

**CHAFFEY COLLEGE**  
**CURRICULUM COMMITTEE MEETING**  
**RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204**  
**FONTANA CAMPUS, FNAC 100**  
**CHINO CAMPUS, CHMB 143**  
**AGENDA**  
**November 9, 2016**  
**1:30pm-3:00pm**

1. Call To Order/New Committee Members
2. Review and Approval of October 12, 2016 Expanded Summary Notes
3. Discussion Items:
  - 3.1. Curriculum Website
  - 3.2. Technical Review Four Week Process
  - 3.3. Curriculum Office Review of Two and Six-Year Updates
  - 3.4. CPC Curriculum Planning Report
  - 3.5. Distance Education Continued
4. University Studies
5. Regional Consortium Approvals
  - 5.1. EMT and the Fire Technology, Fire Inspector Certificates were approved for 2nd and final reading.

**6. Board Report**

<b>Curriculum 2016-2017</b>
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<b>New Courses</b>
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	Discipline	Course ID	TOP Code	Title	Units
1.	Fire Technology	FIRETEC-11	2133.00	Legal Aspects of Emergency Services	3

<b>Courses – Modifications</b>
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	Discipline	Course ID	TOP Code	Title	Units
1.	Biology	BIOL-30	0401.00	Beginning Medical Terminology	3
2.	Hospitality Management	HOTFS-482	1307.00	Industry Internship: Hospitality Management	1
3.	Interior Design	ID-25	1302.00	Interior Design Movement	2
4.	Interior Design	ID-30	1302.00	Advanced Studio Design	3.5
5.	Nursing: Vocational Nursing	NURVN-417A	1230.20	Critical Thinking and the Nursing Process I	1

<b>Programs of Study – Modifications</b>
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	Program of Study	AA/AS/C	TOP Code	Title	Units
1.	Political Economics	AA	2204.00	Political Economics	19
2.	Professional Office Management	AS	0514.40	Professional Office Management	33

**7. Curriculum Inventory**

## 7.1. Submittals Awaiting Approvals

### *Course-Modifications:*

ART-484  
ID-22  
IET-411  
NURAST-420L  
THEATRE-32

### *Programs-Modifications:*

Culinary Arts  
Microsoft Office Certificate of Achievement  
Professional Administrative Assistant A.S. Degree  
Professional Administrative Assistant Certificate of Achievement  
Professional Office Management Certificate of Achievement

## 7.2. Recent Approvals

### *Course Modifications:*

ART-482	ID-16
ART-478	ID-17
BIOL-1	ID-21
BIOL-10	NURADN-14L
BIOL-12	NURADN-27L
BIOL-14	NURVN-403L
HOTFS-17	PHARMT-431
HOTFS-21	PHARMT-421
HOTFS-428	

## 8. Miscellaneous

### 8.1. Handout: C-ID Update

## 9. Consent Agenda

9.1. **HOTFS-17:** Content and Course Objectives Edited.

9.2. **Programming Foundations:** Removed second “positions” in the description, per the coordinator’s request.

## 10. Old Business

### Course Modifications: 2<sup>nd</sup> Reading

<b>BUSOT-60B</b>	Microsoft Office Word	Advisory Glitch addressed.	Approval:
<b>NURAST-400</b>	Nursing Assistant	No changes requested.	Approval:
<b>NURAST-400L</b>	Nursing Assistant Laboratory	No changes requested.	Approval:

### New Courses: 2<sup>nd</sup> Reading

<b>FIRETEC-12</b>	Occupational Safety and Health for Emergency Services	Advisory Glitch addressed.	Approval:
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## 11. New Business

### New Courses: First Reading

<b>IM-400</b>	Intro to Construction Safety	Approval:
<b>IM-401</b>	Basic Communication and Employability Skills, and Core Testing	Approval:
<b>IM-402</b>	Fundamentals of Industrial Maintenance, Oxyfuel, and Craft Skills	Approval:
<b>IM-403</b>	Trade Math and Drawings, Material Handling, and Mobile Equipment	Approval:
<b>PHIL-74</b>	Seminar in Philosophy in Feminism	Approval:
<b>RADTEC-51</b>	Radiographic Clinical Education III	Approval:

<b>RADTEC-82</b>	Radiographic Clinical Education VI	Approval:
<b>SOC-30</b>	Introduction to LGBTQ Studies	Approval:
<b>SOC-33</b>	Introduction to Social Justice Studies	Approval:

### Course Modifications: First Reading

<b>ART-407</b>	History of Design	Approval:
<b>CJ-1</b>	Introduction to the Criminal Justice System	Approval:
<b>CJ-2</b>	Concepts of Criminal Law	Approval:
<b>CJ-3</b>	Criminal Court Process	Approval:
<b>CJ-4</b>	Community and the Justice System	Approval:
<b>CJ-5</b>	Legal Aspects of Evidence	Approval:
<b>CJ-6</b>	Juvenile Procedures	Approval:
<b>CJ-7</b>	Criminal Investigation	Approval:
<b>CJ-8</b>	Criminology	Approval:
<b>CJ-9</b>	Crime Scene Management and Forensic Evidence	Approval:
<b>CJ-10</b>	Violence in America	Approval:
<b>CJ-51</b>	Introduction to Corrections	Approval:
<b>CJ-52</b>	Control and Supervision of Inmates	Approval:
<b>CJ-53</b>	Correctional Law	Approval:
<b>CJ-54</b>	Public Relations and Corrections	Approval:
<b>CJ-55</b>	Crime and Delinquency	Approval:
<b>CJ-56</b>	Correctional Interviewing and Counseling	Approval:
<b>CJ-57</b>	Probation and Parole	Approval:
<b>CJ-58</b>	Ethnic Group Relations	Approval:
<b>CJ-408</b>	Patrol Operations	Approval:
<b>CJ-410</b>	Narcotics and Vice Investigation	Approval:
<b>CJ-412</b>	Writing for Criminal Justice Professionals	Approval:
<b>CJ-413</b>	Police Supervision, Leadership and Management	Approval:
<b>GERO-22</b>	Dying and Death	Approval:
<b>MATH-520</b>	Pre-Algebra	Approval:
<b>MUSIC-5</b>	Music Theory and Musicianship	Approval:
<b>NURVN-415A</b>	Growth/Development: Psychology Adult - Geriatric	Approval:
<b>THEATRE-35</b>	Musical Theatre Performance I	Approval:

### Course Deactivations:

<b>GERO-422</b>	Dementia Care: <i>The following program modifications have been launched to reflect this deactivation: Community Caregiver (CP), Gerontology (A.S.), and Gerontology (CA).</i>	Approval:
<b>KINTM-12</b>	Track and Field Team Activity, Men: <i>The program modification to the Physical Education AA degree will be launched to meet the November 7 deadline to reflect these deactivations as well as new courses. An update to this process will be given at the Curriculum meeting.</i>	Approval:
<b>KINTM-13</b>	Track and Field Team Activity, Women: <i>The program modification to the Physical Education AA degree will be launched to meet the November 7 deadline to reflect these deactivations as well as new courses. An update to this process will be given at the Curriculum meeting.</i>	Approval:
<b>KINTM-52</b>	Intercollegiate Track and Field Team, Men: <i>The program modification to the Physical Education AA degree will be launched to meet the November 7 deadline to reflect these deactivations as well as new courses. An update to this process will be given at the Curriculum meeting.</i>	Approval:
<b>KINTM-53</b>	Intercollegiate Track and Field Team, Women: <i>The program modification to the Physical Education AA degree will be launched to meet the November 7 deadline</i>	Approval:

	<i>to reflect these deactivations as well as new courses. An update to this process will be given at the Curriculum meeting.</i>	
<b>KINTM-68</b>	Track/Field Strength and Conditioning for Athletes: <i>The program modification to the Physical Education AA degree will be launched to meet the November 7 deadline to reflect these deactivations as well as new courses. An update to this process will be given at the Curriculum meeting.</i>	Approval:

**Course Reactivations:**

<b>NURADN-96A</b>	Cooperative Education: Nursing A.D.N.	Approval:
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**Courses: Distance Education**

<b>ESC-1</b>	Earth Science	Approval:
<b>COMSTD-6</b>	Fundamentals of Small Group Communication	Approval:

**New Programs: Final Reading**

<b>Business Information Worker Stage One</b>	Certificate of Achievement	Approval:
<b>Leadership in Criminal Justice</b>	Certificate of Achievement	Approval:
<b>Programming Foundations</b>	Certificate of Career Preparation: <i>Coordinator requested change to description which was administratively made.</i>	Approval:

**Program Modifications: Final Reading**

<b>Associate in Arts in Geography</b>	A.A.-T	Approval:
<b>Associates in Computer Science</b>	A.S.-T	Approval:
<b>California State University – General Education</b>	Certificate of Achievement	Approval:
<b>Correctional Science</b>	A.S.	Approval:
<b>Correctional Science</b>	Certificate of Achievement	Approval:
<b>Criminal Justice</b>	Certificate of Achievement	Approval:
<b>Custom Dressmaking</b>	Certificate of Achievement	Approval:
<b>Emergency Medical Provider</b>	Certificate of Achievement	Approval:
<b>Fashion Design</b>	Certificate of Achievement	Approval:
<b>Fire Technology: Professional Firefighter</b>	A.S.	Approval:
<b>Fire Technology: Professional Firefighter</b>	Certificate of Achievement	Approval:
<b>Geology</b>	A.S.-T	Approval:
<b>Industrial Sewing</b>	Certificate of Career Preparation	Approval:
<b>Interior Design</b>	A.S. Degree	Approval:
<b>Intersegmental General Education Transfer Curriculum</b>	Certificate of Achievement	Approval:
<b>Nursing: ADN</b>	A.S.	Approval:
<b>Nursing Assistant</b>	Certificate of Career Preparation	Approval:
<b>Nursing VN to RN</b>	A.S.	Approval:
<b>Nursing VN to RN: Non-Degree Option</b>	Certificate of Achievement	Approval:

**12. Adjournment**

**CHAFFEY COLLEGE**  
**CURRICULUM COMMITTEE MEETING**  
**RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204**  
**FONTANA CAMPUS, FNAC 100**  
**CHINO CAMPUS, CHMB 143**  
**AGENDA**  
**October 12, 2016**  
**1:30pm-3:00pm**

**Members Present:**

Andrew Schnurr, Visual & Performing Arts  
Angela Burkherrick, Mathematics & Science  
Annette Henry, Kinesiology, Nutrition, & Athletics  
Ardon Alger, Faculty Senate President  
Charmaine Phipps, Language Arts  
Cherlou Opulencia, Counseling  
David Schlanger, Catalog/Schedule Coordinator  
Elaine Martinez, Kinesiology, Nutrition, & Athletics  
Jason Chavalier, Dean, Visual & Performing Arts  
Lucy Serrano, Counseling  
Marie Boyd, Curriculum Chair

Marlene Soto, Health Sciences  
Meridith Randall, Associate Superintendent of Instruction and Institutional Effectiveness  
Rob Kopp, Mathematics & Science  
Sean Stratton, Articulation Officer  
Sharon Awad, Administrative Assistant II, Curriculum  
Shelley Marcus, Library Learning Resources  
Stephen Calebotta, Language Arts  
Tom Vitzelio, Instructional Support  
Tracy Kocher, Business & Applied Technology  
Wanda Baker, Business & Applied Technology

**Members Absent:**

Daniel Jacobo, Visual & Performing Arts  
Julie Song, Social & Behavioral Sciences  
Kathy Lucero, Admissions and Records

Linda Marcotte, Social & Behavioral Sciences  
Michael Escobosa, Health Sciences  
Patricia Bopko, Financial Aid

1. **Call To Order/New Committee Members:** The meeting was called to order at 1:34p.m. The Curriculum Chair introduced Andrew Schnurr who will fill in for John Machado for the School of Visual and Performing Arts.
2. **Review and Approval of September 28, 2016 Expanded Summary Notes:** The summary notes were approved 19/0/1.
3. **Discussion Items:**
  - 3.1. **Low Unit Certificate Policy Final Wording (Handout AP 4100):** The Chair presented a handout that drafted the wording for the Low Unit Certificate Policy. She also shared Citrus Community College's Administrative Policy (AP) 4100. Chaffey College's AP 4100 guidelines were also attached in the agenda to compare the policies between the two colleges. A discussion ensued on whether or not Chaffey's AP 4100 should include similar language to Citrus' AP 4100. Chaffey's AP 4100 lacks a residency requirement and percentage for low unit certificate completion. Faculty could decide to allow more of the courses to be approved above the 50% requirement on a case by case basis. Annette Henry questioned if the committee is hoping to adopt all six of Citrus' policies; the Chair clarified that we are focusing on the language of residency and generating a percentage, but the committee may discuss all six points. The Articulation Officer (AO) noticed that the committee should reference the "Skill Awards" of Citrus AP 4100 which equates to our low-unit certificate definition. After further discussion centered on the language of a policy, Chaffey's policy should include the following language, "Students must complete at least 50% of the course work at Chaffey College. The 50% requirement may be waived by the discipline faculty." The AO shared that the database that transcript evaluators use is updated yearly with the changes given to them by the AO. The Chair will continue to work on this with the AO and bring another copy of the policy to the next meeting.
  - 3.2. **Distance Education-Robust Addenda (Handout AP 4105 and "Best Practices" Recommendations Regular Effective Contact):** The Chair shared a document created by the Distance Education (DE) Department that details best practices for regular effective contact in a DE course. These "Best Practices" will address some of the issues in the recent accreditation team's recommendation on the college's approach to Distance Education in terms of Effective Instructor Contact. Dr. Randall elaborated on the team's recommendation pointing to which bullets in the document the team referenced:
    - Participate actively in class threads. *Facilitate but don't dominate the discussions.* Make discussion forums an opportunity for students to think critically about and interact with course content and with other students. Use feedback to clarify concepts and facts. Instructors may want to ask follow-up

questions to elicit responses from students. *Faculty should always be “visible” (even if in a minor way) in each week’s lecture thread/discussion forum to let students know that the faculty member is “listening.”*

- Respond to all student inquires within the time frame identified in course "housekeeping" documents (usually within 48 hours), even if it is just to let the student know that the instructor is working on the issue and will get back to the student in due time. If the instructor will be unavailable or absent for any period greater than the time frame identified in the "housekeeping" documents, she or he should indicate the duration to the students in advance (if possible).

The accreditation team’s recommendation came from their review of Moodle and noticed that these bullets were not represented for the online portion of DE. The team appreciated the way faculty post discussion questions on a weekly basis, but the response from the faculty member beyond giving the response is missing. The team wants to know how faculty members interact with the entire class, online, as opposed to individual emails. There needs to be the same level of interaction with the online portion and the face-to-face portion for hybrid courses. Dr. Randall shared that training may be needed to help facilitate the process of faculty engaging in and responding to prompts. Committee members who teach DE shared some of their practices for engagement in online discussions. The Chair presented a solution that the Curriculum Committee can revise the current DE addendum checklist in Curricunet that prompts faculty to address their role in online discussions. The Chair believes this revision will prompt faculty to formally discuss practices they are currently using in the courses. Committee members feel that this process should be in partnership with the Distance Education committee and the Faculty evaluation process. The Chair believes this recommendation from the team provides a good opportunity for professional development and encouraged faculty to take the “At-One” Training for Distance Education. The Chair also suggested that when courses are up for modifications, any courses with DE addenda must be modified simultaneously. This means that DE addenda will be subject to regular reviews – every two years for CTE courses and every six years for all other courses. Dr. Randall summarized the discussion to present the following solutions: (1) Professional Development for Faculty on Distance Education; (2) Updating the DE Addenda checklist to incorporate additional components to address the aforementioned bullet points; and (3) During the Evaluation process for faculty, evaluators have an understanding of what to look for in DE delivery and instruction. The Chair motioned to approve updates to the DE addenda when courses are up for modification. The motion was approved 17/0/1. The Chair also asked for volunteers to look at the DE Addenda Checklist and Best Practices to create a newly advised DE addenda to advertise to faculty. Wanda Baker, Elaine Martinez, Robert Kopp, and Tracy Krocher volunteered to work on this. The Chair will share the above discussion with Faculty Senate. Dr. Randall will bring this idea and discussion to the Deans’ meeting as well.

### **3.3. Curriculum Office Review of Two and Six-Year Updates: TABLED**

**3.4. Accreditation Debrief:** The Chair expressed how pleased she was with the committee members who sat with our Accreditation team last Wednesday. Dr. Randall extended her thank you to the committee and shared that the team was very pleased with the committee. Faculty Senate President, Ardon Alger, commended the Chair for the work she has done for the committee and her preparation for the team visit.

**4. Articulation Report:** The AO attended the Southern California Intersegmental Articulation Council (SCIAC). The AO shared with Shelley Marcus that there is update on online textbooks from the UC system. The UC will accept online textbooks and open educational resources as long as they are stable and publicly available as published textbooks. CSU East Bay estimated that 500 students out of their whole incoming class were awarded Associate Degree Transfers (ADTs), about half of these degrees have been verified. Out of these verified degrees, Business, Psychology, Administration of Justice, Sociology, and Communications Studies represent the majority of the disciplines awarded for the ADTs. The CSUs also shared that some CSU’s will accept a “C-“ grade for English Freshman Composition, while others will not. The AO also shared that in order for our courses to be approved for UC Transfer, the courses’ textbooks must be updated, clear lab manuals must be presented, and courses must be non-CTE in nature. The UC Transfer Pathways will now allow for more course to course articulations. The pathways serve as road maps for intended majors that allow students to graduate in that major from any UC. He also shared there are new CTE programs of Agriculture, Office Technology, and Information Technology. Lastly, the AO shared that the state will now have an Assembly Bill (AB 1985) for Advanced Placement Exams for Community College Standards effective Fall 2017. This AB presents the same acceptance score of Advanced Placements Exams for all colleges.

**5. University Studies: TABLED**

**6. Regional Consortium Approvals: TABLED**

**6.1. EMT and the Fire Technology, Fire Inspector Certificates were approved for 2nd and final reading.**

**7. Board Report**

**Courses – Modifications**

	<b>Discipline</b>	<b>Course ID</b>	<b>TOP Code</b>	<b>Title</b>	<b>Units</b>
1.	Visual and Performing Arts	ART-478	1030.00	Illustration on the Computer	3
2.	Visual and Performing Arts	ART-482	0614.00	Editing Digital Media	4
3.	Visual and Performing Arts	ART-484	0614.00	Motion Graphic Detail	4
4.	Mathematics and Science	BIOL-1	0401.00	General Biology	4
5.	Mathematics and Science	BIOL-10	0401.00	Concepts in Biology	3
6.	Mathematics and Science	BIOL-12	0401.00	Introduction to Human Genetics	3
7.	Mathematics and Science	BIOL-14	0837.00	Health Science	3
8.	Hospitality Management	HOTFS-17	1306.30	Principles of Food Preparation	3
9.	Hospitality Management	HOTFS-21	1307.10	Purchasing, Cost Controls, and Menu Planning	3
10.	Hospitality Management	HOTFS-428	1307.00	Human Resources Management in Hospitality	3
11.	Interior Design	ID-16	1302.00	Quick Sketching for Interior	2.5
12.	Interior Design	ID-17	1302.00	Introduction to Lighting	3
13.	Interior Design	ID-21	1302.00	Space Planning	3
14.	Interior Design	ID-22	1302.00	Interior Design Materials	3
15.	Health Sciences	NURAST-420L	1230.80	Principles of Fire and Emergency Services Safety and Survival	1
16.	Health Sciences	NURAST-450	1230.30	Professional Development for the Nursing Assistant	1

**Courses – Distance Education**

	<b>Discipline</b>	<b>Course ID</b>	<b>TOP Code</b>	<b>Title</b>	<b>Units</b>
1.	Business Management	BUMGT-11	0506.50	Retail Merchandising and Management	3
2.	Business Management	BUSMGT-40	0506.00	Introduction to Management	3

**Courses – Deactivations**

	<b>Discipline</b>	<b>Course ID</b>	<b>TOP Code</b>	<b>Title</b>	<b>Units</b>
1.	Counseling and Matriculation	DPS-575	4930.30	Problem Solving/Job Readiness	1
2.	Business and Applied Technology	FIRETEC-8	2133.00	Fire Ground Hydraulics	3
3.	Business and Applied Technology	FIRETEC-402	2133.50	Basic Incident Command Systems	1
4.	Business and Applied Technology	FIRETEC-406	2133.00	Hazardous Materials	2

**Programs of Study – Modifications**

	<b>Program of Study</b>	<b>AA/AS/C</b>	<b>TOP Code</b>	<b>Title</b>	<b>Units</b>
1.	Business and Applied Technology	Certificate of Career Preparation	0708.10	CISCO CCNA Examination Preparation Level 1	7
2.	Hospitality Management	Certificate of Achievement	1306.30	Culinary Arts	27-30
3.	Business and Applied Technology	Certificate of Achievement	2133.00	Fire Prevention Inspector	18.5
4.	Business and Applied Technology	Certificate of Achievement	0514.00	Microsoft Office	25.5
5.	Business and Applied Technology	Certificate of Achievement	0514.00	Microsoft Office Excel Applications	13.5-14.5
6.	Business and Applied Technology	A.S. Degree	0514.00	Professional Administrative Assistant	36
7.	Business and Applied Technology	Certificate of Achievement	0514.00	Professional Administrative Assistant	36
8.	Business and Applied Technology	Certificate of Achievement	0514.40	Professional Office Management	33
9.	Business and Applied Technology	Certificate of Career Preparation	0709.00	Web Page Developer Level One	9

### **Programs of Study – Deactivations**

	<b>Program of Study</b>	<b>AA/AS/C</b>	<b>TOP Code</b>	<b>Title</b>	<b>Units</b>
1.	Business and Applied Technology	Certificate of Achievement	0506.40	Small Business Entrepreneur Level 1	18-19

## **8. Curriculum Inventory:**

### **8.1. Submittals Awaiting Approvals**

#### ***Programs-Modifications:***

Drafting Technician: Architectural A.S.

Drafting Technician: Architectural Certificate

Elementary Teacher Education A.A.-T

Engineering A.S.

Fashion Merchandising A.S

Fashion Merchandising Certificate of Achievement

Hospitality Management: Food Service A.S.

Hospitality Management: Food Service Certificate of Achievement

Hospitality Management: Hotel Management A.S.

Hospitality Management: Hotel Management Certificate of Achievement

Journalism Certificate of Achievement

Nursing: ADN A.S. Degree

Small Business Entrepreneur A.S.

## **9. Miscellaneous: TABLED**

### **9.1. C-ID Handout**

## **10. Old Business**

### **10.1. Consent Agenda: TABLED**

**10.1.1. HOTFS-17:** Content and Course Objectives Edited.

**Course Modifications: 2<sup>nd</sup> Reading**



<b>BUSOT-60B</b>	Microsoft Office Word	Curricunet glitch on the advisory. Curricunet has been contacted and resolutions are in progress.	Approvals: Tabled
<b>HOTFS-482</b>	Industry Internship: Hospitality Management	References to work in the classroom were changed.	Approvals: 17/0/1
<b>ID-25</b>	Interior Design Management	Comparable courses were suggested, but since a policy is not in place, this is not a requirement.	Approval: 17/0/1
<b>NURVN-417A</b>	Critical Thinking and the Nursing Process I	Letter grade was reinserted.	Approval: 17/0/1

#### New Courses: 2<sup>nd</sup> Reading

<b>FIRETEC-11</b>	Legal Aspects of Emergency Services	Corrected typo in content area. "Unitid" to "United".	Approvals: 18/0/0
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#### 11. New Business

#### New Courses: First Reading

<b>FIRETEC-12</b>	Occupational Safety and Health for Emergency Services: <i>Advisory Glitch with FIRETEC-11</i>	Approval: 18/0/0
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#### Course Modifications: First Reading and Second Reading

<b>BIOL-30</b>	Beginning Medical Terminology	Approval: 18/0/0
<b>ID-30</b>	Advanced Design Studio: <i>Comparable courses were suggested, but since a policy is not in place, this is not a requirement.</i>	Approval: 18/0/0

#### Course Modifications: First Reading

<b>MATH-520</b>	Pre-Algebra	Approval: Tabled
<b>NURAST-400</b>	Nursing Assistant	Approval: 18/0/0
<b>NURAST-400L</b>	Nursing Assistant Laboratory	Approval: 18/0/0

#### Course: Distance Education

<b>BUSMGT-44</b>	Introduction to Human Relations	Approval: Tabled
<b>BUSMKT-40</b>	Marketing Principals	Approval: Tabled
<b>CHIN-1</b>	Elementary Mandarin Chinese: <b><i>Request for Change (Dean):</i></b> <i>Have you discussed regular, effective contact? The hybrid portion of this class cannot be correspondence by email as you mention but has to have active, effective instruction via Moodle. Have you spoken to anyone about the DE addendum? You may want to speak with Doug who is doing one for Spanish.</i>	Approval: Tabled
<b>COMSTD-4</b>	Fundamentals of Interpersonal Communication	Approval: Tabled
<b>MATH-61</b>	Pre-Calculus	Approval: Tabled
<b>PHOTO-1</b>	History of Photography	Approval: Tabled
<b>PHYS-5</b>	The Idea of Physics	Approval: Tabled

<b>SPAN-1</b>	Elementary Spanish I <b><i>Request for discussion:</i></b> Has the Spanish department established how students in the total online course will be able to complete the 10 hours of supplemental learning? This will be an issue is the student taking the course does not have convenient access to a Success Center.	Approval: Tabled
<b>SPAN-2</b>	Elementary Spanish II <b><i>Request for discussion:</i></b> Has the Spanish department established how students in the total online course will be able to complete the 10 hours of supplemental learning? This will be an issue is the student taking the course does not have convenient access to a Success Center.	Approval: Tabled

**Program Modifications: Final Reading**

<b>Political Economics</b>	A.A Degree	Approval: 18/0/0
<b>Professional Office Management</b>	A.S. Degree	Approval: 18/0/0

**12. Adjournment:** The meeting was adjourned at 3:02p.m.

**Attendance and Vote Count-10/12/2016**

Name	In attendance	Meeting Minutes	DE ADDENDA MODIFICATIONS	FIRETEC-11 2 <sup>ND</sup> READING	HOTFS-482 2 <sup>ND</sup> READING	ID-25 2 <sup>ND</sup> READING	NURVN-417A 2 <sup>ND</sup> READING	BIOL-30 1 <sup>ST</sup> AND 2 <sup>ND</sup> READING	ID-30 1 <sup>ST</sup> AND 2 <sup>ND</sup> READING	FIRETEC-12 1 <sup>ST</sup> READING	NURAST-400 1 <sup>ST</sup> READING	NURAST-400L 1 <sup>ST</sup> READING	POLITICAL ECONOMICS FINAL READING	PROFESSIONAL OFFICE MANAGEMENT FINAL READING
Andrew Schnurr	X	X	A	X	A	A	A	X	X	X	X	X	X	X
Angela Burk-Herrick	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Annette Henry	X	X	X											
Ardon Alger	X	X	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	X	X
Cherlou Opulencia	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Daniel Jacobo														
David Schlanger	X	A	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	X	X
Jason Chevalier	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Julie Song														
Linda Marcotte														
Kathy Lucero														
Lucy Serrano	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Marlene Soto	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Meridith Randall	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Michael Escobosa (Via Teleconference -CHMB 143)														
Patricia Bopko														
Rob Kopp	X	X	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	X	X
Shelly Marcus (Via Teleconference -FNAC 100)	X	X	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	X	X
Tom Vitzelio	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Tracy Kocher	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Wanda Baker	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Total Counts</b>	19	19	19	18	18	18	18	18	18	18	18	18	18	18

Non Voting	
Marie Boyd	X
Sharon Awad	X

Guests	



# Chaffey College

## Distance Education Course Addendum

1. **Course Name:**

2. **Online Delivery Type:**

**Completely Online**

**Hybrid**

**CIW**

3. **Is this course also taught in a non-distance education manner? (i.e., is this course also taught face-to-face? Is it a new course which has not been taught in the classroom yet but there is the wish to teach online immediately?)**

Yes/No

Explain:

4. **Total hours for the course: xx hours (Get this number from Curricunet (units/hours page) for the face-to-face version of the course)**

**Breakdown:**

a. On-line hours and activities: **xx hours**

b. Please list examples of online activities from your DE Course.

c. Offline Hours and Activities: **xx hours** (Rule of thumb for homework hours: for every hour spent in class,

d. Please list examples of offline activities from your DE course.

**EXAMPLES of Online Activities:**

- At least **XX** hours interacting with content and subject matter pages on line, following web links to other related sites, participating in interactive on-line demonstrations, and building knowledge through self quizzes and study tools.
- At least **xx** hours composing, reading, and responding to the instructor and other students using the learning management system communication tools such as email, bulletin board, chat room.
- At least **xx** hours completing on-line examinations and quizzes.

**EXAMPLES of Offline Activities:**

- Reading
- Studying
- Preparing assignments and projects

- Research for reports
- Other:

**5. Instructor contact unique to your Internet-based instruction.** There should be enough detail in this section to demonstrate how you interact with your students throughout the entire course, from introductory period of the semester to final phase of the semester. Add relevant notations to each area as applicable to your course:

**EXAMPLES of Instructor Contact Unique to Internet-based Instruction:**

- Discussion form/chat
- Email
- Web pages
- Computer tutorials/Aids
- Online audio/visual Aids
- Online Presentation
- Online Orientation/Sessions

**6. Instructional methodology unique to Your Internet-based instruction.** Add relevant notations to each area as applicable to your course:

**EXAMPLES of Instructional Methodology Unique to Internet-based Instruction:**

- Quizzes, exams (times and untimed) with instructor feedback/comments
- Simulations with instructor feedback and comments
- Assignments, and reports will be completed on line with instructor feedback/comments
- Feedback and grades will be delivered to the student electronically

**7. Methods of evaluation unique to your Internet-based instruction.** Add relevant notations to each area as applicable to your course:

**EXAMPLES of Methods of Evaluation Unique to Internet-Based Instruction**

- Online exams/quizzes
- Proctored exams
- Discussion forums
- Uploaded projects/essays

**EXAMPLES:**

- Tests and quizzes will be administered and graded on line
- Both timed and untimed assessment may be used.
- Assignments will be emailed to the instructor.
- Some Internet-based classes may require that students take a proctored mid-term/final at Chaffey College or at a site pre-approved by the instructor.

**8. Student/Instructor contact unique to your Internet-based instruction.** Add relevant notations to each area as applicable to your course:

**EXAMPLES:**

- Those students who are enrolled in this course will interact with course text, content, and with the instructor via the learning management system delivery methods.
- Students will be evaluated on a week-to-week basis and grades will be available online to students at any time throughout the semester.
- The instructor may interact with students via chat rooms in order to discuss course content, special topics, and to address any questions or concerns on the student's behalf.
- The instructor will communicate with students through email and chat discussions every \_\_\_\_\_.

**9. What was the intent of offering this course through Internet-based instruction, and how was learning enhanced by the use of technology? (RATIONALE)**

**10. What Student Services will be provided to support student success in this course?** Add relevant notations to each area as applicable to your course:

**EXAMPLES:**

- Access to counseling,
- Access to career planning
- Access to library resources including databases, and e-books
- Access to online librarian assistance
- Access to GPS?
- Access to online Ed planning?
- Access to other student services
- Access to special programs
- Access to online registration
- Access to online unofficial transcripts
- Access to Chaffey student email account
- Access to relevant phone numbers for telephone contact

**11. What is planned or has already been done to make this course accessible to all students in compliance with ADA and Section 508 Guidelines?**

**EXAMPLES:**

- Faculty have met with DSPS for training in closed-captioning.



## C-ID Update

New course descriptors coming for the following:

- **Addiction Studies:**
  - Intro to Addiction Studies
  - Basic Counseling Skills
  - Group process and Group Leadership
  - Pharmacology of Psychoactive Drugs of Abuse
  - Prevention and Education
  - Ethical Issues/Clients' Rights/Law and Ethics
- **Agriculture**
  - Prerequisite Program for Food Safety
  - Introduction to Hazard Analysis and Critical control points
  - Internal Auditing of Food Safety Management systems
  - Verification and Validation of HACCP Systems
- **Alternative Fuels and Advanced Transportation Technology**
  - Introduction to Hybrid and Electro Vehicle Technology
- **Automotive Technology**
  - Introduction to Automotive Technology
  - Automatic Transmissions and Transaxles
  - Automotive Manual Transmissions and Drive Train systems
  - Automotive Suspension and Steering Systems
  - Automotive Braking Systems
  - Automotive Heating, Ventilation and Air Conditioning
- **Culinary Arts**
  - Culinary Principles
  - Supervision
  - Introduction to Baking
- **English Basic Skills**
  - Foundation of Composition and Reading 3
  - Foundation of Composition and Reading 2
  - Foundation of Composition and Reading 1
- **Graphic Design**
  - Introduction to Graphic Design
  - Introduction to Typography

- Hospitality Management
  - Introduction to Hospitality Management
  - Sanitation and Safety
  - Hospitality Cost Control
  
- Licensed Vocational Nursing
  - Fundamentals Lab
  - Fundamentals Theory
  
- Mathematics
  - Introduction to Statistics (Typically satisfies general education quantitative reasoning requirement (CSU GE B4).)
  
- Mathematics Basic Skills
  - Prealgebra
  - Elementary Introductory Algebra
  - Intermediate Algebra for STEM
  - Elementary and Intermediate STEM sequence
  
- Real Estate
  - Real Estate Principles
  - Real Estate Practices
  - Real Estate Appraisal
  - Real Estate Finance
  - Legal Aspects of Real Estate
  - Real Estate Economics
  - Real Estate Property Management
  - Escrows
  - Real Estate Loan Brokering
  - Real Estate Common Interest Development
  
- Water and Wastewater Technology
  - Water and Wastewater Mathematics I
  - Wastewater Treatment I
  - Wastewater Treatment II
  - Water Distribution Operator I
  - Water Distribution Operator II
  - Water Treatment I
  - Water Treatment II

*The model curriculum (MCs) listed on the table below were accepted by the Intersegmental Curriculum Faculty Workgroup (ICFW). It should be noted that these MCs fall outside of SB 1440/440 and are not*



subject to the limits and mandates associated with such legislation. As a result, MCs will not obligate colleges to develop MC-aligned degrees or certificates. Each college may determine if the model curriculum is appropriate for their program and students.

More information will be posted regarding implementation of the model curriculum once it's finalized.

### Model Curricula — Finalized

Model Curricula	Date Reviewed	UC Transfer Pathways Comparison
<a href="#">Engineering</a>	March 31, 2015	<a href="#">Electrical Engineering</a> , <a href="#">Mechanical Engineering</a>
<a href="#">Information Technology</a>	March 31, 2015	
<a href="#">Nursing Model Curriculum</a>	March 31, 2015	

### CCC Model Curricula — Vetting Closed

Discipline	Model Curriculum
Culinary Arts Foundation Certificate	<a href="#">Draft MC</a>
Hospitality Management Certificate	<a href="#">Draft MC</a>

### CCC Model Curricula — Vetting Open

Discipline	Model Curriculum	Survey	Deadline
Engineering Certificate	<a href="#">Draft MC</a>	<a href="#">Engineering</a>	Jun. 30, 2016
Real Estate AA	<a href="#">Draft MC</a>	<a href="#">Real Estate AA</a>	Sep. 16, 2016
Real Estate I	<a href="#">Draft MC</a>	<a href="#">Real Estate I</a>	Sep. 16, 2016
Real Estate II	<a href="#">Draft MC</a>	<a href="#">Real Estate II</a>	Sep. 16, 2016

### TMCs — Closed

Discipline	Transfer Model Curriculum	Survey	Deadline
Graphic Design	<a href="#">Draft TMC</a>	Graphic Design	Closed

### Chaffey ADT's in the Works:

- Social Justice Studies
- Nutrition and Dietetics
- Film Television and Electronic Media

### **Chaffey CTE in the Works:**

- EMP Certificate – ready for submission to Curriculum Inventory
- Fire Technology Fire Inspector ready for submission to Chancellor’s Office
- Numerous nonsubstantial changes for CTE programs have been submitted to Curriculum Inventory
- Numerous nonsubstantial changes for CTE courses have been submitted to Curriculum Inventory
- Business Information Worker Stage I Certificate of Achievement going through the queue
- Business Information Worker Stage II Certificate of Achievement going through the queue
- 

### **ADTs Available But No Current Plans to Offer at Chaffey:**

- Public Health Studies
- Global Studies

### **Curriculum College Faculty Would Like to Pursue: (in the absence of a completed program initiation/program viability process)**

- Welding Certificate
  - need to build the courses
  - LMI completed
  - advisory committee minutes resent from the Auto Tech Advisory Committee
- Baking Certificate
  - Courses exist but need to align with C-ID descriptors which will soon be finalized
  - LMI strong
  - Advisory Committee meets next Friday
- Medical Insurance Coding Certificate – Investigation phase
  - Courses may exist – need to be reactivated in Curricunet
  - LMI needs to be completed
  - Advisory Committee/BUSOT minutes?
- Social Media Certificate – Investigation phase
  - Courses needed?
  - LMI needs to be completed
  - Advisory Committee?

### **University Studies Update**

- Current University Studies degrees with areas of emphasis are slated for deactivation this Fall
- Great progress being made on replacement degrees, primarily centered on TOP Codes:
  - Social Sciences (TOP 22 Social Sciences)
  - Humanities (TOP 1501-1699 + 4903.10)
  - Fine and Applied Art (TOP 10 Fine and Applied Arts)
  - Math and Science (TOP Interdisciplinary Studies 4902)
  - Electronic Media and Communications (TOP Code 06)

- These degrees CANNOT be referred to as “transfer degrees”
- Their goal is classified in the Chancellor’s Office under “OTHER” (which will soon be changed to “LOCAL”)
- We can refer to them as “transfer preparation
- Counselors have been a great assistance