

**CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
SUMMARY NOTES
September 22, 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

Christina McPeck, Social and Behavioral Sciences

Daniel Jacobo, Visual and Performing Arts

Grace Wong, HFIC

Jo Alvarez, Program Services and Review

Joan Godinez, Counseling

Joann Eisberg, Mathematics and Science

Jonathan Polidano, CTE Liaison

Julie Law, Articulation Officer

Julie Leahy, Health Sciences

Kathy Galipeau, HFIC

Kirk Collins, Counseling

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

Nicole Farrand, Visual and Performing Arts

Patricia Bopko, Financial Aid

Rob Rundquist, Dean of Institutional Effectiveness

RuthAnn Valencia, Transfer Center

Ryan Sipma, Catalog and Schedule

Shannon Jessen, SLO Facilitator

Sharon Alton, Language Arts

Shireen Awad, Curriculum Specialist

Stephen Calebotta, Language Arts

Members Absent:

Neil Watkins, Academic Senate President

Guests:

Janeth Rodriguez, Executive Director, Enrollment Services and Student Support

Stephen Lux, Faculty

1. **Call to Order/Roll Call:** The meeting was called to order at 1:34p.m.
2. **Public Comment:** None.
3. **Review and Approval of September 8, 2021 Expanded Summary Notes:** The summary notes were approved 22/0/1.
4. **Curriculum Office Reports**
 - 4.1. **Curriculum Chair:** None.

4.2. Curriculum Specialist:

1. **Spring 2022 Curriculum Submissions Deadline for the 2023-2024 Catalog:** The Curriculum Specialist shared the new timeline and deadline for the Spring 2022 submissions. The first official review cycle of the approved 6-year timeline for standard updates begins this spring. The three Academic and Career Communities (ACCs) due for review this spring are MIT, PCS, and HWA. The Curriculum Office established a new launch period for these proposals. All courses and programs in MIT, PCS, and HWA must be launched into META **between January 1, 2022 and March 31, 2022**. Faculty in all disciplines are encouraged to launch proposals as needed even if they are not in MIT, PCS, and HWA. These proposals will also be due during the new launch period. All changes to proposals will take effect in the 2023-2024 Catalog (a 1.5 year cycle). Even if faculty in MIT, PCS, and HWA submitted proposals recently, they will need to launch all curriculum for this cycle. Please note, if no changes are needed, faculty can launch proposals with no changes. If faculty from different ACCs submit during this launch period, they will still be required to submit all of their curriculum during their review cycle (see [Curriculum Submissions Timeline](#)).

4.3. Catalog and Schedule Coordinator: None.

- 4.4. **Articulation Officer (AO):** The AO shared that she submitted 15 courses for the August UC Approval deadline. UCTCA approved twelve courses, requested minor textbook revisions to two courses, and did not approve one course. She will work with the faculty on the revisions requested. The GE Submission deadline for approval is in December.

Approved:

- | | |
|--|--|
| 1. ART 13 | 9. PHOTO 9 (resubmitted due to COR change) |
| 2. ART 84 | 10. PHOTO 10 (resubmitted due to COR change) |
| 3. BUS 60 | 11. PS 3 |
| 4. COMSTD 4 | 12. SPAN 9 |
| 5. COMSTD 78 | |
| 6. KINACT 28B | |
| 7. KINLEC 15 | |
| 8. PHOTO 7 (resubmitted due to COR change) | |

Minor Textbook Revisions Requested for:

1. BIOL 3
2. COMSTD 76

- 1.1. **Chief Instructional Officer (CIO)/Designee of CIO:** Rob Rundquist attended the student forum on the vaccine requirement. Students voiced their concerns which included the availability and offering of online classes across disciplines. He will provide support to areas who need help with offering courses online. There will be three more student forums on the vaccine requirement.

2. Consent Agenda: None

3. Curriculum Proposals:

3.1. NONPACKAGES:

New Courses w/ DE:

IETMECH-403	Robotics Operations and Programming <i>The edits requested have been made by the originator.</i>	Approval: 23/0/0	Distance Education Approval Hybrid: 23/0/0
--------------------	---	------------------	---

Course Modifications w/ DE:

ID-17	Lighting for Architecture and Interior Design <i>Nicole Farrand commended Kathy Galipeau on her exemplar/detailed work on her CORS.</i>	Approval: 23/0/0	Distance Education Approval Hybrid/Online: 23/0/0
ID-21	Space Planning	Approval: 23/0/0	Distance Education Approval Hybrid/Online: 23/0/0
PH-497ABCD	Public Health Career Experience Internship	Approval: 23/0/0	Distance Education Approval Hybrid/Online: 23/0/0

New Programs:

English as a Second Language	Certificate of Competency	Approval: 23/0/0
-------------------------------------	---------------------------	------------------

Program Modifications:

Community Health Worker	Certificate of Achievement <i>The Curriculum Office will confirm how many units of the internship course are intended for the program.</i>	Approval: 23/0/0
--------------------------------	---	------------------

4. Discussion Items:

- 4.1. By-Laws Updates:** The Committee reviewed the changes made to the By-Laws including adjustments to memberships, corrections to titles, and changes to general responsibilities. The Committee voted to approve the By-Laws, 16/0/0.
- 4.2. Fall Consultation Schedule, Format, and Committee Responsibilities:** The Specialist shared that she and the Chair will attend the MIT, PCS, and HWA Academic and Career Community (ACC) meetings if/when they are held in the fall. They will ask the Deans for time to share a resources and information regarding the expectations for the standard curriculum updates due for MIT, PCS, and HWA. The Specialist asked that Committee members be available to help faculty in those areas in META and with curriculum questions, if needed.
- 4.3. Curriculum Review Checklists from Retreat:** The Chair shared the revisions she made to the curriculum development and review guides based upon the feedback given by the Committee at the last meeting. Last spring, the Academic Senate developed an Equity, Diversity, Inclusion, and Anti-racism statement that states, “The Faculty Senate will actively promote equity mindedness and diversity in all areas within its purview” (Chaffey College Academic Senate Resolution, April 2021). Curriculum is an integral component of faculty purview. As a result, the Academic Senate charged the Curriculum Committee with “prioritizing culturally responsive curricular redesign within disciplines, courses, and programs” (April 2021). The revised guides that the Chair shared include DEI components/opportunities to meet this responsibility of the Committee and of faculty at large. These components will be incorporated into META as a new page.

The Committee engaged in discussion on these guides. They recommend that the Curriculum Office start compiling exemplar CORs as we begin to incorporate these DEI elements. The Committee also suggested communicating to faculty that they should maximize DEI opportunities as relevant in their curriculum, but that not every discipline is expected to include everything.

Discussion ensued on Curriculum Committee Review of programs, particularly for Labor Market Information (LMI) data and for annual completers. There are standard questions that are asked of faculty in META to help them streamline their review of programs and to prompt reflection on LMI data. This information is also needed in META for curriculum submissions to the Chancellor's Office Curriculum Inventory (COCI). The Committee discussed the impacts of reviewing components such as "living wage" and "thriving wage" in the LMI data. Some members feel this is the purview of the PSR process. The Chair agreed that this is something that needs to be done in PSR and that Curriculum and PSR can work together to create an end goal of streamlining work for faculty. She suggested that the main focus of DEI could be at the course level since the components for the programs, such as LMI, has always taken place in the Curriculum Office and in PSR. The Chair also shared that perhaps a guide for programs is not needed as much as a guide on DEI in the COR. She asked the Committee to share how they feel about giving Faculty this DEI guide, and how they feel about their checklist for a streamlined review of curriculum. Some members shared they are comfortable with the COR guide because it asks faculty if they looked for DEI elements, but does not require that they incorporate every element if it is not applicable in their discipline. A committee member suggested adding a question to the COR guide that asks faculty originators if they completed a DEI check for their proposals (e.g. using non-binary pronouns). They also asked that the guides clearly indicate that the Committee is not determining if programs are viable based upon the information faculty are inputting in META. The Committee also suggested creating workshops to help with DEI components in curriculum. The Curriculum Office will do a FLEX in January for this.

- 4.4. Curriculum Committee Scope and Purpose Brainstorm:** To be discussed at the next meeting.
- 5. Next Agenda Forecast:** None.
- 6. Floor Items:** None.
- 7. Adjournment:** The meeting was adjourned at 3:10pm.

Name	ATTENDANCE	M: Approval of 9/8/2021 Summary Notes 1 st : Sharon Alton 2 nd : Kathy Galipeau	M: Approval of New Course/Course Mods w/DE 1 st : Julie Law 2 nd : Markazon Romero	M: Approval of New/Modified Programs 1 st : Joann Eisberg 2 nd : Markazon Romero	M: Approval of By-Laws 1 st : Joann Eisberg 2 nd : Sharon Alton
Annette Henry	X	X	X	X	X
Candice Hines-Tinsely	X	X	X	X	X
Carol Hutte	X	X	X	X	
Christina Holdiness	X	X	X	X	X
Christina McPeck	X	X	X	X	
Daniel Jacobo	X	X	X	X	X
Grace Wong	X	X	X	X	X
Joan Godinez	X	X	X	X	
Joann Eisberg	X	X	X	X	X
Julie Law	X	X	X	X	X
Julie Leahy	X	X	X	X	X
Kathy Galipeau	X	X	X	X	X
Kirk Collins	X	X	X	X	
Lisa Doget	X	X	X	X	
Mary Romero	X	X	X	X	X
Maryline Chemama	X	X	X	X	
Megan Keebler	X	A	X	X	X
Naomi McCool	X	X	X	X	X
Nicole Farrand	X	X	X	X	X
Rob Rundquist (as CIO Designee)	X	X	X	X	
Ryan Sipma	X	X	X	X	X
Sharon Alton	X	X	X	X	X
Stephen Calebotta	X	X	X	X	X
TOTAL COUNTS	23	23	23	23	16

Quorum= 23/2=11.5+1=12.5=13

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