

CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204
FONTANA CAMPUS, FNAC 100
CHINO CAMPUS, CHMB 143
TELECONFERENCE #6759
SUMMARY NOTES
October 18, 2017
1:30pm-3:00pm

Members Present:

Angela Burk-Herrick, Mathematics & Science
Ardon Alger, Faculty Senate President
Charmaine Phipps, Language Arts
Elaine Martinez, Kinesiology, Nutrition, & Athletics
Jason Chevalier, Dean, Visual & Performing Arts
Jeffrey Laguna, Health Sciences
John Machado, Visual & Performing Arts
Linda Marcotte, Social & Behavioral Sciences
Lucy Serrano, Counseling
Maria-Isabella Sandoval, Student Representative
Marie Boyd, Curriculum Chair

Mark Ford, Chino Representative
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
Stephen Shelton, Vice Chair

Members Absent:

Annette Henry, Kinesiology, Nutrition, & Athletics
Daniel Jacobo, Visual and Performing Arts
David Schlanger, Catalog/Schedule Coordinator
Helen Leung, Counseling
Kathy Lucero, Admissions and Records
Megan Keebler, Instructional Support
Michael Escobosa, Health Sciences

Naomi McCool, Social and Behavioral Sciences
Patricia Bopko, Financial Aid
RuthAnn Garcia, Transfer Center
Tracy Kocher, Business & Applied Technology
Vanessa Thomas, Business and Applied Technology, High School Articulation
Wanda Baker, Business & Applied Technology

Guests:

Sherrie Loewen, Dean of Health Sciences

1. **Call To Order/New Committee Members:** The meeting was called to order at 1:57p.m. The Chair introduced guest Sherrie Loewen, Dean of Health Sciences.
2. **Public Comment:** No comment.
3. **Review and Approval of October 11, 2017 Expanded Summary Notes:** The Summary Notes were approved 14/0/0.
4. **Discussion Items:**
 - 4.1. **Revised By-Laws:** The Chair shared the revisions that were made based upon last week's suggestions. Additional discussion was heard regarding discrepancies between the new AP 4023 (Program Initiation) and the current program approval practice within the Curriculum Committee. There is a Faculty Senate workgroup working on a revision of AP 4023. This work group will report back to the Curriculum Committee at a future date when their work has been completed. The committee had no further suggestions regarding the By-laws and voted to approve the revised By-Laws 14/0/0.
 - 4.2. **COOPED Update:** The Chair shared a chart that showed the division of duties between the COOPED Centralize Office and the Instruction Office. This list was discussed during a meeting between Dr. Randall, Alisha Serrano, and the Chair. The following items need to be added to the Instruction section:
 - Faculty supervisor needs to establish objectives that students can achieve.

- Record an assigned grade for the course.

The Curriculum Committee workgroup will meet Thursday, October 26, to discuss:

- The division of duties between the COOPED Centralized Office and the Instruction Office
- A standardized numbering sequence for Occupational COOPED courses
- A standardized title for Occupational COOPED courses
- Course design of a lecture co-requisite course for Occupational COOPED courses
- A draft COR for Occupational COOPED courses

A question was also raised about where contracts will be housed for student's COOPED experiences. This will be forwarded onto the COOPED Centralized Office.

4.3. Out-of-Class Hours added to Units/Hours Page: Out of class hours will now be added to the Course Outline of Record (COR) per Title 5. The committee voted for the addition 15/0/0.

5. Guided Pathways: The Chair shared an information sheet for Guided Pathways. The model for "Guided Pathways" includes a four pillar approach:

- Create clear curricular pathways to employment and further education
- Help students choose and enter their pathways
- Help students stay on their path
- Ensure learning is happening with intentional outcomes

The committee discussed the potential roles for itself in terms of these four pillars such as creating clear curricular pathways. More information will come to each curriculum meeting during the academic year.

6. Miscellaneous:

6.1. The Chair shared that she and Vanessa Thomas attended an advisory committee meeting for Fashion Design and Merchandising. There will be a beneficial revamp of the Fashion and Interior Design curriculum.

6.2. A couple of faculty members asked the Chair to add "Class Size" back into Curricunet. In order to accommodate this request, the Curriculum Office suggested adding a parenthetical note to "Other Methods" on the "Methods of Instruction" page that states "Pedagogical Notes such as Class Size". This led to a discussion that Deans and Ellucian/Colleague already house a list of the class size based upon initial discussion between the Dean and faculty. The committee referenced past discussion that the number in Curricunet was arbitrary as there are more official and relevant lists that can be used such as the scheduling tool. The Instruction Office has agreed to share this tool with all faculty to facilitate discussion on class size in the departments. There was an alternative suggestion for the Curriculum Office to reference the "Other Methods" box on the "Methods of Instruction" page as a place to house Class Size information with a link to the contract. Another suggestion was made to ask David Schlanger for an instruction sheet on how to access class size in Ellucian/Colleague. After further discussion, the committee voted 11/0/4 to keep the "Methods of Instruction" page as is and to remove "pedagogical notes" as a methods option.

6.3. The Chair also shared that Faculty Senate is currently reviewing AP 4023. John Machado shared that he would like to see AP 4023 incorporate its process with the function and role of the Curriculum Committee as opposed to being a separate, parallel process. There was a suggestion to change the reviewers for Program Initiation to include more faculty and more discussion on the Curriculum process. The committee also suggested having the Program Initiation form stationed on the Program Checklist in Curricunet. No final decision was made.

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

7.1. Faculty revised the Facilities Management A.S. description to include specific occupations that can be obtained upon completion of the degree. The Curriculum Committee approved this degree on April 5, 2017.

8. NEW BUSINESS:

Course Reactivations: First and Second Reading

BUSOT-475	Medical Office Procedures	Approval: 15/0/0
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Course Modifications: First and Second Reading

ART-83	Web Design <i>Course has DE addendum.</i>	Approval: 15/0/0
CIS-68	Internet Technologies	Approval: 15/0/0
CJ-412	Writing for Criminal Justice Professionals	Approval: 15/0/0
COOPED-497ABCD	Cooperative Education: General Work Experience	Approval: 15/0/0
NURADN-27L	Nursing Process 2 Laboratory	Approval: 15/0/0
RADTEC-66	Anatomy and Radiographic Positioning III	Approval: 15/0/0
RADTEC-66L	Laboratory for Anatomy and Radiographic Positioning III	Approval: 15/0/0

New Programs: Final Reading

Facilities Management	Certificate of Achievement	Approval: 15/0/0
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PACKAGE: STILL PHOTOGRAPHY

New Courses: First and Second Reading

PHOTO-429	Wedding, Quinceañera, and Event Photography	Approval: 14/0/0
PHOTO-439	Wedding, Quinceañera, and Event Photography Portfolio	Approval: 14/0/0

Course Deactivations: Final Reading

PHOTO-422	Wedding Photography <i>Replaced by PHOTO-429</i>	Approval: 14/0/0
PHOTO-432	Wedding Photography Portfolio <i>Replaced by PHOTO-439</i>	Approval: 14/0/0
PHOTO-434	Public Relations Photography Portfolio	Approval: 14/0/0

Program Modification: Final Reading

Still Photography	Certificate of Achievement <i>New courses and deactivations have been reflected in this modification.</i>	Approval: 14/0/0
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*PHOTO-21 is in the queue for deactivation, but currently resides in the Journalism Certificate. The effects of PHOTO-21 on the package have been addressed. PHOTO-21 and the Journalism Certificate will be packaged together when the certificate modification is ready for committee review.

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

Name	Attendance	Summary Notes	Revised By-Laws	Out of Class Hours to COR	Class Size	Consent Agenda	BUSOT-475 1 st /2 nd Reading	ART-83 1 st /2 nd Reading	CIS-68 1 st /2 nd Reading	CJ-412 1 st /2 nd Reading	COOPED-497ABCD 1 st /2 nd Reading	NURADN-27L 1 st /2 nd Reading	RADTEC-66 1 st /2 nd Reading	RADTEC-66L 1 st /2 nd Reading	FACILITIES MANAGEMENT CERTIFICATE FINAL READING
Angela Burk-Herrick	X	X	X	X	A	X	X	X	X	X	X	X	X	X	X
Annette Henry															
Ardon Alger	X	X	X	X	A	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
Daniel Jacobo															
David Schlanger															
Elaine Martinez	X	X	X	X	A	X	X	X	X	X	X	X	X	X	X
Helen Leung															
Jason Chevalier	X			X	X	X	X	X	X	X	X	X	X	X	X
Jeffrey Laguna	X	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	X	X
Linda Marcotte	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
Mark Forde	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
Megan Keebler															
Michael Escobosa															
Naomi McCool															
Rob Kopp	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
RuthAnn Garcia															
Sean Stratton	X	X	X	X	A	X	X	X	X	X	X	X	X	X	X
Shelley Marcus	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
Tracy Kocher															
Vanessa Thomas															
Wanda Baker															
Total Counts	15	14	14	15	15	15	15	15	15	15	15	15	15	15	15

Guests: Sherrie Loewen, Dean of Health Sciences

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

Name	PHOTO-429 1st /2nd Reading	PHOTO-439 1st /2nd Reading	PHOTO-422 DEACTIVATION	PHOTO-432 DEACTIVATION	PHOTO-434 DEACTIVATION	STILL PHOTOGRAPHY FINAL READING
Angela Burk-Herrick	X	X	X	X	X	X
Annette Henry						
Ardon Alger	X	X	X	X	X	X
Charmaine Phipps	X	X	X	X	X	X
Daniel Jacobo						
David Schlanger						
Elaine Martinez						
Helen Leung						
Jason Chevalier	X	X	X	X	X	X
Jeffrey Laguna	X	X	X	X	X	X
John Machado	X	X	X	X	X	X
Linda Marcotte	X	X	X	X	X	X
Lucy Serrano	X	X	X	X	X	X
Mark Forde	X	X	X	X	X	X
Marlene Soto	X	X	X	X	X	X
Megan Keebler						
Michael Escobosa						
Naomi McCool						
Rob Kopp	X	X	X	X	X	X
RuthAnn Garcia						
Sean Stratton	X	X	X	X	X	X
Shelley Marcus	X	X	X	X	X	X
Stephen Calebotta	X	X	X	X	X	X
Tracy Kocher						
Vanessa Thomas						
Wanda Baker						
Total Counts	14	14	14	14	14	14