

**CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204
FONTANA CAMPUS, FNAC 100
CHINO CAMPUS, CHMB 143
TELECONFERENCE #6759
AGENDA
December 6, 2017
1:30pm-3:00pm**

1. **Call To Order/New Committee Members:**
2. **Public Comment:**
3. **Review and Approval of November 29, 2017 Expanded Summary Notes:**
4. **Discussion Items:**
 - 4.1. **COOPED Update:**
 - 4.2. **Prerequisite Workgroup Report:**
5. **Guided Pathways:**
6. **Miscellaneous:**
7. **Consent Agenda:**
8. **NEW BUSINESS:**

New Courses with DE: First Reading

ENGL-73	Gender, Sexuality and Literature	Approval:
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Course Modifications with DE: First Reading

ENGL-7A	Creative Writing: Short Fiction	Approval:
ENGL-7B	Creative Writing: Fiction	Approval:
ENGL-7D	Creative Writing: Poetry	Approval:
ENGL-7E	Creative Writing: Nonfiction	Approval:

9. **Adjournment:**

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RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204
FONTANA CAMPUS, FNAC 100
CHINO CAMPUS, CHMB 143
TELECONFERENCE #6759
SUMMARY NOTES
November 29, 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
Jeffrey Laguna, Health Sciences
John Machado, Visual & Performing Arts
Linda Marcotte, Social & Behavioral Sciences
Lucy Serrano, Counseling
Marie Boyd, Curriculum Chair

MariaIsabel Sandoval, Student Representative
Mark Forde, Chino Representative
Marlene Soto, Health Sciences
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
Megan Keebler, Instructional Support
Michael Escobosa, Health Sciences
Kathy Lucero, Admissions and Records
Patricia Bopko, Financial Aid

RuthAnn Garcia, Transfer Center
Stephen Calebotta, Language Arts
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 1:42p.m.
2. **Public Comment:** No comment.
3. **Review and Approval of November 15, 2017 Expanded Summary Notes:** The summary notes were approved 16/0/0.
4. **Discussion Items:**
 - 4.1. **Fall 2017 Curriculum Regional Report:**
 1. **AP/BP on Hours and Units:** The Chair shared with the committee the Board Policy (BP) and Administrative Report (AR) on Hours and Units from Napa Valley College. She asked the committee to review the examples given to determine if they would like to adopt the BP/AR from Napa. The committee voted 18/0/0 to have an AP/BP on Hours and Units similar to Napa Valley College.
 - 4.2. **“FLOW”-Proposal for the 115th Community College:** Governor Brown proposed a completely online college under Western Governors that would enroll students for “micro credentials” in Career Technical Education. The state Academic Senate, Faculty Senate Presidents, and many administrators oppose it. The Governor feels this online college is needed to support students who are not being “reached” by existing colleges. A possible impact of FLOW would be a decline in distance education enrollment at the existing community colleges. It is unknown what

accrediting body will oversee the college, the cost of attendance for the college, student services for the college, and attrition impacts on local colleges.

Dr. Randall reported that three to five recommendations will be sent to the Governor in the upcoming days. She shared that her, faculty, and other administrators voiced their concerns. The Chair and Faculty Senate President wrote a letter of opposition to the National Center for Higher Education Management Systems. Dr. Randall and Academic Senate President for the California Community Colleges, Julie Bruno, will also write a letter to the Governor opposing this plan.

More discussion will occur as answers are provided to the many questions surrounding this new development.

4.3. COOPED Update: The workgroup is creating best practices for COOPED. Currently, the departments handle Occupational COOPED independently. Napa Valley College has demonstrated a model where students take a one unit lecture class on resume building while taking the work experience course separately. As a result, COOPED courses would not have any lecture component such as job skills and resume building and will serve as work experience only. The workgroup would like to have a similar structure here at Chaffey.

5. Guided Pathways- Launchboard and OLAP Cubes Demo: The Chair showed the committee how to access OLAP Cubes from the Chaffey College Institutional Research website (<http://spss.chaffey.edu:8004/sv/home>) to gather data for programs, such as completions, success and retention rates, FTES, course enrollment data, and many more helpful items. Users log in using their Chaffey email information and selecting (MS Chaffey) from the “Account” drop down menu.

The Chair encouraged the committee to access <https://www.calpassplus.org/Launchboard/Home.aspx>, which is a Launchboard that also displays helpful statistics for Chaffey College. Users must request log in access from the Launchboard website.

6. Miscellaneous: None.

7. Consent Agenda: The consent agenda was pulled as the TOP Code for MATH-650 remained 1702.00.

7.1. MATH-650’s TOP Code has changed from 1702.00-Mathematical Skills to 4930.14-Study Skills since this is a noncredit basic skills course.

8. NEW BUSINESS:

New Courses: First and Second Reading

PHIL-79	Philosophy of Consciousness <i>This course will be included in the Philosophy A.A.-T. A modification has been launched for the degree to include the course, but the modification cannot be processed until PHIL-79 is approved and submitted to C-ID by the Articulation Officer.</i>	Approval: 17/0/0
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Course Modifications in Glitch: First Reading *(Five more courses left in glitch)*

ART-63	Introduction to Graphic Design	Approval: Tabled
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Course Modifications: First and Second Reading

KINLEC-11	Theory and Analysis of Football	Approval: 17/0/0
KINLEC-14	Lifeguard Training	Approval: 17/0/0

PACKAGE:

Course Deactivations: Final Reading

PHOTO-21	Public Relations Photography	Approval: 17/0/0
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Program Modification: Final Reading

Journalism	Certificate of Achievement	Approval: 17/0/0
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9. Adjournment: The meeting was adjourned at 2:58p.m.

Name	Attendance	Summary Notes	Hours/Units AP/BP	PHIL-79	KINLEC-11	KINLEC-14	PHOTO-21 Deactivation	Journalism Certificate
Angela Burk-Herrick	X	X	X	X	X	X	X	X
Annette Henry	X	X	X	X	X	X	X	X
Ardon Alger	X	X	X	X	X	X	X	X
Charmaine Phipps	X	X	X	X	X	X	X	X
Daniel Jacobo								
David Schlanger	X							
Elaine Martinez	X	X	X	X	X	X	X	X
Helen Leung	X	X	X	X	X	X	X	X
Jason Chevalier	X	X	X	X	X	X	X	X
Jeffrey Laguna	X	X	X	X	X	X	X	X
John Machado	X	X	X	X	X	X	X	X
Linda Marcotte	X	X	X	X	X	X	X	X
Lucy Serrano	X		X	X	X	X	X	X
Mark Forde	X							
Marlene Soto	X	X	X	X	X	X	X	X
Megan Keebler								
Michael Escobosa								
Naomi McCool	X	X	X	X	X	X	X	X
Rob Kopp	X	X	X	X	X	X	X	X
RuthAnn Garcia								
Sean Stratton	X	X	X	X	X	X	X	X
Shelley Marcus	X	X	X	X	X	X	X	X
Stephen Calebotta								
Tracy Kocher	X	X	X	X	X	X	X	X
Vanessa Thomas								
Wanda Baker	X							
Total Counts	20	16	18	17	17	17	17	17

Guests: None

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

Learning Objectives Agreement

Spring Summer Fall Year _____

Student's Name: _____ Primary Phone #: (____) _____
Instructor's Name: _____ Office Phone #: (____) _____
Supervisor's Name: _____ Business Phone #: (____) _____
Company Name: _____

You must identify workplace learning objectives that are specific, measurable, and achievable within the term. The learning objectives you develop are reviewed/approved by your work site supervisor and instructor at the beginning of each term. Near the end of the term, your work site supervisor will complete an evaluation of your accomplishment of the objectives and rate your performance based on the following competencies and foundational skills. Taking this into consideration, your instructor will assign the final grade. Please refer to the student handbook for helpful tips and detailed information on the necessary steps for establishing your learning objectives prior to completing this form.

- 1.) Technical Skills Needed to Accomplish Assigned Work Tasks
- 2.) Communication (basic writing, reading, speaking, and listening skills)
- 3.) Ability to Learn (acquires, interprets, and evaluates data)
- 4.) Working to Potential (shows individual responsibility; takes initiative; monitors and corrects performance)
- 5.) Quality of Work (thorough; shows attention to detail; meets and/or exceeds expectations)
- 6.) Judgement (ability to reason, think creatively, make decisions, and problem solve)
- 7.) Relations with Others (works well on teams; teaches others; serves customers)
- 8.) Attitude (shows respect; possesses integrity; accepts direction/feedback)
- 9.) Dependability (punctual and has good attendance)

You are required to complete three (3) to five (5) learning objectives that include new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.

Objective One

What do you want to learn? _____

How will you learn it? _____

How will the results be measured? _____

By what date will it be completed by? _____

Objective Two

What do you want to learn? _____

How will you learn it? _____

How will the results be measured? _____

By what date will it be completed by? _____

Objective Three

What do you want to learn? _____

How will you learn it? _____

How will the results be measured? _____

By what date will it be completed by? _____

Objective Four (Optional)

What do you want to learn? _____

How will you learn it? _____

How will the results be measured? _____

By what date will it be completed by? _____

Objective Five (Optional)

What do you want to learn? _____

How will you learn it? _____

How will the results be measured? _____

By what date will it be completed by? _____

Agreement of Terms

All signatures required

Employer and Chaffey Community College District (“District”) agree to provide supervision and guidance to ensure maximum educational benefit from this work experience. District does not discriminate on the basis of race, religion, color, sex (including gender, gender identity, gender expression, pregnancy, and breastfeeding), sexual orientation, national origin, ancestry, marital status, age, medical condition, genetic characteristics or information, military and veteran status, physical or mental disability or the perception that a person has one or more of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics in its acceptance, assignment, treatment, evaluation or compensation of students who participate in programs sponsored or arranged by District. Employers who sign this agreement are expected to uphold this policy in their selection of prospects for employment, education processes or activities related to Chaffey College’s Work Experience program. District shall be considered the employer of unpaid students in the Work Experience program for the limited purpose of providing worker’s compensation insurance. Students paid by employer shall be under the Employer’s worker’s compensation and/or liability insurance as required by law. Employers agree to meet the following criteria: support the intent and purposes of the student’s Work Experience program; maintain a copy of the approved learning objectives; offer reasonable probability of continuous work experience during the current college term; provide adequate supervision, facilities, equipment, and materials to achieve on-the-job learning objectives; and comply with all appropriate federal and state employment regulations.

INSTRUCTOR USE ONLY

By signing below, I consent to the student’s ongoing participation in the course.

Pursuant to Title 5 § 55252 & § 55256, the student qualifies for:

- General Work Experience
- Occupational Work Experience

Student’s Signature

Employer’s Signature

Instructor’s Signature

Date

Date

Date

Employer Site Visit

Whenever possible, instructor is to visit employer site following student's expected completion of all learning objectives.

Student's Name: _____ Instructor's Name: _____
 Company Name: _____ Date of Visit: _____

As the instructor in consultation with the employer, please evaluate the student/employee on the following workplace competencies. Please also evaluate the student's achievement of and overall performance on the learning objectives.

Excellent = 5 Above Average = 4 Average = 3 Below Average = 2 Unsatisfactory = 1

Workplace Competencies	Increase in Student's Demonstration of Skill (Yes/No)	Rating
Technical Skills Needed to Accomplish Assigned Work Tasks		
Communication (<i>basic writing, reading, speaking, and listening skills</i>)		
Ability to Learn (<i>acquires, interprets, and evaluates data</i>)		
Working to Potential (<i>shows individual responsibility and takes initiative</i>)		
Quality of Work (<i>attention to detail; meets and/or exceeds expectations</i>)		
Judgement (<i>ability to reason, make decisions, and problem solve</i>)		
Relations with Others (<i>works well on teams; serves customers</i>)		
Attitude (<i>shows respect; possesses integrity; accepts direction/feedback</i>)		
Dependability (<i>punctual and has good attendance</i>)		

Learning Objectives	Achieved (Yes/No)	Rating
Objective #1		
Objective #2		
Objective #3		
Objective #4 (If Applicable)		
Objective #5 (If Applicable)		

Comments: _____

What does the student need most to achieve his/her potential?

INSTRUCTOR USE ONLY
 Pursuant to Title 5 § 55257, the worksite:
 Meets the appropriate requirements
 Does not meet the appropriate requirements

 Student's Signature

 Date

 Instructor's Signature

 Date

Employer Evaluation

Student's Name: _____ Supervisor's Name: _____

Supervisor's Signature: _____ Date: _____

As the employer, please evaluate the student/employee on the following workplace competencies. Please also evaluate the student's achievement of and overall performance on the learning objectives. This evaluation will be available for viewing by all parties.

Excellent = 5 Above Average = 4 Average = 3 Below Average = 2 Unsatisfactory = 1

Workplace Competencies	Increase in Student's Demonstration of Skill (Yes/No)	Rating
Technical Skills Needed to Accomplish Assigned Work Tasks		
Communication (<i>basic writing, reading, speaking, and listening skills</i>)		
Ability to Learn (<i>acquires, interprets, and evaluates data</i>)		
Working to Potential (<i>shows individual responsibility and takes initiative</i>)		
Quality of Work (<i>attention to detail; meets and/or exceeds expectations</i>)		
Judgement (<i>ability to reason, make decisions, and problem solve</i>)		
Relations with Others (<i>works well on teams; serves customers</i>)		
Attitude (<i>shows respect; possesses integrity; accepts direction/feedback</i>)		
Dependability (<i>punctual and has good attendance</i>)		

Learning Objectives	Achieved (Yes/No)	Rating (Same as Above)
Objective #1		
Objective #2		
Objective #3		
Objective #4 (If Applicable)		
Objective #5 (If Applicable)		

What traits may help the student progress in additional and/or new projects?

What suggestions for improvement (job skills, attitude, communication, etc.) do you have for this student?

What additional remarks/comments on the student's overall performance can you offer?

To what extent did the student gain significant new skills during their Work Experience program?

Fall Timesheet

This completed form must be submitted to your instructor no later than the end of the term. Please consult your instructor or syllabus for specific course requirements.

PAID Hours: 1 unit = 75 hours 2 units = 150 hours 3 units = 225 hours 4 units = 300 hours
UNPAID Hours: 1 unit = 60 hours 2 units = 120 hours 3 units = 180 hours 4 units = 240 hours

Student Name: _____

Year: _____

August		September		October		November		December	
Day	Hours	Day	Hours	Day	Hours	Day	Hours	Day	Hours
1		1		1		1		1	
2		2		2		2		2	
3		3		3		3		3	
4		4		4		4		4	
5		5		5		5		5	
6		6		6		6		6	
7		7		7		7		7	
8		8		8		8		8	
9		9		9		9		9	
10		10		10		10		10	
11		11		11		11		11	
12		12		12		12		12	
13		13		13		13		13	
14		14		14		14		14	
15		15		15		15		15	
16		16		16		16		16	
17		17		17		17		17	
18		18		18		18		18	
19		19		19		19		19	
20		20		20		20		20	
21		21		21		21		21	
22		22		22		22		22	
23		23		23		23		23	
24		24		24		24		24	
25		25		25		25		25	
26		26		26		26		26	
27		27		27		27		27	
28		28		28		28		28	
29		29		29		29		29	
30		30		30		30		30	
31		31		31		31		31	
TOTAL		TOTAL		TOTAL		TOTAL		TOTAL	
_____ Supervisor's Initials		_____ Supervisor's Initials		_____ Supervisor's Initials		_____ Supervisor's Initials		_____ Supervisor's Initials	

Student Signature: _____
 Supervisor's Signature: _____
 Instructor Signature: _____

Date: _____
 Date: _____
 Date: _____

Grand TOTAL