

**CHAFFEY COLLEGE  
CURRICULUM COMMITTEE MEETING  
SUMMARY NOTES  
October 7, 2020  
1:30pm-3:00pm  
VIA ZOOM ONLY**

**MEETING LINK:** <https://cccconfer.zoom.us/j/99084848526>

**BY PHONE:** +1 669 900 6833 (US Toll)

**MEETING ID:** 990 8484 8526

**Members Present:**

Angela Burk-Herrick, Curriculum Chair  
Bruce Osburn, Business & Applied Technology  
Candice Hines-Tinsley, Kinesiology, Nutrition, & Athletics  
Carol Hutte, Library Learning Resources  
Christina McPeck, Social & Behavioral Sciences  
Daniel Jacobo, Visual & Performing Arts  
Jo Alvarez, Outcomes and Assessment Facilitator  
Joan Godinez, Student Services  
Joann Eisberg, Mathematics & Science  
Jonathan Polidano, CTE Liaison  
Julie Law, Articulation Officer  
RuthAnn Garcia, Transfer Center  
Ryan Sipma, Catalog & Schedule Coordinator  
Sharon Alton, Language Arts

Kathy Galipeau, HFIC  
Laura Hope, Associate Superintendent of Instruction  
Mary Romero, Business & Applied Technology  
Megan Keebler, Instructional Support  
Naomi McCool, Social & Behavioral Sciences  
Nicole DeRose, Acting Faculty Senate President  
Nicole Farrand, Visual & Performing Arts  
Patricia Bopko, Financial Aid  
Patricia Powell, Student Services  
Rob Kopp, Mathematics & Science  
Rob Rundquist, Dean Institutional Effectiveness/Intersegmental Partnerships  
Shireen Awad, Curriculum Specialist  
Stephen Calebotta, Language Art

**Members Absent:**

Jordan Hung, Health Sciences  
Kathy Lucero, Admissions & Records  
Lisa Doget, Health Sciences

Phil Roberts, Kinesiology, Nutrition, & Athletics  
Sherrie Loewen, Dean of Health Sciences

**Guests:**

Bill O'Neil, Business & Applied Technology

1. **Call To Order/New Committee Members:** The meeting was called to order at 1:33p.m.
2. **Public Comment:** No comment.
3. **Review and Approval of August 26, 2020 Expanded Summary Notes:** The summary notes were approved 16/0/2 pending changes to the section that states the library is open for printing services. The library is not open for printing services, but the bookstore is.
4. **Curriculum Office Reports**
  - 4.1. **Curriculum Chair:** The Curriculum Chair showed the Curriculum Office's October Newsletter which focused on the degree and certificate updates required this year. She shared that searchable links for curriculum on our Chaffey website all lead to our main Curriculum Office website. The Curriculum Office website will have the newsletter as well as many other curriculum resources.

The Committee discussed the decision tree on the newsletter and why the transfer section does not also ask if a transfer degree is valuable for students to earn. The Chair agreed that the question of value should be asked for both transfer and CTE programs. The Committee suggested changing the "Student Goal" header to "Is it Valuable for Students to Earn?" The Chair will adjust the decision tree for future use based upon the committee's suggestion.

- 4.2. **Curriculum Specialist:** The specialist shared that the quorum number is now 13 due to the approved revisions to the By-Laws.
- 4.3. **Catalog and Schedule Coordinator:** No report, but Ryan did share his beautiful one-month old daughter with the Committee!
- 4.4. **Articulation Officer:** The college will be honoring catalog rights when it comes to awarding ADTs. If a student was working on a degree prior to Fall 2020, the college will award them their degree if they are using the IGETC pattern and do not have a communications course. Any student who started in Fall 2020 will be required to have the communications course if they are using the IGETC pattern.

The Cal States have incorporated an AREA F: Ethnic Studies. They are still working out the minor details of what the courses for this area will look like. There might be a requirement for the courses at the community college to be listed as "Ethnic Studies." The college will first try to see what courses are already approved to fulfill this area. Faculty can also create new courses as a second phase. The AO will report details as they come for this new area.

- 4.5. **Chief Instructional Officer:** The CIO reported there is a lot of movement on Credit for Prior Learning (CPL) including the mandated addition of an AP and BP on how the college addresses CPL, which has currently been done through Credit by Exam. CPL will be of a great benefit to many of the College's students.
5. **Consent Agenda:** The consent agenda was approved 18/0/0.

- 5.1. In consultation with discipline faculty, the Curriculum Chair added a lab manual as a required text to BIOL-40 per UCTCA guidelines and review comments.

## 6. Discussion Items:

- 6.1. **October Calendar and Expectations:** The Curriculum Office will host October Office Hours in 15-minute blocks between 11-12 on Wednesdays and Fridays. Due to high demand for the office's time as the college moves into META, the office is unable to watch/monitor the development of multiple proposals from start to finish. The Curriculum Office asks that faculty come prepared with specific questions to their session. The goal is to provide everyone with the confidence and tools to successfully navigate the curriculum management system independently after their appointment. Faculty can sign up for appointments via the link provided in the October Newsletter for Curriculum.
- 6.2. **CTE Program Updates Workshop:** The Curriculum Office and the CTE Liaison, Jonathan Polidano, will host a CTE Program Updates Workshop for both CTE Faculty and Deans on October 8, 2020 from 12:30-2:00. The workshop aims to inform faculty of the criteria needed for a thorough update as outlined by Title 5 and the Program Course and Approval Handbook (PCAH). Additionally, the workshop aims to teach faculty how to obtain the appropriate documents needed for review, how to analyze those documents for their updates, and how to evaluate their programs using the information gathered. A similar workshop for non-CTE programs will be held on October 15, 2020 from 12:30-2:00. Details will be emailed to faculty and deans.
- 6.3. **META Assignment Review:** The Committee shared the work they completed to help guide faculty on how to navigate the course tabs in META.
  1. **Basic Course Information:** The group members felt the page is self-explanatory and a guide may not be needed. They did not have suggestions for improvement.

2. **Units and Hours:** The group reported that the page seems straightforward. They created a guide with screenshots to help faculty navigate the page. The group made suggestions to have instructional notes on how the calculation of units and hours works.
3. **Objectives, Content, and Student Learning Outcomes:** The group presented a step by step guide and believed the page is straightforward for faculty users.
4. **Conditions of Enrollment & Content Review:** The group created a detailed guide with screenshots and directions on how to navigate the page. There was a suggestion to revise the technological mapping of these two pages so that prerequisites can be more easily deleted.
5. **Methods of Instruction, Class Assignments, & Methods of Evaluation:** The group agreed that the page was self-explanatory. One member suggested that the assignments page clearly instruct faculty to place their assignments in the appropriate boxes (e.g. a reading assignment in the reading section). Another member suggested adding online methods of instruction and evaluation to courses. One group member also suggested that there is a place for online assignments in the assignments section.
6. **Resources:** A step by step guide was made on how to navigate the page and also instructs faculty to include sample resources. Sharon Alton finds this page to be a great opportunity to include equitable practices such as OER. She suggested linking to OER resources as well as other links she will share. She feels this page can also be a learning tool for faculty. Alton suggested including an option for technological resources like apps. She also asked if it would be appropriate and possible to include Chaffey resources on the COR such as Success Centers.
7. **Distance Education:** The group members shared that the DE page is still designed to ask faculty to justify DE even though DE is now a common path the college is taking moving forward. The group members suggested designing the main assignment section to include assignments that transfer to all modalities of the course. They suggested that if an assignment listed on the main page would not work for DE, then the DE addendum could ask the faculty member to adjust the assignment for a DE environment. A meeting will occur between the group members, the Curriculum Office, and members of the DE Committee to help with the adjustments to the DE page.

Discussion ensued on the role of the Course Outline of Record (COR) as a department standard and guidelines for a course. Given that adhering to the COR is a component of faculty evaluations, the need for the COR to indicate which parts of the COR contain flexibility for instructors was discussed. The Curriculum Chair encouraged committee members to review the COR components through this lens and share their feedback.

The Chair and Specialist shared their gratitude for all of the amazing work the committee did.

#### **6.4. Coding Validation for Non-Degree/Degree Applicable Courses: Tabled.**

7. **Floor Items:** None.
8. **Adjournment:** The meeting was adjourned at 2:57p.m.

Name	ATTENDANCE	Summary Notes 8/26/2020	Consent Agenda															
Bruce Osburn	X	X	X															
Candice Hines-Tinsley	X	X	X															
Carol Hutte	X	X	X															
Christina McPeck	X	X	X															
Daniel Jacobo	X	X	X															
Joan Godinez	X	X	X															
Joann Eisberg	X	X	X															
Jordan Hung																		
Julie Law	X	X	X															
Kathy Galipeau	X	X	X															
Laura Hope	X																	
Lisa Doget																		
Mary Romero	X	X	X															
Megan Keebler	X	A	X															
Naomi McCool	X	X	X															
Nicole Farrand	X	A	X															
Patricia Powell	X		X															
Phil Roberts																		
Rob Kopp	X	X	X															
RuthAnn Garcia	X	X	X															
Ryan Sipma	X	X	X															
Sharon Alton	X	X																
Sherrie Loewen																		
Stephen Calebotta	X	X	X															
<b>Total Counts</b>	20	18	18															

Quorum= 24/2=12+1=13

Non-Voting	
Angela Burk-Herrick	X
Jo Alvarez	X
Jonathan Polidano	X
Kathy Lucero	
Nicole DeRose	X
Patricia Bopko	X
Rob Rundquist	X
Shireen Awad	X
Vanessa Thomas	
DE Representative	
Student Representative	