

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

Members Present:

Andrew Schnurr, Visual & Performing Arts
Angela Burk-Herrick, Mathematics & Science
Annette Henry, Kinesiology, Nutrition, & Athletics
Charmaine Phipps, Language Arts
Elaine Martinez, Kinesiology, Nutrition, & Athletics
Jason Chevalier, Dean, Visual & Performing Arts
John Machado, Social and Behavioral Sciences
Linda Marcotte, Social & Behavioral Sciences
Lucy Serrano, Counseling
Marie Isabella Sandoval, Student Representative
Marie Boyd, Curriculum Chair
Marlene Soto, Health Sciences

Meridith Randall, Associate Superintendent of Instruction and Institutional Effectiveness
Rob Kopp, Mathematics & Science
Sean Stratton, Articulation Officer
Sharon Awad, Administrative Assistant II, Curriculum
Shelley Marcus, Library Learning Resources
Stephen Calebotta, Language Arts
Tom Vitzelio, Instructional Support
Vanessa Thomas, Business and Applied Technology, High School Articulation
Wanda Baker, Business & Applied Technology

Members Absent:

Ardon Alger, Faculty Senate President
Cherlou Oplencia, Counseling
David Schlanger, Catalog/Schedule Coordinator
Julie Song, Social & Behavioral Sciences

Kathy Lucero, Admissions and Records
Michael Escobosa, Health Sciences
Patricia Bopko, Financial Aid
Tracy Kocher, Business & Applied Technology

Guests:

Abel Chen, Business and Applied Technology
Stephen Shelton, Language Arts

1. **Call To Order/New Committee Members:** The meeting was called to order at 1:35p.m.
2. **Review and Approval of February 15, 2017 Expanded Summary Notes:** The Summary Notes were approved 14/0/0 as presented.
3. **Discussion Items:**

3.1. COOPED Guidelines (Abel Chen): <http://cacareerbriefs.com/wp-content/uploads/new-handbook-1.pdf>

The Chair introduced Abel Chen to the committee. Abel Chen is working with COOPED and shared the following information. There are two types of COOPED: general work experience and occupational work experience. General work experience is used for students who currently have a job and can use that job for college credit. The idea behind general work experience is that students work directly with faculty to generate three to five learning outcomes that measure the skills obtained by the student to use in the workplace. The second type, occupational work experience, is a future-oriented path that works with subject discipline faculty. Discipline faculty would serve as coaches and define certain learning outcomes for the students. The goal behind this type of COOPED is to have a centralized location for the work experience to better serve the students. Chaffey hopes to have a COOPED office to manage enrollment, marketing, record keeping, forms (worker's compensation), and the like. The hope is to launch the general work experience first and then the occupational work experience in a year's time. The Chair shared that the plan must be shared with the State Chancellor's Office as described in the handout AP 4103. Dr. Randall shared that the faculty contract has some language in regards to payment that is important to follow in regards to COOPED. She also asked about the current internship courses and how they align with COOPED. Abel shared that he has long-time goal of having internships coexist with

COOPED. The Chair wanted to share her understanding that COOPED and internships are two different educational methods under Title 5. Abel ensured the committee that the COOPED classes will be clearly defined to show the differences between COOPED and Internships.

3.2. Non-Credit, Not-For-Credit, and Credit Differences (Handout): The Chair shared the handout on the different types of Curriculum that was presented at the 2015 Curriculum Institute hosted by the Academic Senate for California Community Colleges. Committee members independently read the handout and questions were asked on the following:

1. **What is non-degree applicable?** 500-600 level courses, stand-alone courses, non-credit, and not-for-credit courses.
2. **What is the benefit of noncredit courses?** The courses can be repeated and do not cost the student any money.
3. **Do we have a credit vs. noncredit policy?** Chaffey does not currently have one, but the Chair shared that one was given on a listserv that she will share with the committee at the next meeting.
4. **Community Service is known as Not-For-Credit:** Fees may not exceed what is required to maintain the classes and community service does not earn apportionment.
5. **What is the purpose of not-for-credit?** It introduces students to credit programs and is appealing to life-long learners who do not wish to earn a degree.

3.3. Curriculum Institute Information (2016 Handout): The Administrative Assistant shared registration information for the 2017 Curriculum Institute and the 2016 Curriculum Institute agenda to encourage committee members to attend this year's conference.

3.4. Curricunet Class Size Field: The Chair asked the committee as to whether or not anyone pondered on the benefit of having the class size field on the Curricunet development page. The committee discussed that the Deans and faculty decide the class size per language in the contract; as a result, this field may be misleading to faculty as the class size decision is not made in Curricunet. Some members do not find a function of this field and find the number arbitrary. This number is determined by many factors, including, but not limited to, fire code and pedagogy. It was also discussed that class size is not in the purview of the Curriculum Committee, nor is it a curriculum issue. The committee approved removing the class size field in Curricunet 17/0/0.

4. Interdisciplinary Studies-Name Change and Description Edits: Tabled.

5. Articulation Officer (SCIAC Meeting): The Articulation Officer attended the CSU SCIAC meeting. He shared that CSU Dominguez Hill has a new degree in Conflict Resolution and Negotiation. UC Irvine will offer non-articulated engineering courses via an extension program to serve as a pathway.

The Chancellor's Office, to better facilitate its ongoing training opportunities for transcript evaluators, is working on a best practices document.

C-ID approvals have been delayed. The Chancellor's Office will submit a memo in regards to submitting ADTs who have courses that are pending C-ID approval.

Open Educational Resources (OER) are allowed into C-ID, but OERs cannot be the only resources used in order to gain C-ID approval.

ASSIST NextGen is still delayed. The counselors will receive training on ASSIST NextGen at their next "Encouraging Transfer Success" conference.

6. Regional Consortium:

PENDING

Leadership in Criminal Justice Certificate of Achievement
Professional Baking and Patisserie Certificate of Achievement

IN DEVELOPMENT

International Business A.S.
International Business Certificate of Achievement

RECENTLY ENDORSED PROGRAMS

Microsoft Office Excel Applications Certificate, 2nd Read - February 6, 2017

Electronic Health Records Specialist, 2nd Read - February 6, 2017

Inpatient Medical Coder Specialist, 2nd Read - February 6, 2017

Medical Biller Specialist, 2nd Read - February 6, 2017

Medical Insurance Billing, 2nd Read - February 6, 2017

7. **Board Report:** The board report will include approvals made at this meeting. The complete report will be available for the March 15, 2017 meeting.

8. Miscellaneous:

8.1. High School Articulation Representative as a Voting Member and Marie Isabella Sandoval as a ASCC

Student Rep: The committee approved Vanessa and Marie Isabella's representation on the committee 15/0/0.

8.2. **Checking LMI and Advisory Minutes during Technical Review:** The Chair shared the new process of having LMI data and Advisory minutes uploaded into Curricunet when the CTE proposal is launched into the queue. These documents will be viewed during tech review. The Chair will discuss this process more at the next meeting.

8.3. C-ID Update Handout

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

9.1. Per department request, I added ACCTGFS 465 to the International Business Degree so that the CORE matches the CORE in General Business Degree.

10. Old Business

Course Reactivations: Second Reading: *Affected programs have been launched.*

BUSOTMD-410	Current Procedural Terminology	Approval: TABLED
BUSOTMD-420	Basic ICD-10-CM Coding	Approval: TABLED
BUSOTMD-430	Intermediate Level ICD-10-CM, ICD-10-PCS Coding	Approval: TABLED
BUSOTMD-440	Medical Billing, Reimbursement, and Compliance	Approval: TABLED

11. New Business

New Courses: First Reading

DANCE-25	Placement for the Dancer	Approval: TABLED
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Course Modifications: First Reading

CUL-17	Principles of Food Preparation	Approval: TABLED
CUL-22	Restaurant and Catering Operations	Approval: TABLED
GERO-463	Social Work Designee/Assistant Training	Approval: TABLED
HOTFS-14	Quality Food Production	Approval: TABLED
IET-415	Advanced Electricity Laboratory <i>Curriculum Rep comment has been addressed.</i>	Approval: TABLED
IET-417	Electrical Troubleshooting	Approval: TABLED
IET-420	Fundamentals of Control Systems <i>Curriculum Rep comment has been addressed.</i>	Approval: TABLED
NURVN-421	Maternal and Child Health Nursing	Approval: TABLED

Courses: Distance Education:

BUSMGT-42	Human Resource Management	Approval: TABLED
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Course Deactivations:

CRSCI-410	Street Gangs and Subculture <i>No Course Impact</i>	Approval: TABLED
CRSCI-411	Juvenile Corrections <i>No Course Impact</i>	Approval: TABLED
HOTFS-18	Sanitation, Safety, and Equipment Management <i>All affected degrees within the discipline have been launched, except the Dietetic Service Supervisor CA which is in a different discipline.</i>	Approval: TABLED
HOTFS-436A	Culinary Arts I <i>All affected degrees and courses have been launched to reflect this deactivation.</i>	Approval: TABLED
HOTFS 436B	Culinary Arts II <i>All affected degrees and courses have been launched to reflect this deactivation.</i>	Approval: TABLED
HOTFS-437	Principles of Baking <i>All affected degrees and courses have been launched to reflect this deactivation.</i>	Approval: TABLED
IET-409	Static Devices <i>All affected degrees and courses have been launched to reflect this deactivation.</i>	Approval: TABLED

New Programs: Final Reading

Entertainment Technology	Certificate of Career Preparation <i>Needs LMI Data.</i>	Approval: TABLED
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Program Modifications: Final Reading

Chinese Studies	A.A.	Approval: 15/0/0
Computer Information Systems	Certificate of Achievement	Approval: 15/0/0
Culinary Arts	Certificate of Achievement <i>Faculty member addressed comments made by Tech Committee on the Check Status page.</i>	Approval: 15/0/0
Hospitality Management: Food Service	Certificate of Achievement	Approval: 14/0/1
Hospitality Management: Hotel Management	A.S.	Approval: 14/0/1
Hospitality Management: Hotel Management	Certificate of Achievement	Approval: 14/0/1
Industrial Electrical Technology	A.S. Degree <i>Pay rates will be taken out.</i>	Approval: 15/0/0
International Business	A.S.	Approval: 15/0/0
Supply Chain Management	A.S. <i>Request for Discussion: Description needs be edited.</i>	Approval: TABLED
Theatre Arts	AA-T <i>A course will need C-ID approval first.</i>	Approval: TABLED
Theatre Performance	A.A.	Approval: TABLED

Program Reactivations: Final Reading

Medical Insurance Biller Specialist	Certificate of Achievement	Approval: TABLED
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12. Adjournment: The meeting was adjourned at 3:00p.m.

Attendance and Vote Count-3/1/2017

Name	In attendance	Summary Notes	Curricumet Class Size Field Removal	High School Articulation voting Member	Student Member Non-Voting	Consent Agenda	CHINESE STUDIES AS	COMPUTER INFORMATION	CULINARY ARTS CA	HM: FOOD SERVICE CA	HM: HOTEL MANAGEMENT AS	HM: HOTEL MANAGEMENT CA	INDUSTRIAL ELECTRICAL	INTERNATIONAL BUSINESS A.S.
Andrew Schnurr	X		X	X	X	X	X	X	X	X	X	X	X	X
Angela Burk-Herrick	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Annette Henry	X	X	X											
Ardon Alger														
Charmaine Phipps	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Cherlou Opulencia														
David Schlanger														
Elaine Martinez	X	X	X											
Jason Chevalier	X	X	X	X	X	X	X	X	X	X	X	X	X	X
John Machado	X		X	X	X	X	X	X	X	X	X	X	X	X
Julie Song														
Linda Marcotte	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Lucy Serrano	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Marlene Soto	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Meridith Randall	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Michael Escobosa (Via Teleconference-CHMB 143)														
Rob Kopp	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Sean Stratton	X	X	X	X	X	X	X	X	X	A	A	A	X	X
Shelly Marcus (Via Teleconference-FNAC 100)	X	X	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	X	X
Tom Vitzelio	X		X	X	X	X	X	X	X	X	X	X	X	X
Tracy Kocher														
Vanessa Thomas	X													
Wanda Baker	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Total Counts	18	14	17	15	15	15	15	15	15	15	15	15	15	15

Non Voting	
Kathy Lucero	
Marie Boyd	X
Marie Isabell Sandoval	X
Patricia Bopko	
Sharon Awad	X

Guests
Abel Chen
Stephen Shelton