

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

Teleconference x6759

SUMMARY NOTES

October 23, 2019

1:30pm-3:00pm

Members Present:

Angela Burk-Herrick, Curriculum Chair
Bruce Osburn, Business & Applied Technology
Candice Hines-Tinsley, Kinesiology, Nutrition, & Athletics
Charmaine Phipps, Language Arts
Christina McPeck, Social & Behavioral Sciences
Daniel Jacobo, Visual & Performing Arts
Elaine Martinez, Kinesiology, Nutrition, & Athletics
Erik Kolb, Mathematics & Science
Jo Alvarez, SLO Facilitator, PSR Representative
Julie Law, Counseling
Kathleen Galipeau, Hospitality, Fashion, Interior Design, & Culinary
Megan Keebler, Instructional Support
Vanessa Thomas, Business & Applied Technology

Michael Escobosa, Health Sciences
Nicole DeRose, Acting Faculty Senate President
Nicole Farrand, Visual & Performing Arts
Patricia Bopko, Financial Aid
Patricia Powell, Counseling
Rob Kopp, Mathematics & Science
Rob Rundquist, Interim Dean, Institutional Effectiveness and Intersegmental Partnerships
Ryan Sipma, Catalog & Schedule Coordinator
Sean Stratton, Articulation Officer
Sherrie Loewen, Health Sciences
Shireen Awad, Curriculum Specialist
Stephen Calebotta, Language Arts

Members Absent:

Jeffrey Laguna, Health Sciences
Jonathan Ausubel, Distance Education Representative
Kathy Lucero, Admissions & Records
Laura Hope, Interim, Associate Superintendent of Instruction and Institutional Effectiveness

Lisa Doget, Health Sciences
Naomi McCool, Social & Behavioral Sciences
RuthAnn Garcia, Transfer Center
Shelley Marcus, Library Learning Resources

Guests:

Luke Gunderson, Social and Behavioral Sciences
Mary Romero, Business & Applied Technology

1. **Call To Order/New Committee Members:** The meeting was called to order at 1:32p.m.
2. **Public Comment:** No comment.
3. **Review and Approval of October 9, 2019 Expanded Summary Notes:** The summary notes were approved 15/0/0.
4. **Consent Agenda:** None.
5. **Curriculum Proposals:**

New Courses w/ DE: Second Reading

EMP-600	Adaptability on the Job	Approval: 17/0/0	Distance Education Approval Hybrid/Online: 17/0/0
EMP-601	Self-Awareness on the Job	Approval: 17/0/0	Distance Education Approval Hybrid/Online: 17/0/0

EMP-602	Digital Fluency on the Job	Approval: 17/0/0	Distance Education Approval Hybrid/Online: 17/0/0
EMP-603	Communication on the Job	Approval: 17/0/0	Distance Education Approval Hybrid/Online: 17/0/0
EMP-604	Collaboration on the Job	Approval: 17/0/0	Distance Education Approval Hybrid/Online: 17/0/0
EMP-605	Empathy on the Job	Approval: 17/0/0	Distance Education Approval Hybrid/Online: 17/0/0
EMP-606	Analysis/Solution Mindset on the Job	Approval: 17/0/0	Distance Education Approval Hybrid/Online: 17/0/0
EMP-607	Resilience on the Job	Approval: 17/0/0	Distance Education Approval Hybrid/Online: 17/0/0
EMP-608	Entrepreneurial Mindset on the Job	Approval: 17/0/0	Distance Education Approval Hybrid/Online: 17/0/0
EMP-609	Social/Diversity Awareness on the Job	Approval: 17/0/0	Distance Education Approval Hybrid/Online: 17/0/0

Course Modifications: Second Reading

GEOL-1	Physical Geology	Approval: 17/0/0
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Course Modifications w/ DE: First and Second Reading

ARABIC-1	Elementary Modern Standard Arabic I	Approval: 17/0/0	Distance Education Approval Hybrid/Online: 17/0/0
ARABIC-2	Elementary Modern Standard Arabic II	Approval: 17/0/0	Distance Education Approval Hybrid/Online: 17/0/0
ASL-1	Elementary American Sign Language I	Approval: 18/0/0	Distance Education Approval Hybrid/Online: 18/0/0
ASL-18	Introduction to Deaf Studies	Approval: 18/0/0	Distance Education Approval Hybrid/Online: 18/0/0
ASL-2	Elementary American Sign Language II	Approval: 18/0/0	Distance Education Approval Hybrid: 18/0/0
ASL-3	Intermediate American Sign Language III	Approval: 18/0/0	Distance Education Approval Hybrid: 18/0/0
ASL-4	Intermediate American Sign Language IV	Approval: 18/0/0	Distance Education Approval Hybrid: 18/0/0
CDE-2	Child Growth and Development	Approval: 19/0/0	Distance Education Approval Online: 19/0/0
ID-27	Computer Drafting & Design for Interiors	Approval: 19/0/0	Distance Education Approval Online: 19/0/0

Course Modifications: First and Second Reading

ENGIN-11	Introduction to Engineering	Approval: 19/0/0
ENGIN-26	Engineering Graphics and CAD	Approval: 20/0/0
ENGIN-30	Engineering Application of Digital Computation	Approval: 20/0/0
ENGIN-50	Engineering Statics	Approval: 20/0/0
ENGIN-60	Materials of Engineering	Approval: 20/0/0
GEOG-5	Physical Geography Laboratory	Approval: 20/0/0

Course Modifications: First Reading

RADTEC-10	Anatomy and Radiographic Positioning I	Approval: 20/0/0
RADTEC-16	Patient Care for Radiologic Technologists	Approval: 20/0/0
RADTEC-16L	Laboratory for Patient Care for Radiologic Technologists	Approval: 20/0/0
RADTEC-20L	Laboratory for Radiologic Science and Protection	Approval: 20/0/0
RADTEC-31	Radiographic Clinical Education I	Approval: 20/0/0

Program Modifications: Final Reading

Public Health Science	AS-T	Approval: 20/0/0
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6. Curriculum Workgroups Update:

- 6.1. Handbook-Roles and Responsibilities:** The workgroup will present a list of roles and responsibilities and best practices at the next curriculum committee meeting.
- 6.2. Comparable Course Policy:** During their first meeting, the workgroup decided that the policy would be called "Transfer Course Policy". See discussion item 7.1.
- 6.3. Prerequisites:** The workgroup has not yet met.
- 6.4. Curriculum Outreach:** The workgroup will implement workshops and FLEX activities on Distance Education and the new curriculum software. The workgroup hopes to create lab hours for faculty to learn the new curriculum software when it is available and ready.
- 6.5. GE Workgroup:** The workgroup looked at the GE sheets and discussed the process of how GE courses get approved. They also discussed GE pathways that provide students flexibility at the meta-major level before students choose their major. The group would also like to work with other areas across the campus on the GE patterns.

7. Discussion Items:

- 7.1. Transfer Course Policy:** The Chair reviewed the draft version of the policy on page 12 of the agenda packet. The policy was organized to inform faculty of the various ways a course numbered 1-99 can successfully be considered a transfer level course. The Chair asked the committee to review the policy for discussion and voting at our next meeting.
- 8. Curriculum Tip of the Day:** The Curriculum Specialist explained the concept of "packaging" to the committee. Packaging started in 2017 as a solution to inconsistent course listings in programs. Some programs still showed deactivated courses in them because the program(s) were not modified to remove the deactivated course(s). Similarly, new courses intended to be in programs were approved without the courses being listed in a program through a program modification in Curricunet. In an effort to ensure programs showed the correct course listing, packaging was created. When a faculty member proposes a course for deactivation, the faculty member must also launch the program modification(s) and/or course modifications to remove the proposed deactivated course. If the course is tied to programs/courses in another discipline, the faculty member must contact their colleagues in the impacted discipline to

launch a modification to their course/program affected by the deactivation. If a faculty member launches a new course, the faculty member must also launch a program modification to include that course. All deactivated courses and impacted programs/courses will be packaged on the agenda together for review and approval simultaneously. This is the same process for new courses. This helps ensure that the Catalog and Chancellor's Office Inventory reflect the programs as approved by the Curriculum Committee and local Governing Board.

In some cases, course modifications may also need to be included in a package. For example, a new course may be proposed as a requisite for an existing course; as a result, the new course and course modification will need to be packaged together.

Packaging also includes the creation of a "new" course due to substantial changes made to an existing course (transfer level status, units, TOP Code, and SAM Code). If any of these changes are made, a new course must be created and the replaced course must be launched for a deactivation. Likewise, the programs must be modified to add the new course and remove the replaced course.

9. Floor Items: No items.

10. Adjournment: The meeting was adjourned at 2:28p.m.

Name	ATTENDANCE	Summary Notes 10/9/2019	EMP-600 2 nd Reading	EMP-601 2 nd Reading	EMP-602 2 nd Reading	EMP-603 2 nd Reading	EMP-604 2 nd Reading	EMP-605 2 nd Reading	EMP-606 2 nd Reading	EMP-607 2 nd Reading	EMP-608 2 nd Reading	EMP-609 2 nd Reading	GEOL-1 2 nd Reading	ARABIC-1 1 ST /2 ND Reading	ARABIC-2 1 ST /2 ND Reading	ASL-1 1 ST /2 ND Reading	ASL-18 1 ST /2 ND Reading	ASL-2 1 ST /2 ND Reading
Bruce Osburn	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Candice Hines-Tinsley	X															X	X	X
Charmaine Phipps	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Christina McPeck	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Daniel Jacobo	X																	
Erik Kolb	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Elaine Martinez	X																	
Jeffrey Laguna																		
Jo Alvarez	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Julie Law	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Kathy Galipeau	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Lisa Doget																		
Megan Keebler	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Michael Escobosa	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Naomi McCool																		
Nicole DeRose	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Nicole Farrand	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Patricia Powell	X	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	X
RuthAnn Garcia																		
Ryan Sipma	X	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	X
Shelley Marcus																		
Sherrie Loewen	X	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
Total Counts	20	15	17	17	17	17	17	17	17	17	17	17	17	17	17	18	18	18

Quorum= 25/2=12.5+1=13.5=14

Non-Voting	
Angela Burk-Herrick	X
Kathy Lucero	
Laura Hope	
Patricia Bopko	X
Rob Rundquist	X
Shireen Awad	X
Vanessa Thomas	X
PSR Representative	
Student Representative	
DE Representative (Jonathan Ausubel)	

