

**CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204
FONTANA CAMPUS, FNAC 100
CHINO CAMPUS, CHMB 143
TELECONFERENCE #6759
AGENDA
October 18, 2017
1:30pm-3:00pm**

1. **Call To Order/New Committee Members:**
2. **Public Comment:**
3. **Review and Approval of October 11, 2017 Expanded Summary Notes:**
4. **Discussion Items:**
 - 4.1. **Revised By-Laws:**
 - 4.2. **COOPED Update:**
 - 4.3. **Out-of-Class Hours added to Units/Hours Page:**
5. **Guided Pathways:**
6. **Miscellaneous:**
7. **Consent Agenda:**

7.1. Faculty revised the Facilities Management A.S. description to include specific occupations that can be obtained upon completion of the degree. The Curriculum Committee approved this degree on April 5, 2017.

8. NEW BUSINESS:

Course Reactivations: First Reading

BUSOT-475	Medical Office Procedures	Approval:
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Course Modifications: First Reading

ART-83	Web Design	Approval:
CIS-68	Internet Technologies	Approval:
CJ-412	Writing for Criminal Justice Professionals	Approval:
COOPED-497ABCD	Cooperative Education: General Work Experience	Approval:
NURADN-27L	Nursing Process 2 Laboratory	Approval:
RADTEC-66	Anatomy and Radiographic Positioning III	Approval:
RADTEC-66L	Laboratory for Anatomy and Radiographic Positioning III	Approval:

New Programs: Final Reading

Facilities Management	Certificate of Achievement	Approval:
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PACKAGE: STILL PHOTOGRAPHY

New Courses: First Reading

PHOTO-429	Wedding, Quinceañera, and Event Photography	Approval:
PHOTO-439	Wedding, Quinceañera, and Event Photography Portfolio	Approval:

Course Deactivations: Final Reading

PHOTO-422	Wedding Photography <i>Replaced by PHOTO-429</i>	Approval:
PHOTO-432	Wedding Photography Portfolio <i>Replaced by PHOTO-439</i>	Approval:
PHOTO-434	Public Relations Photography Portfolio	Approval:

Program Modification: Final Reading

Still Photography	Certificate of Achievement <i>New courses and deactivations have been reflected in this modification.</i>	Approval:
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*PHOTO-21 is in the queue for deactivation, but currently resides in the Journalism Certificate. The effects of PHOTO-21 on the package have been addressed. PHOTO-21 and the Journalism Certificate will be packaged together when the certificate modification is ready for committee review.

9. 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
October 11, 2017
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
David Schlanger, Catalog/Schedule Coordinator
Elaine Martinez, Kinesiology, Nutrition, & Athletics
Helen Leung, Counseling
Jason Chevalier, Dean, Visual & Performing Arts
John Machado, Visual & Performing Arts
Linda Marcotte, Social & Behavioral Sciences
MariaIsabel Sandoval, Student Representative
Marie Boyd, Curriculum Chair
Mark Ford, Chino Representative
Megan Keebler, Instructional Support

Meridith Randall, Associate Superintendent of Instruction and Institutional Effectiveness
Naomi McCool, Social and Behavioral Sciences
Rob Kopp, Mathematics & Science
RuthAnn Garcia, Interim Transfer Center
Sean Stratton, Articulation Officer
Sharon Awad, Administrative Assistant II, Curriculum
Shelley Marcus, Library Learning Resources
Stephen Calebotta, Language Arts
Stephen Shelton, Vice Chair
Wanda Baker, Business & Applied Technology
Vanessa Thomas, Business and Applied Technology, High School Articulation

Members Absent:

Daniel Jacobo, Visual and Performing Arts
Jeffrey Laguna, Health Sciences
Kathy Lucero, Admissions and Records
Lucy Serrano, Counseling

Marlene Soto, Health Sciences
Michael Escobosa, Health Sciences
Patricia Bopko, Financial Aid
Tracy Kocher, Business & Applied Technology

Guests:

Garrett Kenehan, Instructional Support
Robin Witt, Mathematics

1. **Call To Order/New Committee Members:** The meeting was called to order at 1:37p.m.
2. **Public Comment:** No comment.
3. **Review and Approval of October 4, 2017 Expanded Summary Notes:** The summary notes were approved by all voting members in attendance.
4. **Discussion Items:**
 - 4.1. **MATHSway Presentation:** The Articulation Officer began discussion of the Math 450, 550, and 650 pathway. He shared his observation of the title of Math-450, "Preparation for Transfer Math". Math-450 will be one level below transfer and the title may dissuade students from taking the course who do not have a goal of transferring. The committee's Student Representative agreed that students may be deterred because many of them make their class choice based upon title. Should this course be a terminal Math course in a local AA degree, the title may be misleading because it implies the need to continue. Garrett Kenehan shared that MATH-450 is intended for students within a pathway that would require further courses, so the title of MATH-450 was chosen to imply a transfer pathway and indicates progression. Robin Witt, Garrett Kenehan, and Rob Kopp will take this discussion back to the Math Department.

The MATHSway Team began their presentation by sharing the history of the reform efforts. Members of the 2013-2014 FIT team researched student anxiety and the corresponding low success rates in math courses. This research led to a Mathematics Department Equity Plan, which included suggestions and strategies for overcoming anxiety and promoting success in math courses. For example, the document provided concrete ways for faculty to use the concept of Mindset throughout their courses.

The committee participated in an activity similar to what students do in these courses. Each group was given a mathematical expression to perform. Other groups were to guess the expression by interpreting the performance. This activity showed the committee that there are various ways and paths to interpret the same problem, as well as how to see the nuance and precision in mathematics.

The Math department has also integrated these series by optimizing their partnership with the Math Success Center. Instructional Support is not simply disconnected supplemental hours required by students. The students begin to explore concepts in class, and then bring their own conceptions, misconceptions, and experiences to the Center where they can leverage the Center's unique pedagogical approach to develop those concepts on a more individualized basis.

Robin Witt distributed a detailed packet that had a synopsis of these courses, student testimonies, statistics for the Summer Bridge program, a pathways diagram, and a sample exam that redesigned test questions to include Growth Mindset and self-reflection, and non-traditional questions that encourage higher-order thinking skills. In addition, she showed the custom interactive student textbook that the MATHSway team created.

Robin also shared that there is a Google Drive that houses lessons with step-by-step instruction for all faculty to use as they desire. The drive also allows the tracking of feedback and a sharing of ideas amongst faculty. The team also developed the "Innovation Academy," which is a 2-day training that was created to introduce faculty to the new philosophy and pedagogies of MATHSway.

She also shared the web-based software named "ALEKS", an artificial intelligence program that is individualized for each student. The program can assess a student's background knowledge and can guide them in obtaining new knowledge.

The committee thanked Robin and Garrett for their enlightening presentation.

4.2. Revised By-Laws: The committee reviewed the revisions made and discussed the following:

- The reassigned time for the Chair and Vice Chair will be added again. The reference to Human Resources will be removed.
- An Outcomes and Assessment Representative and PSR Representative will be added to Area 2D. The Outcomes and Assessment Representative will check the presence of SLOs and report that information to the Curriculum Committee.
- CIW and Hybrid will be removed from Area 2D.
- The distribution list for the agenda will match the list for the summary notes.

4.3. COOPED Update: Tabled.

5. Guided Pathways: Tabled.

6. Miscellaneous: Dr. Randall recognized the Math and English Faculty their work in consolidating their curriculum to create an easier pathway for transfer-level course work. This in preparation for AB 705 which states that students should complete transfer level Math and English within the first year.

7. Consent Agenda: The consent agenda was approved by all voting members in attendance.

7.1. Discipline Faculty have changed the title of the Industrial Mechanics Noncredit Certificate to "Industrial Maintenance Mechanic Skills Builder I". The Curriculum Committee approved the original proposal on February 15, 2017.

8. OLD BUSINESS:

Course Modifications with DE: Second Reading

ECON-8	History of Economic Ideas	Approval: 19/0/0
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9. NEW BUSINESS:

New Courses: First and Second Reading

MATH-450	Preparation for Transfer Math	Approval: 19/0/0
MATH-550	Introduction to Algebra	Approval: 19/0/0
MATH-650	Mathematical Foundations	Approval: 19/0/0

Course Modifications: First and Second Reading

BIOL-2	Environmental Biology	Approval: 19/0/0
ENGL-475	Fundamentals of College Reading and Writing	Approval: 19/0/0
ESL-475	Fundamentals of College Reading and Writing for ESL Students	Approval: 19/0/0

New Programs: Final Reading

Industrial Maintenance Mechanic	Certificate of Career Preparation	Approval: Tabled-will be packaged with HVAC program.
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Program Modification: Final Reading

Still Photography	Certificate of Achievement	Approval: Tabled-will be packaged with new courses and deactivations.
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10. Adjournment: The meeting was adjourned at 2:54p.m.

Name	Attendance	Summary Notes	Consent Agenda	ECON-8 2 ND READING	MATH-450	MATH-550	MATH-650	BOIL-2	ENGL-475	ESL-475
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
Charmaine Phipps	X	X	X	X	X	X	X	X	X	X
Daniel Jacobo										
David Schlanger	X	X	X	X	X	X	X	X	X	X
Elaine Martinez	X	X	X	X	X	X	X	X	X	X
Helen Leung	X	X	X	X	X	X	X	X	X	X
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	X	X	X	X	X	X	X	X	X	X
Marlene Soto										
Megan Keebler	X	X	X	X	X	X	X	X	X	X
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	X	X	X	X	X	X	X	X	X	X
Sean Stratton	X	X	X	X	X	X	X	X	X	X
Shelley Marcus	X	X	X	X	X	X	X	X	X	X
Stephen Calebotta	X	X	X	X	X	X	X	X	X	X
Tracy Kocher										
Vanessa Thomas	X	X	X	X	X	X	X	X	X	X
Wanda Baker	X	X	X	X	X	X	X	X	X	X
Total Counts	20	19	20	20	20	20	20	20	20	20

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

Guests:

1. Garrett Kenehan
2. Robin Witt

Chaffey College Curriculum Committee Bylaws

Adopted: October 2011

Revised: October 15, 2014

Revised: February 3, 2016

Revised: October 5, 2017

Revised: October 12, 2017

I. COMMITTEE RESPONSIBILITIES

A. REVIEW OF COURSES AND CERTIFICATES/DEGREES

The primary responsibilities of the Chaffey College Curriculum Committee are to review and approve degree-applicable credit courses, non-degree credit courses, noncredit courses, certificates, and programs of study. The Curriculum Committee recommends to the Faculty Senate additions, deletions, and modifications in both major degree programs and general education patterns for the Associate in Arts (AA) degree, the Intersegmental General Education Transfer Curriculum (IGETC), the California State University (CSU) General Education Certification Requirements, and Occupational Certificate Requirements. The Faculty Senate then sends those recommendations to the College's Board of Trustees for approval (Title 5 §55002; Chaffey College BP/AP 4020, AP 4022).

B. PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE AND GENERAL EDUCATION

The Curriculum Committee, in its review of all curriculum proposals, acknowledges the college's Mission Statement, as well as the philosophy and criteria which mark a successful student's journey through patterns of learning experiences designed to develop certain competencies, known as the College's Core Competencies. The Curriculum Committee also embraces the concept of academic freedom to develop curriculum and determine methods of classroom instruction and student evaluation (Chaffey College BP 4030). The Curriculum Committee also acknowledges best practices conducive to course articulation in developing and reviewing curriculum and coursework (Chaffey College AP 4050).

C. REVIEW OF PREREQUISITES, COREQUISITES, AND ADVISORIES

~~The Curriculum Committee must approve prerequisites, co-requisites, and advisories, and must do so by separate action from that used in approving the course.~~ (Title 5 §55003; Chaffey College AP 4260 (B)) **The Curriculum Committee reviews prerequisites, co-requisites, and advisories.**

D. REVIEW OF DISTANCE EDUCATION CURRICULUM

The Curriculum Committee reviews and approves courses delivered by distance education (DE). DE courses are separately reviewed and approved by the Curriculum Committee. Refer to the section in the Chaffey College Curriculum Handbook on Distance Education for further information. (Title 5 §55200; Chaffey College AP 4105).

- E. REVIEW OF COURSE REPEATABILITY AND COURSE REPETITION
The Curriculum Committee reviews course repeatability and course repetition to ensure compliance with Title 5 §55000; §55040; §56029; §55253, §58161; Chaffey College BP/AP 4225, AP 4227, AP 4228, AP 4229).
- F. COURSE/CERTIFICATE/PROGRAM DISCONTINUANCE
The Curriculum Committee participates in the review and evaluation of courses, certificates and program for discontinuance. (Title 5 §55130; Chaffey College AP 4021).
- G. REVIEW OF DISCIPLINE PLACEMENT
The Curriculum Committee reviews courses for discipline placement. Please refer to the Discipline Placement section in the Chaffey College Curriculum Handbook.
- H. REVIEW OF MATRICULATION AND ARTICULATION
The Curriculum Committee shall assist faculty, as well as the Articulation Officer, in meeting state mandates, as well as Chaffey College district goals and objectives as stated in the college's Mission Statement.
- I. REVIEW OF COLLEGE CATALOG AND SCHEDULE
The Curriculum Committee collaborates with the Catalog/Schedule Coordinator to ensure that the Chaffey College Catalog contains only those courses offered on a regular basis.
- J. REVIEW OF CURRICULUM COMMITTEE COMMUNICATION WITH COLLEGE COMMUNITY
The Curriculum Committee requests, considers, and responds to reports from various Faculty Senate committees and college groups that have a direct bearing on matters of curriculum. Furthermore, the Curriculum Committee assures that the curriculum at Chaffey College supports the College's Mission, supports its goals, ~~and~~ meets the needs of its students and enhances student access through alternative delivery systems.
- K. REVIEW AND EVALUATION OF CHAFFEY COLLEGE CURRICULUM APPROVAL PROCESS
The Curriculum Committee shall review and evaluate its approval process to assure optimal curriculum approval at the local level. This shall include a review of technology, technical review, meeting schedules and agenda, yearly curriculum timelines, and Curriculum Committee communication to the college community.
- L. REVIEW AND EVALUATION OF CHAFFEY COLLEGE BOARD POLICIES AND ADMINISTRATIVE PROCEDURES
The Curriculum Committee shall assist in the College's review of Chapter 4, Instruction, in the Chaffey College Policy Manual (<http://www.chaffey.edu/policies>) .
- M. CREATION OF CURRICULUM COMMITTEE PROCEDURES
The Curriculum Committee shall create Curriculum Committee Procedures (CCPs) when necessary to spell out the process of the Curriculum Office's implementation of Title 5, the Chancellor's Office (CO) mandates, Chaffey College's Board Policies or Administrative Procedures, or suggested best practices from the Academic Senate of the California Community Colleges (ASCCC). These CCPs will ensure consistent application of process and procedures in meeting compliance. These CCPs will be reviewed and approved by the Curriculum Committee and the Faculty Senate. These CCPs will provide transparency to the college community regarding Curriculum Committee actions. These CCPs will be housed in the Chaffey College Curriculum Handbook.

II. CURRICULUM COMMITTEE VOTING MEMEBERSHIP

The voting membership of the Curriculum Committee shall include:

A. Two representatives, elected in alternating years, from the above referenced areas:

- Kinesiology, Nutrition, and Athletics
- Business and Applied Technology
- Health Sciences
- Language Arts
- Mathematics and Science
- Social and Behavioral Sciences
- Visual and Performing Arts
- Chino Campus
- Counseling and Matriculation
- Instructional Support
- ~~Counseling and Matriculation~~
- ~~Instructional Support~~

B. ~~Two reps shall come from Counseling and Matriculation, representing student services, and two reps shall come from Instructional Support.~~ There may be occasions when a particular area may not be able to provide two sitting members on the Curriculum Committee; however, that will be up to the area in question. It is the Curriculum Committee's position that each area has the opportunity for equal representation.

C. In addition, the following shall be considered standing positions on the Curriculum Committee due to the nature of the curriculum approval process and/or articulation issues:

- Articulation Officer
- Transfer Center Director
- Director, Admissions and Records (non-voting)
- Director, Financial Aid (non-voting)
- Catalog & Schedule Coordinator
- ~~SLO Reviewer~~
- Librarian
- Faculty Senate President
- Curriculum Chair (non-voting)
- Curriculum Vice-Chair (non-voting)
- Curriculum Office AAll (non-voting)
- Associate Superintendent of Instruction and Institutional Effectiveness, (non-voting)
- Strong Workforce Representative

D. ~~Student Learning Outcomes (SLOs), PSR, learning modalities, including distance education, hybrid and CW that impact pedagogy and~~ must have representation within the voting membership of the Curriculum Committee. ~~An Outcomes and Assessment Committee Representative will report the presence of SLOS to the Curriculum Committee. A PSR Representative will report PSR updates to the Curriculum Committee.~~

- E. A dean, appointed by the Associate Superintendent of Instruction and Institutional Effectiveness, shall serve on the Curriculum Committee as a voting member.
- F. In the event of a tie vote, discussion will be re-opened, followed by a second vote. If the tie still persists, the Curriculum Chair shall cast the deciding vote.

III. CURRICULUM COMMITTEE NON-VOTING MEMBERS

- A. The Curriculum Chair, the Curriculum Vice-Chair, and the Curriculum Office AAll shall be considered non-voting members, except in the event of a tie, when the Curriculum Chair shall cast the deciding vote.
- B. The Associate Superintendent of Instruction and Institutional Effectiveness, shall serve on the Curriculum Committee as a non-voting member.
- C. The Director of Admissions and Director of Financial Aid shall serve on the Curriculum Committee as non-voting members.

IV. STUDENT REPRESENTATION

Student participation in “the formulation and development of district and college policies and procedures on curriculum” (Title 5, §51023.7) occurs within the Chaffey College Board of Trustees. The President of the Associated Students of Chaffey College (ASCC) is a standing member of the Chaffey College Board of Trustees. All Curriculum Committee actions go before the Board of Trustees, giving the President of the ASCC an opportunity to inform his or her peers. (Title 5 § 51000, §51022, §55100, §55130, §55150. BP/AP 4020).

V. CURRICULUM COMMITTEE STANDING COMMITTEES

- A. Technical Review Committee
 - 1. The Technical Review Committee shall consist of the Curriculum Chair, the Curriculum Vice-Chair, the Articulation Officer, the Catalog and Schedule Coordinator, and one voting member from the Curriculum Committee.
 - 2. Responsibilities of the Technical Review Committee include review of all curriculum proposals for compliance with Title 5 minimum standards, stylistic and grammatical standards, articulation issues, and Title 5 coding.

VI. INDIVIDUAL CURRICULUM COMMITTEE MEMBER’S RESPONSIBILITIES

- 1. Attend meetings as scheduled
- 2. Review summary notes
- 3. Review curriculum presentations and issues with respective constituency
- 4. Participate in resolving divisional concerns between the first and second reading of curriculum proposals
- 5. Stay current with reading of course and program approvals in curriculum management database

VII. CURRICULUM COMMITTEE CHAIRPERSON RESPONSIBILITIES

- 1. Philosophical Duties

- Shall provide leadership among units in an effort to develop a coordinated curriculum
- Shall provide leadership in the development and planning of a college-wide curriculum
- Shall take an active facilitative role in the development of innovative curricula
- Shall oversee the updating of curriculum in relation to programs on campus

2. Maintenance Duties

- Shall oversee the maintenance of the college curriculum
- Shall plan, organize, and preside over Curriculum Committee meetings
- Shall refer issues to the Curriculum Committee for discussion and consideration
- Shall conduct periodic reviews of the college curriculum
- Shall attend the following meetings:
 - a. Faculty Senate
 - b. College Planning Council
 - c. Curriculum Committee
 - d. ~~Program and Services Review Committee~~
 - e. Outcomes and Assessment Committee
- Shall attend local and state committee meetings as circumstances are deemed appropriate and necessary.

3. Selection Procedure

The Faculty Senate and College Administration shall mutually agree on the selection of the Curriculum Committee Chairperson. The term of office is two years.

4. Reassigned Time

The Curriculum Committee Chairperson is given 0.50 reassigned time during his/her term of office.

~~For details on the Curriculum Committee Chair's reassigned time and conditions of employment, please contact the Chaffey College Human Resources Department.~~

VIII. CURRICULUM COMMITTEE VICE-CHAIR RESPONSIBILITIES

1. Philosophical Duties

- Support the Curriculum Chair in providing leadership among units in an effort to develop a coordinated curriculum
- Support the Curriculum Chair in providing leadership in the development and planning of a college-wide curriculum
- Support the Curriculum Chair in taking an active, facilitative role in the development of innovative curricula
- Support the Curriculum Chair in updating of curriculum in relation to programs on campus

2. Maintenance Duties

- Shall support the Curriculum Chair in overseeing the maintenance of the college curriculum
- Shall plan, organize, and preside over Curriculum Committee meetings in the absence of the Curriculum chair

- Shall attend the following meetings in the absence of the Curriculum Chair:
 - a. Faculty Senate
 - b. College Planning Council
 - c. Curriculum Committee
 - d. Outcomes and Assessment Committee
- Shall attend local and state committee meetings as circumstances are deemed appropriate and necessary.

3. Selection Procedure

The Faculty Senate and College Administration shall mutually agree on the selection of the Curriculum Committee Vice- Chair. The term of office is one year.

4. Reassigned Time

The Curriculum Committee Vice-Chair is given 0.30 reassigned time during his/her term of office.

~~For details on the Curriculum Committee Vice Chair's reassigned time and conditions of employment, please contact the Chaffey College Human Resources Department.~~

IX. CURRICULUM COMMITTEE MEETING PROCEDURES

1. The meeting shall be called to order and action items addressed when a quorum exists. A quorum is 50% of the voting membership, plus one.
2. The Curriculum Committee may, by majority vote, accept, reject, or request modifications to curriculum proposals to ensure that the curriculum is academically sound and meets all Title 5 regulations.
3. Substitutions of elected curriculum members are limited to members on extended leave or sabbatical leave; replacement members shall serve until the elected member returns or until the term of the elected member expires.
4. First and second reading of curriculum can be approved simultaneously by a majority vote.
5. When a course or program is returned to Chaffey College from the Chancellor's Office and is not approved, or if additional information is requested, the Curriculum Committee Chairperson will meet with faculty responsible for the curriculum proposal or modification. Reasonable attempt shall be made to resolve the issue under question from the Chancellor's Office.
6. Any amendment to the bylaws can be made after two readings by the committee and a vote after the second reading that passes by 2/3 vote of the membership.
7. The Articulation Officer will review the General Education Requirements for compliance with state standards; relevance to national, state and community needs, and report to the Curriculum Committee regularly. The Curriculum Chair will then present this report to the Faculty Senate for approval.

X. CURRICULUM COMMITTEE AGENDA

1. In meeting the requirements of the Brown Act, the Curriculum Committee agenda shall be posted 72 hours prior to the Curriculum Committee meeting in an area accessible for public viewing. The agenda shall include:

~~The Curriculum Committee agenda shall include a list of curricular issues requiring discussion and a vote of the committee.~~

~~The Curriculum Committee agenda shall also include a listing of proposals for new and modified courses for first and second reading.~~

~~The Curriculum Committee agenda shall also include a listing of proposals for new and modified programs and certificates.~~

~~The agenda shall also include a listing of courses/certificates/programs proposed for deactivation.~~

- A list of curricular issues requiring discussion and a vote of the committee.
 - A listing of proposals for new and modified courses for first and second reading.
 - A listing of proposals for new and modified programs and certificates.
 - A listing of courses/certificates/programs proposed for deactivation.
2. The Summary Notes of the Curriculum Committee are customarily mailed and/or e-mailed to:
 - a. All Faculty
 - b. College President
 - c. College Administrators
 - d. CCFA President
 - e. Governing Board members
 - f. Student Government President
 - g. Classified Senate President

XI. CURRICULUM COMMITTEE SUMMARY NOTES

1. What follows is the suggested format for summary notes of each Curriculum Committee meeting. The Curriculum Committee Summary Notes are a valuable and necessary record of meetings, as they:

- are a record of business that has been completed
- form a record of the issues with which the Curriculum Committee has dealt
- summarize the meeting for anyone absent or interested in the proceedings
- facilitate continuity from meeting to meeting

~~Therefore, the Summary Notes should be clear, coherent, concise yet complete, and accurate. The Curriculum Office AAll takes the Summary Notes.~~

2. What the Summary Notes should include:

The Summary Notes of the Curriculum Committee are not a court record, yet they need to be complete. As such, it is not necessary to record specific dialogue, nor are names necessary to mention except when an individual is the proponent of a motion, a resolution, or a significant course of action to be undertaken by the Senate. Any item which requires a vote should have a thorough documentation of the discussion concerning that issue. The vote needs to be recorded by name. The Curriculum Committee Summary Notes should include information such as:

- a. Members present or absent at each meeting
- b. Units/areas that have not been represented for an extended period of time
- c. Date of the meeting
- d. Exact time the meeting began and ended
- e. Information items
- f. Synopsis of discussion about each topic; a fine balance needs to be struck between being concise and providing enough detail about the topic to be useful upon review
- g. Motions made, seconded, and action taken
- h. A record of all votes, recorded by name

Therefore, the Summary Notes should be clear, coherent, concise yet complete, and accurate. The Curriculum Office AAll takes the Summary Notes.

3. Summary Notes Mailing List

The Summary Notes of the Curriculum Committee are customarily mailed and/or e-mailed to:

- a. All Faculty
- b. College President
- c. College Administrators
- d. CCFA President
- e. Governing Board members
- f. Student Government President
- g. Classified Senate President

The officially approved Summary Notes shall be maintained in a permanent log in the Curriculum Office and posted on the College's Intranet in the Curriculum Folder.

Work Experience Program Responsibilities

<i>Centralized Office</i>	<i>Schools of Instruction</i>
<p>Ensure compliance with Title V requirements</p> <p>Author and ensure approved Cooperative Work Experience Education Plan is on file at Chancellor's Office</p> <p>Serve as central location to answer general questions and refer students to discipline specific point of contact as appropriate</p> <p>Assist with best practices related to site agreements and learning stations</p> <p>Advise inquiring students on registering for correct type of work experience course</p> <p>Advise inquiring students about not exceeding allowable number of units of work experience per semester and in total</p> <p>Ensure protocols related to unpaid work experience and workers compensation insurance are communicated</p> <p>Provide information on services/resources available through Career Center which support work experience courses and allow faculty to focus on academic aspects</p> <p>Create and maintain standardized forms</p> <p>Assist with marketing of programs</p> <p>Maintain website including key contacts for Occupational Work Experience courses</p> <p>Ensure use of standardized section notes across disciplines</p> <p>Work towards online orientation that is broad enough to apply to all students (occupational and general)</p>	<p>Develop curriculum</p> <p>Determine and schedule course offerings</p> <p>Assign faculty</p> <p>Vet students to ensure they have met requirements prior to issuing add codes for occupational work experience courses</p> <p>Maintain student records</p> <p>Create and maintain any department/school-specific additional forms beyond those required to comply with Title V</p>

GUIDED PATHWAYS

at California Community Colleges

Principles of Guided Pathways

The Guided Pathways Model creates a highly structured approach to student success that:



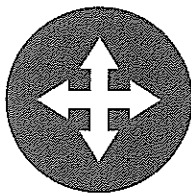
Provides all students with a set of clear course-taking patterns that promotes better enrollment decisions and prepares students for future success.



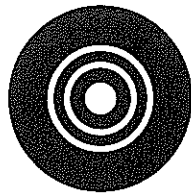
Integrates support services in ways that make it easier for students to get the help they need during every step of their community college experience.



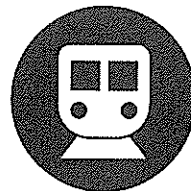
Four Pillars of Guided Pathways



Create clear curricular pathways to employment and further education.



Help students choose and enter their pathway.



Help students stay on their path.



Ensure that learning is happening with intentional outcomes.

09.08.17



GUIDED PATHWAYS

at California Community Colleges

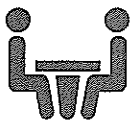
Key Elements of Guided Pathways



Programs that are fully mapped out and aligned with further education and career advancement while also providing structured or guided exploration for undecided students.



Redesigning and integrating basic skills/developmental education classes to accelerate students to college-level classes.



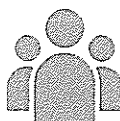
Proactive academic and career advising from the start through completion and/or transfer, with assigned point of contact at each stage.



Structured onboarding processes including improved placement tests and co-requisite instruction that provide students with clear, actionable, and usable information they need to get off to the right start in college.



Responsive student tracking systems aligned with interventions and resources to help students stay on the pathway, persist, and progress.



Instructional support and co-curricular activities aligned with classroom learning and career interests.

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