

CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
SUMMARY NOTES
October 1, 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:

Andrew Long, CIO Designee
Angela Burk-Herrick, Curriculum Chairperson
Carol Hutte, Library Learning Resources
Christina Holdiness, Instructional Support
Garrett Kenehan, Arts, Communication, & Design
Joan Godinez, Academic and Career Counseling
Jennika Celo, Academic and Career Counseling
Julie Law, Articulation Officer
Lisa Pitts, Science, Technology, Engineering, & Mathematics
Louisa Villeneuve, SLO Facilitator

Markazan Romero, Manufacturing, Industrial Design and Transportation
Maryline Chemama, Science, Technology, Engineering, & Mathematics
Nicole Farrand, PSR Faculty Tri-Chair
Ryan Sipma, Catalog/Schedule Coordinator
Sarah Schmidt, Classified Senate Representative
Sharon Alton, Arts, Communication, & Design
Shireen Awad, Curriculum Specialist
Tracy Kocher, Business, Technology, & Hospitality

Members Absent:

Candice Hines-Tinsley, Health & Wellness
Christie McPeck, Public Service, Culture, and Society
Elizabeth Encarnacion, Academic Senate President

Jonathan Polidano, CTE Liaison
Lisa Doget, Health & Wellness
Paula Snyder, Public Service, Culture, and Society

Guests:

None

*The quorum number is 10.

1. **Call to Order/Roll Call:** The meeting was called to order at 1:34 pm.
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 September 17, 2025 Expanded Summary Notes:** The summary notes were approved 13/0/0.
4. **Curriculum Office Reports**
 - 4.1. **Curriculum Chair:** The Chair shared that the GE workgroup met and are still gathering data to present to the committee. There will be a townhall presented by the Bachelor's Degree Program workgroup. She also encouraged committee members to attend the fall curriculum regionals at Long Beach City College on November 1.
 - 4.2. **Curriculum Specialist:** The Specialist shared that she created brand new [META tutorials](#) for users. The updated tutorials walk users step by step through key functions of the system, offering clear guidance to help them save time and help them feel more confident while working in META.
 - 4.3. **Articulation Officer (AO):** No report.
 - 4.4. **Catalog and Schedule Coordinator:** No report.
 - 4.5. **Chief Instructional Officer (CIO)/Designee of CIO:** Dean Long shared that the BDP townhall will be hybrid from 9:30-10:30 on October 30.
 - 4.6. **Academic Senate President:** No report.

4.7. Curriculum Committee Student Representative: No report.

5. Consent Agenda: None

6. Non-Cycle Updates: None

7. ACD, BTH, and CHINO Mid-Cycle Updates:

ART PACKAGE

[Art Program Presentation](#)

The AO shared the presentation on the Art Program that highlights the program's accomplishments, data, and inclusion of DEIA.

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

ART-10	2D Design: Concepts, Theory, and Practice
ART-12	3D Design: Concepts, Theory, and Practice
ART-14	Introduction to Drawing
ART-15	Color Theory
ART-16	Introduction to Painting
ART-18	Introduction to Ceramics
ART-20	Ceramic Sculpture: Concepts, Theory, and Practice
ART-30	Figure Drawing
ART-32	Intermediate Drawing
ART-34	Intermediate Painting
ART-35	Intermediate Ceramics
ART-40	Advanced Ceramics
ART-50	Introduction to Sculpture
ART-62	Illustration
ART-89	Student Invitational Exhibition
ART-460	Portfolio and Professional Practices

Program Modifications:

Studio Arts	AA-T	Approval: 13/0/0
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ART: GRAPHIC DESIGN/DIGITAL MEDIA PACKAGE

[Art: Graphic Design Program Presentation](#)

The AO shared the presentation on the Graphic Design Program that highlights the program's accomplishments, data, and inclusion of DEIA.

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

ARTGD-13	History of Graphic Design
ARTGD-74	Identity System Design
ARTGD-82	Introduction to Digital Media
ARTGD-84	Motion Graphic Animation

Course Modifications w/ DE:

ARTGD-63	Introduction to Graphic Design	Approval: 13/0/0	Distance Education Approval Fully Online/Hybrid: 13/0/0
ARTGD-73	Typography and Layout	Approval: 13/0/0	Distance Education Approval Fully Online/Hybrid: 13/0/0
ARTGD-83	Web Design	Approval: 13/0/0	Distance Education Approval Fully Online/Hybrid: 13/0/0

Program Modifications:

Graphic Design for Digital Media	AA	Approval: 13/0/0
Graphic Design for Digital Media	Certificate of Achievement	Approval: 13/0/0

BROADCASTING AND CINEMA PACKAGEBroadcasting and Cinema Program Presentation

The AO shared the presentation on the Broadcasting and Cinema Program that highlights the program's accomplishments, data, and inclusion of DEIA.

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

BRDCAST-3	Introduction to Electronic Media
BRDCAST-55	Beginning Audio Production
BRDCAST-60	Beginning Single Camera Production
BRDCAST-62	Beginning TV Studio Production
BRDCAST-67	Beginning Radio Production
BRDCAST-70	Postproduction for Broadcasting & Cinema
BRDCAST-74	High Definition Cinematography
CINEMA-20	Screenwriting - Cinema
CINEMA-22	Introduction to Media Writing
CINEMA-25	Survey of World Cinemas
CINEMA-26	Survey of American Cinema
CINEMA-30	Beginning Motion Picture Production
CINEMA-80	Producing for Broadcast and Cinema
CINEMA-96	Internships in Cinema, Television, or Radio

Program Modifications:

Broadcasting and Cinema	AS	Approval: 13/0/0
Film, Television and Electronic Media for Transfer	AS-T	Approval: 13/0/0

Motion Picture Production	Certificate of Achievement	Approval: 13/0/0
On-Air Radio Production	Certificate of Achievement	Approval: 13/0/0
Post Production Editing	Certificate of Achievement	Approval: 13/0/0
Screenwriting	Certificate of Achievement	Approval: 13/0/0
Television and Video Production	Certificate of Achievement	Approval: 13/0/0

MUSIC PACKAGE

Music Program Presentation

The Chair shared the presentation on the Music Program that highlights the program's accomplishments, data, and inclusion of DEIA.

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

MUSIC-4	Music Appreciation
MUSIC-5	Music Theory and Musicianship I
MUSIC-6	Music Theory and Musicianship II
MUSIC-7	Music Theory and Musicianship III
MUSIC-18	Introduction to Pro Tools
MUSIC-19	Introduction to Logic and Live
MUSIC-20	Applications of Digital Audio Workstations
MUSIC-21	History of Jazz
MUSIC-22	History of Rock and Pop
MUSIC-23	Hip-Hop
MUSIC-26	World Music
MUSIC-35	Piano for Music Majors I
MUSIC-36	Piano for Music Majors II
MUSIC-40	Beginning Guitar
MUSIC-41	Intermediate Guitar
MUSIC-58	Applied Music
MUSIC-75	Concert Choir
MUSIC-76	Chamber Choir
MUSIC-77	Community Concert Band
MUSIC-78	Jazz Band

New Courses w/ DE:

MUSIC-9	Introduction to Music Technology	Approval: 13/0/0	Distance Education Approval Fully Online/Hybrid: 13/0/0
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Course Modifications w/ DE:

MUSIC-15	Introduction to Music Business	Approval: 13/0/0	Distance Education Approval Fully Online/Hybrid: 13/0/0
MUSIC-16	Introduction to Recording	Approval: 13/0/0	Distance Education Approval Fully Online/Hybrid: 13/0/0
MUSIC-17	Electronic Music	Approval: 13/0/0	Distance Education Approval Fully Online/Hybrid: 13/0/0
MUSIC-37	Piano for Music Majors III	Approval: 13/0/0	Distance Education Approval Fully Online/Hybrid: 13/0/0

Course Deactivations:

MUSIC-38	Studio Piano	Approval: 13/0/0
MUSIC-8	Music Theory and Musicianship IV	Approval: 13/0/0

Program Modifications:

Commercial Music	AS	Approval: 13/0/0
Music	AA-T	Approval: 13/0/0
Recording Arts Technician	Certificate of Achievement	Approval: 13/0/0

THEATRE PACKAGE[Theatre Program Package](#)

The Chair shared the presentation on the Theatre Package that highlights the program's accomplishments, data, and inclusion of DEIA.

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

THEATRE-1	Introduction to Theatre
THEATRE-4	Theatre History: Ancient to 1700
THEATRE-5	Theatre History: 1700-Present
THEATRE-7	Theatrical Script Analysis
THEATRE-8	Voice and Movement for the Actor
THEATRE-10	Principles of Acting I
THEATRE-12	Principles of Acting II
THEATRE-18	Acting for the Camera
THEATRE-30	Stagecraft
THEATRE-31	Introduction to Design
THEATRE-32	Theatre Design-Lighting
THEATRE-40	Stage Costuming
THEATRE-42	Theatrical Makeup
THEATRE-	Theatre Practicum - Rehearsal and Performance

50ABCD	
THEATRE-52ABCD	Theatre Practicum - Technical Theatre in Production
THEATRE-496ABCD	Internships in Technical Theatre and Entertainment Design

Course Modifications w/ DE:

THEATRE-35	Musical Theatre Performance	Approval: 13/0/0	Distance Education Approval Fully Online/Hybrid: 13/0/0
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Program Modifications:

Theatre Arts	AA-T	Approval: 13/0/0
Technical Theatre	Certificate of Achievement	Approval: 13/0/0
Theatre: Acting Emphasis	AA	Approval: 13/0/0

8. Discussion/Information/Action Items:

8.1. Curriculum Committee Transfer Course Policy Review: The AO presented the policy changes, which specify that CSU and UC are the primary considerations for transfer courses, rather than private institutions, due to the varying checks and balances at each private institution. The committee approved the changes with a vote of 13/0/0.

8.2. Final Revisions to Title 5, California Code of Regulations Relating to Course Outline of Record:

*Curriculum committees shall have a documented procedure to guarantee accessibility for every student to ensure individuals with disabilities can equally participate in learning through course outlines of record **that reflect** universal design for learning strategies, which include multiple means of representation, engagement, and expression to support learner variability and diversity.*

The Specialist shared a presentation on [Universal Design for Learning \(UDL\) in Course Outlines of Record](#). She shared how faculty and the Curriculum Committee have already integrated UDL into Chaffey CORs through the existing DEIA opportunities. This integration can be seen in course content, class assignments, and methods of instruction and evaluation. To further strengthen this work and make it more visible, she suggested:

- Add a short UDL information note (with a resource, similar to the slides) next to each DEIA opportunity in META.
- Include the UDL method within the header of each section of the COR.
- Embed DEIA opportunities under the appropriate COR headers, since DEIA will need to be explicitly included with the 9th edition of the PCAH

The committee had a few minor formatting suggestions and was supportive of the proposed changes.

9. Agenda Forecast:

9.1. ACD/BTH: Culinary, Fashion Design/Merchandising, and Interior Design. HOTFS was approved Spring 2025.

9.2. Non-cycle updates

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. None

11. Adjournment: The meeting was adjourned at 2:37 pm.

Name	ATTENDANCE	M: Approval of Summary Notes 1 st : Julie Law 2 nd : Sharon Alton	M: Approval of ART Package 1 st : Tracy Kocher 2 nd : Markazan Romero	M: Approval of Art: Graphic Design 1 st : Lisa Pitts 2 nd : Tracy Kocher	M: Approval of Broadcasting and Cinema Package 1 st : Christina Holdiness 2 nd : Tracy Kocher	M: Approval of Music Package 1 st : Sharon Alton 2 nd : Christina Holdiness	M: Approval of Theatre Package 1 st : Tracy Kocher 2 nd : Garrett Kenehan	M: Approval of Transfer Course Policy 1 st : Garrett Kenehan 2 nd : Tracy Kocher
Andrew Long	X	X	X	X	X	X	X	X
Candice Hines-Tinsley								
Carol Hutte	X	X	X	X	X	X	X	X
Christina Holdiness	X	X	X	X	X	X	X	X
Christie McPeck								
Garrett Kenehan	X	X	X	X	X	X	X	X
Joan Godinez	X	X	X	X	X	X	X	X
Jennika Celo	X	X	X	X	X	X	X	X
Julie Law	X	X	X	X	X	X	X	X
Lisa Doget								
Lisa Pitts	X	X	X	X	X	X	X	X
Markazan Romero	X	X	X	X	X	X	X	X
Maryline Chemama	X	X	X	X	X	X	X	X
Paula Snyder								
Ryan Sipma	X	X	X	X	X	X	X	X
Sharon Alton	X	X	X	X	X	X	X	X
Tracy Kocher	X	X	X	X	X	X	X	X
TOTAL COUNTS	13	13	13	13	13	13	13	13

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

Non-Voting	
Angela Burk-Herrick	X
Elizabeth Encarnacion	
Jonathan Polidano	
Louisa Villeneuve	X
Nicole Farrand	X
Sarah Schmidt	X
Shireen Awad	X