

**CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204
FONTANA CAMPUS, FNAC 100
CHINO CAMPUS, CHMB 143
TELECONFERENCE #6759
SUMMARY NOTES
February 1, 2017
1:30pm-3:00pm**

Members Present:

Angela Burk-Herrick, Mathematics & Science
Annette Henry, Kinesiology, Nutrition, & Athletics
Ardon Alger, Faculty Senate President
Charmaine Phipps, Language Arts
Cherlou Oplencia, Counseling
David Schlanger, Catalog/Schedule Coordinator
Elaine Martinez, Kinesiology, Nutrition, & Athletics
Jason Chevalier, Dean, Visual & Performing Arts
John Machado, Social and Behavioral Sciences
Linda Marcotte, Social & Behavioral Sciences
Lucy Serrano, Counseling

Marie Boyd, Curriculum Chair
Marlene Soto, Health Sciences
Meridith Randall, Associate Superintendent of Instruction
and Institutional Effectiveness
Michael Escobosa, Health Sciences
Rob Kopp, Mathematics & Science
Sean Stratton, Articulation Officer
Sharon Awad, Administrative Assistant II, Curriculum
Shelley Marcus, Library Learning Resources
Tom Vitzelio, Instructional Support
Tracy Kocher, Business & Applied Technology

Members Absent:

Andrew Schnurr, Visual & Performing Arts
Daniel Jacobo, Visual & Performing Arts
Julie Song, Social & Behavioral Sciences

Stephen Calebotta, Language Arts
Wanda Baker, Business & Applied Technology

Guests:

Stephen Shelton, Language Arts

1. **Call To Order/New Committee Members:** The meeting was called to order at 1:38p.m. The Chair introduced Vanessa Thomas, School of Business and Applied Technology, as the new member of the committee under the role of High School Articulation.
2. **Review and Approval of January 18, 2016 Expanded Summary Notes:** The summary notes were approved 18/0/1 as pending the change of "Agenda" to "Summary Notes" as the document title.
3. **Discussion Items:**
 - 3.1. **Program Initiation: Instructional Program Concept Proposal (Handout):** The committee was given a draft of the "Instructional Program Concept Proposal". The Chair shared that the document will be revised even further by the Program Initiation workgroup.
 - 3.2. **Credit Course Approval: COCI Update (Handout):** Dr. Randall spoke with the Chancellor's Office in regards to course approvals going through more succinct local vetting and approval processes in order for the State to approve credit course automatically. The college now has the responsibility of can approving its own credit courses. There will be more information on the logistics of this streamlining movement. The Chair shared the update on the new COCI Pilot Migration. The benefit of being a part of the pilot group is that the Chancellor's Office has approved our programs almost instantaneously.
 - 3.3. **Distance Education Updates (Handout):** The Chair shared the changes recommended by the Deans and the Curriculum Committee: (1) Clarifying that emails listed on the addendum should be Chaffey emails, (2) The addition of the units to hours chart, and (3) The addition of a Student Learning Outcomes question. Faculty Senate approved the addendum and the Chair will bring it to the Faculty Rep Council and the Distance Education

Committee. After the next steps were announced, discussion began on the units to hours additions and possible confusion of item (1) Total Units for the Course. The discussion focused on whether or not faculty prep time is a necessary calculation as this is a fluid number that varies semester to semester and from instructor to instructor. A point was made that the purpose of the new DE addendum was to incorporate more documentation of student-instructor contact, not instructor preparation time. After further discussion, a decision was not made on what change would occur, but the committee decided that the Curriculum Office will revise the DE addendum for further committee discussion. The Chair would like to invite Terri Helfand, Chair of the Distance Education Committee, to the next Curriculum meeting to provide some clarification.

3.4. High School Articulation Position to Committee: Vanessa Thomas, Professor of Business and Career Technical Education Program Director, explained her role to the committee. She develops career pathways with the high schools in various districts within Chaffey College's area which include career pathways in Nursing, Engineering, Business, and Logistics. Vanessa also works on High School Articulation Agreements to facilitate a smooth transition from high school to Chaffey College. Her work extends further to include gaining articulation agreements with CSU San Bernardino (CSUSB) to aid in the transition from Community College to University for the logistics courses. She looks forward to partnering with the Articulation Officer to gain even more articulation agreements with CSUSB.

3.5. Comparable Course Policy: The Chair would like to table this item for the academic year until further direction is given by the Chancellor's Office. She reiterated that the committee will continue to ensure the rigor of the courses match the rigor of the first two year courses at a four-year university.

4. University Studies: The University Studies degrees will now be referred to as Interdisciplinary Studies. The Chair updated the committee of the decisions made last meeting. The descriptions and name changes will be completed this academic year, but the courses will remain the same within the degrees. The Chair called for volunteers to revise the descriptions. If there are no volunteers, the Chair will revise the descriptions guided by the TOP Code description given by the Chancellor's Office by the end of February. Discussion ensued briefly on the workgroup being created to help resolve some of the issues circling these degrees. Some members conceded there is a purpose and function for these degrees, but not necessarily a function for multiple emphases. Other members discussed the compliance issues in the current degrees and the concern of still offering these degrees while revisions are being made. The Chair reminded the committee that primary function of the University Studies workgroup is to create a program review model for a multidisciplinary degree. The committee ended the discussion by thanking the workgroup for taking on such a huge task. The members look forward to reviewing the proposals submitted by the workgroup.

5. Regional Consortium Approvals as of 1/31/2017

5.1. Recently Endorsed: BIW I & II – December 12, 2016 (Level II is going for Board approval in February. Level I has been submitted to the inventory).

5.2. In Development: Professional Baking and Patisserie Certificate – should be endorsed at Monday's meeting (2/6/17)

5.3. Second Phase:

1. Microsoft Office Excel Applications
2. Electronic Health Records
3. Inpatient Health Records Specialist
4. Medical Biller Specialist
5. Medical Insurance Billing
6. Outpatient Medical Coder Specialist

5.4. Recently Submitted (1/30/17): Should be ready by March 2017.

1. International Business A.S.
2. International Business Certificate
3. Leadership in Criminal Justice

6. Board Report: No report.

7. Miscellaneous

8. Consent Agenda: The consent agenda was approved by all members pending the change of CUL-17 to HOTFS-17.

8.1. HOTFS-17 Changes to Align with C-ID.

- Under Methods of Evaluation, added lab reports to show that students compare/contrast methods/outcomes
- **TEXTBOOKS CHANGED:**
 - o Brown, A., Understanding Food, Principles and Preparation. Wadsworth/Thomson Learning.
 - o Bennion and Schedule, Introductory Foods. Pearson/Prentice Hall.
 - o McWilliams, Laboratory Manual for Foods: Experimental Perspectives. Prentice Hall
 - o Curtis, S.R. Lab Manual for Brown's Understanding Food, Principles and Preparation.
- **CONTENT:**
 - o Functions and sources of nutrients
 - o Scientific principles to analyze and evaluate nutrition information
 - o Dietary guidelines and current recommendations
 - o Digestion, absorption, and metabolism of nutrients
 - o Catalog description was changed: two sentences were added.
 - o The prerequisite of HOTFS-18 was changed to a co-requisite.

8.2. KINLEC-21 course description was edited to change PELEC-19 to KINLEC-19.

8.3. KINLEC-22 course description was edited to change PELEC-21 to KINLEC-21.

9. Old Business

New Courses: Second Reading

THEATRE-7	Theatrical Script Analysis: <i>All Tech Review comments have been addressed in response to curriculum committee member review. Issues with TOP/Sam Code has been resolved. The TOP Code is 1007.00 with a Sam Code of "E=Non-Occupational".</i>	Approval: 18/0/1
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Course Modifications: Second Reading

ESL-475	Fundamentals of College Reading and Writing for ESL Students	Approval: 19/0/0
ESL-508	Pronunciation of American English	Approval: 19/0/0
ESL-650	English and Citizenship	Approval: 19/0/0
IET-422	OSHA Safety Training <i>Request for Committee Discussion</i>	Approval: 19/0/0
KINACT-24	Aerobic Cross Training: <i>Request for Change: SLO assessments.</i>	Approval: 19/0/0

Course Reactivations: Second Reading

CDE-430A	Infant and Toddler: Group Caregiving I	Approval: 19/0/0
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Courses: Distance Education: *These proposals all have the appropriate DE Draft.*

BUSMGT-44	Introduction to Human Relations	Approval: 19/0/0
BUSMKT-40	Marketing Principles <i>Request for Committee Discussion</i>	Approval: 19/0/0
BUSOT-470	Office Systems <i>Request for Committee Discussion</i>	Approval: 19/0/0
BUSOT-50	Filing and Records Management	Approval: 19/0/0
CIS-4	Fundamentals of Microsoft Windows <i>Request for Committee Discussion</i>	Approval: 19/0/0
CIS-50	Introduction to Computer Networks	Approval: 19/0/0
CISHDSP-40	Microcomputer Hardware	Approval: 19/0/0
COMPSCI-3	Computer Architecture and Organization	Approval: 19/0/0
MATH-605	Preparation for the Study of Pre-Algebra	Approval: 19/0/0
NF-5	Nutrition for Life	Approval: 19/0/0

NF-15	Nutrition I: Introduction to Nutrition Science	Approval: 19/0/0
PHOTO-1	History of Photography.	Approval: 19/0/0
PHYS-5	The Idea of Physics	Approval: 19/0/0

New Programs

Professional Baking and Patisserie	Certificate of Achievement	Approval: 17/0/0
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Program Modifications: Final Reading

Biological Sciences	AS. Degree <i>Description was changed to reflect language on GE pattern.</i>	Approval: 19/0/0
CISCO CCNA Security Examination Preparation	Certificate of Achievement	Approval: 19/0/0
Community Caregiver	Certificate of Career Preparation	Approval: 19/0/0
Computer Game Development	Certificate of Career Preparation	Approval: 18/0/0
Computer Information Systems	A.S. Degree	Approval: 18/0/0
Gerontology	A.S. Degree	Approval: 18/0/0
Gerontology	Certificate of Achievement	Approval: 18/0/0
Microsoft Word	Certificate of Achievement	Approval: 18/0/0
Network Specialist	Certificate of Achievement	Approval: 18/0/0
Paralegal Studies	Certificate of Achievement	Approval: 18/0/0
Programming Foundations	Certificate of Career Preparation	Approval: 17/0/0
Radiologic Technology	A.S. Degree	Approval: 17/0/0
Supply Chain Management	Certificate of Achievement	Approval: 17/0/0

Program Deactivations

Web Page Developer Level Two	Certificate of Career Preparation	Approval: 16/0/0
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Program Reactivations:

Computer Foundations	Certificate of Career Preparation <i>Request for Discussion</i>	Approval: 16/0/0
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10. New Business

New Courses: First Reading with DE Addenda: *These courses have the appropriate DE draft attached.*

CIS-421	Social Media Technology	Approval: 16/0/0
CISIWEB-74	Creating Dynamic Web Content using Javascript	Approval: 16/0/0

New Courses: First Reading

IM-604	Industrial Mechanical Math and Precision Tools	Approval: 16/0/0
IM-605	Introduction to Industrial Piping	Approval: 16/0/0
IM-606	Introduction to Valves, Bearings and Testing	Approval: 16/0/0
IM-607	Installation of Bearings, Couplings, Seals, and Drives	Approval: 16/0/0

THEATRE-37	Musical Theatre Performance II : <i>Per Chair, Theatre 35 and Theatre 37 have been compared and there no further concerns.</i>	Approval: 16/0/0
THEATRE-58	Technical Theatre: <i>The course is now reflective of a cooped course. The course number and various COR elements need to be updated to reflect that change.</i>	Approval: Tabled

Course Modifications: First Reading

BUSMGT-13	Supply Chain Management	Approval: Tabled
BUSMGT-14	Transportation management	Approval: Tabled
BUSMGT-48	Quality Management	Approval: Tabled

Courses: Distance Education: *These proposals all have the appropriate DE Draft.*

ART-15	Color Theory	Approval: Tabled
CDE-2	Child Growth and Development	Approval: Tabled

Course Deactivations:

CISPROG-3	Fundamentals of Visual Basic Programming: <i>All affected programs reflect this deactivation.</i>	Approval: Tabled
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New Programs: Final Reading

Social Media	Certificate of Career Preparation	Approval: Tabled
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Program Modifications: Final Reading

Chinese Studies	A.A.	Approval: Tabled
Computer Information Systems	Certificate of Achievement	Approval: Tabled
Supply Chain Management	A.S. <i>Request of Discussion</i>	Approval: Tabled
Theatre Arts	AA-T	Approval: Tabled
Theatre Performance	A.A.	Approval: Tabled

11. Adjournment: The meeting was adjourned at 3:03p.m.

Attendance and Vote Count-2/1/2017

Name	In attendance	Summary Notes	Consent Agenda	THEATRE-7 2 ND READING	ESL-475 2 ND READING	ESL-508 2 ND READING	ESL-650 2 ND READING	IET-422 2 ND READING	KINACT-24 2 ND READING	CDE-430A REACTIVATION	BUSMGT-44 DE	BUSMKT-40 DE	BUSOT-470 DE	BUSOT-50 DE	CIS-4 DE	CIS-50 DE	CISHHSP-40 DE	COMPSCI-3 DE
Andrew Schnurr																		
Angela Burk-Herrick	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Annette Henry	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Ardon Alger	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
Cherlou Opulencia	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Daniel Jacobo																		
David Schlanger	X	A	X	A	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
Jason Chevalier	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
John Machado	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Julie Song																		
Linda Marcotte	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Lucy Serrano	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Marlene Soto	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Meridith Randall	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Michael Escobosa (Via Teleconference -CHMB 143)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Rob Kopp	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
Shelly Marcus (Via Teleconference -FNAC 100)	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Stephen Calebotta																		
Tom Vitzelio	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Tracy Kocher	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Wanda Baker																		
Total Counts	19	14	19	19	19	19	19	19	19	19	19	19	19	19	19	19	19	19

Non Voting	
Kathy Lucero	
Marie Boyd	X
Patricia Bopko	
Sharon Awad	X

Guests
Stephen Shelton

Name	MATH-605 DE	NF-5 DE	NF-15 DE	PHOTO-1 DE	PHYS-5 DE	BIOLOGICAL SCIENCES AS	CISCO CCNA SECURITY EXAMINATION PREPARATION CA	COMMUNITY CAREGIVER CCP	COMPUTER GAME DEVELOPMENT CCP	COMPUTER INFORMATION SYSTEMS AS	GERONTOLOGY AS	GERONTOLOGY CA	MICROSOFT WORD CA
Andrew Schnurr													
Angela Burk-Herrick	X	X	X	X	X	X	X	X	X	X	X	X	X
Annette Henry	X	X	X	X	X	X	X	X	X	X	X	X	X
Ardon Alger	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
Cherlou Opulencia	X	X	X	X	X	X	X	X	X	X	X	X	X
Daniel Jacobo													
David Schlanger	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
Jason Chevalier	X	X	X	X	X	X	X	X	X	X	X	X	X
John Machado	X	X	X	X	X	X	X	X	X	X	X	X	X
Julie Song													
Linda Marcotte	X	X	X	X	X	X	X	X	X	X	X	X	X
Lucy Serrano	X	X	X	X	X	X	X	X	X	X	X	X	X
Marlene Soto	X	X	X	X	X	X	X	X	X	X	X	X	X
Meridith Randall	X	X	X	X	X	X	X	X					
Michael Escobosa (Via Teleconference-CHMB 143)	X	X	X	X	X	X	X	X	X	X	X	X	X
Rob Kopp	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
Shelly Marcus (Via Teleconference-FNAC 100)	X	X	X	X	X	X	X	X	X	X	X	X	X
Stephen Calebotta													
Tom Vitzelio	X	X	X	X	X	X	X	X	X	X	X	X	X
Tracy Kocher	X	X	X	X	X	X	X	X	X	X	X	X	X
Wanda Baker													
Total Counts	19	19	19	19	19	19	19	19	18	18	18	18	18

