

CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
SUMMARY NOTES
November 2, 2022
1:30pm-3:00pm
VIA ZOOM ONLY

MEETING LINK: [Curriculum Committee Zoom Room](#)

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

MEETING ID: 960 6672 0245

Members Present:

Adeel Rizvi, Health Sciences
Angela Burk-Herrick, Curriculum Chairperson
Annette Henry, Kinesiology, Nutrition and Athletics
Candice Hines-Tinsley, Kinesiology, Nutrition and Athletics
Carol Hutte, Library Learning Resources
Chingping (Grace) Wong, Hospitality, Fashion, Interior & Culinary Arts
Christina Holdiness, Instructional Support
Joan Godinez, Counseling/Matriculation
Joann Eisberg, Mathematics and Science

John Machado, Visual and Performing Arts
Julie Law, Articulation Officer
Julie Leahy, Health Sciences
Markazan Romero, Business and Applied Technology
Maryline Chemama, Mathematics and Science
Nicole Farrand, Visual and Performing Arts
Rob Rundquist, CIO Designee
Ryan Sipma, Catalog/Schedule Coordinator
Shireen Awad, Curriculum Specialist
Stephen Calebotta, Language Arts
Tracy Kocher, Business and Applied Technology

Members Absent:

Alisha Serrano, Director Admissions and Records
Christina McPeck, Social and Behavioral Sciences
Jo Alvarez, PSR Representative
Jonathan Polidano, CTE Liaison
Kathy Galipeau, Hospitality, Fashion, Interior & Culinary Arts
Kirk Collins, Counseling/Matriculation

Neil Watkins, Academic Senate President
Patricia Bopko, Director of Financial Aid
Paula Snyder, Social and Behavioral Sciences
Rousselle Douge, Student Representative
RuthAnn Valencia, Director of Transfer Center
Shannon Jessen, SLO Facilitator
Sharon Alton, Language Arts

Guests:

Candice Piper, Nursing (Vocational)
Jim Sloan, Fire Technology
Lisa Doget, Nursing (ADN)

1. **Call to Order/Roll Call:** The meeting was called to order at 1:34p.m. The Chair reminded the committee to have their cameras on for discussion and voting and to raise their hand for questions and discussion items.
2. **Public Comment** (Reserved for guests to address any item on the agenda for a limit of two minutes): No comment.
3. **Review and Approval of October 19, 2022 Expanded Summary Notes:** The summary notes were approved 15/0/0.
4. **Curriculum Office Reports**
 - 4.1. **Curriculum Chair:** No report.
 - 4.2. **Curriculum Specialist:** In addition to the standard updates, some faculty have launched new courses that will also be included on agendas for review for the 2023-2024 Catalog.

4.3. **Catalog and Schedule Coordinator:** No report.

4.4. **Articulation Officer (AO):** No report.

4.5. **Chief Instructional Officer (CIO)/Designee of CIO:** No report.

5. Workgroup Updates:

- 5.1. **META Workgroup:** The workgroup will work on the program pages next. They also hope to share their notes on the DEI page with the DEI workgroup. The Curriculum Office asked the workgroup to have all suggestions made for META by November 30. The Curriculum Office will then look over the suggestions to see which ones will be forwarded to META.
- 5.2. **DEI Workgroup:** No update, but the Curriculum Office also encouraged this workgroup to have their suggestions for the DEI page in META by November 30 as well. The goal is to implement changes in META before the next round of updates in the spring.
- 5.3. **Handbook Workgroup:** The Specialist shared that she and the Chair are working on revising the handbook. Their goal is to have a concise handbook with helpful links as resources for faculty. A first draft will be available soon.

6. **Consent Agenda:** None

7. **Curriculum Proposals:**

INDUSTRIAL ELECTRICAL TECHNOLOGY PACKAGE

This new course is designed to create more opportunities for students to receive workplace safety skills in the field. Students can also take the current OSHA course, but the OSHA course can only be taught by an OSHA certified instructor which limits course offerings for students. Employers in the industry and employers on the IET advisory committee state that they do not necessarily require OSHA training; however, they do require workplace safety skills and knowledge in general, whether it be through OSHA certification or another course. The need for workplace safety can now be achieved with this new course as well.

New Course w/ DE:

IET-400	Introduction to Workplace Safety	Approval: 16/0/0	Distance Education Hybrid and Fully Online Emergency Only: 16/0/0
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Program Modifications:

Electromechanical Technology	Certificate of Achievement	Approval: 16/0/0
Industrial Electrical Technology	A.S. Degree	Approval: 16/0/0
Industrial Electrical Technology Level III	Certificate of Achievement	Approval: 16/0/0
Mechatronics	A.S. Degree	Approval: 16/0/0
Mechatronics Level I	Certificate of Achievement	Approval: 16/0/0

EMERGENCY MEDICAL TECHNICIAN/ FIRE TECHNOLOGY PACKAGE

[EMT and Fire Technology Program Presentation](#) (This presentation was shared at the October 19, 2022 Curriculum Committee Meeting)

The Curriculum Office met with discipline faculty, Jim Sloan, to discuss the suggestions made by the committee for DEI. Jim shared with the office and the committee that DEI is incorporated throughout his courses and he appreciate the suggestions to reflect that in his CORs. The Curriculum Office assisted Jim in reflecting his current DEI practices in the classroom throughout various CORs. One exciting addition made to the program is the inclusion of Implicit Bias testing, discussion,

and reflection as an assignment for students. The Curriculum Office thanked Jim for meeting with them and making the exciting changes. Joann Eisberg commended Jim on incorporating DEI in the classroom and in his CORs. Members are confident that many instructors incorporate DEI in the classroom. The committee's goal is to help facilitate the inclusion of those practices into the COR.

Course Modifications w/ DE:

EMT-11	Emergency Medical Technician	Approval: 17/0/0	Distance Education Hybrid and Fully Online Emergency Only: 17/0/0
EMT-405	Emergency Medical Technician Preparation	Approval: 17/0/0	Distance Education Hybrid and Fully Online Emergency Only: 17/0/0
FIRETEC-1	Principles of Emergency Services	Approval: 17/0/0	Distance Education Fully Online and Hybrid: 17/0/0
FIRETEC-10	Wildland Fire Control	Approval: 17/0/0	Distance Education Fully Online and Hybrid: 17/0/0
FIRETEC-11	Legal Aspects of Emergency Services	Approval: 17/0/0	Distance Education Fully Online and Hybrid: 17/0/0
FIRETEC-12	Occupational Safety and Health for Emergency Services	Approval: 17/0/0	Distance Education Fully Online and Hybrid: 17/0/0
FIRETEC-2	Fire Behavior and Combustion	Approval: 17/0/0	Distance Education Fully Online and Hybrid: 17/0/0
FIRETEC-3	Fire Protection Systems	Approval: 17/0/0	Distance Education Fully Online and Hybrid: 17/0/0
FIRETEC-4	Building Construction for Fire Protection	Approval: 17/0/0	Distance Education Fully Online and Hybrid: 17/0/0
FIRETEC-420	Fire Inspector 1A: Duties and Administration	Approval: 17/0/0	Distance Education Hybrid: 17/0/0
FIRETEC-421	Fire Inspector 1B: Fire and Life Safety	Approval: 17/0/0	Distance Education Hybrid: 17/0/0
FIRETEC-422	Fire Inspector 1C: Field Inspection	Approval: 17/0/0	Distance Education Hybrid: 17/0/0
FIRETEC-423	Fire Inspector 1D: Field Inspection- California Specific	Approval: 17/0/0	Distance Education Hybrid: 17/0/0
FIRETEC-5	Fire Prevention	Approval: 17/0/0	Distance Education Fully Online and Hybrid: 17/0/0
FIRETEC-6	Fire Apparatus and Equipment	Approval: 17/0/0	Distance Education Fully Online and Hybrid: 17/0/0
FIRETEC-7	Strategies and Tactics	Approval: 17/0/0	Distance Education Fully Online and Hybrid: 17/0/0
FIRETEC-9	Principles of Fire and Emergency Services Safety & Survival	Approval: 17/0/0	Distance Education Fully Online and Hybrid: 17/0/0

Program Modifications:

Emergency Medical Provider	Certificate of Achievement	Approval: 17/0/0
Fire Prevention Inspector	Certificate of Achievement	Approval: 17/0/0
Fire Technology: Professional Firefighter	A.S. Degree	Approval: 17/0/0
Fire Technology: Professional Firefighter	Certificate of Achievement	Approval: 17/0/0

NURSING PROGRAMS

The [Nursing Programs Presentation](#) shared by the Chair covers the highlights, accomplishments, and labor market data for the Nursing Assistant, Nursing: ADN, and Nursing: Vocational programs.

NURSING ASSISTANT PACKAGE

The Specialist shared that she and the Chair met with Sade Stephenson regarding suggestions to incorporate DEI into the nursing assistant courses. Sade shared that she is happy to add the DEI practices she is already doing in the classroom into the COR. DEI additions focused on understanding psychosocial identities and awareness of personal biases to provide holistic care of patients and their families. The Committee commended Sade on her inclusion of DEI into her CORs.

Course Modifications w/ DE:

NURAST-600	Nursing Assistant	Approval: 18/0/0	Distance Education Approval Fully Online Emergency Only: 18/0/0
NURAST-600L	Nursing Assistant Laboratory	Approval: 18/0/0	Distance Education Approval Fully Online Emergency Only: 18/0/0
NURAST-605L	Nursing Skills Laboratory	Approval: 18/0/0	Distance Education Approval Fully Online Emergency Only: 18/0/0
NURAST-615	Professional Development for the Nursing Assistant	Approval: 18/0/0	Distance Education Approval Hybrid/Online: 18/0/0
NURAST-620	Home Health Aide	Approval: 18/0/0	Distance Education Approval Hybrid Emergency Only: 18/0/0

Course Modifications:

NURAST-620L	Home Health Aide Laboratory	Approval: 18/0/0
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Course Deactivations:

NURAST-400	Nursing Assistant	Approval: 18/0/0
NURAST-400L	Nursing Assistant Laboratory	Approval: 18/0/0
NURAST-405L	Nursing Assistant Skills Laboratory	Approval: 18/0/0
NURAST-415	Professional Development for the Nursing Assistant	Approval: 18/0/0
NURAST-420	Home Health Aide	Approval: 18/0/0

NURAST-420L	Home Health Aide Laboratory	Approval: 18/0/0
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Program Modifications:

Nursing Assistant	Certificate of Completion	Approval: 18/0/0
Nursing Assistant/Home Health Aide	Certificate of Completion	Approval: 18/0/0

Program Deactivations:

Home Health Aide	Certificate of Career Preparation	Approval: 18/0/0
Nursing Assistant	Certificate of Career Preparation	Approval: 18/0/0

NURSING: ASSOCIATE DEGREE PACKAGE

The Chair worked with Lisa Doget on incorporating the existing DEI practices in the classroom into the COR. Lisa Doget shared that implicit bias training is mandated early on in the program. The students also engage in case studies where they utilize cultural competence and culturally sensitive language. Students are also asked to reflect on their biases and how to mitigate biases as a nurse. Lisa and the Chair updated assignments throughout the CORs to reflect their DEI practices. Lisa shared with the committee more examples of how DEI is incorporated into the classroom and how cultural competence is assessed. For example, students practice asking patients what their pronouns are and use their pronouns during patient care.

Course Modifications w/ DE:

NURADN-3	Transition in Nursing	Approval: 18/0/0	Distance Education Approval Hybrid/Online: 18/0/0
NURADN-3L	Transition in Nursing Laboratory	Approval: 18/0/0	Distance Education Approval Hybrid: 18/0/0
NURADN-6	Clinical Nursing Skills	Approval: 18/0/0	Distance Education Approval Hybrid: 18/0/0
NURADN-15	Nursing Process 1	Approval: 18/0/0	Distance Education Approval Hybrid: 18/0/0
NURADN-28	Nursing Process 2	Approval: 18/0/0	Distance Education Approval Hybrid: 18/0/0
NURADN-29	Maternal-Newborn Nursing	Approval: 18/0/0	Distance Education Approval Hybrid: 18/0/0
NURADN-35	Nursing Process 3	Approval: 18/0/0	Distance Education Approval Hybrid: 18/0/0
NURADN-39	Family-Child Nursing	Approval: 18/0/0	Distance Education

			Approval Hybrid: 18/0/0
NURADN-47	Nursing Process 4	Approval: 18/0/0	Distance Education Approval Hybrid: 18/0/0
NURADN-49	Mental Health Nursing	Approval: 18/0/0	Distance Education Approval Hybrid: 18/0/0
NURADN-403	Pathophysiology for Nursing	Approval: 18/0/0	Distance Education Approval Hybrid/Online:18/ 0/0
NURADN-404	Basic ECG and Dysrhythmia Interpretation	Approval: 18/0/0	Distance Education Approval Hybrid/Online: 18/0/0
NURADN-428	Basic Pharmacology	Approval: 18/0/0	Distance Education Approval Hybrid/Online: 18/0/0

Course Deactivations:

NURADN-50	Professional Issues in Nursing	Approval: 18/0/0
NURADN-550	Health Science Skills Development I	Approval: 18/0/0

Program Modifications:

Nursing: ADN	AS	Approval: 18/0/0
Nursing: VN to RN	AS	Approval: 18/0/0
Nursing VN to RN: Non-Degree Option	Certificate of Career Preparation	Approval: 18/0/0

NURSING: VOCATIONAL PACKAGE

The Specialist shared that she and the Chair worked with Shelley Eckvahl in incorporating the many DEI practices already done in the classroom into the COR. The Nursing Vocational team already includes DEI assignments for every course. The Curriculum Office worked with Shelley to input some of these DEI assignments into the core courses in each semester of the program. The assignments include students reflecting on their biases and personal opinions and how biases affect patient care. They also reflect and write about the importance of being culturally competent nurses. Shelley also minimized gender specific language by changing “mother” to “child bearer” throughout the NURVN-421 and NURVN-421L CORs. Candice Piper, who attended the curriculum meeting, emphasized how dedicated the team is to incorporating DEI into the classroom for students.

The Committee commended all three nursing areas on their exemplar use of DEI in both the classroom and in their curriculum.

Course Modifications w/ DE:

NURVN-403	Fundamentals of Nursing	Approval: 18/0/0	Distance Education Approval Hybrid/Online: 18/0/0
NURVN-403L	Fundamentals of Nursing Laboratory	Approval: 18/0/0	Distance Education Approval Hybrid: 18/0/0
NURVN-405	Beginning Medical Surgical Nursing	Approval: 18/0/0	Distance Education Approval Hybrid/Online: 18/0/0
NURVN-405L	Beginning Medical Surgical Nursing Laboratory	Approval: 18/0/0	Distance Education Approval Hybrid: 18/0/0
NURVN-407A	Beginning Nursing Skills/Clinical Simulation Laboratory	Approval: 18/0/0	Distance Education Approval Hybrid/Online: 18/0/0
NURVN-407B	Intermediate Nursing Skills/Clinical Simulation Laboratory	Approval: 18/0/0	Distance Education Approval Hybrid/Online:18/0/0
NURVN-407C	Advanced Nursing Skills/Clinical Simulation Laboratory	Approval: 18/0/0	Distance Education Approval Hybrid/Online: 18/0/0
NURVN-409	Intermediate Medical Surgical Nursing	Approval: 18/0/0	Distance Education Approval Hybrid/Online: 18/0/0
NURVN-409L	Intermediate Medical Surgical Nursing Laboratory	Approval: 18/0/0	Distance Education Approval Hybrid: 18/0/0
NURVN-411	Advanced Medical Surgical Nursing	Approval: 18/0/0	Distance Education Approval Hybrid/Online: 18/0/0
NURVN-411L	Advanced Medical Surgical Nursing Lab	Approval: 18/0/0	Distance Education Approval Hybrid: 18/0/0
NURVN-413	Leadership for the Vocational Nurse	Approval: 18/0/0	Distance Education Approval Hybrid/Online: 18/0/0
NURVN-413L	Leadership for the Vocational Nurse Lab	Approval: 18/0/0	Distance Education Approval Hybrid: 18/0/0
NURVN-414	Acute Care Nursing Assistant: Vocational Nursing Foundations	Approval: 18/0/0	Distance Education Approval Hybrid: 18/0/0
NURVN-415A	Growth/Development: Psychology Adult - Geriatric	Approval: 18/0/0	Distance Education Approval Hybrid/Online: 18/0/0
NURVN-415B	Growth and Development of the Child	Approval: 18/0/0	Distance Education Approval

			Hybrid/Online: 18/0/0
NURVN-417A	Critical Thinking and the Nursing Process I	Approval: 18/0/0	Distance Education Approval Hybrid/Online: 18/0/0
NURVN-417B	Critical Thinking and the Nursing Process II	Approval: 18/0/0	Distance Education Approval Hybrid/Online: 18/0/0
NURVN-421	Maternal and Child Health Nursing	Approval: 18/0/0	Distance Education Approval Hybrid/Online: 18/0/0
NURVN-421L	Maternal and Child Health Nursing Lab	Approval: 18/0/0	Distance Education Approval Hybrid: 18/0/0
NURVN-600	NCLEX Review for VN Licensure Examination	Approval: 18/0/0	Distance Education Approval Hybrid/Online: 18/0/0

Course Modifications:

NURVN-604	Intravenous Therapy	Approval: 18/0/0
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Program Modifications:

Nursing: Vocational	AS	Approval: 18/0/0
Nursing: Vocational	Certificate of Achievement	Approval: 18/0/0

8. Discussion/Action Items: None

9. Next Agenda Forecast:

9.1. Dental Assisting and Radiologic Technology Packages. Possibly new course submission packages.

10. Floor Items: (Reserved to raise concerns and/or future items to discuss within the [Curriculum Committee Scope](#). Committee members may also use floor items to share committee work and departmental/institutional updates as it relates to the Committee's work. Concerns and/or items to discuss may appear on a future agenda).

10.1. Curriculum Committee Canvas Shell for Curriculum Resources for next meeting.

11. Adjournment: The meeting was adjourned at 2:38p.m.

Name	ATTENDANCE	M: Approval of Summary Notes 10/19/2022 1 st : Christina Holdiness 2 nd : Joann Eisberg	M: Approval of IET package 1 st : Christina Holdiness 2 nd : Markazan Romero	M: Approval of EMT/FIRETEC Package 1 st : Christina Holdiness 2 nd : Markazan Romero	M: Approval of NURAST/NURADN/NURVN Packages 1 st : Christina Holdiness 2 nd : Markazan Romero
Adeel Rizvi	X	X	X	X	X
Annette Henry	X	X	X	X	X
Candice Hines-Tinsley	X	X	X	X	X
Carol Hutte	X	X	X	X	X
Christina Holdiness	X	X	X	X	X
Christina McPeck					
Grace Wong	X	X	X	X	X
Joan Godinez	X	X	X	X	X
Joann Eisberg	X	X	X	X	X
John Machado	X	X	X	X	X
Julie Law	X			X	X
Julie Leahy	X	X	X	X	X
Kathy Galipeau					
Kirk Collins					
Markazan Romero	X	X	X	X	X
Maryline Chemama	X	X	X	X	X
Nicole Farrand	X	X	X	X	X
Paula Snyder					
Rob Rundquist (as CIO Designee)	X				X
Ryan Sipma	X	X	X	X	X
Sharon Alton					
Stephen Calebotta	X	X	X	X	X
Tracy Kocher	X		X	X	X
TOTAL COUNTS	18	15	16	17	18

Quorum= 23/2=11.5+1=12.5=13

Non-Voting	
Alisha Serrano	
Angela Burk-Herrick	X
Jo Alvarez	
Jonathan Polidano	
Neil Watkins	
Patricia Bopko	
Rousselle Douge	
RuthAnn Valencia	
Shannon Jessen	
Shireen Awad	X