

**CHAFFEY COLLEGE**  
**CURRICULUM COMMITTEE MEETING**  
**RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204**  
**FONTANA CAMPUS, FNAC 100**  
**CHINO CAMPUS, CHMB 143**  
**Teleconference x6759**  
**SUMMARY NOTES**  
**September 25, 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  
Christina McPeck, Social & Behavioral Sciences  
Elaine Martinez, Kinesiology, Nutrition, & Athletics  
Erik Kolb, Mathematics & Science  
Jeffrey Laguna, Health Sciences  
Jonathan Ausubel, Distance Education Representative  
Julie Law, Counseling  
Laura Hope, Interim, Associate Superintendent of Instruction and Institutional Effectiveness  
Lisa Doget, Health Sciences

Naomi McCool, Social & Behavioral Sciences  
Patricia Bopko, Financial Aid  
Patricia Powell, Counseling  
Rob Kopp, Mathematics & Science  
Rob Rundquist, Interim Dean, Institutional Effectiveness and Intersegmental Partnerships  
RuthAnn Garcia, Transfer Center  
Ryan Sipma, Catalog & Schedule Coordinator  
Sean Stratton, Articulation Officer  
Shelley Marcus, Library Learning Resources  
Sherrie Loewen, Health Sciences  
Shireen Awad, Curriculum Specialist  
Stephen Calebotta, Language Arts  
Vanessa Thomas, Business & Applied Technology

**Members Absent:**

Daniel Jacobo, Visual & Performing Arts  
Jo Alvarez, SLO Facilitator, PSR Representative  
Kathleen Galipeau, Hospitality, Fashion, Interior Design, & Culinary  
Kathy Lucero, Admissions & Records

Megan Keebler, Instructional Support  
Michael Escobosa, Health Sciences  
Nicole DeRose, Acting Faculty Senate President  
Nicole Farrand, Visual & Performing Arts

**Guests:**

Luke Gunderson, Social and Behavioral Sciences

1. **Call To Order/New Committee Members:** The meeting was called to order at 1:33p.m.
2. **Public Comment:** No comment.
3. **Quorum Number:** The new quorum number is 14 for voting.
4. **Review and Approval of September 11, 2019 Expanded Summary Notes:** The summary notes were approved 17/0/0 with revisions to section 6.4.
5. **Consent Agenda:** None
6. **Curriculum Tip of the Day:** The Curriculum Specialist provided a breakdown of the COR elements required by Title 5 to guide new curriculum members on what to review in their curriculum readings. She outlined elements for review in a course's acronym and number, title, units, grading, number of times a course can be taken, requisites, and catalog description.
7. **Curriculum Proposals:**

### Course Modifications: First and Second Reading

<b>ART-63</b>	Introduction to Graphic Design	Approval: 17/0/0
<b>CISPROG-1</b>	Introduction to Computer Programming	Approval: 17/0/1
<b>IET-415</b>	Advanced Electricity Laboratory	Approval: 18/0/0
<b>IET-417</b>	Electrical Troubleshooting	Approval: 18/0/0

### Course Modifications w/ DE: First and Second Reading

<b>IET-420</b>	Fundamentals of Control Systems Technology	Approval: 18/0/0	Distance Education Approval Hybrid: 18/0/0
<b>IETELMT-430</b>	Hydraulic Fundamentals	Approval: 18/0/0	Distance Education Approval Hybrid: 18/0/0
<b>IETELMT-432</b>	Electrical Control of Hydraulic Systems	Approval: 18/0/0	Distance Education Approval Hybrid: 18/0/0
<b>IETELMT-436</b>	Pneumatics Fundamentals	Approval: 18/0/0	Distance Education Approval Hybrid: 18/0/0
<b>IETELMT-438</b>	Electrical Control of Pneumatic Systems	Approval: 18/0/0	Distance Education Approval Hybrid: 18/0/0

### Course Modifications w/ DE: First Reading

*The following modifications were launched to change the course numbers from transfer level courses to non-transfer level courses per a discussion that occurred at the April 17, 2019 meeting. The committee discussed the ramifications of a course number and transfer-level status change on student records. Since the courses technically should not equate since they have different coding for transfer level status (CB05), the committee discussed if these courses should be launched as new courses. Laura Hope believes these courses should be launched as new courses due to the downstream effects of these changes. Since historical practice has been to launch changes like these as a modification, the Curriculum Committee approved first reading changes until the Curriculum Office researches best practices/policies for these types of revisions.*

<b>RE-410</b>	Real Estate Principles	Approval: 16/1/1	Distance Education Approval Hybrid/Online: 16/1/1
<b>RE-415</b>	Real Estate Practice	Approval: 16/1/1	Distance Education Approval Hybrid/Online: 16/1/1
<b>RE-460</b>	Real Estate Finance	Approval: 16/1/1	Distance Education Approval Online: 16/1/1

### New Programs: Final Reading

<b>University of California Transfer Pathway: Chemistry</b>	A.S. <i>UC Transfer Pathways are essentially new “degrees with guarantees” for the UC. There are currently two UC pathways in Physics and Chemistry. These degrees are similar to Associate Degrees for Transfer in that the state has provide a standard template to be followed by the colleges. The committee discussed some issues in clarity in the both the</i>	Approval: 0/18/0
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	<p><i>description and course requirements. Patty Powell questioned the language on GE and whether or not students are required to obtain the IGETC before or after transfer. If students do not receive the IGETC pattern, can this degree be called an A.S. degree? Angela clarified the student will earn the degree from Chaffey by completing only the requirements listed. After transferring, they will need to take additional IGETC GE courses to complete UC GE graduation requirements. Discussion ensued on the various clarification points needed: the completion of the IGETC pattern, the clarification of what courses are needed based upon the template, and the layout of the GE requirements on the Program Report. The motion for approval did not carry.</i></p>	
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**Program Modifications: Final Reading**

<b>Nutrition and Food</b>	Certificate of Achievement	Approval: 18/0/0
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**Program Deactivations: Final Reading**

<b>Chemistry</b>	<p>A.S.  <i>A committee member asked why the department is deactivating this program. The Curriculum Specialist shared her discussion with the Chemistry faculty. The local Chemistry A.S. degree had the same exact courses as the Chemistry AS-T, with the addition of CHEM-70. Since CHEM-70 is not regularly offered, the discipline faculty felt it was appropriate to launch the deactivation of the local Chemistry A.S. degree.</i></p>	Approval: 18/0/0
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**8. Discussion Items:**

**8.1. ESL Update:** Charmaine Phipps provided a detailed chart to explain the upcoming curriculum changes to the ESL series. In an effort to increase access for students, particularly adult school students, by offering a more affordable

program that can be scheduled at Chaffey and local adult schools, ESL faculty have launched a series of new noncredit curriculum and a modification to ESL-475. These changes were made to also increase enrollment and access to the community, promote “college” culture, and align with AB-705. Laura Hope thanked the ESL department for their hard work in taking this huge step forward.

**8.2. By-Laws Update:** The Chair shared the revisions she made after the last meeting including the language about a faculty designee. The Chair also shared that she will include language on program mapping in the Handbook. Additional revisions were requested to the following:

1. Laura Hope found that “customarily mailed” is still included in the summary notes sections and should say “emailed to”.
2. Removal of the Faculty Senate President from the non-voting section as this position is a voting member.
3. Removal of the asterisk note that states that the Curriculum Committee has included gender inclusive language since this language is more accepted.
4. In the faculty designee portion (section 2), the addition of “Curriculum Committee Faculty Member” designee needs to be added. “They shall arrange...” should be changed to “The Chair shall arrange...”

Bruce Osburn inquired about adjunct membership on the committee. Due to no contractual requirement to create curriculum through the Curriculum Committee process, adjuncts have historically not had membership. Laura Hope also pointed out that required adjunct representation on a committee may affect the adjunct member’s load. She mentioned adjunct members can volunteer to participate, but a required assignment will impact workload. Jonathan Ausubel referenced the Curriculum Committee By-Laws that only state that the Curriculum Committee will be comprised of two faculty members from each school and does not specify if those faculty members are full-time or adjunct. Laura clarified that full-time faculty members are required to participate in professional service as outlined in the faculty contract (18.2.3), but adjuncts are not held to 18.2.3. As a result, the district would need to consider workload and payment if an adjunct were required to be on a committee. The Chair suggested that we specify full-time faculty in the By-Laws. Lisa Doget presented another option of including them in as a volunteer per Laura’s discussion, perhaps as a non-voting member. The Chair wanted more time to consider the issue of adjunct representation and requested that the committee vote for the by-law changes discussed over the last three meetings, and then revisit the issue of adjunct representation at a later date. Jonathan Ausubel provided the option of moving forward with the By-Laws as presented and modifying them as needed. Since modifications can be made as described in the By-Laws, the committee approved moving forward with the changes as presented 18/0/0. The Curriculum Office will contact ASCCC and do preliminary research on adjunct representation on Curriculum Committees statewide and provide information at the end of the semester.

**8.3. Curriculum Office - New Associate Degree for Transfers’ Program Initiation:** The Chair shared that she did Program initiation for the UC Transfer Pathway in Physics and the Environmental Science AS-T since these degrees would be created through a packaging of existing courses. Since Program Initiation can be initiated by anyone, the Chair completed those proposals because these degrees will increase opportunities for students. She would like the committee to think of themselves as a body that can launch Program Initiation for programs thought to be beneficial for students. She clarified that a discipline faculty member would need to create these degrees and maintain them should they be approved by the Educational Program Proposal Committee.

**8.4. Tech Reviewers Guidelines for Review:** The Technical Review Committee (Curriculum Chair, Articulation Officer, Public Document Peer Reviewer, Catalog and Schedule Coordinator, and the Curriculum Specialist) met to discuss what elements of course and program proposals are reviewed from each position in technical review. Building upon the “Tech Review Guidelines” established in 2017, the Technical Review Committee created a guidelines chart that details each reviewer’s role. This sheet not only guides tech reviewers, but will also inform Curriculum Committee members what elements have been reviewed before the proposal enters the Curriculum Committee members’ queues.

**8.5. Standard Description Language for CTE A.S. Degrees Suggestion:** Tabled

1. Most AA degrees and many AS degrees provide a solid foundation for further academic study for students wishing to transfer. All Associate degrees include a rigorous general education pattern as identified below.

**8.6. Different Icons in Curricunet for Review:** Tabled

**9. Floor Items:** Tabled

**10. Adjournment:** The meeting was adjourned at 2:59 p.m.

Name	ATTENDANCE	Summary Notes 9/11/2019	ART-63 1 <sup>st</sup> /2 <sup>nd</sup> Reading	CISPROG-1 1 <sup>st</sup> /2 <sup>nd</sup> Reading	IET-415 1 <sup>st</sup> /2 <sup>nd</sup> Reading	IET-417 1 <sup>st</sup> /2 <sup>nd</sup> Reading	IET-420 1 <sup>st</sup> /2 <sup>nd</sup> Reading	IETELMT-430 1 <sup>st</sup> /2 <sup>nd</sup> Reading	IETELMT-432 1 <sup>st</sup> /2 <sup>nd</sup> Reading	IETELMT-436 1 <sup>st</sup> /2 <sup>nd</sup> Reading	IETELMT-438 1 <sup>st</sup> /2 <sup>nd</sup> Reading	RE-410 1 <sup>st</sup> Reading	RE-415 1 <sup>st</sup> Reading	RE-460 1 <sup>st</sup> Reading	UC TRANSFER PATHWAY: CHEMISTRY Final Reading	NUTRITION AND FOOD CA Final Reading	CHEMISTRY A.S. DEACTIVATION Final	By-Laws 2 <sup>nd</sup> Reading
Bruce Osburn	X	X	X	X	X	X	X	X	X	X	X	X	X	X	N	X	X	X
Candice Hines-Tinsley	X	X	X	X	X	X	X	X	X	X	X	X	X	X	N	X	X	X
Charmaine Phipps	X	X	X	X	X	X	X	X	X	X	X	X	X	X	N	X	X	X
Christina McPeck	X	X	X	X	X	X	X	X	X	X	X	X	X	X	N	X	X	X
Daniel Jacobo																		
Erik Kolb	X	X	X	X	X	X	X	X	X	X	X	X	X	X	N	X	X	X
Elaine Martinez	X	X	X	X	X	X	X	X	X	X	X	X	X	X	N	X	X	X
Jeffrey Laguna	X	X	X	X	X	X	X	X	X	X	X	X	X	X	N	X	X	X
Jo Alvarez																		
Julie Law	X			A	X	X	X	X	X	X	X	X	X	X	N	X	X	X
Kathy Galipeau																		
Lisa Doget	X	X	X	X	X	X	X	X	X	X	X	X	X	X	N	X	X	X
Megan Keebler																		
Michael Escobosa																		
Naomi McCool	X	X	X	X	X	X	X	X	X	X	X	X	X	X	N	X	X	X
Nicole DeRose																		
Nicole Farrand																		
Patricia Powell	X	X	X	X	X	X	X	X	X	X	X	A	A	A	N	X	X	X
Rob Kopp	X	X	X	X	X	X	X	X	X	X	X	X	X	X	N	X	X	X
RuthAnn Garcia	X	X	X	X	X	X	X	X	X	X	X	X	X	X	N	X	X	X
Ryan Sipma	X	X	X	X	X	X	X	X	X	X	X	X	X	X	N	X	X	X
Sean Stratton	X	X	X	X	X	X	X	X	X	X	X	N	N	N	N	X	X	X
Shelley Marcus	X	X	X	X	X	X	X	X	X	X	X	X	X	X	N	X	X	X
Sherrie Loewen	X	X	X	X	X	X	X	X	X	X	X	X	X	X	N	X	X	X
Stephen Calebotta	X	X	X	X	X	X	X	X	X	X	X	X	X	X	N	X	X	X
Total Counts	18	17	17	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18

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

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