to the Catalog and Schedule coordinator about standard language that distinguishes similar AS and Certificate descriptions.</i>	Approval: 15/0/0
<b>Professional Administrative Management</b>	Certificate of Achievement	Approval: 15/0/0

**Program Deactivations:**

<b>Accounting Paraprofessional</b>	Certificate of Achievement	Approval: 15/0/0
<b>Financial Planning</b>	Certificate of Achievement	Approval: 15/0/0

**7. Discussion Items:**

**7.1. Curriculum Institute July 7-9, 2021 [2021 Curriculum Institute Registration & Information](#):**

The Specialist shared that the Curriculum Institute will be July 7-9, 2021 virtually. All information for the institution is linked. The Chair asked committee members to reach out to the Curriculum Office if they are interested in attending.

**7.2. Distance Education AP and META Page:** The Chair shared modifications to the DE page in META that included the revisions recommended at the last meeting. The Chair wanted the committee to discuss the two options:

1. Option 1: Faculty are asked on the DE page if there are any sample class assignments that would need to be modified for DE modalities and to explain those modifications.
2. Option 2: The faculty will be asked to confirm on the Class Assignments page that the assignments listed are appropriate for all modalities.

Discussion ensued on both options. Some members feel option 1 promotes more nuances and richer thinking on class assignments in DE modalities. While other members felt option 1 may be cumbersome for some programs that require resources and equipment for assignments. A member suggested describing the question more broadly so that faculty do not feel the need to put specifics in their assignments that may call for continuous changes to the COR, such as “Describe *typical* modifications that *could be done* in DE modalities...” Another member suggested having a section for face-to-face assignments and a section for sample DE assignments. The committee also discussed that DE questions can be moved to the forefront of the curriculum development process in META. Discussion ensued on different ideas to combine both options in META. The Chair suggested to the committee that she and the Curriculum Specialist take the recommendations and create a technical solution in META that addresses the needs discussed.

- 7.3. Ethnic Studies Workgroup Update:** The workgroup had an initial “get to know you” meeting and will continue to meet in the semester.
- 8. Next Agenda Forecast:** The next agenda will include an abundant number of programs for review in hopes that these programs will be updated in time for the electronic catalog pull in META.
- 9. Floor Items:** None.
- 10. Adjournment:** The meeting was adjourned at 2:57p.m.

Name	ATTENDANCE	M: Approval of 3.10.2021 Summary Notes 1 <sup>st</sup> : Rob Kopp 2 <sup>nd</sup> : Joann Eisberg	M: Approval of ART Package/Amended to Tabling ART Package 1 <sup>st</sup> : Rob Kopp 2 <sup>nd</sup> : Kathy Galipeau	M: Approval of INDDMM Package 1 <sup>st</sup> : Rob Kopp 2 <sup>nd</sup> : Joann Eisberg	M: Approval of Course Mods w/ DE and Course Deactivations 1 <sup>st</sup> : Julie Law 2 <sup>nd</sup> : Rob Kopp	M: Approval of Program Mods and Program Deactivations 1 <sup>st</sup> : Julie Law 2 <sup>nd</sup> : Laura Hope
Bruce Osburn						
Candice Hines-Tinsley	X	X	X	X	X	X
Carol Hutte	X	X	X	X	X	X
Christina McPeck	X	X	X	X	X	X
Daniel Jacobo	X	X	X	X	X	X
Joan Godinez						
Joann Eisberg	X	X	X	X	X	X
Julie Law	X		X	X	X	X
Kathy Galipeau	X	X	X	X	X	X
Laura Hope	X	X	X	X	X	X
Lisa Doget	X	X	X	X	X	X
Mary Romero	X	X	X	X	X	X
Megan Keebler						
Naomi McCool	X	X	X	X	X	X
Nicole Farrand	X	X	X	X	X	X
Patricia Powell	X	X	X	X	X	X
Phil Roberts						
Rob Kopp	X	X	X	X	X	X
Ryan Sipma						
Sharon Alton	X	X	X	X	X	X
Stephen Calebotta						
<b>Total Counts</b>	15	14	15	15	15	15

Quorum= 21/2=10.5+1=11.5=12

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