

**CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
SUMMARY NOTES
October 6, 2021
1:30pm-3:00pm
VIA ZOOM ONLY**

MEETING LINK: <https://chaffey-edu.zoom.us/j/97402717669>

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

MEETING ID: 974 0271 7669

Members Present:

Angela Burk-Herrick, Curriculum Chairperson

Annette Henry, KNA

Candice Hines-Tinsley, KNA

Carol Hutte, Library Learning Resources

Christina Holdiness, Instructional Support

Daniel Jacobo, Visual and Performing Arts

Janeth Rodriguez, Executive Director, Enrollment Services
and Student Support

Jo Alvarez, Program Services and Review

Joan Godinez, Counseling

Joann Eisberg, Mathematics and Science

Jonathan Polidano, CTE Liaison

Julie Law, Articulation Officer

Kathy Galipeau, HFIC

Lisa Doget, Health Sciences

Markazon Romero, Business and Applied Technology

Maryline Chemama, Mathematics and Science

Megan Keebler, Instructional Support

Naomi McCool, Social and Behavioral Sciences

Neil Watkins, Academic Senate President

Nicole Farrand, Visual and Performing Arts

Rob Rundquist, Dean of Institutional Effectiveness

RuthAnn Valencia, Transfer Center

Ryan Sipma, Catalog and Schedule

Shannon Jessen, SLO Facilitator

Shireen Awad, Curriculum Specialist

Stephen Calebotta, Language Arts

Members Absent:

Christina McPeck, Social and Behavioral Sciences

Grace Wong, HFIC

Julie Leahy, Health Sciences

Kirk Collins, Counseling

Sharon Alton, Language Arts

Patricia Bopko, Financial Aid

Guests:

Ana Rosales, Faculty

Rousselle Douge, President/Student Trustee

Yolanda Friday, Dean of Business and Applied Technology

1. **Call to Order/Roll Call:** The meeting was called to order at 1:35p.m.
2. **Public Comment:** Dr. Friday greeted the committee.
3. **Review and Approval of September 22, 2021 Expanded Summary Notes:** The summary notes were approved 17/0/0.
4. **Curriculum Office Reports**
 - 4.1. **Curriculum Chair:** The Chair spoke on the recent updates for Brown Act during the pandemic. In Academic Senate, a vote will be held every 30 days to continue meeting via zoom. Their vote will apply to how the Curriculum Committee will host meetings as well. She also reported that Dr. Shannon has hired two full-time Ethnic Studies faculty to begin teaching the Ethnic Studies

courses next fall. Lastly, The Chair shared that she and the Specialist went to the Dean’s meeting to share a PowerPoint on the Standard Update Cycle and Diversity, Equity, and Inclusion (DEI) efforts in curriculum. The presentation and DEI opportunities in curriculum were well received and commended.

4.2. Curriculum Specialist: No report.

4.3. Catalog and Schedule Coordinator: No report.

4.4. Articulation Officer (AO): No report.

4.5. Chief Instructional Officer (CIO)/Designee of CIO: Rob Rundquist shared an article from the Community College Research Center that talked about enrollment recruitment based upon programs. The article can be found [here](#).

5. Consent Agenda: The consent agenda was approved 17/0/0.

5.1. Per UCTCA revision requests, the Curriculum Office added “Classic” to the BIOL-3 McGraw-Hill textbook.

6. Curriculum Proposals:

6.1. PACKAGES:

AMERICAN SIGN LANGUAGE PACKAGE

New Courses w/ DE:

ASL-20	Fingerspelling/Numbers	Approval: 17/0/0	Distance Education Approval Hybrid/Online: 17/0/0
ASL-21	Classifiers/Depicting Verbs <i>The AO spoke on the articulation piece for this course. This course is intended for transfer level, but there is not a direct comparable course; however, this course’s content still meets the CSU transferability requirement.</i>	Approval: 17/0/0	Distance Education Approval Hybrid/Online: 17/0/0

New Programs:

American Sign Language (ASL)	Certificate of Achievement <i>The Curriculum Office will remove “Certificate in”.</i>	Approval: 17/0/0
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ETHNIC STUDIES PACKAGE

New Courses w/ DE:

ETHN-1	Introduction to Ethnic Studies	Approval: 17/0/0	Distance Education Approval Hybrid/Online: 17/0/0
ETHN-2	Introduction to Native American Studies	Approval: 17/0/0	Distance Education Approval Hybrid/Online:

	<p><i>Nicole Farrand and Rob Rundquist commended the Ethnic Studies committee on their hard work on all of the CORs.</i></p> <p><i>A comment was made to include “American Indian and/or Indigenous” in addition to Native American in the title. The Chair shared that when the full-time Ethnic Studies faculty come, they will be asked to review the CORs and make edits based upon their expertise.</i></p> <p><i>Another comment was made on whether Latin(a) and Latin(o) should be LatinX. The AO shared that they used the terms presented in the COR competencies for these courses. The Curriculum Office will change the language to LatinX on all CORs.</i></p> <p><i>The critical thinking assignment will be adjusted to replace “compare and contrast” with “analyze from an ethnic studies framework” or something similar.</i></p>		17/0/0
ETHN-3	Introduction to Latinx Studies	Approval: 17/0/0	Distance Education Approval Hybrid/Online: 17/0/0
ETHN-4	Introduction to African American Studies <i>The “note” in the Critical Thinking class assignment section will be removed.</i>	Approval: 17/0/0	Distance Education Approval Hybrid/Online: 17/0/0
ETHN-5	Introduction to Asian American Studies	Approval: 17/0/0	Distance Education Approval Hybrid/Online: 17/0/0
ETHN-6	Race, Ethnicity, and Politics in America <i>LatinX will be used in the COR.</i>	Approval: 17/0/0	Distance Education Approval Hybrid/Online: 17/0/0

MATHEMATICS PACKAGE

Course Modifications w/ DE:

MATH-31	Plane Trigonometry	Approval: 16/1/1	Distance Education Fully Online Emergency Only: 16/1/1
MATH-401	Mathematics for Health Science	Approval: 16/1/1	Distance Education Fully Online Emergency Only: 16/1/1
MATH-60	Calculus for Business	Approval: 16/1/1	Distance Education Fully Online Emergency Only: 16/1/1
MATH-65A	Calculus I	Approval: 16/1/1	Distance Education Fully Online Emergency Only: 16/1/1

MATH-65B	Calculus II	Approval: 16/1/1	Distance Education Fully Online Emergency Only: 16/1/1
MATH-75	Calculus III	Approval: 16/1/1	Distance Education Hybrid Emergency Only: 16/1/1
MATH-81	Linear Algebra	Approval: 16/1/1	Distance Education Hybrid Emergency Only: 16/1/1

A committee member noticed that the rationale for the modality on the DE page was missing. The Curriculum Office will work on expediting the revisions to the DE page.

The Chair shared that she spoke to the originator of the math courses on why they believe these courses should be Fully Online Emergency Only. The originator shared that the retention and success rates for these courses have been extremely low in a fully online environment. In addition, the department has concerns about how to adequately assess student learning online. Therefore, the department has voted for a Fully Online Emergency Only modality. The Curriculum Office will put this rationale on the proposals.

A member discussed the possibility of asking faculty to share data with their rationales on the DE page, especially when discussing success and retention rates. Another member shared that this burden of proof should not fall on the faculty for review by the Curriculum Committee, and there are courses that do not work well in a fully online environment. They also mentioned that courses should not be forced to fit this modality if it is not pedagogically sound. One member mentioned that having a rationale does not mean the committee will make an approval decision based upon that rationale. Rather, the rationale helps the committee understand the faculty's choice of modality and is not a means to override the faculty's choice. Rob Rundquist mentioned the need to discuss how individual courses can be successfully delivered in a fully online environment. These discussions should be based upon department consent and not individual preferences. Jonathan Polidano mentioned that some employers in advisory committees have addressed concerns about certain courses being offered fully online. He suggested faculty also think about industry needs and inputs when deciding a modality. The Chair feels having a rationale/notes/comments section in META for modalities will address the points the committee members discussed.

6.2. NONPACKAGES:

New Courses w/ DE:

ASTRON-27L	Life in the Universe Laboratory	Approval: 18/0/0	Distance Education Approval Hybrid/Online: 18/0/0
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Course Modifications w/ DE:

CHEM-24A	General Chemistry I	Approval: 18/0/0	Distance Education Approval Hybrid (Always)/ Fully Online Emergency Only: 18/0/0
CHEM-24B	General Chemistry II	Approval: 18/0/0	Distance Education Approval Hybrid (Always)/ Fully Online Emergency Only: 18/0/0
CIS-50	Introduction to Computer Networks	Approval: 18/0/0	Distance Education Approval Hybrid (Always)/ Fully

			Online Emergency Only: 18/0/0
CJ-1	Introduction to the Criminal Justice System	Approval: 18/0/0	Distance Education Approval Hybrid/Online: 18/0/0
CJ-58	Social Equity and the Criminal Justice System	Approval: 18/0/0	Distance Education Approval Hybrid/Online: 18/0/0
PHOTO-10	Beginning Darkroom Photography	Approval: 18/0/0	Distance Education Approval Hybrid/Online: 18/0/0

7. Discussion Items:

7.1. Curriculum Review Guide/Resources Endorsement: The Specialist shared the resources that she and the Chair made to guide faculty through the upcoming standard update cycle. The Chair and Specialist wanted the Committee's endorsement to post these materials on the website since many of the resources were created based upon the committee's input, feedback, and suggestions. The Committee gave their endorsement.

7.2. AP/BP 4260 Prerequisites and Co-requisites: The Chair called for volunteers to read AP/BP 4260 for the cyclical review of APs and BPs. Christina Holdiness and Lisa Doget volunteered.

7.3. Updated Curriculum Committee Scope and Purpose Draft: The Chair shared the updates to the Scope and Purpose of the committee. She added that the committee will commend exemplary work in addition to review of curriculum. She also added to the purpose that the committee will advance Chaffey's goals on Equity and Success, Learning and Completion, and Community Opportunities and Needs. There was motion to approve the revised scope and purpose, to add the revised version to the By-Laws, and to include the revised scope and purpose where needed. The vote was approved 18/0/0. Here is the new purpose and scope of the Committee:

Purpose: The Curriculum Committee is a representative group of professional staff that functions as a college-wide standing subcommittee of the Chaffey College Academic Senate and in a recommending and advisory capacity to the Associate Superintendent of Instruction and Institutional Effectiveness in matters related to the college curriculum. *Under the direction of the Academic Senate, the Curriculum Committee develops curriculum processes that advance Chaffey Goals on Equity and Success, Learning and Completion, and Community Opportunities and Needs (see Chaffey College, VISION 2030 Educational Master Plan, February 2020).*

Scope: The Curriculum Committee provides certification to the Chancellor's Office that processes and procedures align with California Education Code, Title 5 regulations, and the Chancellor's Office Program and Course Approval Handbook (PCAH). The committee's purview includes the maintenance and development of a professional quality curriculum as well as the following activities:

- The systematic review of proposals to change program and course curricula.
- The investigation of evaluative instruments to measure the effectiveness of program curricula.
- The regular and systematic review of graduation requirements, transfer certification requirements, and other matters related to the curriculum as a totality.
- The examination of the curriculum for unwarranted duplication of courses.
- Course approval delegated to the college by the Chancellor's Office.
- Annual systematic review of program effectiveness in conjunction with the Program and Services Review (PSR) Committee.
- Systematic review of articulation agreements (high school, career technical education, and baccalaureate).
- *Commendations of faculty and departments that make exemplary use of the curriculum process to foster institutional goals including institutional learning outcomes, student success and completion, sustainability, and DEI (diversity, equity, and inclusion).*

8. Next Agenda Forecast: The next agenda will likely include the Fashion Design/Merchandizing and Cybersecurity Packages.

9. Floor Items: None.

10. Adjournment: The meeting was adjourned at 2:50p.m.

Name	ATTENDANCE	M: Approval of 9/22/2021 Summary Notes 1 st : Joann Eisberg 2 nd : Markazon Romero	M: Approval of Consent Agenda 1 st : Christina Holdiness 2 nd : Joann Eisberg	M: Approval of ASL Package 1 st : Joan Eisberg 2 nd : Christina Holdiness	M: Approval of Ethnic Studies Package 1 st : Joann Eisberg 2 nd : Christina Holdiness	M: Approval of Mathematics Package 1 st : Joann Eisberg 2 nd : Naomi McCool	M: Approval of New Courses w/ DE & Course Mods w/DE 1 st : Joann Eisberg 2 nd : Markazon Romero	M: Approval of Revised Scope and Purpose, the inclusion of Scope/Purpose in By-Laws, and updating the scope and purpose where needed. 1 st : Joann Eisberg 2 nd : Nicole Farrand
Annette Henry	X	X	X	X	X	X	X	X
Candice Hines-Tinsely	X	X	X	X	X	X	X	X
Carol Hutte	X	X	X	X	X	X	X	X
Christina Holdiness	X	X	X	X	X	N	X	X
Christina McPeck								
Daniel Jacobo	X					X	X	X
Grace Wong								
Joan Godinez	X	X	X	X	X	X	X	X
Joann Eisberg	X	X	X	X	X	X	X	X
Julie Law	X	X	X	X	X	X	X	X
Julie Leahy								
Kathy Galipeau	X	X	X	X	X	X	X	X
Kirk Collins								
Lisa Doget	X	X	X	X	X	X	X	X
Markazon Romero	X	X	X	X	X	X	X	X
Maryline Chemama	X	X	X	X	X	X	X	X
Megan Keebler	X	X	X	X	X	X	X	X
Naomi McCool	X	X	X	X	X	X	X	X
Nicole Farrand	X	X	X	X	X	A	X	X
Rob Rundquist (as CIO Designee)	X	X	X	X	X	X	X	X
Ryan Sipma	X	X	X	X	X	X	X	X
Sharon Alton								
Stephen Calebotta	X	X	X	X	X	X	X	X
TOTAL COUNTS	18	17	17	17	17	18	18	18

Non-Voting	
Angela Burk-Herrick	X
Janeth Rodriguez	X
Jo Alvarez	X
Jonathan Polidano	X
Neil Watkins	X
Patricia Bopko	
RuthAnn Valencia	X
Shannon Jessen	X
Shireen Awad	X