CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
SUMMARY NOTES
November 5, 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
Garrett Kenehan, Arts, Communication, & Design
Joan Godinez, Academic and Career Counseling
Jennika Celo, Academic and Career Counseling
Jonathan Polidano, CTE Liaison
Julie Law, Articulation Officer
Lisa Doget, Health & Wellness

Lisa Pitts, Science, Technology, Engineering, & Mathematics
Louisa Villeneuve, SLO Facilitator
Markazan Romero, Manufacturing, Industrial Design and Transportation
Nicole Farrand, PSR Faculty Tri-Chair
Paula Snyder, Public Service, Culture, and Society
Ryan Hitch, Instructional Support
Ryan Sipma, Catalog/Schedule Coordinator
Sarah Schmidt, Classified Senate Representative
Shireen Awad, Curriculum Specialist
Tiffany Cobos, CCSG Student Representative
Tracy Kocher, Business, Technology, & Hospitality

Members Absent:

Maryline Chemama, Science, Technology, Engineering, & Mathematics
Sharon Alton, Arts, Communication, & Design

Guests:

Annette Henry, Health & Wellness
Elaine Martinez, Health & Wellness

1. **Call to Order/Roll Call:** The meeting was called to order at 1:31pm.

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 October 15, 2025 Expanded Summary Notes:** The Summary Notes were approved 13/0/0.

4. **Curriculum Office Reports**

   4.1. **Curriculum Chair:** The Chair welcomed Ryan Hitch who will fulfill the vacant representative position for Instructional Support. Ryan is also working on getting a possible Distance Education representative.

   4.2. **Curriculum Specialist:** The Specialist shared that the new CurriQunet META Tutorials are now embedded on each page in META for faculty in addition to being on the Curriculum Office Website.

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

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

   4.5. **Chief Instructional Officer (CIO)/Designee of CIO:** The Bachelor's Degree Program (BDP) informational session was held last Thursday, during which guidelines and parameters for developing new BDPs were shared. The workgroup is currently reviewing six potential programs: Automotive Technology, Cybersecurity, Paralegal Studies, Public Safety, Graphic Design, and Aviation Maintenance. The committee is actively evaluating these proposals, and both the presentation and recording from the session will be made available on the website in the coming weeks.

4.6. Academic Senate President: The Academic Senate President reported that the Senate engaged in a robust discussion about the Honorlock test proctoring system. Following that conversation, the Senate requested that she send an email to all faculty highlighting equity and accessibility concerns, particularly related to the eye-monitoring and scanning features. The Academic Senate officers will review the email before it is distributed. She also expressed interest in bringing this topic to the Curriculum Committee to explore how the use of proctoring systems may impact curriculum and to share those insights back with the Senate officers.

4.7. Curriculum Committee Student Representative: No report.

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

5.1. The new ENGL-20 course listed below was added to the English AA-T, which was approved by the committee on September 17, 2025.

6. **Non-Cycle Updates:**

To align with the Student Center Funding Formula, the TOP Code for SCSCI-10 was changed from 2201.00 (Social Sciences, General) to 1701.00 (Mathematics, General).

Course Modifications w/ DE:

SCSCI-10	Statistics for Social Science	Approval: 16/0/0	Distance Education Approval Fully Online/Hybrid: 16/0/0

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

<mark>ENGLISH</mark>

New Courses w/ DE:

ENGL-20	Introduction to Creative Writing	Approval: 16/0/0	Distance Education Approval Fully Online/Hybrid: 16/0/0

<mark>ACCOUNTING PACKAGE</mark>

[Accounting Program Presentation](#)

The AO shared the presentation on the Accounting Program's accomplishments, data, and inclusion of DEIA. To align with the Student Center Funding Formula, the TOP Code for ACCTGFS-30 was changed from 0505.00 (Business Administration) to 1701.00 (Mathematics, General).

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

ACCTG-70	Cost Accounting
ACCTG-430	Accounting for Governmental and Not-for-Profit Organizations
ACCTG-435	Payroll Accounting
ACCTG-485	Bookkeeping
ACCTGFS-442	Fundamentals of Finance and Investing

ACCTGFS-453	U.S. and California Income Tax Preparation
ACCTGFS-465	Financial Accounting for the Non-Accounting Major

Course Modifications w/ DE:

ACCTG-1A	Financial Accounting	Approval: 16/0/0	Distance Education Approval Fully Online/Hybrid: 16/0/0
ACCTG-1B	Managerial Accounting	Approval: 16/0/0	Distance Education Approval Fully Online/Hybrid: 16/0/0
ACCTG-460	Commercial Accounting Software	Approval: 16/0/0	Distance Education Approval Fully Online/Hybrid: 16/0/0
ACCTGFS-30	Personal Finance	Approval: 16/0/0	Distance Education Approval Fully Online/Hybrid: 16/0/0

Program Modifications:

Accounting	AS	Approval: 16/0/0
Accounting	Certificate of Achievement	Approval: 16/0/0
Accounting for Government and Not-For-Profit Organizations	Certificate of Achievement	Approval: 16/0/0
Bookkeeping	Certificate of Achievement	Approval: 16/0/0
Payroll and Income Tax Preparer	Certificate of Achievement	Approval: 16/0/0

BUSINESS AND REAL ESTATE PACKAGES

Business and Real Estate Program Presentation

The AO shared the presentation on the Business and Real Estate Programs' accomplishments, data, and inclusion of DEIA. The Committee strongly recommends that ENGL-1A be added to all certificates that have BUS-88 since ENGL-1A is a required prerequisite for BUS-88 both locally and in the C-ID. The Chair will bring this recommendation back to the department. The package will be on a future committee agenda for rereview.

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	Tabled: 16/0/0
Business	Certificate of Achievement	Tabled: 16/0/0
Business Administration 2.0 for Transfer	AS-T	Tabled: 16/0/0
Facilities Management	AS	Tabled: 16/0/0
Facilities Management	Certificate of Achievement	Tabled: 16/0/0
Global Business	AS	Tabled: 16/0/0
Global Business	Certificate of Achievement	Tabled: 16/0/0
Law, Public Policy, and Society for Transfer	AA-T	Tabled: 16/0/0
Management	AS	Tabled: 16/0/0
Management	Certificate of Achievement	Tabled: 16/0/0
Marketing	AS	Tabled: 16/0/0
Marketing	Certificate of Achievement	Tabled: 16/0/0
Paralegal Studies	AS	Tabled: 16/0/0
Paralegal Studies	Certificate of Achievement	Tabled: 16/0/0
Pathway to Law School	Certificate of Achievement	Tabled: 16/0/0
Real Estate	AS	Tabled: 16/0/0
Real Estate	Certificate of Achievement	Tabled: 16/0/0
Real Estate Property Management	AS	Tabled: 16/0/0
Real Estate Property Management	Certificate of Achievement	Tabled: 16/0/0
Real Estate Salesperson	Certificate of Achievement	Tabled: 16/0/0
Retail Management	AS	Tabled: 16/0/0
Retail Management	Certificate of Achievement	Tabled: 16/0/0
Small Business Entrepreneur	AS	Tabled: 16/0/0
Small Business Entrepreneur	Certificate of Achievement	Tabled: 16/0/0
Supervision	AS	Tabled: 16/0/0
Supervision	Certificate of Achievement	Tabled: 16/0/0
Supply Chain Management	AS	Tabled: 16/0/0
Supply Chain Management	Certificate of Achievement	Tabled: 16/0/0

8. **Discussion/Information/Action Items:**

   8.1. **GE Workgroup:** Members of the GE workgroup, including guest presenter, Elaine Martinez, shared a [presentation](#) exploring these two questions for the Curriculum Committee to consider. The presentation included advantages and disadvantages for each consideration.
      1. Should Chaffey GE Areas contain courses that are not approved for CalGETC?
      2. Should our local GE add any area or requirements beyond the minimum required by Title 5?

   Committee members engaged in a robust discussion. The group emphasized that the local GE primarily serves students who do not intend to transfer and those in CTE pathways, and that many private universities evaluate transfer credit course by course rather than by a local GE package. Faculty shared that many applied courses are unlikely to gain CalGETC approval despite multi-year revision efforts, reinforcing the value of retaining those courses in the local GE for workforce-bound students. Philosophical and equity concerns were raised about UC influence on CalGETC and the exclusion of applied courses, including cases where identical C-ID courses are treated differently across disciplines. The committee reviewed Title 5 minimum local GE requirements and considered adding areas beyond the minimum, balancing college values against unit pressure in high-unit majors. Preliminary analysis indicated some programs have no elective space, some have CalGETC-aligned electives that could be swapped, and many have elective wiggle room. A proposal was presented to add a Lifelong Learning area to the local GE, modeled on Santa Rosa Junior College, requiring one self-development course from a defined list, with an estimated 67 percent of local-GE degrees able to accommodate it. The rationale cited the removal of Lifelong Learning under CalGETC, student wellness and equity considerations, statewide practice at other colleges, and an ASCCC resolution encouraging such coursework. Members discussed implementation details, including appropriate double counting, student load considerations for one-unit options, and the need for intentional design, and agreed to take the topic back to constituents and continue the discussion at the next meeting.

9. **Agenda Forecast:**

   9.1. **ACD:** Art History and Photography
   9.2. **Non-Cycle:** New KINACT courses, Elementary Teacher Education AA-T.
      1. Readings are due by November 14, 2025.

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 3:00 pm.

Name	ATTENDANCE	M: Approval of Summary Notes 1st: Christina Holdiness 2nd: Julie Law	M: Approval of Consent Agenda 1st: Christina Holdiness 2nd: Lisa Doget	M: Approval of Non-Cycle Updates: SCSCI-10 1st: Lisa Pitts 2nd: Lisa Doget	M: Approval of ENGL-20 1st: Lisa Pitts 2nd: Tracy Kocher	M: Approval of Accounting Package 1st: Tracy Kocher 2nd: Lisa Doget	M: Tabling of Business and Real Estate Packages 1st: Julie Law 2nd: Tracy Kocher
Andrew Long	X		X	X	X	X	X
Candice Hines-Tinsley	X	X	X	X	X	X	X
Carol Hutte	X	X	X	X	X	X	X
Christina Holdiness	X	X	X	X	X	X	X
Christie McPeck	X	X	X	X	X	X	X
Garrett Kenehan	X	X	X	X	X	X	X
Joan Godinez	X	X	X	X	X	X	X
Jennika Celo	X	X	X	X	X	X	X
Julie Law	X	X	X	X	X	X	X
Lisa Doget	X	X	X	X	X	X	X
Lisa Pitts	X	X	X	X	X	X	X
Markazan Romero	X	X	X	X	X	X	X
Maryline Chemama							
Paula Snyder	X	X	X	X	X	X	X
Ryan Hitch	X		X	X	X	X	X
Ryan Sipma	X	X	X	X	X	X	X
Sharon Alton							
Tracy Kocher	X		X	X	X	X	X
TOTAL COUNTS	16	16	16	16	16	16	16

Quorum= 18/2=9+1=10

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