

CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
SUMMARY NOTES
April 12, 2023
1:30pm-3:00pm
RANCHO CAMPUS, BEB-204
CHINO CAMPUS CONFERENCE ROOM, CHCM-201
FONTANA CAMPUS OFFICE, FNLC 116
FONTANA CAMPUS CONFERENCE ROOM, FNAC-119
FONTANA IN-TECH CENTER, Classroom 3 or Electrical Lab 2
RANCHO SAN ANTONIO MEDICAL PLAZA, RSA-7

Members Present:

Adeel Rizvi, Health Sciences
Angela Burk-Herrick, Curriculum Chairperson
Annette Henry, Kinesiology, Nutrition and Athletics
Carol Hutte, Library Learning Resources
Chingping (Grace) Wong, Hospitality, Fashion, Interior & Culinary Arts
Christina Holdiness, Instructional Support
Christina McPeck, Social and Behavioral Sciences
Joan Godinez, Counseling/Matriculation
Joann Eisberg, Mathematics and Science
Laura Picklesimer, SLO Facilitator

Markazan Romero, Business and Applied Technology
Maryline Chemama, Mathematics and Science
Michael Wangler, Mathematics and Science
Neil Watkins, Academic Senate President
Nicole Farrand, Visual and Performing Arts
Paula Snyder, Social and Behavioral Sciences
Rob Rundquist, CIO Designee
Ryan Sipma, Catalog/Schedule Coordinator
Shireen Awad, Curriculum Specialist
Stephen Calebotta, Language Arts
Tracy Kocher, Business and Applied Technology

Members Absent:

Alisha Serrano, Director Admissions and Records
Candice Hines-Tinsley, Kinesiology, Nutrition and Athletics
Jo Alvarez, PSR Representative
Jonathan Polidano, CTE Liaison
Julie Law, Articulation Officer
Julie Leahy, Health Sciences

Kathy Galipeau, Hospitality, Fashion, Interior & Culinary Arts
Patricia Bopko, Director of Financial Aid
Rousselle Douge, Student Representative
RuthAnn Valencia, Director of Transfer Center
Sharon Alton, Language Arts

Guests:

Abel Chen, Business and Applied Technology
Jennika Celo, Counseling
Kimberly Jackson, National Core

Sade Stephenson, Health Sciences
Stephen Shelton, Language Arts

1. **Call to Order/Roll Call:** The meeting was called to order at 1:37p.m.
2. **Public Comment** (Reserved for guests to address any item on the agenda for a limit of two minutes): None.
3. **Review and Approval of March 8, 2023 Expanded Summary Notes:** The summary notes were approved 11/0/3.
4. **Curriculum Office Reports**

4.1. Curriculum Chair:

1. Curriculum Committee Members' Tenure Congratulations: The Chair congratulated the committee members who earned tenure this year: Christina Holdiness, Grace Wong, Kirk Collins, and Markazan Romero. She also congratulated Christy McPeck who is going on sabbatical next year.
2. [2023-2024 Elections Update](#) and Welcome of New Members: The Chair welcomed Marlene Soto, Jennika Celo, Garrett Kenahan, and Elaine Martinez who will be new members next year. She thanked both the returning members for their continued service, and thanked the members who will no longer serve on the committee for their dedication and hard work during their terms.
3. [Curriculum Committee Self-Evaluation](#): The Chair asked the committee to participate in the committee self-evaluation through the CPC survey.

4. [Physical Therapist Assistant Program Presentation](#): The Chair shared the highlights of the newly approved PTA program. The presentation was not ready at the time the new program was approved.

4.2. Curriculum Specialist:

1. Academic Senate/Curriculum Committee Retreat (August 11, 2023): The Specialist shared that Academic Senate and the Curriculum Committee will have a joined retreat. It will likely be from 8:30-12:30 in CAA-218. A calendar invitation will be sent to the committee in a couple of weeks. Lissa Napoli will send the invitation to senators.
2. Curriculum Submission Timeline Update: The Specialist thanked the faculty, coordinator, and deans in this update cycle for ensuring majority of the proposals were submitted by the deadline. They made the cycle seamless and their partnership is extremely appreciated.
3. [2023 ASCCC Annual Curriculum Institute](#): She encouraged Curriculum Committee members to attend. Those interested in attending should speak to their dean regarding budgeting and the travel and conference paperwork. The Institute will be at the Riverside Convention Center on Wednesday July 12, 2023 to Saturday July 15, 2023.
4. [IDEA Dashboard Tool](#): The Classified Success Network Advisory Committee (CSNAC) shared this helpful guide on the IDEA dashboard. Ariel Sales in Institutional Research submitted the informative graphic.
5. The Library, Allison Tripp and the Anthropology Club, and the Gym have partnered for a clothing exchange for Earth Day. They will collect gently used washed clothing at the Rancho Campus Library to be distributed on Earth Day. Joann Eisberg shared that this is a good example of sustainably. Sustainably can be addressed in CORs such as in the assignments or learning outcomes (aligns with one of the ACES).
6. The Specialist thanked the committee for their extraordinary work. She feels very lucky to work with such an amazing group and she looks forward to continuing the work next year.

4.3. Catalog and Schedule Coordinator: The Catalog and Schedule Coordinator shared that he is currently working on the catalog which is anticipated for release in May. He created a helpful Canvas Shell for those who are involved in the catalog process. Summer 2023 and Fall 2023 schedules have been released.

4.4. Articulation Officer (AO): No report

4.5. Chief Instructional Officer (CIO)/Designee of CIO: Dean Rundquist thanked the committee for their work this year. He shared that PSR will move into META in the fall. Recent data on ACES shows that there are over 115,000 assessments in the system. He thanked the OAC committee and Laura Picklesimer's leadership on their ACES work as well.

4.6. Academic Senate President: The Academic Senate President shared that this will be his last meeting. The next president, Nicole DeRose, will serve on the committee next year. He expressed his appreciation for the committee and for their thoughtful and detailed review process. He announced the new senate officers, Nikki DeRose (President), Liz Encarnacion (Vice President), and Robin Witt (Secretary/Treasurer).

5. Consent Agenda: The consent agenda was approved 15/0/0.

- 5.1. The Automotive Electrical Systems certificate was approved by the CCCCO, changing it from a Certificate of Career Preparation to a Certificate of Achievement.

6. Curriculum Proposals:

REAL ESTATE PROPERTY MANAGEMENT

The Chair shared the [Real Estate Property Management Presentation](#) that highlights the labor market information, commendations, and expected positive impact on students. Kimberly Jackson, a representative from National Core, was present. This new program is a partnership with National Core. They are nonprofit low-income housing developer. They have built low-income apartments and housing at market rent. Their mission is to break generational poverty through education and employment. National Core also staffs their maintenance and management crews. This program would be a training program in partnership with Chaffey with the goal of employing students who complete the program.

New Courses:

RE-600	Leasing Basics I	Approval: 16/0/0
RE-601	Leasing Basics II	Approval: 16/0/0

RE-602	Intermediate Leasing and Property Management I	Approval: 16/0/0
RE-603	Intermediate Leasing and Property Management II	Approval: 16/0/0
RE-604	Advanced Leasing and Property Management I	Approval: 16/0/0
RE-605	Advanced Leasing and Property Management II	Approval: 16/0/0

New Programs:

Core Academy: Leasing Basics Level I	Certificate of Completion	Approval: 16/0/0
Core Academy: Intermediate Leasing and Property Management Level II	Certificate of Completion	Approval: 16/0/0
Core Academy: Advanced Leasing and Property Management (Level III)	Certificate of Completion	Approval: 16/0/0

PHLEBOTOMY

The Chair shared the [Phlebotomy Presentation](#) that highlights the program's outcomes, commendations, and labor market information. Sade Stephenson attended and shared that many students seem excited about this certificate. This program also serves as a transition for CNA students to receive a phlebotomy certificate. This program and CNA program is a pathway as well to the LVN or ADN program. Phlebotomy will be offered at the Rancho and Fontana campus for wider access. The department also has partnerships with Kaiser, Pomona Medical Center, and San Antonio Medical Center for clinical opportunities.

New Courses w/ DE:

PHLEB-600	Phlebotomy Technician Theory	Approval: 16/0/0	Distance Education Approval Fully Online/Hybrid: 16/0/0
PHLEB-600L	Phlebotomy Technician Clinical	Approval: 16/0/0	Distance Education Approval Fully Online/Hybrid: 16/0/0
PHLEB-605	Phlebotomy Technician Skills Lab	Approval: 16/0/0	Distance Education Approval Fully Online/Hybrid: 16/0/0

New Programs:

Phlebotomy Technician	Certificate of Completion	Approval: 16/0/0
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ACCOUNTING and FINANCIAL PLANNING

ACCTGFS-453	U.S. and California Income Tax Preparation	Approval: 16/0/0	Distance Education Approval Fully Online/Hybrid: 16/0/0 16/0/0
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This course has a substantial change in the description to remove the language, “certified by the California Tax Education Council that fulfills the 60-hour qualifying education requirement imposed by the State of California for becoming a Registered Tax Preparer”. This is no longer the case for this class. As a result, this course needs to be reviewed outside of the package to ensure students are receiving the most accurate description for the fall sections scheduled.

COMMUNICATION STUDIES

The Chair shared the [Communication Studies Presentation](#) that highlights the program’s accomplishments, transfer data, and exemplary completion rates. The Committee commended the department on their unit averages. Students in this program complete their degree in 65 units for the entire stay at Chaffey. The average is 89 units accumulated campus wide during a student’s enrollment. Steve Shelton attended and thanked the committee for their commendations and feedback. He will share the comments with his department.

Course Modifications w/ DE:

COMSTD-12	Mass Communication and Society	Approval: 16/0/0	Distance Education Approval Fully Online/Hybrid: 16/0/0 16/0/0
COMSTD-14	Oral Interpretation of Literature	Approval: 16/0/0	Distance Education Approval Fully Online/Hybrid: 16/0/0 16/0/0
COMSTD-2	Fundamentals of Effective Speaking	Approval: 16/0/0	Distance Education Approval Fully Online/Hybrid: 16/0/0
COMSTD-4	Fundamentals of Interpersonal Communication	Approval: 16/0/0	Distance Education Approval Fully Online/Hybrid: 16/0/0
COMSTD-6	Fundamentals of Small Group Communication	Approval: 16/0/0	Distance Education Approval Fully Online/Hybrid: 16/0/0
COMSTD-72	Logic and Argumentation	Approval: 16/0/0	Distance Education Approval Fully Online/Hybrid: 16/0/0
COMSTD-74	Intercultural Communication	Approval: 16/0/0	Distance Education Approval Fully Online/Hybrid: 16/0/0
COMSTD-76	Gender and Communication	Approval: 16/0/0	Distance Education Approval Fully Online/Hybrid: 16/0/0
COMSTD-78	Family Communication	Approval: 16/0/0	Distance Education Approval Fully Online/Hybrid: 16/0/0
COMSTD-8	Fundamentals of Speech Communication	Approval: 16/0/0	Distance Education Approval Fully Online/Hybrid: 16/0/0

Program Modifications:

Communication Studies	AA-T	Approval: 16/0/0
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HOSPITALTY MANAGEMENT

The Chair shared the [Hospitality Management Presentation](#) that highlights the program’s accomplishments, labor market information, and success rates. The Chair shared that Daniel Bentum should be commended for all of the DEIA assignments

and lessons incorporated throughout many courses. Based on the committee's feedback, she worked with him to get these assignments formally listed on the COR.

Course Modifications w/ DE:

HOTFS-10	Introduction to Hospitality Management	Approval: 17/0/0	Distance Education Approval Fully Online/Hybrid: 17/0/0
HOTFS-14	Food and Beverage Management	Approval: 17/0/0	Distance Education Approval Fully Online/Hybrid: 17/0/0
HOTFS-21	Purchasing, Cost Controls, and Menu Planning	Approval: 17/0/0	Distance Education Approval Fully Online/Hybrid: 17/0/0
HOTFS-32	Hospitality Law	Approval: 17/0/0	Distance Education Approval Fully Online/Hybrid: 17/0/0
HOTFS-42	Hotel Operations	Approval: 17/0/0	Distance Education Approval Fully Online/Hybrid: 17/0/0
HOTFS-428	Human Resources Management in Hospitality	Approval: 17/0/0	Distance Education Approval Fully Online/Hybrid: 17/0/0
HOTFS-431	Hospitality Marketing Management	Approval: 17/0/0	Distance Education Approval Fully Online/Hybrid: 17/0/0
HOTFS-450	Principles of Public Events and Convention Management	Approval: 17/0/0	Distance Education Approval Fully Online/Hybrid: 17/0/0
HOTFS-451	Social Events and Private Event Management	Approval: 17/0/0	Distance Education Approval Fully Online/Hybrid: 17/0/0
HOTFS-452	Event Sales, Marketing and Financial Management	Approval: 17/0/0	Distance Education Approval Fully Online/Hybrid: 17/0/0
HOTFS-482	Industry Internship: Hospitality Management	Approval: 17/0/0	Distance Education Approval Fully Online/Hybrid: 17/0/0

Program Modifications:

Event Planning	Certificate of Achievement	Approval: 17/0/0
Hospitality Management	AS-T	Approval: 17/0/0
Hospitality Management: Food Service	A.S. Degree	Approval: 17/0/0
Hospitality Management: Food Service	Certificate of Achievement	Approval: 17/0/0
Hospitality Management: Hospitality Facilities Management	Certificate of Achievement	Approval: 17/0/0
Hospitality Management: Hotel Management	A.S. Degree	Approval: 17/0/0
Hospitality Management: Hotel Management	Certificate of Achievement	Approval: 17/0/0

GENERAL EDUCATION PATTERNS (SUMMER PROPOSALS)

Program Modifications:

California State University - General Education	Certificate of Achievement	Approval: 17/0/0
Chaffey College General Education Requirements for the Associate Degree	Local GE Pattern	Approval: 17/0/0
Intersegmental General Education Transfer Curriculum: UC or CSU	Certificate of Achievement	Approval: 17/0/0

****The following lists are proposed changes to the GE pattern and does not indicate GE approvals. Decisions made by GE reviewers are anticipated late April. These lists are anticipatory and not final. Final changes/approvals will be reported in the Fall.*

Chaffey GE	CSUGE	IGETC	
MATH 45 A.2	ASTRON 27L - B3	COMSTD 4 - Area 1C	THEATRE 12 - Area 3A
ASTRON 27 + 27L - B	MATH 45 - B4	MATH 45 - Area 2A	SPAN 3SS - Areas 3B and 6A
MUSIC 23 - C1	MUSIC 23 - C1	ART 10 - Area 3A	ANTRHO 5 - Area 4
THEATRE 7 -C1	THEATRE 7 -C1	ART 12 -Area 3A	PSYCH 5 -Area 4
ANTRHO 5 - D	ANTRHO 5 - D	ART 13 - Area 3A	PSYCH 41 -Area 4
PSYCH 5 - D	PSYCH 5 - D and E	ART 15 - Area 3A	PSYCH 55 - Area 4
PSYCH 55 - D	PSYCH 41 - D	ART 20 - Area 3A	ASTRON 27L - Area 5C
	PSYCH 55 - D	COMSTD 14 - Area 3A	ETHN 1 - Area 7
	PH 20 - D and E	ID 11 - Area 3A	ETHN 2 - Area 7
		ID 12 - Area 3A	ETHN 3 - Area 7
		MUSIC 23 - Area 3A	ETHN 4 - Area 7
		THEATRE 7 -Area 3A	ETHN 5 - Area 7
		THEATRE 10 - Area 3A	ETHN 6 - Area 7

ENGLISH AS A SECOND LANGUAGE

The Chair shared the [English as a Second Language Presentation](#) that highlights the program's accomplishments and outcomes.

*The ESL Noncredit Certificate was approved January 11, 2023 by the Committee as part of the standard update cycle and to include the new ESL courses approved that day as well.

Course Modifications w/ DE:

ESL-475	Fundamentals of College Reading and Writing for ESL Students	Approval: 17/0/0	Distance Education Approval Fully Online/Hybrid: 17/0/0
ESL-608	Pronunciation of American English	Approval: 17/0/0	Distance Education Approval Fully Online/Hybrid: 17/0/0
ESL-612	English as a Second Language I	Approval: 17/0/0	Distance Education Approval Fully Online/Hybrid: 17/0/0
ESL-622	English as a Second Language II	Approval: 17/0/0	Distance Education Approval Fully Online/Hybrid: 17/0/0
ESL-632	English as a Second Language III	Approval: 17/0/0	Distance Education Approval Fully Online/Hybrid: 17/0/0

ESL-642	English as a Second Language IV	Approval: 17/0/0	Distance Education Approval Fully Online/Hybrid: 17/0/0
ESL-650	English and Citizenship	Approval: 17/0/0	Distance Education Approval Fully Online/Hybrid: 17/0/0
ESL-652	English as a Second Language V	Approval: 17/0/0	Distance Education Approval Fully Online/Hybrid: 17/0/0

ARABIC AND FRENCH

Course Modifications w/ DE:

ARABIC-1	Elementary Modern Standard Arabic I	Approval: 17/0/0	Distance Education Approval Fully Online/Hybrid: 17/0/0
ARABIC-2	Elementary Modern Standard Arabic II	Approval: 17/0/0	Distance Education Approval Fully Online/Hybrid: 17/0/0
ARABIC-3	Intermediate Modern Standard Arabic I	Approval: 17/0/0	Distance Education Approval Fully Online/Hybrid: 17/0/0
ARABIC-4	Intermediate Modern Standard Arabic II	Approval: 17/0/0	Distance Education Approval Fully Online/Hybrid: 17/0/0
FR-1	Elementary French I	Approval: 17/0/0	Distance Education Approval Fully Online/Hybrid: 17/0/0
FR-2	Elementary French II	Approval: 17/0/0	Distance Education Approval Fully Online/Hybrid: 17/0/0

7. Discussion/Action Items:

7.1. Summer Clean Up: Over the summer, the Curriculum Office, the Articulation Office, and the Catalog and Schedule Coordinator will have “summer clean up”. This includes updating the GE patterns with the updated approvals, ensuring courses are displaying appropriately in the catalog/schedule, Chancellor’s Office revision requests, to name a few. This annual clean-up will correct any inconsistencies in our internal and external curriculum processes. All clean-up projects will be reported to the committee in the fall. The Committee approved summer clean-up 16/0/0.

7.2. Curriculum Committee Wrap-Up (Summative Report): The Chair and Specialist shared a summative work on the transformational work done by the Committee and the faculty in MIT, PCS, and HWA for the standard update cycle. Their focus on DEIA in CORS has led to systemic changes in DEIA. The Specialist read the following statement to the Committee:

The Curriculum Office commends the Curriculum Committee for their dedicated work in reading, reviewing, and approving 1,019 proposals while ensuring equity was at the center of their review. The Curriculum Committee has been instrumental in creating systemic DEIA changes in curriculum. For each department in MIT, PCS, HWA, committee members were committed to ensuring DEIA was in every program by reviewing each course with an equity lens. Members provided commendations to faculty who had DEIA in their curriculum. In addition to commendations, committee members provided thoughtful and collegial feedback on ways to incorporate DEIA into courses. Suggestions included adding DEIA to content, assignments, CLOs, and objectives. The Curriculum Committee's dedication to ensuring that DEIA is in each department's curriculum is truly a catalyst to systemic equity changes.

The Curriculum Office would like to thank faculty, deans, coordinators, and the Curriculum Committee for working together to ensure the college maintains compliance with curriculum legislation, ensure the curriculum process supports external processes impacted by curriculum, and for the dedication to incorporating DEIA into their

curriculum. Everyone's committed work during this cycle is a true representation of our collegial partnership in providing students the optimal classroom experience.

After reading the statement, the Specialist shared the breakdown of proposals holistically reviewed by the Committee:

- New Courses: 39
- Course Modifications: 418
- Distance Education: 403
- Course Deactivations: 61
- Course Reactivations: 3
- Correspondence Courses: 3
- New Programs: 1
- Program Modifications: 84
- Program Deactivations: 7
- **Total= 1,019 Proposals**

The Specialist also shared the outcomes of the new Curriculum Committee review process for committee members. She ended the presentation with highlighting the outcomes of the holistic review process for the Curriculum Office, faculty, and committee members overall.

8. Next Agenda Forecast: Annual Curriculum Committee Retreat: August 11, 2023

9. Floor Items: (Reserved to raise concerns and/or future items to discuss within the [Curriculum Committee Scope](#). Committee members may also use floor items to share committee work and departmental/institutional updates as it relates to the Committee's work. Concerns and/or items to discuss may appear on a future agenda). **NONE**

10. Adjournment: The meeting was adjourned at 2:53p.m.

Name	ATTENDANCE	M: Approval of Summary Notes: March 8, 2023		M: Approval of Consent Agenda		M: Approval of Real Estate Property Management Package		M: Approval of Phlebotomy Package		M: Approval of ACCTGFS-453		M: Approval of Communication Studies Package		M: Approval of Hospitality Management Package		M: Approval of the GE patterns		M: Approval of ESL Package		M: Approval of Arabic and French		M: Approval of Summer Clean-up	
		1 st : Joann Eisberg	2 nd : Christina Holdiness	1 st : Christina Holdiness	2 nd : Tracy Kocher	1 st : Joann Eisberg	2 nd : Tracy Kocher	1 st : Christina Holdiness	2 nd : Joann Eisberg	1 st : Joann Eisberg	2 nd : Christina Holdiness	1 st : Christina Holdiness	2 nd : Markazan Romero	1 st : Christina Holdiness	2 nd : Joann Eisberg	1 st : Joann Eisberg	2 nd : Tracy Kocher	1 st : Tracy Kocher	2 nd : Markazan Romero	1 st : Joann Eisberg	2 nd : Tracy Kocher	1 st : Joann Eisberg	2 nd : Tracy Kocher
Adeel Rizvi	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	
Candice Hines-Tinsley																							
Carol Hutte	X	X		X		X		X		X		X		X		X		X		X		X	
Christina Holdiness	X	X		X		X		X		X		X		X		X		X		X		X	
Christina McPeck	X	A		X		X		X		X		X		X		X		X		X		X	
Grace Wong	X													X		X		X		X		X	
Joan Godinez	X	X		X		X		X		X		X		X		X		X		X		X	
Joann Eisberg	X	X		X		X		X		X		X		X		X		X		X		X	
Julie Law																							
Julie Leahy																							
Kathy Galipeau																							
Markazan Romero	X	X		X		X		X		X		X		X		X		X		X		X	
Maryline Chemama	X					X		X		X		X		X		X		X		X		X	
Michael Wangler	X	X		X		X		X		X		X		X		X		X		X		X	
Nicole Farrand	X			X		X		X		X		X		X		X		X		X		X	
Paula Snyder	X	A		X		X		X		X		X		X		X		X		X		X	
Rob Rundquist (as CIO Designee)	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	
Sharon Alton																							
Stephen Calebotta	X	X		X		X		X		X		X		X		X		X		X		X	
Tracy Kocher	X	A		X		X		X		X		X		X		X		X		X		X	
TOTAL COUNTS	17	14		15		16		16		16		16		17		17		17		17		17	

Quorum= 22/2=11+1=12

Non-Voting	
Alisha Serrano	
Angela Burk-Herrick	X
Jo Alvarez	
Jonathan Polidano	
Laura Picklesimer	X
Neil Watkins	X
Patricia Bopko	
Rousselle Douge	
RuthAnn Valencia	
Shireen Awad	X