

**CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204
FONTANA CAMPUS, FNAC 100
CHINO CAMPUS, CHMB 143
TELECONFERENCE #6759
SUMMARY NOTES
APRIL 5, 2017
1:30pm-3:00pm**

Members Present:

Andrew Schnurr, Visual & Performing Arts
Angela Burk-Herrick, Mathematics & Science
Ardon Alger, Faculty Senate President
Charmaine Phipps, Language Arts
David Schlanger, Catalog/Schedule Coordinator
Elaine Martinez, Kinesiology, Nutrition, & Athletics
John Machado, Social and Behavioral Sciences
Kathy Lucero, Admissions and Records
Linda Marcotte, Social & Behavioral Sciences
Lucy Serrano, Counseling
Maria-Isabella Sandoval, Student Representative

Marie Boyd, Curriculum Chair
Marlene Soto, Health Sciences
Michael Escobosa, Health Sciences
Rob Kopp, Mathematics & Science
Sean Stratton, Articulation Officer
Sharon Awad, Administrative Assistant II, Curriculum
Shelley Marcus, Library Learning Resources
Stephen Calebotta, Language Arts
Vanessa Thomas, Business and Applied Technology, High School Articulation
Wanda Baker, Business & Applied Technology

Members Absent:

Annette Henry, Kinesiology, Nutrition, & Athletics
Cherlou Opulencia, Counseling
Jason Chevalier, Dean, Visual & Performing Arts
Julie Song, Social & Behavioral Sciences

Meridith Randall, Associate Superintendent of Instruction and Institutional Effectiveness
Patricia Bopko, Financial Aid
Tracy Kocher, Business & Applied Technology

Guests:

Stephen Shelton, Language Arts

1. **Call To Order/New Committee Members:** The meeting was called to order at 1:40p.m.
2. **Review and Approval of March 22, 2017 Expanded Summary Notes:** The summary notes were approved 12/0/1 as presented.
3. **Discussion Items:**
 - 3.1. **Elections and By-Laws:** The Chair distributed the Curriculum By-Laws to begin discussion on the Curriculum Representative elections. The Chair would like to have candidates named at our next meeting on April 26, 2017. She named the representatives whose terms are expiring and began discussion on the Instructional Support position. The Instructional Support position historically has completed the Curriculum Representative reviews for the Chino Campus as well as the Student Learning Outcomes readings. Discussion ensued on whether or not the committee should have two Chino Representatives or to gain representatives for the different disciplines offered at Chino (i.e. Fashion Design, Hospitality Management, etc). After discussion, the Chair entertained a motion to add “Chino Campus” to list A of representatives in the By-Laws. The motion was approved by all members present. Michael Escobosa volunteered to recruit the new Chino Representatives. The Chair continued to review the list of expiring terms and guided the curriculum representatives on how to run the elections and what language to use in the recruitment emails. She paid particular attention to different circumstances specific to each department (i.e. Sabbaticals, forfeiting terms, etc.). After more discussion, the committee also approved the addition of a “Guided Pathways” Representative in List C of the By-Laws which is currently being held by Vanessa Thomas.
 - 3.2. **Non-Credit Policy from ListServ:** The Chair redistributed the PowerPoint created by the State Academic Senate that discusses the basics of noncredit including the categories, advantages, and purpose of noncredit. The

committee's student representative, Isabella, believes noncredit courses are beneficial for students especially for students who may not have confidence in certain subjects.

3.3. How to Read the Vocational Page in the Program Checklist when Reviewing Programs and Certificates in Curriculum Committee Member Queue: Tabled

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

5. Regional Consortium:

5.1. Pending Endorsement:

1. International Business A.S. Degree
2. International Business Certificate of Achievement
3. Programming Foundations Certificate of Achievement

5.2. Recently Endorsed

1. Professional Baking and Patisserie Certificate of Achievement
2. Leadership in Criminal Justice Certificate of Achievement

6. Board Report: There is no report. The April Board Report will include approvals from today's meeting.

7. Curriculum Inventory

7.1. Submissions Awaiting Approvals from Chancellor's Office

1. New Course Submissions from February Board Report

- 7.1.1.1. BUSL-405
- 7.1.1.2. BUSL-406
- 7.1.1.3. BUSL-408
- 7.1.1.4. BUSL-409
- 7.1.1.5. BUSL-411
- 7.1.1.6. BUSL-412
- 7.1.1.7. BUSL-413
- 7.1.1.8. BUSMGT-466
- 7.1.1.9. CIS-460
- 7.1.1.10. CISGAME-2
- 7.1.1.11. CUL-440
- 7.1.1.12. CUL-441
- 7.1.1.13. CUL-442
- 7.1.1.14. CUL-443
- 7.1.1.15. CUL-444
- 7.1.1.16. CUL-445
- 7.1.1.17. ESL-531
- 7.1.1.18. ESL-541
- 7.1.1.19. ESL-551
- 7.1.1.20. ESL-611
- 7.1.1.21. ESL-621
- 7.1.1.22. THEATRE-7

2. New Programs Submissions from February Board Report

- 7.1.2.1. Business Information Worker (BIW) Stage Two CA
- 7.1.2.2. Professional Baking and Patisserie CA

3. Program Modification Submissions from February Board Report

- 7.1.3.1. Biological Sciences AS
- 7.1.3.2. Biology AS-T
- 7.1.3.3. Network Specialist CA
- 7.1.3.4. Radiologic Technology AS

7.1.3.5. Supply Chain Management CA

4. New Course Submissions from March Board Report

7.1.4.1. ASTRON-27

7.1.4.2. BUSOT-64

7.1.4.3. CIS-421

7.1.4.4. CISIWEB-74

7.1.4.5. IM-604

7.1.4.6. IM-605

7.1.4.7. IM-606

7.1.4.8. IM-607

7.1.4.9. GUID-6

7.1.4.10. KINACT-28A

7.1.4.11. KINACT-28B

7.1.4.12. THEATRE-37

7.1.4.13. THEATRE-44

5. Program Modification Submissions from March Board Report

7.1.5.1. Chinese Studies AA

7.1.5.2. Computer Information System CA

7.1.5.3. Culinary Arts CA

7.1.5.4. Hospitality Management: Food Service CA

7.1.5.5. Hospitality Management: Hotel Management AS

7.1.5.6. Hospitality Management: Hotel Management CA

7.1.5.7. Industrial Electrical Technology AS

6. New ADT Submission

7.1.6.1. Social Justice ADT

7.2. Chancellor Office Approvals from February and March Submissions

1. Course Modifications

7.2.1.1. ASTRON-26

7.2.1.2. BUSMGT-13

7.2.1.3. BUSMGT-14

7.2.1.4. BUSMGT-48

7.2.1.5. CIS-435

7.2.1.6. CISCO-1

7.2.1.7. CISCO-2

7.2.1.8. CISCO-3

7.2.1.9. CISCO-4

7.2.1.10. CISCO-415

7.2.1.11. CISCO-416

7.2.1.12. CISCO-417

7.2.1.13. CISCO-418

7.2.1.14. CISCO-419

7.2.1.15. CISNTWK-12

7.2.1.16. ENGL-77

7.2.1.17. ESC-5L

7.2.1.18. ESL-475

7.2.1.19. ESL-508

7.2.1.20. ESL-650

7.2.1.21. HOTFS-482

7.2.1.22. IET-422

7.2.1.23. KINACT-24

2. Course Deactivations

7.2.2.1. CISPROG-3

7.2.2.2. CISIWEB-414

3. Course Reactivations

7.2.3.1. CDE-430A

8. **Miscellaneous:** Faculty Senate President, Ardon Alger, announced that Misty Burrueel is the new Faculty Senate President beginning in the 2018-2019 academic year.
9. **Consent Agenda:** The Consent Agenda was approved by all present members.
- 9.1. BUSOTMD-408 title changed from “Coding of Body Systems for Medical Coding and Billing” to “Coding of Body Systems for Medical Billing and Coding”.
- 9.2. On the 3-1-2017 approved summary notes, I added the formal list of “Members Present, Members Absent, and Guests” on the front page.

10. Old Business

Program Modifications: Final Reading

Supply Chain Management	A.S. <i>Description was edited to add occupations.</i>	Approval: 16/0/0
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New Courses: Second Reading

AMT-400	Aircraft Electrical and Avionics Theory, Repair and Troubleshooting	Approval: 15/0/1
IM-608	Setting Baseplates and Alignment	Approval: 15/1/0
IM-610	Fundamentals of Pressure, Heating & Cooling Systems <i>Out of class assignments were added.</i>	Approval: 15/1/0
IM-611	Troubleshooting Pumps and Gearboxes	Approval: 15/1/0
IM-612	Advanced Blueprint Reading and Introduction to Supervisory Skills	Approval: 15/1/0
IM-613	Advanced Mechanical Topics I	Approval: 15/1/0
IM-614	Advanced Mechanical Topics II	Approval: 15/1/0

New Courses with DE: Second Reading

BUSL-407	Criminal Law & Procedure	Approval: 16/0/1
BUSMGT-470	Essentials of Facilities Management <i>DE Addendum added</i>	Approval: 17/0/0

Course Modifications: Second Reading

BUSL-50	Legal Aspects of Real Estate	Approval: 16/0/1
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Course Reactivations: Second Reading: *Affected programs have been launched.*

BUSOTMD-408	Coding of Body Systems for Medical Billing and Coding	Approval: 16/1/0
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11. New Business

Course Modifications: First and Second Reading

NURADN-3	Transition in Nursing	Approval: 16/0/1
NURADN-3L	Transition in Nursing Laboratory	Approval: 16/0/1
NURADN-6	Clinical Nursing Skills	Approval: 16/0/1
NURADN-14	Nursing Process I	Approval: 16/0/1

NURADN-14L	Nursing Process I Laboratory	Approval: 16/0/1
NURADN-26	Maternal-Newborn Nursing	Approval: 16/0/1
NURADN-26L	Maternal-Newborn Nursing Laboratory	Approval: 16/0/1
NURADN-27	Nursing Process II	Approval: 16/0/1
NURADN-27L	Nursing Process II Laboratory	Approval: 16/0/1
NURADN-34	Nursing Process III	Approval: 16/0/1
NURADN-34L	Nursing Process III Laboratory	Approval: 16/0/1
NURADN-38	Family-Child Nursing	Approval: 16/0/1
NURADN-38L	Family-Child Nursing Laboratory	Approval: 16/0/1
NURADN-45	Nursing Process 4	Approval: 16/0/1
NURADN-45L	Nursing Process 4 Laboratory	Approval: 16/0/1
NURADN-48	Mental Health and Psychiatric Nursing	Approval: 16/0/1
NURADN-48L	Mental Health and Psychiatric Nursing Laboratory	Approval: 16/0/1
NURADN-50	Professional Issues in Nursing	Approval: 16/0/1
NURADN-403	Pathophysiology for Nursing	Approval: 16/0/1
NURADN-404	Basic ECG and Dysrhythmia	Approval: 16/0/1
NURADN-428	Basic Pharmacology	Approval: 16/0/1
NURADN-550	Health Science Skills Development I	Approval: 16/0/1
NURADN-551	Health Science Skills Development II	Approval: 16/0/1

Course Modifications with DE: First and Second Reading

GUID-2	Essentials of Student Success <i>Has DE Addendum.</i>	Approval: 16/0/1
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Courses: Distance Education

ESC-1L	Earth Science Laboratory	Approval: 15/0/1
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New Programs: Final Reading

Entertainment Technology	Certificate of Career Preparation <i>Has advisory committee minutes. Theatre-58 is being worked on as a potential COOPED course.</i>	Approval: Tabled
Facilities Management	A.S. <i>Has advisory committee minutes and LMI data.</i>	Approval: 16/0/1
Paralegal Studies	A.S. <i>Has advisory committee minutes and LMI data. Faculty will be asked if the degree is American Bar Association approved. The description will need to be changed to reflect the answer.</i>	Approval: 16/0/1
Pre-Law Studies	Certificate of Achievement <i>Has advisory committee minutes and LMI data. Tabled due to TOP Code clarification.</i>	Approval: Tabled

Program Modifications: Final Reading

Child Development	A.S.	Approval: 16/0/1
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12. Adjournment: The meeting was adjourned at 2:52p.m.

Attendance and Vote Count 4/5/2017

Name	In attendance	Summary Notes	Adding Chino Campus Representative to By-Laws	Adding Guided Pathways Representative to By-Laws	CONSENT AGENDA	SUPPLY CHAIN MANAGEMENT AS	AMT-400 2 ND READING	IM-608 2 ND READING	IM-610 2 ND READING	IM-611 2 ND READING	IM-612 2 ND READING	IM-613 2 ND READING	IM-614 2 ND READING	BUSL-407 2 ND READING	BUSMGT-470 2 ND READING	BUSL-50 2 ND READING	BUSMOTMD-408 2 ND READING
Andrew Schnurr	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Angela Burk-Herrick	X													X	X	X	X
Annette Henry																	
Ardon Alger	X			X	X	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	X	X	X	X	X
Cherlou Opulencia																	
David Schlanger	X	A	X	X	X	X	A	N	N	N	N	N	N	A	X	A	N
Elaine Martinez	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Jason Chevalier																	
John Machado	X		X	X	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	X	X	X
Lucy Serrano	X	X	X	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	X	X	X
Meridith Randall																	
Michael Escobosa (Via Teleconference-CHMB 143)	X	X	X	X	X	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	X	X	X	X	X
Sean Stratton	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Shelly Marcus (Via Teleconference-FNAC 100)	X	X	X	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	X	X	X
Tracy Kocher																	
Vanessa Thomas	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Wanda Baker	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Total Counts	17	13	15	16	16	16	16	16	16	16	16	16	17	17	17	17	17

Non Voting	
Kathy Lucero	x
Marie Boyd	x
Marialsabell Sandoval	x
Patricia Bopko	
Sharon Awad	x

Guests
Stephen Shelton

Name	NURADN-404 1 ST AND 2 ND READING	NURADN-428 1 ST AND 2 ND READING	NURADN-550 1 ST AND 2 ND READING	NURADN-551 1 ST AND 2 ND READING	GUID-2 1 ST AND 2 ND READING	ESC-1L DISTANCE EDU.	FACILITIES MANAGEMENT AS	PARALEGAL STUDIES AS	CHILD DEVELOPMENT AS
Andrew Schnurr	X	X	X	X	X	X	X	X	X
Angela Burk-Herrick	X	X	X	X	X	X	X	X	X
Annette Henry									
Ardon Alger	X	X	X	X	X	X	X	X	X
Charmaine Phipps	X	X	X	X	X	X	X	X	X
Cherlou Opulencia									
David Schlanger	A	A	A	A	A	A	A	A	A
Elaine Martinez	X	X	X	X	X	X	X	X	X
Jason Chevalier									
John Machado	X	X	X	X	X	X	X	X	X
Julie Song									
Linda Marcotte	X	X	X	X	X	X	X	X	X
Lucy Serrano	X	X	X	X	X	X	X	X	X
Marlene Soto	X	X	X	X	X	X	X	X	X
Meridith Randall									
Michael Escobosa (Via Teleconference-CHMB 143)	X	X	X	X	X		X	X	X
Rob Kopp	X	X	X	X	X	X	X	X	X
Sean Stratton	X	X	X	X	X	X	X	X	X
Shelly Marcus (Via Teleconference-FNAC 100)	X	X	X	X	X	X	X	X	X
Stephen Calebotta	X	X	X	X	X	X	X	X	X
Tracy Kocher									
Vanessa Thomas	X	X	X	X	X	X	X	X	X
Wanda Baker	X	X	X	X	X	X	X	X	X
Total Counts	17	17	17	17	17	16	17	17	17