

CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
SUMMARY NOTES
August 23, 2023
1:30pm-3:00pm
RANCHO CAMPUS, BEB-204
CHINO CAMPUS CONFERENCE ROOM, CHMB-102
FONTANA CAMPUS CONFERENCE ROOM, FNAC-119
FONTANA CAMPUS OFFICE, FNLC-116
RANCHO SAN ANTONIO MEDICAL PLAZA, RSA-8

ZOOM information is for members based at Chino, Fontana, and RSA Medical Plaza. All members based on the Rancho Campus must attend in person.

MEETING LINK: [Join the Curriculum Committee Meeting via Zoom](#)

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

MEETING ID: 873 7968 1275

PASSCODE: 350041

Members Present:

Angela Burk-Herrick, Curriculum Chairperson
Carol Hutte, Educational Support Units (by position as Library Learning Resources)
Christina Holdiness, Educational Support Units (elected as Instructional Support)
Elaine Martinez, Health and Wellness (elected as Kinesiology, Nutrition and Athletics representative)
Garrett Kenehan, Arts, Communication, and Design (elected as Visual and Performing Arts representative)
Grace Wong, Business, Technology, and Hospitality (elected as Hospitality, Fashion, Interior & Culinary Arts representative)
Jennika Celo, Educational Support Units (elected as Academic and Career Counseling representative)
Joann Eisberg, Science, Technology, Engineering, and Mathematics (elected as Mathematics and Science representative)
Jonathan Polidano, CTE Liaison
Julie Law, Articulation Officer

Laura Picklesimer, SLO Facilitator
Marlene Soto, Health and Wellness, (elected as Health Sciences representative)
Maryline Chemama, Science, Technology, Engineering, and Mathematics (elected as Mathematics and Science representative)
Michael Wangler, Science, Technology, Engineering, and Mathematics
Nicole DeRose, Academic Senate President
Nicole Farrand, Arts, Communication, and Design (elected as Visual and Performing Arts representative)
Paula Snyder, Public Service, Culture, and Society (elected as Social and Behavioral Sciences representative)
Rob Rundquist, Dean Institutional Effectiveness/CIO Designee
Ryan Sipma, Catalog/Schedule Coordinator
Shireen Awad, Curriculum Specialist
Stephen Calebotta, Arts, Communication, and Design (elected as Language Arts representative)

Members Absent:

Adeel Rizvi, Health and Wellness, (elected as Health Sciences representative)
*Alisha Serrano, Director Admissions and Records
Candice Hines-Tinsley, Health and Wellness (elected as Kinesiology, Nutrition and Athletics representative)
Joan Godinez, Educational Support Units (elected as Academic and Career Counseling representative)

*Patricia Bopko, Director of Financial Aid
*RuthAnn Valencia, Director of Transfer Center
Sharon Alton, Arts, Communication, and Design (elected as Language Arts representative)
Tracy Kocher, Business, Technology, and Hospitality, (elected as Business and Applied Technology representative)

Guests:

None

*Consulting members are not required to attend meetings and serve as partners to the Curriculum Committee for specific consultations.

- 1. Call to Order/Roll Call:** The meeting was called to order at 1:37p.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 April 12, 2023 Expanded Summary Notes:** The summary notes were approved 14/0/0.

4. Curriculum Office Reports

- 4.1. Curriculum Chair:** The Chair emailed a survey to the committee asking for feedback on the Academic Senate and Curriculum Committee Retreat. She reminded the committee to read curriculum before the meeting and encouraged them to review proposals earlier in the ten-day period. The Chair thanked the counselors on their thorough review of academic maps. Their review has identified areas for workflow improvement. The Chair further outlined expectations for Group 1 readers to focus on the alignment of the description, content, objectives and learning outcomes. The focus should not be on word choice/structure for learning outcomes because the Outcomes and Assessment Committee engages in that work. She asked the Group 2 readers to provide specific examples of where DEIA can be incorporated as opposed to a general “needs DEIA” comment. Since Group 1 is focused heavily on alignment of the aforementioned COR elements, a committee member suggested informing faculty of this emphasis in instructional guides.
- 4.2. Curriculum Specialist:** The Specialist shared that the quorum number is 12. She also thanked the members who attended the retreat and took the Curriculum Committee quiz. She reminded them that the quiz is an assessment for the Curriculum Committee training. It also shows the Chancellor’s Office that Chaffey has properly trained their committee in order to earn the annual certification for the academic year.
- 4.3. Catalog and Schedule Coordinator:** No report.
- 4.4. Articulation Officer (AO):** The AO shared that August 25, 2023 is the deadline for UC Transfer submissions for the 2024-2025 academic year. Responses to these submissions are anticipated in mid-September.
- 4.5. Chief Instructional Officer (CIO)/Designee of CIO:** Dean Rundquist shared that CalGETC, Common Course Numbering, and PSR/curriculum alignment are at the forefront of curriculum work for this academic year.
- 4.6. Academic Senate President:** The Academic Senate President thanked everyone for attending the Academic Senate and Curriculum Committee Retreat. She looks forward to the retreat next year.

5. Consent Agenda: The consent agenda was approved 16/0/0.

5.1. SUMMER CLEAN-UP

1. **Child Development**
 - CDE-28, approved January 11, 2023, was launched for a deactivation below. This course was removed from the Early Childhood Development AS-T, and was replaced with CDE-25 and CDE-25W (launched for reactivations below and changed to CDE-28 and CDE-28W).
 - Note: No changes were needed to the Child Development A.S. CDE-28 was originally launched as a replacement for CDE-25 and CDE-25W. After scheduling and compliance discussions with this course, it was determined by the faculty, dean, coordinator, Curriculum Office, and the Office of Instruction that CDE-25 and CDE-25W were compliant and best serve the needs of students in the program.
 - Per faculty clarification and consent, the limitation on enrollment for CDE-27 was removed as that was meant to be removed during the development process.
2. **Work Experience/Employability Skills**
 - EMP-600 through EMP-609 and the Employability Skills for the 21st Century Certificate of Completion were launched for deactivation per request of the Work Experience Department in order to be removed from the 2023-2024 Catalog.
 - Per department request, the grading method for WORKEXP-97ABC was changed from “letter grade” to “letter grade and pass/no-pass”.
3. **Physical Science AS Degree**
 - Removed the statement, "A minimum of Math 31 (or placement into Math 61 or higher as determined by the Chaffey College placement process) is required" from the program requirement section.
 - Deactivated the “Physical Science (Non-Transfer)” Degree in COCI due to not being active in the Catalog. (Control Number: 18777)
4. **Aviation Maintenance**

- AMT-16A was approved for a deactivation in February 2023. The faculty need this course reactivated to meet student needs in the program. The faculty have launched a course reactivation and the Curriculum Office will move this course to active status in META, COCI, Colleague, and in the Catalog via an addendum.
5. **National Core (NCORE) Noncredit Courses and Certificates:**
- Core Academy: Leasing and Property Management Level I has been launched for a deactivation.
 - Core Academy: Leasing and Property Management Level II has been launched for a deactivation.
 - The title for Core Academy: Leasing and Property Management Level III has changed to Core Academy: Leasing and Property Management.
 - All NCORE classes (RE-600-605) have been added to Core Academy: Leasing and Property Management.
 - Prerequisites have been added to the NCORE courses in sequential order:
 1. RE-600 (no requisites)
 2. RE-601 (Prereq: RE-600)
 3. RE-602 (Prereq: RE-601)
 4. RE-603 (Prereq: RE-602)
 5. RE-604 (Prereq: RE-603)
 6. RE-605 (Prereq: RE-604)
6. **General Education Patterns have been modified to add new GE approvals:**
- California State University - General Education Certificate of Achievement
 - Chaffey College General Education Requirements for the Associate Degree
 - Intersegmental General Education Transfer Curriculum: UC or CSU

Chaffey GE	CSUGE	IGETC
Add MATH 45 to competency	Add MATH 45 to Area B4	Add MATH 45 to Area 2A
Add MATH 45 to Area A2	Add ASTRON 27L to Area B3	Add MUSIC 23 to 3A
Add ASTRON 27/27L to Area B	Add MUSIC 23 to C1	Add Art 13 to Area 3A
Add MUSIC 23 to C1	Add PH 20 to Area D	Add ANTHRO 5 to Area 4
Add ART 50 to C1	Add ANTHRO 5 to Area D	Add ASTRON 27L to Area 5C
Add ANTHRO 5 to Area D		

6. Curriculum Proposals:

CHILD DEVELOPMENT PACKAGE

Course Reactivations w/ DE:

CDE-28 (Formerly CDE-25)	Advanced Curriculum Theory	Approval: 15/0/0	Distance Education Hybrid (Always) and Fully Online (Emergency Conditions Only): 15/0/0
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Course Reactivations:

CDE-28W (Formerly CDE-25W)	Practicum II: Supervised Occupational Work Experience	Approval: 15/0/0
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Course Deactivation:

CDE-28	Advanced Curriculum Theory and Practicum <i>Never scheduled or tied to student records</i>	Approval: 15/0/0
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There are new regulations on work experience that will help guide the development and review of all work experience courses in the future. There is now a centralized work experience department called Workforce Innovations & Entrepreneurial Development (WIED).

CHINESE PACKAGE

The Chair shared the [Chinese Program Presentation](#) that highlights the program's accomplishments, career opportunities, inclusion of DEIA, and general data. A committee member asked about the math support courses being included on academic maps. The Chair will bring this question back to the Guided Pathways Steering Committee.

Course Modifications w/ DE:

CHIN-1	Elementary Mandarin Chinese I	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
CHIN-2	Elementary Mandarin Chinese II	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
CHIN-3	Intermediate Mandarin Chinese I	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
CHIN-4	Intermediate Mandarin Chinese II	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
CHIN-18	Chinese Civilization and Culture	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0

Program Modifications:

Chinese Studies	AA	Approval: 15/0/0
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ENGLISH PACKAGE

The Chair shared the [English Program Presentation](#) that highlights the program's accomplishments, career opportunities, inclusion of DEIA, and general data. The Committee commended faculty on their incorporation of DEIA all throughout their curriculum.

Course Modifications w/ DE:

ENGL-1A	Composition	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
ENGL-1B	Advanced Composition and Critical Thinking	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
ENGL-1C	Introduction to Literature	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
ENGL-32	Introduction to the Novel	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
ENGL-33	Introduction to Poetry	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
ENGL-35	Literary Magazine Production	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
ENGL-68	Mythology	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0

ENGL-70A	World Literature I	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
ENGL-70B	World Literature II	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
ENGL-73	LGBT Literature	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
ENGL-74	Asian-American Literature	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
ENGL-75A	American Literature	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
ENGL-75B	American Literature	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
ENGL-76	African-American Literature	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
ENGL-77	Latino Literature	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
ENGL-79	Native American Literatures	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
ENGL-7A	Creative Writing: Short Fiction	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
ENGL-7B	Creative Writing: Fiction	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
ENGL-7D	Creative Writing: Poetry	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
ENGL-7E	Creative Writing: Nonfiction	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
ENGL-80A	Survey of British Literature I	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
ENGL-80B	Survey of British Literature II	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
ENGL-81	Shakespeare	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0

Program Modifications:

English	AA-T	Approval: 15/0/0
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JOURNALISM PACKAGE

The Chair shared the [Journalism Program Presentation](#) that highlights the program's accomplishments, career opportunities, inclusion of DEIA, and general data.

Course Modifications w/ DE:

JOUR-10	Newswriting	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
JOUR-11	Multimedia Reporting	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
JOUR-30	Student Media Practicum I	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
JOUR-31	Student Media Practicum II	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0

Program Modifications:

Journalism	Certificate of Achievement	Approval: 15/0/0
Journalism	AA-T	Approval: 15/0/0

SPANISH PACKAGE

The Chair shared the [Spanish Program Presentation](#) that highlights the program's accomplishments, career opportunities, inclusion of DEIA, and general data.

Course Modifications w/ DE:

SPAN-1	Elementary Spanish I	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
SPAN-13	Survey of Mexican Literature	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
SPAN-14	Latin American Literature	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
SPAN-2	Elementary Spanish II	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
SPAN-3	Intermediate Spanish I	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
SPAN-4	Intermediate Spanish II	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
SPAN-4SS	Spanish for Heritage Speakers II	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
SPAN-8	Survey of Hispanic Literature: 1700 - Present	Approval: 15/0/0	Distance Education Approval Fully Online/Hybrid: 15/0/0
SPAN-9	Cultural Awareness through Conversation	Approval: 15/0/0	Distance Education Approval Hybrid: 15/0/0

Program Modifications:

Spanish	AA-T	Approval: 15/0/0
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7. Discussion/Action Items:

7.1. **By-Laws 1st Reading:** The Chair shared the minor changes made to the By-Laws that included typo revisions and adding the FSC Facilitator as a consulting member. There was brief discussion on using DEI, DEIA, or IDEAA. Statewide materials address DEI as DEIA or IDEAA. The Committee's By-Laws and curriculum management system currently use DEIA. The committee also discussed a future shift in committee representation. With the movement to Academic and Career Communities structurally at the college, the Committee will revisit its membership for the Spring 2024 elections by ACC representation. The Curriculum Committee will construct and vote on the new representation by ACC.

8. **Next Agenda Forecast:** Possibly Accounting, Fashion Design, Fashion Merchandising, and Interior Design.

9. **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).

9.1. A committee member shared students' concerns about out-of-class workload for some courses. It seems from these student experiences that the out-of-class hours exceed the maximum hours required for some courses. The Chair shared that this concern is better suited for an Academic Senate discussion.

10. **Adjournment:** The meeting was adjourned 2:51p.m.

Name	ATTENDANCE	M: Approval of Summary Notes 4/12/2023 1 st : Joann Eisberg 2 nd : Julie Law	M: Approval of Consent Agenda 1 st : Julie Law 2 nd : Joann Eisberg	M: Approval of Child Development Package 1 st : Joann Eisberg 2 nd : Christina Holdiness	M: Approval of Chinese Package 1 st : Christina Holdiness 2 nd : Joann Eisberg	M: Approval of English Package 1 st : Joann Eisberg 2 nd : Christina Holdiness	M: Approval of Journalism Package 1 st : Christina Holdiness 2 nd : Joann Eisberg	M: Approval of Spanish Package 1 st : Joann Eisberg 2 nd : Christina Holdiness
Adeel Rizvi								
Candice Hines-Tinsley								
Carol Hutte	X	X	X	X	X	X	X	X
Christina Holdiness	X	X	X	X	X	X	X	X
Elaine Martinez	X		X	X	X	X	X	X
Garrett Kenehan	X	X	X					
Grace Wong	X	X	X	X	X	X	X	X
Jennika Celo	X	X	X	X	X	X	X	X
Joan Godinez								
Joann Eisberg	X	X	X	X	X	X	X	X
Julie Law	X	X	X	X	X	X	X	X
Marlene Soto	X	X	X	X	X	X	X	X
Maryline Chemama	X		X	X	X	X	X	X
Michael Wangler	X	X	X	X	X	X	X	X
Nicole Farrand	X	X	X	X	X	X	X	X
Paula Snyder	X	X	X	X	X	X	X	X
Rob Rundquist (as CIO Designee)	X	X	X	X	X	X	X	X
Ryan Sipma	X	X	X	X	X	X	X	X
Sharon Alton								
Stephen Calebotta	X	X	X	X	X	X	X	X
Tracy Kocher								
TOTAL COUNTS	16	14	16	15	15	15	15	15

Quorum= 21/2=10.5=11+1=12

Non-Voting *Consulting Partners	
Alisha Serrano*	
Angela Burk-Herrick	X
Jonathan Polidano	X
Laura Picklesimer	X
Nicole DeRose	X
Patricia Bopko*	
RuthAnn Valencia*	
Shireen Awad	X