

**CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
SUMMARY NOTES
August 26, 2020
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
Joan Godinez, Student Services
Joann Eisberg, Mathematics & Science
Julie Law, Articulation Officer
Kathy Galipeau, HFIC
Lisa Doget, Health 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 Powell, Student Services
Phil Roberts, Kinesiology, Nutrition, & Athletics
Rob Kopp, Mathematics & Science
RuthAnn Garcia, Transfer Center
Ryan Sipma, Catalog & Schedule Coordinator
Sharon Alton, Language Arts
Sherrie Loewen, Dean of Health Sciences
Shireen Awad, Curriculum Specialist
Stephen Calebotta, Language Arts
Rob Rundquist, Dean Institutional Effectiveness/Intersegmental Partnerships

Members Absent:

Bruce Osburn, Business & Applied Technology
Jo Alvarez, Outcomes and Assessment Facilitator
Jonathan Polidano, CTE Liaison
Jordan Hung, Health Sciences
Kathy Lucero, Admissions & Records

Laura Hope, Associate Superintendent Instruction/Institutional Effectiveness
Patricia Bopko, Financial Aid
Vanessa Thomas, Strong Workforce Associate Dean

Guests:

Angela Ibarra, CCSG Student
Jasmeet Singh, Mathematics and Science

Lauren Sanders, President/Student Trustee
Unidentified caller

1. **Call To Order/New Committee Members:** The meeting was called to order at 1:35p.m. The Chair announced that the quorum number would be 14 for this meeting.
2. **Public Comment:** No comment.
3. **Review and Approval of April 22, 2020 Expanded Summary Notes:** The summary notes were approved 18/0/2.
4. **Consent Agenda:** None
5. **Discussion Items:**
 - 5.1. **September Calendar and Expectations:** The Chair shared the Curriculum Office's September Workshop and Office Hours calendar with the committee. The Curriculum Office will host office hours, workshops, and META training videos that will be held to remotely support faculty in their curriculum development. The Chair mentioned that the Committee is expected to attend the workshops scheduled on September 9 and September 23. The committee is encouraged to attend

the META trainings on September 3 and September 11. If there is need for more office hours and workshop presentations, the Curriculum Office will create a similar calendar for October.

5.2. By-Laws Revised: The following discussion took place on the revisions to the By-Laws. The Chair shared that the By-Laws can be changed throughout the year. After discussion, the revisions to the By-Laws were approved 22/0/0.

1. Faculty Senate President (FSP) moved from a voting to non-voting member to align with their non-voting membership in Faculty Senate. The FSP does not vote in Faculty Senate meetings and this change would allow the Faculty Senate to address curriculum matters along with Faculty Senate without having to vote on these matters.
2. The CIO changed from a non-voting member to a voting member so that their vote is done simultaneously with the Curriculum Committee. The CIO will no longer do a final implementation step of curriculum in the curriculum management system. Instead, their comments and vote will be done alongside the Curriculum Committee.
3. Outcomes and Assessment Facilitator changed from a voting member to a non-voting member by request.
4. New CTE Liaison has been added as a non-voting member.
5. Procedural changes: There will only be one reading for curriculum proposals done by the Curriculum Committee after the Technical Review committee has completed their review. If a curriculum proposal requires any revisions, the curriculum will be sent back to the faculty to make those revisions before Curriculum Committee approval. Should these procedural changes be approved, the Curriculum Office will revise AP 4020 and AP 4022 which will be taken to Faculty Senate for review.
6. The possibility of an attendance policy. The committee will address an attendance policy at a later date.
7. Changing the two Chino Representatives to two HFIC representatives. Kathy Galipeau informed the committee that there are only five full-time faculty that represent HFIC. She suggested that the committee have one Chino Representative and one HFIC representative. The Chair shared that the committee will have a discussion on representation by Academic Career Communities in the spring that will help address this suggestion.
8. Student Representative as a non-voting member: The students expressed that they would like the student representative to be a voting member. The Chair shared that as a non-voting member the student representative would still have a strong and valued voice but will not be required to read curriculum. Rob Rundquist shared that there are bigger conversations that need to happen campus wide centered on students' rights under their "9+1". The committee also shared that students should know that they can contact any voting members to discuss their questions, concerns, and comments.

5.3. Equity and Curriculum Discussion:

1. **Faculty Senate Resolution:** At the Curriculum Committee Retreat, the committee discussed equity concerns and how the Curriculum Committee could lead changes in curriculum design related to equity. One idea was to create a resolution that would go to the Faculty Senate as well. The Chair called for volunteers to develop the resolution and equity statement (item 3 below). Julie Law, Nicole Farrand, Stephen Calebotta, Angela Burk-Herrick, and Shireen Awad volunteered.
2. **Equity and the COR Revision:** The Chair shared a crosswalk between the Vision for Success Goals and how it relates to curriculum development and Curriculum Committee review. The Chair shared that there are some changes that would need to be made to the curriculum management system should the committee want to evaluate curriculum based upon the Vision for Success Goals. Some of the items in the crosswalk would need to be addressed by the Program Services and Review (PSR) Committee since faculty address equity issues for their programs during their PSR cycle. Sharon Alton, Sherrie Loewen, and Julie Law volunteered to work on the Equity and COR revision project.

In partnership with Cindy Walker, the Chair recommend changes to the Methods of Instruction and Methods of Evaluation based upon researched methods done through an equity lens. Committee members shared their happiness with the revised methods. Joann Eisberg recommended that there are instructions that guide faculty to choose methods from different categories to facilitate various equitable practices in the classroom.

Discussion continued on the inclusion of zero-cost textbooks as an equity consideration. The Chair shared that faculty would have the opportunity to input zero-cost textbooks as an option for a course in META, as well as have an opportunity to explain if a zero-cost textbook would not be used as an option for a course. Carol Hutte shared that the college searches for zero-cost textbooks that have the option for printing which can be done at the bookstore.

The committee discussed the use of rubrics to help faculty facilitate the methods of evaluation recommended in the changes presented.

The committee voted 21/0/1 to have the recommended methods of instruction and evaluation be added in META as the new set of methods.

3. **Equity Statement for Curriculum Website:** The volunteers that will develop the Faculty Senate Resolution regarding curriculum and equity (see item 1) will also draft a Curriculum Committee Equity Statement.

5.4. META Updates: The Curriculum Specialist shared that META is set to go live on September 1. In order to help facilitate the launching of META, the Curriculum Office is creating user manuals and video tutorials on how to navigate META and what content is expected in certain fields. She shared that should revisions be suggested, the videos will not be modified immediately in order to manage the revisions suggested and the amount of videos made.

6. Floor Items: None.

7. Adjournment: The meeting was adjourned at 2:53 p.m.

Name	ATTENDANCE	summary Notes 4/22/2020	REVISED BY-LAWS	NEW METHODS OF INSTRUCTION /EVALUATION														
Bruce Osburn																		
Candice Hines-Tinsley	X	X	X	X														
Carol Hutte	X	X	X	X														
Christina McPeck	X	X	X	X														
Daniel Jacobo	X	X	X	X														
Jo Alvarez																		
Joan Godinez	X	X	X	X														
Joann Eisberg	X	A	X	X														
Jordan Hung																		
Julie Law	X	X	X	X														
Kathy Galipeau	X	X	X	X														
Lisa Doget	X	X	X	X														
Mary Romero	X	X	X	X														
Megan Keebler	X	A	X	X														
Naomi McCool	X	X	X	X														
Nicole DeRose	X		X	X														
Nicole Farrand	X	X	X	X														
Patricia Powell	X	X	X	A														
Phil Roberts	X		X	X														
Rob Kopp	X	X	X	X														
RuthAnn Garcia	X	X	X	X														
Ryan Sipma	X	X	X	X														
Sharon Alton	X	X	X	X														
Sherrie Loewen	X	X	X	X														
Stephen Calebotta	X	X	X	X														
Total Counts	22	20	22	22														

Quorum= 25/2=12.5+1=13.5=14

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