RCCD | RIVERSIDE COMMUNITY COLLEGE DISTRICT

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

District Curriculum Committee
Meeting Agenda

Tuesday, October 5, 2021   **4:00-5:00pm**   **CAADO 209/Zoom**

Committee Members	Guests
☐ Brian Johnson (Chair, MAT, NOR)	☐ Lijuan Zhai (AVC Ed Services and Institutional Effectiveness, RCCD)
☐ Jeannie Kim (Co-Chair, VC Ed. Services)	☐ Steven Schmidt (MUS, RCC)
☐ Kelly Douglass (ENG, RCC)	☐ Bryan Nicol (Staff, RCCD)
☐ Ann Pfeifle (HIS, MVC)	☐ Ellen Brown-Drinkwater (AO, RCC)
	☐ Nick Franco (AO, NOR)
	☐ Jeanne Howard (AO, MVC)
	☐ Sabina Fernandez (Staff, MVC)
	☐ Casandra Greene (Staff, RCC)
	☐ Nicole Brown (Staff, NOR)
Additional Guests:	

Zoom Information
https://cccconfer.zoom.us/j/91710559452
+1 669 900 6833 (US Toll)
Meeting ID: 917 1055 9452

Agenda and Minutes

1. Approval of Agenda
2. Approval of Minutes – September 21, 2021

Reports from Colleges

1. Moreno Valley
2. Norco
3. Riverside

Action Items

1. Curriculum Proposals
2. AB 361 Approval

Discussion Items

1. COR Review Tool – Kelly Douglass
2. Clerical Clean Up – Casandra Greene

Program Documentation

1. New Programs
   a. Essential 3D Tour
   b. Essential Revit
   c. Essential CAD
   d. Essential Fusion 360
   e. Essential SolidWorks
   f. Emergency Management and Homeland Security – Leadership
2. Program Modifications
   a. Cosmetology Instructor Training
   b. Musical Theatre
   c. Automotive Technology – Automotive Trim and Upholstery
   d. Welding Technology

District Curriculum Committee
Proposals for Review for Meeting: 10/05/2021

Courses

Course Major Modifications

		M	N	R	Discussion	Action

BUS 82   **Freight Claims**   ☐ ☑ ☐

Rationale: This Course Major Modification: 1. Modifies the SLO's, moving some to Course Objectives. 2. Populates the Course Objectives field. 3. Updates the course material. (NOTE: Although textbooks are dated, they remain the most authoritative sources. There appears to be no other full-text options. An addition to the Course Material listing makes clear the use of more recent content specific material is an instructor option.)

Tech Review: Approved, 9/21/2021

MOV: Info Item, 9/28/2021   **NOR:** Approved, 9/28/2021   **RIV:** Info Item, 9/28/2021

BUS 83   **Contracts**   ☐ ☑ ☐

Rationale: This Course Major Modification: 1. Modifies the SLO's, moving some to Course Objectives. 2. Populates the Course Objectives field. 3. Updates the course material. (NOTE: Although textbooks are dated, they remain the most authoritative sources. There appears to be no other full-text options. An addition to the Course Material listing makes clear the use of more recent content specific material is an instructor option.)

Tech Review: Approved, 9/21/2021

MOV: Info Item, 9/28/2021   **NOR:** Approved, 9/28/2021   **RIV:** Info Item, 9/28/2021

BUS 85   **Warehouse Management**   ☐ ☑ ☐

Rationale: This Course Major Modification: 1. Modifies the SLO's, moving some to Course Objectives. 2. Populates the Course Objectives field. 3. Updates the course material.

Tech Review: Approved, 9/21/2021

MOV: Info Item, 9/28/2021   **NOR:** Approved, 9/28/2021   **RIV:** Info Item, 9/28/2021

BUS 86   **Transportation and Traffic Management**   ☐ ☑ ☐

Rationale: This Course Major Modification: 1. Modifies the SLO's, moving some to Course Objectives. 2. Populates the Course Objectives field. 3. Updates the course material.

Tech Review: Approved, 9/21/2021

MOV: Info Item, 9/28/2021   **NOR:** Approved, 9/28/2021   **RIV:** Info Item, 9/28/2021

BUS 87   **Purchasing and Supply Management**   ☐ ☑ ☐

Rationale: This Course Major Modification1. Modifies the SLO's, moving some to Course Objectives.2. Populates the Course Objectives field.3. Updates the course material.

Tech Review: Approved, 9/21/2021

MOV: Info Item, 9/28/2021   **NOR:** Approved, 9/28/2021   **RIV:** Info Item, 9/28/2021

Courses

Course Major Modifications

		M	N	R	Discussion	Action

BUS 90 **International Logistics** ☐ ☑ ☐

Rationale: This Course Major Modification1. Modifies the SLO's, moving some to Course Objectives.2. Populates the Course Objectives field.3. Updates the course material.

Tech Review: Approved, 9/21/2021

MOV: Info Item, 9/28/2021   **NOR:** Approved, 9/28/2021   **RIV:** Info Item, 9/28/2021

CIS 30A **Introduction to Python Programming** ☑ ☐ ☑

Rationale: Major course modification is needed to include general education SLO to meet UC and CSU general education requirement along with changing course prerequisite (CIS-1A) to be advisory to be more inclusive of students who already have the technical and computing skills for programming.

Tech Review: Approved, 9/21/2021
Will move forward without Norco selected. Norco inclusions will be forthcoming soon.

MOV: Approved, 9/28/2021   **NOR:** Info Item, 9/28/2021   **RIV:** Approved, 9/28/2021

CIS 30B **Python Programming in Networking** ☑ ☐ ☐

Rationale: Per discipline recommendation, major course modification is needed to include general education SLOs and change course prerequisite, CIS-1A.

Tech Review: Approved, 9/21/2021
Will move forward without Norco selected. Norco inclusions will be forthcoming soon.

MOV: Approved, 9/28/2021   **NOR:** Info Item, 9/28/2021   **RIV:** Info Item, 9/28/2021

CIS 30C **Python Programming in Cybersecurity** ☑ ☐ ☐

Rationale: Per recommendation of CIS discipline, course major modification is needed to include general education SLOs to meet UC/CSU general education course articulation requirement. Change of course prerequisite, CIS-1A, to advisory will help increase student diversity and inclusion in this certificate. Course materials are also updated to include up-to-date resources and books as there has been changes to programming libraries and Python versions.

Tech Review: Approved, 9/21/2021
Will move forward without Norco selected. Norco inclusions will be forthcoming soon.

MOV: Approved, 9/28/2021   **NOR:** Info Item, 9/28/2021   **RIV:** Info Item, 9/28/2021

CIS 30D **Python Programming for Internet of Things (IoT)** ☑ ☐ ☐

Rationale: Per discipline recommendation, this major modification includes general education SLOs to meet UC/CSU requirement for articulation. Textbook and course materials are also updated due to changes in Python versions and libraries.

Tech Review: Approved, 9/21/2021
Will move forward without Norco selected. Norco inclusions will be forthcoming soon.

MOV: Approved, 9/28/2021   **NOR:** Info Item, 9/28/2021   **RIV:** Info Item, 9/28/2021

CIS 30E **Advanced Python Programming** ☑ ☐ ☐

Rationale: Per discipline recommendation, course major modification includes general education SLOs to meet UC/CSU articulation requirement. This modification also includes course materials updates as Python version and libraries have changed.

Tech Review: Approved, 9/21/2021
Will move forward without Norco selected. Norco inclusions will be forthcoming soon.

MOV: Approved, 9/28/2021   **NOR:** Info Item, 9/28/2021   **RIV:** Info Item, 9/28/2021

Courses

Course Major Modifications

			M N R	Discussion	Action

H **CUL 36** — **Introduction to Culinary Arts** ☐ ☐ ☑ Holding for edits to objectives.
Rationale: Need to revise the lab hours from 297 to 307. This is to correct the error that occurred in 2018-2019.
Tech Review: Approved, 9/7/2021

MOV: Info Item, 9/14/2021   **NOR:** Info Item, 9/14/2021   **RIV:** Approved, 9/14/2021

ESL 65 — **American Classroom Culture** ☑ ☑ ☑
Rationale: The purpose of this modification is to conduct a standard review of content, update texts, add new course objectives, and align to new course sequence.
Tech Review: Approved, 9/21/2021

MOV: Approved, 9/28/2021   **NOR:** Not Approved, 9/28/2021   **RIV:** Approved, 9/28/2021
NOT a Norco College Course.

ESL 95 — **Pronunciation and Accent Reduction** ☑ ☑ ☑
Rationale: ESL is revising the support courses to align with the new sequence of core ESL courses which were revised to align with AB705 recommendations. In addition, advisories and textbooks are being updated.
Tech Review: Approved, 9/21/2021

MOV: Approved, 9/28/2021   **NOR:** Approved, 9/28/2021   **RIV:** Approved, 9/28/2021

FIT CFO3A — **Human Resources Management Chief Fire Officer** ☑ ☐ ☐
Rationale: Designed to provide students with knowledge of the human resource requirements related to the roles and responsibilities of a Chief Fire Officer including developing plans for employee accommodations, developing hiring procedures, establishing personnel assignments, and developing a measurable accident and injury program. This course is essential in the professional development of senior fire officers.
Tech Review: Approved, 9/21/2021

MOV: Approved, 9/28/2021   **NOR:** Info Item, 9/28/2021   **RIV:** Info Item, 9/28/2021

FIT CFO3B — **Budget and Fiscal Responsibilities Chief Fire Officer** ☑ ☐ ☐
Rationale: This California State Fire Training course is designed to provide senior fire service officers with information on the roles and responsibilities of budgeting for a Chief Fire Officer. This includes developing a budget management system, a department budget, and also elaborates on the process for ensuring competitive bidding.
Tech Review: Approved, 9/21/2021

MOV: Approved, 9/28/2021   **NOR:** Info Item, 9/28/2021   **RIV:** Info Item, 9/28/2021

FIT CFO3C — **General Administration Functions Chief Fire Officer** ☑ ☐ ☐
Rationale: This course is required by California State Fire Training to help senior fire officers progress to the rank of Chief Officer.
Tech Review: Approved, 9/21/2021

MOV: Approved, 9/28/2021   **NOR:** Info Item, 9/28/2021   **RIV:** Info Item, 9/28/2021

Courses

Course Major Modifications   M N R   Discussion   Action

FIT CFO3D — **Emergency Service Delivery Responsibilities**   ☑ ☐ ☐

Rationale: This course required by California State Fire Training ensures senior fire officers have the education needed to promote to advanced leadership positions.

Tech Review: Approved, 9/21/2021

MOV: Approved, 9/28/2021   **NOR:** Info Item, 9/28/2021   **RIV:** Info Item, 9/28/2021

FIT CO2A — **Human Resource Management**   ☑ ☐ ☐

Rationale: This professional development course developed through California's Office of State Fire Training is designed to provide information for Company Officers on the use of human resources to accomplish assignments, evaluate members performance, supervising personnel, and integrating health and safety plans, polices, and procedures into daily activities as well as the emergency scene.

Tech Review: Approved, 9/21/2021
CO2 series may need to have prerequisite set up adjusted. COR appears blank at the prerequisite level, but a note is included on the requisite tab.

MOV: Approved, 9/28/2021   **NOR:** Info Item, 9/28/2021   **RIV:** Info Item, 9/28/2021

FIT CO2B — **General Administrative Functions**   ☑ ☐ ☐

Rationale: Designed by California's Office of State Fire Training to provide professional development and training for Firefighters on general administrative functions and the implementation of department policies and procedures. The course also addresses conveying the fire department's role, image, and mission to the public.

Tech Review: Approved, 9/21/2021
CO2 series may need to have prerequisite set up adjusted. COR appears blank at the prerequisite level, but a note is included on the requisite tab.

MOV: Approved, 9/28/2021   **NOR:** Info Item, 9/28/2021   **RIV:** Info Item, 9/28/2021

FIT CO2C — **Fire Inspections and Investigations**   ☑ ☐ ☐

Rationale: This California State Fire Training Course is designed to provide students with information on conducting inspections, identifying hazards and fire code violations while performing a fire investigation to determine preliminary cause. It will also discuss securing an incident scene while preserving evidence.

Tech Review: Approved, 9/21/2021
CO2 series may need to have prerequisite set up adjusted. COR appears blank at the prerequisite level, but a note is included on the requisite tab.

MOV: Approved, 9/28/2021   **NOR:** Info Item, 9/28/2021   **RIV:** Info Item, 9/28/2021

FIT CO2D — **All Risk Command Operations**   ☑ ☐ ☐

Rationale: This course designed by California's Office of state Fire Training provides professional development for career firefighters to provide information on conducting incident size-up, developing and implementing an initial plan of action involving single and multiunit operations for various types of emergency incidents to mitigate emergency situations by following agency safety procedures, conducting pre-incident planning, and conduct a post-incident analysis.

Tech Review: Approved, 9/21/2021
CO2 series may need to have prerequisite set up adjusted. COR appears blank at the prerequisite level, but a note is included on the requisite tab.

MOV: Approved, 9/28/2021   **NOR:** Info Item, 9/28/2021   **RIV:** Info Item, 9/28/2021

Courses

Course Major Modifications

		M N R	Discussion	Action

FIT CO2E   **Wildland Incident Operations**   ☑☐☐

Rationale: This California State Fire Training course is designed to provide information on evaluating and reporting incident conditions, analyzing incident needs so they can develop and implementing a plan of action. Additionally, students will be able to deploy incident resources to suppress a wildland fire, establish an incident command post, and complete incident reports.

Tech Review: Approved, 9/21/2021
CO2 series may need to have prerequisite set up adjusted. COR appears blank at the prerequisite level, but a note is included on the requisite tab.

MOV: Approved, 9/28/2021   **NOR:** Info Item, 9/28/2021   **RIV:** Info Item, 9/28/2021

FIT S21   **Public Safety Honor Guard Academy**   ☑☐☐

Rationale: This highly sought after course provides public safety personnel in the region with the military drill and ceremony training to appropriately conduct formal events for their perspective agencies.

Tech Review: Approved, 9/21/2021

MOV: Approved, 9/28/2021   **NOR:** Info Item, 9/28/2021   **RIV:** Info Item, 9/28/2021

FIT S3   **Basic Fire Fighter Academy**   ☑☐☐

Rationale: Update SLO's due to Assessment results.

Tech Review: Approved, 9/21/2021
Prerequisite of S3A is missing entrance skills. Advisory of ENG, MAT, and REA could potentially be removed.

MOV: Approved, 9/28/2021   **NOR:** Info Item, 9/28/2021   **RIV:** Info Item, 9/28/2021

FIT S3A   **Introduction to Fire Academy and Physical Conditioning for Fire Academy Students**   ☑☐☐

Rationale: This course focuses on the nutritional and physical aspects that are imperative for student success in FIT S3-Fire Academy.

Tech Review: Approved, 9/21/2021

MOV: Approved, 9/28/2021   **NOR:** Info Item, 9/28/2021   **RIV:** Info Item, 9/28/2021

FIT S3B   **Firefighter I Academy Skills Review and Certification**   ☑☐☐

Rationale: This course ensures previous students have the opportunity to certify on skills required by the State of California that were not previously offered at MVC. This helps ensure students who previously attended FIT S3 have the certifications to increase their opportunity and marketability for employment.

Tech Review: Approved, 9/21/2021

MOV: Approved, 9/28/2021   **NOR:** Info Item, 9/28/2021   **RIV:** Info Item, 9/28/2021

HLS 50   **Developing a Personal Philosophy of Leadership and Ethics**   ☑☐☐

Rationale: This modification updates the COR to align with the latest IPSLEI curriculum and move the course from FIT to HLS.

Tech Review: Approved, 9/21/2021
Changes are pending, but edits have been received. GESLOs should not be attached.

MOV: Approved, 9/28/2021   **NOR:** Info Item, 9/28/2021   **RIV:** Info Item, 9/28/2021

Courses

Course Major Modifications

		M	N	R	Discussion	Action

HLS 51 **Leading Others Ethically** ☑ ☐ ☐

Rationale: This modification updates the COR to align with the latest IPSLEI curriculum and move the course from FIT to HLS.

Tech Review: Approved, 9/21/2021
Changes are pending, but edits have been received. GESLOs should not be attached.

MOV: Approved, 9/28/2021   **NOR:** Info Item, 9/28/2021   **RIV:** Info Item, 9/28/2021

HLS 52 **Ethical Leadership in Organizations** ☑ ☐ ☐

Rationale: This modification updates the COR to align with the latest IPSLEI curriculum and move the course from FIT to HLS.

Tech Review: Approved, 9/21/2021
Changes are pending, but edits have been received. GESLOs should not be attached.

MOV: Approved, 9/28/2021   **NOR:** Info Item, 9/28/2021   **RIV:** Info Item, 9/28/2021

HLS 53 **Ethics and the Challenge of Leadership** ☑ ☐ ☐

Rationale: This modification updates the COR to align with the latest IPSLEI curriculum and move the course from FIT to HLS.

Tech Review: Approved, 9/21/2021
Changes are pending, but edits have been received. GESLOs should not be attached.

MOV: Approved, 9/28/2021   **NOR:** Info Item, 9/28/2021   **RIV:** Info Item, 9/28/2021

New Courses

		M	N	R	Discussion	Action

ARE 63 **3D Tour, Virtual, Mixed, Augmented and Extended Reality** ☐ ☑ ☐

Rationale: High demand in emerging technologies inn BIM, VR, AR, MR and XR for presenting space design.This course can be a part of new certificate in 3D tour.

Tech Review: Approved, 9/21/2021

MOV: Info Item, 9/28/2021   **NOR:** Approved, 9/28/2021   **RIV:** Info Item, 9/28/2021

CIS 68A **Introduction to Machine Learning** ☑ ☐ ☑

Rationale: This course is part of Data Science and Data Analytics program. It introduces students to concepts and theories of Machine Learning to prepare students of coursework and career in Computer Science and Data Science. The knowledge and skillsets provided in this course will help student prepare for STEM workforce. This course also aims to increase student population diversity in STEM by providing computational and statistical skills that will help learners build careers in data analytics, programming and engineering.

Tech Review: Approved, 9/21/2021

MOV: Approved, 9/28/2021   **NOR:** Info Item, 9/28/2021   **RIV:** Hold, 9/28/2021
For correction needed noted at TR (entrance skill errors; concern over GESLOs) and with awareness that there is time to fix.

Courses

New Courses		M	N	R	Discussion	Action

CIS 68B   **Big Data Fundamentals**   ☑ ☐ ☑

Rationale: This course is part of the Data Science A.S degree and Data Analytic certificate programs. This course is aimed to build data analytic skills that will help student establish their career and/or prepare students for university studies in Data Science. This course promotes STEM education that will aid in creasing technical workforce diversity in Inland Empire region.

Tech Review: Approved, 9/21/2021

MOV: Approved, 9/28/2021   **NOR:** Info Item, 9/28/2021   **RIV:** Hold, 9/28/2021

For correction needed noted at TR (entrance skill errors; concern over GESLOs) and with awareness that there is time to fix.

CIS 87A   **Introduction to IT Project Management**   ☑ ☐ ☐

Rationale: The skills acquired from the course can help students

Tech Review: Approved, 9/21/2021

MOV: Approved, 9/28/2021   **NOR:** Info Item, 9/28/2021   **RIV:** Info Item, 9/28/2021

CIS 87B   **IT Project Management Framework**   ☑ ☐ ☑

Rationale: The goal of this class is to increase diversity in the technical workforce by providing an education platform for entry-level Associate IT Project Managers focusing on context of Project Management and Information Technology. 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 project management jobs, including IT project managers, project coordinators, project specialists, and assistant project managers. Employment for the Project Management is expected to increase 31% between 2017 and 2027 or 8.8 million nationwide job openings will be available over the ten-year time frame. Over the last 12 months in the Inland Empire/Desert Region, there were 2,198 job postings for project managers and 576 combined job postings for project coordinators, project specialists, and assistant project managers.

Tech Review: Approved, 9/21/2021

MOV: Approved, 9/28/2021   **NOR:** Info Item, 9/28/2021   **RIV:** Hold, 9/28/2021

For correction needed noted at TR (course content needs expansion to second level, etc.) and with awareness that there is time to fix.

DFT 31   **Advanced Computer Aided Drafting (CAD)**   ☐ ☑ ☐

Rationale: A new course part of Essential CAD certificate. This course can be offered fully online or Hybrid.

Tech Review: Approved, 9/21/2021

MOV: Info Item, 9/28/2021   **NOR:** Approved, 9/28/2021   **RIV:** Info Item, 9/28/2021

DFT 62   **Basic Fusion 360**   ☐ ☑ ☐

Rationale: Emerging technology for makers. A part of "Essential Fusion 360" certificate.

Tech Review: Approved, 9/21/2021

MOV: Info Item, 9/28/2021   **NOR:** Approved, 9/28/2021   **RIV:** Info Item, 9/28/2021

Courses

New Courses

		M	N	R	Discussion	Action
DFT 63	**Advanced Fusion 360**	☐	☑	☐		

Rationale: Emerging technology for makers. A part of "Essential Fusion 360" certificate.

Tech Review: Approved, 9/21/2021

MOV: Info Item, 9/28/2021   **NOR:** Approved, 9/28/2021   **RIV:** Info Item, 9/28/2021

Disciplines

New Disciplines

		M	N	R	Discussion	Action
IAT	**Industrial Automation**	☑	☐	☐		

Rationale: The goal of this program is to provide training to a diverse population of adult learners to support Adult Education and Community Initiatives and drive awareness of technical skills in the community to improve career outcomes. The program intends to improve diversity in the population of learners while positively build student interests in education options and promote career growth district wide. Students will gain industrial systems applications skills for improved marketability and employability for the workplace.

Tech Review: Approved, 9/21/2021
Rationale for the purpose of the discipline seems generic, however the discipline was presented at academic senate. Acronym/Title may not be the most clear.

MOV: Approved, 9/28/2021   **NOR:** Info Item, 9/28/2021   **RIV:** Info Item, 9/28/2021

Programs

New Programs

Certificate

		M	N	R	Discussion	Action
ARE	**Essential 3D Tour**	☐	☑	☐		

Rationale: To provide short certificate for continuing education and professionals with program focus to job market.

Tech Review: Approved, 9/21/2021
Bryan will assist modifying narrative for course changes.

MOV: Info Item, 9/28/2021   **NOR:** Approved, 9/28/2021   **RIV:** Info Item, 9/28/2021

		M	N	R	Discussion	Action
ARE	**Essential Revit**	☐	☑	☐		

Rationale: To provide short certificate for continuing education and professionals with program focus to job market.

Tech Review: Approved, 9/21/2021

MOV: Info Item, 9/28/2021   **NOR:** Approved, 9/28/2021   **RIV:** Info Item, 9/28/2021

Programs

New Programs		M N R	Discussion	Action

Certificate

DFT   **Essential CAD**   ☐ ☑ ☐

Rationale: To provide short certificate for continuing education and professionals with program focus to job market.

Tech Review: Approved, 9/21/2021

MOV: Info Item, 9/28/2021   **NOR:** Approved, 9/28/2021   **RIV:** Info Item, 9/28/2021

DFT   **Essential Fusion 360**   ☐ ☑ ☐

Rationale: To provide short certificate for continuing education and professionals with program focus to job market.

Tech Review: Approved, 9/21/2021

MOV: Info Item, 9/28/2021   **NOR:** Approved, 9/28/2021   **RIV:** Info Item, 9/28/2021

DFT   **Essential SolidWorks**   ☐ ☑ ☐

Rationale: To provide short certificate for continuing education and professionals with program focus to job market.

Tech Review: Approved, 9/21/2021

MOV: Info Item, 9/28/2021   **NOR:** Approved, 9/28/2021   **RIV:** Info Item, 9/28/2021

Degree & Certificate

HLS   **Emergency Management and Homeland Security - Leadership**   ☑ ☐ ☐

Rationale: The Emergency Management and Homeland Security - Leadership concentration prepares students to be leaders in homeland security and emergency management. The curriculum is designed to provide the learner with a foundation of technical and professional knowledge to meet local, state, and national safety responsibilities both in the public and private sectors preparing for, mitigating, responding to, and recovering from natural and manmade disasters. The concentration in Cyber Security is specifically designed to prepare Cyber Security Professionals to operate in the complex world of Emergency Management and Homeland Security.

Tech Review: Approved, 9/21/2021

MOV: Approved, 9/28/2021   **NOR:** Info Item, 9/28/2021   **RIV:** Info Item, 9/28/2021

Program Modifications		M N R	Discussion	Action

Certificate

COS   **Cosmetology Instructor Training**   ☐ ☐ ☑

Rationale: Updating program to reflect unit value change of courses.

Tech Review: Approved, 9/21/2021

MOV: Info Item, 9/28/2021   **NOR:** Info Item, 9/28/2021   **RIV:** Approved, 9/28/2021

Programs

Program Modifications   M N R   Discussion   Action

Certificate

		M N R
THE	**Musical Theatre**	☐ ☐ ☑
Rationale:	Course listing is being updated.	
Tech Review:	Approved, 9/21/2021	

MOV: Info Item, 9/28/2021   **NOR:** Info Item, 9/28/2021   **RIV:** Approved, 9/28/2021

Degree & Certificate

		M N R
AUB	**Automotive Technology - Automotive Trim and Upholstery**	☐ ☐ ☑
Rationale:	Updating course offerings to remove WEL34, which was deleted from the College inventory.	
Tech Review:	Approved, 9/21/2021	

MOV: Info Item, 9/28/2021   **NOR:** Info Item, 9/28/2021   **RIV:** Approved, 9/28/2021

		M N R
WEL	**Welding Technology**	☐ ☐ ☑
Rationale:	Rationale for the changes to the Welding Technology Certificate of Achievement and Degree is to ensure courses within the discipline are utilized concurrently with the courses in the individual smaller certificate patterns. These courses may be used as either required or elective courses within multiple Welding Certificate patterns. The two additional elective courses proposed in the Welding Technology Certificate/Degree pattern will simultaneously allow students to utilize the proposed courses in the smaller certificate options as well as giving them the skill to obtain employment and then continue taking courses to achieve the larger Welding Technology Certificate or Degree. We are also removing the WEL-34 class as it has been deleted.	
Tech Review:	Approved, 9/21/2021	

MOV: Info Item, 9/28/2021   **NOR:** Info Item, 9/28/2021   **RIV:** Approved, 9/28/2021

Riverside Community College District

District Curriculum Committee

Program Documentation for October 5, 2021

Program Outline

Title: Essential 3D Tour

☐ **Moreno Valley College**   ☒ **Norco College**   ☐ **Riverside City College**
(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 0201.00   CIP Code: 40901

Type of Program:
☐ Certificate of Achievement only   ☒ Locally approved certificate (8-units or less) only
☐ Associate Degree only   ☐ Certificate of Achievement <u>and</u> Degree

Type of Associate Degree: ☐ Associate of Arts   ☐ Associate of Science

This is a: ☒ New certificate/degree   ☐ Modification to an existing certificate/degree

If this is a modification to an existing certificate/degree, please specify the changes being made:
N/A

Rationale:
To provide short certificate for continuing education and professionals with program focus to job market.

Required Documentation

Please submit this form and the documents outlined below to your college coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

☒ Evidence of district-wide discipline communication
☒ Department minutes showing approval
☒ Narrative *(see following page)*
☐ Transfer preparation documentation *(only if applicable)*

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes
In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*
☒ Labor Market Information and Analysis *(Required for new programs and modifications.)*
☒ Advisory Committee Recommendation *(Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.)*
☐ Regional Consortium Recommendation *(Required for new programs only.)*

*Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk.
Revised April 2021

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Program Narrative

Item 1. Program Goals and Objectives
Upon successful completion of the course, students should be able to demonstrate the following activities:
1. *Read Architectural documents and blueprints*
2. *Prepare a visual 3D presentation inside or outside a building for potential clients*

Item 2. Catalog Description
The Essential 3D Tour program prepares students with the knowledge and skill in reading Architectural documents and blueprints with technics in presenting an existing building in a three-dimensional virtual tour for later remodeling or design. Students learn to set and use advanced building scanner/camera and drones in presenting spatial aspects of building in a virtual walkthrough or virtual fly around the building and landscapes.

Item 3. Program Requirements
Building Scanner, Camera and virtual tour software will be provided by college. Students need a software access and a computer for home assignments.

Required Courses: __6__ units

Course	Title	Units	Sequencing
CON-62	Blueprint Reading for Construction	3	Semester 1, Fall
ARE-63	3D Tour - VR, AR, MR and XR	3	Semester 2, Spring

Elective Courses: ____ units

Course	Title	Units	Sequencing
None			

Total Program Units: __6__ units

Item 4. Master Planning
This certificate serve our students by providing a unique educational opportunity with a cutting edge technology to a diverse group of talents in creating job opportunity for students, entrepreneurs and professionals who need to update their skills in the field.

Item 5. Enrollment and Completer Projections
34 per semester

Item 6. Place of Program in Curriculum/Similar Programs
Currently we have Architectural Graphics and Construction certificate that students can use some of the units to transfer in continuing their education.

Item 7. Similar Programs at Other Colleges in Service Area
Only private companies provide the service. Community colleges have only Print reading aspect of this certificate

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk. Revised April 2021

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Item 8. Transfer Preparation Information (if applicable)

Upon completion students can continue their education in Construction or Architecture program.

*For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD
Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk.
Revised April 2021*

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Program Outline

Title: Essential Revit

☐ **Moreno Valley College**　　　　☒ **Norco College**　　　　☐ **Riverside City College**
(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code:　　**0201.00**　　　　**CIP Code: 40901**

Type of Program:
☐ Certificate of Achievement only　　　☒ Locally approved certificate (8-units or less) only
☐ Associate Degree only　　　　　　　☐ Certificate of Achievement <u>and</u> Degree

Type of Associate Degree:　　　　☐ Associate of Arts　　　　☐ Associate of Science

This is a:　　　☒ New certificate/degree　　　☐ Modification to an existing certificate/degree

If this is a modification to an existing certificate/degree, please specify the changes being made:
N/A

Rationale:
To provide short certificate for continuing education and professionals with program focus to job market.

Required Documentation

Please submit this form and the documents outlined below to your college coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates
☒ Evidence of district-wide discipline communication
☒ Department minutes showing approval
☒ Narrative *(see following page)*
☐ Transfer preparation documentation *(only if applicable)*

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes
In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*
☒ Labor Market Information and Analysis *(Required for new programs and modifications.)*
☒ Advisory Committee Recommendation *(Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.)*
☐ Regional Consortium Recommendation *(Required for new programs only.)*

*Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk.
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Program Narrative

Item 1. Program Goals and Objectives

Upon successful completion of the course, students should be able to demonstrate the following activities:
1. *Prepare Architectural drawings including plan, elevation, roof using Autodesk Revit.*
2. *Prepare Architectural rendering, solar study and perspectives using Autodesk Revit*

Item 2. Catalog Description

This program prepares students with the knowledge and skill in using Autodesk Revit Architecture for building Information Modeling on computer to document building information and drawings with architectural details. Students learn to render their architectural design and present solar study using Revit.

Item 3. Program Requirements

Software is free to students and college. Computer will be accessible by college. Students may use their home computer for homework..

Required Courses: ____ units

Course	Title	Units	Sequencing
ARE-24	Revit I-Architectural Drafting	3	Semester 1, Fall
ARE-25	Revit II-Advanced Architectural Drafting	3	Semester 2, Spring

Elective Courses: ____ units

Course	Title	Units	Sequencing
None			

Total Program Units: ___6___ units

Item 4. Master Planning

This certificate serves our students by providing a unique educational opportunity with a cutting edge technology to a diverse group of talents in creating job opportunity for students, entrepreneurs and professionals who need to update their skills in the architecture drafting field.

Item 5. Enrollment and Completer Projections

34 per semester

Item 6. Place of Program in Curriculum/Similar Programs

Currently we have Architectural Graphics certificate that students can use all these units to continuing their education.

Item 7. Similar Programs at Other Colleges in Service Area

Norco college already has these two courses as a part of a larger certificate, Architectural Graphics.
B.I.M. (Building Information Modeling) and CADD by **Rio Hondo College**

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk.
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Item 8. Transfer Preparation Information (if applicable)

Upon completion students can continue their education in Architecture program.

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk.
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Program Outline

Title: Essential CAD

☐ **Moreno Valley College**　　　☒ **Norco College**　　　☐ **Riverside City College**
(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code:　　0953.00　　　**CIP Code: 151302**

Type of Program:
☐ Certificate of Achievement only　　　☒ Locally approved certificate (8-units or less) only
☐ Associate Degree only　　　☐ Certificate of Achievement <u>and</u> Degree

Type of Associate Degree:　　　☐ Associate of Arts　　　☐ Associate of Science

This is a:　　☒ New certificate/degree　　　☐ Modification to an existing certificate/degree

If this is a modification to an existing certificate/degree, please specify the changes being made:
N/A

Rationale:
To provide short certificate for continuing education and professionals with program focus to job market.

Required Documentation

Please submit this form and the documents outlined below to your college coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

<u>All Degrees and Certificates</u>
☒ Evidence of district-wide discipline communication
☒ Department minutes showing approval
☒ Narrative *(see following page)*
☐ Transfer preparation documentation *(only if applicable)*

<u>Degrees and Certificates of 8 Units or More with Vocational TOPs Codes</u>
In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*
☒ Labor Market Information and Analysis *(Required for new programs and modifications.)*
☒ Advisory Committee Recommendation *(Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.)*
☐ Regional Consortium Recommendation *(Required for new programs only.)*

*Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk.
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Program Narrative

Item 1. Program Goals and Objectives
Upon successful completion of the course, students should be able to demonstrate the following activities:
1. *Prepare Two- and three-dimensional Computer Aided Design drawings and models.*
2. *Prepare drawings such as orthographic and auxiliary views, sections with standard annotation and details using a CAD program*
3. *Prepare virtual rendering for computer models using CAD program.*

Item 2. Catalog Description
This program prepares students with the knowledge and skill in using CAD to prepare complicated two- and three-dimensional geometric shapes and models used in Architecture and Mechanical industry. Students learn to render computer models and prepare CAD animation.

Item 3. Program Requirements
Software is free to student. Computer and software access will be provided by college. Students may use their home computer for homework.

Required Courses: _____ units

Course	Title	Units	Sequencing
DFT-30	Computer Aided Design	3	Semester 1, Fall
DFT-31	Advanced Computer Aided Design	3	Semester 2, Spring

Elective Courses: _____ units

Course	Title	Units	Sequencing
None			

Total Program Units: ___6___ units

Item 4. Master Planning
 This certificate serve our students by providing a unique educational opportunity with AutoCAD to a diverse group of talents in creating job opportunity for students, entrepreneurs and professionals who need to update their skills in the Mechanical or Industrial drafting field.

Item 5. Enrollment and Completer Projections
34 per semester

Item 6. Place of Program in Curriculum/Similar Programs
Currently we have 3D Mechanical certificate that students can use all these units to continuing their education.

Item 7. Similar Programs at Other Colleges in Service Area
Norco college already has these two courses as a part of a larger certificate, 3D Mechanical Certificate.

Item 8. Transfer Preparation Information (if applicable)

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk. Revised April 2021

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Upon completion students can continue their education in 3D Mechanical or Architectural Graphic programs.

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk.
Revised April 2021

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Program Outline of Record –
Credit Degrees and Certificates

Program Outline

Title: Essential Fusion 360

☐ **Moreno Valley College**   ☒ **Norco College**   ☐ **Riverside City College**
(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 0**953.00**   **CIP Code: 500404**

Type of Program:
☐ Certificate of Achievement only   ☒ Locally approved certificate (8-units or less) only
☐ Associate Degree only   ☐ Certificate of Achievement <u>and</u> Degree

Type of Associate Degree: ☐ Associate of Arts   ☐ Associate of Science

This is a: ☒ New certificate/degree   ☐ Modification to an existing certificate/degree

If this is a modification to an existing certificate/degree, please specify the changes being made:
N/A

Rationale:
To provide short certificate for continuing education and professionals with program focus to job market.

Required Documentation

Please submit this form and the documents outlined below to your college coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates
☒ Evidence of district-wide discipline communication
☒ Department minutes showing approval
☒ Narrative *(see following page)*
☐ Transfer preparation documentation *(only if applicable)*

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes
In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*
☒ Labor Market Information and Analysis *(Required for new programs and modifications.)*
☒ Advisory Committee Recommendation *(Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.)*
☐ Regional Consortium Recommendation *(Required for new programs only.)*

*Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk.
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Program Narrative

Item 1. Program Goals and Objectives
Upon successful completion of the course, students should be able to demonstrate the following activities:
   1. *Prepare parametric three-dimensional solid models using Autodesk 360.*
   2. *Prepare drawings such as orthographic and auxiliary views, sections with standard annotation and details using Fusion 360*
   3. *Setup and build parts using additive and subtractive process through Fusion 360.*

Item 2. Catalog Description
The Essential Fusion 360 program prepares makers with the knowledge and skill in using Fusion360 to document mechanical drawings per ANSI standards. Students learn to render parts and assemblies with exploded view animation. Also student learn to build parts using additive and subtractive process through Fusion 360.

Item 3. Program Requirements
Software is free to student. Computer and software access will be provided by college. Students may use their home computer for homework.

Required Courses: ____ units

Course	Title	Units	Sequencing
DFT-62	Basic Fusion 360	3	Semester 1, Fall
DFT-63	Advanced Fusion 360	3	Semester 2, Spring

Elective Courses: ____ units

Course	Title	Units	Sequencing
None			

Total Program Units: ___6__ units

Item 4. Master Planning
This certificate serve our students by providing a unique educational opportunity with Fusion 360 to a diverse group of talents in creating job opportunity for students, entrepreneurs and professionals who need to update their skills in the Mechanical and industrial drafting field.

Item 5. Enrollment and Completer Projections
34 per semester

Item 6. Place of Program in Curriculum/Similar Programs
Currently we have 3D Mechanical certificate that students use similar programs such as SolidWorks

Item 7. Similar Programs at Other Colleges in Service Area
SolidWorks that currently is offered in Norco College as a part of 3D Mechanical Drafting.

Item 8. Transfer Preparation Information (if applicable) N/A.

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk.
Revised April 2021

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Program Outline

Title: Essential SolidWorks

☐ **Moreno Valley College**　　　　☒ **Norco College**　　　　☐ **Riverside City College**
(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code:　　0953.00　　　　**CIP Code: 151302**

Type of Program:
☐ Certificate of Achievement only　　　☒ Locally approved certificate (8-units or less) only
☐ Associate Degree only　　　　　　　☐ Certificate of Achievement <u>and</u> Degree

Type of Associate Degree:　　　☐ Associate of Arts　　　☐ Associate of Science

This is a:　　☒ New certificate/degree　　　☐ Modification to an existing certificate/degree

If this is a modification to an existing certificate/degree, please specify the changes being made:
N/A

Rationale:
To provide short certificate for continuing education and professionals with program focus to job market.

Required Documentation

Please submit this form and the documents outlined below to your college coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates
☒ Evidence of district-wide discipline communication
☒ Department minutes showing approval
☒ Narrative *(see following page)*
☐ Transfer preparation documentation *(only if applicable)*

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes
In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*
☒ Labor Market Information and Analysis *(Required for new programs and modifications.)*
☒ Advisory Committee Recommendation *(Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.)*
☐ Regional Consortium Recommendation *(Required for new programs only.)*

*Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk.
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Program Narrative

Item 1. Program Goals and Objectives
Upon successful completion of the course, students should be able to demonstrate the following activities:
1. *Prepare parametric three-dimensional solid models*
2. *Prepare drawings such as orthographic and auxiliary views, sections with annotations and details using SolidWorks.*
3. *Prepare virtual rendering for mechanical parts, assemblies and animation using SolidWorks.*

Item 2. Catalog Description
The Essential SolidWorks program prepares students with the knowledge and skill in using Solidworks to document mechanical drawings per ANSI standards. Students learn to render parts and assemblies with exploded view animation.

Item 3. Program Requirements
Software is free to student. Computer and software access will be provided by college. Students may use their home computer for homework.

Required Courses: ____ units

Course	Title	Units	Sequencing
DFT-42	SolidWorks I	3	Semester 1, Fall
DFT-42B	SolidWorks II	3	Semester 2, Spring

Elective Courses: ____ units

Course	Title	Units	Sequencing
None			

Total Program Units: ___6___ units

Item 4. Master Planning
This certificate serve our students by providing a unique educational opportunity with SolidWorks to a diverse group of talents in creating job opportunity for students, entrepreneurs and professionals who need to update their skills in the Mechanical or Industrial drafting field.

Item 5. Enrollment and Completer Projections
34 per semester

Item 6. Place of Program in Curriculum/Similar Programs
Currently we have 3D Mechanical certificate that students can use all these units to continuing their education.

Item 7. Similar Programs at Other Colleges in Service Area
Norco college already has these two courses as a part of a larger certificate, 3D Mechanical Certificate.

Item 8. Transfer Preparation Information (if applicable)

*For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk.
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Upon completion students can continue their education in 3D Mechanical program.

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk.
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Program Outline

Title: Emergency Management and Homeland Security - Leadership

☒ **Moreno Valley College**   ☐ **Norco College**   ☐ **Riverside City College**

(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 2105.30   **CIP Code:** 43.0301

Type of Program:
☐ Certificate of Achievement only   ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only   ☒ Certificate of Achievement <u>and</u> Degree

Type of Associate Degree: ☐ Associate of Arts   ☒ Associate of Science

This is a: ☒ New certificate/degree   ☐ Modification to an existing certificate/degree

If this is a modification to an existing certificate/degree, please specify the changes being made:
(<u>Please be specific</u>! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

Rationale:
(Please note: This information will be presented to the Board of Trustees.)
The Emergency Management and Homeland Security - Leadership concentration prepares students to be leaders in homeland security and emergency management. The curriculum is designed to provide the learner with a foundation of technical and professional knowledge to meet local, state, and national safety responsibilities both in the public and private sectors preparing for, mitigating, responding to, and recovering from natural and manmade disasters. The concentration in Cyber Security is specifically designed to prepare Cyber Security Professionals to operate in the complex world of Emergency Management and Homeland Security.

Required Documentation

Please submit this form and the documents outlined below to your college coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates
☐ Evidence of district-wide discipline communication (Emergency Management/Homeland Security is
☒ Department minutes showing approval   unique to Moreno Valley College.)
☒ Narrative *(see following page)*
☐ Transfer preparation documentation *(only if applicable)*

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes
In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*
☒ Labor Market Information and Analysis *(Required for new programs and modifications.)*
☒ Advisory Committee Recommendation *(Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.)*

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk.
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☒ Regional Consortium Recommendation *(Required for new programs only.)*

Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk.
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RIVERSIDE COMMUNITY
COLLEGE DISTRICT
RCCD
MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

Program Narrative

Item 1. Program Goals and Objectives
For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

Upon completion of this program, students will be able to:

1. Recognize the types of natural, manmade, and technological hazards that can negatively impact a community.

2. Compare and Contrast various forms of National and International Terrorism.

3. Distinguish the fundamental roles and responsibilities of the professional emergency manager.

4. Demonstrate skills necessary to prepare for, mitigate, respond to, and recover from manmade and natural disasters.

5. Demonstrate an understanding of the role of Ethical Leadership in the Homeland Security Enterprise.

Item 2. Catalog Description
Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

The Emergency Management and Homeland Security - Leadership concentration prepares students to be leaders in homeland security and emergency management. The curriculum is designed to provide the learner with a foundation of technical and professional knowledge to meet local, state, and national safety responsibilities both in the public and private sectors. The program emphasizes an All-Hazard approach to emergency planning and management, with courses in preparedness planning, risk mitigation, emergency response and disaster recovery. Students who successfully complete the program will gain entry-level employment in the fields of emergency management, homeland security, law enforcement, fire service, urban planning, security management, information security, business continuity, and other service-related occupations. The concentration in Cyber Security is specifically designed to prepare Cyber Security Professionals to operate in the complex world of Emergency Management and Homeland Security.

Upon completion of this program, students will be able to:

1. Recognize the types of natural, manmade, and technological hazards that can negatively impact a community.

2. Compare and Contrast various forms of National and International Terrorism.

3. Distinguish the fundamental roles and responsibilities of the professional emergency manager.

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk. Revised April 2021

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4. Demonstrate skills necessary to prepare for, mitigate, respond to, and recover from manmade and natural disasters.

5. Demonstrate an understanding of the role of Ethical Leadership professionals in the Homeland Security Enterprise.

Required Courses: __33_ units

Course	Title	Units	Sequencing
HLS-1	Introduction to Homeland Security and Terrorism	3	Semester 1, Fall
HLS-101	Introduction to Emergency Management	3	Semester 1, Fall
HLS-2	Preparedness for Emergencies, Disasters & Homeland Security Incidents	3	Semester 2, Spring
HLS-3	Response to Emergencies, Disasters & Homeland Security Incidents	3	Semester 2, Spring
HLS-4	Recovery in Emergencies, Disasters & Homeland Security Incidents	3	Semester 3, Fall
HLS-5	Investigation of Emergencies, Disasters & Homeland Security Incidents	3	Semester 3, Fall
HLS-6	Case Studies Emergencies, Disasters & Homeland Security Incidents	3	Semester 4, Spring
HLS-50	Developing a Personal Philosophy of Leadership and Ethics	3	Semesters 1, 2, 3, or 4
HLS-51	Leading others Ethically	3	Semesters 1, 2, 3, or 4
HLS-52	Ethical Leadership in Organizations	3	Semesters 1, 2, 3, or 4
HLS-53	Ethics and the Challenge of Leadership	3	Semesters 1, 2, 3, or 4

Total Program Units: __33_ units

The **Associate of Science Degree in Emergency Management and Homeland Security - Leadership concentration** will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

Item 3. Program Requirements
Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Required Courses: __33_ units

Course	Title	Units	Sequencing
HLS-1	Introduction to Homeland Security and Terrorism	3	Semester 1, Fall
HLS-101	Introduction to Emergency Management	3	Semester 1, Fall

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk.
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HLS-2	Preparedness for Emergencies, Disasters & Homeland Security Incidents	3	Semester 2, Spring
HLS-3	Response to Emergencies, Disasters & Homeland Security Incidents	3	Semester 2, Spring
HLS-4	Recovery in Emergencies, Disasters & Homeland Security Incidents	3	Semester 3, Fall
HLS-5	Investigation of Emergencies, Disasters & Homeland Security Incidents	3	Semester 3, Fall
HLS-6	Case Studies Emergencies, Disasters & Homeland Security Incidents	3	Semester 4, Spring
HLS-50	Developing a Personal Philosophy of Leadership and Ethics	3	Semesters 1, 2, 3, or 4
HLS-51	Leading others Ethically	3	Semesters 1, 2, 3, or 4
HLS-52	Ethical Leadership in Organizations	3	Semesters 1, 2, 3, or 4
HLS-53	Ethics and the Challenge of Leadership	3	Semesters 1, 2, 3, or 4

Total Program Units: __33__ units

 The **Associate of Science Degree in Emergency Management and Homeland Security - Leadership** concentration will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

Minimum Degree Units		Maximum Degree Units	
Minimum Required Units	33	Maximum Required Units	33
Minimum Elective Units	0	Maximum Elective Units	0
Local GE Required Units	27	CSUGE Required Units	39
Double Counted Units	0	Double Counted Units	0
Total Minimum Degree Units	**60**	**Total Maximum Degree Units**	**72**

Item 4. Master Planning
Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

This associate degree program aims to increase the diversity in Inland Empire workforce by providing technical training emphasis in Career Technical Education. This program will increase the diversity of student population in Emergency Management and Homeland Security. The growth of the program will also address to need to increase special populations in Emergency Management and Homeland Security, such as potentially increasing the population of female, Hispanic, African American students and professionals. The program is expected to have a steady growth after the initial year with program promotional outreach to local high schools and community centers.

Item 5. Enrollment and Completer Projections
Projection of number of students to earn certificate/degree annually.

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk. Revised April 2021

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It is projected that 25 students will complete this certificate annually, with a 2-3% increase annually.

Item 6. Place of Program in Curriculum/Similar Programs
Must address how the certificate/degree fits in college's existing inventory.

All of the classes necessary are currently in the college inventory. This will allow for another pathway for our students to earn a degree and/or certificate.
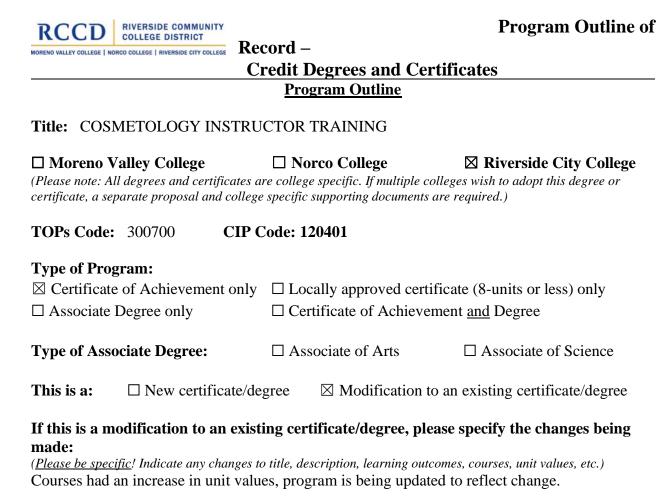
Item 7. Similar Programs at Other Colleges in Service Area
Justification of need for certificate/degree in the region.

No Colleges in the Inland Region offer similar programs. The following colleges offer Degrees/Certificates in Homeland Security or Emergency Management:
Cerritos
Citrus
Coastline
Grossmont
Palomar
Cypress
Rio Hondo

Item 8. Transfer Preparation Information (if applicable)
If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD
Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk.
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Program Outline of Record – Credit Degrees and Certificates

Program Outline

Title: COSMETOLOGY INSTRUCTOR TRAINING

☐ **Moreno Valley College**   ☐ **Norco College**   ☒ **Riverside City College**

(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 300700   **CIP Code: 120401**

Type of Program:
☒ Certificate of Achievement only   ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only   ☐ Certificate of Achievement <u>and</u> Degree

Type of Associate Degree: ☐ Associate of Arts   ☐ Associate of Science

This is a: ☐ New certificate/degree   ☒ Modification to an existing certificate/degree

If this is a modification to an existing certificate/degree, please specify the changes being made:
(<u>Please be specific</u>! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)
Courses had an increase in unit values, program is being updated to reflect change.

Rationale:
(Please note: This information will be presented to the Board of Trustees.)
Courses had an increase in unit values, program is being updated to reflect change.

Required Documentation
Please submit this form and the documents outlined below to your college coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates
☐ Evidence of district-wide discipline communication
☒ Department minutes showing approval
☐ Narrative *(see following page)*
☐ Transfer preparation documentation *(only if applicable)*

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes
In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*
☒ Labor Market Information and Analysis *(Required for new programs and modifications.)*

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk. Revised April 2021

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☒ Advisory Committee Recommendation *(Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.)*

☐ Regional Consortium Recommendation *(Required for new programs only.)*

*Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.

Program Narrative

Item 1. Program Goals and Objectives
Upon successful completion of this program, students should be able to:
- Create and demonstrate lesson planning, oral presentations, use methods of evaluations, test construction and use of audio/visual aids.
- Synthesize information and apply principles to solve instructional and classroom issues.
- Construct exams using multiple choice, true or false, identification, matching, essay, research and performance methods and identify the methodology of each test mechanism.
- Demonstrate methodology required for student success used in the classroom environment.

Item 2. Catalog Description
Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

Need catalog description:
Cosmetology instructor pedagogy, California Board of Barbering and Cosmetology Act and Regulations, and the practice of Cosmetology instructor principles. Theory subjects include: basic learning styles and principles, learning environments and teaching plans. Laboratory practices include: oral presentations, audio and visual aids, classroom observations, classroom presentations and assessment observations.

Program Learning Outcomes:
Upon successful completion of this program, students should be able to:
- Create and demonstrate lesson planning, oral presentations, use methods of evaluations, test construction and use of audio/visual aids.
- Synthesize information and apply principles to solve instructional and classroom issues.
- Construct exams using multiple choice, true or false, identification, matching, essay, research and performance methods and identify the methodology of each test mechanism.
- Demonstrate methodologies required for student success used in the classroom environment.

Required Courses:
COS 61A Level I Cosmetology Instructor Concepts 9.5 units
COS 61B Level II Cosmetology Instructor Concepts 9.5 units

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk. Revised April 2021

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Requisite:
The Cosmetology Instructor Training Certificate will be awarded only to holders of Cosmetology licenses issued by the State of California.

Relevant information:
This Program Pathway will allow a full-time student to complete this program in 12 months. Students attending part time may take longer to complete. Course offered by terms are subject to change.

Upon successful completion of this program, students should be able to:
• Create and demonstrate lesson planning, oral presentations, use methods of evaluations, test construction and use of audio/visual aids.
• Synthesize information and apply principles to solve instructional and classroom issues.
• Construct exams using multiple choice, true or false, identification, matching, essay, research and performance methods and identify the methodology of each test mechanism.
• Demonstrate methodology required for student success used in the classroom environment.

Item 3. Program Requirements
Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Required Courses: __19__ units

Course	Title	Units	Sequencing
COS-61A	Level I Cosmetology Instructor Concepts	9.5	Semester 1, Fall
COS-61B	Level I Cosmetology Instructor Concepts	9.5	Semester 2, Spring

Elective Courses: __0__ units

Course	Title	Units	Sequencing

Total Program Units: __19__ units

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk. Revised April 2021

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Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

The Instructor Training program prepares students for the employment of postsecondary cosmetology instruction. Typically, community college instructors require more education and work experience than private training providers. The typical combination of work experience for community colleges is a bachelor's degree and between two and five years of relevant work experience or an associate degree and six years of relevant work experience.

Work Experience Requirements: More than half (21) of the job ads for cosmetology instructors included a minimum work experience required figure. Of the ads with a work experience requirement, 85% are looking for candidates with three or more years of experience.
Years of Work Experience Required Job Ads
0 to 2 years 14%
3 to 5 years 43%
6 to 8 years 43%

Certifications: Only 21 of the 39 job ads for cosmetology instructors included a required certification. A valid California cosmetology license was the most frequently requested certification over the past twelve months. Job ads with this certification requirement typically were seeking candidates with a low level of education and combined work experience, when compared to community college requirements. Many of the community college job advertisements did not include required certifications as they primarily focused on education and work experience as a way to gauge job competency.

Advertised Earnings: The average real-time salary is $56,000 and the median real-time salary is $44,000. This information should be viewed with caution as it only represents 49% of job postings.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.
Potential number of completers annually 60-80 completers.

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.
The courses offered with this Instructor Training program could be post cosmetology education. Upon the completion of the cosmetology program, students could enroll in Instructor Training Program.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.
Few community colleges offer an Instructor Training Program, Fullerton College offers an Instructor Training program.

Item 8. Transfer Preparation Information (if applicable)

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk. Revised April 2021

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If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk. Revised April 2021

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Program Outline of Record – Credit Degrees and Certificates

Program Outline

Title: Musical Theatre

☐ **Moreno Valley College**   ☐ **Norco College**   ☒ **Riverside City College**
(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 1007.00   **CIP Code:**   50.0501

Type of Program:
☒ Certificate of Achievement only   ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only   ☐ Certificate of Achievement <u>and</u> Degree

Type of Associate Degree: ☐ Associate of Arts   ☐ Associate of Science

This is a: ☐ New certificate/degree   ☒ Modification to an existing certificate/degree

If this is a modification to an existing certificate/degree, please specify the changes being made:
(<u>Please be specific</u>! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)
Removing DAN D30, DAN D20. DAN-D45, Adding MUS 3

Rationale:
(Please note: This information will be presented to the Board of Trustees.)
Program is being updated to remove course that are no longer in the inventory. Adding an additional music course option.

Required Documentation

Please submit this form and the documents outlined below to your college coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates
☐ Evidence of district-wide discipline communication
☐ Department minutes showing approval
☒ Narrative *(see following page)*
☐ Transfer preparation documentation *(only if applicable)*

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes
In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*
☐ Labor Market Information and Analysis *(Required for new programs and modifications.)*

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk. Revised April 2021

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☐ Advisory Committee Recommendation *(Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.)*

☐ Regional Consortium Recommendation *(Required for new programs only.)*

*Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk.
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Program Narrative

Item 1. Program Goals and Objectives

The Musical Theatre Program is a dynamic training experience for students who seek a professional career in Musical Theatre. The curriculum is fundamentally craft-based, offering rich and intensive courses in singing, acting, music, and dancing. We also have a commitment to bringing in guest artists and other visiting professionals to complement our existing curriculum. Our comprehensive course of study requires that students who successfully complete the program must be motivated, committed, hard-workers, as well as gifted. Students must demonstrate continued progress and development and pass ongoing faculty evaluations in order to remain in the program. Performance opportunities include Performance Riverside, a semi-professional theatre located on the campus of Riverside City College, which is home to a season of three productions each year, and, our flexible black box space which produces 1-2 productions each year.

Item 2. Catalog Description

The Musical Theatre Program is a dynamic training experience for students who seek a professional career in Musical Theatre. The curriculum is fundamentally craft-based, offering rich and intensive courses in singing, acting, music, and dancing. We also have a commitment to bringing in guest artists and other visiting professionals to complement our existing curriculum. Our comprehensive course of study requires that students who successfully complete the program must be motivated, committed, hard-workers, as well as gifted. Students must demonstrate continued progress and development and pass ongoing faculty evaluations in order to remain in the program. Performance opportunities include Performance Riverside, a semi-professional theatre located on the campus of Riverside City College, which is home to a season of three productions each year, and, our flexible black box space which produces 1-2 productions each year.

PROGRAM LEARNING OUTCOMES
Upon successful completion of this program, students should be able to:
- Perform and/or design material appropriate to their area of emphasis as individuals in productions.
- Demonstrate identify and work conceptually with all elements and styles of theatre.
- Experience the process of audition, rehearsal, design and performance through various forms of theatrical literature.

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Required Courses: __17-20__ units

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk. Revised April 2021

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Musical Theatre (9 units)

Course	Title	Units	Sequencing
THE-37	Musical Theatre Techniques	3	Term 1
THE-55	Beginning Musical Theatre I	3	Term 1
THE-56	Beginning Musical Theatre II	3	Term 2
THE-57	Intermediate Musical Theatre I	3	Term 1 or 3
THE-58	Intermediate Musical Theatre II	3	Term 2 or 4

Musical Theatre Practicum (3 units)

Course	Title	Units	Sequencing
THE-5	Theater Practicum	3	Term 1
THE-6	Advanced Theater Practicum	3	Term 1 or 2

Dance Technique (3 units)

Course	Title	Units	Sequencing
DAN-D60	Musical Theatre Dance	1	Term 1
DAN-D21	Ballet, Beginning	1	Any term
DAN-D22	Ballet, Intermediate	1	Any term
DAN-D23	Ballet, Advanced	1	Any term
DAN-D43	Tap, Beginning	1	Any term
DAN-D44	Tap, Intermediate	1	Any term

Music (1-4 units)

Course	Title	Units	Sequencing
MUS-3	Fundamentals of Music	4	Any term
MUS-32A	Class Piano I	1	Term 1 if selected
MUS-32B	Class Piano II	1	Term 2 if selected
MUS-32C	Class Piano III	1	Term 3 if selected
MUS-32D	Class Piano IV	1	Term 4 if selected

Applied Music (2 units)

Course	Title	Units	Sequencing
MUS-38	Beginning Applied Music, I	2	Term 2
MUS-78	Beginning Applied Music II	2	Term 2 or 3

Total Program Units: __17-20__   units

Item 4. Master Planning

As a community college preparing students for BFA programs in Musical Theatre as a Discipline
(along with the integration of Performance Riverside, our Discipline Musical Theatre Summer
Conservatory, and multiple area productions and theme parks presenting musical theatre) it is

*For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD
Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk.
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imperative we explore a certificate not only to go along with the ADT but to prepare students for work in the industry.

Item 5. Enrollment and Completer Projections
It is estimated that 15-20 students will complete this program annually.

Item 6. Place of Program in Curriculum/Similar Programs
This certificate is already in the Theatre Program.

Item 7. Similar Programs at Other Colleges in Service Area
None

Item 8. Transfer Preparation Information (if applicable)
N/A

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk. Revised April 2021

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Program Outline

Title: Automotive Technology – Automotive Trim and Upholstery

☐ **Moreno Valley College**   ☐ **Norco College**   ☒ **Riverside City College**
(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 0949.10   **CIP Code:** 48.0303

Type of Program:
☐ Certificate of Achievement only   ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only   ☒ Certificate of Achievement <u>and</u> Degree

Type of Associate Degree: ☐ Associate of Arts   ☒ Associate of Science

This is a: ☐ New certificate/degree   ☒ Modification to an existing certificate/degree

If this is a modification to an existing certificate/degree, please specify the changes being made:
(<u>Please be specific</u>! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)
Removing WEL-34

Rationale:
(Please note: This information will be presented to the Board of Trustees.)
Removing WEL-34

Required Documentation
Please submit this form and the documents outlined below to your college coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

<u>All Degrees and Certificates</u>
☐ Evidence of district-wide discipline communication
☐ Department minutes showing approval
☐ Narrative *(see following page)*
☐ Transfer preparation documentation *(only if applicable)*

<u>Degrees and Certificates of 8 Units or More with Vocational TOPs Codes</u>
In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*
☐ Labor Market Information and Analysis *(Required for new programs and modifications.)*

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk. Revised April 2021

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☐ Advisory Committee Recommendation *(Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.)*

☐ Regional Consortium Recommendation *(Required for new programs only.)*

*Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk.
Revised April 2021

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Program Narrative

Item 1. Program Goals and Objectives
This program prepares individuals to apply technical knowledge and skills to install springs, filling, padding, covering, and finishing (trim) on automobile related products.

Item 2. Catalog Description
This program prepares individuals to apply technical knowledge and skills to install springs, filling, padding, covering, and finishing (trim) on automobile related products.

Program Learning Outcomes
Upon successful completion of this program, students should be able to:
- Demonstrate their proficiency by the use of upholstery tools and techniques while removing, striping, reupholstering, and reinstalling an automotive seat or bench.
- Calculate the adequate amount of material and time required to reupholster an automotive seat or bench.

Item 3. Program Requirements
Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Required Courses: __16__ units

Course	Title	Units	Sequencing
AUB50	Introduction to Automotive Collision Repair	4	YR 1, Fall
AUB51	Automotive Non-Structural Collision Repair and Estimating	4	YR 1, Fall
AUB60	Automotive Trim and Upholstery I	4	YR 1, Fall
AUB61	Automotive Trim and Upholstery II	4	YR 1, Spring

Elective Courses: ___4_ units

Course	Title	Units	Sequencing
AUB53	Automotive Collision Repair Special Projects	4	YR 1, Spring
AUB59A	Automotive Collision Service and Repair	2	YR 1, Fall
AUB59B	Automotive Refinishing Service and Repair	2	YR 1, Spring

Total Program Units: __20__ units

The Associate of Science Degree in Automotive Technology - Automotive Trim and Upholstery will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk. Revised April 2021

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Minimum Degree Requirements		Maximum Degree Requirements	
Minimum Required Units	16	Maximum Required Units	16
Minimum Elective Units	4	Maximum Required Units	4
Local GE Required Units	27	CSUGE Required Units	39
Double Count Units	0	Double Count Units	0
Total Minimum Degree Units	60	Total Maximum Degree Units	60

Item 4. Master Planning
The Automotive Trim and Upholstery Degree and Certificate align with the College Mission statement by providing technical training and career preparation for students to enter the automotive industry.

Item 5. Enrollment and Completer Projections
It is projected that 25 students will complete the program annually.

Item 6. Place of Program in Curriculum/Similar Programs
This program is currently a part of the Automotive Program in the Applied Technology Department.

Item 7. Similar Programs at Other Colleges in Service Area
San Bernardino Valley College, Mt. San Jacinto College.

Item 8. Transfer Preparation Information (if applicable)
n/a
If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk. Revised April 2021

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RICCD | RIVERSIDE COMMUNITY COLLEGE DISTRICT
MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

**Record –
Credit Degrees and Certificates**

Program Outline

Title: Welding Technology

☐ **Moreno Valley College**   ☐ **Norco College**   ☒ **Riverside City College**

(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 0956.50   **CIP Code: 48.0506**

Type of Program:
☐ Certificate of Achievement only   ☐ Associate's Degree only   ☒ Certificate <u>and</u> Degree

Type of Associate Degree: ☐ Associate of Arts   ☐ Associate of Science

This is a: ☐ New certificate/degree   ☒ Modification to an existing certificate/degree

If this is a modification to an existing certificate/degree, please specify the changes being made:
(<u>Please be specific</u>! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

Adding the following elective classes, a 2-unit Pipe Fitting for the trades class and a 2-unit Pipe Layout class.
Title will remain the same.
Learning out comes stay the same.
The total unit value stays the same.
These are additional electives that are also tied to the Pipe Welding certificate.
Removal of the WEL-34 as it has been officially deleted and is no longer taught.

Rationale:
(Please note: This information will be presented to the Board of Trustees.)
Rationale for the changes to the Welding Technology Certificate of Achievement and Degree is to ensure courses within the discipline are utilized concurrently with the courses in the individual smaller certificate patterns. These courses may be used as either required or elective courses within multiple Welding Certificate patterns. The two additional elective courses proposed in the Welding Technology Certificate/Degree pattern will simultaneously allow students to utilize the proposed courses in the smaller certificate options as well as giving them the skill to obtain employment and then continue taking courses to achieve the larger Welding Technology Certificate or Degree. We are also removing the WEL-34 class as it has been deleted.

Required Documentation

Please submit this form and the documents outlined below to your college coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates
☐ Discipline and Department minutes showing approval

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk.

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RCCD | RIVERSIDE COMMUNITY COLLEGE DISTRICT
MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

☐ Narrative *(see following page)*

☐ Transfer preparation documentation *(only if applicable)*

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*

☐ Labor Market Information and Analysis *(required for new programs and modifications)*

☐ Advisory Committee Recommendation *(required for new programs and modifications)*

☐ Regional Consortium Recommendation *(required for new programs only)*

*While certificates between 8 and less than 16 units can be approved locally and are not required to be submitted to the State Chancellor's Office for approval, certificates that have not been approved by the State Chancellor's Office cannot appear on student transcripts and the college cannot receive apportionment for program completions. Additionally, any certificate of less than 8 units can only be approved locally. These certificates also cannot appear on student transcripts and colleges cannot receive apportionment for completion.

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk.

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Program Narrative

Item 1. Program Goals and Objectives

Mission of Riverside City College: Riverside City College provides a high-quality affordable education and engages with a diverse community of learners by offering pre-college, transferable, and career-technical courses leading to locally-approved and state-approved certificates, associate degrees, associate degrees for transfer, and transfer. Based on a learner-centered philosophy, the College fosters critical thinking; develops information competency and technological literacy; expands communication skills, and promotes self-development and global awareness. To encourage student success, the College provides comprehensive learning and student support services; co-curricular activities; and community and Arts programs. RCC supports and empowers students as they work toward individual achievement, intellectual curiosity, and life-long learning.

This Welding Technology certificate/degree is being modified to include pipe Fitting and Layout knowledge for the welding student. These additional skills allows the student to better understand the methods and rational for the installation of piping that is constructed by the use of GMAW and SMAW. By adding these components, the student will more suited for multiple roles in the welding industry.

The added electives are currently required classes for the Pipe certificate and offer the student to flexibility to use the classes toward their AS degree in Welding. By making this modification we will better serve local business and the community, which aligns with the mission of the college.

Item 2. Catalog Description

This program prepares individuals to apply technical knowledge and skills for joining and cutting metallic materials. This includes instruction in SMAW, FCAW, GMAW, GTAW welding processes; oxyacetylene and plasma cutting of ferrous and non-ferrous materials. Includes, welding metallurgy, structural welding safety, blueprint reading, and applicable codes and standards. These skills prepare students for the following careers: iron worker trade, pipe welding trade, steel worker trade, construction trades, aerospace industry, pile driver trades, and glazing trades

- Display the ability to work safely within the welding industry
- Obtain skills necessary to obtain an entry-level job within the welding/construction industry.
- Demonstrate knowledge of SMAW, FCAW, GMAW, and GTAW welding processes.
- Obtain skills necessary to properly set up equipment used in the various welding processes.
- Obtain skills needed to pass AWS skills test to become a certified welder

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Required Courses: __23__ units

Course	Title	Units	Sequencing
WEL-20	Blueprint Reading for Welders	2	Semester 2, Spring
WEL-65A	Beginning Shielded Metal Arc Welding (SMAW)	3	Semester 1, Fall
WEL-65B	Advanced Shielded Metal Arc Welding	3	Semester 1, Fall

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk.

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WEL-75A	Gas Metal Arc Welding (GMAW)	3	Semester 1, Fall
WEL-75B	Flux Cored Arc Welding (FCAW)	3	Semester 1, Fall
WEL-85A	American Welding Society/Los Angeles City Welding I	3	Semester 3, Fall
WEL-95A	Introduction to Gas Tungsten Arc Welding	3	Semester 3, Fall
WEL-115A	SMAW/GMAW Pipe welding Fundamentals	3	Semester 2, Spring

Elective Courses: __5__ units

Course	Title	Units	Sequencing
WEL-22	Plate and Structural Steel Layout	2	Semester 2, Spring
WEL-24	Pipe Fitting for the Trades	2	Semester 2, Fall
WEL-26	Pipe Layout	2	Semester 1, Spring
WEL-85B	American Welding Society/Los Angeles City Welding II	3	Semester 4, Spring
WEL-95B	Advanced Gas Tungsten Arc Welding	3	Semester 3, Fall
WEL-200	Welding Work Experience	1-4	

Total Program Units: __28__ units

Minimum Degree Requirements		Maximum Degree Requirements	
Minimum Required Units	23	Maximum Required Units	23
Minimum Elective Units	5	Minimum Elective Units	5
Local GE Required Units	27	CSUGE Required Units	39
Double Counted Units	0	Double Counted Units	0
Total Minimum Degree Units	60	Total Maximum Degree Units	67

Item 4. Master Planning
Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.
Adding these additional elective courses allows the student to be more suited for multiple roles in the general welding/piping industry. By making this modification we will better serve local business and the community, which aligns with the mission of the college.

Item 5. Enrollment and Completer Projections

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk.

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Projection of number of students to earn certificate/degree annually.
The projection is to have 10-15 completers annually to begin and a slow steady growth of that number as the program is discovered.

Item 6. Place of Program in Curriculum/Similar Programs
Must address how the certificate/degree fits in college's existing inventory.
Currently in the Welding Discipline.

Item 7. Similar Programs at Other Colleges in Service Area
Justification of need for certificate/degree in the region.
In our service area there are 3 other training facilities that teach welding. Two of these are for profit facilities, Universal Technical Institute (UTI) and Summit, that carry high costs associated with them and one is another community college, San Bernardino Valley College. In our service area RCC is the only college that currently has a pipe certificate program. While San Bernardino Valley College and one of the for-profit schools has 1-2 pipe welding classes they do not have pipe fitting or pipe layout classes.

Item 8. Transfer Preparation Information (if applicable)
If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk.

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