

**CHAFFEY COLLEGE  
CURRICULUM COMMITTEE MEETING  
RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204  
FONTANA CAMPUS, FNAC 100  
CHINO CAMPUS, CHMB 143**

**TELECONFERENCE VIA CCC Confer: 1-888-886-3951, Passcode: 755479**

[Click Here for Meeting Link](#)

**AGENDA**

**February 14, 2018**

**1:30pm-3:00pm**

1. **Call To Order/New Committee Members:**
2. **Public Comment:**
3. **Review and Approval of January 31, 2018 Expanded Summary Notes:**
4. **Discussion Items:**
  - 4.1. **Prerequisites:**
5. **Guided Pathways:**
6. **Miscellaneous:**
7. **Consent Agenda:**
8. **OLD BUSINESS:**

**Course Modifications with DE: Second Reading**

<b>HNS-10</b>	Introduction to Homeland Security	Approval:
<b>HNS-11</b>	Intelligence Analysis and Security Management	Approval:
<b>HNS-12</b>	Transportation and Border Security	Approval:

**9. NEW BUSINESS:**

**New Courses: First Reading**

<b>PHOTO-475</b>	Laboratory Practice in Photography	Approval:
<b>PHOTO-677</b>	Workforce Preparation in Photography	Approval:

**Course Modifications with DE: First Reading**

<b>ID-10</b>	Introduction to Interior Design	Approval:
--------------	---------------------------------	-----------

**Course Modifications: First Reading**

<b>EMT-411</b>	Emergency Medical Technician	Approval:
<b>HOTFS-14</b>	Quantity Food Production Management	Approval:
<b>ID-11</b>	History of Architecture and Interiors I	Approval:
<b>PHOTO-50</b>	Introduction to Color Photography	Approval:
<b>PHSCI-10</b>	Survey of Chemistry and Physics <i>Needs to add MATH-420B</i>	Approval:
<b>THEATRE-36</b>	Stage Management	Approval:

<b>THEATRE-42</b>	Theatrical Makeup	Approval:
-------------------	-------------------	-----------

**PACKAGE: Nursing-Vocational**

**New Courses: First Reading**

<b>NURVN-414</b>	Acute Care Nursing Assistant: Vocational Nursing Foundations	Approval:
------------------	--	-----------

**Course Deactivations: Final Reading**

<b>NURVN-401</b>	Foundations of Vocational Nursing Practice	Approval:
------------------	--	-----------

**Program Modifications: Final Reading**

<b>Nursing: Vocational</b>	A.S.	Approval:
<b>Nursing: Vocational</b>	Certificate of Achievement	Approval:

**10. Adjournment:**

**CHAFFEY COLLEGE**  
**CURRICULUM COMMITTEE MEETING**  
**RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204**  
**FONTANA CAMPUS, FNAC 100**  
**CHINO CAMPUS, CHMB 143**  
**TELECONFERENCE #6759**  
**SUMMARY NOTES**  
**January 31, 2018**  
**1:30pm-3:00pm**

**Members Present:**

Angela Burk-Herrick, Mathematics & Science  
Annette Henry, Kinesiology, Nutrition, & Athletics  
Ardon Alger, Faculty Senate President  
Charmaine Phipps, Language Arts  
Elaine Martinez, Kinesiology, Nutrition, & Athletics  
Jason Chevalier, Dean, Visual & Performing Arts  
John Machado, Visual & Performing Arts  
Linda Marcotte, Social & Behavioral Sciences  
Marie Boyd, Curriculum Chair

Meridith Randall, Associate Superintendent of Instruction and Institutional Effectiveness  
Naomi McCool, Social and Behavioral Sciences  
Rob Kopp, Mathematics & Science  
Sean Stratton, Articulation Officer  
Sharon Awad, Administrative Assistant II, Curriculum  
Shelley Marcus, Library Learning Resources  
Stephen Shelton, Vice Chair  
Tracy Kocher, Business & Applied Technology  
Wanda Baker, Business & Applied Technology

**Members Absent:**

Daniel Jacobo, Visual and Performing Arts  
Helen Leung, Counseling  
Jeffrey Laguna, Health Sciences  
Lucy Serrano, Counseling  
MariaIsabel Sandoval, Student Representative  
Mark Forde, Chino Representative  
Marlene Soto, Health Sciences  
Megan Keebler, Instructional Support

Michael Escobosa, Health Sciences  
RuthAnn Garcia, Transfer Center  
Kathy Lucero, Admissions and Records  
Patricia Bopko, Financial Aid  
Stephen Calebotta, Language Arts (On Sabbatical Spring 2018)  
Vanessa Thomas, Business and Applied Technology, High School Articulation

**Guests:**

None

1. **Call To Order/New Committee Members:** The meeting was called to order at 1:49p.m.
2. **Public Comment:** No comment.
3. **Review and Approval of January 17, 2018 Expanded Summary Notes:** The summary notes were approved 13/0/0.
4. **Discussion Items:**
  - 4.1. **Annual Retreat:** The Curriculum Office reported that the Annual Curriculum Retreat will be August 14, 2018 at the Intech Center in Fontana. The Administrative Assistant also announced that the registration for the Curriculum Institute is open. Faculty who are interested should consult with their Deans and department Administrative Assistants.
  - 4.2. **Quorum Number:** The Curriculum Office reported that two voting members are not available to vote the remaining of the semester. Stephen Calebotta, Curriculum Representative for Language Arts, is on Sabbatical with no replacement. David Schlanger, former Catalog and Schedule Coordinator, is no longer with the college. Joseph Cascio is serving as the interim Catalog and Schedule Coordinator and will not serve as Curriculum Committee Member nor as a Technical Reviewer during his interim work. As a result, the Curriculum Committee has twenty-four voting members, resulting in a quorum of thirteen votes.
  - 4.3. **COOPED Update:** The Chair shared that the goal of the workgroup was to create templates for general and occupational COOPED. The templates were provided to the committee in their curriculum packets. The workgroup

discussed a template for an occupational lecture course which has been supported by many faculty. Faculty involved in the COOPED process suggested that occupational cooped is benefited best when the faculty can meet with the students throughout their work experience. The Chair clarified that there is a general COR aligned for both types of COOPED and if needed, a companion lecture course could be created using the template designed by the workgroup. This would allow the faculty to interact with the student during their work experience. There was discussion as to whether or not a course requiring faculty to periodically meet with students is really considered COOPED. Some committee members shared that the lecture course would help students discuss issues and experiences happening at the worksite. More discussion is needed on these templates and will continue at a future curriculum meeting.

**4.4. Prerequisite Workgroup:** The Vice Chair reported that the workgroup asked Jim Fillpot to provide some more truncated prerequisite results regarding the list of courses that do not have any articulation issues from prerequisite elimination. Jim says he should have this information for them mid-semester. The workgroup will then have a recommendation for the entire Curriculum Committee.

**5. Guided Pathways:** The Chair distributed *Ming Lo Moves the Mountain* by Arnold Lobel for the committee to read. The message of the children’s book connects to Guided Pathways.

**6. Miscellaneous:** No items.

**7. Consent Agenda:** The consent agenda was approved 13/0/0.

**7.1. Textbook Changes Only**

<b>PHOTO-7</b>	Introduction to Digital Photography
----------------	-------------------------------------

**8. OLD BUSINESS:**

**New Courses with DE: Second Reading**

<b>MATH-420B</b>	Bridge to STEM+ from Intermediate Algebra	Approval: 13/0/0
<b>MATH-642</b>	Skill Building for Math 420	Approval: 13/0/0
<b>MATH-645</b>	Skill Building for Math 450	Approval: 13/0/0

**Course Modifications: Second Reading**

<b>PHARMT-482</b>	Clinical Externship <i>Changes requested have been made in consultation with the Faculty member and Curriculum Chair.</i>	Approval: 13/0/0
-------------------	--	------------------

**PACKAGE: Kinesiology**

**New Courses: Second Reading-***All other items in package were approved 1/17/2018.*

<b>KINACT-26</b>	Beginning Pilates Matwork	Approval: 13/0/0
<b>KINACT-32</b>	Beginning Jiu-Jitsu	Approval: 13/0/0
<b>KINTM-66</b>	Baseball Strength and Conditioning for Athletes	Approval: 13/0/0

**Program Modifications: Final Reading**

<b>Physical Education</b>	A.A.	Approval: 13/0/0
---------------------------	------	------------------

**9. NEW BUSINESS:**

**New Courses: First and Second Reading**

<b>PHARMT-481</b>	Clinical Externship Seminar	Approval: 13/0/0
-------------------	-----------------------------	------------------

**Course Modifications with DE: First and Second Reading**

<b>COMSTD-8</b>	Fundamentals of Speech Communication	Approval: 13/0/0
<b>GERO-462</b>	Activity Coordinator Training	Approval: 13/0/0
<b>GERO-463</b>	Social Work Designee/Assistant Training	Approval: 13/0/0
<b>SPAN-8</b>	Survey of Hispanic Literature: 1700 - Present	Approval: 13/0/0

**Course Modifications with DE: First Reading**

<b>HNS-10</b>	Introduction to Homeland Security	Approval: 13/0/0
<b>HNS-11</b>	Intelligence Analysis and Security Management	Approval: 13/0/0
<b>HNS-12</b>	Transportation and Border Security	Approval: 13/0/0

**Course Modifications: First and Second Reading**

<b>AUTOTEC-416</b>	Basic Automotive Air Conditioning Systems	Approval: 13/0/0
<b>AUTOTEC-423</b>	Engine Management Systems and Drivability	Approval: 13/0/0
<b>AUTOTEC-427</b>	Engine Operation and Service	Approval: 13/0/0
<b>AUTOTEC-430</b>	Engine Rebuilding - Upper Engine	Approval: 13/0/0
<b>AUTOTEC-431</b>	Engine Rebuilding - Lower Engine	Approval: 13/0/0
<b>AUTOTEC-435</b>	High Performance Engine Rebuilding and Blueprinting	Approval: 13/0/0
<b>AUTOTEC-443</b>	Engine and Emission Control Training Level 1	Approval: 13/0/0
<b>BIOL-61</b>	Introduction to Cell and Molecular Biology <i>MATH-420 and MATH-420B will be added to the prerequisite section.</i>	Approval: 13/0/0
<b>EMT-405</b>	Emergency Medical Responder	Approval: 13/0/0
<b>FASHM-11</b>	Fashion Retail Merchandising and Management	Approval: 13/0/0
<b>MATH-417</b>	Statway I <i>Units have been changed to 5 units and Prerequisite of MATH-550 has been changed to an advisory.</i>	Approval: 13/0/0
<b>PHOTO-9</b>	Digital Imaging	Approval: 13/0/0
<b>PHOTO-438</b>	Photography for Media Portfolio	Approval: 13/0/0
<b>THEATRE-40</b>	Stage Costuming	Approval: 13/0/0

**Course Modifications: First Reading**

<b>CHEM-7</b>	Chemistry in Everyday Life with Lab	Approval: Tabled
<b>CHEM-9</b>	Health Science Chemistry	Approval: Tabled

<b>CHEM-12</b>	Elementary Organic and Biochemistry	Approval: Tabled
<b>CHEM-24B</b>	General Chemistry II	Approval: Tabled
<b>CHEM-70</b>	Quantitative Analysis	Approval: Tabled
<b>CHEM-75A</b>	Organic Chemistry I	Approval: Tabled
<b>CHEM-75B</b>	Organic Chemistry II	Approval: Tabled

**New Programs: Final Reading**

<b>Social Media Technician</b>	Certificate of Achievement	Approval: 13/0/0
--------------------------------	----------------------------	------------------

**PACKAGE: Business and Office Technologies**

**New Courses with DE: First and Second Reading**

<b>BUSOT-410</b>	MS Publisher Comprehensive	Approval: 13/0/0
------------------	----------------------------	------------------

**Course Modifications: First and Second Reading**

<b>BUSOT-64</b>	Microsoft Office Access-Comprehensive	Approval: 13/0/0
-----------------	---------------------------------------	------------------

**Course Deactivations: Final Reading**

<b>BUSOT-64A</b>	Microsoft Office Access - Specialist	Approval: 13/0/0
<b>BUSOT-64B</b>	Microsoft Office Access - Expert	Approval: 13/0/0
<b>BUSOT-410A</b>	Microsoft Office Publisher - Specialist	Approval: 13/0/0
<b>BUSOT-410B</b>	Microsoft Office Publisher - Expert	Approval: 13/0/0

**Program Modifications: Final Reading**

<b>Business Information Worker (BIW) Stage Two</b>	Certificate of Achievement	Approval: 13/0/0
<b>Microsoft Excel</b>	Certificate of Career Preparation	Approval: 13/0/0
<b>Microsoft Office</b>	Certificate of Achievement	Approval: 13/0/0
<b>Professional Administrative Assistant</b>	A.S.	Approval: 13/0/0
<b>Professional Administrative Assistant</b>	Certificate of Achievement	Approval: 13/0/0
<b>Professional Office Management</b>	A.S.	Approval: 13/0/0
<b>Professional Office Management</b>	Certificate of Achievement	Approval: 13/0/0

**Program Deactivation: Final Reading**

<b>Microsoft Office Specialist</b>	Certificate of Career Preparation	Approval: 13/0/0
------------------------------------	-----------------------------------	------------------

10. **Adjournment:** The meeting was adjourned at 2:55p.m.

Name	ATTENDANCE	SUMMARY NOTES	CONSENT AGENDA	MATH-420B 2 <sup>ND</sup> READING	MATH-642 2 <sup>ND</sup> READING	MATH-645 2 <sup>ND</sup> READING	PHARMT-482 2 <sup>ND</sup> READING	KINACT-26 2 <sup>ND</sup> READING	KINACT-32 2 <sup>ND</sup> READING	KINTM-66 2 <sup>ND</sup> READING	PHYSICAL EDUCATION A.A.	PHARMT-481 1 <sup>ST</sup> /2 <sup>ND</sup> READING	COMSTD-8 1 <sup>ST</sup> /2 <sup>ND</sup> READING	GERO-463 1 <sup>ST</sup> /2 <sup>ND</sup> READING	GERO-462 1 <sup>ST</sup> /2 <sup>ND</sup> READING	SPAN-8 1 <sup>ST</sup> /2 <sup>ND</sup> READING	HNS-10 1 <sup>ST</sup> READING	HNS-11 1 <sup>ST</sup> READING	HSN-12 1 <sup>ST</sup> READING
Angela Burk-Herrick	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Annette Henry	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Ardon Alger	X	X	X	X	X	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	X	X	X	X	X
Daniel Jacobo																			
Elaine Martinez	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Helen Leung																			
Jason Chevalier	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Jeffrey Laguna																			
John Machado	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Linda Marcotte	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Lucy Serrano																			
Mark Forde																			
Marlene Soto																			
Megan Keebler																			
Michael Escobosa																			
Naomi McCool	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Rob Kopp	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
RuthAnn Garcia																			
Sean Stratton	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Shelley Marcus	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Tracy Kocher																			
Vanessa Thomas																			
Wanda Baker	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Total Counts</b>	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13

Non-Voting	
Kathy Lucero	X
Marie Boyd	X
Marialsabel Sandoval	
Meridith Randall	X
Patricia Bopko	
Sharon Awad	X
Stephen Shelton	X

Name	AUTOTEC-416 1ST/2ND READING	AUTOTEC-423 1 <sup>ST</sup> /2 <sup>ND</sup> READING	AUTOTEC-427 1 <sup>ST</sup> READING	AUTOTEC-430 1 <sup>ST</sup> /2 <sup>ND</sup> READING	AUTOTEC-431 1 <sup>ST</sup> /2 <sup>ND</sup> READING	AUTOTEC-435 1 <sup>ST</sup> /2 <sup>ND</sup> READING	AUTOTEC-443 1 <sup>ST</sup> /2 <sup>ND</sup> READING	BIOL-61 1 <sup>ST</sup> /2 <sup>ND</sup> READING	EMT-405 1 <sup>ST</sup> /2 <sup>ND</sup> READING	FASHM-11 1 <sup>ST</sup> /2 <sup>ND</sup> READING	MATH-417 1 <sup>ST</sup> /2 <sup>ND</sup> READING	PHOTO-9 1 <sup>ST</sup> /2 <sup>ND</sup> READING	PHOTO-438 1 <sup>ST</sup> /2 <sup>ND</sup> READING	THEATRE-40 1 <sup>ST</sup> /2 <sup>ND</sup> READING	SOCIAL MEDIA TECHNICIAN	BUSOT-410 1 <sup>ST</sup> /2 <sup>ND</sup> READING	BUSOT-64 1 <sup>ST</sup> /2 <sup>ND</sup> READING	BUSOT-64A DEACTIVATION	BUSOT-64B DEACTIVATION
Angela Burk-Herrick	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Annette Henry	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Ardon Alger	X	X	X	X	X	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	X	X	X	X	X
Daniel Jacobo																			
Elaine Martinez	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Helen Leung																			
Jason Chevalier	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Jeffrey Laguna																			
John Machado	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Linda Marcotte	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Lucy Serrano																			
Mark Forde																			
Marlene Soto																			
Megan Keebler																			
Michael Escobosa																			
Naomi McCool	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Rob Kopp	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
RuthAnn Garcia																			
Sean Stratton	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Shelley Marcus	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Tracy Kocher																			
Vanessa Thomas																			
Wanda Baker	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Total Counts	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13



Name	BUSOT-410A DEACTIVATION	BUSOT-410B DEACTIVATION	BUSINESS INFORMATION WORKER (BIM) STAGE TWO	MICROSOFT EXCEL	MICROSOFT OFFICE	PROFESSIONAL ADMINISTRATIVE ASSISTANT AS	PROFESSIONAL ADMINISTRATIVE ASSISTANT CA	PROFESSIONAL OFFICE MANAGEMENT AS	PROFESSIONAL OFFICE MANAGEMENT CA	MICROSOFT OFFICE SPECIALIST DEACTIVATION
Angela Burk-Herrick	X	X	X	X	X	X	X	X	X	X
Annette Henry	X	X	X	X	X	X	X	X	X	X
Ardon Alger	X	X	X	X	X	X	X	X	X	X
Charmaine Phipps	X	X	X	X	X	X	X	X	X	X
Daniel Jacobo										
Elaine Martinez	X	X	X	X	X	X	X	X	X	X
Helen Leung										
Jason Chevalier	X	X	X	X	X	X	X	X	X	X
Jeffrey Laguna										
John Machado	X	X	X	X	X	X	X	X	X	X
Linda Marcotte	X	X	X	X	X	X	X	X	X	X
Lucy Serrano										
Mark Forde										
Marlene Soto										
Megan Keebler										
Michael Escobosa										
Naomi McCool	X	X	X	X	X	X	X	X	X	X
Rob Kopp	X	X	X	X	X	X	X	X	X	X
RuthAnn Garcia										
Sean Stratton	X	X	X	X	X	X	X	X	X	X
Shelley Marcus	X	X	X	X	X	X	X	X	X	X
Tracy Kocher										
Vanessa Thomas										
Wanda Baker	X	X	X	X	X	X	X	X	X	X
<b>Total Counts</b>	13	13	13	13	13	13	13	13	13	13