

**CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204
FONTANA CAMPUS, FNAC 100
CHINO CAMPUS, CHMB 143
TELECONFERENCE #6759
SUMMARY NOTES
September 6, 2017
1:30pm-3:00pm**

Members Present:

Angela Burk-Herrick, Mathematics & Science
Ardon Alger, Faculty Senate President
Charmaine Phipps, Language Arts
Daniel Jacobo, Visual and Performing Arts
Jeffrey Laguna, Health Sciences
John Machado, Visual & Performing Arts
Kathy Lucero, Admissions and Records
Lucy Serrano, Counseling
Linda Marcotte, Social & Behavioral Sciences
Maria-Isabell Sandoval, Student Representative
Marie Boyd, Curriculum Chair
Mark Ford, Chino Representative

Meridith Randall, Associate Superintendent of Instruction and Institutional Effectiveness
Michael Escobosa, Health Sciences
Naomi McCool, Social and Behavioral Sciences
Rob Kopp, Mathematics & Science
Sean Stratton, Articulation Officer
Sharon Awad, Administrative Assistant II, Curriculum
Shelley Marcus, Library Learning Resources
Stephen Calebotta, Language Arts
Stephen Shelton, Vice Chair
Tracy Kocher, Business & Applied Technology

Members Absent:

Annette Henry, Kinesiology, Nutrition, & Athletics
David Schlanger, Catalog/Schedule Coordinator
Elaine Martinez, Kinesiology, Nutrition, & Athletics
Helen Leung, Counseling
Jason Chevalier, Dean, Visual & Performing Arts
Marlene Soto, Health Sciences

Megan Keebler, Instructional Support
Patricia Bopko, Financial Aid
Vanessa Thomas, Business and Applied Technology, High School Articulation
Wanda Baker, Business & Applied Technology

Guests:

Karin Nelson, Business and Applied Technology
Misty Burrue, Visual and Performing Arts

1. **Call To Order/New Committee Members:** The meeting was called to order at 1:38p.m.
The Chair introduced the guest, Karin Nelson from the School of Business and Applied Technology.
2. **Public Comments:** No comment.
3. **Review and Approval of August 23, 2017 Expanded Summary Notes:** The summary notes were approved 14/0/0.
4. **Discussion Items:**
 - 4.1. **MATHSway Courses-MATH 450, 550, and 650 (Guest Speakers):** TABLED
 - 4.2. **Strong Workforce, High School Articulation, and Guided Pathways Voting Membership:** This position belongs to Vanessa Thomas who recently became Associate Dean for Strong Workforce. The Chair posed whether or not Vanessa would remain on the committee serving the same role and/or if she would remain a voting member. The committee discussed the fact that out of twenty-five voting members only two members would be of Administration including Vanessa. The committee voted 16/0/0 to keep Vanessa Thomas as a voting member. They will discuss and vote at a later meeting as to whether or not she will keep the same title, or if that title will be given to another voting faculty member.

4.3. Changes to Curricunet Queue: The Administrative Assistant for Curriculum reminded the committee of the detailed discussed that took place at the August 23, 2017 meeting in regards to keeping or removing the coordinator and discipline faculty roles in Curricunet and that the vote would take place at the September 6 meeting. The committee votes are as follow:

1. Coordinator Step: The committee voted to keep the Coordinator Step 16/0/0.
2. Discipline Review: The committee voted to keep Discipline Review 16/0/0.

The Administrative Assistant for Curriculum mentioned that the course proposals that follow the new local streamlined approval process have quickly made their way through the queue. She also reminded the committee that the decision to change the queue over the summer was based upon the heavy discussion to do so at the annual Curriculum Institute. The Curriculum Office thoroughly discussed these changes and consulted with colleagues across the state before the implementation.

4.4. Curriculum Guidelines for Review: The committee will review these guidelines more and present ideas for revisions at the September 13, 2017 meeting.

1. **Dean**
2. **Curriculum Representative**
3. **Discipline Review**
4. **Technical Review Committee**
5. **Curriculum Committee Member**
6. **Others:**
 - 4.4.6.1. **Faculty**
 - 4.4.6.2. **Faculty Senate**
 - 4.4.6.3. **Governing Board**

4.5. By-Law Changes: This item was tabled until further clarification can be made on the position discussed in item 4.2. and the discussion that occurred for the WELD-70 course (see below).

5. Articulation Report (New Course to Course Articulations): The committee received a handout from the Articulation Officer that presented new course-to-course articulations. He also verbally shared with the committee the courses approved for General Education. The Chair asked the Articulation Officer to provide a written report of these courses to the Curriculum Office.

6. Miscellaneous: None.

7. Consent Agenda: The consent agenda was approved 14/0/1 with the pulling of PHARMT-482 in order for more revisions to be made to the course.

7.1. PHIL-74 was changed to PHIL-71 due to PHIL-74 already existing from 1994-2005. PHIL-74 was approved on November 30, 2016 as a new course.

7.2. Items approved for first reading with clean proposals. This will serve as second reading.

Course Modifications:

AMT-15	Introduction to Aviation Maintenance for Airframe and Powerplant
AMT-25	Powerplant: Aircraft Reciprocating Engines
AMT-26	Powerplant: Engine Instrumentation, Lubrication, Electrical
AMT-28B	Powerplant: Electrical Systems <i>Ticket has been put into Governet to fix requisite glitch.</i>
AMT-28C	Powerplant: Turbine Engine Auxiliary System
AMT-35	Airframe Structures: Fabrication, Inspection and Repair
AMT-36	Airframe Primary Systems
AMT-37	Airframe Secondary Systems

AUTOTEC-10	Service and Repair
AUTOTEC-422	Fuel, Ignition, and Emission Control Systems
BUSOT-60B	Microsoft Office Word
BUSOT-452	Office Financial Bookkeeping
BUSOT-462	Digital Transcription and Voice Recognition
DENTAL-400	Dental Assisting Core Sciences
DENTAL-410	Dental Assisting Preclinical Sciences
DENTAL-420	Radiography for Dental Assistants
DENTAL-430	Clinical Practice
ED-400	Introduction to Education and Teaching
EGTECH-10	Introduction to Engineering Design/Graphics
EGTECH-16	Computer Integrated Manufacturing - CNC Material Removal
JOUR-10	Newswriting
JOUR-11	Multimedia Reporting
JOUR-30	Student Media Practicum I
MATH-410	Elementary Algebra
PHARMT-403	Principles of Community Pharmacy Practice
PHARMT-404	Principles of Institutional Pharmacy Practice
PHARMT-405	Sterile Products
PHARMT-410	Over-The-Counter Products
PHARMT-415	Pharmaceutical Calculations
PHARMT-421	Community Pharmacy Operations
PHARMT-421L	Community Pharmacy Operations Laboratory
PHARMT-431	Institutional Pharmacy Operations
PHARMT-431L	Institutional Pharmacy Operations Laboratory
PHARMT-482	Clinical Externship <i>Pulled from the agenda to discuss COOPED elements.</i>

Course Modifications with DE

BUSOT-62	Microsoft Office Outlook
BUSOT-400	Job Search and Interviewing Technique
BUSOT-455	Fundamentals of English for Business
GERO-23	Aging and Older Adulthood

8. Old Business:

New Course: Second Reading

MATH-415	Statway I <i>Content Review has been minimized.</i>	Approval: 15/0/0
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Course Modifications with DE: Second Reading

JOUR-31	Student Media Practicum II <i>Lab content has been added.</i>	Approval: 15/0/0
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9. New Business

New Courses: First Reading

WELD-70	<p>Beginning Arc Welding</p> <p><i>Committee member asked if this course is stand-alone or will eventually be a part of a certificate or degree program. This course will eventually be part of a program.</i></p> <p><i>A committee member noticed a faculty member outside of the Welding discipline launched this course. She asked that language be added to the By-Laws that state a faculty member can launch proposals outside of their discipline should they be closely related to the discipline, i.e. an advisory committee member and/or meets minimum qualifications.</i></p>	Approval: 15/0/0
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Course Modifications in Glitch: First and Second Reading

ART-18	Introduction to Ceramics	Approval: 15/0/0
ART-20	Ceramic Sculpture	Approval: 15/0/0
ART-35	Intermediate Ceramics	Approval: 15/0/0
BUS-60	Business Ethics	Approval: 15/0/0
BUS-61	Introduction to Global Business	Approval: 15/0/0
BUSMGT-40	Introduction to Management	Approval: 15/0/0
BUSMKT-402	Introduction to Import/Export	Approval: 15/0/0
BUSOT-40B (Has DE)	Computer Keyboarding: Speed and Accuracy Development	Approval: 15/0/0
BUSOT-470 (Has DE)	Office Systems and Procedures	Approval: 15/0/0
DRAFT-51	Architectural Design II	Approval: 15/0/0
FASHD-20	History of Fashion	Approval: 15/0/0
FASHD-61	Pattern Drafting I	Approval: 15/0/0
FASHD-428	Computer-Aided Design	Approval: 15/0/0
FASHM-10	Introduction to the Fashion Industry	Approval: 15/0/0
FASHM-12	Visual Merchandising	Approval: 15/0/0
FASHM-15	Image and Fashion Selection	Approval: 15/0/0
FASHM-60	Textiles	Approval: 15/0/0
PS-2	Introduction to Political Science	Approval: 15/0/0

Course Modifications: First and Second Reading

ART-62B	Illustration II	Approval: 15/0/0
BUSMGT-430	Warehouse Management and Material Handling	Approval: 15/0/0
BUSMGT-440	Principles of Leadership	Approval: 15/0/0
BUSMGT-480	Principles of Supervision	Approval: 15/0/0
BUSMKT-55	Advertising	Approval: 15/0/0
BUSMKT-405	International Marketing	Approval: 15/0/0

Course Modifications: First Reading

BUSMGT-45	Small Business Ownership and Management	Approval: 15/0/0
BUSOT-64	Microsoft Office Access-Comprehensive <i>Committee member comment on course needing a writing assignment. This course has three out of class assignments: reading, critical thinking, and computation and does not need a writing assignment to be added.</i>	Approval: Tabled
CHIN-1	Elementary Mandarin Chinese I	Approval: 15/0/0
CHIN-2	Elementary Mandarin Chinese II	Approval: 15/0/0
FR-1	Elementary French 1	Approval: 15/0/0
FR-2	Elementary French 2	Approval: 15/0/0

Course Modifications with DE: First and Second Reading

ARTH-19	Contemporary Art: 1945-Present	Approval: 16/0/0
BUSMGT-11	Retail Merchandising and Management	Approval: 16/0/0
BUSMGT-44	Introduction to Human Relations	Approval: 16/0/0
BUSMGT-436	Introduction to Logistics Management	Approval: 16/0/0
BUSOT-60A	Microsoft Office Word - Specialist	Approval: 16/0/0
BUSOT-61	Microsoft Office PowerPoint	Approval: 16/0/0
BUSOT-460	Proofreading: Text-Editing Skills	Approval: 16/0/0
BUSOT-471	Administrative Office Management	Approval: 16/0/0
CISHDSP-40	Microcomputer Hardware	Approval: 16/0/0
CISIWEB-72	Web Page Development and Publishing	Approval: 16/0/0
CISIWEB-424	WordPress Web Development	Approval: 16/0/0

Course Reactivations: First Reading

BUS-496 ABCD	Internships in Business <i>No affected programs or courses.</i> <i>The Chair created a Task Force to generate a Best Practice List for Cooperative Education.</i> <i>Steve Shelton, Michael Escobosa, Mark Forde, Jeffrey Laguna, and Linda Marcotte all volunteered. The Chair will ask Vanessa Thomas to join as well. More information on meeting dates and times will come.</i>	Approval: 16/0/0
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Course Deactivations: Final Reading

AJ-407	California Substantive Law <i>No affected programs or courses.</i> <i>Although course is missing third out of class assignment, the course is being deactivated. Should it ever be reactivated, the assignment will be added in.</i>	Approval: 16/0/0
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Program Modifications: Final Reading

Hospitality Management: Food Service	A.S. <i>Originator does not want to change the title as suggested by a tech reviewer.</i>	Approval: 16/0/0
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10. Adjournment: The meeting was adjourned at 2:57p.m.

Attendance and Vote Count-9/6/2017

Name	Attendance	Summary Notes	Consent Agenda	Curriunet Queue: Coordinator and Discipline	Voting Member Associate Dean	MATH-415 2 ND READING	JOUR-31 SECOND READING	WELD-70 1 ST Reading	ART-18 1 ST /2 ND Reading	ART-20 1 ST /2 ND Reading	ART-35 1 ST /2 ND Reading	BUS-60 1 ST /2 ND Reading	BUS-61 1 ST /2 ND Reading	BUSMGT-40 1 ST /2 ND Reading	BUSMKT-402 1 ST /2 ND Reading	BUSOT-40B 1 ST /2 ND Reading	BUSOT-470 1 ST /2 ND Reading	DRAFT-51 1 ST /2 ND Reading	FASHD-20 1 ST /2 ND Reading	FASHD-61 1 ST /2 ND Reading
Angela Burk-Herrick	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Annette Henry																				
Ardon Alger	X	X	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	X	X
Daniel Jacobo	X			X	X															
David Schlanger																				
Elaine Martinez																				
Helen Leung																				
Jason Chevalier																				
Jeffrey Laguna	X	X	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	X	X	X
Linda Marcotte	X	X	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	X	X
Mark Forde	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Marlene Soto																				
Megan Keebler																				
Michael Escobosa	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Naomi McCool	X	X	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	X	X
Sean Stratton	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Shelly Marcus	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Stephen Calebotta	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Tracy Kocher	X		A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Vanessa Thomas																				
Wanda Baker																				
Total Counts	16	14	15	16	16	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15

Non-Voting	
Kathy Lucero	X
Marie Boyd	X
Marialsabell Sandoval	X
Meridith Randall	X
Patricia Bopko	
Sharon Awad	X
Stephen Shelton	X

Guests:

1. Karin Nelson
2. Misty Burruel

