

**CHAFFEY COLLEGE**  
**CURRICULUM COMMITTEE MEETING**  
**SUMMARY NOTES**  
**April 10, 2024**  
**1:30pm-3:00pm**  
**RANCHO CAMPUS, BEB-204**  
**CHINO CAMPUS CONFERENCE ROOM, CHMB-242**  
**FONTANA CAMPUS CONFERENCE ROOM, FNAC-119**  
**FONTANA CAMPUS OFFICE, FNLC-116**  
**INTECH CENTER, CLASSROOM-3/ELECTRICAL LAB**

**Members Present:**

Adeel Rizvi, Health and Wellness, (elected as Health Sciences representative)  
Angela Burk-Herrick, Curriculum Chairperson  
Candice Hines-Tinsley, Health and Wellness (elected as Kinesiology, Nutrition and Athletics representative)  
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 Kenchan, 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)  
Joan Godinez, 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  
Laura Picklesimer, SLO Facilitator  
Markazan Romero, Business, Technology, and Hospitality, (elected as Business and Applied Technology 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  
Paula Snyder, Public Service, Culture, and Society (elected as Social and Behavioral Sciences representative)  
Ryan Sipma, Catalog/Schedule Coordinator  
Shireen Awad, Curriculum Specialist  
Stephen Calebotta, Arts, Communication, and Design (elected as Language Arts representative)

**Members Absent:**

Hein Khant Myo Win, Student Representative  
Julie Law, Articulation Officer  
Marlene Soto, Health and Wellness, (elected as Health Sciences representative)  
Nicole Farrand, Arts, Communication, and Design (elected as Visual and Performing Arts representative)

Rob Rundquist, Dean Institutional Effectiveness/CIO Designee  
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:**

Kym Schluter, Business  
Lisa Pitts, Geography

1. **Call to Order/Roll Call:** The meeting was called to order at 1:37 p.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 March 27, 2024 Expanded Summary Notes:** The summary notes were approved 13/0/1.
4. **Curriculum Office Reports**
  - 4.1. **Curriculum Chair:** No report.
  - 4.2. **Curriculum Specialist:**

1. [ASCCC Noncredit Institute \(May 2-3, 2024 in Anaheim\)](#): The Curriculum Specialist shared this conference which focuses on noncredit curriculum. The Curriculum Office will be attending with a few other colleagues on campus.
2. [ASCCC Curriculum Institute \(July 10-13, 2024 in Pasadena\)](#): She encouraged the Curriculum Committee members to attend this summer if budgeting is available in their dean's office.
3. **8<sup>th</sup> Annual Curriculum Committee Retreat on Friday, August 9, 2024 in CAA-218**: The retreat will be in partnership with Academic Senate. Training for committee members is mandatory for the CCCCO's Annual Certification. Attendees can claim FLEX credit for this training. A calendar invitation will be sent in the upcoming weeks.
4. **Update on MIT, PCS, HWA, and STEM Submissions for the March 31<sup>st</sup> Deadline**:
  - MIT has completed all of their submissions, except for Drafting as we are waiting on advisory committee guidance.
  - PCS: Two departments have not yet completed their updates.
  - HWA: Two disciplines have not yet completed their updates.
  - STEM: Almost all submissions are in. A couple of courses have been missed in the process, and a couple need extra departmental discussion.
  - The Curriculum Specialist has emailed reminders to these areas.
5. She thanked the committee members for their dedication and transformational work. She expressed gratitude to the members who are not returning. She looks forward to the upcoming year with new and returning members.

**4.3. Catalog and Schedule Coordinator:** The 2024-2025 Catalog and the Fall 2024 and Spring 2025 class schedules are now published. The campus will be notified on Monday, April 15, 2024 of these publications.

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

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

**4.6. Academic Senate President:** The Academic Senate President shared an update on the development of institutional definitions for DEIA as requested by the committee last year. A workgroup was created but there was not a consensus on what those definitions should be from that group. She and the Chair looked at definitions given by ASCCC under the acronym IDEAA (inclusion, diversity, equity, accessibility, and anti-racism); however, ASCCC did not define accessibility. President Elect, Liz Encarnacion, suggested that Academic Senate work with DPS and the ZTC/OER groups to generate a definition for accessibility. The five definitions under the IDEAA acronym used by ASCCC will be presented to Academic Senate for a vote at the April 23, 2024 meeting.

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

**5.1. CISNTWK-81 (approved by the Committee on 3/6/2024):** Corrected "Type of Course" designation

1. Course was accidentally selected as lecture/lab for 3 units, but faculty confirmed the course should be lecture only for 3 units.

**5.2. CISCO-1 (approved by the Committee on 3/6/2024):**

1. Description corrected to "First in a three-course sequence that qualifies students..." instead of "First in a four-course sequence..."

**5.3.** Per the Chancellor's Office request, Communication Studies AA-T's title has changed to Communication Studies 2.0 AA-T.

**5.4.** The description for ED-10 (approved by the Committee on November 1, 2023) was revised to remove the language on fieldwork. The fieldwork component is satisfied by the department's new course, ED-10W.

1. ED-10W was added as a corequisite for ED-10.

**6. Curriculum Proposals:** None.

## 7. Discussion/Information/Action Items:

- 7.1. **Summer Clean-Up and [By-Laws Change](#):** Historically, in order to engage in the annual practice of "summer cleanup", the Curriculum Committee provided an endorsement/approval before or during the last curriculum meeting. The summer clean-up process has been added to the By-Laws which will override the need to have annual approval to do summer curriculum changes. The Curriculum Committee approved the changes to the By-Laws 16/0/0.
- 7.2. **[2024-2025/26 Curriculum Committee Elections](#):** The Chair shared the election results with the Curriculum Committee. She welcomed new and returning members.
- 7.3. **Baccalaureate Degree Recommendation to Academic Senate:** The Chair shared a [presentation on the regulations for Community College Baccalaureate Degrees](#). Using the state's regulations and Chaffey's current Educational Program Initiation process, she drafted a "Baccalaureate Degree Program (BDP) Proposal Process Recommendation". The Committee agreed that the Chair should take the drafted recommendation to Academic Senate. The major piece of regulation to note is that only Baccalaureate Degrees not offered at the CSUs may be proposed by community colleges. Furthermore, areas that already have ADTs would not qualify for a Baccalaureate Degree in that area (e.g., Biology, Mathematics, Art History, Computer Science, etc.).

The committee shared that the library and success centers should be included in the feasibility analysis that was outlined in the recommendation. The Curriculum Specialist suggested that the current AP on program initiation should include the library and success center in the feasibility analysis for any new program. The AP would also need to be updated should this recommendation be approved by the institution. A curriculum committee member also highlighted that other areas may be impacted in terms of upper division general education development, even if that area does not propose a baccalaureate degree. The Chair emphasized that this process does not fall solely on the Curriculum Committee, but rather she would like Curriculum Committee representation on a larger workgroup that would include various areas on campus. She will ask Academic Senate to ask for a larger workgroup, and this recommendation is meant to be a conversation starter for the baccalaureate degree process in general. The committee endorsed the Curriculum Chair sharing this recommendation with Academic Senate.

- 7.4. **ZTC Taskforce Request:** The Chair shared an update to the ZTC/OER page after her discussion with the ZTC/OER faculty leads. The current language on the resources page in META says, "Does your department have a commitment to ensuring free, low cost resources in all offerings in this course? Yes or no". She proposed changing this language to "Does the department require that all sections/instructors use Zero Cost resources for this course? Yes or no". If yes, the following statement will appear on the COR: "The department requires that all sections/instructors use Zero Cost resources for this course." This question will be optional and will not require faculty to explain their choice. A committee member suggested that the word "resources" be replaced with textbooks, and the committee agreed. The Chair will implement that change. The committee voted to update the ZTC/OER statement in META 16/0/0.

## 8. Next Agenda Forecast (Anticipated Packages):

- 8.1. Mid-Cycle Updates for MIT, PCS, HWA, and STEM.
- 8.2. Common Course Numbering pilot courses

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. None.

10. **Adjournment:** The meeting was adjourned at 2:39 p.m.

| Name                            | ATTENDANCE | M: Approval of Summary Notes<br>1 <sup>st</sup> : Joann Eisberg<br>2 <sup>nd</sup> : Markazan Romero | M: Approval of Consent Agenda<br>1 <sup>st</sup> : Joann Eisberg<br>2 <sup>nd</sup> : Christina Holdiness | M: Approval of Summer Clean up and By-Laws<br>1 <sup>st</sup> : Christina Holdiness<br>2 <sup>nd</sup> : Joann Eisberg | M: Approval of ZTC Taskforce Request<br>1 <sup>st</sup> : Joann Eisberg<br>2 <sup>nd</sup> : Christina Holdiness |
|---------------------------------|------------|--|---|--|--|
| Adeel Rizvi                     | X          | X  | X   | X  | X  |
| Candice Hines-Tinsley           | X          |  |   | X  | X  |
| Carol Hutte                     | X          | X  | X   | X  | X  |
| Christina Holdiness             | X          | X  | X   | X  | X  |
| Elaine Martinez                 | X          | A  | X   | X  | X  |
| Garrett Kenehan                 | X          | X  | X   | X  | X  |
| Grace Wong                      | X          |  | X   | X  | X  |
| Jennika Celo                    | X          | X  | X   | X  | X  |
| Joan Godinez                    | X          | X  | X   | X  | X  |
| Joann Eisberg                   | X          | X  | X   | X  | X  |
| Julie Law                       |            |  |   |  |  |
| Markazan Romero                 | X          | X  | X   | X  | X  |
| Marlene Soto                    |            |  |   |  |  |
| Maryline Chemama                | X          | X  | X   | X  | X  |
| Michael Wangler                 | X          | X  | X   | X  | X  |
| Nicole Farrand                  |            |  |   |  |  |
| Paula Snyder                    | X          | X  | X   | X  | X  |
| Rob Rundquist (as CIO Designee) |            |  |   |  |  |
| Ryan Sipma                      | X          | X  | X   | X  | X  |
| Sharon Alton                    |            |  |   |  |  |
| Stephen Calebotta               | X          | X  | X   | X  | X  |
| Tracy Kocher                    |            |  |   |  |  |
| <b>TOTAL COUNTS</b>             | <b>16</b>  | <b>14</b>  | <b>15</b>   | <b>16</b>  | <b>16</b>  |

Quorum= 22/2=11+1=12 (as of 12/11/2023)

| Non-Voting          |   |
|---------------------|---|
| Angela Burk-Herrick | X |
| Hein Khant Myo Win  |   |
| Jonathan Polidano   | X |
| Laura Picklesimer   | X |
| Nicole DeRose       | X |
| Shireen Awad        | X |