

CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
SUMMARY NOTES
January 24, 2024
1:30pm-3:00pm
RANCHO CAMPUS, BEB-204
CHINO CAMPUS CONFERENCE ROOM, CHMB-102
FONTANA CAMPUS CONFERENCE ROOM, FNAC-119
FONTANA CAMPUS OFFICE, FNLC-116
INTECH CENTER, CLASSROOM-3/ELECTRICAL LAB
RANCHO SAN ANTONIO MEDICAL PLAZA, RSA-8

Members Present:

Adeel Rizvi, Health and Wellness, (elected as Health Sciences representative)
Angela Burk-Herrick, Curriculum Chairperson
Christina Holdiness, Educational Support Units (elected as Instructional Support)
Elaine Martinez, Health and Wellness (elected as Kinesiology, Nutrition and Athletics representative)
Garrett Kenehan, Arts, Communication, and Design (elected as Visual and Performing Arts representative)
Grace Wong, Business, Technology, and Hospitality (elected as Hospitality, Fashion, Interior & Culinary Arts representative)
Jennika Celo, Educational Support Units (elected as Academic and Career Counseling representative)
Joan Godinez, Educational Support Units (elected as Academic and Career Counseling representative)
Joann Eisberg, Science, Technology, Engineering, and Mathematics (elected as Mathematics and Science representative)
Julie Law, Articulation Officer
Laura Picklesimer, SLO Facilitator

Markazan Romero, Business, Technology, and Hospitality, (elected as Business and Applied Technology representative)
Maryline Chemama, Science, Technology, Engineering, and Mathematics (elected as Mathematics and Science representative)
Michael Wangler, Science, Technology, Engineering, and Mathematics
Nicole DeRose, Academic Senate President
Paula Snyder, Public Service, Culture, and Society (elected as Social and Behavioral Sciences representative)
Rob Rundquist, Dean Institutional Effectiveness/CIO Designee
Ryan Sipma, Catalog/Schedule Coordinator
Shireen Awad, Curriculum Specialist
Stephen Calebotta, Arts, Communication, and Design (elected as Language Arts representative)
Tracy Kocher, Business, Technology, and Hospitality, (elected as Business and Applied Technology representative)

Members Absent:

Candice Hines-Tinsley, Health and Wellness (elected as Kinesiology, Nutrition and Athletics representative)
Carol Hutte, Educational Support Units (by position as Library Learning Resources)
Jonathan Polidano, CTE Liaison
Marlene Soto, Health and Wellness, (elected as Health Sciences representative)

Nicole Farrand, Arts, Communication, and Design (elected as Visual and Performing Arts representative)
Sharon Alton, Arts, Communication, and Design (elected as Language Arts representative)
Xochitl Sanchez, Student Representative CCSG

Guests:

None

1. Call to Order/Roll Call: The meeting was called to order at 1:36p.m.

1.1. New Quorum Number: 12

2. Public Comment (Reserved for guests to address any item on the agenda for a limit of two minutes): None

3. Review and Approval of December 6, 2023 Expanded Summary Notes: The summary notes were approved 16/0/1.

4. Curriculum Office Reports

4.1. Curriculum Chair: The Chair shared a presentation on [Baccalaureate Degree Programs](#) highlighting the state guidance. One major note is that Community Colleges cannot offer a Baccalaureate Degree that is currently offered at

the CSUs/UCs. Interested Community Colleges must submit an application which is reviewed by the Chancellor's Office using a rubric. The Chair would like to create taskforce from the Curriculum Committee that outlines what the next steps would be for the institution and what general process would need to be followed. This work will be taken back to Academic Senate and Dr. Shannon. From this work, it is possible that Academic Senate may lead a joint Taskforce with other campus constituents as determined by the Senate. Tracy Kocher, Julie Law, Rob Rundquist, and Jennika Celso volunteered to be on the taskforce with the Curriculum Chair and the Curriculum Specialist.

4.2. Curriculum Specialist: No report.

4.3. Catalog and Schedule Coordinator: No report.

4.4. Articulation Officer (AO): No report.

4.5. Chief Instructional Officer (CIO)/Designee of CIO: No report.

4.6. Academic Senate President: No report.

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

5.1. Credit for Prior Learning added to:

1. DRAFT-43: Credit by Exam and Industry Recognized Credential

5.2. PTA-22

1. Updated textbook and content items to align with recent changes in the licensure examination.

5.3. Physical Education AA (approved by the committee on December 6, 2023)

1. Removed KINTM-4ABCD from list of electives.

6. Curriculum Proposals:

BUSINESS PACKAGE

The Chair shared the [Business Department Program Presentation](#) that highlight's the department's accomplishments, labor market analysis, and inclusion of DEIA. The Committee commended the faculty for their hard work on their comprehensive update.

Course Modifications w/ DE:

| | | | |
|---------------|---------------------------------|---------------------|---|
| BUS-10 | Introduction to Business | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUS-60 | Business Ethics | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUS-61 | Introduction to Global Business | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUS-88 | Business Communication | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |

Course Deactivations:

| | | |
|---------------|--|---------------------|
| BUS-49 | Business Decisions Using Basic Quantitative Tools | Approval: 17/0/0 |
|---------------|--|---------------------|

Course Modifications:

| | | |
|--------------------|-------------------------|---------------------|
| BUS-496ABCD | Internships in Business | Approval: 17/0/0 |
|--------------------|-------------------------|---------------------|

Program Modifications:

| | | |
|--|----------------------------|------------------|
| Business Administration 2.0 | AS-T | Approval: 17/0/0 |
| General Business | AS | Approval: 17/0/0 |
| General Business | Certificate of Achievement | Approval: 17/0/0 |
| Global Business (formerly International Business) | AS | Approval: 17/0/0 |
| Global Business (formerly International Business) | Certificate of Achievement | Approval: 17/0/0 |
| Small Business Entrepreneur | AS | Approval: 17/0/0 |
| Small Business Entrepreneur | Certificate of Achievement | Approval: 17/0/0 |

BUSINESS LEGAL STUDIES PACKAGE

Course Modifications w/ DE:

| | | | |
|-----------------|--|------------------|--|
| BUSL-10 | Introduction to Law and the Legal Process | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUSL-28A | Business Law I | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUSL-28B | Business Law II | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUSL-400 | Introduction to Paralegal Studies | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUSL-401 | Legal Research and Writing | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUSL-402 | Civil Litigation | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUSL-403 | Evidence | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUSL-405 | Legal Document Preparation and Law Office Procedures | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUSL-406 | Advanced Legal Research and Writing | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUSL-407 | Criminal Law & Procedure | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUSL-408 | Bankruptcy and Debtor/Creditor Relations | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUSL-409 | Family Law | Approval: 17/0/0 | Distance Education Approval Fully |

| | | | |
|-----------------|---|---------------------|---|
| | | | Online/Hybrid: 17/0/0 |
| BUSL-410 | International Business Law | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUSL-411 | Estate Planning and Probate Law | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUSL-412 | Immigration Law | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUSL-413 | Workers' Compensation Law | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUSL-435 | The Law of Marketing and Business Competition | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUSL-50 | Legal Aspects of Real Estate | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |

Course Modifications:

| | | |
|---------------------|--------------------------|---------------------|
| BUSL-496ABCD | Internships in Paralegal | Approval: 17/0/0 |
|---------------------|--------------------------|---------------------|

Program Modifications:

| | | |
|--|----------------------------|------------------|
| Law, Public Policy, and Society | AA-T | Approval: 17/0/0 |
| Paralegal Studies | AS | Approval: 17/0/0 |
| Paralegal Studies | Certificate of Achievement | Approval: 17/0/0 |

BUSINESS MANAGEMENT PACKAGE

Course Modifications w/ DE:

| | | | |
|-------------------|--|---------------------|---|
| BUSMGT-11 | Retail Merchandising and Management | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUSMGT-13 | Supply Chain Management | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUSMGT-14 | Transportation Management | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUSMGT-40 | Introduction to Management | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUSMGT-42 | Human Resource Management | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUSMGT-430 | Warehouse Management and Material Handling | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUSMGT-436 | Introduction to Logistics Management | Approval: 17/0/0 | Distance Education Approval Fully |

| | | | |
|-------------------|---|---------------------|---|
| | | | Online/Hybrid: 17/0/0 |
| BUSMGT-44 | Introduction to Human Relations | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUSMGT-441 | Principles of Leadership | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUSMGT-45 | Small Business Ownership and Management | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUSMGT-466 | Introduction to Project Management | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUSMGT-470 | Essentials of Facilities Management | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUSMGT-48 | Quality Management Principles | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUSMGT-480 | Principles of Supervision | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |

Program Modifications:

| | | |
|--------------------------------|-----------------------------------|------------------|
| Facilities Management | AS | Approval: 17/0/0 |
| Facilities Management | Certificate of Achievement | Approval: 17/0/0 |
| Management | AS | Approval: 17/0/0 |
| Management | Certificate of Achievement | Approval: 17/0/0 |
| Retail Management | AS | Approval: 17/0/0 |
| Retail Management | Certificate of Achievement | Approval: 17/0/0 |
| Supervision | AS | Approval: 17/0/0 |
| Supervision | Certificate of Career Preparation | Approval: 17/0/0 |
| Supply Chain Management | AS | Approval: 17/0/0 |
| Supply Chain Management | Certificate of Achievement | Approval: 17/0/0 |

BUSINESS MARKETING PACKAGE

Course Modifications w/ DE:

| | | | |
|-------------------|-------------------------------|---------------------|---|
| BUSMKT-13 | Professional Selling | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUSMKT-40 | Marketing Principles | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUSMKT-402 | Introduction to Import/Export | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUSMKT-405 | International Marketing | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |

| | | | |
|-------------------|------------------------------|---------------------|---|
| BUSMKT-410 | Marketing Using Social Media | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUSMKT-420 | Customer Service | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| BUSMKT-55 | Advertising | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |

Program Modifications:

| | | |
|------------------|----------------------------|------------------|
| Marketing | AS | Approval: 17/0/0 |
| Marketing | Certificate of Achievement | Approval: 17/0/0 |

REAL ESTATE PACKAGE

Course Modifications w/ DE:

| | | | |
|---------------|---------------------------------|---------------------|---|
| RE-410 | Real Estate Principles | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| RE-415 | Real Estate Practice | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| RE-460 | Real Estate Finance | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| RE-470 | Real Estate Appraisal | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| RE-472 | Advanced Real Estate Appraisal | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| RE-475 | Real Estate Escrow | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |
| RE-486 | Real Estate Property Management | Approval: 17/0/0 | Distance Education Approval Fully Online/Hybrid: 17/0/0 |

Program Modifications:

| | | |
|--|----------------------------|------------------|
| Real Estate | AS | Approval: 17/0/0 |
| Real Estate | Certificate of Achievement | Approval: 17/0/0 |
| Real Estate Property Management | AS | Approval: 17/0/0 |
| Real Estate Property Management | Certificate of Achievement | Approval: 17/0/0 |
| Real Estate Salesperson | Certificate of Achievement | Approval: 17/0/0 |

7. Discussion/Information/Action Items:

7.1. New Mid-Cycle Update Form in META: The Specialist showed the Committee the new Mid-Cycle Update Proposal form. She demonstrated a live example of the form in META.

8. Next Agenda Forecast (Anticipated Packages):

8.1. February 7, 2024: Aviation New Course Package and Computer Science.

9. Floor Items: (Reserved to raise concerns and/or future items to discuss within the [Curriculum Committee Scope](#). Committee members may also use floor items to share committee work and departmental/institutional updates as it relates to the Committee's work. Concerns and/or items to discuss may appear on a future agenda). **NONE**

10. Adjournment: The meeting was adjourned at 2:40p.m.

| Name | ATTENDANCE | M: Approval of Summary Notes 12/6/2023 1 st : Joann Eisberg 2 nd : Christina Holdiness | M: Approval of Consent Agenda 1 st : Tracy Kocher 2 nd : Joann Eisberg | M: Approval of Business Package 1 st : Christina Holdiness 2 nd : Tracy Kocher M: Amend motion to approve all Business curriculum packages on agenda (BUS, BUSL, BUSMGT, BUSMKT, and RE) 1 st : Christina Holdiness 2 nd : Tracy Kocher |
|---------------------------------|------------|--|--|--|
| Adeel Rizvi | X | X | X | X |
| Candice Hines-Tinsley | | | | |
| Carol Hutte | | | | |
| Christina Holdiness | X | X | X | X |
| Elaine Martinez | X | X | X | X |
| Garrett Kenehan | X | X | X | X |
| Grace Wong | X | X | X | X |
| Jennika Celo | X | X | X | X |
| Joan Godinez | X | X | X | X |
| Joann Eisberg | X | X | X | X |
| Julie Law | X | X | X | X |
| Markazan Romero | X | X | X | X |
| Marlene Soto | | | | |
| Maryline Chemama | X | X | X | X |
| Michael Wangler | X | X | X | X |
| Nicole Farrand | | | | |
| Paula Snyder | X | X | X | X |
| Rob Rundquist (as CIO Designee) | X | X | X | X |
| Ryan Sipma | X | X | X | X |
| Sharon Alton | | | | |
| Stephen Calebotta | X | X | X | X |
| Tracy Kocher | X | A | X | X |
| TOTAL COUNTS | 17 | 17 | 17 | 17 |

Quorum= 22/2=11+1=12 (as of 12/11/2023)

| Non-Voting | |
|---------------------|---|
| Angela Burk-Herrick | X |
| Xochitl Sanchez | |
| Jonathan Polidano | |
| Laura Picklesimer | X |
| Nicole DeRose | X |
| Shireen Awad | X |