

CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204
FONTANA CAMPUS, FNAC 100
CHINO CAMPUS, CHMB 143
Teleconference x6759

AGENDA
September 11, 2019
1:30pm-3:00pm

Members Present:

Members Absent:

Guests:

1. Call To Order/New Committee Members:

2. Public Comment:

3. Review and Approval of August 28, 2019 Expanded Summary Notes:

4. Consent Agenda:

- 4.1. The Real Estate Salesperson certificate was changed from a Certificate of Career Preparation to Certificate of Achievement in Curricunet after receiving Chancellor's Office Approval on August 23, 2019.
- 4.2. The course content and lab content for ART-30 (approved 8/28/19) was revised to remove edits to these sections and replace them with the original content in the proposal as the original content aligns with the ARTS 200 C-ID descriptor.

5. Curriculum Proposals: None

6. Discussion Items:

- 6.1. Curriculum Committee Tri-Chair Model or Meeting Designee:
- 6.2. By-Laws Update (Second Reading):
- 6.3. Credit by Exam Changes in Curricunet:
- 6.4. Local GE for ID-14 and ID-10:
- 6.5. Standard Language for CTE AS Degrees:
- 6.6. Different Icons in Curricunet for Review:

7. Floor Items:

8. Adjournment:

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SUMMARY NOTES
August 28, 2019
1:30pm-3:00pm

Members Present:

Angela Burk-Herrick, Curriculum Chair
Bruce Osburn, Business & Applied Technology
Candice Hines-Tinsley, Kinesiology, Nutrition, & Athletics
Charmaine Phipps, Language Arts
Daniel Jacobo, Visual & Performing Arts
Elaine Martinez, Kinesiology, Nutrition, & Athletics
Jeffrey Laguna, Health Sciences
Jo Alvarez, SLO Facilitator, PSR Representative
Julie Law, Counseling
Kathleen Galipeau, Hospitality, Fashion, Interior Design, & Culinary
Kathy Lucero, Admissions & Records
Lisa Doget, Health Sciences

Megan Keebler, Instructional Support
Naomi McCool, Social & Behavioral Sciences
Nicole Farrand, Visual & Performing Arts
Patricia Powell, Counseling
Rob Kopp, Mathematics & Science
RuthAnn Garcia, Transfer Center
Ryan Sipma, Catalog & Schedule Coordinator
Sean Stratton, Articulation Officer
Sherrie Loewen, Health Sciences
Shireen Awad, Curriculum Specialist
Stephen Calebotta, Language Arts
Rob Rundquist, Interim Dean, Institutional Effectiveness and Intersegmental Partnerships
Vanessa Thomas, Business & Applied Technology

Members Absent:

Christina McPeck, Social & Behavioral Sciences
Laura Hope, Interim, Associate Superintendent of Instruction and Institutional Effectiveness
Michael Escobosa, Health Sciences

Nicole DeRose, Acting Faculty Senate President
Patricia Bopko, Financial Aid
Shelley Marcus, Library Learning Resources

Guests:

David Nimri, Business & Applied Technology
Erik Kolb, Mathematics & Science
Luke Gunderson, Social & Behavioral Sciences
Mary Romero, Business & Applied Technology

Robert Frost, Interim Dean, Business & Applied Technology
Tracy Kocher, Business & Applied Technology

1. **Call To Order/New Committee Members:** The meeting was called to order at 1:32 p.m. All committee members and guests introduced themselves.
2. **Public Comment:** No comment.
3. **Updates to By-Laws:** The Chair went through each change made in the By-Laws and welcomed any comment from the committee.

1. **Committee Membership:**

The following changes were proposed to the Curriculum Committee membership section:

- Removal of Strong Workforce Associate Dean: The committee suggested that the Strong Workforce Associate Dean remain on the Curriculum Committee as a non-voting member.
- The inclusion of an SLO Facilitator: Since AP 4020 says membership shall include an SLO facilitator, the committee discussed if the By-Laws should reflect an OAC/SLO Facilitator or Representative/designee who will report the presence of SLOs to the committee. The committee agreed that an SLO Facilitator should be on the committee as a voting member.
- The addition of a Distance Education (DE) Representative as a voting member to help the committee understand best effective practices for DE.

- The addition of the Dean of Institutional Effectiveness and Intersegmental Partnerships. Rob Rundquist who serves as the Interim Dean has been proposed as a non-voting member. In his role, he has oversight of Guided Pathways, curriculum impacts beyond disciplines, General Education, Success Centers, Catalog and Schedule coordination, Distance Education, and Dual Enrollment.
- The possible addition of representatives from different modalities such as the CIW/CIM Representative. Since there is no longer a need for different CIW/CIM distance education modality proposals, there is no need to provide a representative. The committee discussed that due to Rob Rundquist’s experience with CIM/CIW, he will be able to provide insight on this to the Curriculum Committee.
- The addition of a PSR Representative: The committee decided that a PSR Representative may be beneficial now, but the need for the representation can be revisited as the Curriculum Committee meetings progress throughout the year. The PSR representative will serve as a non-voting member.
- Since the Vice Chair position is no longer funded, the Chair proposed a Tri-Chair model for the Curriculum Committee consisting of the Curriculum Chair (faculty), the Curriculum Specialist (staff), and an administrator such as the CIO or Dean. All chairs would be non-voting members. A tri-chair model helps ensure that Curriculum Committee meetings continue in the absence of the Curriculum Chair. The committee did not have discussion on this proposition.

Other items that were discussed:

- Addition of “Faculty” to the representative section in item “IIa”.
- Naomi McCool suggested adding a student representative as a non-voting member.

The Chair stated that she will make changes as discussed and will present a final version to the committee for a second reading at the next meeting. The committee approved a first reading of the By-Laws, 19/0/1.

4. Robert’s Rules:

- The Curriculum Office provided a cheat sheet on how to follow Robert’s Rules of Order during meetings.

5. **Quorum Number:** The quorum number for voting is thirteen.

6. **Review and Approval of April 17, 2019 Expanded Summary Notes:** The summary notes were approved 16/0/4.

7. Discussion Items:

7.1. **Workgroups:** The Chair presented a list of workgroups and their objectives to the committee. She called for volunteers.

Topic	Objectives	Who	Timeline
Handbook: Roles and Responsibilities	Identify the roles and responsibilities associated with each category of curriculum committee membership	Charmaine Phipps Jeff Laguna Angela Burk-Herrick Shireen Awad	December 4
Comparable Course Policy	To create a proposal for a “comparable course” policy for use in evaluating transfer course proposals.	Kathy Lucero Sean Stratton Angela Burk-Herrick Shireen Awad	December 4
Pre-requisites	To review regulations and policies (AP 4260) related to pre-requisites and to create criteria for evaluating course pre-requisites proposed by faculty.	Rob Kopp Julie Law Megan Keebler Angela Burk-Herrick Shireen Awad	December 4
Curriculum Outreach	To facilitate communication related to curriculum issues across campus (possibilities: newsletter, FLEX	Jeffrey Laguna Stephen Calebotta Candice Hines-Tinsely Naomi McCool	Ongoing for 19/20

	workshops, talking points for reps to raise in school meetings, etc.)	Angela Burk-Herrick Shireen Awad	
Other Ideas?	No other ideas were presented.		

8. Miscellaneous: The Chair asked about the timeline of the spring schedule, specifically regarding the addition of recently added DE addenda that have curriculum and Governing Board approval to the spring schedule. Ryan Sipma informed the committee that spring schedule ends this week, but the final decision is up to Laura Hope and Rob Rundquist as to whether a course can be added to the schedule.

9. Consent Agenda-Summer Clean-up: The consent agenda was approved 20/0/0.

9.1. Lab Content was dropped by Curricunet during the modification of SCSCI-10 on March 6, 2018. Per faculty consent, original lab content was added back.

9.2. Removed “Times Taken=3” from Curricunet for GERO-98ABC and changed it to “Times Taken=1” per faculty consent.

9.3. Removing deactivated or replaced courses in University Studies:

1. University Studies: Business and Technology A.A.

- Removed BUSOT-64A Deactivated 2/2018
- Removed CISPROG-3 Deactivated 3/2017
- Removed HOTFS-18 Deactivated 5/2017
- Removed MATH-2 Deactivated 6/2014

2. University Studies: Social and Behavioral Sciences A.A.

- Removed PSYCH-21 Deactivated 10/2017

3. University Studies: Arts and Humanities A.A.

- Removed ARTH-6: Deactivated 12/2014
- Removed ART-8: Deactivated 11/2014
- Removed MUSIC-1: Deactivated 3/2014
- Removed MUSIC-70A: Deactivated 1/2014
- Removed MUSIC-70B: Deactivated 1/2014
- Removed SPAN-1SS: Deactivated 10/2014
- Removed SPAN-16 Deactivated 9/2018

4. University Studies: Mathematics and Science A.A.

- Removed BIOL-11: Deactivated 1/2013
- Removed BIOL-16: Deactivated 1/2013
- Switched CHEM-75A to CHEM-76A
- Switched CHEM-75B to CHEM-76B
- Removed GEOL-6: Deactivated 2/2013
- Removed GEOL-30: Deactivated 11/2012

9.4. Title for Real Estate Salesperson’s Certificate was changed to Real Estate Salesperson per Chancellor’s Office request.

9.5. Correction to description for Nursing ADN: “Six to eight weeks ~~prior~~ prior to the application period should be allowed for obtaining the information requested in these instructions.”

9.6. CSUGE Modifications:

1. Addition of footnote to ASTRON-27

2. Replaced CHEM-75A/75B with CHEM-76A/76B
3. Addition of ACCTGFS-30 to Area B4
4. Addition of footnote to MATH-17
5. Addition of DANCE-12 to Area C1
6. Addition of footnote to PHOTO-7
7. Addition of footnotes to ENGL-7A, ENGL-7B, ENGL-7D, and ENGL-7E
8. Removal of ENGL-71 from Area C2
9. Addition of footnote to PHIL-71 or PHIL-79
10. Addition of SPAN-9 to Area C2
11. Addition of footnote to CJ-1, CJ-55, and CJ-58
12. Addition of BUSL-10 to Area D
13. Addition of footnote to ECON-7
14. Addition of KINLEC-18 to Area D
15. Addition of footnote to SOC-30 and SOC-33
16. Addition of KINLEC-18 and KINLEC-32 to Area E
17. Addition of footnotes for various effective term dates

9.7. IGETC Modifications:

1. Addition of MATH-17 to Area 2
2. Addition of DANCE-12 to Area 3A
3. Addition of PHOTO-1 and PHOTO-10 to Area 3A
4. Addition of ENGL-73 to Area 3B
5. Addition of HIST-21 to Area 3B
6. Addition of PHIL-71 and PHIL-79 to Area 3B
7. Addition of PHOTO-1 to Area 3B
8. Addition of HIST-21 to Area 4
9. Addition of SOC-30 and SOC-33 to Area 4
10. Addition of ASTRON-27 to Area 5
11. Replaced CHEM-75A/75B with CHEM-76A/76B

10. OLD BUSINESS:

Course Modifications: Second Reading

ART-73	Typography and Layout	Approval: 19/0/1
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11. NEW BUSINESS:

Course Modifications: First and Second Reading w/ Distance Education

ART-10	Fundamentals of Design in Two Dimensions	Approval: 20/0/0	Distance Education Approval Hybrid: 20/0/0
CISNTWK-70	Virtualization, Cloud Essentials and Amazon Web Services (AWS)	Approval: 20/0/0	Distance Education Approval Hybrid/Online: 20/0/0
GEOG-6	Environmental Geography	Approval: 20/0/0	Distance Education Approval Hybrid: 20/0/0

Course Modifications: First and Second Reading

ART-16	Introduction to Painting	Approval: 20/0/0
ART-30	Figure Drawing	Approval: 20/0/0

GEOG-10	Cultural Geography of North America	Approval: 19/0/0
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Program Modifications: Final Reading

Fire Technology	A.S.	Approval: 19/0/0
Fire Technology	Certificate of Achievement	Approval: 19/0/0

12. Adjournment: The meeting was adjourned at 2:56 p.m.

Name	ATTENDANCE	Summary Notes 4/17/2019	By-Laws 1 st Reading	Consent Agenda	ART-73 2 nd READING	ART-10 1 st /2 nd READING	CISNTWK-70 1 st /2 nd READING	GEOG-6 1 st /2 nd READING	ART-161 st /2 nd READING	GEOG-10 1 st /2 nd READING	Fire Technology A.S. FINAL READING	Fire Technology Certificate of Achievement FINAL READING
Bruce Osburn	X	A	X	X	X	X	X	X	X	X	X	X
Candice Hines-Tinsley	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
Christina McPeck												
Daniel Jacobo	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
Jeffrey Laguna	X	A	X	X	X	X	X	X	X	X	X	X
Jo Alvarez	X	X	X	X	X	X	X	X	X	X	X	X
Julie Law	X	X	X	X	X	X	X	X	X	X	X	X
Kathy Galipeau	X	A	A	X	A	X	X	X	X	X	X	X
Lisa Doget	X	A	X	X	X	X	X	X	X			
Megan Keebler	X	X	X	X	X	X	X	X	X	X	X	X
Michael Escobosa												
Naomi McCool	X	X	X	X	X	X	X	X	X	X	X	X
Nicole DeRose												
Nicole Farrand	X	X	X	X	X	X	X	X	X	X	X	X
Patricia Powell	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
RuthAnn Garcia	X	X	X	X	X	X	X	X	X	X	X	X
Ryan Sipma	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
Shelley Marcus												
Sherrie Loewen	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
Total Counts	20	20	20	20	20	20	20	20	20	19	19	19

Non-Voting	
Angela Burk-Herrick	X
Kathy Lucero	X
Laura Hope	
Patricia Bopko	
Rob Rundquist	X
Shireen Awad	X
Vanessa Thomas	X
PSR Representative	
Student Representative	

Chaffey College Curriculum Committee Bylaws

I. COMMITTEE RESPONSIBILITIES

A. CERTIFICATION

The Curriculum Committee provides certification to the Chancellor's Office that processes and procedures align with California Education Code, Title 5 regulations, and the Chancellor's Office Program and Course Approval Handbook (PCAH).

B. 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 Curriculum Office sends those recommendations to the College's Board of Trustees for approval (Title 5 §55002; Chaffey College BP/AP 4020, AP 4022).

C. 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).

D. CREDIT HOUR

As part of its course review process, the Curriculum Committee oversees the implementation of the College's credit hour policy. (Chaffey College AP 4024)

E. REVIEW OF PREREQUISITES, COREQUISITES, AND ADVISORIES

(Title 5 §55003; Chaffey College AP 4260 (B)) The Curriculum Committee reviews prerequisites, co-requisites, and advisories.

F. REVIEW OF DISTANCE EDUCATION CURRICULUM

The Curriculum Committee reviews and approves courses delivered by distance education (DE). If any portion of the instruction in a proposed or existing course or course section is designed to be provided through distance, the course is separately reviewed and approved (Title 5 §55200; §55206; Chaffey College AP 4105).

G. 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).

H. COURSE/CERTIFICATE/PROGRAM DEACTIVATION

The Curriculum Committee participates in the review and evaluation of discipline faculty-initiated course, degrees, and certificates deactivation proposals.

Note: Institutional level evaluation of an existing program's viability is not the purview of the Curriculum Committee (see Chaffey College AP 4021, Educational Program Viability Review).

I. REVIEW OF DISCIPLINE PLACEMENT

To ensure minimum qualifications for instructors of credit courses are met, the Curriculum Committee reviews courses for discipline placement (Title 5 §53410; also see https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Reports/Files/CCCCO_Report_Min_Qualifications-ADA-Final.ashx).

J. 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.

K. 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.

L. 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, meets the needs of its students and enhances student access through alternative delivery systems.

M. 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.

N. 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>).

O. 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.

II. CURRICULUM COMMITTEE VOTING MEMEBERSHIP

A. Voting Membership:

a. Two faculty 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
- Hospitality, Fashion, Interior & Culinary Arts (Chino Campus)
- Counseling and Matriculation
- Instructional Support

Elected representatives serve a two-year term. 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.

b. Standing College Services Voting Representatives

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
- Librarian
- Catalog and Schedule Coordinator
- Faculty Senate President
- Transfer Center Director
- Dean appointed by the Chief Instructional Officer
- Outcomes and Assessment Facilitator
- DE representative

B. Standing Non-Voting Membership:

- Curriculum Chair
- Chief Instructional Officer or Designee
- Curriculum Office AAll
- Director of Admissions and Records
- Director of Financial Aid

- Dean of Institutional Effectiveness and Intersegmental Partnerships
- Catalog & Schedule Coordinator
- Librarian
- Faculty Senate President
- Associate Superintendent of Instruction and Institutional Effectiveness
- Strong Workforce Representative
- Program and Services Review Committee representative
- Student Representative

C. 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. 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).

IV. 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.

V. 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

VI. 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 provide Curriculum training for Curriculum Committee members
- Shall conduct periodic reviews of the college curriculum
- Shall serve as an officer of Faculty Senate and represent Faculty Senate regarding curriculum-related matters at the Academic Senate of California Community Colleges
- Shall participate in the Educational Program Proposal Committee
- Shall attend local and state committee meetings as circumstances are deemed appropriate and necessary.
- Shall serve on the College Planning Council.

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.

VII. ARTICULATION OFFICER RESPONSIBILITIES

1. Philosophical Duties

- Develop and maintain articulation agreements with UCs, CSUs, and appropriate private 4 year institutions intended to maximize student transfer success.
- Serve as an information resource for the Curriculum Committee and for faculty.

2. Maintenance Duties

- Communicate with articulation community and 4-year schools
- Insure the accuracy of curriculum information in the ASSIST database and C-ID database
- Notify the articulation community of relevant curriculum changes via annual report
- Curriculum Committee responsibilities (e.g. reports during meetings: GE, C-ID, AD-T, comparable courses).
- Reports to relevant Student Service Areas

3. Selection Procedure

The Faculty Senate and College Administration shall mutually agree on the selection of the Articulation Officer. The term of office is one year.

4. Reassigned Time

The Articulation Officer is given .50 reassigned time during his/her term of office.

VIII. 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. The quorum number shall be established at the first meeting of each semester.
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 curriculum committee 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 majority vote of the voting 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.

IX. 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:
 - 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 Agenda of the Curriculum Committee is 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

X. 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

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.

CURRENT LANGUAGE:

To become a well-rounded person capable of fully participating in society and the modern economy, the student will need a strong foundation in the major areas of human study and endeavor. This A.S. degree also includes coursework in General Education. Entry-level courses in General Education (arts and humanities, mathematics and natural sciences, and the social sciences) can help you gain a greater understanding of and appreciation for the world and its people. These general education courses will enhance communication skills, improve critical thinking skills, and help with a professional career in fire technology.

Per the reviewer comment:

PROPOSED NEW LANGUAGE:

This A.S. degree also includes coursework in General Education. General Education courses in arts, humanities, mathematics, natural sciences, and the social sciences will enhance communication skills, improve critical thinking skills, and help with a professional career in fire technology.