

CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
SUMMARY NOTES
November 19, 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

*The quorum number is 10.

Members Present:

Andrew Long, Dean, Instructional Support
Angela Burk-Herrick, Curriculum Chairperson
Candice Hines-Tinsley, Health & Wellness
Carol Hutte, Library Learning Resources
Christina Holdiness, Instructional Support
Christie McPeck, Public Service, Culture, and Society
Elizabeth Encarnacion, Academic Senate President
Joan Godinez, Academic and Career Counseling
Jennika Celo, Academic and Career Counseling
Julie Law, Articulation Officer

Lisa Doget, Health & Wellness
Louisa Villeneuve, SLO Facilitator
Markazan Romero, Manufacturing, Industrial Design and Transportation
Paula Snyder, Public Service, Culture, and Society
Ryan Hitch, Instructional Support
Ryan Sipma, Catalog/Schedule Coordinator
Shireen Awad, Curriculum Specialist
Tiffany Cobos, CCSG Student Representative

Members Absent:

Garrett Kenehan, Arts, Communication, & Design
Jonathan Polidano, CTE Liaison
Lisa Pitts, Science, Technology, Engineering, & Mathematics
Maryline Chemama, Science, Technology, Engineering, & Mathematics

Nicole Farrand, PSR Faculty Tri-Chair
Sarah Schmidt, Classified Senate Representative
Sharon Alton, Arts, Communication, & Design
Tracy Kocher, Business, Technology, & Hospitality

Guests:

Aaron Mezzano, Mt. Sac Professional Development Coordinator
Elaine Martinez, Health & Wellness

- 1. Call to Order/Roll Call:** The meeting was called to order at 1:30 pm.
- 2. Public Comment** (Reserved for guests to address any item on the agenda for a limit of two minutes): Aaron Mezzano is attending with Dean Long as part of the SanFACC Mentorship program. He is the Program Coordinator for Professional Development at Mt. Sac.
- 3. Review and Approval of November 5, 2025 Expanded Summary Notes:** The summary notes were approved 12/0/0.
- 4. Curriculum Office Reports**
 - 4.1. Curriculum Chair:** No report.
 - 4.2. Curriculum Specialist:** No report.
 - 4.3. Articulation Officer (AO):** ASSIST, the Articulation System for California Community Colleges, is expanding to include partnerships with private institutions. The University of La Verne and National University are among the first private institutions to join the platform.
 - 4.4. Catalog and Schedule Coordinator:** No report.
 - 4.5. Chief Instructional Officer (CIO)/Designee of CIO:** The BDP workgroup had their campus-wide information session. The group voted to further analyze Cybersecurity, Paralegal, and Automotive as potential candidates for future bachelor's degree programs.

4.6. Academic Senate President: No report.

4.7. Curriculum Committee Student Representative: No report.

5. Consent Agenda: The consent agenda was approved 12/0/0 with an amendment to align item 5.1 with the faculty's most recent decision to remove BUS-88 instead of adding ENGL-1A.

5.1. With coordinator consent and in alignment with the Curriculum Committee's recommendation, an expedited program modification has been initiated for the Business Information Worker (BIW) Stage Two Certificate of Achievement to add ENGL-1A to the program requirements, ensuring alignment with the prerequisite requirement for BUS-88.

1. 11/17/2025: The faculty have decided to remove BUS-88 instead of adding ENGL-1A.

5.2. Faculty have provided a sample reading assignment for the active version of ID-15 which was missing from the course outline of record.

5.3. Faculty have provided a sample writing assignment for the active version of ID-16 which was missing from the course outline of record.

5.4. With faculty consent, the missing Methods of Evaluation have been added to the active version of CUL-440.

6. Unfinished Business:

BUSINESS AND REAL ESTATE PACKAGES

Business and Real Estate Program Presentation

The Chair shared that only two Business Department certificates, Facilities Management and Retail Management, needed ENGL-1A added to their program requirements. There was no need to add ENGL-1A to the degrees since ENGL-1A is required for general education.

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

BUS-10	Introduction to Business
BUS-60	Business Ethics
BUS-61	Introduction to Global Business
BUS-88	Business Communication
BUS-496ABCD	Internships in Business
BUSL-10	Introduction to Law and the Legal Process
BUSL-28A	Business Law I
BUSL-28B	Business Law II
BUSL-50	Legal Aspects of Real Estate
BUSL-400	Introduction to Paralegal Studies
BUSL-401	Legal Research and Writing
BUSL-402	Civil Litigation
BUSL-403	Evidence
BUSL-405	Legal Document Preparation and Law Office Procedures
BUSL-406	Advanced Legal Research and Writing
BUSL-407	Criminal Law & Procedure
BUSL-408	Bankruptcy and Debtor/Creditor Relations
BUSL-409	Family Law

BUSL-410	International Business Law
BUSL-411	Estate Planning and Probate Law
BUSL-412	Immigration Law
BUSL-413	Workers' Compensation Law
BUSL-435	The Law of Marketing and Business Competition
BUSL-496ABC	Internships in Paralegal
BUSMGT-11	Retail Merchandising and Management
BUSMGT-13	Supply Chain Management
BUSMGT-14	Transportation Management
BUSMGT-40	Introduction to Management
BUSMGT-42	Human Resource Management
BUSMGT-44	Introduction to Human Relations
BUSMGT-45	Small Business Ownership and Management
BUSMGT-48	Quality Management Principles
BUSMGT-430	Warehouse Management and Material Handling
BUSMGT-436	Introduction to Logistics Management
BUSMGT-441	Principles of Leadership
BUSMGT-466	Introduction to Project Management
BUSMGT-470	Essentials of Facilities Management
BUSMGT-480	Principles of Supervision
BUSMKT-13	Professional Selling
BUSMKT-40	Marketing Principles
BUSMKT-55	Advertising
BUSMKT-402	Introduction to Import/Export
BUSMKT-405	International Marketing
BUSMKT-410	Marketing Using Social Media
BUSMKT-420	Customer Service
RE-410	Real Estate Principles
RE-415	Real Estate Practice
RE-460	Real Estate Finance
RE-470	Real Estate Appraisal
RE-472	Advanced Real Estate Appraisal
RE-475	Real Estate Escrow
RE-486	Real Estate Property Management

Program Modifications:

Business	AS	Approval: 12/0/0
Business	Certificate of Achievement	Approval: 12/0/0
Business Administration 2.0 for Transfer	AS-T	Approval: 12/0/0
Facilities Management	AS	Approval: 12/0/0
Facilities Management	Certificate of Achievement	Approval: 12/0/0
Global Business	AS	Approval: 12/0/0

Global Business	Certificate of Achievement	Approval: 12/0/0
Law, Public Policy, and Society for Transfer	AA-T	Approval: 12/0/0
Management	AS	Approval: 12/0/0
Management	Certificate of Achievement	Approval: 12/0/0
Marketing	AS	Approval: 12/0/0
Marketing	Certificate of Achievement	Approval: 12/0/0
Paralegal Studies	AS	Approval: 12/0/0
Paralegal Studies	Certificate of Achievement	Approval: 12/0/0
Pathway to Law School	Certificate of Achievement	Approval: 12/0/0
Real Estate	AS	Approval: 12/0/0
Real Estate	Certificate of Achievement	Approval: 12/0/0
Real Estate Property Management	AS	Approval: 12/0/0
Real Estate Property Management	Certificate of Achievement	Approval: 12/0/0
Real Estate Salesperson	Certificate of Achievement	Approval: 12/0/0
Retail Management	AS	Approval: 12/0/0
Retail Management	Certificate of Achievement	Approval: 12/0/0
Small Business Entrepreneur	AS	Approval: 12/0/0
Small Business Entrepreneur	Certificate of Achievement	Approval: 12/0/0
Supervision	AS	Approval: 12/0/0
Supervision	Certificate of Achievement	Approval: 12/0/0
Supply Chain Management	AS	Approval: 12/0/0
Supply Chain Management	Certificate of Achievement	Approval: 12/0/0

7. Non-Cycle Updates:

Program Modifications:

Elementary Teacher Education	AA-T	Tabled: 12/0/0
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New Courses:

KINACT-650	Lifelong Fitness for Older Adults	Approval: 12/0/0
KINACT-10A	Beginning Fitness Lab	Approval: 12/0/0

KINACT-10B	Intermediate Fitness Lab	Approval: 12/0/0
KINACT-10C	Advanced Fitness Lab	Approval: 12/0/0

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

ART HISTORY

[Art History Program Presentation](#): The AO shared the Art History Program Presentation that highlights the program's accomplishment, data, and inclusion of DEIA.

Course Modifications w/ DE:

ARTH-3	Survey of Art from Prehistory to the Medieval Era (CCN: ARTH C1100)	Approval: 12/0/0	Distance Education Approval Fully Online/Hybrid: 12/0/0
ARTH-5	Survey of Art from the Renaissance to Contemporary (CCN: ARTH C1200)	Approval: 12/0/0	Distance Education Approval Fully Online/Hybrid: 12/0/0
ARTH-7	Arts of Africa, Oceania, and Indigenous North America	Approval: 12/0/0	Distance Education Approval Fully Online/Hybrid: 12/0/0
ARTH-9	Art of the Ancient Americas	Approval: 12/0/0	Distance Education Approval Fully Online/Hybrid: 12/0/0
ARTH-11	Survey of Asian Arts	Approval: 12/0/0	Distance Education Approval Fully Online/Hybrid: 12/0/0
ARTH-19	Contemporary Art: 1945-Present	Approval: 12/0/0	Distance Education Approval Fully Online/Hybrid: 12/0/0

Program Modifications:

Art History	AA-T	Approval: 12/0/0
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PHOTOGRAPHY PACKAGE

[Photography Program Presentation](#): The Chair shared the Photography Program Presentation that highlights the program's accomplishment, 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:

PHOTO-1	History of Photography
PHOTO-9	Beginning Photoshop and Digital Imaging
PHOTO-12	Studio Lighting
PHOTO-13	Fine Art Photography
PHOTO-450	Color Photography Portfolio

Course Modifications w/ DE:

PHOTO-10	Beginning Darkroom Photography	Approval: 12/0/0	Distance Education Approval Fully
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			Online/Hybrid: 12/0/0
PHOTO-7	Beginning Digital Photography	Approval: 12/0/0	Distance Education Approval Fully Online/Hybrid: 12/0/0
PHOTO-20	Marketing and Advertising Photography	Approval: 12/0/0	Distance Education Approval Fully Online/Hybrid: 12/0/0
PHOTO-429	Wedding and Event Photography	Approval: 12/0/0	Distance Education Approval Fully Online/Hybrid: 12/0/0
PHOTO-430	Fine Art Photography Portfolio	Approval: 12/0/0	Distance Education Approval Fully Online/Hybrid: 12/0/0
PHOTO-436	Studio Lighting Portfolio	Approval: 12/0/0	Distance Education Approval Fully Online/Hybrid: 12/0/0
PHOTO-438	Marketing and Advertising Photography Portfolio	Approval: 12/0/0	Distance Education Approval Fully Online/Hybrid: 12/0/0
PHOTO-439	Wedding and Event Photography Portfolio	Approval: 12/0/0	Distance Education Approval Fully Online/Hybrid: 12/0/0
PHOTO-50	Introduction to Color Photography	Approval: 12/0/0	Distance Education Approval Fully Online/Hybrid: 12/0/0

Course Deactivation:

PHOTO-11	Intermediate Photography	Approval: 12/0/0
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Program Modifications:

Photography	AA	Approval: 12/0/0
Photography	Certificate of Achievement	Approval: 12/0/0

9. Discussion/Information/Action Items:

9.1. Universal Design for Learning and DEIA Opportunities in Course Outlines of Record: The Specialist shared the [revised Course Outline](#), noting updates that more clearly reflect Universal Design for Learning principles and the Diversity, Equity, Inclusion, and Accessibility components. She invited the committee to provide feedback that could be incorporated before the Course Outline is finalized. The committee had minor suggestions to headers and to remove “Instructors” from the UDL instructional text. The Committee voted for the changes to the COR 12/0/0.

9.2. [Local GE Pattern](#): The Chair recapped the previous meeting’s discussion, highlighting the advantages and disadvantages related to the question: Should Chaffey’s GE pattern include courses that are not part of CalGETC? The Committee considered how students would be informed about which courses do not apply to CalGETC, noting that such courses would simply not be bolded on the General Education Requirements list. The Chair entertained a motion to allow Chaffey’s GE pattern to include courses outside of CalGETC. The Committee approved the motion 11/1/0.

The Committee then continued its discussion of the second question raised at the last meeting: Should the local GE pattern include additional areas or requirements beyond the Title 5 minimum? The earlier conversation focused on a potential Success and Wellness category. Several members spoke to the value this area could provide for students and

the broader community, while others raised concerns regarding high-unit majors, such as nursing, and the possibility that students may complete their GE elsewhere if Chaffey's requirements become too extensive. Representatives also shared constituent feedback, including suggestions about creating new courses for this area. A committee member suggested it would be better to rely on existing courses rather than developing new curriculum if an additional category is ultimately added. Members also discussed the need to create GE outcomes for any new area, recognizing that such work would require broader institutional engagement. The Chair encouraged the Committee to take additional time to weigh the advantages and disadvantages and noted that the GE workgroup will continue its discussions and develop timelines based on the Committee's recommendations, concerns, and questions.

10. Agenda Forecast:

10.1. BTH: CIS/IT IS/COMPSCI and new AI curriculum: The AI curriculum will not be ready for the next meeting.

10.2. All items must be read by December 1, 2025.

11. 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).

11.1. None

12. Adjournment: The meeting was adjourned at 2:34 pm.

Name	ATTENDANCE	M: Approval of Summary Notes 1 st : Julie Law 2 nd : Candice Hines-Tinsley	M: Approval of Consent Agenda with Amendments 1 st : Christina Holdiness 2 nd : Julie Law	M: Approval of Unfinished Business (Business and Real Estate) 1 st : Christina Holdiness 2 nd : Julie Law	M: Approval of Non-Cycle Updates w/ Tabling of Elementary Teacher AA-T 1 st : Christina Holdiness 2 nd : Candice Hines-Tinsley	M: Approval of Art History Package 1 st : Julie Law 2 nd : Candice Hines-Tinsley	M: Approval of Photography Program 1 st : Christina Holdiness 2 nd : Julie Law	M: Approval of COR Revisions w/ UDL & DEIA 1 st : Julie Law 2 nd : Lisa Doget	M: Approval of Local GE including Courses not in CalGETC 1 st : Julie Law 2 nd : Candice Hines-Tinsley
Andrew Long	X	X	X	X	X	X	X	X	N
Candice Hines-Tinsley	X	X	X	X	X	X	X	X	X
Carol Hutte	X	X	X	X	X	X	X	X	X
Christina Holdiness	X	X	X	X	X	X	X	X	X
Christie McPeck	X	X	X	X	X	X	X	X	X
Garrett Kenehan									
Joan Godinez	X	X	X	X	X	X	X	X	X
Jennika Celo	X	X	X	X	X	X	X	X	X
Julie Law	X	X	X	X	X	X	X	X	X
Lisa Doget	X	X	X	X	X	X	X	X	X
Lisa Pitts									
Markazan Romero	X	X	X	X	X	X	X	X	X
Maryline Chemama									
Paula Snyder	X	X	X	X	X	X	X	X	X
Ryan Hitch	X								
Ryan Sipma	X	X	X	X	X	X	X	X	X
Sharon Alton									
Tracy Kocher									
TOTAL COUNTS	13	12	12	12	12	12	12	12	12

Quorum= 18/2=9+1=10

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