

**CHAFFEY COLLEGE  
CURRICULUM COMMITTEE MEETING  
RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204  
FONTANA CAMPUS, FNAC 100  
CHINO CAMPUS, CHMB 143**

**Teleconference x6759**

**SUMMARY NOTES**

**November 28, 2018**

**1:30pm-3:00pm**

**Members Present:**

Angela Burk-Herrick, Mathematics & Science  
Annette Henry, Kinesiology, Nutrition, & Athletics  
Charmaine Phipps, Language Arts  
Daniel Jacobo, Visual and Performing Arts  
Helen Leung, Counseling  
Jeffrey Laguna, Health Sciences  
John Machado, Visual & Performing Arts  
Marlene Soto, Health Sciences  
Marie Boyd, Curriculum Chair  
Misty Burrueal, Faculty Senate President

Naomi McCool, Social and Behavioral Sciences  
Patricia Bopko, Financial Aid  
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 Shelton, Vice Chair  
Stephen Calebotta, Language Arts

**Members Absent:**

Elaine Martinez, Kinesiology, Nutrition, & Athletics  
Kathy Lucero, Admissions and Records  
Linda Marcotte, Social & Behavioral Sciences  
Lucy Serrano, Counseling  
Mark Forde, Chino Representative  
Megan Keebler, Instructional Support  
Michael Escobosa, Health Sciences

Michael McClellan, Kinesiology, Nutrition, & Athletics,  
Guided Pathways, Success Centers  
Tracy Kocher, Business & Applied Technology  
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 1:41p.m.
2. **Public Comment:** No comment
3. **Review and Approval of October 31, 2018 Expanded Summary Notes:** The summary notes were approved 13/0/1.
4. **Review and Approval of November 14, 2018 Expanded Summary Notes:** The summary notes were approved 10/0/4.
5. **Discussion Items:**
  - 5.1. **Associate Degree Description pertaining to the value of GE courses (Cont.):** The discussion continued from the last meeting on November 14, 2018. The chair recapped the conversation and the committee continued discussion on how the distinction should be displayed in the Catalog. Jeff Laguna suggested having an informational page that shows all degree types from the certificate level up to the doctorate level so that students have the opportunity to know various educational paths. He will create a draft of the page he suggested. Angela Burk-Herrick mentioned that the language exemplified below should include a discussion of the distinctions between the different GE patterns offered by the college. The committee also discussed the option of having a catalog page devoted to the distinction between A.S. degrees and certificates as well as the various GE patterns. The Catalog currently has a page (p. 38) that shows this, but the committee suggested that this page be more student friendly in design. The discussion continued on how this language should be framed with a Guided Pathways perspective. The Faculty Senate President shared that the mapping process and course sequencing also helps with the selection of GE courses. The conversation led to how the mapping process and the distinction of which GE pattern students should take will help increase completion within a reasonable timeframe. Helen Leung also shared that a new software called "Focus 2" has been launched by the Career

Center. This software is a series of self-assessments for students that lead to majors within Chaffey's majors. Helen will inform the presenters of Focus 2 that the Curriculum Committee would like to see a demonstration of the software.

1. *Example: To become a well-rounded person capable of fully participating in society and the modern economy, the student will need a strong foundation in the major areas of human study and endeavor. This A.S. degree also includes coursework in General Education. Entry-level courses in General Education (arts and humanities, mathematics and natural sciences, and the social sciences) can help you gain a greater understanding of and appreciation for the world and its people. These general education courses will enhance communication skills, improve critical thinking skills and help with a professional career in \_\_\_\_\_.*

**5.2. Catalog and Schedule Report:** The Catalog and Schedule Coordinator recapped information from the previous discussion on AP Credit Equivalency particularly for U.S. History and Psychology. He shared that the layout of the table is standard across the state so he did not focus on layout changes, but rather clarified the section for the Psychology AP course equivalency. Naomi McCool mentioned that the total units given could be displayed in a more clear way for students. Jeff Laguna suggested having a total units column. The Chair suggested that Ryan find examples statewide of how to address the concerns discussed. The Articulation Officer and the Catalog and Schedule Coordinator will work together to create a clearer table. The Chair will also pull legal language from Title 5, Ed. Code, and ACCJC in regards to how information should be displayed in the Catalog.

**5.3. Language Courses and Supplemental Requirement:** The Chair shared that the language department has decided to remove the ten hour supplemental requirement from their descriptions and replace that language with "may require supplemental hours" since every student did not need ten hours of instructional support. The Faculty Senate President recommended that collegial discussions regarding curriculum decisions such as this should occur between discipline faculty and impacted departments.

**6. Guided Pathways:** Discussion was incorporated with item 5.1.

**7. Miscellaneous:** None.

**8. Consent Agenda:** Items 8.1. and 8.3. were approved 14/0/0 and item 8.2. was tabled 14/0/0.

**8.1.** The units for the Nursing: Vocational A.S. and Certificate of Achievement were updated to reflect the correct unit count as Curricunet did not calculate the units correctly. The certificate was 53-65 units, and the A.S. was 47 units. Both are actually 53 units.

**8.2.** DENTAL changes due to scheduling issues within Colleague:

1. DENTAL-415 removed lab units and content
2. DENTAL-415L created to include lab only units and content
3. DENTAL-425 removed lab units and content
4. DENTAL-425L created to include lab only units and content
5. DENTAL-435 removed lab units and content
6. DENTAL-435L created to include lab only units and content
7. DENTAL-445 removed lab units and content
8. DENTAL-445L created to include lab only units and content
9. DENTAL-455 removed lab units and content
10. DENTAL-455L created to include lab only units and content
11. DENTAL-465 removed lab units and content
12. DENTAL-465L created to include lab only units and content
13. DENTAL-475 removed lab units and content
14. DENTAL-475L created to include lab only units and content
15. DENTAL-480 removed lab units and content
16. DENTAL-480L created to include lab only units and content
17. DENTAL-490 removed lab units and content
18. DENTAL-490L created to include lab only units and content

**8.3.** The following courses had their TOP Codes and SAM Codes switched from non-CTE to CTE.

1. ED-10, changed from SAM Code E to SAM Code C.

2. ED-10, changed from TOP Code 0801.00 to TOP Code 0802.10.
3. PHOTO-1, changed SAM Code E to SAM Code D.
4. PHOTO-1, changed TOP Code 1011.00 to TOP Code 1012.00.
5. MUSIC-15, changed SAM Code E to SAM Code D.
6. MUSIC-15, changed TOP Code 1004.00 to TOP Code 1005.00.
7. MUSIC-16, changed SAM Code E to SAM Code C.
8. MUSIC-16, changed TOP Code 1004.00 to TOP Code 1005.00.
9. MUSIC-17, changed SAM Code E to SAM Code C.
10. MUSIC-17, changed TOP Code 1004.00 to TOP Code 1005.00.
11. MUSIC-18, changed SAM Code E to SAM Code C.
12. MUSIC-18, changed TOP Code 1004.00 to TOP Code 1005.00.

**9. NEW BUSINESS:**

**Package: Business Technology**

**Course Deactivation: Final Reading**

<b>BUSOT-462</b>	Digital Transcription and Voice Recognition Software	Approval: 14/0/0
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**Program Modifications: Final Reading**

<b>Microsoft Word</b>	Certificate of Achievement	Approval: 14/0/0
<b>Professional Administrative Management</b>	A.S. Degree	Approval: 14/0/0
<b>Professional Administrative Management</b>	Certificate of Achievement	Approval: 14/0/0

**Package: Public Health**

**New Courses with DE: First and Second Reading**

<b>PH-10</b>	Personal Health and Wellness	Modification Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
<b>PH-20</b>	Introduction to Public Health	Modification Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
<b>PH-30</b>	Health and Social Justice	Modification Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
<b>PH-40</b>	Drugs, Health, and Society	Modification Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0

**New Program: Final Reading**

<b>Public Health</b>	AS-T	Approval: 16/0/0
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**New Program: Final Reading**

<b>Dental Assisting Skills</b>	Certificate of Competency	Approval: 16/0/0
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### Course Deactivation: Final Reading

<b>ENGL-675</b>	Preparation for College Reading and Writing	Approval: 16/0/0
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### Course Modifications with DE: First and Second Reading

<b>BUS-49</b>	Business Decisions Using Basic Quantitative Tools	Modification Approval: 15/0/0	Distance Education Approval Hybrid/Online: 15/0/0
<b>BUSL-400</b>	Introduction to Paralegal Studies	Modification Approval: 15/0/0	Distance Education Approval Hybrid/Online: 15/0/0
<b>BUSL-401</b>	Legal Research and Writing	Modification Approval: 15/0/0	Distance Education Approval Hybrid/Online: 15/0/0
<b>BUSL-402</b>	Civil Litigation	Modification Approval: 15/0/0	Distance Education Approval Hybrid/Online: 15/0/0
<b>BUSL-403</b>	Evidence	Modification Approval: 15/0/0	Distance Education Approval Hybrid/Online: 15/0/0
<b>BUSL-404</b>	Law Office Operations	Modification Approval: 15/0/0	Distance Education Approval Hybrid/Online: 15/0/0
<b>BUSL-406</b>	Advanced Legal Research and Writing	Modification Approval: 15/0/0	Distance Education Approval Hybrid/Online: 15/0/0
<b>BUSL-408</b>	Bankruptcy and Debtor/Creditor Relations	Modification Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
<b>BUSL-409</b>	Family Law	Modification Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
<b>BUSL-411</b>	Estate Planning and Probate Law	Modification Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
<b>BUSL-412</b>	Immigration Law	Modification Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
<b>BUSL-413</b>	Workers' Compensation Law	Modification Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
<b>BUSL-435</b>	The Law of Marketing and Business Competition	Modification Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0

<b>BUSMGT-430</b>	Warehouse Management and Material Handling	Modification Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
<b>BUSMGT-440</b>	Principles of Leadership	Modification Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
<b>BUSMGT-45</b>	Small Business Ownership and Management	Modification Approval: 16/0/0	Distance Education Approval Hybrid: 16/0/0
<b>BUSMGT-466</b>	Introduction to Project Management	Modification Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
<b>BUSMGT-48</b>	Quality Management Principles	Modification Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
<b>BUSMGT-480</b>	Principles of Supervision	Modification Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
<b>BUSMKT-405</b>	International Marketing	Modification Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
<b>BUSTEC-400</b>	Job Search and Interviewing Techniques	Modification Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
<b>BUSTEC-40A</b>	Beginning Computer Keyboarding	Modification Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
<b>BUSTEC-40B</b>	Computer Keyboarding: Speed and Accuracy Development	Modification Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
<b>BUSTEC-471</b>	Administrative Office Management	Modification Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
<b>BUSTEC-50</b>	Filing and Records Management	Modification Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
<b>BUSTEC-61</b>	Microsoft Office PowerPoint	Modification Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
<b>BUSTEC-63</b>	Microsoft Office Excel - Comprehensive	Modification Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
<b>BUSTEC-64</b>	Microsoft Office Access-Comprehensive	Modification Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
<b>COMSTD-12</b>	Mass Communication and Society	Modification Approval: 16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
<b>RE-60</b>	Real Estate Finance	Modification Approval: 16/0/0	Distance Education Approval Online: 16/0/0
<b>SPAN-1</b>	Elementary Spanish I	Modification Approval: 16/0/0	Distance Education Approval Online: 16/0/0

<b>SPAN-2</b>	Elementary Spanish II	Modification Approval: 16/0/0	Distance Education Approval Online: 16/0/0
<b>SPAN-4SS</b>	Spanish for Heritage Speakers II	Modification Approval: 16/0/0	Distance Education Approval Online: 16/0/0

**Course Modifications: First and Second Reading**

<b>ARABIC-2</b>	Elementary Modern Standard Arabic	Approval: 16/0/0
<b>ARABIC-3</b>	Intermediate Modern Standard Arabic	Approval: 16/0/0
<b>ART-82</b>	Introduction to Digital Media	Approval: 16/0/0
<b>BUS-10</b>	Introduction to Business	Approval: 16/0/0
<b>BUSL-28A</b>	Business Law I	Approval: 16/0/0
<b>BUSL-28B</b>	Business Law II	Approval: 16/0/0
<b>CHIN-3</b>	Intermediate Mandarin Chinese I	Approval: 16/0/0
<b>CHIN-4</b>	Intermediate Mandarin Chinese II	Approval: 16/0/0
<b>CUL-15</b>	Sanitation, Safety, and Equipment Management	Approval: 16/0/0
<b>CUL-17</b>	Principles of Food Preparation	Approval: 16/0/0
<b>EMT-11</b>	Emergency Medical Technician	Approval: 16/0/0
<b>FR-1</b>	Elementary French I	Approval: 16/0/0
<b>FR-2</b>	Elementary French II	Approval: 16/0/0
<b>HOTFS-10</b>	Introduction to Hospitality Management	Approval: 16/0/0
<b>HOTFS-14</b>	Food and Beverage Management	Approval: 16/0/0
<b>HOTFS-21</b>	Purchasing, Cost Controls, and Menu Planning	Approval: 16/0/0
<b>HOTFS-32</b>	Hospitality Law	Approval: 16/0/0
<b>HOTFS-422</b>	Hotel Operations	Approval: 16/0/0
<b>HOTFS-428</b>	Human Resources Management in Hospitality	Approval: 16/0/0
<b>HOTFS-431</b>	Hospitality Marketing Management	Approval: 16/0/0
<b>HOTFS-482</b>	Industry Internship: Hospitality Management	Approval: 16/0/0
<b>KINTM-16</b>	Beginning Dance/Spirit Team	Approval: 16/0/0
<b>SPAN-4</b>	Intermediate Spanish II	Approval: 16/0/0

**10. Adjournment:** The meeting was adjourned 2:46p.m.

Name	ATTENDANCE	SUMMARY NOTES 10/31	SUMMARY NOTES 11/14	CONSENT AGENDA	BUSOT-462 DEACTIVATION	Microsoft Word	Professional Administrative Management AS	Professional Administrative Management CA	PH-10 1 <sup>ST</sup> /2 <sup>ND</sup> READING	PH-20 1 <sup>ST</sup> /2 <sup>ND</sup> READING	PH-30 1 <sup>ST</sup> /2 <sup>ND</sup> READING	PH-40 1 <sup>ST</sup> /2 <sup>ND</sup> READING	PUBLIC HEALTH AS-T	DENTAL ASSISTING SKILLS	ENGL-675 DEACTIVATION
Angela Burk-Herrick	X	X	A	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	X	X	X
Charmaine Phipps	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	X
Elaine Martinez															
Helen Leung	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Jeffrey Laguna	X	X	A	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															
Lucy Serrano															
Mark Forde															
Marlene Soto	X				X	X	X	X	X	X	X	X	X	X	X
Megan Keebler															
Michael Escobosa															
Michael McClellan															
Misty Burruel	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X
Naomi McCool	X	X	A	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
RuthAnn Garcia	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Ryan Sipma	X	X	A	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
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
Tracy Kocher															
Vanessa Thomas															
Wanda Baker															
<b>Total Counts</b>	16	14	14	14	15	15	15	15	16	16	16	16	16	16	16

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









Name	ATTENDANCE	HOTFS-14 1 <sup>ST</sup> /2 <sup>ND</sup> READING	HOTFS-21 1 <sup>ST</sup> /2 <sup>ND</sup> READING	HOTFS-32 1 <sup>ST</sup> /2 <sup>ND</sup> READING	HOTFS-422 1 <sup>ST</sup> /2 <sup>ND</sup> READING	HOTFS-428 1 <sup>ST</sup> /2 <sup>ND</sup> READING	HOTFS-431 1 <sup>ST</sup> /2 <sup>ND</sup> READING	HOTFS-482 1 <sup>ST</sup> /2 <sup>ND</sup> READING	KINTM-16 1 <sup>ST</sup> /2 <sup>ND</sup> READING	SPAN-4 1 <sup>ST</sup> /2 <sup>ND</sup> READING						
Angela Burk-Herrick	X	X	X	X	X	X	X	X	X	X						
Annette Henry	X	X	X	X	X	X	X	X	X	X						
Charmaine Phipps	X	X	X	X	X	X	X	X	X	X						
Daniel Jacobo	X	X	X	X	X	X	X	X	X	X						
Elaine Martinez																
Helen Leung	X	X	X	X	X	X	X	X	X	X						
Jeffrey Laguna	X	X	X	X	X	X	X	X	X	X						
John Machado	X	X	X	X	X	X	X	X	X	X						
Linda Marcotte																
Lucy Serrano																
Mark Forde																
Marlene Soto	X	X	X	X	X	X	X	X	X	X						
Megan Keebler																
Michael Escobosa																
Michael McClellan																
Misty Burruel	X	X	X	X	X	X	X	X	X	X						
Naomi McCool	X	X	X	X	X	X	X	X	X	X						
Rob Kopp	X	X	X	X	X	X	X	X	X	X						
RuthAnn Garcia	X	X	X	X	X	X	X	X	X	X						
Ryan Sipma	X	X	X	X	X	X	X	X	X	X						
Sean Stratton	X	X	X	X	X	X	X	X	X	X						
Shelley Marcus	X	X	X	X	X	X	X	X	X	X						
Stephen Calebotta	X	X	X	X	X	X	X	X	X	X						
Tracy Kocher																
Vanessa Thomas																
Wanda Baker																
Total Counts	16	16	16	16	16	16	16	16	16	16						