**CHAFFEY COLLEGE**
**CURRICULUM COMMITTEE MEETING**
**SUMMARY NOTES**
**April 16, 2025**
**1:30pm-3:00pm**
**RANCHO CAMPUS, BEB-204**
**CHINO CAMPUS CONFERENCE ROOM, CHMB-242**
**FONTANA CAMPUS CLASSROOM, FNAC-204**
**FONTANA CAMPUS OFFICE, FNLC-116**
**INTECH CENTER, CLASSROOM-3/ELECTRICAL LAB**

**Members Present:**

Angela Burk-Herrick, Curriculum Chairperson
Carol Hutte, Library Learning Resources
Christie McPeck, Public Service, Culture, and Society
Christina Holdiness, Instructional Support
Elaine Martinez, Health and Wellness
Jennika Celo, Academic and Career Counseling
Joan Godinez, Academic and Career Counseling
Laura Picklesimer, SLO Facilitator
Lisa Doget, Health and Wellness

Lisa Pitts, Science, Technology, Engineering, and Mathematics
Markazan Romero, Business, Technology, and Hospitality
Matthew Caddell, Student Representative
Paula Snyder, Public Service, Culture, and Society
Sharon Alton, Arts, Communication, and Design
Shireen Awad, Curriculum Specialist
Stephen Calebotta, Arts, Communication, and Design

**Members Absent:**

Andrew Long, Dean of Instructional Support
Jonathan Polidano, CTE Liaison
Julie Law, Articulation Officer
Maryline Chemama, Science, Technology, Engineering, and Mathematics

Nicole DeRose, Academic Senate President
Nicole Farrand, PSR Facilitator
Ryan Sipma, Catalog/Schedule Coordinator
Tracy Kocher, Business, Technology, and Hospitality

**Guests:**

Tiffany Cobos, CCSG Student Representative
Jennifer Minichiello, Culinary Arts and Baking

1.  **Call to Order/Roll Call:** The meeting was called to order at 1:36p.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 5, 2025 Expanded Summary Notes:** The summary notes were approved 10/0/1.

4.  **Review and Approval of February 19, 2025 Expanded Summary Notes:** The summary notes were approved 10/0/1.

5.  **Curriculum Office Reports**

    5.1.  **Curriculum Chair:**

        1.  [2025-2026 Curriculum Committee Election Results](#): The Chair shared the 2025-2026 Curriculum Committee membership. The committee voted by acclamation (11/0/0) to approve the new roster.
        2.  She thanked the Committee for their hard work and dedication this year. She has thoroughly enjoyed their perspectives, insights, and contributions to the Committee.

    5.2.  **Curriculum Specialist:**

        The Curriculum Specialist expressed her appreciation to the Curriculum Committee for their continued dedication and contributions to the committee's work. She also extended her gratitude to Michael Wangler, former Dean of STEM, for serving as the CIO designee and for his ongoing support of the Curriculum Office when needed. Additionally, she shared the following announcements:

        1.  [ASCCC Annual Curriculum Institute](#): To Boldly Explore: Equitable Curriculum in an AI Universe
            *   Thursday, July 9 to Saturday, July 12, 2025

- Ontario Convention Center
- The Office of Instruction will fund two Curriculum Committee members and two Academic Senators.

2. Updates for ACD and BTH Cycle: All curriculum has been submitted.
3. 9th Annual Curriculum Committee Retreat: August 8, 2025, CAA-218 (required for all Committee Members)

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

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

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

**5.6. Academic Senate President:** No report.

**5.7. Chaffey College Student Government Liaison:** No report.

6. **Consent Agenda:** The consent agenda was approved 11/0/0.

**6.1. PTA-32 and PTA-33 (Clinical Courses for PTA)**

1. **Course Type:** Changed from Laboratory to Work Experience
2. **Units:** Changed from 5.25 lab units to 5 Work Experience units

**6.2. Common Course Numbering Pilot I Clean-Up:**

1. Updated the eligibility statement on the following courses to include ENGL-1A's CCN Number: "Eligibility for ENGL-1A **(CCN: ENGL-C1000)** as determined by the Chaffey College placement process".

- ANTHRO-1
- ANTHRO-2
- ANTHRO-3
- BIOL-20
- BUSL-10
- ED-10
- ENGL-32
- ENGL-33
- ENGL-35
- ENGL-68
- ENGL-70B
- ENGL-70A
- ENGL-73
- ENGL-74
- ENGL-75A
- ENGL-75B
- ENGL-76
- ENGL-77
- ENGL-79
- ENGL-80A
- ENGL-80B
- ENGL-81
- JOUR-10
- JOUR-30
- SOC-10 (also removed ESL-475 advisory per faculty consent)

**6.3.** IET-400 was part of the IET Mid-Cycle Update and required no changes. It was mistakenly not included in the "no changes table" on the February 5, 2025 agenda/meeting.

**6.4.** For the publication of the 2025-2026 Catalog:

1. As discussed with the department during the creation of these courses, and at the December 4, 2024 curriculum meeting, KINLEC-3, KINLEC-4, and KINLEC-5 have been removed from the Physical Education AA until a decision has been made by state-level GE reviewers. If any courses are approved by the GE reviewers, the course(s) will be added back to the Physical Education AA.

**6.5.** Per discussion with the ZTC facilitators, Liz Encarnacion and Emilie Koenig, the current ZTC language in META on the resources page will be updated to: "The department requires that all sections/instructors use Zero Cost textbooks and materials for this course. *Note: ZTC designation means total course materials/textbook costs for the course are $0, although there still may be institutional fees associated with this course that are outside the control of the individual instructor.*"

7. **Common Course Numbering Phase IIA Courses:**

The full-time faculty member for Art History is currently on sabbatical and there is currently no full-time faculty member for Economics. To meet the mandated CCN deadline, changes to ARTH-3, ARTH-5, ECON-2, and ECON-4 were made to the courses in consultation with the departments' Coordinators. Upon the Art History faculty's return and the hiring of a full-time faculty member for Economics, the Curriculum Office will invite these faculty to review the courses and incorporate any desired Part II components, which will then be resubmitted to the CCCCO.

**Course Modifications w/ DE:**

| | | | |
|---|---|---|---|
| **ARTH-3 (CCN: ARTH-C1100)** | Survey of Art from Prehistory to the Medieval Era | Approval: 12/0/0 | Distance Education Fully Online and Hybrid Approval: 12/0/0 |
| **ARTH-5 (CCN: ARTH-C1200)** | Survey of Art from the Renaissance to Contemporary | Approval: 12/0/0 | Distance Education Fully Online and Hybrid Approval: 12/0/0 |
| **ECON-4 (CCN: ECON-C2001)** | Principles of Microeconomics | Approval: 12/0/0 | Distance Education Fully Online and Hybrid Approval: 12/0/0 |
| **ECON- 2 (CCN: ECON-C2002)** | Principles of Macroeconomics | Approval: 12/0/0 | Distance Education Fully Online and Hybrid Approval: 12/0/0 |
| **ENGL-1C (CCN: ENGL-C1002)** | Introduction to Literature | Approval: 12/0/0 | Distance Education Fully Online and Hybrid Approval: 12/0/0 |
| **HIST-17 (CCN: HIST-C1001)** | United States History to 1877 | Approval: 12/0/0 | Distance Education Fully Online and Hybrid Approval: 12/0/0 |
| **HIST-18 (CCN: HIST-C1002)** | United States History since 1865 | Approval: 12/0/0 | Distance Education Fully Online and Hybrid Approval: 12/0/0 |

8. **Cal-GETC Resubmissions:**

   **Course Modifications w/ DE:**

The following courses have not yet been launched in CurriQunet. They are currently receiving Cal-GETC feedback for resubmission. The revisions suggested by reviewers will be implemented by the faculty and resubmitted to the GE Reviewers late spring.

| | | | |
|---|---|---|---|
| **COMSTD-4** | Fundamentals of Interpersonal Communication | Approval: 12/0/0 | Distance Education Fully Online and Hybrid Approval: 12/0/0 |
| **COMSTD-6** | Fundamentals of Small Group Communication | Approval: 12/0/0 | Distance Education Fully Online and Hybrid Approval: 12/0/0 |
| **COMSTD-8** | Fundamentals of Speech Communication | Approval: 12/0/0 | Distance Education Fully Online and Hybrid Approval: 12/0/0 |

9. **Non-Cycle Updates:**

   **Course Deactivations:**

| | | |
|---|---|---|
| **DPS-657** | Vocational Skills for Students with Disabilities | Approval: 12/0/0 |

   **New Courses w/ DE:**

| | | | |
|---|---|---|---|
| **NF-30** | Using Media and Art to Promote and Market Nutrition | Approval: 12/0/0 | Distance Education Fully Online and Hybrid Approval: 12/0/0 |

**Course Reactivations w/ DE:**

| NF-25 | Culture and Nutrition | Approval: 12/0/0 | Distance Education Fully Online and Hybrid Approval: 12/0/0 |
|---|---|---|---|

**Program Modifications:**

| Nutrition and Food | Certificate of Achievement | Approval: 12/0/0 |
|---|---|---|

## 10. ACD, BTH, and CHINO Mid-Cycle Updates

## HOSPITALITY MANAGEMENT

*The Chair shared the Hospitality Management Program Presentation that highlights the program's accomplishments and curriculum data.*

The faculty have determined in their Mid-Cycle Update Form that the following courses require no updates or changes for their mid-cycle review:

| HOTFS-10 | Introduction to Hospitality Management |
|---|---|
| HOTFS-14 | Food and Beverage Management |
| HOTFS-21 | Purchasing, Cost Controls, and Menu Planning |
| HOTFS-32 | Hospitality Law |
| HOTFS-42 | Hotel Operations |
| HOTFS-428 | Human Resources Management in Hospitality |
| HOTFS-431 | Hospitality Marketing Management |
| HOTFS-482 | Industry Internship: Hospitality Management |

**Course Deactivations:**

| HOTFS-460 | Event Management | Approval: 12/0/0 |
|---|---|---|

**New Programs:**

| Hospitality Management: Food and Beverage Fundamentals | Certificate of Achievement | Approval: 12/0/0 |
|---|---|---|
| Hospitality Management: Hotel Fundamentals | Certificate of Achievement | Approval: 12/0/0 |

**Program Modifications:**

| Hospitality Management | AS-T | Approval: 12/0/0 |
|---|---|---|
| Hospitality Management: Food Service | AS | Approval: 12/0/0 |

| | | |
|---|---|---|
| **Hospitality Management: Food Service** | Certificate of Achievement | Approval: 12/0/0 |
| **Hospitality Management: Hotel Management** | AS | Approval: 12/0/0 |
| **Hospitality Management: Hotel Management** | Certificate of Achievement | Approval: 12/0/0 |

**Program Deactivations:**

| | | |
|---|---|---|
| **Hospitality Management: Event Planning** | Certificate of Achievement | Approval: 12/0/0 |
| **Hospitality Management: Hospitality Facilities Management** | Certificate of Achievement | Approval: 12/0/0 |

## SPANISH

*The Chair shared the Spanish Program Presentation that highlights the program's accomplishments and curriculum data. Members of the Committee asked if the Spanish department has considered creating a certificate in Spanish for prospective students who may need a second language for employability. Other possibilities include a Spanish for Medical Professionals course for Nursing students.*

The faculty have determined in their Mid-Cycle Update Form that the following courses require no updates or changes for their mid-cycle review:

| | |
|---|---|
| **SPAN-1** | Elementary Spanish I |
| **SPAN-2** | Elementary Spanish II |
| **SPAN-3** | Intermediate Spanish I |
| **SPAN-3SS** | Spanish for Heritage Speakers I |
| **SPAN-4** | Intermediate Spanish II |
| **SPAN-4SS** | Spanish for Heritage Speakers II |
| **SPAN-13** | Survey of Mexican Literature |
| **SPAN-14** | Latin American Literature |

**Course Deactivations:**

| | | |
|---|---|---|
| **SPAN-8** | Survey of Hispanic Literature: 1700 - Present | Approval: 12/0/0 |

**Course Modifications w/ DE:**

| | | | |
|---|---|---|---|
| **SPAN-9** | Cultures of the Spanish Speaking World | Approval: 12/0/0 | Distance Education Fully Online and Hybrid Approval: 12/0/0 |

**Program Modifications:**

| Spanish | AA-T | Approval: 12/0/0 |
|---------|------|------------------|

## 11. Discussion/Information/Action Items:

### 11.1. Common Course Numbering Update:

1. **Phase II (Group A and Group B)**
   - Group A (finalized March 2025): 7 Chaffey Courses for Fall 2026 Implementation (see above).
   - Group B: Courses that are deemed more difficult to finalize. An ASCCC survey will be sent to faculty for more feedback. Colleges will likely receive notice in May for Fall 2027 implementation.
2. **Phase III**
   - Final list of courses sent to CIOs in February. Templates should be finalized February/March 2026 for Fall 2027 Implementation.

### 11.2. Location of ZTC Language in META/COR:
The Chair suggested that the newly approved Zero Textbook Cost (ZTC) language, which was passed via consent agenda, be located to the top of the course outline of record (COR) under the Distance Education section. This change would highlight the ZTC commitment. During the discussion, a committee member raised a concern about how to proceed in cases where there is no commitment for all sections of a course to be offered as ZTC. Options considered included stating "none" in the ZTC field or omitting that ZTC section from the CORs that do not have a commitment to have all sections use ZTC. Some members expressed support for including a clarifying statement when ZTC is not required for all sections: **"ZTC options are encouraged but not required for this course."** This recommendation, along with the proposed relocation of the ZTC language, was approved by acclamation, 12/0/0.

### 11.3. General Education Workgroup Update:
The Chair presented the proposed revision to the Chaffey General Education (GE) format, aligning Chaffey's GE category names with those used in the Cal-GETC framework. The proposal was approved by acclamation, 12/0/0.

## 12. What's Next?

### 12.1. 9th Annual Curriculum Committee Retreat (Mandatory) in partnership with Academic Senate: Friday, August 8, 2025, CAA-218, 8:00-12:00 (4 hours of FLEX Credit)

1. Retreat will be in-person only.
2. There is an asynchronous Canvas Shell that supplements the Retreat to provide the training needed to serve on the Committee. Each member (both new and returning) **must** complete and pass a quiz prior to the start of the first curriculum meeting in the fall (TBD). The quiz is "open book" and can be taken as many times as needed. A passing score of at least 75% is needed.
3. If there is certain material you would like covered during the retreat, please provide your suggestions by the end of the semester. We cannot guarantee that suggestions will be included.

### 12.2. Curriculum Committee Members will receive next year's meeting dates via Outlook during the summer.

## 13. 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).

### 13.1. Matthew Caddell reported that the Chaffey Community Student Government (CCSG) recently visited Washington, D.C., where they met with various political figures to advocate for federal aid. They are also working to invite Norma Torres to Chaffey. Additionally, resolutions addressing sustainability and support for student athletes were passed at the statewide student government level. Today marks Matt's final meeting, as he is running unopposed for CCSG President. The Committee expressed their gratitude for his outstanding contributions and wished him continued success in his future endeavors.

**13.2.** Christina Holdiness, a member of the Student Equity Plan workgroup, expressed concern about how curriculum changes, particularly course deactivations, affect Educational Plans. Sharon Alton acknowledged the Curriculum Office for its efforts in keeping student academic maps up to date.

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

| Name | ATTENDANCE | M: Approval of 2/5/2025 and 2/19/2025 Summary Notes 1st: Lisa Pitts 2nd: Christina Holdiness | M: Approval of 25-26 Election Roster 1st: Christina Holdiness 2nd: Lisa Doget | M: Approval of Consent Agenda 1st: Christina Holdiness 2nd: Lisa Pitts | M: Approval of CCN Phase IIA Courses 1st: Lisa Pitts 2nd: Christina Holdiness | M: Approval of Cal-GETC Resubmissions 1st: Christina Holdiness 2nd: Lisa Doget | M: Approval of Non-Cycle Updates 1st: Christina Holdiness 2nd: Lisa Pitts | M: Approval of Hospitality Management Package 1st: Lisa Pitts 2nd: Lisa Doget | M: Approval of Spanish Package 1st: Christina Holdiness 2nd: Lisa Pitts | M: Approval of ZTC Language on COR 1st: Lisa Doget 2nd: Markazan Romero | M: Approval of proposed Local GE changes 1st: Lisa Doget 2nd: Christina Holdiness |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Andrew Long | | | | | | | | | | | |
| Carol Hutte | X | X | X | X | X | X | X | X | X | X | X |
| Christie McPeck | X | A | X | X | X | X | X | X | X | X | X |
| Christina Holdiness | X | X | X | X | X | X | X | X | X | X | X |
| Elaine Martinez | X | X | X | X | X | X | X | X | X | X | X |
| Jennika Celo | X | X | X | X | X | X | X | X | X | X | X |
| Joan Godinez | X | X | X | X | X | X | X | X | X | X | X |
| Julie Law | | | | | | | | | | | |
| Lisa Doget | X | X | X | X | X | X | X | X | X | X | X |
| Lisa Pitts | X | X | X | X | X | X | X | X | X | X | X |
| Markazan Romero | X | X | X | X | X | X | X | X | X | X | X |
| Maryline Chemama | | | | | | | | | | | |
| Paula Snyder | X | | | | X | X | X | X | X | X | X |
| Ryan Sipma | | | | | | | | | | | |
| Sharon Alton | X | X | X | X | X | X | X | X | X | X | X |
| Stephen Calebotta | X | X | X | X | X | X | X | X | X | X | X |
| Tracy Kocher | | | | | | | | | | | |
| TOTAL COUNTS | 12 | 11 | 11 | 11 | 12 | 12 | 12 | 12 | 12 | 12 | 12 |

**Quorum= 17/2=8.5+1=9.5, 10**

| Non-Voting | |
|---|---|
| Angela Burk-Herrick | X |
| Jonathan Polidano | |
| Laura Picklesimer | X |
| Matthew Caddell | X |
| Nicole DeRose | |
| Nicole Farrand | |
| Shireen Awad | X |