

CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204
FONTANA CAMPUS, FNAC 100
CHINO CAMPUS, CHMB 143
Teleconference x6759
SUMMARY NOTES
August 28, 2019
1:30pm-3:00pm

Members Present:

Angela Burk-Herrick, Curriculum Chair
Bruce Osburn, Business & Applied Technology
Candice Hines-Tinsley, Kinesiology, Nutrition, & Athletics
Charmaine Phipps, Language Arts
Daniel Jacobo, Visual & Performing Arts
Elaine Martinez, Kinesiology, Nutrition, & Athletics
Jeffrey Laguna, Health Sciences
Jo Alvarez, SLO Facilitator, PSR Representative
Julie Law, Counseling
Kathleen Galipeau, Hospitality, Fashion, Interior Design, & Culinary
Kathy Lucero, Admissions & Records
Lisa Doget, Health Sciences

Megan Keebler, Instructional Support
Naomi McCool, Social & Behavioral Sciences
Nicole Farrand, Visual & Performing Arts
Patricia Powell, Counseling
Rob Kopp, Mathematics & Science
RuthAnn Garcia, Transfer Center
Ryan Sipma, Catalog & Schedule Coordinator
Sean Stratton, Articulation Officer
Sherrie Loewen, Health Sciences
Shireen Awad, Curriculum Specialist
Stephen Calebotta, Language Arts
Rob Rundquist, Interim Dean, Institutional Effectiveness and Intersegmental Partnerships
Vanessa Thomas, Business & Applied Technology

Members Absent:

Christina McPeck, Social & Behavioral Sciences
Laura Hope, Interim, Associate Superintendent of Instruction and Institutional Effectiveness
Michael Escobosa, Health Sciences

Nicole DeRose, Acting Faculty Senate President
Patricia Bopko, Financial Aid
Shelley Marcus, Library Learning Resources

Guests:

David Nimri, Business & Applied Technology
Erik Kolb, Mathematics & Science
Luke Gunderson, Social & Behavioral Sciences
Mary Romero, Business & Applied Technology

Robert Frost, Interim Dean, Business & Applied Technology
Tracy Kocher, Business & Applied Technology

1. **Call To Order/New Committee Members:** The meeting was called to order at 1:32 p.m. All committee members and guests introduced themselves.
2. **Public Comment:** No comment.
3. **Updates to By-Laws:** The Chair went through each change made in the By-Laws and welcomed any comment from the committee.

1. **Committee Membership:**

The following changes were proposed to the Curriculum Committee membership section:

- Removal of Strong Workforce Associate Dean: The committee suggested that the Strong Workforce Associate Dean remain on the Curriculum Committee as a non-voting member.
- The inclusion of an SLO Facilitator: Since AP 4020 says membership shall include an SLO facilitator, the committee discussed if the By-Laws should reflect an OAC/SLO Facilitator or Representative/designee who will report the presence of SLOs to the committee. The committee agreed that an SLO Facilitator should be on the committee as a voting member.
- The addition of a Distance Education (DE) Representative as a voting member to help the committee understand best effective practices for DE.

- The addition of the Dean of Institutional Effectiveness and Intersegmental Partnerships. Rob Rundquist who serves as the Interim Dean has been proposed as a non-voting member. In his role, he has oversight of Guided Pathways, curriculum impacts beyond disciplines, General Education, Success Centers, Catalog and Schedule coordination, Distance Education, and Dual Enrollment.
- The possible addition of representatives from different modalities such as the CIW/CIM Representative. Since there is no longer a need for different CIW/CIM distance education modality proposals, there is no need to provide a representative. The committee discussed that due to Rob Rundquist’s experience with CIM/CIW, he will be able to provide insight on this to the Curriculum Committee.
- The addition of a PSR Representative: The committee decided that a PSR Representative may be beneficial now, but the need for the representation can be revisited as the Curriculum Committee meetings progress throughout the year. The PSR representative will serve as a non-voting member.
- Since the Vice Chair position is no longer funded, the Chair proposed a Tri-Chair model for the Curriculum Committee consisting of the Curriculum Chair (faculty), the Curriculum Specialist (staff), and an administrator such as the CIO or Dean. All chairs would be non-voting members. A tri-chair model helps ensure that Curriculum Committee meetings continue in the absence of the Curriculum Chair. The committee did not have discussion on this proposition.

Other items that were discussed:

- Addition of “Faculty” to the representative section in item “IIa”.
- Naomi McCool suggested adding a student representative as a non-voting member.

The Chair stated that she will make changes as discussed and will present a final version to the committee for a second reading at the next meeting. The committee approved a first reading of the By-Laws, 19/0/1.

4. Robert’s Rules:

- The Curriculum Office provided a cheat sheet on how to follow Robert’s Rules of Order during meetings.

5. **Quorum Number:** The quorum number for voting is thirteen.

6. **Review and Approval of April 17, 2019 Expanded Summary Notes:** The summary notes were approved 16/0/4.

7. Discussion Items:

7.1. **Workgroups:** The Chair presented a list of workgroups and their objectives to the committee. She called for volunteers.

Topic	Objectives	Who	Timeline
Handbook: Roles and Responsibilities	Identify the roles and responsibilities associated with each category of curriculum committee membership	Charmaine Phipps Jeff Laguna Angela Burk-Herrick Shireen Awad	December 4
Comparable Course Policy	To create a proposal for a “comparable course” policy for use in evaluating transfer course proposals.	Kathy Lucero Sean Stratton Angela Burk-Herrick Shireen Awad	December 4
Pre-requisites	To review regulations and policies (AP 4260) related to pre-requisites and to create criteria for evaluating course pre-requisites proposed by faculty.	Rob Kopp Julie Law Megan Keebler Angela Burk-Herrick Shireen Awad	December 4
Curriculum Outreach	To facilitate communication related to curriculum issues across campus (possibilities: newsletter, FLEX	Jeffrey Laguna Stephen Calebotta Candice Hines-Tinsely Naomi McCool	Ongoing for 19/20

	workshops, talking points for reps to raise in school meetings, etc.)	Angela Burk-Herrick Shireen Awad	
Other Ideas?	No other ideas were presented.		

8. Miscellaneous: The Chair asked about the timeline of the spring schedule, specifically regarding the addition of recently added DE addenda that have curriculum and Governing Board approval to the spring schedule. Ryan Sipma informed the committee that spring schedule ends this week, but the final decision is up to Laura Hope and Rob Rundquist as to whether a course can be added to the schedule.

9. Consent Agenda-Summer Clean-up: The consent agenda was approved 20/0/0.

9.1. Lab Content was dropped by Curricunet during the modification of SCSCI-10 on March 6, 2018. Per faculty consent, original lab content was added back.

9.2. Removed “Times Taken=3” from Curricunet for GERO-98ABC and changed it to “Times Taken=1” per faculty consent.

9.3. Removing deactivated or replaced courses in University Studies:

1. University Studies: Business and Technology A.A.

- Removed BUSOT-64A Deactivated 2/2018
- Removed CISPROG-3 Deactivated 3/2017
- Removed HOTFS-18 Deactivated 5/2017
- Removed MATH-2 Deactivated 6/2014

2. University Studies: Social and Behavioral Sciences A.A.

- Removed PSYCH-21 Deactivated 10/2017

3. University Studies: Arts and Humanities A.A.

- Removed ARTH-6: Deactivated 12/2014
- Removed ART-8: Deactivated 11/2014
- Removed MUSIC-1: Deactivated 3/2014
- Removed MUSIC-70A: Deactivated 1/2014
- Removed MUSIC-70B: Deactivated 1/2014
- Removed SPAN-1SS: Deactivated 10/2014
- Removed SPAN-16 Deactivated 9/2018

4. University Studies: Mathematics and Science A.A.

- Removed BIOL-11: Deactivated 1/2013
- Removed BIOL-16: Deactivated 1/2013
- Switched CHEM-75A to CHEM-76A
- Switched CHEM-75B to CHEM-76B
- Removed GEOL-6: Deactivated 2/2013
- Removed GEOL-30: Deactivated 11/2012

9.4. Title for Real Estate Salesperson’s Certificate was changed to Real Estate Salesperson per Chancellor’s Office request.

9.5. Correction to description for Nursing ADN: “Six to eight weeks ~~prior~~ prior to the application period should be allowed for obtaining the information requested in these instructions.”

9.6. CSUGE Modifications:

1. Addition of footnote to ASTRON-27

2. Replaced CHEM-75A/75B with CHEM-76A/76B
3. Addition of ACCTGFS-30 to Area B4
4. Addition of footnote to MATH-17
5. Addition of DANCE-12 to Area C1
6. Addition of footnote to PHOTO-7
7. Addition of footnotes to ENGL-7A, ENGL-7B, ENGL-7D, and ENGL-7E
8. Removal of ENGL-71 from Area C2
9. Addition of footnote to PHIL-71 or PHIL-79
10. Addition of SPAN-9 to Area C2
11. Addition of footnote to CJ-1, CJ-55, and CJ-58
12. Addition of BUSL-10 to Area D
13. Addition of footnote to ECON-7
14. Addition of KINLEC-18 to Area D
15. Addition of footnote to SOC-30 and SOC-33
16. Addition of KINLEC-18 and KINLEC-32 to Area E
17. Addition of footnotes for various effective term dates

9.7. IGETC Modifications:

1. Addition of MATH-17 to Area 2
2. Addition of DANCE-12 to Area 3A
3. Addition of PHOTO-1 and PHOTO-10 to Area 3A
4. Addition of ENGL-73 to Area 3B
5. Addition of HIST-21 to Area 3B
6. Addition of PHIL-71 and PHIL-79 to Area 3B
7. Addition of PHOTO-1 to Area 3B
8. Addition of HIST-21 to Area 4
9. Addition of SOC-30 and SOC-33 to Area 4
10. Addition of ASTRON-27 to Area 5
11. Replaced CHEM-75A/75B with CHEM-76A/76B

10. OLD BUSINESS:

Course Modifications: Second Reading

ART-73	Typography and Layout	Approval: 19/0/1
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11. NEW BUSINESS:

Course Modifications: First and Second Reading w/ Distance Education

ART-10	Fundamentals of Design in Two Dimensions	Approval: 20/0/0	Distance Education Approval Hybrid: 20/0/0
CISNTWK-70	Virtualization, Cloud Essentials and Amazon Web Services (AWS)	Approval: 20/0/0	Distance Education Approval Hybrid/Online: 20/0/0
GEOG-6	Environmental Geography	Approval: 20/0/0	Distance Education Approval Hybrid: 20/0/0

Course Modifications: First and Second Reading

ART-16	Introduction to Painting	Approval: 20/0/0
ART-30	Figure Drawing	Approval: 20/0/0

GEOG-10	Cultural Geography of North America	Approval: 19/0/0
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Program Modifications: Final Reading

Fire Technology	A.S.	Approval: 19/0/0
Fire Technology	Certificate of Achievement	Approval: 19/0/0

12. Adjournment: The meeting was adjourned at 2:56 p.m.

Name	ATTENDANCE	Summary Notes 4/17/2019	By-Laws 1 st Reading	Consent Agenda	ART-73 2 nd READING	ART-10 1 st /2 nd READING	CISNTWK-70 1 st /2 nd READING	GEOG-6 1 st /2 nd READING	ART-161 st /2 nd READING	GEOG-10 1 st /2 nd READING	Fire Technology A.S. FINAL READING	Fire Technology Certificate of Achievement FINAL READING
Bruce Osburn	X	A	X	X	X	X	X	X	X	X	X	X
Candice Hines-Tinsley	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
Christina McPeck												
Daniel Jacobo	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
Jeffrey Laguna	X	A	X	X	X	X	X	X	X	X	X	X
Jo Alvarez	X	X	X	X	X	X	X	X	X	X	X	X
Julie Law	X	X	X	X	X	X	X	X	X	X	X	X
Kathy Galipeau	X	A	A	X	A	X	X	X	X	X	X	X
Lisa Doget	X	A	X	X	X	X	X	X	X			
Megan Keebler	X	X	X	X	X	X	X	X	X	X	X	X
Michael Escobosa												
Naomi McCool	X	X	X	X	X	X	X	X	X	X	X	X
Nicole DeRose												
Nicole Farrand	X	X	X	X	X	X	X	X	X	X	X	X
Patricia Powell	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
RuthAnn Garcia	X	X	X	X	X	X	X	X	X	X	X	X
Ryan Sipma	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
Shelley Marcus												
Sherrie Loewen	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
Total Counts	20	20	20	20	20	20	20	20	20	19	19	19

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