

**CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
SUMMARY NOTES
March 8, 2023
1:30pm-3:00pm
RANCHO CAMPUS, BEB-204
CHINO CAMPUS CONFERENCE ROOM, CHCM-201
FONTANA CAMPUS OFFICE, FNLC 116
FONTANA CAMPUS CONFERENCE ROOM, FNAC-119
FONTANA IN-TECH CENTER, Classroom 3 or Electrical Lab 2
RANCHO SAN ANTONIO MEDICAL PLAZA, RSA-7**

Members Present:

Adeel Rizvi, Health Sciences
Angela Burk-Herrick, Curriculum Chairperson
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
Jonathan Polidano, CTE Liaison

Kathy Galipeau, Hospitality, Fashion, Interior & Culinary Arts
Laura Picklesimer, SLO Facilitator
Maryline Chemama, Mathematics and Science
Michael Wangler, Mathematics and Science
Rob Rundquist, CIO Designee
Ryan Sipma, Catalog/Schedule Coordinator
Sharon Alton, Language Arts
Shireen Awad, Curriculum Specialist
Stephen Calebotta, Language Arts
Tracy Kocher, Business and Applied Technology

Members Absent:

Alisha Serrano, Director Admissions and Records
Annette Henry, Kinesiology, Nutrition and Athletics
Christina McPeck, Social and Behavioral Sciences
Jo Alvarez, PSR Representative
Julie Law, Articulation Officer
Julie Leahy, Health Sciences
Markazan Romero, Business and Applied Technology

Neil Watkins, Academic Senate President
Nicole Farrand, Visual and Performing Arts
Patricia Bopko, Director of Financial Aid
Paula Snyder, Social and Behavioral Sciences
Rousselle Douge, Student Representative
RuthAnn Valencia, Director of Transfer Center

Guests:

None

1. **Call to Order/Roll Call:** The meeting was called to order at 1:38p.m.
2. **Public Comment** (Reserved for guests to address any item on the agenda for a limit of two minutes): None.
3. **Review and Approval of February 8, 2023 Expanded Summary Notes:** The summary notes were approved 15/0/0.
4. **Curriculum Office Reports**
 - 4.1. **Curriculum Chair:** The Chair shared that only the Math and Science member vacancies have been filled through the nomination process. She asked the representatives to email their areas to help spread the word. The deadline is March 10, 2023.
 - 4.2. **Curriculum Specialist:** The Specialist shared that many proposals are being launched in for the BTH and ACD cycle before the March 31 deadline. This allows the opportunity to process some packages this Spring.
 - 4.3. **Catalog and Schedule Coordinator:** No report.
 - 4.4. **Articulation Officer (AO):** No report.
 - 4.5. **Chief Instructional Officer (CIO)/Designee of CIO:** Dean Rundquist shared that there will be virtual meetings with the writers of the accreditation process with the ACCJC team. There is also an open virtual meeting for all Chaffey employees to attend. He encouraged members of the Curriculum Committee to attend.

4.6. Academic Senate President: None.

5. Workgroup Updates:

5.1. Tickets Submitted from META Workgroup Suggestions: The Specialist thanked the META workgroup for their thoughtful and detailed suggestions on how to improve the user experience in META while working on courses and programs. She reported that almost all of their suggestions were implemented by submitting tickets to the META developers. The developers were able to accommodate most of the requests, with only a couple being classified as “development tickets” that will need to be completed later. There were a few suggestions that the Curriculum Office did not move forward with and they provided an explanation to the group via comments in the shared Google Doc. The Specialist and Chair thanked the workgroup again and shared that the committee can expect to see the changes as proposals are being submitted into META.

6. Consent Agenda: The consent agenda was approved 15/0/0.

6.1. EMP 600-609 Courses: Added “[3-5 Hours]” to each description so course hours display in the catalog.

6.2. Per the CCCC’s request, the HVACR Level I and Level II certificates were changed from certificate of competencies to certificate of completions.

6.3. Due to not receiving C-ID approval, BIOL-14 was removed from the Public Health Science AS-T to ensure alignment with the TMC template.

7. Curriculum Proposals: None.

8. Discussion/Action Items:

8.1. Updated Curriculum Handbook: The Curriculum Office shared the updates made to the handbook and asked for additional feedback. Joann Eisberg suggested that there be a section on Distance Education as well as language on originators having collegial discussions with their discipline faculty, deans, coordinators, and other resource areas while working on curriculum in META. Christina Holdiness also suggested adding a section on how users can find CORs in the system. Sharon Alton made a video on how to find CORs, which will be used in the handbook. The Committee approved the handbook with revisions suggested 15/0/0.

8.2. Course Deactivations in META: The Specialist shared that she and the Catalog and Schedule Coordinator worked on revamping the course deactivation page in META. Their goal was to gather information that would be helpful for the Curriculum Office, the Scheduling Office, and for Deans, Coordinators, and Faculty. The revisions include informational text on the deactivation process and the timeline that deactivations follow. As a result, the following questions were added to META to help ensure deactivations follow an appropriate timeline:

1. What is the reason for the deactivation? (Common answer choices were provided as well as an optional explanation).
2. Is this course expected to be scheduled during any term (fall, spring, and/or summer) within the following academic year?
 - Faculty will then be asked to describe a teach-out plan for students who still need the course and/or explain why a teach-out plan is not needed.
3. An optional text area for any additional information.

8.3. DEIA Page Temporary Revision: Based upon the META workgroup’s suggestion and feedback gathered during the development process, the Curriculum Office redesigned the DEIA tab in META temporarily. The DEIA workgroup is working on revisions, but in the meantime, in order to gather information as originally intended by this tab, [this document](#) shows the temporary revisions. The Chair shared that PSR will move into META for the PSR Process. In the future, DEIA will likely move to the program side of META in PSR as departmental review of DEIA, as opposed to a course-by-course basis.

8.4. ZCT/LCT Statement in META and on COR with CLOs: The Chair presented a revision to the “Does your department have a commitment to using free, or low cost resources in all offerings of this course?” question on the resources tab in META. The primary goal is to have a statement on the COR with CLOs that better identifies which

courses have ZCT/LCT. This will help full-time and part-time faculty see that ZCT or LCT resources should be used for that course. She presented the following language:

1. Does the Department have a formal policy that requires the use of Zero Cost or Low Cost resources for this course? (Yes/No)
 - If faculty select yes, this statement would appear on the page for the faculty to select. The option that is selected will appear on the COR with CLOs:

Department policy **requires** all instructors to use **Zero Cost** resources for this course. Contact the department coordinator for more information.

Department policy **requires** all instructors to use **Low Cost** resources for this course. Contact the department coordinator for more information.

A member asked the Chair to clarify what is meant by department policy. Is it a formal written document? A receipt of purchases? The Chair shared that a formal policy is not required so that language will be removed from the question. Another suggestion was made to change “all instructors” to “all sections” in the statements. Based upon the feedback, the Chair will develop help text to guide faculty on what the selected statement means for the COR, develop guiding language if faculty select no for the question, and will revise the questions and the statement. The Chair will also share a link that defines ZCT and LCT to help create a uniformity in definitions.

Discussion ensued on implementation of ZCT and LCT resources. A member shared that some ZCT pathways suggested have been declined in discussions even though options are limited for certain areas in CTE. Another member shared that while a course may have ZCT, there can still be a subscription price for an online code for students. The Librarian shared that asking publishers for an institutional subscription that the district can adopt as whole will qualify as ZCT/LCT. The Chair also mentioned that modalities may impact the ZCT/LCT status of a course based upon the modality of the section. As a result, modality could be addressed on the resources page. A member suggested that the resource page be designed to gather the information needed to provide to the institution, who should ultimately pay for the licenses and subscriptions. Another member agreed that the institution should be responsible for paying for licenses as many departments have been trying to find money to pay for subscriptions, and sometimes, the Library has to find money to supplement the costs. The Committee urges the institution to diversify its efforts regarding its ZCT/LCT approach to better support faculty and lower resource costs for students.

8.5. DE Addendum Committee Review Process: A member wanted to clarify what committee members should review on the DE addendum. Currently, members review the modalities and the rationale if no online modality is selected. They are not reviewing the different answer choices in the addendum as that is more appropriate in the evaluation process. The Chair shared that the addendum follows the lead of the DE Committee as well. As a result, the committee agreed to keep their practice of reviewing the modalities and rationale.

9. Next Agenda Forecast: Possibly a couple of packages from the new ACD and BTH standard update cycle.

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). **NONE**

11. Adjournment: The meeting was adjourned at 3:02p.m.

Name	ATTENDANCE	M: Approval of Summary Notes 2/8/2023 1 st : Joann Eisberg 2 nd : Christina Holdiness	M: Approval of Consent Agenda 1 st : Christina Holdiness 2 nd : Joann Eisberg	M: Approval of Handbook with Revisions 1 st : Sharon Alton 2 nd : Tracy Kocher
Adeel Rizvi	X	X	X	X
Annette Henry				
Candice Hines-Tinsley	X	X	X	X
Carol Hutte	X	X	X	X
Christina Holdiness	X	X	X	X
Christina McPeck				
Grace Wong	X	X	X	X
Joan Godinez	X	X	X	X
Joann Eisberg	X	X	X	X
Julie Law				
Julie Leahy				
Kathy Galipeau	X	X	X	X
Markazan Romero				
Maryline Chemama	X	X	X	X
Michael Wangler	X	X	X	X
Nicole Farrand				
Paula Snyder				
Rob Rundquist (as CIO Designee)	X	X	X	X
Ryan Sipma	X	X	X	X
Sharon Alton	X	X	X	X
Stephen Calebotta	X	X	X	X
Tracy Kocher	X	X	X	X
TOTAL COUNTS	15	15	15	15

Quorum= 22/2=11+1=12

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