District Curriculum Committee
Meeting Minutes

Tuesday, October 1, 2019	4:00pm-5:00pm	CAADO 209

Voting Members	Non-Voting Members/Guests
☒ Brian Johnson (Chair, MATH, NOR)	☐ Greg Burchett (BIO, RCC)
☐ Susan Mills (Co-Chair, VC Ed Services, MATH)	☐ Lijuan Zhai (AVC Ed Services and Institutional Effectiveness, RCCD)
☒ Kelly Douglass (ENG, RCC)	☒ Heather Edberg (Staff, RCCD)
☒ Ann Pfeifle (HIST, MVC)	☒ Bryan Nicol (Staff, RCCD)
	☒ Rebecca Turner (Staff, RCCD)
	☐ Ellen Brown-Drinkwater (AO, RCC)
	☐ Nick Franco (AO, NOR)
	☐ Jeanne Howard (AO, MVC)
	☒ Sabina Fernandez (Staff, MVC)
	☒ Casandra Greene (Staff, RCC)
	☒ Steven Schmidt (MUS, RCC, Chair/District Technical Review Comm.)

Agenda and Minutes

1. Approval of Agenda
    a. 1st A. Pfeifle, 2nd K Douglass
    b. Approved, Unanimous
2. Approval of Minutes - September 17, 2019
    a. 1st A. Pfeifle, 2nd K Douglass
    b. Approved, Unanimous

Reports from Colleges

1. Moreno Valley
    a. Moreno Valley will bring the shortening of the hold from 10 to 5 days for a vote at the next curriculum meeting.
2. Norco
    a. Norco will bring shortening the 10 day hold to 5 days to a vote at the next curriculum meeting.
3. Riverside
    a. Riverside voted and approved the change of the 10 day hold to 5 days as well as combining the District Discipline Facilitator and Department Chair approval stages in Meta into a single stage if possible given any technological limitations.

b. The handbook was also voted on and approved, and will be forwarded to the Riverside Academic Senate for a first read on 10/7 with a vote to approve on 10/21. The handbook will be sent to the District Senate on 10/28.

c. The Riverside Curriculum Committee was also provided with Dr. Pisa's documents on Distance Education regulations and regular and substantive contact.

Action Items

1. Curriculum Proposals
   a. 1st A. Pfeifle, 2nd K. Douglass
   b. Refer to Committee Votes by Member for actions and vote tallies.
2. DCC Approval of Handbook – Postponing vote to the 10/15 DCC meeting.
3. Approval to change the 10 day hold to 5 days – Postponing vote to the 10/15 DCC meeting.
4. Approval of revision to the 2011 Program Development Process
   a. Brian Johnson made various edits to the Program Development Process that he will submit to the District Academic Senate for review and approval. Some of the changes include indicating that the development process is for programs created using new courses. Programs created using existing courses would not need to go through the Development Process.
   b. The approval stages of the Development Process include development of the concept of the program. It also calls for approval by the Strategic Planning Committee at the local college, and only for the District Strategic Planning Committee of the program requires district resources.
   c. The existing forms for new programs will need to be updated to include a signature page indicating approval from the various committees.
   d. The District Academic Senate would like to review the process at the 10/7 meeting.

Discussion Items

1. CIS AOE Modification – Brian Johnson
   a. Some questions remained regarding whether or not the CIS AOE Modification was required to be approved by Academic Standards. It was decided that the AOE Modification should be treated like other program modifications and should be voted on at either Tech Review or DCC.
   b. Bryan Nicol indicated he would research the last action taken on the CIS AOE Modification at the DCC level and would follow up with the committee members.
2. Additional Curriculum Proposals – Bryan Nicol
   a. SOC-2, BUS-10H, SPA-1H Exclusion Riverside, WKX-200, ELE-200
      i. The above proposals were in various states of approval, but were never sent to the Board of Trustees. After discussing the details for each proposal, the committee voted to send the proposals to the Board for approval.
      ii. SOC-2: Approved at RIV/NOR/MOV on 9/26/17, but did not appear at

DCC or Board of Trustees. Forwarding to next possible Board of Trustees.

   iii.   BUS-10H: Held at RIV/NOR on 3/14/17 pending changes. Approved at MOV 3/14/17 pending changes. Approved at DCC 3/21/17, but was not forwarded to Board of Trustees. Forwarding to next possible Board of Trustees.

   iv.   SPA-1H Exclusion for Riverside: Approved at Riverside on 11/13/2018 but was never sent to DCC or Board of Trustees. Forwarding to next possible Board of Trustees.

   v.   WKX-200: This course was not sent to the Board of Trustees after the December 2018 DCC approval of other 200 level courses. Forwarding to the next Board of Trustees with a correction to the title to General Work Experience.

   vi.   ELE-200: This course was not sent to the Board of Trustees after the December 2018 DCC approval of other 200 level courses. Forwarding to the next Board of Trustees.

Supporting Documentation

1. RIV Exclusions – CAT 54A, 78A, 78B, 81
2. MOV Inclusions – BIO 19, KIN A62, KIN A81C
3. New Programs
   a. Information Technology Model Curriculum
   b. IT Technician Pathway: IT Systems Specialist
   c. Optoelectronics
   d. Internet of Things (IoT): Embedded Systems & Microcontrollers
   e. Social Media for Business
   f. Customer Relations
   g. Emerging Leaders
   h. Enterprise Communication
   i. Sales Techniques
   j. Workplace Essentials
   k. Culinary Arts
   l. Drafting Technology

District Curriculum Committee

Proposals and Notes for DCC Meeting 10/01/2019

Courses

Course Deletions

		M N R	Discussion	Action

ADJ K1A   **Code Enforcement Basics**   ☑ ☐ ☐   **Approved**

Rationale: The Riverside County Code Enforcement decided not to offer this curriculum. The college had developed this curriculum for this department in 2017.

Tech Review: Approved, 9/17/2019
1st Douglass, 2nd Pfeifle, Unanimous.

MOV: Approved, 9/24/2019   **NOR:**   Info Item, 9/24/2019   **RIV:**   Info Item, 9/24/2019

ADJ K1B   **Code Enforcement Officer Intermediate**   ☑ ☐ ☐   **Approved**

Rationale: The Riverside County Code Enforcement decided not to offer this curriculum. The college had developed this curriculum for this department in 2017.

Tech Review: Approved, 9/17/2019
1st Douglass, 2nd Pfeifle, Unanimous.

MOV: Approved, 9/24/2019   **NOR:**   Info Item, 9/24/2019   **RIV:**   Info Item, 9/24/2019

ADJ K1C   **Code Enforcement Officer Advanced Code**   ☑ ☐ ☐   **Approved**

Rationale: This is a new course

Tech Review: Approved, 9/17/2019
1st Douglass, 2nd Pfeifle, Unanimous.

MOV: Approved, 9/24/2019   **NOR:**   Info Item, 9/24/2019   **RIV:**   Info Item, 9/24/2019

ADJ W7A   **Rangemaster Course**   ☑ ☐ ☐   **Approved**

Rationale: The Riverside Sheriff's Department no longer wants to offer this course to self-sponsored students.

Tech Review: Approved, 9/17/2019
1st Douglass, 2nd Pfeifle, Unanimous.

MOV: Approved, 9/24/2019   **NOR:**   Info Item, 9/24/2019   **RIV:**   Info Item, 9/24/2019

CAT 84   **Word Processing: WordPerfect for Windows**   ☐ ☐ ☑   Holding to review crosslist with CIS-84.   **Hold**

Rationale: The course is not a part of any CAT Program. The course has historical cross-listing which is no longer relevant to the CAT program.

Tech Review: Approved, 5/7/2019
Cross listed with CIS-84.

MOV: Info Item, 5/14/2019   **NOR:**   Info Item, 5/14/2019   **RIV:**   Hold, 5/14/2019

Course proposal originally launched in META as course exclusion, but is Riverside only. Placed onto agenda as course deletion. Course deletion postponed until clarification on impacts on cross-listing and programs addressed.

9/10/19 - Postponed to wait for cross-listing.

Courses

Course Deletions

		M	N	R	Discussion	Action

ENE 22 — **Engineering Drawing** — ☐ ☑ ☐ — **Approved**
Rationale: Contents covered by ENE-41, for direct transfer to USC
Tech Review: Approved, 9/3/2019
This course is Norco only and should be a deletion. Course is cross listed with DFT-22.
MOV: Info Item, 9/10/2019   **NOR:** Approved, 9/24/2019   **RIV:** Info Item, 9/10/2019

ENE 28 — **Technical Design** — ☐ ☑ ☐ — **Approved**
Rationale: Contents covered by ENE-41, for direct transfer to USC
Tech Review: Approved, 9/3/2019
This course is Norco only and should be a deletion. Course is cross listed with DFT-28.
MOV: Info Item, 9/10/2019   **NOR:** Approved, 9/24/2019   **RIV:** Info Item, 9/10/2019

WEL 25 — **Introduction to Oxyacetylene Welding** — ☐ ☐ ☑ — **Approved**
Rationale: No longer used frequently enough in industry to justify.
Tech Review: Approved, 9/17/2019
1st Douglass, 2nd Pfeifle, Unanimous.
MOV: Info Item, 9/24/2019   **NOR:** Info Item, 9/24/2019   **RIV:** Approved, 9/24/2019

WEL 60 — **Advanced Pipe and Plate Laboratory** — ☐ ☐ ☑ — **Approved**
Rationale: Repeatability has been removed due to changes to Title 5 effective Fall 2013.
Tech Review: Approved, 9/17/2019
1st Douglass, 2nd Pfeifle, Unanimous.
MOV: Info Item, 9/24/2019   **NOR:** Info Item, 9/24/2019   **RIV:** Approved, 9/24/2019

Course Exclusions

		M	N	R	Discussion	Action

CAT 54A — **Introduction to Flash** — ☐ ☐ ☑ — **Hold**
Rationale: The course is not a part of any CAT Program. The course has historical cross-listing which is no longer relevant to the CAT program.
Tech Review: Approved, 5/7/2019
Cross listed with CIS-54A.
MOV: Info Item, 5/14/2019   **NOR:** Info Item, 5/14/2019   **RIV:** Hold, 5/14/2019
Course exclusion postponed until clari-fication on impacts on certificates ad-dressed.

9/10/19 - Postponed to wait for cross-listing.

Courses

Course Exclusions

			M	N	R	Discussion	Action

CAT 78A   **Introduction to Adobe Photoshop** ☐ ☐ ☑   **Hold**

Rationale: The course is not a part of any CAT Program. The course has historical cross-listing which is no longer relevant to the CAT program.

Tech Review: Approved, 5/7/2019
Cross listed with CIS-78A.

MOV: Info Item, 5/14/2019   **NOR:**   Info Item, 5/14/2019   **RIV:**   Hold, 5/14/2019

Course exclusion postponed until clari-fication on impacts on certificates ad-dressed.

9/10/19 - Postponed to wait for cross-listing.

CAT 78B   **Advanced Adobe Photoshop** ☐ ☐ ☑   **Hold**

Rationale: The course is not a part of any CAT Program. The course has historical cross-listing which is no longer relevant to the CAT program.

Tech Review: Approved, 5/7/2019
Cross listed with CIS-78B.

MOV: Info Item, 5/14/2019   **NOR:**   Info Item, 5/14/2019   **RIV:**   Hold, 5/14/2019

Course exclusion postponed until clari-fication on impacts on certificates ad-dressed.

9/10/19 - Postponed to wait for cross-listing.

CAT 81   **Introduction to Desktop Publishing using Adobe InDesign** ☐ ☐ ☑   **Hold**

Rationale: The course is not a part of any CAT Program. The course has historical cross-listing which is no longer relevant to the CAT program.

Tech Review: Approved, 5/7/2019
Cross lsited with CIS-81.

MOV: Info Item, 5/14/2019   **NOR:**   Info Item, 5/14/2019   **RIV:**   Hold, 5/14/2019

Course exclusion postponed until clari-fication on impacts on certificates ad-dressed.

9/10/19 - Postponed to wait for cross-listing.

Course Inclusions

			M	N	R	Discussion	Action

BIO 19   **Environmental Science** ☑ ☐ ☐   **Approved**

Rationale: The course is offered at RCC end Norco colleges. Considering the current environmental issues, all community colleges should be provided with the opportunity to learn about them.

Tech Review: Approved, 9/17/2019
1st Johnson, 2nd Pfeifle, Unanimous.

MOV: Approved, 9/24/2019   **NOR:**   Info Item, 9/24/2019   **RIV:**   Info Item, 9/24/2019

Courses

Course Inclusions

		M	N	R	Discussion	Action

KIN A62   **Flag Football**   ☑ ☐ ☐   **Approved**

Rationale: The Kinesiology discipline has received approval from our department (NSK) to include Flag Football KIN A62 and Advanced Physical Fitness A81C into our course catalogue. We would like to move forward to offer our students a bigger variety of movement-based courses towards the ADT in Kinesiology. Currently we offer Physical Fitness beginning and intermediate and we would like to offer advanced for students who want to to continue taking more Physical Fitness courses. This can also help increase enrollment in this class because the class is offered in combination with Beginning, Intermediate, Advance.

Currently we only offer one team sport at Moreno Valley College (Soccer). We would like to add Flag Football to our rotation and offer it once in the Fall and Soccer in the Spring to give students more options when it comes to team sports and more options for movement-based classes towards the ADT. The current requirement for the ADT in Kinesiology regarding Movement Based classes is for students to choose 3 one-unit activity classes. Of which we offer Step Aerobics, Physical Fitness, Yoga, Soccer, Karate, Walking for Fitness, and Body Sculpting. Adding Advanced Fitness and Flag Football will increase the variety of options students have to choose from.

Tech Review: Approved, 9/17/2019
1st Johnson, 2nd Pfeifle, Unanimous.

MOV: Approved, 9/24/2019   **NOR:** Info Item, 9/24/2019   **RIV:** Info Item, 9/24/2019

KIN A81C   **Advanced Physical Fitness**   ☑ ☐ ☐   **Approved**

Rationale: The Kinesiology discipline has received approval from our department (NSK) to include Flag Football KIN A62 and Advanced Physical Fitness A81C into our course catalogue. We would like to move forward to offer our students a bigger variety of movement-based courses towards the ADT in Kinesiology. Currently we offer Physical Fitness beginning and intermediate and we would like to offer advanced for students who want to to continue taking more Physical Fitness courses. This can also help increase enrollment in this class because the class is offered in combination with Beginning, Intermediate, Advance.

Currently we only offer one team sport at Moreno Valley College (Soccer). We would like to add Flag Football to our rotation and offer it once in the Fall and Soccer in the Spring to give students more options when it comes to team sports and more options for movement-based classes towards the ADT. The current requirement for the ADT in Kinesiology regarding Movement Based classes is for students to choose 3 one-unit activity classes. Of which we offer Step Aerobics, Physical Fitness, Yoga, Soccer, Karate, Walking for Fitness, and Body Sculpting. Adding Advanced Fitness and Flag Football will increase the variety of options students have to choose from.

Tech Review: Approved, 9/17/2019
1st Johnson, 2nd Pfeifle, Unanimous.

MOV: Approved, 9/24/2019   **NOR:** Info Item, 9/24/2019   **RIV:** Info Item, 9/24/2019

Course Major Modifications

		M	N	R	Discussion	Action

ADJ D1C   **Communications Training Officer Course**   ☑ ☐ ☐   **Approved**

Rationale: Sheriff's Department wanted to change the Hours from 40 lecture to 36 lecture and 4 lab. POST approved this change.

Tech Review: Approved, 9/17/2019
1st Johnson, 2nd Pfeifle, Unanimous.

MOV: Approved, 9/24/2019   **NOR:** Info Item, 9/24/2019   **RIV:** Info Item, 9/24/2019

Courses

Course Major Modifications

		M	N	R	Discussion	Action

ENE 35 **Statics** ☐ ☑ ☑ **Hold**
Rationale: COR update to include objectives and align with C-ID ENGR-130
Tech Review: Approved, 9/17/2019
9/3/19 - Faculty were contacted to revise course content. Holding to next Tech Review.

9/17/19 - 1st Johnson, 2nd Pfeifle, Unanimous.
MOV: Info Item, 9/24/2019   **NOR:** Approved, 9/24/2019   **RIV:** Hold, 9/24/2019
Lab content with no lab hours; Also numbering errors in content section.

ENE 38 **Introduction to Programming Concepts and Methodologies for Engineers** ☐ ☑ ☑ **Hold**
Rationale: Augmenting COR for Cal Poly transfer acceptance.
Tech Review: Approved, 9/17/2019
9/3/19 - Faculty were contacted to revise course content. Holding to next Tech Review.

9/17/19 Appears to be cross listed with CSC-38, but unclear if this was in error. Course also has GESLOs. Brian will follow up.

1st Johnson, 2nd Pfeifle, Unanimous.
MOV: Info Item, 9/24/2019   **NOR:** Approved, 9/24/2019   **RIV:** Hold, 9/24/2019
Augmenting COR for Cal Poly transfer acceptance.   Lab content with no lab hours.

ENE 60 **Math for Engineering Technology** ☐ ☑ ☑ Holding to verify if changes to Method of Instruction and other sections were made. **Hold**
Rationale: Include the addition of course objectives and update textbooks
Tech Review: Approved, 5/21/2019
Description may need adjusting. Needs Riverside's approval.
MOV: Info Item, 5/28/2019   **NOR:** Hold, 5/28/2019   **RIV:** Approved, 5/28/2019
Needs major revisions from 'Method of Instruction' and the rest of the sections.

ENG 4 **Writing Tutor Training** ☑ ☑ ☑ **Approved**
Rationale: Separating course content into lecture and lab to explain student activity during TBA hours.
Tech Review: Approved, 9/17/2019
9/3/19 - Course content is only one level. Kelly will work with faculty.

9/17/19 - 1st Johnson, 2nd Pfeifle, Unanimous.
MOV: Approved, 9/24/2019   **NOR:** Approved, 9/24/2019   **RIV:** Approved, 9/24/2019
Separating course content into lecture and lab to explain student activity during TBA hours.

Courses

Course Major Modifications

		M	N	R	Discussion	Action

ENG 885 — **Writing Clinic**
M ☐ N ☑ R ☑ — **Hold**
Rationale: Course materials need to be updated.
Tech Review: Approved, 9/17/2019
9/3/19 - Objectives need edits.

9/17/19 - 1st Johnson, 2nd Pfeifle, Unanimous.
MOV: Info Item, 9/24/2019 — NOR: Hold, 9/24/2019 — RIV: Approved, 9/24/2019
Course materials need to be updated.

MUS 36 — **Instrumental Chamber Ensembles**
M ☑ N ☐ R ☑ — **Approved**
Rationale: Add objectives. Update description, SLOs, and textbook. Prepare for C-ID 185 approval.
Tech Review: Approved, 9/17/2019
1st Johnson, 2nd Pfeifle, Unanimous.
MOV: Approved, 9/24/2019 — NOR: Info Item, 9/24/2019 — RIV: Approved, 9/24/2019

SOC 10 — **Race and Ethnic Relations**
M ☑ N ☑ R ☑ — **Approved**
Rationale: Course update as part of program review.
Tech Review: Approved, 9/17/2019
1st Johnson, 2nd Pfeifle, Unanimous.
MOV: Approved, 9/24/2019 — NOR: Approved, 9/24/2019 — RIV: Approved, 9/24/2019

Course Minor Modifications

		M	N	R	Discussion	Action

ADJ A10A — **Vice Operations**
M ☑ N ☐ R ☐ — **Approved**
Rationale: Update POST standards and CTE requirement of updating every 2 years.
Tech Review: Approved, 9/17/2019
Proposal may be missing TOPs code. Ann will double check.

1st Johnson, 2nd Pfeifle, Unanimous.
MOV: Approved, 9/24/2019 — NOR: Info Item, 9/24/2019 — RIV: Info Item, 9/24/2019

ADJ A11A — **Effective Writing for Law Enforcement**
M ☑ N ☐ R ☐ — **Approved**
Rationale: CTE requirement of updating curriculum every 2 years.
Tech Review: Approved, 9/17/2019
Proposal may be missing TOPs code. Ann will double check.

1st Johnson, 2nd Pfeifle, Unanimous.
MOV: Approved, 9/24/2019 — NOR: Info Item, 9/24/2019 — RIV: Info Item, 9/24/2019

Courses

Course Minor Modifications

		M	N	R	Discussion	Action

ADJ A42A — **Crime Scene Inv./video taping, Advanced**   ☑ ☐ ☐   **Approved**

Rationale: CTE requirement to review and update curriculum every 2 years.

Tech Review: Approved, 9/17/2019
Proposal may be missing TOPs code. Ann will double check.

1st Johnson, 2nd Pfeifle, Unanimous.

MOV: Approved, 9/24/2019   **NOR:** Info Item, 9/24/2019   **RIV:** Info Item, 9/24/2019

ADJ A5A — **Bicycle Patrol**   ☑ ☐ ☐   **Approved**

Rationale: This course is being updated with P.O.S.T. standards.

Tech Review: Approved, 9/17/2019
Proposal may be missing TOPs code. Ann will double check.

1st Johnson, 2nd Pfeifle, Unanimous.

MOV: Approved, 9/24/2019   **NOR:** Info Item, 9/24/2019   **RIV:** Info Item, 9/24/2019

ADJ T3A — **Driving Under the Influence**   ☑ ☐ ☐   **Approved**

Rationale: CTE requirement to review and update curriculum every 2 years.

Tech Review: Approved, 9/17/2019
Proposal may be missing TOPs code. Ann will double check.

1st Johnson, 2nd Pfeifle, Unanimous.

MOV: Approved, 9/24/2019   **NOR:** Info Item, 9/24/2019   **RIV:** Info Item, 9/24/2019

New Courses

		M	N	R	Discussion	Action

AUT 96 — **Advanced Hybrid and Electric Vehicle Technology**   ☐ ☐ ☑   **Approved**

Rationale: This course is being developed to prepare students to be competitive in today's workforce. Changes in vehicle technology and emissions standards are driving the automotive industry to rely upon hybrid and electric vehicle propulsion systems.

Tech Review: Approved, 9/17/2019
9/3/19 - Missing TOPs code and is marked as both Degree and Non-Degree Credit. Kelly will reach out to faculty to determine if changes impact exisiting programs.

9/17/19 - Ok to move forward.

1st Douglass, 2nd Johnson, Unanimous

MOV: Info Item, 9/24/2019   **NOR:** Info Item, 9/24/2019   **RIV:** Approved, 9/24/2019
Contingent upon change to minor error in outside reading sample assignment, course was approved.

Courses

New Courses

		M N R	Discussion	Action

ENP 801 **Facebook for Business** ☑ ☑ ☑ **Approved**

Rationale: Part of a Social Media non credit certificate

Tech Review: Approved, 9/17/2019
Holding at request of originator.

9/17/2019 - Ok to move forward.

1st Douglass, 2nd Johnson, Unanimous

MOV: Approved, 9/24/2019   **NOR:** Approved, 9/24/2019   **RIV:** Approved, 9/24/2019

ENP 802 **Pinterest and Instagram for Business** ☑ ☑ ☑ **Approved**

Rationale: Non Credit education. Part of a non credit social marketing certificate.

Tech Review: Approved, 9/17/2019
Holding at request of originator.

9/17/2019 - Ok to move forward.

1st Douglass, 2nd Johnson, Unanimous

MOV: Approved, 9/24/2019   **NOR:** Approved, 9/24/2019   **RIV:** Approved, 9/24/2019

ENP 803 **YouTube for Business** ☑ ☑ ☑ **Approved**

Rationale: Non credit education

Tech Review: Approved, 9/17/2019
Holding at request of originator.

9/17/2019 - Ok to move forward.

1st Douglass, 2nd Johnson, Unanimous

MOV: Approved, 9/24/2019   **NOR:** Approved, 9/24/2019   **RIV:** Approved, 9/24/2019

ENP 804 **Twitter for Business** ☑ ☑ ☑ **Approved**

Rationale: Non credit education- part of a non credit certificate in social marketing

Tech Review: Approved, 9/17/2019
Holding at request of originator.

9/17/2019 - Ok to move forward.

1st Douglass, 2nd Johnson, Unanimous

MOV: Approved, 9/24/2019   **NOR:** Approved, 9/24/2019   **RIV:** Approved, 9/24/2019

Courses

New Courses		M N R	Discussion	Action

ENP 805   **LinkedIn for Business**   ☑☑☑   **Approved**

Rationale: Part of a Social Media non credit certificate

Tech Review: Approved, 9/17/2019
Holding at request of originator.

9/17/2019 - Ok to move forward.

1st Douglass, 2nd Johnson, Unanimous

MOV: Approved, 9/24/2019   **NOR:** Approved, 9/24/2019   **RIV:** Approved, 9/24/2019

MUS 854   **Jazz Ensemble for Older Adults**   ☐☐☑   **Approved**

Rationale: Offer additional point of entry to college music program and for the development of jazz ensemble performance skills.

Tech Review: Approved, 9/17/2019
Noncredit type is Education for Older Adults. Changes were made to align with non-credit goals.

1st Douglass, 2nd Johnson, Unanimous

MOV: Info Item, 9/24/2019   **NOR:** Info Item, 9/24/2019   **RIV:** Approved, 9/24/2019

MUS 855   **Concert Band for Older Adults**   ☐☐☑   **Approved**

Rationale: Offer additional point of entry to college music program and for the development of concert band performance skills.

Tech Review: Approved, 9/17/2019
Noncredit type is Education for Older Adults. Changes were made to align with non-credit goals.

1st Douglass, 2nd Johnson, Unanimous

MOV: Info Item, 9/24/2019   **NOR:** Info Item, 9/24/2019   **RIV:** Approved, 9/24/2019

MUS 868   **Symphony Orchestra for Older Adults**   ☐☐☑   **Approved**

Rationale: Offer additional point of entry to college music program and for the development of symphony orchestra performance skills.

Tech Review: Approved, 9/17/2019
Noncredit type is Education for Older Adults. Changes were made to align with non-credit goals.

1st Douglass, 2nd Johnson, Unanimous

MOV: Info Item, 9/24/2019   **NOR:** Info Item, 9/24/2019   **RIV:** Approved, 9/24/2019

PDS 801   **Leadership Skills**   ☑☑☑   **Approved**

Rationale: This course is part of a noncredit certificate.

Tech Review: Approved, 9/3/2019
PDS course SLOs, content, objectives need updating. SLOs with GE links need to be removed. Sample assignments may also need updating.

9/3/19 - Requested corrections were made.

MOV: Approved, 9/10/2019   **NOR:** Approved, 9/24/2019   **RIV:** Approved, 9/24/2019

Courses

New Courses		M N R	Discussion	Action

PDS 802 **Supervisory Skills**   ☑ ☑ ☑   **Approved**
Rationale: This course is part of a noncredit certificate.
Tech Review: Approved, 9/3/2019
PDS course SLOs, content, objectives need updating. SLOs with GE links need to be removed. Sample assignments may also need updating.

9/3/19 - Requested corrections were made.
MOV: Approved, 9/10/2019   **NOR:** Approved, 9/24/2019   **RIV:** Approved, 9/24/2019

PDS 803 **Increasing Productivity**   ☑ ☑ ☑   **Approved**
Rationale: This course is part of a noncredit certificate.
Tech Review: Approved, 9/3/2019
PDS course SLOs, content, objectives need updating. SLOs with GE links need to be removed. Sample assignments may also need updating.

9/3/19 - Requested corrections were made.
MOV: Approved, 9/10/2019   **NOR:** Approved, 9/24/2019   **RIV:** Approved, 9/24/2019

PDS 804 **Motivating Yourself and Others**   ☑ ☑ ☑   **Approved**
Rationale: This course is part of a noncredit certificate.
Tech Review: Approved, 9/3/2019
PDS course SLOs, content, objectives need updating. SLOs with GE links need to be removed. Sample assignments may also need updating.

9/3/19 - Requested corrections were made.
MOV: Approved, 9/10/2019   **NOR:** Approved, 9/24/2019   **RIV:** Approved, 9/24/2019

PDS 805 **Difficult Conversations**   ☑ ☑ ☑   **Approved**
Rationale: This course is part of a noncredit certificate.
Tech Review: Approved, 9/3/2019
PDS course SLOs, content, objectives need updating. SLOs with GE links need to be removed. Sample assignments may also need updating.

9/3/19 - Requested corrections were made.
MOV: Approved, 9/10/2019   **NOR:** Approved, 9/24/2019   **RIV:** Approved, 9/24/2019

PDS 806 **The Art of Negotiating and Collaborating**   ☑ ☑ ☑   **Approved**
Rationale: This course is part of a noncredit certificate.
Tech Review: Approved, 9/3/2019
PDS course SLOs, content, objectives need updating. SLOs with GE links need to be removed. Sample assignments may also need updating.

9/3/19 - Requested corrections were made.
MOV: Approved, 9/10/2019   **NOR:** Approved, 9/24/2019   **RIV:** Approved, 9/24/2019

Courses

New Courses   M N R   Discussion   Action

PDS 807   **Personality Styles and Difficult Relationships**   ☑☑☑   **Approved**

Rationale: This course is part of a noncredit certificate.

Tech Review: Approved, 9/3/2019
PDS course SLOs, content, objectives need updating. SLOs with GE links need to be removed. Sample assignments may also need updating.

9/3/19 - Requested corrections were made.

MOV: Approved, 9/10/2019   **NOR:**   Approved, 9/24/2019   **RIV:**   Approved, 9/24/2019

PDS 808   **Critical Thinking, Problem Solving and Decision Making**   ☑☑☑   **Approved**

Rationale: This course is part of noncredit certificate.

Tech Review: Approved, 9/3/2019
PDS course SLOs, content, objectives need updating. SLOs with GE links need to be removed. Sample assignments may also need updating.

9/3/19 - Requested corrections were made.

MOV: Approved, 9/10/2019   **NOR:**   Approved, 9/24/2019   **RIV:**   Approved, 9/24/2019

PDS 809   **Business Writing in a Technological World**   ☑☑☑   **Approved**

Rationale: This course is part of noncredit certificate.

Tech Review: Approved, 9/3/2019
PDS course SLOs, content, objectives need updating. SLOs with GE links need to be removed. Sample assignments may also need updating.

9/3/19 - Requested corrections were made.

MOV: Approved, 9/10/2019   **NOR:**   Approved, 9/24/2019   **RIV:**   Approved, 9/24/2019

PDS 810   **Time Management**   ☑☑☑   **Approved**

Rationale: This course is part of noncredit certificate.

Tech Review: Approved, 9/3/2019
PDS course SLOs, content, objectives need updating. SLOs with GE links need to be removed. Sample assignments may also need updating.

9/3/19 - Requested corrections were made.

MOV: Approved, 9/10/2019   **NOR:**   Approved, 9/24/2019   **RIV:**   Approved, 9/24/2019

PDS 811   **High Impact Presentations and Proposals for the Work Place**   ☑☑☑   **Approved**

Rationale: This course if part of a noncredit certificate.

Tech Review: Approved, 9/3/2019
PDS course SLOs, content, objectives need updating. SLOs with GE links need to be removed. Sample assignments may also need updating.

9/3/19 - Requested corrections were made.

MOV: Approved, 9/10/2019   **NOR:**   Approved, 9/24/2019   **RIV:**   Approved, 9/24/2019

Courses

New Courses

	M N R	Discussion	Action

PDS 812   **Workplace Communication Strategies**   ☑☑☑   **Approved**

Rationale: This course is part of a noncredit certificate.

Tech Review: Approved, 9/3/2019
PDS course SLOs, content, objectives need updating. SLOs with GE links need to be removed. Sample assignments may also need updating.

9/3/19 - Requested corrections were made.

MOV: Approved, 9/10/2019   **NOR:** Approved, 9/24/2019   **RIV:** Approved, 9/24/2019

PDS 813   **Best Practices in Customer Service**   ☑☑☑   **Approved**

Rationale: This course is part of a noncredit certificate.

Tech Review: Approved, 9/3/2019
PDS course SLOs, content, objectives need updating. SLOs with GE links need to be removed. Sample assignments may also need updating.

9/3/19 - Requested corrections were made.

MOV: Approved, 9/10/2019   **NOR:** Approved, 9/24/2019   **RIV:** Approved, 9/24/2019

PDS 814   **Closing Techniques That Win the Sale**   ☑☑☑   **Approved**

Rationale: Part of a noncredit certificate on sales techniques.

Tech Review: Approved, 9/3/2019
PDS course SLOs, content, objectives need updating. SLOs with GE links need to be removed. Sample assignments may also need updating.

This course was originally proposed and voted on at Norco as MKT 806.

9/3/19 - Requested corrections were made.

MOV: Approved, 9/10/2019   **NOR:** Approved, 9/24/2019   **RIV:** Approved, 9/24/2019

PDS 815   **Winning Sales Scripts**   ☑☑☑   **Approved**

Rationale: Part of a noncredit certificate on sales techniques.

Tech Review: Approved, 9/3/2019
PDS course SLOs, content, objectives need updating. SLOs with GE links need to be removed. Sample assignments may also need updating.

This course was originally proposed and voted on at Norco as MKT 807.

9/3/19 - Requested corrections were made.

MOV: Approved, 9/10/2019   **NOR:** Approved, 9/24/2019   **RIV:** Approved, 9/24/2019

REA 882   **Reading Skills and Strategies**   ☑☐☑   **Approved**

Rationale: The reading discipline wants to offer a non-credit class to students who want to improve their reading skills. We have added course objectives and made fewer SLO's. We also updated the textbook list.

Tech Review: Approved, 11/20/2018

MOV: Approved, 9/24/2019   **NOR:** Info Item, 11/27/2018   **RIV:** Approved, 11/27/2018

Courses

New Courses

		M	N	R	Discussion	Action
SOC 10H	**Honors Race and Ethnic Relations**	☑	☑	☑	Holding for Norco action.	**Hold**

Rationale: Course update as part of program review.

Tech Review: Approved, 9/17/2019
SOC 10 needs a major mod. Greg will contact author.

9/3/19 Originator was e-mailed to push SOC 10 forward. There are several ADTs that have SOC 10. Disciplines should work to submit modifications to the ADTs in order to include the course.

9/17/19 - May be marked as GE in Meta. Course should not be scheduled until all transferability, C-ID, and other approvals have been done. Needs description edits to include Honors information.

1st Douglass, 2nd Johnson, Unanimous

MOV: Approved, 9/24/2019   **NOR:**   **RIV:** Approved, 9/24/2019

Motion of the new approved SOC-10H course to be included in the RCCD General Education, Social and Behavioral Sciences Area and Area of Emphasis (MAA499, NAA499 and AA499).

Disciplines

Discipline Inclusions

		M	N	R	Discussion	Action
PDS	**Professional Development Studies**	☐	☐	☑		**Approved**

Rationale: Adoption of discipline.

Tech Review: Approved, 9/3/2019
Approved, but will request completion of Discipline Inclusion Form.

MOV: Info Item, 9/10/2019   **NOR:** Info Item, 9/10/2019   **RIV:** Approved, 9/24/2019

Programs

New Programs

	M	N	R	Discussion	Action
Certificate					

Programs

New Programs

<table>
<tr><td></td><td></td><td>M N R</td><td>Discussion</td><td>Action</td></tr>
</table>

New Programs   M N R   Discussion   Action

Certificate

CIS   **Information Technology Model Curriculum (Certificate/State)**   ☑ ☐ ☑

Rationale: The goal of this program is to increase diversity in the technical workforce by providing an education platform for entry-level Information Technology support specialists, network technician, infrastructure support, and network security specialist. This program aims to develop quality and quantity of technical professionals to fulfill business needs and generate greater economic impact in the greater Inland Empire region.

Tech Review: Approved, 3/5/2019
New program being created by adding two courses to existing program

MOV: Hold, 3/12/2019

Awaiting the CIS-40A, CIS-40B courses to be approved.

NOR: Hold, 3/26/2019

Missing core courses that Norco doesn't offer.

4/2/2019 - Norco has decided against adding this program to their inventory.

RIV: Approved, 3/12/2019

o This was approved, with changes both required and suggested.
- Suggested
• The title – seems awkward (more like TMC language).
• RIV asked the discipline to consider creating a degree based on this cert.
• PLOs – in the first PLO, replace "Providing…" with "Provide…" The discipline member present agreed.
- Required – there are mistakes on the proposal itself that needs to be fixed.
• Required Core Courses
o CIS 26A (4 units) or CIS 40A (3 units). Unit value isn't correct on proposal.
o This makes the required core courses either 14 or 15 units.
• MAT 4 – this course was recently deleted, and needs to be removed from this cert.
• Total Units – must be modified to 24-25 units

Discussion: 3/19/2019 - Missing supporting documents and college specific POR needed.

4/2/2019 - Norco has decided against adding this program to their inventory.

Continuing to hold for other changes. Awaiting updated POR for Moreno Valley.

Action: Hold

CIS   **IT Technician Pathway: IT Systems Specialist**   ☑ ☐ ☐

Rationale: The goal of this program is to increase diversity in the technical workforce by providing an education platform for entry-level IT Systems Specialists, network technician, desktop support, and network specialist. This program aims to develop quality and quantity of technical professionals to fulfill business needs and generate greater economic impact in the greater Inland Empire region. Students will gain soft and technical skills necessary to become entry-level IT Systems Specialist, network technician, desktop support, and network specialist.

Tech Review: Approved, 4/18/2019
Certificate may need to be 16 units, not 15.

MOV: Hold, 4/23/2019   **NOR:** Info Item, 4/23/2019   **RIV:** Info Item, 4/23/2019

Awaiting for courses CIS 40A, CIS 40C, CIS 40D

Discussion: Holding for courses.

Action: Hold

Programs

New Programs

		M N R	Discussion	Action

Certificate

LOT   **Optoelectronics**   ☐ ☑ ☐   **Hold**

Rationale: Completing the requirements for this Certificate will prepare students with the basic skills needed to gain employment in optoelectronics. An employee with skills in optoelectronics is capable of working in the fields of semiconductor electronics, where computer circuitry and chips are made. In addition, camera and sensor technology relies heavily on optoelectronic devices to detect light optical source technology markets use optoelectronic components in the making of laser diode and light-emitting diode (LED) sources.

Discussion: 3/19/19 - Missing supporting documents.

Continuing to hold.

Tech Review: Approved, 11/20/2018
Check for courses - still in review

MOV: Info Item, 3/12/2019   **NOR:** Approved, 3/12/2019   **RIV:** Info Item, 3/12/2019

Non-Credit Certificate

CIS   **Internet of Things (IoT): Embedded Systems & Microcontrollers**   ☑ ☐ ☐   **Hold**

Rationale: The Internet of Things (IoT): Embedded Systems and Microcontrollers certificate will provide students with proficiency in the areas of microcontroller and embedded system configuration, programming, design, prototyping for consumer market.

Discussion: Awaiting CIS 833C.

Tech Review: Approved, 10/16/2018

MOV: Approved, 11/13/2018   **NOR:** Info Item, 10/23/2018   **RIV:** Info Item, 10/23/2018

ENP   **Social Media for Business**   ☑ ☐ ☐   **Approved**

Rationale: In 2017, there were nearly 25,100 jobs in the social media marketing occupational group in the Inland Empire/Desert Region. Across the region, employment related to this group is expected to increase 9% through 2022. Employers will need to more than 15,100 workers over the next five years to fill new jobs and to backfill positions that workers are leaving - including retirements.

Employment for the social media marketing occupational group is expected to increase by 9% between 2017 and 2022 in the Inland Empire/Desert Region. More than 15,100 job openings will be available over the five-year timeframe.

Tech Review: Approved, 9/17/2019
9/3/19 - Hold for courses.

9/17/19 - 1st Johnson, 2nd Pfeifle, Unanimous

MOV: Approved, 9/24/2019   **NOR:** Info Item, 9/24/2019   **RIV:** Info Item, 9/24/2019

ENP   **Social Media for Business**   ☐ ☑ ☐   **Approved**

Rationale: In 2017, there were nearly 25,100 jobs in the social media marketing occupational group in the Inland Empire/Desert Region. Across the region, employment related to this group is expected to increase 9% through 2022. Employers will need to more than 15,100 workers over the next five years to fill new jobs and to backfill positions that workers are leaving - including retirements.

Employment for the social media marketing occupational group is expected to increase by 9% between 2017 and 2022 in the Inland Empire/Desert Region. More than 15,100 job openings will be available over the five-year timeframe.

Tech Review: Approved, 9/17/2019
9/3/19 - Hold for courses.

9/17/19 - 1st Johnson, 2nd Pfeifle, Unanimous

MOV: Info Item, 9/24/2019   **NOR:** Approved, 9/24/2019   **RIV:** Info Item, 9/24/2019

Programs

New Programs | | | | | M N R | Discussion | Action

Non-Credit Certificate

ENP   **Social Media for Business**   ☐ ☐ ☑   **Approved**

Rationale: In 2017, there were nearly 25,100 jobs in the social media marketing occupational group in the Inland Empire/Desert Region. Across the region, employment related to this group is expected to increase 9% through 2022. Employers will need to more than 15,100 workers over the next five years to fill new jobs and to backfill positions that workers are leaving - including retirements.

Employment for the social media marketing occupational group is expected to increase by 9% between 2017 and 2022 in the Inland Empire/Desert Region. More than 15,100 job openings will be available over the five-year timeframe.

Tech Review: Approved, 9/17/2019
9/3/19 - Hold for courses.

9/17/19 - 1st Johnson, 2nd Pfeifle, Unanimous

MOV: Info Item, 9/24/2019   **NOR:** Info Item, 9/24/2019   **RIV:** Approved, 9/24/2019

PDS   **Customer Relations**   ☑ ☐ ☐   **Approved**

Rationale: Knowledge of customer relations is needed across the board in all areas of business, but especially for those involved in dealing with the public on a day to day basis. Jobs such as sales, retail, government, education and those in private industry all need customer service skills to be successful in the workplace.

Tech Review: Approved, 9/3/2019
TOPs code may need editing.

MOV: Approved, 9/10/2019   **NOR:** Info Item, 9/10/2019   **RIV:** Info Item, 9/10/2019

PDS   **Customer Relations**   ☐ ☑ ☐   **Approved**

Rationale: Knowledge of customer relations is needed across the board in all areas of business, but especially for those involved in dealing with the public on a day to day basis. Jobs such as sales, retail, government, education and those in private industry all need customer service skills to be successful in the workplace.

Tech Review: Approved, 9/3/2019
Only approved at Norco's department. Holding for courses (PDS 813, 806, 807). Holding for Norco and returning Riverside and Moreno Valley to draft.

TOPs code may need editing.

MOV: Info Item, 9/10/2019   **NOR:** Approved, 9/24/2019   **RIV:** Info Item, 9/10/2019

PDS   **Customer Relations**   ☐ ☐ ☑   **Approved**

Rationale: Knowledge of customer relations is needed across the board in all areas of business, but especially for those involved in dealing with the public on a day to day basis. Jobs such as sales, retail, government, education and those in private industry all need customer service skills to be successful in the workplace.

Tech Review: Approved, 9/17/2019
9/3/19 - Holding for department minutes. TOPs code may need editing. Hold for courses.

9/17/19 - 1st Johnson, 2nd Pfeifle, Unanimous

MOV: Info Item, 9/24/2019   **NOR:** Info Item, 9/24/2019   **RIV:** Approved, 9/24/2019

Programs

Non-Credit Certificate

PDS	**Emerging Leaders**	☑☐☐		**Approved**

Rationale: Knowledge of leadership is needed across all industries as every industry and occupational field has those who provide leadership to their organizations. In order to meet this area of emphasis, there is a need to provide leadership training for those who are emerging leaders and those who aspire to be leaders in the future.

Tech Review: Approved, 9/3/2019

MOV: Approved, 9/10/2019   **NOR:** Info Item, 9/10/2019   **RIV:** Info Item, 9/10/2019

PDS	**Emerging Leaders**	☐☑☐		**Approved**

Rationale: Knowledge of leadership is needed across all industries as every industry and occupational field has those who provide leadership to their organizations. In order to meet this area of emphasis, there is a need to provide leadership training for those who are emerging leaders and those who aspire to be leaders in the future.

Tech Review: Approved, 9/3/2019
Only approved at Norco's department. Holding for courses (PDS 801-804). Holding for Norco and returning Riverside and Moreno Valley to draft.

MOV: Info Item, 9/10/2019   **NOR:** Approved, 9/24/2019   **RIV:** Info Item, 9/10/2019

PDS	**Emerging Leaders**	☐☐☑		**Approved**

Rationale: Knowledge of leadership is needed across all industries as every industry and occupational field has those who provide leadership to their organizations. In order to meet this area of emphasis, there is a need to provide leadership training for those who are emerging leaders and those who aspire to be leaders in the future.

Tech Review: Approved, 9/17/2019
9/3/19 - Holding for department minutes.

9/17/19 - 1st Johnson, 2nd Pfeifle, Unanimous

MOV: Info Item, 9/24/2019   **NOR:** Info Item, 9/24/2019   **RIV:** Approved, 9/24/2019

PDS	**Enterprise Communication**	☑☐☐		**Approved**

Rationale: Labor market data for enterprise communications is extensive. One could say that all occupations have a need to communicate better in the workplace. These skills are not limited to one occupational group or industry. In order to provide labor market data you would need to look at a variety of occupations.

Tech Review: Approved, 9/3/2019

MOV: Approved, 9/10/2019   **NOR:** Info Item, 9/10/2019   **RIV:** Info Item, 9/10/2019

PDS	**Enterprise Communication**	☐☑☐		**Approved**

Rationale: Labor market data for enterprise communications is extensive. One could say that all occupations have a need to communicate better in the workplace. These skills are not limited to one occupational group or industry. In order to provide labor market data you would need to look at a variety of occupations.

Tech Review: Approved, 9/3/2019
Only approved at Norco's department. Holding for courses (PDS 805, 806, 807, 809, 812, 813). Holding for Norco and returning Riverside and Moreno Valley to draft.

MOV: Info Item, 9/10/2019   **NOR:** Approved, 9/24/2019   **RIV:** Info Item, 9/10/2019

Programs

New Programs

		M N R	Discussion	Action

Non-Credit Certificate

PDS   **Enterprise Communication**   ☐ ☐ ☑   **Approved**

Rationale: Labor market data for enterprise communications is extensive. One could say that all occupations have a need to communicate better in the workplace. These skills are not limited to one occupational group or industry. In order to provide labor market data you would need to look at a variety of occupations.

Tech Review: Approved, 9/17/2019
9/3/19 - Holding for department minutes.

9/17/19 - 1st Johnson, 2nd Pfeifle, Unanimous

MOV: Info Item, 9/24/2019   **NOR:** Info Item, 9/24/2019   **RIV:** Approved, 9/24/2019

PDS   **Sales Techniques**   ☑ ☐ ☐   **Approved**

Rationale: Data from the Economic Development Agency predicts that sales and related occupations will increase 10.8% from 2014-2024. That increase nets an increase of 15,870 jobs in the Inland Empire. The increase, along with positions vacated by retirements will create a need for qualified sales individuals who have the skills to write a winning sales script and have the knowledge to close a sale. As positions open in sales and related occupations so will the need for individuals who have skills in sales.

Tech Review: Approved, 9/3/2019

MOV: Approved, 9/10/2019   **NOR:** Info Item, 9/10/2019   **RIV:** Info Item, 9/10/2019

PDS   **Sales Techniques**   ☐ ☑ ☐   **Approved**

Rationale: Data from the Economic Development Agency predicts that sales and related occupations will increase 10.8% from 2014-2024. That increase nets an increase of 15,870 jobs in the Inland Empire. The increase, along with positions vacated by retirements will create a need for qualified sales individuals who have the skills to write a winning sales script and have the knowledge to close a sale. As positions open in sales and related occupations so will the need for individuals who have skills in sales.

Tech Review: Approved, 9/3/2019
Only approved at Norco's department. Holding for courses (PDS 814, 815). Holding for Norco and returning Riverside and Moreno Valley to draft.

MOV: Info Item, 9/10/2019   **NOR:** Approved, 9/24/2019   **RIV:** Info Item, 9/10/2019

PDS   **Workplace Essentials**   ☑ ☐ ☐   **Approved**

Rationale: The need for workplace essentials spans all occupations but is especially appropriate for new managers and those who are seeking management or supervision positions and/or clerical personnel who need the skills prescribed in the certificate. The Economic Development Agency data indicates there will be 11,510 new openings for managers between 2014-2024 for a 17.2% change. This does not include the already 66,840 estimated management positions as of 2014 that are filled. According to the Economic Development Agency's employment projections, there will be an increase of 22,520 Office and Administrative Support jobs by 2024. These individuals would also benefit from the information in the certificate. This certificate also has broader implications for the workforce as the skills prescribed in the content cross over occupations and employment positions and are valuable to almost anyone who is employed in the marketplace today.

Tech Review: Approved, 9/3/2019

MOV: Approved, 9/10/2019   **NOR:** Info Item, 9/10/2019   **RIV:** Info Item, 9/10/2019

Programs

New Programs	M N R	Discussion	Action

Non-Credit Certificate

PDS   **Workplace Essentials**   ☐ ☑ ☐   **Approved**

Rationale: The need for workplace essentials spans all occupations but is especially appropriate for new managers and those who are seeking management or supervision positions and/or clerical personnel who need the skills prescribed in the certificate. The Economic Development Agency data indicates there will be 11,510 new openings for managers between 2014-2024 for a 17.2% change. This does not include the already 66,840 estimated management positions as of 2014 that are filled. According to the Economic Development Agency's employment projections, there will be an increase of 22,520 Office and Administrative Support jobs by 2024. These individuals would also benefit from the information in the certificate. This certificate also has broader implications for the workforce as the skills prescribed in the content cross over occupations and employment positions and are valuable to almost anyone who is employed in the marketplace today.

Tech Review: Approved, 9/3/2019
Only approved at Norco's department. Holding for courses (PDS 808, 809, 810, 812). Holding for Norco and returning Riverside and Moreno Valley to draft.

MOV: Info Item, 9/10/2019   **NOR:** Approved, 9/24/2019   **RIV:** Info Item, 9/10/2019

PDS   **Workplace Essentials**   ☐ ☐ ☑   **Approved**

Rationale: The need for workplace essentials spans all occupations but is especially appropriate for new managers and those who are seeking management or supervision positions and/or clerical personnel who need the skills prescribed in the certificate. The Economic Development Agency data indicates there will be 11,510 new openings for managers between 2014-2024 for a 17.2% change. This does not include the already 66,840 estimated management positions as of 2014 that are filled. According to the Economic Development Agency's employment projections, there will be an increase of 22,520 Office and Administrative Support jobs by 2024. These individuals would also benefit from the information in the certificate. This certificate also has broader implications for the workforce as the skills prescribed in the content cross over occupations and employment positions and are valuable to almost anyone who is employed in the marketplace today.

Tech Review: Approved, 9/17/2019
9/3/19 - Holding for minutes.

9/17/19 - 1st Johnson, 2nd Pfeifle, Unanimous

MOV: Info Item, 9/24/2019   **NOR:** Info Item, 9/24/2019   **RIV:** Approved, 9/24/2019

Program Modifications	M N R	Discussion	Action

Degree & Certificate

CUL   **Culinary Arts**   ☐ ☐ ☑   **Approved**

Rationale: Justification for proposed change to the culinary certificate is to add two courses to the program in order to satisfy accreditation requirements. CTE is in the process of applying for postsecondary accreditation from the American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC). The commission assures that a program is meeting at least a minimum of standards & competencies set for faculty, curriculum and student services. ACFEF is recognized by the Council For Higher Education Accreditation (CHEA). CHEA is an association of 3,000 degree-granting colleges & universities and recognizes institutional and programmatic accrediting organizations. The benefits of postsecondary accreditation with the ACF creates public trust by ensuring established standards, accountability & credibility, higher level of professionalism, up-to-date & current practices, and marketing tool for recruiting students.

Tech Review: Approved, 9/3/2019

MOV: Info Item, 9/10/2019   **NOR:** Info Item, 9/10/2019   **RIV:** Approved, 9/24/2019

Programs

Program Modifications   M N R   Discussion   Action

Degree & Certificate

DFT   **Drafting Technology**   ☐ ☑ ☐   **Approved**
Rationale: Due to attached LMI report for job placement, the current certificate is shortened with the basic Drafting courses to accommodate a core
             drafting certificate for quick job placement and also to be transferable in later certificates in Mechanical and Architectural Drafting.

Tech Review: Approved, 9/3/2019
             Courses removed would cause the department to no longer have an associates degree. Holding for confirmation.

MOV: Info Item, 9/24/2019   **NOR:**   Approved, 9/24/2019   **RIV:**   Info Item, 9/24/2019

District Curriculum Committee Votes by Member

Votes by Member for 10/01/2019

Courses

Course Deletions

		M	N	R	Action	Johnson	Douglass	Pfeifle
ADJ K1A	Code Enforcement Basics	☑	☐	☐	**Approved**	Y	Y	Y
ADJ K1B	Code Enforcement Officer Intermediate	☑	☐	☐	**Approved**	Y	Y	Y
ADJ K1C	Code Enforcement Officer Advanced Code	☑	☐	☐	**Approved**	Y	Y	Y
ADJ W7A	Rangemaster Course	☑	☐	☐	**Approved**	Y	Y	Y
CAT 84	Word Processing: WordPerfect for Windows	☐	☐	☑	**Hold**	Y	Y	Y
ENE 22	Engineering Drawing	☐	☑	☐	**Approved**	Y	Y	Y
ENE 28	Technical Design	☐	☑	☐	**Approved**	Y	Y	Y
WEL 25	Introduction to Oxyacetylene Welding	☐	☐	☑	**Approved**	Y	Y	Y
WEL 60	Advanced Pipe and Plate Laboratory	☐	☐	☑	**Approved**	Y	Y	Y

Course Exclusions

		M	N	R	Action	Johnson	Douglass	Pfeifle
CAT 54A	Introduction to Flash	☐	☐	☑	**Hold**	Y	Y	Y
CAT 78A	Introduction to Adobe Photoshop	☐	☐	☑	**Hold**	Y	Y	Y
CAT 78B	Advanced Adobe Photoshop	☐	☐	☑	**Hold**	Y	Y	Y
CAT 81	Introduction to Desktop Publishing using Adobe InDesign	☐	☐	☑	**Hold**	Y	Y	Y

Course Inclusions

		M	N	R	Action	Johnson	Douglass	Pfeifle
BIO 19	Environmental Science	☑	☐	☐	**Approved**	Y	Y	Y
KIN A62	Flag Football	☑	☐	☐	**Approved**	Y	Y	Y
KIN A81C	Advanced Physical Fitness	☑	☐	☐	**Approved**	Y	Y	Y

Course Major Modifications

		M	N	R	Action	Johnson	Douglass	Pfeifle
ADJ D1C	Communications Training Officer Course	☑	☐	☐	**Approved**	Y	Y	Y
ENE 35	Statics	☐	☑	☑	**Hold**	Y	Y	Y
ENE 38	Introduction to Programming Concepts and Methodologies for Engineers	☐	☑	☑	**Hold**	Y	Y	Y

Courses

Course Major Modifications

		M	N	R	Action	Johnson	Douglass	Pfeifle
ENE 60	Math for Engineering Technology	☐	☑	☑	**Hold**	Y	Y	Y
ENG 4	Writing Tutor Training	☑	☑	☑	**Approved**	Y	Y	Y
ENG 885	Writing Clinic	☐	☑	☑	**Hold**	Y	Y	Y
MUS 36	Instrumental Chamber Ensembles	☑	☐	☑	**Approved**	Y	Y	Y
SOC 10	Race and Ethnic Relations	☑	☑	☑	**Approved**	Y	Y	Y

Course Minor Modifications

		M	N	R	Action	Johnson	Douglass	Pfeifle
ADJ A10A	Vice Operations	☑	☐	☐	**Approved**	Y	Y	Y
ADJ A11A	Effective Writing for Law Enforcement	☑	☐	☐	**Approved**	Y	Y	Y
ADJ A42A	Crime Scene Inv./video taping, Advanced	☑	☐	☐	**Approved**	Y	Y	Y
ADJ A5A	Bicycle Patrol	☑	☐	☐	**Approved**	Y	Y	Y
ADJ T3A	Driving Under the Influence	☑	☐	☐	**Approved**	Y	Y	Y

New Courses

		M	N	R	Action	Johnson	Douglass	Pfeifle
AUT 96	Advanced Hybrid and Electric Vehicle Technology	☐	☐	☑	**Approved**	Y	Y	Y
ENP 801	Facebook for Business	☑	☑	☑	**Approved**	Y	Y	Y
ENP 802	Pinterest and Instagram for Business	☑	☑	☑	**Approved**	Y	Y	Y
ENP 803	YouTube for Business	☑	☑	☑	**Approved**	Y	Y	Y
ENP 804	Twitter for Business	☑	☑	☑	**Approved**	Y	Y	Y
ENP 805	LinkedIn for Business	☑	☑	☑	**Approved**	Y	Y	Y
MUS 854	Jazz Ensemble for Older Adults	☐	☐	☑	**Approved**	Y	Y	Y
MUS 855	Concert Band for Older Adults	☐	☐	☑	**Approved**	Y	Y	Y
MUS 868	Symphony Orchestra for Older Adults	☐	☐	☑	**Approved**	Y	Y	Y
PDS 801	Leadership Skills	☑	☑	☑	**Approved**	Y	Y	Y
PDS 802	Supervisory Skills	☑	☑	☑	**Approved**	Y	Y	Y
PDS 803	Increasing Productivity	☑	☑	☑	**Approved**	Y	Y	Y
PDS 804	Motivating Yourself and Others	☑	☑	☑	**Approved**	Y	Y	Y
PDS 805	Difficult Conversations	☑	☑	☑	**Approved**	Y	Y	Y
PDS 806	The Art of Negotiating and Collaborating	☑	☑	☑	**Approved**	Y	Y	Y

Courses

New Courses

			M N R	Action	Johnson	Douglass	Pfeifle
	PDS 807	Personality Styles and Difficult Relationships	☑ ☑ ☑	**Approved**	Y	Y	Y
	PDS 808	Critical Thinking, Problem Solving and Decision Making	☑ ☑ ☑	**Approved**	Y	Y	Y
	PDS 809	Business Writing in a Technological World	☑ ☑ ☑	**Approved**	Y	Y	Y
	PDS 810	Time Management	☑ ☑ ☑	**Approved**	Y	Y	Y
	PDS 811	High Impact Presentations and Proposals for the Work Place	☑ ☑ ☑	**Approved**	Y	Y	Y
	PDS 812	Workplace Communication Strategies	☑ ☑ ☑	**Approved**	Y	Y	Y
	PDS 813	Best Practices in Customer Service	☑ ☑ ☑	**Approved**	Y	Y	Y
	PDS 814	Closing Techniques That Win the Sale	☑ ☑ ☑	**Approved**	Y	Y	Y
	PDS 815	Winning Sales Scripts	☑ ☑ ☑	**Approved**	Y	Y	Y
	REA 882	Reading Skills and Strategies	☑ ☐ ☑	**Approved**	Y	Y	Y
	SOC 10H	Honors Race and Ethnic Relations	☑ ☑ ☑	**Hold**	Y	Y	Y

Disciplines

Discipline Inclusions

			M N R	Action	Johnson	Douglass	Pfeifle
	PDS	Professional Development Studies	☐ ☐ ☑	**Approved**	Y	Y	Y

Programs

New Programs

			M N R	Action	Johnson	Douglass	Pfeifle
Certificate							
	CIS	Information Technology Model Curriculum (Certificate/State)	☑ ☐ ☑	**Hold**	Y	Y	Y
	CIS	IT Technician Pathway: IT Systems Specialist	☑ ☐ ☐	**Hold**	Y	Y	Y
	LOT	Optoelectronics	☐ ☑ ☐	**Hold**	Y	Y	Y
Non-Credit Certificate							
	CIS	Internet of Things (IoT): Embedded Systems & Microcontrollers	☑ ☐ ☐	**Hold**	Y	Y	Y
	ENP	Social Media for Business	☑ ☐ ☐	**Approved**	Y	Y	Y
	ENP	Social Media for Business	☐ ☑ ☐	**Approved**	Y	Y	Y
	ENP	Social Media for Business	☐ ☐ ☑	**Approved**	Y	Y	Y

Programs

New Programs

		M N R	Action	Johnson	Douglass	Pfeifle
PDS	**Customer Relations**	☑ ☐ ☐	**Approved**	Y	Y	Y
PDS	**Customer Relations**	☐ ☑ ☐	**Approved**	Y	Y	Y
PDS	**Customer Relations**	☐ ☐ ☑	**Approved**	Y	Y	Y
PDS	**Emerging Leaders**	☑ ☐ ☐	**Approved**	Y	Y	Y
PDS	**Emerging Leaders**	☐ ☑ ☐	**Approved**	Y	Y	Y
PDS	**Emerging Leaders**	☐ ☐ ☑	**Approved**	Y	Y	Y
PDS	**Enterprise Communication**	☑ ☐ ☐	**Approved**	Y	Y	Y
PDS	**Enterprise Communication**	☐ ☑ ☐	**Approved**	Y	Y	Y
PDS	**Enterprise Communication**	☐ ☐ ☑	**Approved**	Y	Y	Y
PDS	**Sales Techniques**	☑ ☐ ☐	**Approved**	Y	Y	Y
PDS	**Sales Techniques**	☐ ☑ ☐	**Approved**	Y	Y	Y
PDS	**Workplace Essentials**	☑ ☐ ☐	**Approved**	Y	Y	Y
PDS	**Workplace Essentials**	☐ ☑ ☐	**Approved**	Y	Y	Y
PDS	**Workplace Essentials**	☐ ☐ ☑	**Approved**	Y	Y	Y

Program Modifications

		M N R	Action	Johnson	Douglass	Pfeifle
Degree & Certificate						
CUL	**Culinary Arts**	☐ ☐ ☑	**Approved**	Y	Y	Y
DFT	**Drafting Technology**	☐ ☑ ☐	**Approved**	Y	Y	Y