

**CHAFFEY COLLEGE**  
**CURRICULUM COMMITTEE MEETING**  
**RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204**  
**FONTANA CAMPUS, FNAC 100**  
**CHINO CAMPUS, CHMB 143**  
**TELECONFERENCE x6759**  
**SUMMARY NOTES**  
**September 5, 2018**  
**1:30pm-3:00pm**

**Members Present:**

Angela Burk-Herrick, Mathematics & Science  
Charmaine Phipps, Language Arts  
Daniel Jacobo, Visual and Performing Arts  
Elaine Martinez, Kinesiology, Nutrition, & Athletics  
Helen Leung, Counseling  
Jeffrey Laguna, Health Sciences  
Linda Marcotte, Social & Behavioral Sciences  
Marie Boyd, Curriculum Chair  
Megan Keebler, Instructional Support  
Meridith Randall, Associate Superintendent of Instruction and Institutional Effectiveness

Misty Burruel, Faculty Senate President  
Rob Kopp, Mathematics & Science  
RuthAnn Garcia, Transfer Center  
Ryan Sipma, Catalog and Schedule Coordinator  
Sean Stratton, Articulation Officer  
Sharon Awad, Administrative Assistant II, Curriculum  
Shelley Marcus, Library Learning Resources  
Stephen Calebotta, Language Arts  
Stephen Shelton, Vice Chair  
Tracy Kocher, Business & Applied Technology

**Members Absent:**

Annette Henry, Kinesiology, Nutrition, & Athletics  
Anthony DiSalvo, Dean, Language Arts and Library  
John Machado, Visual & Performing Arts  
Kathy Lucero, Admissions and Records  
Lucy Serrano, Counseling  
Mark Forde, Chino Representative  
Marlene Soto, Health Sciences

Michael Escobosa, Health Sciences  
Naomi McCool, Social and Behavioral Sciences  
Patricia Bopko, Financial Aid  
Vanessa Thomas, Business and Applied Technology, High School Articulation  
Wanda Baker, Business & Applied Technology

**Guests:**

None

1. **Call To Order/New Committee Members:** The meeting was called to order at 1:32p.m. The Chair introduced Lissa Napoli, the new Administrative Assistant for Faculty Senate.
2. **Public Comment:** No comment.
3. **Review and Approval of August 29, 2018 Expanded Summary Notes:** The summary notes were approved 14/0/0.
4. **Discussion Items:**
  - 4.1. **AP-4024 Credit Hours and Units:** AP-4024 is a new AP for Credit Hours and Units needed for the Annual Certification with the Chancellor's Office. Jim Fillpot created the AP using the standard template service utilized across the California Community Colleges. The AP outlines the credit hours and units procedure already taking place in instruction and in scheduling. The Chair explained the unit range of 48-54 hours for courses. The College is legally obligated to meet this specified hour count in order to collect apportionment. The 48-54 range is in place in order to accommodate unforeseen situations which may prevent class from being held. Dr. Randall mentioned that department Administrative Assistant II's are asked to schedule at the top end of the range to accommodate any unforeseen circumstances. Faculty Senate approved the AP on September 4, 2018. The Chair motioned for approval and the committee approved the AP 14/0/0. AP-4024 will now go to President's Cabinet for approval. Once final approval is made from the President's Cabinet, AP-4024 can be sent to the Chancellor's Office along with the Annual Certification this October.

- 4.2. 2018-2019 Funding Formula:** The Chair shared the FAQ on the Funding Formula created by the Chancellor's Office. The Funding Formula is an outline of performance based funding that includes categories in ADTs, Local Degrees, Low Unit Certificates, cohorts of students, and CTE curriculum to name a few. The Funding Formula will accommodate Chaffey's Curriculum Committee's byline to "design with the end in mind". Discussion ensued on the timeline for completion of degrees and the funding of multiple awards per one student. Dr. Randall noted some changes that occurred since the FAQ was published and the Committee should invite Jim Fillpot to a meeting to discuss the latest updates.
- 4.3. Curriculum Representatives and Discipline Review Curricunet Notices:** The Administrative Assistant for Curriculum shared that she contacted Governet to change the email notifications sent to Curriculum Representatives and Discipline Reviewers to include timeframes for reviews. Unfortunately, Governet could not accommodate this request, as a change in messaging would need to apply to all Curricunet roles.
- 4.4. Curriculum and Catalog Timeline:** The Administrative Assistant for Curriculum reminded the Committee of the upcoming October 1, 2018 deadline to submit new noncredit courses, new noncredit programs, and first time Distance Education addendum to existing face-to-face courses. She also reminded the Committee that the Curriculum Office strongly encourages Program Initiation to be completed by October 15, 2018 for new credit programs. Program Initiation is completed through the Office of Instruction.
- 4.5. AICCU ADT Participating Institutions:** The Articulation Officer shared that many private colleges are accepting ADTs from Community Colleges after receiving a notice from the state that their Financial Aid would be tied to the acceptance of ADTs from the Community Colleges. This is beneficial for Chaffey's students as many of them transfer to these universities.
- 5. Guided Pathways:** No new updates.
- 6. Miscellaneous:** The Prerequisite Workgroup met on September 5, 2018 to discuss plans for the seventeen courses that removed ENGL-495 as a prerequisite, but left ESL-475 as a prerequisite during the AB-705 modifications in March 2018. The Prerequisite Workgroup did not address ESL courses as they were not part of the original AB-705 memo. Since ENGL-495 was equated to ESL-475, ESL-475 will need to be removed from those courses so that students are not blocked from registering. The Prerequisite Workgroup also discussed that the old Math courses: MATH-410, MATH-425, MATH-510, MATH-520, and MATH-605, will be deactivated and they were not equated to the new Math courses established. As a result, those old courses need to be removed from the CORS that added the new Math sequences. The same process practiced in March 2018 will apply to this project:
1. The Administrative Assistant for Curriculum will send an email notification to the Deans and Coordinators and with the courses needing to be updated.
  2. The Deans and the Coordinators need to inform their faculty of what actions need to take place to get Faculty consent.
  3. Once faculty consent is given, the Deans or Coordinators are to respond to let the Administrative Assistant via email to let her know.
  4. On behalf of the Faculty, the Administrative Assistant will make the necessary changes in Curricunet.
  5. The Catalog and Schedule Coordinator will then make the changes in Colleague.
  6. The actions will be reported via consent agenda.
- Although a final timeline has not yet been determined, all actions must take place before November 5, 2018 so that students can register for Spring 2019 with no registration blocks.
- The Curriculum Committee voted 16/0/0 to have the Curriculum Office receive Faculty consent to remove ESL-475 and the old Math courses from CORS using the process outlined above.

**7. Consent Agenda:** None.

**8. NEW BUSINESS:**

### Course Modifications: First and Second Reading

<b>NF-471</b>	Dietetic Service Supervisor I	Approval: 16/0/0
<b>NF-471L</b>	Dietetic Service Supervisor: Supervised Clinical Laboratory I	Approval: 16/0/0
<b>NF-472</b>	Dietetic Service Supervisor II	Approval: 16/0/0
<b>NF-472L</b>	Dietetic Service Supervisor II: Supervised Clinical Laboratory	Approval: 16/0/0

### New Programs: Final Reading

<b>Dental Assisting</b>	A.S.	Approval: 16/0/0
<b>Dental Assisting</b>	Certificate of Achievement	Approval: 16/0/0

### **PACKAGE: Industrial Maintenance Mechanic**

#### New Course: First and Second Reading

<b>INDMM-601</b>	Basic Communication and Employability Skills, and Core Testing	Approval: 16/0/0
<b>INDMM-602</b>	Fundamentals of Industrial Maintenance, Oxyfuel, and Craft Skills	Approval: 16/0/0
<b>INDMM-603</b>	Trade Math and Drawings, Material Handling, and Mobile Equipment	Approval: 16/0/0

#### Program Modifications: Final Reading

<b>Industrial Maintenance Mechanic Skills Builder I</b>	Certificate of Completion	Approval: 16/0/0
<b>Industrial Maintenance Mechanic Skills Builder II</b>	Certificate of Completion	Approval: 16/0/0
<b>Industrial Maintenance Mechanic Skills Builder III</b>	Certificate of Completion	Approval: 16/0/0

9. **Adjournment:** The meeting was adjourned at 2:33p.m.



Name	ATTENDANCE	SUMMARY NOTES	AP-4024 CREDIT HOUR	AB-705 Project	NF-471 1 <sup>ST</sup> /2 <sup>ND</sup> READING	NF-471L 1 <sup>ST</sup> /2 <sup>ND</sup> READING	NF-472 1 <sup>ST</sup> /2 <sup>ND</sup> READING	NF-472L 1 <sup>ST</sup> /2 <sup>ND</sup> READING	DENTAL ASSISTIN AS NEW PROGRAM	DENTAL ASSISTING CA NEW PROGRAM	INDMM-601 1 <sup>ST</sup> /2 <sup>ND</sup> READING	INDMM-602 1 <sup>ST</sup> /2 <sup>ND</sup> READING	INDMM-603 1 <sup>ST</sup> /2 <sup>ND</sup> READING	INDMM SKILLS BUILDER I	INDMM SKILLS BUILDER II	INDMM SKILLS BUILDER III
Angela Burk-Herrick	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Annette Henry																
Anthony DiSalvo																
Charmaine Phipps	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Daniel Jacobo	X			X	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	X	X	X	X
Helen Leung	X	X	X	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	X
John Machado																
Linda Marcotte	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Lucy Serrano																
Mark Forde																
Marlene Soto																
Megan Keebler	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Michael Escobosa																
Misty Burruel	X			X	X	X	X	X	X	X	X	X	X	X	X	X
Naomi McCool																
Rob Kopp	X	X	X	X	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	X	X	X	X
Ryan Sipma	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
Shelley Marcus	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
Tracy Kocher	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Vanessa Thomas																
Wanda Baker																
<b>Total Counts</b>	16	14	14	16	16	16	16	16	16	16	16	16	16	16	16	16

Quorum= (26/2) +1=14

Guests: None

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