

**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 11, 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
Elaine Martinez, Kinesiology, Nutrition, & Athletics
Jeffrey Laguna, Health Sciences
Jo Alvarez, SLO Facilitator, PSR Representative
Julie Law, Counseling
Kathleen Galipeau, Hospitality, Fashion, Interior Design, & Culinary
Laura Hope, Interim, Associate Superintendent of Instruction and Institutional Effectiveness

Michael Escobosa, Health Sciences
Naomi McCool, Social & Behavioral Sciences
Nicole Farrand, Visual & Performing Arts
Patricia Powell, Counseling
Rob Kopp, Mathematics & Science
Ryan Sipma, Catalog & Schedule Coordinator
Sean Stratton, Articulation Officer
Shelley Marcus, Library Learning Resources
Sherrie Loewen, Health Sciences
Shireen Awad, Curriculum Specialist
Stephen Calebotta, Language Arts
Rob Rundquist, Interim Dean, Institutional Effectiveness and Intersegmental Partnerships

Members Absent:

Daniel Jacobo, Visual & Performing Arts
Kathy Lucero, Admissions & Records
Lisa Doget, Health Sciences
Megan Keebler, Instructional Support

Nicole DeRose, Acting Faculty Senate President
Patricia Bopko, Financial Aid
RuthAnn Garcia, Transfer Center
Vanessa Thomas, Business & Applied Technology

Guests:

Erik Kolb, Mathematics & Science
Mary Romero, Business & Applied Technology

1. **Call To Order/New Committee Members:** The meeting was called to order at 1:38p.m.
2. **Public Comment:** No comment.
3. **Review and Approval of August 28, 2019 Expanded Summary Notes:** The summary notes were approved 18/0/1.
4. **Consent Agenda:** The consent agenda was approved 19/0/0.
 - 4.1. The Real Estate Salesperson certificate was changed from a Certificate of Career Preparation to Certificate of Achievement in Curricunet after receiving Chancellor's Office Approval on August 23, 2019.
 - 4.2. The course content and lab content for ART-30 (approved 8/28/19) was revised to remove edits to these sections and replace them with the original content in the proposal as the original content aligns with the ARTS 200 C-ID descriptor.
5. **Curriculum Proposals:** None
6. **Discussion Items:**

Curriculum Committee Tri-Chair Model or Meeting Designee: The Chair followed up on the mention of a tri-Chair Model at the last Curriculum Committee meeting, and shared that the tri-chair model proposition had not been

discussed with Laura Hope prior to the meeting. Because the Vice Chair position is no longer funded, there is not a process in place for who should run curriculum meetings should the Chair be absent. The Chair and Curriculum Specialist proposed two options. The first option was to reorganize into a Tri-Chair model similar to other committees on campus, because the Curriculum Specialist, Curriculum Chair, and CIO naturally consult in curriculum work due to their roles. The second option was to select a faculty designee to run the meeting in the Chair's absence. A committee member asked about the common practice at other colleges. The Chair shared that some colleges do have either a co-chair model or tri-chair model for the committees, but there isn't a set norm. The Chair and Curriculum Specialist did not advocate for either option, but asked the committee to help find a solution that can be included into the by-laws.

Bruce Osburn stated his belief that a chair inherently guides a conversation which further supports the need for a faculty chairperson to run the meeting. Stephen Calebotta also shared concerns of Language Arts faculty about the tri-chair model. Laura Hope agreed that the Curriculum Committee meetings should be run by a faculty member. Dean Sherrie Loewen suggested that the Chair provide information on the other models at community colleges and the scope and responsibilities of each chairperson in those models. There was a consensus that the Tri-Chair option should be discussed at a later date when more information is available. The committee then discussed provisions for a faculty designee from the committee to run meetings should the Chair be absent. Meetings run by the designee would not include discussion items and be limited to curriculum proposals, allowing curriculum to move forward in the absence of the Chair. During the meeting, the faculty designee would be supported by the Curriculum Specialist and while serving as meeting facilitator, their voting rights would be suspended. It was also agreed that the designee would not receive a stipend as this role would be done by a Curriculum Committee member who is already on the committee participating in professional service (section 18.2.3 of the Chaffey Community College Chaffey College Faculty Association 2017-2020 Agreement).

The committee voted 19/0/0 to assign a faculty curriculum committee member to run the approvals of curriculum in the absence of the curriculum chair and to suspend the tri-chair conversation until the first meeting in spring.

- 6.1. By-Laws Update (Second Reading):** The Chair shared that the changes were made as discussed in the first curriculum meeting. She also stated that she would add the language of the faculty designee to be reviewed at our next meeting. The DE representative was moved from a voting member to a non-voting member. Laura Hope also suggested adding the relationship between the Curriculum Committee and the academic maps. She suggested a change to the summary notes section to remove "customarily" and "mailed". Julie Law also suggested adding gender inclusive language to the student representative section. Once the changes have been finalized and voted on by the committee, the Chair will share the By-Laws with Faculty Senate.
- 6.2. Credit by Exam Changes in Curricunet:** The Curriculum Specialist shared that a faculty member inquired about adding credit by exam to a course. Historically, to add credit by exam to a course, the faculty member needed to launch a course modification; however, two years ago, an option of credit by exam via consent agenda approval was discussed. While Curriculum Specialist understands the ease of having credit by exam on the consent agenda, she and the Curriculum Committee all agreed that a course modification should be launched to track the history of the course as well as ensure that deans, discipline faculty, and coordinators are aware of the credit by exam designation.
- 6.3. Local GE for ID-14 and ID-10:** Kathy Galipeau led the discussion on the process of approving a course for the local GE pattern. While Curricunet allows for a course to be designated as local GE, that designation serves as a proposal for the local GE not an automatic approval. Historically, the previous Articulation Officer would decide if a course would be in the local GE pattern. Our current Articulation Officer does not think this is an appropriate practice and feels the decision for a course to be in the local GE pattern is a faculty group decision. There are no formalized criteria for a course to be in the local GE pattern the same way CSUGE and IGETC criteria have been determined. Since there is no criteria to evaluate courses for the local GE pattern, the Chair suggested a workgroup to develop this criteria. In developing this criteria, the workgroup will be mindful of current courses in the GE pattern. This could potentially lead to additions and removals of courses from the local GE pattern. The Chair, Sean Stratton, Kathy Galipeau, Patricia Powell, Julie Law, and Robert Rundquist all volunteered to be on the workgroup. The Curriculum Specialist will ask Kathy Lucero if she would like to join.

6.4. Standard Language for CTE AS Degrees: The Chair revisited the proposed language to be added in the description for CTE AS degrees that have a similar CTE certificate. Previous language was already voted on, but the Chair shortened the description and provided consistent structure. Bruce Osburn researched other colleges to see if they have similar language for their CTE AS degrees and found that other colleges do not have this language. His students felt they should not be singled out in being notified about the benefits of general education. Bruce referenced language from Mt. San Jacinto's catalog that generally states across all associate degrees,

Most AA degrees and many AS degrees provide a solid foundation for further academic study for students wishing to transfer. All Associate degrees include a rigorous general education pattern as identified below.

Some committee members find that including this language for many CTE descriptions is repetitive in the catalog. Sherrie Loewen recommended that the committee look at what other institutions are doing and to see how Guided Pathways supports this conversation. The Chair shared that there is a bigger end goal of creating some level of structural consistency with catalog descriptions. The committee voted 1/16/1 on approving the proposed changes. The motion did not carry to have the proposed language included in CTE AS Degrees.

6.5. Different Icons in Curricunet for Review: Tabled.

7. Floor Items: None.

8. Adjournment: The meeting was adjourned at 3:00 p.m.

Name	ATTENDANCE	Summary Notes 8/28/2019	Consent Agenda	Table Tri-Chair Discussion	CTE AS Description
Bruce Osburn	X	X	X	X	N
Candice Hines-Tinsley	X	X	X	X	N
Charmaine Phipps	X	X	X	X	X
Christina McPeck	X	X	X	X	N
Daniel Jacobo					
Elaine Martinez	X	X	X	X	A
Jeffrey Laguna	X	X	X	X	N
Jo Alvarez	X	X	X	X	N
Julie Law	X	X	X	X	N
Kathy Galipeau	X	X	X	X	N
Lisa Doget					
Megan Keebler					
Michael Escobosa	X	X	X	X	
Naomi McCool	X	X	X	X	N
Nicole DeRose					
Nicole Farrand	X	X	X	X	N
Patricia Powell	X	X	X	X	N
Rob Kopp	X	X	X	X	N
RuthAnn Garcia					
Ryan Sipma	X	X	X	X	N
Sean Stratton	X	X	X	X	N
Shelley Marcus	X	A	X	X	N
Sherrie Loewen	X	X	X	X	N
Stephen Calebotta	X	X	X	X	N
Total Counts	19	19	19	19	18

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