

CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
SUMMARY NOTES
September 4, 2024
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, Dean of Instructional Support
Angela Burk-Herrick, Curriculum Chairperson
Carol Hutte, Library Learning Resources
Christina Holdiness, Instructional Support
Elaine Martinez, Health and Wellness
Jennika Celo, Academic and Career Counseling
Joan Godinez, Academic and Career Counseling
Jonathan Polidano, CTE Liaison
Laura Picklesimer, SLO Facilitator
Lisa Pitts, Science, Technology, Engineering, and Mathematics

Markazan Romero, Business, Technology, and Hospitality
Matthew Caddell, Student Representative
Michael Wangler, CIO Designee
Nicole DeRose, Academic Senate President
Nicole Farrand, PSR Facilitator
Paula Snyder, Public Service, Culture, and Society
Ryan Sipma, Catalog/Schedule Coordinator
Sharon Alton, Arts, Communication, and Design
Shireen Awad, Curriculum Specialist
Stephen Calebotta, Arts, Communication, and Design
Tracy Kocher, Business, Technology, and Hospitality

Members Absent:

Christie McPeck, Public Service, Culture, and Society
Julie Law, Articulation Officer
Lisa Doget, Health and Wellness
Maryline Chemama, Science, Technology, Engineering, and Mathematics

Guests:

Trelisa Glazatov, Credentialing Systems Designer

**The quorum number is 10.*

1. **Call to Order/Roll Call:** The meeting was called to order at 1:33p.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 April 10, 2024 Expanded Summary Notes:** The summary notes were approved 12/0/0.
4. **Curriculum Office Reports**
 - 4.1. **Curriculum Chair:** The Chair welcomed the Dean of Mathematics, Michael Wangler, who will serve as the CIO Designee, and the Dean of Instructional Support, Andrew Long, who will serve as the Dean Representative on the Curriculum Committee. During the Curriculum Committee Retreat, the attendees were asked to share their baseball walk-up song (as baseball players walk from the dugout to the home base to take stance at bat). She would like to collect those answers so that she can create a playlist for the curriculum meetings.
 - 4.2. **Curriculum Specialist:**
 1. **Annual Retreat Acknowledgements:** The Specialist thanked everyone who came to the Academic Senate/Curriculum Committee Retreat. Planning for the retreat requires a lot of work and she wanted to thank those who helped make the retreat possible. She thanked:
 - Academic Senate for partnering with Curriculum for a second year.
 - Lissa Napoli for her wonderful food display and setup.
 - Samantha Tseng from the Success Center for providing white boards for the Curriculum Committee Jeopardy activity.

- Dawn Hatfield from Chaffey Bookstore for providing gifts for the Jeopardy game winners.

There was an extra prize left from the Bookstore. The Specialist gave this extra prize to Matthew Caddell for being the first person to arrive to today's meeting.

2. Chancellor's Office Approvals over the Summer:
 - The Supervision Certificate of Career Preparation was approved by the Chancellor's Office is now called a Certificate of Achievement.
 - Cloud Solutions Architecture AS
3. The Specialist attended the CCN webinar today along with the Chair, AO, and Catalog and Schedule Coordinator.
 - The Chair added that the six templates for the first pilot courses (ENGL-1A, ENGL-1B, COMSTD-2, PS-1, PSYCH-1, and STAT-10) are available for colleges. The Chair, AO, and Specialist will bring implementation updates to the next meeting.

4.3. Articulation Officer (AO): The Specialist read the AO's report:

- KINLEC 3/4/5 were approved for UC transferability and will be submitted for CalGETC.
- Six additional courses were denied for UC transferability but the AO appealed the decision and will hear back soon.
- Per the department's approval, the Psychology department will accept a score of 3 for the AP Psychology exam. The AO shared she is working with the amazing catalog extraordinaire, Ryan Sipma, to get the score updated.
- The AO is also looking at the new AP exams and seeing what courses are comparable to these new exams. Additionally, she is looking at older AP exams to see how they are comparable to Chaffey's current courses to ensure transfer/degree completion. The AO thanks the Deans and Faculty for looking into the matter to assist their students.
- The first Common Course Numbering (CCN) webinar was today and there will be three more: every Wednesday from 12-1 for the month of September. She is anxiously waiting the CCN templates so she can get started on the work with faculty. If you have questions or concerns, please let the AO know.

4.4. Catalog and Schedule Coordinator: No report.

4.5. Chief Instructional Officer (CIO)/Designee of CIO: Dean Wangler shared some of his background as it pertains to his role as the CIO Designee. He used to be a Geography faculty member for 16 years and served on his Curriculum Committee for 15 years. He was the Curriculum Chair for six years and Academic Senate President for five years. He is looking forward to being on the Committee.

4.6. Academic Senate President: No report.

4.7. Student Representative: No report.

5. Consent Agenda: The consent agenda was approved 12/0/0.

5.1. Summer Curriculum Changes:

1. Real Estate Noncredit Leasing Program:
 - The Core Academy: Leasing and Property Management Noncredit Certificate of Completion and RE-600, RE-601, RE-602, RE-603, RE-604, and RE-605 have been deactivated due to the discontinuance of the industry partnership.
2. Physical Therapy Assistant (PTA) AS
 - In order to ensure the most accurate program was displayed in the catalog for students starting Fall 2024, the following changes occurred to the PTA AS:
 - Description was updated.
 - PHYS-5, PHYS-6, and ETHN-1 were removed.
 - "or SCSCI-10" was added to STAT-10 option.
 - Added GE areas to be completed by student.
3. AP Exam Credit Designations:

- The [catalog houses the courses that are eligible for AP Exam Credit](#) via exam to course equivalency. The AP Exam course equivalencies listed in the current catalog have been inputted into META which now has a field for this data under Credit for Prior Learning (CPL). The AP designation was added to the active version of the courses (what is listed in the current catalog), and if applicable, to the in-review version.
- Note: IB and CLEP credit are not based on course equivalency, but rather GE area equivalency; therefore, there is no data to add to specific courses in META.
- Note: Credit for Prior Learning will be checked “Yes” in META as AP Exam Credit is considered a [method for demonstrating CPL](#).

CHAFFEY COURSE W/ AP EXAM CREDIT	DATA ALREADY IN META	ADDED IN META FROM CATALOG LIST
ART-12		X (to active)
ART-14		X (to active)
ARTH-3	X (active)	
ARTH-5		X (to active)
BIOL-1	X (in-review)	X (to active)
CHEM-24A		X (to active)
CHIN-1		X (to active)
CHIN-2	X (active)	
COMPSCI-1		X (to active)
ECON-2		X (to active)
ECON-4		X (to active)
ENGL-1A		X (to active)
ENGL-1C		X (to active)
FR-1	X (active)	
FR-2	X (active)	
HIST-17		X (to active)
HIST-18		X (to active)
MATH-65A		X (to active and in-review)
MATH-65B		X (to active and in-review)
MUSIC-5		X (to active)
PHYS-45		X (to in-review)
PHYS-46		X (to in-review)
PHYS-5		X (to in-review)
PHYS-6		X (to in-review)
PS-1		X (to active)
PSYCH-1		X (to active)
SPAN-1	X (active)	
SPAN-2		X (to active)
SPAN-3		X (to active)
STAT-10		X (to in-review)

- The Biology department recently approved BIOL-2 for the AP Environmental Science Exam. The AP designation was added to the course version currently in-review.
- The Geography department recently approved GEOG-11 for the AP Human Geography Exam. The AP designation was added to the course version currently in-review.

5.2. [Curriculum Handbook Update:](#)

1. Updated the “Career Technical Education (CTE) Degrees and Certificates” section to reflect newer link for [Labor Market Information Requests from the Center of Excellence](#) and to reflect the new [CTE Advisory Meeting Minutes & Survey Form](#) for advisory meetings.
2. Updated any broken links.

6. Mid-Cycle Update Curriculum Proposals:

PHYSICAL THERAPIST ASSISTANT PACKAGE

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

PTA-1	Introduction to Physical Therapy
PTA-11	Documenting Red Flags
PTA-12	Patient Care
PTA-13	Biophysical Agents and Modalities
PTA-14	Orthopedics
PTA-21	Professionalism and Ethics
PTA-22	Therapeutic Exercise
PTA-23	Acute Care
PTA-24	Neuromotor Development
PTA-31	PTA Licensure Preparation
PTA-32	Clinical I
PTA-33	Clinical II

The program modification for the Physical Therapy Assistant A.S. was completed in the summer in order to be included in the 2024-2025 Catalog Addendum.

The committee approved the PTA Mid-Cycle update 13/0/0.

ANTHROPOLOGY PACKAGE

The Chair shared the [Anthropology Program Presentation](#) that highlighted the department's accomplishments, labor market data, and program data.

Course Modifications w/ DE:

ANTHRO-1	Introduction to Biological Anthropology	Approval: 13/0/0	Distance Education Approval Fully Online/Hybrid: 13/0/0
ANTHRO-1L	Laboratory for Biological Anthropology	Approval: 13/0/0	Distance Education Approval Fully Online/Hybrid: 13/0/0
ANTHRO-2	Introduction to Archaeology	Approval: 13/0/0	Distance Education Approval Fully Online/Hybrid: 13/0/0
ANTHRO-3	Introduction to Social and Cultural Anthropology	Approval: 13/0/0	Distance Education Approval Fully Online/Hybrid: 13/0/0
ANTHRO-5	Introduction to Linguistic Anthropology	Approval: 13/0/0	Distance Education Approval Fully Online/Hybrid: 13/0/0

Program Modifications:

Anthropology	AA-T	Approval: 13/0/0
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CRIMINAL JUSTICE PACKAGE

The Chair shared the [Criminal Justice Program Presentation](#) that highlighted the department's accomplishments, labor market data, and program data. The faculty were committed to removing barriers in their programs by removing prerequisites in their courses that are no longer needed.

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

CJ-1	Introduction to the Criminal Justice System
CJ-4	Community and the Justice System
CJ-10	Violence in America
CJ-51	Introduction to Corrections
CJ-57	Probation and Parole
CJ-58	Social Equity and the Criminal Justice System

Course Modifications w/ DE:

CJ-2	Concepts of Criminal Law	Approval: 12/0/0	Distance Education Approval Fully Online/Hybrid: 12/0/0
CJ-3	Criminal Court Process	Approval: 12/0/0	Distance Education Approval Fully Online/Hybrid: 12/0/0
CJ-5	Legal Aspects of Evidence	Approval: 12/0/0	Distance Education Approval Fully Online/Hybrid: 12/0/0
CJ-53	Correctional Law	Approval: 12/0/0	Distance Education Approval Fully Online/Hybrid: 12/0/0
CJ-55	Crime and Delinquency	Approval: 12/0/0	Distance Education Approval Fully Online/Hybrid: 12/0/0
CJ-6	Juvenile Procedures	Approval: 12/0/0	Distance Education Approval Fully Online/Hybrid: 12/0/0
CJ-7	Criminal Investigation	Approval: 12/0/0	Distance Education Approval Fully Online/Hybrid: 12/0/0
CJ-9	Crime Scene Management and Forensic Evidence	Approval: 12/0/0	Distance Education Approval Fully Online/Hybrid: 12/0/0

Course Deactivations:

CJ-408	Patrol Operations	Approval: 12/0/0
CJ-410	Narcotics and Vice Investigation	Approval: 12/0/0
CJ-412	Writing for Criminal Justice Professionals	Approval: 12/0/0
CJ-459	Women and the Criminal Justice System	Approval: 12/0/0
CJ-52	Supervision of Inmates	Approval: 12/0/0
CJ-54	Public Relations and Corrections	Approval: 12/0/0
CJ-8	Criminology	Approval: 12/0/0
HNS-10	Introduction to Homeland Security	Approval: 12/0/0
HNS-11	Intelligence Analysis and Security Management	Approval: 12/0/0
HNS-12	Transportation and Border Security	Approval: 12/0/0

Program Modifications:

Administration of Justice for Transfer	AS-T	Approval: 12/0/0
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Correctional Science	AS	Approval: 12/0/0
Correctional Science	Certificate of Achievement	Approval: 12/0/0
Criminal Justice	Certificate of Achievement	Approval: 12/0/0

Program Deactivations:

Homeland National Security	Certificate of Achievement	Approval: 12/0/0
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7. Other Curriculum Proposals

AVIATION MAINTENANCE TECHNOLOGY PACKAGE

Course Modifications w/ DE:

AMT-15A	Introduction to Aviation Maintenance for Airframe and Powerplant	Approval: 11/0/0	Distance Education Approval Fully Online/Hybrid: 11/0/0
AMT-29A	Powerplant: Aircraft Reciprocating and Turbine Engines	Approval: 11/0/0	Distance Education Approval Fully Online/Hybrid: 11/0/0
AMT-39A	Airframe Structures: Primary and Secondary Systems	Approval: 11/0/0	Distance Education Approval Fully Online/Hybrid: 11/0/0

HOSPITALITY MANAGEMENT PACKAGE

The Curriculum Committee commended the faculty on their integration of DEIA elements in the new course and program modification.

New Courses w/ DE:

HOTFS-460	Event Management	Approval: 12/0/0	Distance Education Approval Fully Online/Hybrid: 12/0/0
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Course Deactivations:

HOTFS-450	Principles of Public Events and Convention Management	Approval: 12/0/0
HOTFS-451	Social Events and Private Event Management	Approval: 12/0/0
HOTFS-452	Event Sales, Marketing and Financial Management	Approval: 12/0/0

Program Modifications:

Hospitality Management: Event Planning	Certificate of Achievement	Approval: 12/0/0
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MUSIC

Course Modifications w/ DE:

MUSIC-20	Applications of Digital Audio Workstations	Approval: 12/0/0	Distance Education Approval Fully Online/Hybrid: 12/0/0
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BUSINESS

Program Modifications:

Retail Management	Certificate of Achievement	Approval: 12/0/0
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8. Discussion/Information/Action Items:

- 8.1. [By-Laws 1st Reading](#) and Second Reading: Minor changes were made to update resource editions, curricular terminology, positions on the committee, and additions to Curriculum Committee partnerships. The committee approved the revisions to the By-Laws via 1st and 2nd Reading, 12/0/0.
- 8.2. [Chaffey Library New Portal for Browsing Textbooks in Chaffey's Collections](#): The Librarian, Carol Hutte, showed the committee the new portal for textbooks. She thanked Cabrillo College for their model on this portal. She also thanked the Dean of Instructional Support for advocating and providing funding for this resource. The portal provides online and physical textbook collections students can browse through by department. With the permission of the instructor and within copyright compliance, the library is also able to scan copies of textbooks as PDFs as a digital version of a textbook. The library has also created instructional videos to guide users. If faculty are interested in creating digital versions for their textbooks, they can contact the Library. The Dean of Instructional Support shared that they worked with Jason Schneck from the DPS Office to optimize accessibility for the PDF copies through a platform provided by the Chancellor's Office. He also thanked the Library staff for all of their work on this portal.
- 8.3. [CurriQunet META Update \(Maverick\)](#): The Chair and Specialist shared the new upgrades to the curriculum management system. They have received feedback that some users enjoy the new interface, while others are encountering issues. In an upcoming meeting, the Curriculum Office will ask members of the committee to volunteer for a workgroup to provide extensive feedback on the new interface. If applicable, they will submit the feedback as development tickets to META.

9. Next Agenda Forecast (Anticipated Packages): October 2, 2024

- 9.1. PCS: Economics, History, Philosophy, Political Science, Psychology, and Sociology.
9.2. All items should be reviewed by September 25, 2024.

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).
- The Credentialing Systems Designer, Trelisa Glazatov, has worked extensively with faculty on their Program Learning Outcomes (PLOs) and Course Learning Outcomes (CLOs). Many faculty have shared that there is a historic philosophy that the PLOs should be different for a similar degree and certificate, even if they have the same core requirements. From this work, Trelisa asked the committee if this philosophy remains, especially in light of restructuring PLOs to encompass the overall outcomes at the program level regardless of degree or certificate. The Chair believes this is a great discussion question and should be an agenda item. She shared some historical context on this. The traditional thought was that even though there was the same suite of courses within a discipline that may yield the same learning outcomes, the addition of GE to a degree would also produce a different outcome for students. While the college did not have specific outcomes for GE at the course and program levels, a past Curriculum Committee tried to create a placeholder that would distinguish the difference between certificate and degrees that have the same set of discipline courses. A later committee decided that was not necessary. The Curriculum Office will look to see if there is any compliance language regarding PLOs and bring that to the next committee for discussion.
 - A committee member brought an issue related to the lab portion in a lecture/lab combination class. The lab portion requires that students backpack at a camp site. There was an issue determining how to pay for the items for the lab portion of the course. As a result, the course cannot be offered. The member is unsure if this lab portion is considered a field trip, and if so, would that help with the funding issue. The CIO Designee shared that there could be a way to get funding into the supplies budget to help pay for the lab supplies. The Chair shared that this is likely an Academic Senate discussion and/or a Program Services Review request if the solution provided by the CIO designee does not work.

11. Adjournment: The meeting was adjourned at 2:51p.m.

Name											
	ATTENDANCE	M: Approval of Summary Notes 4/10/2024 1 st : Christina Holdiness 2 nd : Tracy Kocher	M: Approval of Consent Agenda 1 st : Tracy Kocher 2 nd : Christina Holdiness	M: Approval of Physical Therapy Assistant Package 1 st : Christina Holdiness 2 nd : Tracy Kocher	M: Approval of Anthropology Package 1 st : Christina Holdiness 2 nd : Tracy Kocher	M: Approval of Criminal Justice Package 1 st : Christina Holdiness 2 nd : Tracy Kocher	M: Approval of Aviation Maintenance Technology Package 1 st : Christina Holdiness 2 nd : Markazan Romero	M: Approval of Hospitality Management Package 1 st : Christina Holdiness 2 nd : Markazan Romero	M: Approval of MUSIC-20 1 st : Christina Holdiness 2 nd : Markazan Romero	M: Approval of Retail Management Certificate of Achievement 1 st : Christina Holdiness 2 nd : Tracy Kocher	M: Approval of By-Laws 1 st and 2 nd Reading 1 st : Christina Holdiness 2 nd : Tracy Kocher
Andrew Long	X	X	X	X	X	X	X	X	X	X	X
Carol Hutte	X	X	X	X	X	X	X	X	X	X	X
Christie McPeck											
Christina Holdiness	X	X	X	X	X	X	X	X	X	X	X
Elaine Martinez	X										
Jennika Celso	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											
Lisa Pitts	X	X	X	X	X	X	X	X	X	X	X
Markazan Romero	X			X	X	X	X	X	X	X	X
Maryline Chemama											
Michael Wangler	X	X	X	X	X	X	X	X	X	X	X
Paula Snyder	X	X	X	X	X	X	X	X	X	X	X
Ryan Sipma	X	X	X	X	X	X	X	X	X	X	X
Sharon Alton	X	X	X	X	X	X	X	X	X	X	X
Stephen Calebotta	X	X	X	X	X	X					
Tracy Kocher	X	X	X	X	X			X	X	X	X
TOTAL COUNTS	14	12	12	13	13	12	11	12	12	12	12

Quorum= 18/2=9+1=10

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