District Curriculum Committee
Meeting Agenda

Tuesday, October 4, 2022	**4:00-5:00pm**	**CAADO 209/Zoom**

Committee Members	**Guests**
☐ Kelly Douglass (Chair, ENG, RCC)	☐ Lijuan Zhai (AVC Ed Services and Institutional Effectiveness, RCCD)
☐ Susan Mills (Co-Chair, VC Ed. Services)	☐ Steven Schmidt (MUS, RCC)
☐ Brian Johnson (MAT, NOR)	☐ Bryan Medina (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://rccd-edu.zoom.us/j/81658659020?pwd=aHhIUVhONEVacFBpeGkyandLK1pIdz09
+1 669 900 6833 US
Meeting ID: 816 5865 9020
Passcode: 226071

Agenda and Minutes

1. Approval of Agenda
2. Approval of Minutes – September 20, 2022

Reports from Colleges

1. Moreno Valley
2. Norco
3. Riverside

Action Items

1. Curriculum Proposals

Discussion Items

1. §55003 on Prerequisites and Local Validation Process – Kelly Douglass
   a. https://www.law.cornell.edu/regulations/california/5-CCR-55003

Program Documentation

   a. New Programs
      i. Acting
   b. Program Modifications
      i. Sociology
      ii. Music
      iii. Cosmetology
      iv. Cosmetology Business Administration – Management & Supervision Concentration

District Curriculum Committee
Proposals for Review for Meeting: 10/04/2022

Courses

Course Exclusions   M N R   Discussion

MUS 31   **College Choir**   ☑ ☐ ☐
Rationale: This course has not been offered at Moreno Valley College since Spring of 2015. MVC currently has two vocal ensembles, one dedicated to the study of concert and chamber music (Concert Choir-MUS-29 / Advanced Chamber Choir MUS-83) and one dedicated to the study and performance of Gospel Music (Gospel Singers – MUS-57 / Gospel Choir – MUS -58). MVC does not have the student interest or vocal faculty leadership at this time (or for the foreseeable future) to support a third choir therefore, College Choir MUS-31 should be excluded from the college catalog.
MOV: Approved, 9/27/2022   **NOR:** Info Item, 9/27/2022   **RIV:** Info Item, 9/27/2022

MUS 53   **Keyboard Proficiency**   ☑ ☐ ☐
Rationale: This course has not been successfully offered at Moreno Valley College since Spring of 2013. Although it was offered in Fall 2020, no advertisement or recruitment was performed in support of this offering and subsequently no students enrolled. Without the implementation of a piano program or an active approach to recruitment, it is unlikely that this course will fill in the future. Keyboard Proficiency MUS-53 should be excluded from the college catalog.
MOV: Approved, 9/27/2022   **NOR:** Info Item, 9/27/2022   **RIV:** Info Item, 9/27/2022

MUS 71   **College Chorus**   ☑ ☐ ☐
Rationale: This course has not been offered at Moreno Valley College since Spring of 2015. MVC currently has two vocal ensembles, one dedicated to the study of concert and chamber music (Concert Choir-MUS-29 / Advanced Chamber Choir MUS-83) and one dedicated to the study and performance of Gospel Music (Gospel Singers – MUS-57 / Gospel Choir – MUS -58). MVC does not have the student interest or vocal faculty leadership at this time (or for the foreseeable future) to support a third choir therefore, College Chorus MUS-71 should be excluded from the college catalog.
MOV: Approved, 9/27/2022   **NOR:** Info Item, 9/27/2022   **RIV:** Info Item, 9/27/2022

MUS 92   **Basic Piano**   ☑ ☐ ☐
Rationale: This course has not been successfully offered at Moreno Valley College since the Summer of 2016. The music discipline has no plans to offer this course in the future because it represents somewhat of a duplication of the preferred Beginning Class Piano course (MUS 32). Basic Piano MUS-92 should be excluded from the college catalog.
MOV: Approved, 9/27/2022   **NOR:** Info Item, 9/27/2022   **RIV:** Info Item, 9/27/2022

MUS P27   **Beginning String Techniques**   ☑ ☐ ☐
Rationale: This course has not been successfully offered at Moreno Valley College. The music discipline does not currently (and likely will not) have the requisite infrastructure to support an offering of this course. Therefore, Beginning String Techniques MUS-71 should be excluded from the college catalog.
MOV: Approved, 9/27/2022   **NOR:** Info Item, 9/27/2022   **RIV:** Info Item, 9/27/2022

Course Inclusions   M N R   Discussion

CHE 3   **Fundamentals of Chemistry**   ☑ ☐ ☐
Rationale: CHE 3 is an introductory course in chemistry for the STEM majors. Its inclusion at MVC will provide students with a pathway in the STEM field that is dedicated to the field of science. Although CHE 3 is similar in scope to CHE 2A, already offered at MVC, the course will focus, primarily, on the preparing students for the General Chemistry series, CHE 1A and CHE 1B.
MOV: Approved, 9/27/2022   **NOR:** Info Item, 9/27/2022   **RIV:** Info Item, 9/27/2022

CIS 87A   **Introduction to IT Project Management**   ☐ ☐ ☑
Rationale: This course is being included in a new program funded by our NSF-ATE Cyberpreneurship grant. Students will learn business skills in addition to cybersecurity skills in order to run their own cyber contracting business.
MOV: Info Item, 9/27/2022   **NOR:** Info Item, 9/27/2022   **RIV:** Approved, 9/27/2022

Courses

Course Major Modifications

M N R   Discussion

ARE 24   **Revit I-Architectural Drafting**   ☐ ☑ ☐

Rationale: Due to last updates of the course changing software to Revit (instead of CAD) there is no need for pre-requisites. As result:1. Requisites changed to advisory.2. SLO's link to general education is removed. (Not needed in the first place)3. Course materials are updated with the latest editions of the same books.

MOV: Info Item, 9/27/2022   **NOR:** **Approved, 9/27/2022**   **RIV:** Info Item, 9/27/2022

ARE 824   **Revit I-Architectural Drafting**   ☐ ☑ ☐

Rationale: Introduction to methods and techniques used in the development of architectural construction documents for light frame structures. (Revit I)

MOV: Info Item, 9/27/2022   **NOR:** **Approved, 9/27/2022**   **RIV:** Info Item, 9/27/2022

BIO 35   **Health Science**   ☑ ☑ ☑

Rationale: Add Objectives, refine SLOs, update texts.

MOV: **Approved, 9/27/2022**   **NOR:** **Approved, 9/27/2022**   **RIV:** **Approved, 9/27/2022**

BIO 40   **Biometrics**   ☐ ☐ ☑

Rationale: Prerequisites are being updated, since former prerequisite for MAT-35 has been removed from the catalogue. Textbook has also been updated to bring materials into 5-year compliance.

MOV: Info Item, 9/27/2022   **NOR:** Info Item, 9/27/2022   **RIV:** **Approved, 9/27/2022**

COM 1   **Public Speaking**   ☑ ☑ ☑

Rationale: This course was reviewed and updated as part of our regular cycle. Our focus was on modernization using an equity lens.

MOV: **Approved, 9/27/2022**   **NOR:** **Approved, 9/27/2022**   **RIV:** **Approved, 9/27/2022**

COM 11   **Storytelling**   ☐ ☑ ☑

Rationale: Students learn the role that oral storytelling plays in creating and passing cultural value through time.

MOV: Info Item, 9/27/2022   **NOR:** **Approved, 9/27/2022**   **RIV:** **Approved, 9/27/2022**

COM 12   **Intercultural Communication**   ☑ ☑ ☑

Rationale: This course was reviewed and updated as part of our regular cycle. Our focus was on modernization using an equity lens.

MOV: **Approved, 9/27/2022**   **NOR:** **Approved, 9/27/2022**   **RIV:** **Approved, 9/27/2022**

COM 13   **Gender and Communication**   ☑ ☑ ☑

Rationale: Comprehensive Review Cycle/updates to the CORs for all Communication Studies courses.

MOV: **Approved, 9/27/2022**   **NOR:** **Approved, 9/27/2022**   **RIV:** **Approved, 9/27/2022**

COM 1H   **Honors Public Speaking**   ☑ ☑ ☑

Rationale: This course was reviewed and updated as part of our regular cycle. Our focus was on modernization using an equity lens.

MOV: **Approved, 9/27/2022**   **NOR:** **Approved, 9/27/2022**   **RIV:** **Approved, 9/27/2022**

COM 20   **Introduction to Communication Theory**   ☑ ☑ ☑

Rationale: This course was reviewed and updated as part of our regular cycle. Our focus was on modernization using an equity lens.

MOV: **Approved, 9/27/2022**   **NOR:** **Approved, 9/27/2022**   **RIV:** **Approved, 9/27/2022**

COM 3   **Argumentation and Debate**   ☑ ☑ ☑

Rationale: Updates to content, methods of evaluation and instruction, and textbooks.

MOV: **Approved, 9/27/2022**   **NOR:** **Approved, 9/27/2022**   **RIV:** **Approved, 9/27/2022**

COM 6   **Small Group Communication**   ☑ ☑ ☑

Rationale: This course was reviewed and updated as part of our regular cycle. Our focus was on modernization using an equity lens.

MOV: **Approved, 9/27/2022**   **NOR:** **Approved, 9/27/2022**   **RIV:** **Approved, 9/27/2022**

Courses

Course Major Modifications

			M	N	R	Discussion

COM 7 — **Oral Interpretation of Literature**   ☑ ☑ ☑

Rationale: This course was reviewed and updated as part of our regular cycle. Our focus was on modernization using an equity lens.

MOV: Approved, 9/27/2022   **NOR: Approved, 9/27/2022**   **RIV: Approved, 9/27/2022**

COM 9 — **Interpersonal Communication**   ☑ ☑ ☑

Rationale: Modifications made to an existing course

MOV: Approved, 9/27/2022   **NOR: Approved, 9/27/2022**   **RIV: Approved, 9/27/2022**

COM 9H — **Honors Interpersonal Communication**   ☑ ☑ ☑

Rationale: Modifications made to an existing course

MOV: Approved, 9/27/2022   **NOR: Approved, 9/27/2022**   **RIV: Approved, 9/27/2022**

COS 1B — **Introduction to Cosmetology Level II**   ☐ ☐ ☑

Rationale: New requirements put forth by the California Board of Barbering and Cosmetology.

MOV: Info Item, 9/27/2022   **NOR:** Info Item, 9/27/2022   **RIV: Approved, 9/27/2022**

DFT 24 — **REVIT I-Architectural Drafting**   ☐ ☑ ☐

Rationale: Introduction to methods and techniques used in the development of architectural construction documents for light frame structures. (Revit I)

MOV: Info Item, 9/27/2022   **NOR: Approved, 9/27/2022**   **RIV:** Info Item, 9/27/2022

HES 1 — **Health Science**   ☑ ☑ ☑

Rationale: Add Objectives, refine SLOs, update texts

MOV: Approved, 9/27/2022   **NOR: Approved, 9/27/2022**   **RIV: Approved, 9/27/2022**

H **KIN A89A** — **Beginning Body Sculpting**   ☑ ☐ ☑   Holding to clarify repeatability against A81 series.

Rationale: Update course materials, update grading options, update course description (took out Pass/No Pass), and update sample assignments.

MOV: Approved, 9/13/2022   **NOR:** Info Item, 9/13/2022   **RIV: Approved, 9/13/2022**

H **KIN A89B** — **Intermediate Body Sculpting**   ☑ ☐ ☑   Holding to clarify repeatability against A81 series.

Rationale: Update course description, change grading methods, update course materials, and update sample assignments.

MOV: Approved, 9/13/2022   **NOR:** Info Item, 9/13/2022   **RIV: Approved, 9/13/2022**

H **KIN A89C** — **Advanced Body Sculpting**   ☑ ☐ ☑   Holding to clarify repeatability against A81 series.

Rationale: Update course description (took off Pass/No Pass), change grading method, update course materials, and update sample assignments.

MOV: Approved, 9/13/2022   **NOR:** Info Item, 9/13/2022   **RIV: Approved, 9/13/2022**

WEL 65A — **Beginning Shielded Metal Arc Welding**   ☐ ☐ ☑

Rationale: Regular COR review.

MOV: Info Item, 9/27/2022   **NOR:** Info Item, 9/27/2022   **RIV: Approved, 9/27/2022**

WEL 65B — **Advanced Shielded Metal Arc Welding**   ☐ ☐ ☑

Rationale: Regular 5 year review

MOV: Info Item, 9/27/2022   **NOR:** Info Item, 9/27/2022   **RIV: Approved, 9/27/2022**

WEL 75A — **Gas Metal Arc Welding**   ☐ ☐ ☑

Rationale: 5 year review

MOV: Info Item, 9/27/2022   **NOR:** Info Item, 9/27/2022   **RIV: Approved, 9/27/2022**

WEL 75B — **Flux Cored Arc Welding (FCAW)**   ☐ ☐ ☑

Rationale: 5 year review

MOV: Info Item, 9/27/2022   **NOR:** Info Item, 9/27/2022   **RIV: Approved, 9/27/2022**

Courses

Course Major Modifications

			M	N	R	Discussion

WEL 85A **American Welding Society/Los Angeles City Welding I** ☐ ☐ ☑
Rationale: 5 year review
MOV: Info Item, 9/27/2022   **NOR:** Info Item, 9/27/2022   **RIV:** Approved, 9/27/2022

WEL 85B **American Welding Society/Los Angeles City Welding II** ☐ ☐ ☑
Rationale: 5 year review
MOV: Info Item, 9/27/2022   **NOR:** Info Item, 9/27/2022   **RIV:** Approved, 9/27/2022

WEL 95A **Introduction to Gas Tungsten Arc Welding** ☐ ☐ ☑
Rationale: 5 year review
MOV: Info Item, 9/27/2022   **NOR:** Info Item, 9/27/2022   **RIV:** Approved, 9/27/2022

WEL 95B **Advanced Gas Tungsten Arc Welding (GTAW)** ☐ ☐ ☑
Rationale: 5 year review
MOV: Info Item, 9/27/2022   **NOR:** Info Item, 9/27/2022   **RIV:** Approved, 9/27/2022

Course Minor Modifications

			M	N	R	Discussion

CAT 80 **Word Processing: Microsoft Word for Windows** ☑ ☑ ☑
Rationale: Two year CTE review - no changes.
MOV: Approved, 9/27/2022   **NOR:** Approved, 9/27/2022   **RIV:** Info Item, 9/27/2022

CAT 808 **Critical Thinking, Problem Solving and Decision Making** ☑ ☐ ☑
Rationale: Two year review
MOV: Approved, 9/27/2022   **NOR:** Info Item, 9/27/2022   **RIV:** Info Item, 9/27/2022

CAT 810 **Time Management** ☑ ☐ ☑
Rationale: Two year review
MOV: Approved, 9/27/2022   **NOR:** Info Item, 9/27/2022   **RIV:** Info Item, 9/27/2022

CAT 811 **High Impact Presentations and Proposals for the Work Place** ☑ ☐ ☑
Rationale: Two year reveiw
MOV: Approved, 9/27/2022   **NOR:** Info Item, 9/27/2022   **RIV:** Info Item, 9/27/2022

CAT 812 **Workplace Communication Strategies** ☐ ☐ ☑
Rationale: Two year review
MOV: Info Item, 9/27/2022   **NOR:** Info Item, 9/27/2022   **RIV:** Info Item, 9/27/2022

CAT 90 **Microsoft Outlook** ☑ ☑ ☑
Rationale: Two year CTE review - no changes.
MOV: Approved, 9/27/2022   **NOR:** Approved, 9/27/2022   **RIV:** Info Item, 9/27/2022

CAT 93 **Computers for Beginners** ☑ ☑ ☑
Rationale: Two year CTE review - no changes.
MOV: Approved, 9/27/2022   **NOR:** Approved, 9/27/2022   **RIV:** Info Item, 9/27/2022

CAT 98A **Introduction to Excel** ☑ ☑ ☑
Rationale: Two year CTE review - no changes.
MOV: Approved, 9/27/2022   **NOR:** Approved, 9/27/2022   **RIV:** Info Item, 9/27/2022

CAT 98B **Advanced Excel** ☑ ☑ ☑
Rationale: Two year CTE review - no changes.
MOV: Approved, 9/27/2022   **NOR:** Approved, 9/27/2022   **RIV:** Info Item, 9/27/2022

CIS 80 **Word Processing: Microsoft Word for Windows** ☑ ☑ ☑
Rationale: Two year CTE review - no changes.
MOV: Approved, 9/27/2022   **NOR:** Approved, 9/27/2022   **RIV:** Info Item, 9/27/2022

Courses

Course Minor Modifications

		M	N	R	Discussion

CIS 90   **Microsoft Outlook**   ☑ ☑ ☑
Rationale: Two year CTE review - no changes.
MOV: Approved, 9/27/2022   **NOR:** Approved, 9/27/2022   **RIV:** Info Item, 9/27/2022

CIS 93   **Computers for Beginners**   ☑ ☑ ☑
Rationale: Two year CTE review - no changes.
MOV: Approved, 9/27/2022   **NOR:** Approved, 9/27/2022   **RIV:** Info Item, 9/27/2022

CIS 98A   **Introduction to Excel**   ☑ ☑ ☑
Rationale: Two year CTE review - no changes.
MOV: Approved, 9/27/2022   **NOR:** Approved, 9/27/2022   **RIV:** Info Item, 9/27/2022

CIS 98B   **Advanced Excel**   ☑ ☑ ☑
Rationale: Two year CTE review - no changes.
MOV: Approved, 9/27/2022   **NOR:** Approved, 9/27/2022   **RIV:** Info Item, 9/27/2022

COS 69D   **Mens Hair Design D**   ☐ ☐ ☑
Rationale: This course meets requirements to update minimum barber standards of hair design. Culmination of a four-course series that provides an opportunity for additional skill and competency development within the subject matter.
MOV: Info Item, 9/27/2022   **NOR:** Info Item, 9/27/2022   **RIV:** Info Item, 9/27/2022

COS 80C   **Level III Nail Care Concepts**   ☐ ☐ ☑
Rationale: Level III Nail Care cosmetology concepts, Level III Nail Care, is required to meet the manicuring standards of the Board of Barbering and Cosmetology.
MOV: Info Item, 9/27/2022   **NOR:** Info Item, 9/27/2022   **RIV:** Info Item, 9/27/2022

PDS 808   **Critical Thinking, Problem Solving and Decision Making**   ☑ ☑ ☑
Rationale: Two year CTE review. No changes needed.
MOV: Approved, 9/27/2022   **NOR:** Approved, 9/27/2022   **RIV:** Info Item, 9/27/2022

PDS 810   **Time Management**   ☑ ☑ ☑
Rationale: Two year CTE review. No changes needed.
MOV: Approved, 9/27/2022   **NOR:** Approved, 9/27/2022   **RIV:** Info Item, 9/27/2022

PDS 811   **High Impact Presentations and Proposals for the Work Place**   ☑ ☑ ☑
Rationale: Two year CTE review. No changes needed.
MOV: Approved, 9/27/2022   **NOR:** Approved, 9/27/2022   **RIV:** Info Item, 9/27/2022

PDS 812   **Workplace Communication Strategies**   ☑ ☑ ☑
Rationale: Two year CTE review. No changes needed.
MOV: Approved, 9/27/2022   **NOR:** Approved, 9/27/2022   **RIV:** Info Item, 9/27/2022

Distance Education

		M	N	R	Discussion

CIS 41DDE   **Advanced Security Concepts and Practices**   ☑ ☐ ☑
Rationale:
MOV: Approved, 9/27/2022   **NOR:** Info Item, 9/27/2022   **RIV:** Approved, 9/27/2022

CIS 48ADE   **Introduction to Cloud Computing**   ☑ ☐ ☑
Rationale:
MOV: Approved, 9/27/2022   **NOR:** Info Item, 9/27/2022   **RIV:** Approved, 9/27/2022

CIS 48DDE   **Cloud Security Essentials**   ☑ ☐ ☐
Rationale:
MOV: Approved, 9/27/2022   **NOR:** Info Item, 9/27/2022   **RIV:** Info Item, 9/27/2022

Courses

Distance Education

		M	N	R	Discussion

CIS 68ADE — **Introduction to Machine Learning** — [M ☑] [N ☐] [R ☑]
Rationale:
MOV: **Approved, 9/27/2022**   NOR: Info Item, 9/27/2022   RIV: **Approved, 9/27/2022**

CIS 68BDE — **Big Data Fundamentals** — [M ☑] [N ☐] [R ☑]
Rationale:
MOV: **Approved, 9/27/2022**   NOR: Info Item, 9/27/2022   RIV: **Approved, 9/27/2022**

CIS 87ADE — **Introduction to IT Project Management** — [M ☑] [N ☐] [R ☐]
Rationale:
MOV: **Approved, 9/27/2022**   NOR: Info Item, 9/27/2022   RIV: Info Item, 9/27/2022

CIS 87BDE — **IT Project Management Framework** — [M ☑] [N ☐] [R ☑]
Rationale:
MOV: **Approved, 9/27/2022**   NOR: Info Item, 9/27/2022   RIV: **Approved, 9/27/2022**

H **SOC 21DE** — **Introduction to Deviance** — [M ☑] [N ☐] [R ☑]
Rationale:
MOV: **Approved, 9/13/2022**   NOR: Info Item, 9/13/2022   RIV: **Approved, 9/27/2022**

New Courses

		M	N	R	Discussion

ENE 35B — **Dynamics** — [M ☐] [N ☑] [R ☐]
Rationale: The course is needed to support transfer student needs for multiple engineering majors. The course is an extension of ENE 35 statics which Norco College currently offers.
MOV: Info Item, 9/27/2022   NOR: **Approved, 9/27/2022**   RIV: Info Item, 9/27/2022

ENE 49 — **Strength of Materials** — [M ☐] [N ☑] [R ☐]
Rationale: The course is needed to support engineering transfer students prepare and satisfy transfer requirements.
MOV: Info Item, 9/27/2022   NOR: **Approved, 9/27/2022**   RIV: Info Item, 9/27/2022

Programs

New Programs

		M	N	R	Discussion

Certificate

H **THE** — **Acting** — [M ☐] [N ☐] [R ☑]
Rationale: The Acting Program at Riverside City College is an engaging program designed to prepare highly talented students for work in both professional and educational theatre. In addition to the core of required theatre courses, this comprehensive curriculum includes a sequence of courses in acting, voice, movement, and specialized styles, as well as required participation in campus productions both on and backstage. This balance of course work and production experience prepares students to persevere in the demanding world of professional theatre. Students must exhibit continued progress and artists growth and pass ongoing faculty evaluation in order to remain in the program. Performance opportunities include Performance Riverside, a semiprofessional 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.
MOV: Info Item, 9/13/2022   NOR: Info Item, 9/13/2022   RIV: **Approved, 9/27/2022**

Program Modifications

		M	N	R	Discussion

ADT

SOC — **Sociology** — [M ☐] [N ☑] [R ☐]
Rationale: The statewide TMC template in Sociology has been revised. The modifications to our ADT align with the new template.
MOV: Info Item, 9/27/2022   NOR: **Approved, 9/27/2022**   RIV: Info Item, 9/27/2022

Programs

Program Modifications

M N R   Discussion

Degree

MUS   **Music**   ☑ ☐ ☐

Rationale: This degree is historically important in that it was the first arts degree developed at MVC. However, it has not been modified since its creation and is no longer relevant with regard to our students' transfer needs. This program modification will exclude courses no longer being offered at MVC and adopt 2 new additions to the college catalog (MUS-101 and MUS-P52A). The structure of this program will be redesigned with an emphasis on the 3 main categories (Theory/Applied Music/Ensemble) requisite for transfer to CSU and UC programs. This will more closely align the AA degree with the currently proposed ADT program modifications and simplify navigation of the music degrees for both students and counselors. Although these two degrees (AA and ADT) will be similar in curricular content, the AA will provide the benefit of allowing for a higher total unit count, thus allowing music students to pursue an even more rigorous program of study than is currently possible in the ADT.

MOV: Approved, 9/27/2022   **NOR:** Info Item, 9/27/2022   **RIV:** Info Item, 9/27/2022

Degree & Certificate

COS   **Cosmetology**   ☐ ☐ ☑

Rationale: Per state requirements removal of Cos 60E and Cos 60E1. California State Board of Barbering and Cosmetology made modifications to licensure requirement, including hour requirements, therefore Cos 60E and Cos 60E1 are not required.

MOV: Info Item, 9/27/2022   **NOR:** Info Item, 9/27/2022   **RIV:** Approved, 9/27/2022

COS   **Cosmetology Business Administration - Management & Supervision Concentration**   ☐ ☐ ☑

Rationale: Management 51 will no longer be offered, replace it with MAG 40 or CIS 3

MOV: Info Item, 9/27/2022   **NOR:** Info Item, 9/27/2022   **RIV:** Approved, 9/27/2022

Riverside Community College District

District Curriculum Committee

Program Documentation for October 4, 2022

New Program: Riverside City: Acting

Award Type: Certificate of Achievement

Program Goals and Objectives

The Acting Program at Riverside City College is an engaging program designed to prepare highly talented students for work in both professional and educational theatre. In addition to the core of required theatre courses, this comprehensive curriculum includes a sequence of courses in acting, voice, movement, and specialized styles, as well as required participation in campus productions both on and backstage. This balance of coursework and production experience prepares students to persevere in the demanding world of professional theatre. Students must exhibit continued progress and artistic growth and pass ongoing faculty evaluations in order to remain in the program. Student performance opportunities include Performance Riverside and The Gary Schultz Black Box Theatre.

Catalog Description

The Acting Program at Riverside City College is an engaging program designed to prepare highly talented students for work in both professional and educational theatre. In addition to the core of required theatre courses, this comprehensive curriculum includes a sequence of courses in acting, voice, movement, and specialized styles, as well as required participation in campus productions both on and backstage. This balance of coursework and production experience prepares students to persevere in the demanding world of professional theatre. Students must exhibit continued progress and artistic growth and pass ongoing faculty evaluations in order to remain in the program. Student performance opportunities include Performance Riverside and The Gary Schultz Black Box Theatre.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

1. Perform and/or design material appropriate to their area of emphasis as individuals in productions.

2. Demonstrate identify, and work conceptually with all elements and styles of theatre.

3. Experience the process of audition, rehearsal and performance through various forms of theatrical literature.

Program Requirements

Required Courses **Units:** 9.0

COURSE	TITLE	SEQUENCE	UNITS
THE-30	Voice and Movement for the Stage	YR 1 - Fall	2.0
THE-32	Acting Fundamentals - Theater Games and Exercises	YR 1 - Fall	3.0
THE-38	Auditioning for the Stage	YR 1 - Spring	1.0
Select one of the following:			3.0
THE-5	Theater Practicum	YR 2 -	3.0

		Spring	
THE-6	Advanced Theater Practicum	YR 2 - Spring	3.0

Elective Courses   **Units:** 9.0

COURSE	TITLE	SEQUENCE	UNITS
Complete 9 units from the following:			9.0
THE-33	Scene Acting-Creating a Role	YR 2 - Fall	3.0
THE-34	Scene Study in Various Theatrical Styles	YR 2 - Fall	3.0
THE-35	Classical Acting with Emphasis in Shakespearean Verse	YR 2 - Spring	3.0
THE-36	Improvisational Acting	YR 2 - Fall	3.0
THE-39	Acting for the Camera	YR 2 - Spring	3.0

Total: 18.0

Master Planning

The proposed Acting Certificate fits within the mission of the RCC theatre dept, endeavoring to create, with and for its students, a learning environment that is inclusive and representative of its community. The Acting Certificate will encourage students to develop their artistic expression in preparation for their continuing education and future careers, prepare the students for auditions or portfolio submissions. Our hope is to challenge and channel students' talents into having an equitable, local, and global impact as artists, technicians, educators, audience members, and supporters of the arts. All curriculum for the proposed Acting Certificate is already written and this is to supplement a certificate program in acting.

Enrollment and Completer Projections

At this time, there are a projected 20 students.

Place of Program in Curriculum/Similar Programs

All courses, within the certificate, already exist within the curriculum. There are no new classes needed to complete the Acting Certificate.

Similar Programs at Other Colleges in Service Area

Fullerton College
Glendale Community College
Santa Barbara City College
Cypress College
Los Angeles City College

Transfer Preparation Information (if applicable)

Some courses, within the curriculum, do transfer to a 4-year school, but the certificate will not transfer.

Program Outline

Title: Associate in Arts in Sociology for Transfer Degree

Originator: Janet Hill   **Date** 9/13/2022
Department: Social Behavioral Sciences

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

TOPs Code: 2208.00   **CIP Code:**

Type of ADT: ☒ Associate in Arts for Transfer   ☐ Associate in Science for Transfer

This is a: ☐ New ADT   ☒ Modification to an existing ADT

If this is a modification to an existing ADT, please specify the changes being made:
(Please be specific! Indicate any changes such as title, description, learning outcomes, courses, unit values, etc.)
MAT-12/12H, PSY/SOC-48, and SOC-2 are now part of Required Core – moved from List A. PSY-8, PSY-50, and SOC-10H are now options in List A. Since the Required Core has increased there is no longer a List C. List C courses now fit in List B. ETS-1 and SJS-110 have been added as options to List B.

Rationale:
The statewide TMC template in Sociology has been revised. The modifications to our ADT align with the new template.

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 new and modified ADTs must include the following:
☒ Evidence of district-wide discipline communication
☒ Department minutes showing approval
☒ Narrative *(See next page)*
☒ C-ID or Assist Articulation Information, and the most current TMC Template *(Work with your Articulation Officer to obtain this documentation)*

Program Narrative

Item 1. Program Goals and Objectives

The Associate in Arts in Sociology for Transfer degree is designed to prepare the student for transfer to four-year institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Sociology at a California State University. It will also provide the student with a sufficient academic basis from which to pursue a career in the social science professions. The student will be afforded the opportunity to study the nature of the human affinity for aggregation and the complexities of societal organization. The breadth of Sociology will be examined to include the historical and contemporary theory and research as the basis from which to gain an in-depth awareness and understanding of the world in which we live.

Item 2. Catalog Description

The Associate in Arts in Sociology for Transfer degree is designed to prepare the student for transfer to four-year institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Sociology at a California State University. It will also provide the student with a sufficient academic basis from which to pursue a career in the social science professions. The student will be afforded the opportunity to study the nature of the human affinity for aggregation and the complexities of societal organization. The breadth of Sociology will be examined to include the historical and contemporary theory and research as the basis from which to gain an in-depth awareness and understanding of the world in which we live.

Program Learning Outcomes
Upon successful completion of this program, student should be able to:

- Demonstrate an awareness and understanding of the historical and contemporary theoretical frameworks that form the basis of Sociological study.
- Demonstrate the utility of past and present sociological research and the research methodologies that form the basis of sociological inquiry.
- Demonstrate the ability to be academically proficient in at least two specific areas of sociological emphasis, i.e., Marriage and Family, Race/Ethnicity, Culture, Crime, and Deviance, Social Problems.
- Demonstrate an understanding of the basic principles for at least one of the social sciences beyond Sociology, i.e., Anthropology or Psychology.

Required Courses: 18-20 units

Course	Title	Units
SOC-1*/1H*	Introduction to Sociology/Honors	3
SOC-2*	American Social Problems	3
MAT-12*/12H*	Statistics/Honors Statistics	4
OR		
PSY/SOC-48*	Statistics for the Behavioral Sciences	3
List A	Select from the list below	6-7
List B	Select from the list below	3

List A Select two courses from the following: 6-7 units

Course	Title	Units
PSY-8*	Social Psychology	3
SOC-10*/10H*	Race and Ethnic Relations/Honors	3
SOC-12*	Marriage and Family Relations	3
SOC-20*	Introduction to Criminology	3
PSY-50*	Research Methods in Psychology	4
OR		
SOC-50*	Introduction to Social Research Methods	3

List B Select one course from the following: _3_ units

Course	Title	Units
Any course from List A not already used		
ANT-2*/2H*	Cultural Anthropology/Honors	3
ETS-1*	Introduction to Ethnic Studies	3
PSY-1*/1H*	General Psychology/Honors	3
SOC-3*	Social Inequality	3
SOC-15*	Introduction to Women's Studies	3
SJS-110*	Introduction to Social Justice Studies	3

*Courses may also be used to fulfill general education requirements for the CSU GE or IGETC pattern, please confer with a counselor.

ASSOCIATE IN ARTS FOR TRANSFER DEGREE
The Associate in Arts in Sociology for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better (or a "P" if taken as Pass/No Pass).

Program Outline

Title: Associate of Arts in Music

☒ **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: 1004.00 **CIP Code: 50.0901**

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.)

Changes to this degree include the following:
1. Catalog Description (see item 2 of the narrative)
2. Program Learning Outcomes (see item 2 of the narrative)
3. Structure
    a. The structure of this degree will be redesigned with an emphasis on transfer preparation. It will include a core curriculum category and 2 elective fields.
        i. The core curriculum will comprise the following three areas:
            1. Music Theory
            2. Applied Lessons (4 semesters)
            3. Ensemble (4 semesters)
        ii. The elective 1 category curriculum will allow students the option of pursing more advanced concepts in: Theory, Music Technology or Musicology
        iii. The elective 2 category will provide students with the opportunity to develop foundational vocal/instrumental skills requisite for success in the core curriculum.
4. Courses
    a. This modification will remove the following courses from the AA degree:
        i. MUS-53 keyboard proficiency
        ii. MUS-31 College Choir
        iii. MUS-71 College Chorus
        iv. MUS-20 Great Composers and Masterpieces of Music before 1820
        v. MUS-21 Great Composers and Masterpieces of Music after 1820
        vi. MUS-32D Class Piano IV
    b. This modification will add the following courses to the AA degree:
        i. MUS-101 Introduction to Music Technology
        ii. MUS-P52A Songwriting I
        iii. MUS-36 Instrumental Chamber Ensembles
5. Unit Values

a. This program modification will raise the unit count from the current degree at 19 units to between 24-32 units.

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

This degree is historically important in that it was the first arts degree developed at MVC. However, it has not been modified since its creation and is no longer relevant with regard to our students' transfer needs. This program modification will exclude courses no longer being offered at MVC and adopt 2 new additions to the college catalog (MUS-101 and MUS-P52A). The structure of this program will be redesigned with an emphasis on the 3 main categories (Theory/Applied Music/Ensemble) requisite for transfer to CSU and UC programs. This will more closely align the AA degree with the currently proposed ADT program modifications and simplify navigation of the music degrees for both students and counselors. Although these two degrees (AA and ADT) will be similar in curricular content, the AA will provide the benefit of allowing for a higher total unit count, thus allowing music students to pursue an even more rigorous program of study than is currently possible in the ADT.

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.

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.

The Associate of Arts in Music from Moreno Valley College is designed as a rigorous program of study with attention to the core components (theory, aural and keyboard skills) necessary for transfer success into Bachelor of Arts and Bachelor of Music programs at both CSU and UC schools. Additionally, it provides accessibility to all prospective music majors through allowing students to choose elective pathways aligned with their particular area of interest including: musicology, theory, music technology and performance. Completion of this curriculum will demonstrate commitment to the serious study of music in practice and in theory and provide comprehensive preparation for upper-division work.

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

The Associate of Arts in Music from Moreno Valley College offers students a systematic plan of study for developing skills in music theory, musicianship, music literature, solo and collaborative performance, and keyboard proficiency. This degree is designed with the intention of helping students achieve the requisite skills for transfer success as a Bachelor of Arts or Bachelor of Music major within the CSU/UC system. Students planning to transfer to a four-year institution as a music major should consult with a counselor regarding the transfer process and lower division requirements.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students should be able to:

- Demonstrate the ability to hear, identify and work conceptually with all elements of music through dictation, sight-reading, music analysis and basic keyboard proficiency.
- Perform standard repertoire appropriate to their performance area as individuals or members of ensembles.
- Successfully communicate within the music environment using notation, computer skills, written expression, and oral communication skills.

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: 20-26 units

Course	Title	Units	Sequencing
Music Theory		**12**	
MUS-3	**Fundamentals of Music**	**4**	**Semester 1, Fall**

MUS-4	Music Theory I	4	Semester 2, Spring
MUS-5	Music Theory II	4	Semester 3, Fall
Applied Music: 1 course per semester for a total of 4 semesters		4-8	Semesters 1-4, Fall and Spring
MUS-87	Applied Music Training	1	
MUS-38	Beginning Applied Music I	2	
MUS-78	Beginning Applied Music II	2	
Ensemble: 1 course per semester for a total of 4 semesters		4-6	Semesters 1-4, Fall and Spring
MUS-29	Concert Choir	1	
MUS-83	Advanced Chamber Choir	1	
MUS-70	Guitar Lab Ensemble	1	
MUS-P70	Guitar Lab Ensemble II	1	
MUS-57	Gospel Singers	1	
MUS-58	Gospel Choir	1	
MUS-36	Instrumental Chamber Ensembles	1.5	

Elective Category 1 (choose one of the courses listed below): 3-4 units

Course	Title	Units	Sequencing
*MUS-6	Music Theory III	4	Semester 4, Spring
MUS-22	Survey of Music Literature	3	Semester 4, Spring
MUS-101	Introduction to Music Technology	3	Semester 3, Fall
MUS-19/19H	Music Appreciation/Honors Music Appreciation	3	Semester 2, Spring

Elective Category 2 (choose one of the courses listed below): 1-2 units

Course	Title	Units	Sequencing
MUS-37	Class Guitar	1	Semester 1, Fall
MUS-30	Class Voice	1	Semester 1, Fall
**MUS-32A	Class Piano I	1	Semester 1, Fall
MUS-32B	Class Piano II	1	Semester 1, Fall
MUS-32C	Class Piano III	1	Semester 1, Fall
MUS-P52A	Songwriting I	2	Semester 3, Spring

Total Program Units: 24-32 units

Note: If a student places out of any required course and is not awarded units for that course, the student will have to take additional units from the "Elective Categories" to compensate for the course/units needed for the major.

*This is a required lower division music course at CSU and UC schools. It is highly recommended for prospective transfer students to take this course in fulfillment of Elective Category 1.

** Highly recommended as preparation for the CSU and UC keyboard proficiency requirement.

The Associate of Arts Degree in Music will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the catalog.

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.

As an educational institution, MVC traces its origins back to its start as a satellite campus of RCC with a focus on its CTE programs and a special emphasis on Health Sciences and Public Safety. However, since becoming an accredited institution in 2010, the school has recognized and embraced the importance of becoming a fully comprehensive college. Because Moreno Valley is generally recognized as an underserved city, it is all the more essential that students from the local community be presented with the same types of educational opportunities as more affluent communities. So, while the music program (as part of the School of Visual and Performing Arts) is relatively small in comparison with other programs at the school, it adds to the essential diversity of educational opportunities available to students through the school at large.

In summary, the AA degree in music fulfills the mission of the college and serves the needs of the local community through providing students with equitable access to a degree which will empower them to succeed as music majors at four year institutions and ultimately realize their professional goals.

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

Based upon an analysis of past degree completion data, it is projected that 6 students will complete a music degree at MVC annually (either ADT or AA) and roughly half of those students are anticipated to complete this AA degree.

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

This degree currently exists in the college catalog. This program modification is intended to bring the degree up to date in order to align it with the Guided Pathways model and meet the transfer needs of our student population.

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

An examination/comparison between this proposed degree modification and current Associate of Arts degrees in music from the surrounding area revealed that this degree is very closely aligned with the AA degrees offered at the following local colleges:
1. **Riverside City College** – https://www.rcc.edu/pathways/visual-performing-creative-arts/music.html
2. **San Bernardino Valley College** - https://catalog.valleycollege.edu/degree-certificate-program-index/music/music-aa-degree/
3. **Crafton Hills College** - https://craftonhills.smartcatalogiq.com/2022-2023/catalog/credit-programs/music-music/music-associate-of-arts-degree/

Item 8. Transfer Preparation Information (if applicable)

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

This degree is modelled very closely on the "Transfer Model Curriculum" which is used by the ADT. The structure of this program will be redesigned with an emphasis on the 3 main categories (Theory/Applied Music/Ensemble) requisite for transfer to CSU and UC programs. This will more closely align the AA degree with the currently proposed ADT program modifications and simplify navigation of the music degrees for both students and counselors.   Although these two degrees (AA and ADT) will be similar in curricular content, the AA will provide the benefit of allowing for a higher total unit count, thus allowing music students to pursue an even more rigorous program of study than is currently possible in the ADT.

Program Outline of Record – Credit Degrees and Certificates

Program Outline

Title: Cosmetology

Originator: Madeline Bettencourt   **Date** 8/30/2022

Department: Cosmetology

☐ **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: 300400   **CIP Code: 12.0401**

Type of Program:
☒ Certificate of Achievement only   ☐ Locally approved certificate (less than 8 units) 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:
Per state requirements removal of Cos 60E and Cos 60E1
Rationale:
California State Board of Barbering and Cosmetology made modifications to licensure requirement, including hour requirements, therefore Cos 60E and Cos 60E1 are not required.

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.

Program Narrative

Item 1. Program Goals and Objectives

- Deduce valid conclusions, compare, and contrast viable techniques and apply principles in preparation of the California State Board of Barbering and Cosmetology practical and written exam.
- Identify and analyze concepts leading to synthesis of theory for the state board written exam. Produce a business plan and portfolio.
- Demonstrate entry-level industry skills in a clinic laboratory setting.
- Demonstrate workplace behaviors ("soft skills") necessary for success in the cosmetology industry

Item 2. Catalog Description

This program prepares individuals to provide professional cosmetic services in salons, resorts, casinos, dermatologist's offices and other related industry establishments. This includes courses in hair design, hair sculpting, chemical, esthetic and other cosmetic services, safety and sanitation, management, customer service, and preparation for practicing as licensed cosmetologist in the state of California. Courses in applicable professional labor laws and regulations in the cosmetology industry, physiology, anatomy, electricity and ergonomics are also covered in depth. Emphasis is placed on passing state licensing exam and industry entry skills.

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: __39.5__ units

Course	Title	Units	Sequencing
COS-60A	Beginning Cosmetology Concepts	11	Term 1
COS-60B	Level II Cosmetology Concepts	10.5	Term 2
COS-60C	Level III Cosmetology Concepts	10	Term 3
COS-60D	Level IV Cosmetology Concepts	8	Term 4

Course	Title	Units	Sequencing

Total Program Units: __39.5__ units

Item 4. Master Planning

Program supports the college mission by offering career opportunities for students.

Item 5. Enrollment and Completer Projections

Approximately 60 students annually

Item 6. Place of Program in Curriculum/Similar Programs
Currently in place.

Item 7. Similar Programs at Other Colleges in Service Area

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

Program Outline

Title: Cosmetology Business Administration-Management and Supervision Concentration

Originator: Madeline Bettencourt   **Date** 8/30/2022

Department: Cosmetology

☐ **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: **CIP Code:**

Type of Program:
☐ Certificate of Achievement only   ☐ Locally approved certificate (less than 8 units) 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:
Management 51 will no longer be offered, replace it with MAG 40 or CIS 3
Rationale:
Management 51 will no longer be offered, replace it with MAG 40 or CIS 3

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.

Program Narrative

Item 1. Program Goals and Objectives

This program prepares the student to supervise or manage a cosmetology salon with multiple employees. They will also be capable of hiring, training, and motivating employees of a cosmetology business. They will also have the skills to evaluate customer needs and provide services to meet customer needs and expectations. They will be capable of operating their own business or manage the business for a salon owner.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:
• Anticipate and solve problems relative to supervising personnel.
• Apply human resource management principles in the successful operation of a business.
• Effectively describe customer needs and expectations.
• Effectively communicate in small work groups.

Item 2. Catalog Description

This program prepares the student to supervise or manage a cosmetology salon with multiple employees. They will also be capable of hiring, training, and motivating employees of a cosmetology business. They will also have the skills to evaluate customer needs and provide services to meet customer needs and expectations. They will be capable of operating their own business or manage the business for a salon owner. Program Learning Outcome

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: __21__ units

Course	Title	Units	Sequencing
BUS-10/10H	Introduction to Business	3	Fall, Spring, Summer, Winter
BUS-20	Business Mathematics	3	Fall, Spring, Summer, Winter
BUS-30	Entrepreneurship and Small Business Management	3	Fall, Spring, Summer, Winter

Major Concentration Requirements see below 12 NOTE: The Cosmetology Business Administration Certificate will be awarded to graduates of the Cosmetology Program, or Cosmetology License holders upon successful completion of all Cosmetology Business Administration Major Core Requirements and 12 units selected from the Major Concentration Requirements (total of 21 units) in order to receive the certificate in the concentration area of their choice. In addition to the Cosmetology Business Administration Major Core Requirements of 9 units noted above, choose another 12 units from one of the following concentrations: Entrepreneurial Concentration Management and Supervision Concentration

Select another 12 units from the following: **Units**

CAT/CIS-3	Computer Applications for Business	3
BUS-22	Management Communications	3
or		
BUS-24	Business Communication	3
BUS/MAG-47	Applied Business and Management Ethics	3
MAG-70	Introduction to Organization Development	3
MAG-44	Principles of Management	3
MAG-53	Human Relations	3
MAG-56	HRM: Human Resources Management	3
MKT-42	Retail Management	3

Total Program Units: __ 21 __ units

Associate of Science Degree
The Associate of Science Degree in Cosmetology Business Administration will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

Item 4. Master Planning
Program supports the college mission by offering career opportunities for students.

Item 5. Enrollment and Completer Projections
Approximately 30 students annually

Item 6. Place of Program in Curriculum/Similar Programs
Currently in place

Item 7. Similar Programs at Other Colleges in Service Area

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