

**CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
SUMMARY NOTES
February 10, 2021
1:30pm-3:00pm
VIA ZOOM ONLY**

MEETING LINK: <https://cccconfer.zoom.us/j/99084848526>

BY PHONE: +1 669 900 6833 (US Toll)

MEETING ID: 990 8484 8526

Members Present:

Angela Burk-Herrick, Curriculum Chair
Bruce Osburn, Business & Applied Technology
Candice Hines-Tinsley, Kinesiology, Nutrition, & Athletics
Carol Hutte, Library Learning Resources
Daniel Jacobo, Visual & Performing Arts
Jo Alvarez, Outcomes and Assessment Facilitator
Joan Godinez, Student Services
Joann Eisberg, Mathematics & Science
Julie Law, Articulation Officer
Lisa Doget, Heath Sciences
Mary Romero, Business & Applied Technology

Megan Keebler, Instructional Support
Naomi McCool, Social & Behavioral Sciences
Nicole Farrand, Visual & Performing Arts
Patricia Powell, Student Services
Rob Kopp, Mathematics & Science
Rob Rundquist, Dean Institutional Effectiveness/Intersegmental Partnerships
RuthAnn Valencia, Admissions and Records
Sharon Alton, Language Arts
Shireen Awad, Curriculum Specialist
Stephen Calebotta, Language Arts

Members Absent:

Christina McPeck, Social & Behavioral Sciences
Jonathan Polidano, CTE Liaison
Kathy Galipeau, HFIC
Laura Hope, Associate Superintendent of Instruction

Nicole DeRose, Acting Faculty Senate President
Patricia Bopko, Financial Aid
Phil Roberts, Kinesiology, Nutrition, & Athletics
Ryan Sipma, Catalog & Schedule Coordinator

Guests:

Angela Ybarra, Student

1. **Call to Order/Roll Call:** The meeting was called to order at 1:36 p.m.
2. **Public Comment:** Angela Ybarra commented on the scheduling of classes and how often the committee reviews the scheduling of classes. She suggested giving a survey to students who are graduating about the courses being offered. She also asked about the status of internships during COVID. The Chair clarified that the Curriculum Committee has no purview over scheduling and that the committee's role is to verify compliance with legislation and to ensure that courses and programs meet the mission of the college. Rob Rundquist invited Angela to email him her feedback.
3. **Review and Approval of January 27, 2021 Expanded Summary Notes:** The summary notes were approved 14/0/1.
4. **Curriculum Office Reports**
 - 4.1. **Curriculum Chair:** No report.
 - 4.2. **Curriculum Specialist:** No report.

4.3. Catalog and Schedule Coordinator: No report.

4.4. Articulation Officer: The AO reported that there was a slight discrepancy with a course being listed on the publication of our general education sheets that was not approved. Due to this issue, all courses are being double checked in ASSIST. During this time, the AO will be reaching out to departments to inform them of any changes as well as seeing if the department wants the course to be submitted for the next cycle of CSU and IGETC general education. The deadline for these submissions will be December for the 22-23 academic calendar. The AO will be sending out an email in regards to this information. She welcomes any questions regarding the process or where classes stand in GE.

4.5. Chief Instructional Officer: No report.

5. Consent Agenda: None.

6. Curriculum Proposals:

6.1. PACKAGES:

Aviation Maintenance Technology Package

New Courses w/ DE:

AMT-15A	Introduction to Aviation Maintenance for Airframe and Powerplant I	Approval: 14/0/1	Distance Education Approval FO Emergency: 14/0/1
AMT-25A	Powerplant: Aircraft Reciprocating Engines I	Approval: 14/0/1	Distance Education Approval FO Emergency: 14/0/1
AMT-26A	Powerplant: Engine Instrumentation, Lubrication, Electrical I	Approval: 14/0/1	Distance Education Approval FO Emergency: 14/0/1
AMT-27A	Powerplant: Reciprocating Engine Fuel & Auxiliary Systems I	Approval: 14/0/1	Distance Education Approval FO Emergency: 14/0/1
AMT-35A	Airframe Structures: Fabrication, Inspection and Repair I	Approval: 14/0/1	Distance Education Approval FO Emergency: 14/0/1
AMT-36A	Airframe Primary Systems I	Approval: 14/0/1	Distance Education Approval FO Emergency: 14/0/1
AMT-37A	Airframe Secondary Systems I	Approval: 14/0/1	Distance Education Approval FO Emergency: 14/0/1

New Courses:

AMT-15B	Introduction to Aviation Maintenance for Airframe and Powerplant Laboratory	Approval: 14/0/1
AMT-25B	Powerplant: Aircraft Reciprocating Engines Laboratory	Approval: 14/0/1
AMT-26B	Powerplant: Engine Instrumentation, Lubrication, Electrical Laboratory	Approval: 14/0/1
AMT-27B	Powerplant: Reciprocating Engine Fuel & Auxiliary Systems Laboratory	Approval: 14/0/1
AMT-35B	Airframe Structures: Fabrication, Inspection and Repair Laboratory	Approval: 14/0/1
AMT-36B	Airframe Primary Systems Laboratory	Approval: 14/0/1
AMT-37B	Airframe Secondary Systems Laboratory	Approval: 14/0/1

Program Modifications:

Aircraft Electrical and Avionics Technician	Certificate of Achievement	Approval: 14/0/1
Aviation Maintenance	Certificate of Achievement	Approval: 14/0/1
Aviation Maintenance Technology: Airframe	A.S.	Approval: 14/0/1
Aviation Maintenance Technology: Airframe	Certificate of Achievement	Approval: 14/0/1
Aviation Maintenance Technology: Powerplant	A.S.	Approval: 14/0/1
Aviation Maintenance Technology: Powerplant	Certificate of Achievement	Approval: 14/0/1

Business Technology: Medical Billing and Coding Package**Course Deactivations:**

BUSTECM-408	Coding of Body Systems for Medical Billing and Coding	Approval: 15/0/0
BUSTECM-410	CPT Current Procedural Terminology	Approval: 15/0/0
BUSTECM-420	Basic ICD-10-CM Coding	Approval: 15/0/0
BUSTECM-430	Intermediate Level ICD-10-CM, ICD-10-PCS Coding	Approval: 15/0/0
BUSTECM-440	Medical Billing, Reimbursement, and Compliance	Approval: 15/0/0
BUSTECM-475	Med Office Procedures	Approval: 15/0/0

Program Deactivations:

Electronic Health Records Specialist	Certificate of Achievement	Approval: 15/0/0
Inpatient Medical Coder Specialist	Certificate of Achievement	Approval: 15/0/0
Medical Biller Specialist	Certificate of Achievement	Approval: 15/0/0
Medical Insurance Billing Specialist	Certificate of Achievement	Approval: 15/0/0
Outpatient Medical Coder Specialist	Certificate of Achievement	Approval: 15/0/0

DPS Package**Course Deactivations:**

DPS-523	Beginning Job Readiness Skills	Approval: 15/0/0
DPS-524	Intermediate Job Readiness Skills	Approval: 15/0/0
DPS-525	Advanced Job Readiness Skills	Approval: 15/0/0
DPS-526	Mastery of Job Readiness Skills	Approval: 15/0/0
DPS-530	Basic Computer Skills for Students with Disabilities	Approval: 15/0/0
DPS-576	Beginning Job Skills Practicum Lab	Approval: 15/0/0
DPS-577	Intermediate Job Skills Practicum Lab	Approval: 15/0/0

DPS-578	Advanced Job Skills Practicum Lab	Approval: 15/0/0
DPS-579	Mastery of Job Skills Practicum Lab	Approval: 15/0/0
DPS-651	Job Placement Practicum for Students with Disabilities	Approval: 15/0/0

Pharmacy Technician Package

Course Deactivations:

PHARMT-401	Pharmacology of the Body Systems I	Approval: 15/0/0
PHARMT-402	Pharmacology of the Body Systems II	Approval: 15/0/0
PHARMT-403	Principles of Community Pharmacy Practice	Approval: 15/0/0
PHARMT-404	Principles of Institutional Pharmacy Practice	Approval: 15/0/0
PHARMT-405	Sterile Products	Approval: 15/0/0
PHARMT-410	Over-The-Counter Products	Approval: 15/0/0
PHARMT-415	Pharmaceutical Calculations	Approval: 15/0/0
PHARMT-421	Community Pharmacy Operations	Approval: 15/0/0
PHARMT-421L	Community Pharmacy Operations Laboratory	Approval: 15/0/0
PHARMT-431	Institutional Pharmacy Operations	Approval: 15/0/0
PHARMT-431L	Institutional Pharmacy Operations Laboratory	Approval: 15/0/0
PHARMT-481	Clinical Externship Seminar	Approval: 15/0/0
PHARMT-481L	Clinical Externship	Approval: 15/0/0

Program Deactivations:

Pharmacy Technician	A.S.	Approval: 15/0/0
Pharmacy Technician	Certificate of Achievement	Approval: 15/0/0

Technical Theatre Package

New Courses w/ DE:

THEATRE-31	Introduction to Design	Approval: 15/0/0	Distance Education Approval Hybrid/Online: 15/0/0
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Program Modifications:

Technical Theatre	Certificate of Achievement	Approval: 15/0/0
Theatre Arts	AA-T	Approval: 15/0/0

Theatre Package

Course Deactivations:

THEATRE-20	Directing for the Stage	Approval: 15/0/0
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Program Modifications:

Theatre Performance	A.A.	Approval: 15/0/0
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6.2. NONPACKAGES:**New Courses:**

RADTEC-601	Radiology Skills Directed Study	Approval:16/0/0
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Course Modifications w/ DE:

BUSMGT-480	Principles of Supervision	Approval:16/0/0	Distance Education Approval Hybrid/Online:
CISNTWK-435	Introduction to the Linux Operating System	Approval:16/0/0	Distance Education Approval Hybrid/Online:
DRAFT-78	Advanced Mechanical Design Applications	Approval:16/0/0	Distance Education Approval Hybrid: 16/0/0 Distance Education Approval FO Emergency: 16/0/0
ENGL-1B	Advanced Composition and Critical Thinking	Approval:16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
NF-471	Dietetic Service Supervisor I	Approval:16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
NF-471L	Dietetic Service Supervisor: Supervised Clinical Laboratory I	Approval:16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
NF-472	Dietetic Service Supervisor II	Approval:16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
NF-472L	Dietetic Service Supervisor II: Supervised Clinical Laboratory	Approval:16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
PHOTO-11	Intermediate Photography	Approval:16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
PHOTO-12	Studio Lighting	Approval:16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
PHOTO-430	Fine Art Photography Portfolio	Approval:16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
PHOTO-436	Studio Lighting Portfolio	Approval:16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
PHOTO-438	Photography for Media Portfolio	Approval:16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
PHOTO-439	Wedding, Quinceañera, and Event Photography	Approval:16/0/0	Distance Education Approval Hybrid/Online: 16/0/0
THEATRE-35	Musical Theatre Performance I	Revisions Requested:	Distance Education

		15/1/0	Approval Hybrid: 15/1/0 Distance Education Approval FO Emergency: 15/1/0
THEATRE-37	Musical Theatre Performance II	Approval:16/0/0	Distance Education Approval Hybrid: 16/0/0 Distance Education Approval FO Emergency: 16/0/0

Course Deactivations:

LIFE-670	Transition Skills and Well-Being	Approval: 16/0/0
PHOTO-677	Workforce Preparation in Photography	Approval: 16/0/0

7. Discussion Items:

7.1. Local GE Patterns and Other GE Patterns in META: The Chair shared that Chaffey’s curriculum management systems have included the CSUGE and IGETC patterns because they are certificates of achievements, but not Chaffey’s local GE pattern. The Curriculum Office would like to develop a page in META that allows the Articulation Officer to create and modify the local GE pattern in META. This development would also apply to the CSUGE-STEM, IGETC-STEM, and UC Transfer Pathway GE patterns. A committee member asked about the benefit to students to obtain a local GE pattern over the CSUGE and IGETC patterns. The AO answered that the math competency for the local GE pattern is intermediate algebra, and the math competency for the transfer pattern is fulfilled by courses such as college algebra, statistics, and personal finance. She also added that the local GE pattern requires three to four less courses than the transfer GE patterns. Since many CTE majors have high units, the lower unit GE pattern ensures that students will complete their program with the appropriate amount of units. The Chair shared that most academic maps include the transfer GE patterns if the units allow, but some high unit programs benefit from the local GE pattern as well. Getting these additional patterns in META will help with the technological modifications needed and will allow for better alignment between these GE patterns.

7.2. Voting Process Document: The Chair shared a document that outlines a more streamlined way to vote in our Zoom curriculum meetings. This document would be a formal representation of how the committee is voting during virtual meetings. Some changes to procedure include a verbal roll call for attendance at the start of the meeting and the option for committee members to request a roll call for certain motions.

7.3. Ethnic Studies Curriculum Workgroup:

1. The workgroup will meet once or twice a month. The Chair mentioned that faculty can still volunteer. The committee approved the workgroup listed below 16/0/0. The following faculty members volunteered to participate in this workgroup:
 - a. **Curriculum Committee**
 1. Sharon Alton, English
 2. Joann Eisberg, Astronomy
 3. Joan Godinez, Counseling
 4. Daniel Jacobo, Broadcasting & Cinema
 - b. **Faculty Senate**
 1. Liz Encarnacion, Communications

c. Others

1. Anthony Guaracha, Sociology
2. Chingping Wong, Culinary
3. Omar Dphrepaulezz, History

8. Floor Items: The Specialist shared that the next agenda will include the elections needed for membership for the next two-year terms on the Curriculum Committee. The Chair also shared that a Nursing Assistant package is coming down the line to replace the credit version of the program and courses with noncredit versions. The Specialist shared that the Art department will replace non-transfer level courses with transfer level courses and that package will be up for review soon.

9. Adjournment: The meeting was adjourned at 2:45p.m.

Name	ATTENDANCE	M: Approval of Summary Notes 1.27.21 1 st : Rob Kopp 2 nd : Joann Eisberg	M: Approval of AMT Package 1 st : Bruce Osburn 2 nd : Joann Eisberg	M: Approval of BUSTEM Package 1 st : Julie Law 2 nd : Joann Eisberg	M: Approval of DPS Package 1 st : Patty Powell 2 nd : Rob Kopp	M: Approval of PHARMT Package 1 st : Rob Kopp 2 nd : Patty Powell	M: Approval of Tech Theatre/Theatre Packages 1 st : Joann Eisberg 2 nd : Patty Powell	M: Approval of New Courses 1 st : Rob Kopp 2 nd : Joann Eisberg	M: Approval of Course Mods w/ DE except THEATRE-35 1 st : Julie Law 2 nd : Patty Powell	M: Send THEATRE-35 Back for Revisions 1 st : Joann Eisberg 2 nd : Julie Law	M: Approval of Deactivations 1 st : Rob Kopp 2 nd : Joanna Eisberg	M: Approval of Ethnic Studies Workgroup 1 st : Joann Eisberg 2 nd : Rob Kopp
Bruce Osburn	X	X	X	X	X	X	X	X	X	O	X	X
Candice Hines-Tinsley	X	X	X	X	X	X	X	X	X	X	X	X
Carol Hutte	X	X	X	X	X	X	X	X	X	X	X	X
Christina McPeck												
Daniel Jacobo	X							X	X	X	X	X
Joan Godinez	X	X	X	X	X	X	X	X	X	X	X	X
Joann Eisberg	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
Kathy Galipeau												
Laura Hope												
Lisa Doget	X	X	X	X	X	X	X	X	X	X	X	X
Mary Romero	X	X	X	X	X	X	X	X	X	X	X	X
Megan Keebler	X	A	X	X	X	X	X	X	X	X	X	X
Naomi McCool	X	X	X	X	X	X	X	X	X	X	X	X
Nicole Farrand	X	X	A	X	X	X	X	X	X	X	X	X
Patricia Powell	X	X	X	X	X	X	X	X	X	X	X	X
Phil Roberts												
Rob Kopp	X	X	X	X	X	X	X	X	X	X	X	X
Ryan Sipma												
Sharon Alton	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
Total Counts	16	15	15	15	15	15	15	16	16	16	16	16

Quorum= 21/2=10.5+1=11.5=12

Non-Voting	
Angela Burk-Herrick	X
Jo Alvarez	X
Jonathan Polidano	
Nicole DeRose	
Patricia Bopko	
Rob Rundquist	X
RuthAnn Valencia	X
Shireen Awad	X