RCCD | RIVERSIDE COMMUNITY COLLEGE DISTRICT

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

District Curriculum Committee
Meeting Agenda

Tuesday, November 2, 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/92853608457
+1 669 900 6833 (US Toll)
Meeting ID: 928 5360 8457

Agenda and Minutes

1. Approval of Agenda
2. Approval of Minutes – October 19, 2021

Reports from Colleges

1. Moreno Valley
2. Norco
3. Riverside

Action Items

1. Curriculum Proposals
2. AB 361 Approval

Discussion Items

1. Ethnic Studies Senate Resolution – Brian Johnson
2. New Program Approval Process – Brian Johnson

Program Documentation

1. New Programs
   a. Digital Forensic Investigation

2. Program Modifications
   a. Computer Applications
   b. Computer Numerical Control Programming

Notice is Hereby Given That Pursuant to AB 361 the Riverside Community College District Curriculum Committee will meet on November 2, 2021 via Zoom Conferencing.

The Riverside Community College District Curriculum Committee will provide to individuals with disabilities reasonable modification or accommodation including an alternate, accessible version of all meeting materials. To request an accommodation, please contact techreview@rccd.edu at least one week prior to the meeting. Requests received after this time will be honored when possible.

Members of the public wishing to comment on an agenda item or other topic within the purview of the Riverside Community College District Curriculum Committee will be given the opportunity via Zoom or may submit commentary to techreview@rccd.edu.

District Curriculum Committee
Proposals for Review for Meeting: 11/02/2021

Courses

Course Deletions

		M N R	Discussion	Action

CAT 84 **Word Processing: WordPerfect for Windows** — ☐ ☐ ☑

Rationale: Course is being deleted from the Riverside Course inventory.
Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   NOR: Info Item, 10/26/2021   RIV: Approved, 10/26/2021

CIS 84 **Word Processing: WordPerfect for Windows** — ☐ ☐ ☑

Rationale: Course is being deleted from the Riverside Course inventory.
Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   NOR: Info Item, 10/26/2021   RIV: Approved, 10/26/2021

FTV 43 **Television Studio and Equipment** — ☐ ☐ ☑

Rationale: Per October 1, 2021 email from Scott Hernandez, this class is to be deleted; it is not offered or needed.
Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   NOR: Info Item, 10/26/2021   RIV: Approved, 10/26/2021

FTV 46 **Editing for Television** — ☐ ☐ ☑

Rationale: Per notes from Scott Hernandez on October 1, 2021, this course is no longer offered and should be deleted.
Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   NOR: Info Item, 10/26/2021   RIV: Approved, 10/26/2021

HET 80 **Nursing Assistant Training Program (NATP)** — ☐ ☐ ☑

Rationale: Course was changed to NNA-80. HET 80 is no longer going to be offered.
Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   NOR: Info Item, 10/26/2021   RIV: Approved, 10/26/2021

MDA 54 **Clinical Medical Assisting and Pharmacology** — ☑ ☐ ☐

Rationale: This course has been replaced with MDA-54A and MDA-54B
Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   NOR: Info Item, 10/26/2021   RIV: Info Item, 10/26/2021

Courses

Course Deletions

		M	N	R	Discussion	Action

MUS 51   **Men's Ensemble**   ☐ ☐ ☑
Rationale: No longer offered. Equivalent courses are being offered and fulfill the same requirements.
Tech Review: Approved, 10/19/2021
MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Approved, 10/26/2021

MUS 72   **Group Keyboarding Skills**   ☐ ☐ ☑
Rationale: No longer offered. Equivalent courses are being offered and fulfill the same requirements.
Tech Review: Approved, 10/19/2021
MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Approved, 10/26/2021

MUS 88   **Pageantry Ensemble**   ☐ ☐ ☑
Rationale: Outdated version. Replaced by MUS 48.
Tech Review: Approved, 10/19/2021
MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Approved, 10/26/2021

PHO 13   **Advanced Darkroom Techniques**   ☐ ☐ ☑
Rationale: Course is outdated and will be replaced with a new and updated course.
Tech Review: Approved, 10/19/2021
MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Approved, 10/26/2021

Course Exclusions

		M	N	R	Discussion	Action

KIN 38   **Stress Management**   ☑ ☐ ☐
Rationale: KIN 38 (Stress Management)is not a required class for our ADT (KIN) or our Fitness Professionals Certificate. Excluding this course from MVC does not affect our program or any degrees/certificates that we have to offer.
Tech Review: Approved, 10/19/2021
MOV: Approved, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Info Item, 10/26/2021

Course Major Modifications

		M	N	R	Discussion	Action

ADJ 10   **Introduction to Security**   ☐ ☐ ☑
Rationale: The course requires a major modification as it has not been reviewed or updated for a few years.
Tech Review: Approved, 10/19/2021
MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Approved, 10/26/2021

Courses

Course Major Modifications

		M	N	R	Discussion	Action

ADJ C2A   **Adult Correctional Officer Supplemental Core Course**   ☑ ☐ ☐

Rationale: STC has changed the required curriculum for this course. This modification aligns the curriculum with the state mandates.

Tech Review: Approved, 10/19/2021
Faculty clarified hours should be correct on COR, so units should be updated to match.

MOV: Approved, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Info Item, 10/26/2021

BUS 20   **Business Mathematics**   ☑ ☑ ☑

Rationale: The desire of the Business Discipline is to add a diversity student learning outcome (SLO) that links to General Education SLO.

Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Approved, 10/26/2021   **RIV:** Hold, 10/26/2021
BUS/MAG courses on hold for questions to originators about course content/diversity SLO relationship.

BUS 22   **Management Communications**   ☑ ☑ ☑

Rationale: Adding Diversity SLO and Course Objectives to the Course.

Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Approved, 10/26/2021   **RIV:** Hold, 10/26/2021
BUS/MAG courses on hold for questions to originators about course content/diversity SLO relationship.

BUS 40   **Introduction to Global Business**   ☐ ☐ ☑

Rationale: Adding Diversity SLO and Course Objectives to the Course.

Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Hold, 10/26/2021
BUS/MAG courses on hold for questions to originators about course content/diversity SLO relationship.

BUS 43   **Global Marketing**   ☐ ☐ ☑

Rationale: Updating SLOs

Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Approved, 10/26/2021

BUS 46   **Global Trade**   ☐ ☐ ☑

Rationale: This course is part of the Global Industry State Approved Certificate as well as A.S. in Business Administration Global Enterprise Concentration.

Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Approved, 10/26/2021

Courses

Course Major Modifications

		M	N	R	Discussion	Action

BUS 48 — **Global Management**   M ☐ N ☐ R ☑

Rationale: Updating SLOs

Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Approved, 10/26/2021

BUS 840 — **Introduction to Global Business**   M ☐ N ☐ R ☑

Rationale: Adding Diversity SLO and Course Objectives to the Course.

Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Hold, 10/26/2021

BUS/MAG courses on hold for questions to originators about course content/diversity SLO relationship.

BUS 843 — **Global Marketing**   M ☐ N ☐ R ☑

Rationale: Updating SLOs

Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Approved, 10/26/2021

BUS 846 — **Global Trade**   M ☐ N ☐ R ☑

Rationale: Updating course to include diversity SLO

Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Approved, 10/26/2021

BUS 848 — **Global Management**   M ☐ N ☐ R ☑

Rationale: Updating SLOs

Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Approved, 10/26/2021

FIT C40 — **Advanced Incident Command System (I-400)**   M ☑ N ☐ R ☐

Rationale: The target audience for this course is senior Fire department personnel who are expected to perform in a management capacity in an Area Command or Multi- Agency Coordination Entity.

Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Info Item, 10/26/2021

Courses

Course Major Modifications

		M	N	R	Discussion	Action

FIT INS1   **Instructor I**   ☑ ☐ ☐
Rationale: Course is required for firefighter career progression in agencies operating within the RCCD
Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Info Item, 10/26/2021

FIT INS2   **Instructor II**   ☑ ☐ ☐
Rationale: Course is required for career advancement of firefighters actively working in the RCCD.
Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Info Item, 10/26/2021

FTV 38A   **Beginning Film, Television and Video Production Project**   ☐ ☐ ☑
Rationale: Removing FTV 43 as an advisory.
Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Approved, 10/26/2021

FTV 44A   **Beginning Television Production**   ☐ ☐ ☑
Rationale: When 51B was added as a co-requisite option, 51A was removed; modification is to put it back and create an "or" option.
Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Approved, 10/26/2021

FTV 51A   **Film, Television and Video Laboratory I**   ☐ ☐ ☑
Rationale: As part of program review, update entry skills, add TOPS code. Also adding course objectives.
Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Hold, 10/26/2021
    51A/B held for questions about leveling

FTV 51B   **Film, Television and Video Laboratory II**   ☐ ☐ ☑
Rationale: Major modification to remove 45B as co-req and add objectives.
Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Hold, 10/26/2021
    51A/B held for questions about leveling

FTV 52   **Film, Television and Video Laboratory**   ☐ ☐ ☑
Rationale: Needs objectives.
Tech Review: Approved, 10/19/2021
    Has entrance skill that may need to be moved to description.
MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Approved, 10/26/2021

Courses

Course Major Modifications

		M	N	R	Discussion	Action

FTV 64A   **Beginning Digital Editing Principles and Techniques**   ☐ ☐ ☑
Rationale: Adding objectives and updating texts.
Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Approved, 10/26/2021

FTV 68   **Story Development Process in the Entertainment Industry**   ☐ ☐ ☑
Rationale: Course objectives added.
Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Approved, 10/26/2021

FTV 71A   **Beginning Sound Engineering for Audio in Media**   ☐ ☐ ☑
Rationale: The course is being reinstated to meet requirements of the ADT.
Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Approved, 10/26/2021

FTV 76   **Advanced Digital Audio Recording Pro Tools 201**   ☐ ☐ ☑
Rationale: Revision to remove pre-req of FTV 75 which was deleted and add objectives.
Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Approved, 10/26/2021

MAG 44   **Principles of Management**   ☑ ☑ ☑
Rationale: Including our new Diversity SLO.
Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Approved, 10/26/2021   **RIV:** Hold, 10/26/2021

BUS/MAG courses on hold for questions to originators about course content/diversity SLO relationship.

MAG 51   **Elements of Supervision**   ☑ ☑ ☑
Rationale: Including our new Diversity SLO.
Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Approved, 10/26/2021   **RIV:** Hold, 10/26/2021

BUS/MAG courses on hold for questions to originators about course content/diversity SLO relationship.

Courses

Course Major Modifications

			M N R	Discussion	Action

MAG 52   **Employee Training & Development**   ☐ ☐ ☑

Rationale: Inluding a new Diversity SLO.

Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Hold, 10/26/2021

BUS/MAG courses on hold for questions to originators about course content/diversity SLO relationship.

MAG 56   **HRM: Human Resources Management**   ☑ ☑ ☑

Rationale: Adding a new Diversity SLO.

Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Approved, 10/26/2021   **RIV:** Hold, 10/26/2021

BUS/MAG courses on hold for questions to originators about course content/diversity SLO relationship.

MAG 60   **Introduction to Hospitality Management**   ☐ ☐ ☑

Rationale: Adding a new Diversity SLO.

Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Hold, 10/26/2021

BUS/MAG courses on hold for questions to originators about course content/diversity SLO relationship.

MAG 62   **Restaurant and Hotel Management**   ☐ ☐ ☑

Rationale: Adding new Diversity SLO.

Tech Review: Approved, 10/5/2021

MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Hold, 10/26/2021

BUS/MAG courses on hold for questions to originators about course content/diversity SLO relationship.

MAG 70   **Introduction to Organization Development**   ☐ ☐ ☑

Rationale: Adding a new Diversity SLO.

Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Hold, 10/26/2021

BUS/MAG courses on hold for questions to originators about course content/diversity SLO relationship.

Courses

Course Major Modifications

		M	N	R	Discussion	Action

MAN 35 — **Computer Aided Machining** — ☐ ☑ ☐

Rationale: There are other CAM software systems. Mastercam is still used in much of the industry many are also using Fusion 360.

Tech Review: Approved, 10/19/2021
Hours were not updated in course description.

MOV: Info Item, 10/26/2021 **NOR:** Hold, 10/26/2021 **RIV:** Info Item, 10/26/2021
Course unit change affects both Manuf. Tech 1 & 2 certifcates and those program changes has not been brought forward. HOLD until that is completed.

MDA 11 — **Medical Documentation and Terminology** — ☑ ☐ ☐

Rationale: Reviewed course for currency; updated objectives, course content, and course materials.

Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021 **NOR:** Info Item, 10/26/2021 **RIV:** Info Item, 10/26/2021

MDA 59 — **Medical Office Procedures** — ☑ ☐ ☐

Rationale: Reviewed course for currency, updated objectives to better align with current medical assisting duties/skills, and updated course materials.

Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021 **NOR:** Info Item, 10/26/2021 **RIV:** Info Item, 10/26/2021

MUS 1 — **Teaching Music to Young Children** — ☑ ☐ ☑

Rationale: Add objectives, update SLOs, course content, sample assignments, and materials.

Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021 **NOR:** Info Item, 10/26/2021 **RIV:** Approved, 10/26/2021

MUS 23 — **History of Rock and Roll** — ☑ ☑ ☑

Rationale: Update catalog description. Add objectives. Update SLO language. Update textbooks.

Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021 **NOR:** Approved, 10/26/2021 **RIV:** Approved, 10/26/2021

MUS 30 — **Class Voice** — ☑ ☑ ☑

Rationale: Add objectives. Update materials.

Tech Review: Approved, 10/19/2021
UC course and it looks like the textbook is 2011.

MOV: Approved, 10/26/2021 **NOR:** Approved, 10/26/2021 **RIV:** Approved, 10/26/2021

Courses

Course Major Modifications

		M	N	R	Discussion	Action

MUS 31   **College Choir**   ☑ ☑ ☑
Rationale: Add objectives and update SLOs.
Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Approved, 10/26/2021   **RIV:** Approved, 10/26/2021

MUS 40   **Class Percussion**   ☐ ☐ ☑
Rationale: Add objectives. Update materials.
Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Approved, 10/26/2021

MUS 43A   **Jazz Improvisation and Theory I**   ☐ ☐ ☑
Rationale: Add objectives. Update description, SLOs, and materials.
Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Approved, 10/26/2021

MUS 43B   **Jazz Improvisation and Theory II**   ☐ ☐ ☑
Rationale: Add objectives. Update description, SLOs, and materials.
Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Approved, 10/26/2021

MUS 43C   **Jazz Improvisation and Theory III**   ☐ ☐ ☑
Rationale: Add objectives. Update description, SLOs, and materials.
Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Approved, 10/26/2021

MUS 49   **Indoor Marching Percussion**   ☐ ☐ ☑
Rationale: Add objectives. Update description, SLOs, methods of evaluation, instruction, materials.
Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Approved, 10/26/2021

MUS 50   **Master Chorale**   ☐ ☐ ☑
Rationale: Update course description. Add objectives.
Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Approved, 10/26/2021

Courses

Course Major Modifications | | | | M N R | Discussion | Action

MUS 53   **Keyboard Proficiency**   ☑ ☐ ☑

<u>Rationale:</u>   Add objectives. Update SLOs and materials.

<u>Tech Review:</u>   Approved, 10/19/2021
Prerequisite link that is missing.

<u>MOV:</u> Approved, 10/26/2021   <u>NOR:</u> Info Item, 10/26/2021   <u>RIV:</u> Approved, 10/26/2021

MUS 57   **Gospel Singers**   ☑ ☐ ☑

<u>Rationale:</u>   Remove entrance skills. Add objectives. Update SLOs.

<u>Tech Review:</u>   Approved, 10/19/2021

<u>MOV:</u> Approved, 10/26/2021   <u>NOR:</u> Info Item, 10/26/2021   <u>RIV:</u> Approved, 10/26/2021

MUS 59   **Winter Marching Band Clinic**   ☐ ☐ ☑

<u>Rationale:</u>   Add objectives. Update description, methods, materials.

<u>Tech Review:</u>   Approved, 10/19/2021

<u>MOV:</u> Info Item, 10/26/2021   <u>NOR:</u> Info Item, 10/26/2021   <u>RIV:</u> Approved, 10/26/2021

MUS 60   **Summer Marching Band Clinic**   ☐ ☐ ☑

<u>Rationale:</u>   Add objectives. Update description, methods, materials.

<u>Tech Review:</u>   Approved, 10/19/2021

<u>MOV:</u> Info Item, 10/26/2021   <u>NOR:</u> Info Item, 10/26/2021   <u>RIV:</u> Approved, 10/26/2021

MUS 61   **Auxiliary Marching Units**   ☐ ☐ ☑

<u>Rationale:</u>   Add objectives. Update description, SLOs, methods, materials.

<u>Tech Review:</u>   Approved, 10/19/2021

<u>MOV:</u> Info Item, 10/26/2021   <u>NOR:</u> Info Item, 10/26/2021   <u>RIV:</u> Approved, 10/26/2021

MUS 66   **Indoor Color Guard**   ☐ ☐ ☑

<u>Rationale:</u>   Add objectives. Update description, SLOs, methods, and materials.

<u>Tech Review:</u>   Approved, 10/19/2021

<u>MOV:</u> Info Item, 10/26/2021   <u>NOR:</u> Info Item, 10/26/2021   <u>RIV:</u> Approved, 10/26/2021

MUS 69   **Festival Choir**   ☐ ☐ ☑

<u>Rationale:</u>   Add objectives. Update SLOs.

<u>Tech Review:</u>   Approved, 10/19/2021

<u>MOV:</u> Info Item, 10/26/2021   <u>NOR:</u> Info Item, 10/26/2021   <u>RIV:</u> Approved, 10/26/2021

Courses

Course Major Modifications

		M N R	Discussion	Action

MUS 70 **Guitar Lab Ensemble** ☑☑☑

Rationale: Add objectives. Update SLOs, course content, sample assignments, and textbook. Remove prerequisite.

Tech Review: Approved, 10/19/2021
Repeatability was set at 4, should be 3.

MOV: Approved, 10/26/2021   **NOR:** Approved, 10/26/2021   **RIV:** Approved, 10/26/2021

MUS 71 **College Chorus** ☑☑☑

Rationale: Remove entrance skill. Add objectives. Update SLOs.

Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Approved, 10/26/2021   **RIV:** Approved, 10/26/2021

MUS 74 **Jazz Proficiency** ☐☐☑

Rationale: Add objectives. Update SLOs and materials.

Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Approved, 10/26/2021

MUS 80 **Master Singers** ☐☐☑

Rationale: Update description. Add objectives.

Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Approved, 10/26/2021

MUS 83 **Advanced Chamber Choir** ☑☐☑

Rationale: Remove entrance skills. Add objectives. Update SLOs.

Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Approved, 10/26/2021

MUS 87 **Applied Music Training** ☑☑☑

Rationale: Add limitation on enrollment and objectives.

Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Approved, 10/26/2021   **RIV:** Approved, 10/26/2021

MUS 89 **Music of Multicultural America** ☐☑☑

Rationale: Add objectives. Update materials.

Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:** Approved, 10/26/2021   **RIV:** Approved, 10/26/2021

Courses

Course Major Modifications

		M N R	Discussion	Action

MUS 89H   **Honors Music of Multicultural America**   ☐ ☑ ☑

Rationale: Add objectives. Update materials.

Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:**   Approved, 10/26/2021   **RIV:**   Approved, 10/26/2021

MUS 92   **Basic Piano**   ☑ ☑ ☑

Rationale: Add objectives. Update SLOs. Update text.

Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:**   Approved, 10/26/2021   **RIV:**   Approved, 10/26/2021

MUS 93   **The Business of Music**   ☐ ☑ ☑

Rationale: Add objectives. Update SLOs and materials.

Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:**   Approved, 10/26/2021   **RIV:**   Approved, 10/26/2021

MUS 94   **Community Jazz Orchestra**   ☐ ☐ ☑

Rationale: Add objectives. Update description, content, methods.

Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:**   Info Item, 10/26/2021   **RIV:**   Approved, 10/26/2021

MUS 95   **Community Symphony Band**   ☐ ☐ ☑

Rationale: Update description, add objectives, update SLOs, update content, MOI, MOE, SA.

Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:**   Info Item, 10/26/2021   **RIV:**   Approved, 10/26/2021

MUS 97   **Pep Band**   ☐ ☐ ☑

Rationale: Add objectives. Update description, SLOs, and methods.

Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:**   Info Item, 10/26/2021   **RIV:**   Approved, 10/26/2021

MUS P27   **Beginning String Techniques**   ☑ ☐ ☑

Rationale: Update description, SLOs, and course content. Add objectives. Update materials.

Tech Review: Approved, 10/19/2021
Repeatability is 1.

MOV: Approved, 10/26/2021   **NOR:**   Info Item, 10/26/2021   **RIV:**   Approved, 10/26/2021

Courses

Course Major Modifications

		M	N	R	Discussion	Action

MUS P28 **Symphony Strings**   ☐ ☐ ☑
Rationale: Add objectives. Update description, SLOs, content, methods.
Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Approved, 10/26/2021

MUS P44 **Jazz Lab Band**   ☐ ☐ ☑
Rationale: Add objectives. Update description, SLOs, methods.
Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Approved, 10/26/2021

MUS P84 **Jazz Lab Orchestra**   ☐ ☐ ☑
Rationale: Add objectives. Update description, SLOs, content, methods.
Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Approved, 10/26/2021

Course Minor Modifications

		M	N	R	Discussion	Action

CAT 842 **MOSPrep: Microsoft Office Excel Expert Exam Preparation**   ☑ ☐ ☑
Rationale: Two year review with text update.
Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Info Item, 10/26/2021

CAT 843 **MOSPrep: Microsoft Office PowerPoint Core Exam Preparation**   ☑ ☐ ☑
Rationale: Two-year review with textbook update.
Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Info Item, 10/26/2021

CAT 844 **MOSPrep: Microsoft Office Access Core Exam Preparation**   ☑ ☐ ☑
Rationale: Two year review with text book update.
Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Info Item, 10/26/2021

Courses

Course Minor Modifications

		M	N	R	Discussion	Action

CAT 845   **MOSPrep: Microsoft Office Outlook Core Exam Preparation**   ☑ ☐ ☑

Rationale: Two year reveiw with text book update.

Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Info Item, 10/26/2021

MDA 10   **Medical Terminology**   ☑ ☐ ☐

Rationale: Reviewing and updating course materials.

Tech Review: Approved, 10/19/2021
Needs TOP code.

MOV: Approved, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Info Item, 10/26/2021

MDA 50   **Medical Assisting Core**   ☑ ☐ ☐

Rationale: Reviewed course for currency and updated course materials.

Tech Review: Approved, 10/19/2021
Needs TOP code.

MOV: Approved, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Info Item, 10/26/2021

MDA 54A   **Clinical Medical Assisting l**   ☑ ☐ ☐

Rationale: Reviewed course for currency and updated course materials.

Tech Review: Approved, 10/19/2021
Needs TOP code.

MOV: Approved, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Info Item, 10/26/2021

MDA 54B   **Clinical Medical Assisting II**   ☑ ☐ ☐

Rationale: Reviewed course for currency and updated course materials.

Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Info Item, 10/26/2021

MDA 58B   **Advanced Medical Transcription**   ☑ ☐ ☐

Rationale: Reviewed course for currency and updated course materials.

Tech Review: Approved, 10/19/2021
Has TBA listed in error.

MOV: Approved, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Info Item, 10/26/2021

MDA 60   **Survey of Human Disease Processes**   ☑ ☐ ☐

Rationale: Reviewed course for currency and updated course materials.

Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Info Item, 10/26/2021

Courses

Course Minor Modifications

		M	N	R	Discussion	Action

MDA 61   **Pharmacology for Medical Office Personnel**   ☑ ☐ ☐
Rationale: Reviewed course for currency and updated course materials.
Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Info Item, 10/26/2021

MDA 62   **CPT/Coding**   ☑ ☐ ☐
Rationale: Reviewed course for currency and updated course materials.
Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Info Item, 10/26/2021

MDA 63   **Diagnostic Coding**   ☑ ☐ ☐
Rationale: Reviewed course for currency and updated course materials.
Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Info Item, 10/26/2021

MDA 64   **Advanced Diagnostic Coding**   ☑ ☐ ☐
Rationale: Reviewed course for currency and updated course materials.
Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Info Item, 10/26/2021

PDS 802   **Supervisory Skills**   ☑ ☑ ☑
Rationale: Two year CTE review. No changes needed.
Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Approved, 10/26/2021   **RIV:** Info Item, 10/26/2021

PDS 803   **Increasing Productivity**   ☑ ☑ ☑
Rationale: Two year CTE review. No changes needed.
Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Approved, 10/26/2021   **RIV:** Info Item, 10/26/2021

PDS 804   **Motivating Yourself and Others**   ☑ ☑ ☑
Rationale: Two year CTE review. No changes needed.
Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Approved, 10/26/2021   **RIV:** Info Item, 10/26/2021

Courses

Course Minor Modifications

		M	N	R	Discussion	Action

PDS 805   **Difficult Conversations**   ☑ ☑ ☑
Rationale: Two year CTE review. No changes needed.
Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Approved, 10/26/2021   **RIV:** Info Item, 10/26/2021

PDS 806   **The Art of Negotiating and Collaborating**   ☑ ☑ ☑
Rationale: Two year CTE review. No changes needed.
Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Approved, 10/26/2021   **RIV:** Info Item, 10/26/2021

PDS 807   **Personality Styles and Difficult Relationships**   ☑ ☑ ☑
Rationale: Two year CTE review. No changes needed.
Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Approved, 10/26/2021   **RIV:** Info Item, 10/26/2021

PDS 809   **Business Writing in a Technological World**   ☑ ☑ ☑
Rationale: Two year CTE review. No changes needed.
Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Approved, 10/26/2021   **RIV:** Info Item, 10/26/2021

PDS 813   **Best Practices in Customer Service**   ☑ ☑ ☑
Rationale: Two year CTE review. No changes needed.
Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Approved, 10/26/2021   **RIV:** Info Item, 10/26/2021

PDS 814   **Closing Techniques That Win the Sale**   ☑ ☑ ☑
Rationale: Two year CTE review. No changes needed.
Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Approved, 10/26/2021   **RIV:** Info Item, 10/26/2021

PDS 815   **Winning Sales Scripts**   ☑ ☑ ☑
Rationale: Two year CTE review. No changes needed.
Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Approved, 10/26/2021   **RIV:** Info Item, 10/26/2021

Courses

Course Minor Modifications

		M N R	Discussion	Action

PDS 816 **Personal Finance** ☑☑☑

Rationale: Two year CTE review. No changes needed.

Tech Review: Approved, 10/19/2021
No materials.

MOV: Approved, 10/26/2021 **NOR:** Approved, 10/26/2021 **RIV:** Info Item, 10/26/2021

PDS 817 **Financial Future** ☑☑☑

Rationale: Two year CTE review. No changes needed.

Tech Review: Approved, 10/19/2021
No materials.

MOV: Approved, 10/26/2021 **NOR:** Approved, 10/26/2021 **RIV:** Info Item, 10/26/2021

PDS 818 **The Successful Job Search** ☑☑☑

Rationale: Two year CTE review. No changes needed.

Tech Review: Approved, 10/19/2021
No materials.

MOV: Approved, 10/26/2021 **NOR:** Approved, 10/26/2021 **RIV:** Info Item, 10/26/2021

Distance Education

		M N R	Discussion	Action

DEA 23DE2 **Introduction to Dental Sciences** ☑☐☐

Rationale:

Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021 **NOR:** Info Item, 10/26/2021 **RIV:** Info Item, 10/26/2021

DEA 41DE2 **Dental Office Management** ☑☐☐

Rationale:

Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021 **NOR:** Info Item, 10/26/2021 **RIV:** Info Item, 10/26/2021

GUI 45DE2 **Introduction to College** ☑☑☑

Rationale:

Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021 **NOR:** Approved, 10/26/2021 **RIV:** Approved, 10/26/2021

Courses

New Courses   M N R   Discussion   Action

CIS 27F   **Cyber Threat Intelligence & Automated Response**   ☐ ☐ ☑

Rationale: Course requried for cyberpreneurship program grant.

Tech Review: Approved, 10/19/2021

MOV: Info Item, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Hold, 10/26/2021

Not in college queue. Held for review.

CIS 70A   **Foundations of Data Science**   ☑ ☐ ☑

Rationale: Foundations of Data Science will attract students to the Data Science Certificate and Program. They will be exposed to an industry-leading programming language and statical inference for data driven decision-making. This course will prepare students to be successful in Statistics for STEM and Introduction to Python. The Data Analytics Certificate and Associates Degree in Data Science prepares students for Junior Data Analyst positions. The U.S. Bureau of Labor Statistics reports that the demand for data science skills will drive a 27.9 percent rise in employment in the field through 2026. Data Scientist make businesses grow better and are the backbone of data-intensive companies.

Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Hold, 10/26/2021

Not in college queue. Held for review.

H   **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, 10/12/2021

Content is single level only.

HMS 64   **Introduction to Physiology and Pharmacology**   ☑ ☐ ☐

Rationale: This course is required to meet accreditation standards of the California Consortium of Addiction Programs and Professionals and will be added to the Drug and Alcohol Studies Certificate of Achievement.

Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Info Item, 10/26/2021

HMS 65   **Supervised Practicum**   ☑ ☐ ☐

Rationale: This course is required to meet accreditation standards of the California Consortium of Addiction Programs and Professionals and will be added to the Drug and Alcohol Studies Certificate of Achievement.

Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Info Item, 10/26/2021

Courses

New Courses

		M	N	R	Discussion	Action

MAT 70A **Foundations of Data Science** ☑ ☑ ☑

Rationale: Foundations of Data Science will attract students to the Data Science Certificate and Program. They will be exposed to an industry-leading programming language and statical inference for data driven decision-making. This course will prepare students to be successful in Statistics for STEM and Introduction to Python. The Data Analytics Certificate and Associates Degree in Data Science prepares students for Junior Data Analyst positions. The U.S. Bureau of Labor Statistics reports that the demand for data science skills will drive a 27.9 percent rise in employment in the field through 2026. Data Scientist make businesses grow better and are the backbone of data-intensive companies.

Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021 **NOR:** Approved, 10/26/2021 **RIV:** Hold, 10/26/2021

Holding for CIS-70A

PSY 11 **Psychology of Human Sexuality** ☑ ☑ ☑

Rationale: Human Sexuality has a C-ID descriptor (PSY 130) that will help provide a clear path for transfer to CSU. The course will directly contribute to the A.A.T. in Psychology by adding an option to List A. Several social justice ADTs are currently in development, and Human Sexuality is a course that can contribute to the course optons for those programs. The course contributes to student self-understanding, personal growth, and well-being. It is applicable to and of interest to students from most majors. Human Sexuality will also enhance our general education offerings. In line with what is seen at quite a few CCCs, we plan to submit this course for fulfillment of Area D and Area E CSU GE requirements.It also fits in IGETC Area 4 and in RCCD GE B2: Social & Behavioral Sciences.

Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021 **NOR:** Approved, 10/26/2021 **RIV:** Hold, 10/26/2021

Holding for questions regarding content.

Programs

New Programs

		M	N	R	Discussion	Action

Certificate

H **ADJ** **Digital Forensic Investigation** ☐ ☐ ☑

Rationale: This is a new program to address the employment needs to Digital Forensics Investigation.

Tech Review: Approved, 10/5/2021

MOV: Info Item, 10/12/2021 **NOR:** Info Item, 10/12/2021 **RIV:** Approved, 10/26/2021

Programs

Program Modifications   M N R   Discussion   Action

Degree & Certificate

CIS	**Computer Applications**	☑ ☐ ☐

Rationale: The modification of Computer Applications and Office Technology certificate and degree address the removal of deleted courses, CIS-84 – Word Processing: Word Perfect for Windows, removal cross-listed CAT-54A and change of CIS-54A course title. These changes will impact the elective options of the certificate and degree, which does not impose any changes to program over objectives, units or learning outcomes. Course removal and title change are the result of outdated technology course content.

Tech Review: Approved, 10/19/2021

MOV: Approved, 10/26/2021   **NOR:** Info Item, 10/26/2021   **RIV:** Info Item, 10/26/2021

H **MAN**   **Computer Numerical Control Programming**   ☐ ☑ ☐

Rationale: Decreasing one class by one unit (Man 35). The class can be taught in 4 units instead of 5. We are changing the name of the course (MAN 35) From Computer Aided Manufacturing-Mastercam to Computer Aided Machining. In this course we would like to be able to teach either Mastercam and/or Fusion 360 and not just focus on MastercamWe also would like to give the students the option to take a new class teaching a new program known as Fusion 360 instead of Mastercam. The industry is stating that more and more companies are using Fusion 360.

Tech Review: Approved, 10/5/2021

MOV: Info Item, 10/12/2021   **NOR:** Approved, 10/26/2021   **RIV:** Info Item, 10/12/2021

Riverside Community College District

District Curriculum Committee

Program Documentation for November 2, 2021

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

Program Outline

Title: **Digital Forensic Investigations Certificate**

☐ **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: 2105.40   Forensics, Evidence, and Investigation

CIP Code: 4301.06   Forensic Science and Technology

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.)

N/A. This is a new certificate proposal, not a modification.

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

   As a community college, Riverside Community College District should strive to assist individuals within the region in obtaining educational knowledge and skills, whether through liberal arts or career and technical training. A significant and topical societal concern is the cost and burden of education; the ever-rising cost of tuition in America and the important discussions of student loan debt, returns on the investment, and degree oversaturation are vital issues. In 2020, the student loan debt reached its highest point to date nationwide, with $1.7 trillion owed by over 45.5 million Americans, with a 102% increase in student loan debt incurred just since 2010. (Bustamonte, 2020; Johnson Hess, 2020). There is also debate over the exact average of student debt, but current estimates place the average debt, per undergraduate student, between $26,000 through $38,792. (Friedman, 2020; Stolba, 2021). Further, the COVID pandemic and related factors have contributed to the student loan forebearance rate doubling, despite federal legislation pausing federally-funded student loan payments. The discussion of the costs of higher education are likely to continue to dominate in certain environments: an aging population and dropping birth rate suggests that the student population in general may drop in upcoming years. This, combined with the ever-increasing tuition rates, fees, and costs associated with being a student, will continue to put a greater burden on those individuals who do attend colleges. Further, inflation and higher costs of living, will continue to intensify the student debt crisis and the myriad of lifestyle issues that student debt impacts.

   Student loans and student loan debt are difficult discussions for college graduates and the millions of Americans working to pay them, but the conversations can become even more challenging for high school students, new students, or individuals considering attending a college, university, or trade/career school. This is not unusual or unexpected – for individuals who are beginning to take steps toward obtaining a college degree or grade, the focus tends to be on the future and taking the first few steps

toward obtaining their goals. This can make it even more challenging to focus on both the immediate and long-term aspects of financing that education.

Speaking broadly, the cost of obtaining a college education is becoming more and more prohibitive and concerning for a large population of families, whether the aspiring college student just graduated high school or for the older adult looking to go back to school to obtain their degree, and continued research shows that tuition costs and other fees associated with attending school is the primary decision-making nexus for aspiring or interested students and their families. (Davis et al., 2019; DesJardins and Toutkoushian, 2005; Hemelt and Marcotte, 2011; Johnson, 2019; Johnson et al., 2019; Morris, 2017; Poutré et al., 2018; Wolniak et al., 2019).

Community Colleges are specifically designated and expected to serve all of these needs by providing quality education and skill-building opportunities for students, at low-cost tuition, in order to assist with employment placement and meeting employment/economic needs of employers and communities within their districts. RCCD is a district serving a historically underserved population, and the creation of academic certificate programming assists in establishing equity-based opportunities, with lower tuition and fee costs that may result in student employment with a higher ROI. Further, certificate programs generally require 30 credits or less to complete, can be obtained in a year or less, and typically are designed specifically to provide skills and experience in fields with high employment probability and salary expectations that meet or exceed cost-of-living estimates.

Within the professions of both public safety and computer science, the specialized knowledge required to properly investigate criminal acts occurring through or within the assistance of digital mediums, has reached a premium. Nationwide, it is well recognized within public safety and law enforcement agencies that technical computer science knowledge has become a necessary skill in modern criminal investigation, but it is not a skillset covered or taught in most criminal justice degree programs or training organizations (including police academies). Many law enforcement agencies find themselves struggling to find qualified employees that have both forensic digital investigative skill and computer science skills, and this often results in agencies attempting to hire computer science graduates. This is not necessarily preferable, as salary ranges in public safety organizations rarely meet the salary ranges for computer science professionals, and it also requires the agencies to provide specialized training after hire to computer science professionals on investigative techniques, criminal law, procedural and evidence law, case law, Constitutional law, evidence collection and packaging standards, legal aspects of evidence, chain of custody requirements, and applicable state and federal statutes.

In some agencies, the subject matter of some digital investigations, such as ICAC (Internet Crimes Against Children) Task Forces typically require that the forensic investigation be completed by sworn law enforcement officer, who then require extensive and expensive training to learn the computer-based technical and skill knowledge required for the job responsibilities. The future of competent and professional criminal investigations is hinged on the ability of public safety agencies to provide state of the art training and awareness on digital technology and the ability to utilize forensic technology to investigate and prosecute criminal acts occurring with the use of digital platforms.

The State of California Department of Justice has also recently established an eCrimes Unit, which focuses upon large-scale digital technology theft and it also provides support to the five regional High Technology Theft Apprehension and Prosecution (HTTAP) Programs, including the Southern California High Tech Task Force (SCHTTF). At the state level, the focus of these task forces is primarily cybercrime, including extortion, denial of service attacks, counterfeiting, piracy, cyberstalking, intellectual property theft, identity theft, phishing/doxxing, cyberterrorism, and violent crimes aided or abetted by technology. Federal task forces also exist in the similar framework.

Beyond public safety, the private sector also provides ample opportunity for professionals within the cybersecurity and digital investigation fields, whether it be identity theft, fraud investigations, intellectual property theft, corporate espionage, and cybersecurity. The skills and industry knowledge students in this certificate program would be exposed to within the classes would allow them to pursue

entry level opportunities in both public and private sectors, as well as the opportunity to pursue industry certification opportunities, further increasing competitiveness and employability.

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

☒ 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 <u>cannot</u> appear on student transcripts and the college <u>cannot</u> 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.

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.

This certificate program is designed to address the valid workforce preparation necessary in both computer information systems and criminal justice systems, for the need in skillfully trained practitioners with knowledge of both basic computer science technical skills and criminal law and procedural knowledge.

The Technical Working Group for Education and Training in Digital Forensics, a group funded through the National Institute of Justice and the West Virginia University Forensic Science Initiative, published a best practice for digital forensics education programs, including specific recommendations for academic certificate programs and degree curricula; these recommendations included:

- Courses in introduction to criminal justice/criminal investigation
- Evidence handling, rules of evidence, chain of custody issues
- Basic computer forensics with laboratory component
- Courses or modules involving:
  - Personal device and cell phone forensics
  - Live network forensics
  - LINUX, Mac, and Windows OS forensics
  - Internet trace evidence analysis
  - Network forensics (Wireless, LANs, WANs, and PANs)
  - Data concealment (cryptography, obfuscation, alternate data streams)
  - Multi-media analysis (video, audio, video surveillance, image and video signal processing)

In reviewing these best practices and industry recommendations through the National Institute of Justice and Technical Working Group for Education & Training in Digital Forensics, the courses chosen for this certificate meet or exceed these standards, reinforcing the strong technical and academic knowledge students pursuing this certificate would receive.

Item 2. Catalog Description

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

Certificate Title:	Digital Forensic Investigations
Certificate Description:	This certificate is designed to provide a basic introductory pattern of coursework to prepare participants to enter the professional field with academic and technical knowledge and skill in criminal investigations involving the collection and analysis of digital evidence. The successful participant will gain sufficient skill and understanding of criminal investigative procedure, criminal and procedural law, legal aspects of evidence and cybercrime, how digital machines and data are used in criminal actions, and proper evidence collection and handling procedures.
Program Learning Outcomes:	Upon successful completion of this program, students will be able to:

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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- Understand, analyze, and demonstrate a proficient level of knowledge in criminal law, criminal procedure, Constitutional criminal law, rules of evidence, and chain of custody issues both general to criminal investigations and specific to digital evidence.
- Demonstrate technique and skill in basic evidence identification, collection, handling, packaging, storage, and analysis, with a specific focus in digital hardware and data.
- Understand and demonstrate a proficient skillset and knowledge in basic operating systems, including Windows and Mac OS systems.
- Understand and demonstrate a proficient skillset and knowledge in forensic digital analysis software programs and platforms.

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: 18 units

Course	Title	Units	Sequencing
CIS-1A	Introduction to Computer Information Systems	3	Semester 1
CIS-21	Introduction to Operating Systems	3	Semester 2
CIS27-A	Computer Forensics Fundamentals	3	Semester 2
ADJ-2	Principles & Procedures of the Justice System	3	Semester 1
ADJ-13	Criminal Investigation	3	Semester 1
ADJ-31	Cybercrime & Digital Forensics	3	Semester 2

Elective Courses: N/A units

Course	Title	Units	Sequencing

Total Program Units: 18 units

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 Mission, Vision, Values, & Strategic Themes of the Riverside Community College District includes a Mission Statement that states the mission "is to serve and enrich our diverse communities by providing a comprehensive program of educational opportunities that promote access, success, and equity" (Steinback et al., 2018, p. 2).

This certificate addresses a significant need, in both computer information and criminal justice professions, to build an interdisciplinary approach to the complexity of cybercrime and the use of digital materials and equipment to cause harm and damage to communities, by establishing a best practices

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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educational model of technical and theoretical skill to allow aspiring professionals and practitioners the ability to effectively combat criminal activity in both public and private spheres.

This certificate is designed to be successfully completed within a year, within two disciplines (CIS and ADJ) that can provide cutting-edge curriculum and training, to make graduates knowledgeable and competitive in a workforce and industry that historically and consistently allows for not just employability but upward economic mobility and opportunity.

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

If the certificate program is enacted for the 2022-2023 academic year, there will be no graduates/completing students for at least 8-12 months; a conservative estimate would be to expect 10-15 students on average within the first year. The ADJ program, to assist with this, already has markers in place to build internships with community partners to increase both student opportunity and interest, with a conservative estimate of 10% growth per year. If RCC provides support and marketing, the program could grow at a much quicker rate each year.

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

The ADJ Program has undergone significant changes at every level in the past 5 years, including a revamp of the CTE/Certificate programs within the discipline, continually reasserting its drive and mission to provide the absolute best quality of academic and practical education for justice students, to create the next generation of ethical legal professionals. This certificate is brand new and does not match any other offering within Behavioral Sciences, as the ADJ program remains the only program that offers certificate programs. This interdisciplinary approach between CIS and ADJ is also revolutionary, as outside of CTE, there are few academic disciplines that are as committed to interdisciplinary relationship-building to strengthen course offerings, discipline offerings, and educational experiences for students.

The closest program within the existing inventory, while not related but similar in focus, would be Professor Skip Berry's Cybersecurity program and offerings within CIS, which have a similar mission to provide world class educational opportunities that are designed to directly connect students to employers and opportunities.

Further, this certificate is designed to assist students in preparation for obtaining industry certification within digital forensic investigations, to further compliment their skills and assist in making them even more competitive and employable.

Item 7. Similar Programs at Other Colleges in Service Area
Justification of need for certificate/degree in the region.

There are 22 community colleges within 50 miles of Riverside City College (not including Norco and Moreno Valley Colleges); a review of the curriculum at each community college reveals that there are no community colleges that offer a comparable certificate option, and of the 22, only 4 offer a similar certificate or specialization option.

Cypress College, within their Computer Information Systems discipline, offers an 18-unit certificate in Computer Forensics:

Course	Name	Units
CIS 277 C	Digital Forensics	3 Units
CIS 278 C	Cyber Crime	3 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.

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CIS 279 C	Computer Forensics Legal Aspects	3 Units
CIS 280 C	Analysis of Digital Media	3 Units
CIS 281 C	Computer Forensics Capstone	3 Units
CIS	Choose 1 Elective: CIS 271 C Computer Forensics in Practice CIS 272 C Computer Forensics – Challenges CIS 273 C Computer Forensic Tools CIS 276 C Computer Forensics I	3 Units
	Total Units:	**18 Units**

Coastline Community College, within their Computer Networking & Cybersecurity discipline, offers both a 27-unit certificate and 60-unit Associate degree in Digital Forensics and Incident Response:

Course	Name	Units
CIS C157	Introduction to Python Programming	3 Units
CST C128	Network+	3 Units
CST C158	Server+	3 Units
CYBR C150	Introduction to Digital Forensics	3 Units
CYBR C160	Introduction to Incident Response	3 Units
CYBR C170	Cybercrime and CSIRT Coordination	3 Units
CYBR C250	Intermediate Digital Forensics	3 Units
CYBR C260	Intermediate Incident Response	3 Units
	Total Units:	**27 Units**

Mt. San Jacinto College, within their Administration of Justice discipline, offers a 13-unit "Concentration" in Computer Forensics Employment:

Course	Name	Units
AJ 103	Criminal Evidence	3 Units
AJ 105	Tactical Communication & Writing for Law Enforcement	3 Units
CSIS 580	Computer Hardware- Level 1	3 Units
CSIS 282	Computer Forensics	3 Units
	Total Units:	**12 Units**

San Bernardino Valley College, within their Computer Information Technology discipline, offers an 18-unit Certificate in Digital Forensics:

Course	Name	Units
CIT 091	Computer Network Fundamentals	3 Units
CIT 101	Introduction to Computer Literacy	3 Units
CIT 127	Introduction to Computer Forensics	3 Units
CIT 128	Introduction to Linux OS	3 Units
CIT 155	Systems and Network Administration	3 Units
CIT 160	Introduction to Information Systems Security	3 Units
	Total Units:	**18 Units**

Of these 4 programs, only 2 are located within the Inland Empire (San Bernardino Valley and Mt. San Jacinto). Mt. San Jacinto's offering is not a certificate, but an "employment concentration" that

consists of only 13 units, and San Bernardino Valley's certificate is not interdisciplinary, but housed solely within their Computer Information Technology department.

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

N/A.

Program Outline

Title: Computer Applications
(Degree and Certificate) - MAS726/MCE726

☒ **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: 0702.10   **CIP Code: 11.0800**

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
                ☐ Modification to an existing local certificate

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:
The modification of Computer Applications and Office Technology certificate and degree address the removal of deleted courses, CIS-84 – Word Processing: Word Perfect for Windows, removal cross-listed CAT-54A and change of CIS-54A course title. These changes will impact the elective options of the certificate and degree, which does not impose any changes to program over objectives, units or learning outcomes. Course removal and title change are the result of outdated technology course content.

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
☒ 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; also be recent, within 2 years).-*
☐ 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)*

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.

This program prepares individuals to perform basic data and text entry using standard and customized software products. This includes instruction in keyboarding skills, personal computer, and workstation operation, reading draft texts and raw data forms, and various interactive software programs used for tasks such as word processing, spreadsheets, databases, and others.

Program Learning Outcomes
Upon successful completion of this program, students should be able to:
• Describe and use operating system software.
• Describe and use Word processing software.
• Write structured programs using C++ or Java.
• Describe and use graphics software to manipulate digital images.
• Describe and use database software to construct 3NF databases.
• Construct a visually appealing web site including database structures within the design.
• Design and use spreadsheets that have embedded equations/ formulas utilizing different data types.

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

This program prepares individuals to perform basic data and text entry using standard and customized software products. This includes instruction in keyboarding skills, personal computer, and workstation operation, reading draft texts and raw data forms, and various interactive software programs used for tasks such as word processing, spreadsheets, databases, and others.

Program Learning Outcomes
Upon successful completion of this program, students should be able to:
• Describe and use operating system software.
• Describe and use Word processing software.
• Write structured programs using C++ or Java.
• Describe and use graphics software to manipulate digital images.
• Describe and use database software to construct 3NF databases.
• Construct a visually appealing web site including database structures within the design.
• Design and use spreadsheets that have embedded equations/ formulas utilizing different data types.

Required Courses: __16.5-17.5__ units

Course	Title	Units	Sequencing
CIS-1A	Introduction to Computer Information Systems	3	Semester 1, Fall
CIS-1B	Advanced Concepts in ~~of~~ Computer Information Systems	3	Semester 2, Spring
CIS/CSC-5 Or	Programming Concepts and Methodology I: C++	4	Semester 1, Fall
CIS/CSC-28A	MS Access Programming	3	Semester 2 Spring
CIS/CSC-21	Introduction to Operating Systems	3	Semester 2, Spring
CIS-95A	Introduction to the Internet -- Living Online	1.5	Semester 1, Fall
CAT-31 Or	Business Communications Fundamentals	3	Semester 3, Spring
BUS-22 Or	Management Communications	3	Semester 3, Spring
BUS-24	Business Communication	3	Semester 3, Spring

Elective 1 Courses: __1.5- 4.0__ units

Course	Title	Units	Sequencing
CIS/CSC-2	Fundamentals of System Analysis	3	Semester 3, Spring
CIS/CSC-25	Information and Communication Technology Essentials	4	Semester 3, Spring
CIS/CSC-61	Introduction to Database Theory	3	Semester 3, Spring
CIS/CAT-80	Word Processing: Microsoft Word for Windows	3	Semester 3, Spring
CIS/CAT-98B	Advanced Excel	1.5	Semester 3, Spring

Elective 2 Courses: __3.0-6.0__ units

Course	Title	Units	Sequencing
CIS/CSC-12	PHP Dynamic Web Site Programming	3	Semester 3, Spring
CIS/CSC-14A	Web Programming: JavaScript	3	Semester 3, Spring
CIS-14B	Web Programming: Active Server Pages	3	Semester 3, Spring
CIS-54A	Introduction to Animate	3	Semester 3, Spring
CIS-56A	Designing Web Graphics	3	Se.0mester 3, Spring
CIS-72A	Introduction to Web Page Creation	1.5	Semester 3, Spring
CIS-72B	Intermediate Web Page Creation Using Cascading Style Sheet (CSS)	1.5	Semester 3, Spring
CIS-76A	Introduction to Microsoft Expression Web	3	Semester 3, Spring
CIS-76B	Introduction to DreamWeaver	3	Semester 3, Spring
CIS/CAT-78A	Introduction to Adobe Photoshop	3	Semester 3, Spring
CIS/CAT-79	Introduction to Adobe Illustrator	3	Semester 3, Spring
CIS/CAT-81	Introduction to Desktop Publishing using Adobe InDesign	3	Semester 3, Spring

Total Program Units: (21- 27.5) .

The Associate of Science Degree in Computer Applications 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: 16.5-17.5 units

Course	Title	Units	Sequencing
CIS-1A	Introduction to Computer Information Systems	3	Semester 1, Fall
CIS-1B	Advanced Concepts in ~~of~~ Computer Information Systems	3	Semester 2, Spring
CIS/CSC-5 Or	Programming Concepts and Methodology I: C++	4	Semester 1, Fall
CIS/CSC-28A	MS Access Programming	3	Semester 2 Spring
CIS/CSC-21	Introduction to Operating Systems	3	Semester 2, Spring
CIS-95A	Introduction to the Internet -- Living Online	1.5	Semester 1, Fall
CAT-31 Or	Business Communications Fundamentals	3	Semester 3, Spring
BUS-22 Or	Management Communications	3	Semester 3, Spring
BUS-24	Business Communication	3	Semester 3, Spring

Elective 1 Courses: 1.5- 4.0 units

Course	Title	Units	Sequencing
CIS/CSC-2	Fundamentals of System Analysis	3	Semester 3, Spring
CIS/CSC-25	Information and Communication Technology Essentials	4	Semester 3, Spring
CIS/CSC-61	Introduction to Database Theory	3	Semester 3, Spring
CIS/CAT-80	Word Processing: Microsoft Word for Windows	3	Semester 3, Spring
CIS/CAT-98B	Advanced Excel	1.5	Semester 3, Spring

Elective 2 Courses: 3.0-6.0 units

Course	Title	Units	Sequencing
CIS/CSC-12	PHP Dynamic Web Site Programming	3	Semester 3, Spring
CIS/CSC-14A	Web Programming: JavaScript	3	Semester 3, Spring
CIS-14B	Web Programming: Active Server Pages	3	Semester 3, Spring
CIS-54A	Introduction to Animate	3	Semester 3, Spring
CIS-56A	Designing Web Graphics	3	Se.0mester 3, Spring

CIS-72A	Introduction to Web Page Creation	1.5	Semester 3, Spring
CIS-72B	Intermediate Web Page Creation Using Cascading Style Sheet (CSS)	1.5	Semester 3, Spring
CIS-76A	Introduction to Microsoft Expression Web	3	Semester 3, Spring
CIS-76B	Introduction to DreamWeaver	3	Semester 3, Spring
CIS/CAT-78A	Introduction to Adobe Photoshop	3	Semester 3, Spring
CIS/CAT-79	Introduction to Adobe Illustrator	3	Semester 3, Spring
CIS/CAT-81	Introduction to Desktop Publishing using Adobe InDesign	3	Semester 3, Spring

Total Program Units: 21- 27.5

The Associate of Science Degree in Computer Applications 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	16.5	Maximum Required Units	17.5
Minimum Elective Units	4.5	Maximum Elective Units	10
Local GE Required Units	27	CSUGE Required Units	39
Double Counted Units	4	Double Counted Units	0
Total Minimum Degree Units	**60**	**Total Maximum Degree Units**	**66.5**

Item 4. Master Planning
The modification of this certificate and degree will not negatively impact the master plan as this certificate/degree is actively being offered at Moreno Valley College. This program update provides students with relevant technology for their career in the industry.

Item 5. Enrollment and Completer Projections
Required courses:
CIS-1A	49 students
CIS-1B	49 students
CIS/CSC-5	49 students
Or CIS/CSC-28A	49 students
CIS/CSC-21	49 students
CIS-95A	49 students
CAT-31	49 students
Or BUS-22	49 students
Or BUS-24	49 students

Elective 1 Courses:
CIS/CSC-2	49 students
CIS/CSC-25	49 students
CIS/CSC-61	49 students

CIS/CAT-80   49 students
CIS/CAT-98B   49 students

Elective 2 Courses:
CIS/CSC-12   49 students
CIS/CSC-14A   49 students
CIS/CSC-14B   49 students
CIS-54A   49 students
CIS-56A   49 students
CIS-72A   49 students
CIS-72B   49 students
CIS-76A   49 students
CIS-76B   49 students
CIS/CAT-78A   49 students
CIS/CAT-79   49 students
CIS/CAT-81   49 students

Item 6. Place of Program in Curriculum/Similar Programs

This is an active program at MVC. This is an update to an existing active certificate and degree at MVC.
Item 7. Similar Programs at Other Colleges in Service Area
RCC and Norco also offer the same program.

Item 8. Transfer Preparation Information (if applicable)

Program Outline

Title: Computer Numerical Control Programming

Originator: **Paul Van Hulle**   **Date** 9/23/2021

Department: Business, Engineering and Information Technologies

          ☒ **Norco 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: 0956.30   **CIP Code:** 48.0501

Type of Program:
          ☒ Certificate of Achievement <u>and</u> Degree

Type of Associate Degree: ☒ Associate of Science

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

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

Rationale:
Decreasing one class by one unit (Man 35). The class can be taught in 4 units instead of 5. We are changing the name of the course (MAN 35) From Computer Aided Manufacturing-Mastercam to Computer Aided Machining. In this course we would like to be able to teach either Mastercam and/or Fusion 360 and not just focus on Mastercam

We also would like to give the students the option to take a new class teaching a new program known as Fusion 360 instead of Mastercam. The industry is stating that more and more companies are using Fusion 360.

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
          Manufacturing is a single school/subject discipline.

☒ 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>

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 September 2021

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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.

Program Narrative

Item 1. Program Goals and Objectives
Program Learning Outcomes
Upon successful completion of this program, students should be able to:
• Create a small engine based on blueprints that involves parts using both the mill and the lathe.
• Create five-axis part drawing files using Computer Aided Manufacturing program such as Mastercam, numerical code files and Solid Works.
• Compose written assignments on occupation safety in general industry.
• Solve mathematical formulas by using unknowns and apply this knowledge to solve problems for the industry.
• Establish a systematic approach to recognizing the essential information given on a blueprint.

In addition to achieving the program learning outcomes for the Computer Numerical Control programming certificate, students who complete the Associate of Science Degree in Computer Numerical Control Programming (CNC) technology will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.

Item 2. Catalog Description
This program prepares individuals for an entry level career in Computer Numerical Control programming. Computer control programmers and operators use Computer Numerically Controlled (CNC) machines to cut and shape precision products, such as automobile, aviation, and machine parts. CNC machines operate by reading the code included in a computer-controlled module, which drives the machine tool and performs the functions of forming and shaping a part formerly done by machine operators. CNC machines include machining tools such as lathes, multi-axis spindles, milling machines, laser cutting machines, and wire electrical discharge machines. CNC machines cut away material from a solid block of metal or plastic—known as a workpiece—to form a finished part. Computer control programmers and operators normally produce large quantities of one part, although they may produce small batches or one-of-a-kind items. They use their knowledge of the working properties of metals and their skill with CNC programming to design and carry out the operations needed to make machined products that meet precise specifications.

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 September 2021

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CNC programmers—also referred to as numerical tool and process control programmers—develop the programs that run the machine tools. They review three-dimensional computer aided/automated design (CAD) blueprints of the part and determine the sequence of events that will be needed to make the part. This may involve calculating where to cut or bore into the workpiece, how fast to feed the metal into the machine, and how much metal to remove.

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:____26-29__ units

Course	Title	Units	Sequencing
ENE/DFT-30	Computer Aided Drafting (CAD)	3	Semester 2, Fall
ENE/DFT-42	SolidWorks I	3	Semester 2, Fall
ENE/DFT-51	Print Reading	2	Semester 1, Summer
ENE/DFT-52	Geometric Dimensioning and Tolerancing	3	Semester 4, Spring
ENE/DFT-60	Math for Engineering Technology	3	Semester 1, Summer
OR			OR
MAT-36	Trigonometry	4	Semester 1, Summer
MAN/ELE-55	Occupational Safety and Health Administration (OSHA) Standards for General Industry	1	Semester 3, winter
MAN-56	CNC Machine Set-up and Operation	4	Semester 4, Spring
MAN-57	CNC Program Writing	3	Semester 5, Fall
MAN-35	Computer Aided Machining	4	Semester 5, Fall
OR			OR
DFT-62 AND	Basic Fusion 360	3	Semester 5, Fall AND
DFT-63	Advanced Fusion 360	3	Semester 5, Fall

Total Program Units: 26-29 units

Associate of Science Degree

The Associate of Science Degree in Computer Numerical Control Programming 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	26	Maximum Required Units	29
Minimum Elective Units	0	Maximum Elective Units	0
Local GE Required Units	27	CSUGE Required Units	39
Double Counted Units	4	Double Counted Units	4
Total Minimum Degree Units	**60**	**Total Maximum Degree Units**	**63**

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 September 2021

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Item 4. Master Planning
This certificate has been offered for years at Norco College.

Riverside Community College District is dedicated to the success of its students and to the development of the communities it serves. By facilitating its Colleges and learning centers to provide educational and student services, it meets the needs and expectations of its unique communities of learners. The District provides the Colleges with leadership in the areas of advocacy, resource stewardship, and planning.

Norco College inspires a diverse student body by an inclusive innovative approach to learning through its pathways to transfer, professional, career and technical education, certificates, and degrees. We are proud to be a pivotal hub for scholarship, arts and culture, dynamic technologies, and partnerships. Norco College encourages self-empowerment and is dedicated to transforming the lives of our students, employees, and community.

Item 5. Enrollment and Completer Projections
20-25 enrollments and 10-20 each year

Item 6. Place of Program in Curriculum/Similar Programs
Other certificate in the manufacturing program include:
- Computer Numerical Control (CNC) operator (N) NCE966
- Conventional Machine Operator (N) NCE865
- Industrial Automation (N) NAS737/NAS737B/NAS737C/NCE737

Item 7. Similar Programs at Other Colleges in Service Area
San Bernardino Valley College and Fullerton College both have CNC programming certificates.

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. Revised September 2021

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