

## District Curriculum Committee Meeting Agenda

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**Tuesday, December 6, 2022**                      **4:00-5:00pm**                      **CAADO 209/Zoom**

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Committee Members	Guests
<input type="checkbox"/> Kelly Douglass (Chair, ENG, RCC)	<input type="checkbox"/> Lijuan Zhai (AVC Ed Services and Institutional Effectiveness, RCCD)
<input type="checkbox"/> Susan Mills (Co-Chair, VC Ed. Services)	<input type="checkbox"/> Steven Schmidt (MUS, RCC)
<input type="checkbox"/> Brian Johnson (MAT, NOR)	<input type="checkbox"/> Bryan Medina (Staff, RCCD)
<input type="checkbox"/> Ann Pfeifle (HIS, MVC)	<input type="checkbox"/> Ellen Brown-Drinkwater (AO, RCC)
	<input type="checkbox"/> Nick Franco (AO, NOR)
	<input type="checkbox"/> Jeanne Howard (AO, MVC)
	<input type="checkbox"/> Sabina Fernandez (Staff, MVC)
	<input type="checkbox"/> Casandra Greene (Staff, RCC)
	<input type="checkbox"/> Nicole Brown (Staff, NOR)
Additional Guests:	

**Zoom Information**

<https://rccd-edu.zoom.us/j/81658659020?pwd=aHhIUUhONEVacFBpeGkyandLK1pIdz09>

+1 669 900 6833 US

Meeting ID: 816 5865 9020

Passcode: 226071

**Agenda and Minutes**

1. Approval of Agenda
2. Approval of Minutes – November 15, 2022

**Reports from Colleges**

1. Moreno Valley
2. Norco
3. Riverside

**Action Items**

1. Curriculum Proposals

**Information Item**

1. Riverside Community Action and Leadership Academy Certificate

**Discussion Items**

1. Plan for Area 1B Submission Info – Kelly Douglass

**Program Documentation**

- a. Program Discontinuance, Moreno Valley
  - i. Biotechnology
  - ii. English as a Second Language
  - iii. Fire Officer
  - iv. Chief Officer
- b. Program Modification
  - i. Dental Assistant

# District Curriculum Committee

Proposals for Review for Meeting: 12/06/2022

## Courses

### Course Exclusions

M N R Discussion

**H** ENG 50 [Basic English Composition](#)

**Rationale:** Moreno Valley College would like to exclude English 50 from their course offerings. English 50, which is a below-transfer course, is no longer schedule/offered at Moreno Valley College due to AB705. Instead, students are placed directly into transfer-level English courses.

**MOV:** **Hold, 10/11/2022**      **NOR:** Info Item, 10/11/2022      **RIV:** Info Item, 10/11/2022

A Pfeifle- Continue to HOLD. Comments:  
Hold because its in a number of courses as prerequisite or advisory option. Between Ann, Jeanne Howard, Sabina Fernandez and Carmen Valencia, would want to get involve and converse with IT, because Carmen receive English Opt Out Forms from students and is processing them on a daily basis; the form is used to opt out of ENG 50 or ENG 80 and place if they did not qualify through the placement test, and be placed to the course. Carmen uses ENG 50 EQ coding, if taking away prerequisite, will need something replaced the requirement. Will continue to hold until next meeting.

**H** ENG 80 [Preparatory Composition](#)

**Rationale:** Moreno Valley College would like to exclude English 80 from their course offerings. English 80, which is a below-transfer course, is no longer schedule/offered at Moreno Valley College due to AB705. Instead, students are placed directly into transfer-level English courses.

**MOV:** **Hold, 10/11/2022**      **NOR:** Info Item, 10/11/2022      **RIV:** Info Item, 10/11/2022

A Pfeifle- Continue to HOLD. Comments:  
Hold because its in a number of courses as prerequisite or advisory option. Between Ann, Jeanne Howard, Sabina Fernandez and Carmen Valencia, would want to get involve and converse with IT, because Carmen receive English Opt Out Forms from students and is processing them on a daily basis; the form is used to opt out of ENG 50 or ENG 80 and place if they did not qualify through the placement test, and be placed to the course. Carmen uses ENG 50 EQ coding, if taking away prerequisite, will need something replaced the requirement. Will continue to hold until next meeting.

# Courses

## Course Exclusions

M N R Discussion

<b>H</b>	<p><b>ENG 91</b>      <b>Basic English Composition</b>      <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><b>Rationale:</b> Moreno Valley College would like to exclude English 91 from their course offerings. With the introduction of AB705, MVC no longer offers or schedules courses that are below transfer. English 91 is a co-requisite course that was designed to support students who would have traditionally been placed in pretransfer courses (e.g., English 50 and English 80)—students take English 91 concurrently with English 1A. However, based on research from the California Acceleration Project and based on data analysis of our own MVC students, the English discipline determined that English 91 was not effective at meetings students’ needs. Instead, students were seeing more success by simply mainstreaming into English 1A with supports other than English 91 (e.g., professors rethinking their course design, policies, and curriculum after professional development on antiracist and culturally responsive teaching; other embedded supports that do not require additional time and financial burdens).</p> <p><b>MOV:</b> <b>Hold, 10/11/2022</b>      <b>NOR:</b> Info Item, 10/11/2022      <b>RIV:</b> Info Item, 10/11/2022</p> <p>A Pfeifle- Continue to HOLD. Comments: Hold because its in a number of courses as prerequisite or advisory option. Between Ann, Jeanne Howard, Sabina Fernandez and Carmen Valencia, would want to get involve and converse with IT, because Carmen receive English Opt Out Forms from students and is processing them on a daily basis; the form is used to opt out of ENG 50 or ENG 80 and place if they did not qualify through the placement test, and be placed to the course. Carmen uses ENG 50 EQ coding, if taking away prerequisite, will need something replaced the requirement. Will continue to hold until next meeting.</p>
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## Course Inclusions

M N R Discussion

	<p><b>RLE 84</b>      <b>Real Estate Appraisal</b>      <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p><b>Rationale:</b> To expand our Norco College Real Estate course offerings in order to provide more course options for our students.</p> <p><b>MOV:</b> Info Item, 11/29/2022      <b>NOR:</b> <b>Approved, 11/29/2022</b>      <b>RIV:</b></p>
	<p><b>RLE 86</b>      <b>Escrow Procedures I</b>      <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p><b>Rationale:</b> To expand our Norco College Real Estate course offerings in order to provide more course options for our students.</p> <p><b>MOV:</b> Info Item, 11/29/2022      <b>NOR:</b> <b>Approved, 11/29/2022</b>      <b>RIV:</b></p>

## Course Major Modifications

M N R Discussion

<b>H</b>	<p><b>HMS 13</b>      <b>Employment Support Strategies</b>      <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><b>Rationale:</b> COR Revision: major mod: objectives added</p> <p><b>MOV:</b> <b>Approved, 11/29/2022</b>      <b>NOR:</b> Info Item, 11/8/2022      <b>RIV:</b> Info Item, 11/8/2022</p>
<b>H</b>	<p><b>HMS 14</b>      <b>Job Development</b>      <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><b>Rationale:</b> 2-Year CTE COR Revision: major mod: objectives edited</p> <p><b>MOV:</b> <b>Approved, 11/29/2022</b>      <b>NOR:</b> Info Item, 11/8/2022      <b>RIV:</b> Info Item, 11/8/2022</p>
<b>H</b>	<p><b>HMS 16</b>      <b>Public Assistance and Benefits</b>      <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><b>Rationale:</b> COR Revision: major mod: objectives added</p> <p><b>MOV:</b> <b>Approved, 11/29/2022</b>      <b>NOR:</b> Info Item, 11/8/2022      <b>RIV:</b> Info Item, 11/8/2022</p>
<b>H</b>	<p><b>HMS 17</b>      <b>Introduction to Community Mental Health</b>      <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><b>Rationale:</b> COR Revision: major mod: objective added</p> <p><b>MOV:</b> <b>Approved, 11/29/2022</b>      <b>NOR:</b> Info Item, 11/8/2022      <b>RIV:</b> Info Item, 11/8/2022</p>
<b>H</b>	<p><b>HMS 18</b>      <b>Introduction to Social Work</b>      <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><b>Rationale:</b> COR Revision: major mod: objective added</p> <p><b>MOV:</b> <b>Approved, 11/29/2022</b>      <b>NOR:</b> Info Item, 11/8/2022      <b>RIV:</b> Info Item, 11/8/2022</p>

# Courses

## Course Major Modifications

M N R Discussion

H	HMS 19	<a href="#">Generalist Practices of Social Work</a>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	COR Revision: major mod: objective added and added required text					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	
H	HMS 20	<a href="#">Medical Social Work</a>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	COR Revision: major mod: objective added					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	
H	HMS 21	<a href="#">Social Justice in the Criminal Justice System</a>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	2-Year CTE COR Revision: major mod: objective added					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	
H	HMS 22	<a href="#">Human Behavior and the Social Environment</a>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	COR Revision: major mod: objective added and update to course textbook edition/year					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	
H	HMS 23	<a href="#">Law and Ethics in Social Work, Human Services, &amp; Counseling Practices</a>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	COR Revision: major mod: objective added and course text updated					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	
H	HMS 24	<a href="#">Creative Arts Therapies and Self-Care for Helping Professionals</a>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	COR Revision: major mod: objective added					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	
H	HMS 25	<a href="#">Crisis-Intervention Management</a>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	COR Revision: major mod: objective added and update course text					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	
H	HMS 26	<a href="#">Trauma-Focused Counseling</a>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	COR Revision: major mod: objective added					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	
H	HMS 27	<a href="#">Introduction to Multicultural Counseling</a>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	COR Revision: major mod: objective added and updated course textbook edition					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	
H	HMS 28	<a href="#">Military Social Work</a>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	COR Revision: major mod: objective added and updated required textbook					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	
	HMS 29	<a href="#">Introduction to Careers in Social Work</a>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	COR Revision: major mod: objective added and updated required course text					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/29/2022	<b>RIV:</b>		
H	HMS 30	<a href="#">Counseling of African Americans</a>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	COR Revision: major mod: objective edited, course text updated, short title updated					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	
H	HMS 31	<a href="#">Counseling of Latina and Latino Americans</a>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	CTE 2-Year COR Revision: major mod: objectives edited, textbook updated, short title updated					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	
H	HMS 32	<a href="#">Counseling of Asian Americans</a>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	2-Year CTE COR Revision: major mod: objective added, short title updated, textbook updated					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	

# Courses

## Course Major Modifications

M N R Discussion

H	HMS 33	<b>Counseling of Native Americans</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	2-Year CTE COR Revision: major mod: objective added and textbook updated					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	
H	HMS 34	<b>Counseling Emotionally Disabled Students</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	COR Revision: major mod: objective added and textbook updated					
	<b>MOV:</b>	Approved, 11/8/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	
H	HMS 35	<b>Counseling Students with a Learning Disability</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	COR Revision: major mod: objective added and textbook updated					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	
H	HMS 36	<b>Counseling Families of Special Needs Youth</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	COR Revision: major mod: objective added and update course textbook.					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	
H	HMS 37	<b>Counseling Clients with Disabilities</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	2-Year CTE COR Revision: major mod: objectives edited					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	
H	HMS 38	<b>Introduction to Applied Behavioral Analysis</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	2-Year CTE COR Revision: major mod: objectives edited and textbook updated.					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	
H	HMS 39	<b>Introduction to Special Education and the IEP (Individualized Education Program)</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	COR Revision: major mod: objective added and course textbook update					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	
H	HMS 4	<b>Introduction to Human Services</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	COR Revision: major mod: objective added					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	
H	HMS 40	<b>Counseling Youth and Adolescents</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	COR Revision: major mod: objective added and updated course textbook.					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	
H	HMS 41	<b>Counseling and Resources for Survivors of Domestic Violence</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	2-Year CTE COR Revision: major mod: objective added					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	
H	HMS 42	<b>Counseling and Resources for Families and the Child Welfare System</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	2-Year CTE COR Revision: major mod: objective added and textbook updated					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	
H	HMS 43	<b>Counseling and Resources for Older Adults and Their Families</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	2-Year CTE COR Revision: major mod: objective added and textbook updated					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	
H	HMS 45	<b>Counseling Youth on Probation</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	2-Year CTE COR Revision: major mod: objectives edited and textbook updated					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	
H	HMS 46	<b>Introduction to Resources and Counseling Individuals on Probation or Parole</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	COR Revision: major mod: objective added and textbook updated					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	

# Courses

## Course Major Modifications

M N R Discussion

H	HMS 47	<b>Counseling of Residential Treatment Clients</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	2-Year CTE COR Revision: major mod: objectives edited and textbook updated					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	
H	HMS 48	<b>Counseling and Case Management in Correctional Facilities</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	COR Revision: major mod: objective added and textbook updated					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	
H	HMS 5	<b>Introduction to Evaluation and Counseling</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	COR Revision: major mod: objective added					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	
H	HMS 6	<b>Introduction to Case Management</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	COR Revision: major mod: objective added					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	
H	HMS 60	<b>Introduction to Drugs and Alcohol</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	COR Revision: major mod: objective added and update course textbook; short description edit					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	
H	HMS 61	<b>Evaluation of Narcotics and Controlled Substances</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	COR Revision: major mod: objective added and update course textbook.					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	
H	HMS 62	<b>Introduction to the Diagnostic and Statistical Manual of Mental Disorders</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	2-Year CTE COR Revision: major mod: objective added and textbook updated					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	
H	HMS 64	<b>Introduction to Physiology and Pharmacology Related to Addiction</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	2-Year CTE COR Revision: major mod: objective added and textbook updated					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	
	HMS 65	<b>Supervised Practicum</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	COR Revision: major mod: objective added and textbook updated					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/29/2022	<b>RIV:</b>		
	HMS 66	<b>Clinically Supervised Experience</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	COR Revision: major mod: objective added and textbook updated					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/29/2022	<b>RIV:</b>		
	HMS 69	<b>Careers in Social Work- Entry Level Employment &amp; Career Planning in Human Services</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	2-Year CTE COR Revision: major mod: objectives edited					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/29/2022	<b>RIV:</b>		
H	HMS 7	<b>Introduction to Psychosocial Rehabilitation</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	2-Year CTE COR Revision: major mod: objective added and textbook updated					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	
H	HMS 71	<b>Grant Writing Essentials</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	2-Year CTE COR Revision: major mod: objective added					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	
H	HMS 73	<b>Social Work Administration Studies - Administration in Social Work</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	COR Revision: major mod: objective added and textbook updated					
	<b>MOV:</b>	Approved, 11/29/2022	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022	

# Courses

## Course Major Modifications

M N R Discussion

<b>H</b>	HMS 8	<a href="#">Introduction to Group Process</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	COR Revision: major mod: objective added				
	<b>MOV:</b>	<a href="#">Approved, 11/29/2022</a>	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022
<b>H</b>	IAT 10	<a href="#">Industrial Automation 1</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	Incorrect hours and units on original.				
	<b>MOV:</b>	<a href="#">Approved, 11/29/2022</a>	<b>NOR:</b>	Info Item, 11/8/2022	<b>RIV:</b>	Info Item, 11/8/2022
<b>H</b>	SCA 10	<a href="#">Industrial Automation 1</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	Incorrect hours and units on original.				
	<b>MOV:</b>	Info Item, 11/8/2022	<b>NOR:</b>	<a href="#">Approved, 11/29/2022</a>	<b>RIV:</b>	Info Item, 11/8/2022

## Course Minor Modifications

M N R Discussion

	AUB 50	<a href="#">Introduction to Automotive Collision Repair</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<b>Rationale:</b>	Current materials for this course were reviewed. All materials including the textbook are still relevant.No changes were necessary.				
	<b>MOV:</b>	Info Item, 11/29/2022	<b>NOR:</b>	Info Item, 11/29/2022	<b>RIV:</b>	
	AUB 51	<a href="#">Automotive Non-Structural Collision Repair and Estimating</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<b>Rationale:</b>	Current materials for this course were reviewed. All materials, including the textbook, are still relevant. No changes were necessary.				
	<b>MOV:</b>	Info Item, 11/29/2022	<b>NOR:</b>	Info Item, 11/29/2022	<b>RIV:</b>	
	AUB 52	<a href="#">Automotive Refinishing and Paint</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<b>Rationale:</b>	Current materials for this course were reviewed. All materials, including the textbook, are still relevant. No changes were necessary.				
	<b>MOV:</b>	Info Item, 11/29/2022	<b>NOR:</b>	Info Item, 11/29/2022	<b>RIV:</b>	
	AUB 53	<a href="#">Automotive Collision Repair Special Projects</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<b>Rationale:</b>	Current materials for this course were reviewed. All materials, including the textbook, are still relevant. No changes were necessary.				
	<b>MOV:</b>	Info Item, 11/29/2022	<b>NOR:</b>	Info Item, 11/29/2022	<b>RIV:</b>	
	AUB 54	<a href="#">Automotive Structural Collision Repair and Frame</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<b>Rationale:</b>	Current materials for this course were reviewed. All materials, including the textbook, are still relevant. No changes were necessary.				
	<b>MOV:</b>	Info Item, 11/29/2022	<b>NOR:</b>	Info Item, 11/29/2022	<b>RIV:</b>	
	AUB 55	<a href="#">Automotive Advanced Refinishing and Custom Paint</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<b>Rationale:</b>	Current materials for this course were reviewed. All materials, including the textbook, are still relevant. No changes were necessary.				
	<b>MOV:</b>	Info Item, 11/29/2022	<b>NOR:</b>	Info Item, 11/29/2022	<b>RIV:</b>	
	AUB 56	<a href="#">Automotive Technology for the Automotive Collision Specialist</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<b>Rationale:</b>	Current materials for this course were reviewed. All materials, including the textbook, are still relevant. No changes were necessary.				
	<b>MOV:</b>	Info Item, 11/29/2022	<b>NOR:</b>	Info Item, 11/29/2022	<b>RIV:</b>	
	AUB 57	<a href="#">Antique and Classic Auto Restoration and Fabrication</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<b>Rationale:</b>	Current materials for this course were reviewed. All materials, including the textbook, are still relevant. No changes were necessary.				
	<b>MOV:</b>	Info Item, 11/29/2022	<b>NOR:</b>	Info Item, 11/29/2022	<b>RIV:</b>	
	AUB 59A	<a href="#">Automotive Collision Service and Repair</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<b>Rationale:</b>	Current materials for this course were reviewed. All materials, including the textbook, are still relevant. No changes were necessary.				
	<b>MOV:</b>	Info Item, 11/29/2022	<b>NOR:</b>	Info Item, 11/29/2022	<b>RIV:</b>	



## Courses

### Course Minor Modifications

M N R Discussion

AUB 59B [Automotive Refinishing Service and Repair](#)

**Rationale:** Current materials for this course were reviewed. All materials, including the textbook, are still relevant. No changes were necessary.

**MOV:** Info Item, 11/29/2022

**NOR:** Info Item, 11/29/2022

**RIV:**

AUB 60 [Automotive Trim and Upholstery I](#)

**Rationale:** Current materials for this course were reviewed. All materials, including the textbook, are still relevant. No changes were necessary.

**MOV:** Info Item, 11/29/2022

**NOR:** Info Item, 11/29/2022

**RIV:**

AUB 61 [Automotive Trim and Upholstery II](#)

**Rationale:** Current materials for this course were reviewed. All materials, including the textbook, are still relevant. No changes were necessary.

**MOV:** Info Item, 11/29/2022

**NOR:** Info Item, 11/29/2022

**RIV:**

### Distance Education

M N R Discussion

MAN 835DE [Computer Aided Manufacturing-Mastercam](#)

**Rationale:**

**MOV:** Info Item, 11/29/2022

**NOR:** **Approved, 11/29/2022**

**RIV:**

MAN 856DE [CNC Machine Set-Up and Operation](#)

**Rationale:**

**MOV:** Info Item, 11/29/2022

**NOR:** **Approved, 11/29/2022**

**RIV:**

MAN 857DE [CNC Program writing](#)

**Rationale:**

**MOV:** Info Item, 11/29/2022

**NOR:** **Approved, 11/29/2022**

**RIV:**

## Programs

### Program Discontinuance

M N R Discussion

BIT [Biotechnology](#)

**Rationale:** Moreno Valley college currently offers no degree or certificates in Biotechnology and has not offered the courses in many years. The courses will also be proposed for deletion from the catalog in conjunction with this program discontinuance.

**MOV:** **Approved, 11/29/2022**

**NOR:** Info Item, 11/29/2022

**RIV:**

### Certificate

ESL [English as a Second Language](#)

**Rationale:** The discipline is discontinuing the certificate because it contains discontinued courses and is not in line with the AB705 updated curriculum. The non-credit certificates have taken its place.

**MOV:** **Approved, 11/29/2022**

**NOR:** Info Item, 11/29/2022

**RIV:**

### Degree & Certificate

FIT [Fire Officer](#)

**Rationale:** Many courses that were part of these programs were no longer offered due to changes mandated by the State Fire Marshall's Office. The programs were revamped to: Fire Service Leadership degree/certificate.

**MOV:** **Approved, 11/29/2022**

**NOR:** Info Item, 11/29/2022

**RIV:**

FIT [Chief Officer](#)

**Rationale:** Many courses that were part of these programs were no longer offered due to changes mandated by the State Fire Marshall's Office. The programs were revamped to: Fire Service Leadership degree/certificate.

**MOV:** **Approved, 11/29/2022**

**NOR:** Info Item, 11/29/2022

**RIV:**

# Programs

## Program Modifications

M N R Discussion

### Degree & Certificate

DEA **Dental Assistant**

**Rationale:** Qualification for English 1A is no longer a valid pre-requisite due to Title V and AB 705. The program is seeking to replace this pre-requisite with a GPA pre-requisite as it appears to be a better indication of success.

**MOV:** **Approved, 11/29/2022**

**NOR:** Info Item, 11/29/2022

**RIV:**

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Please submit this form and the documentation indicated below to [TechReview@rccd.edu](mailto:TechReview@rccd.edu). Once received, it will be routed through the curriculum approval process. For additional information on Program Discontinuance, please refer to Board Policy (BP) / Administrative Procedure (AP) 2021.

**Program:** Bio Technology  
**College:** Moreno Valley  
**Task Force Recommendation:** Directive C- Program Discontinuance

**Steps for consideration of Program Discontinuance**

✓

**1. Does the Program fulfill one or more of the criteria below to be considered for Program discontinuance?**

*(Select one or more as appropriate)*

The goals and objectives of the Program are no longer appropriate to the Mission of California Community Colleges, the college’s mission or Educational Master Plan, and/or congruent with the institutional Strategic Plan of the District.

The Program curriculum no longer aligns with university transfer majors or, General Education requirements of the Program no longer meet industry needs and lack demand in the current job market and the Program’s field is not considered an emerging industry or career path.

The Program does not meet curriculum standards as defined by Title 5 section 55100.

There are insufficient resources to realistically support the Program at a sufficient level of quality and the Program has experienced either consistent low enrollment (an average of 50% or more below maximum seat load capacity for courses in the Program over four consecutive semesters) or statistically significant declining Program persistence and completion rates each semester for four semesters, as evidenced by reliable, longitudinal data.

The Program has been determined to be out of compliance with existing state or federal laws, i.e., Title 5, section 55130(d), or licensing laws in particular occupations.

There is universal agreement among regular faculty in a Program that it be merged with or replaced by another related Program.

**2. Has the Program Discontinuance Task Force been appropriately assembled?**   
*(Please specify Task Force membership in meeting minutes – see next page for example.)*

**3. Did the Task Force inform the college community that the Program is being considered for discontinuance?**   
*(Please attach evidence of communication to college community.)*

**4. Was the public comment session convened?**   
*(Please attach Task Force meeting minutes with details of public comment, if any.)*

**5. Did Task Force convene after the public comment session to provide directive to the Curriculum Committee?**   
*(In the Task Force meeting minutes, please specify the directive as voted on by Task Force members. Please see BP/AP 2021 for directive options.)*

**Task Force Meeting Minutes**

Date: November 7, 2022

Time: 12:00 – 12:30 pm

Location: Zoom

**Program:** Bio Technology

**College:** Moreno Valley

Task Force Members in attendance

<b>Representative</b>	<b>Name</b>	
Department Chair	<u>Shara Marshall</u>	voting member
Dean of Instruction	<u>Kevin Stewart</u>	voting member
Research & Planning	<u>Jacob Kevari</u>	voting member
Counseling*	<u>Jeanne Howard</u>	voting member
Academic Senate*	<u>Ann Pfeifle</u>	voting member
Program Review*	<u>Anya Marquis</u>	voting member
Curriculum Committee*	<u>Ann Pfeifle</u>	voting member
Regular Discipline Faculty member (1) **	<u>Stephen Wagner</u>	voting member
Regular Discipline Faculty member (2) **	_____	voting member
Regular Discipline Faculty member (3) **	_____	voting member
Vice President of Academic Affairs***	<u>Anna Marie Amezquita</u>	Chair, non-voting member
Vice Chancellor Educational Services	<u>Susan Mills</u>	non-voting member

\* representatives from these areas may not teach in the program

\*\* at most three regular faculty members who teach in the program or closely related field will sit on the committee

\*\*\* non-voting member, but may vote in the case of a tie



# English as a Second Language District Meeting

Thursday, April 28, 2:00-4:00 <https://cccconfer.zoom.us/j/7200901741>

**Attachments:** November Minutes, MV ESL Certificate of Competency

**Minutes/Recorder:** Carla Reible

**Attendance:** Dr. Joyce Kim, Carla Reible, Dr. Miguel Reid, Dr. Margarita Shirinian, Margaret Tjandra

## Minutes

I. Call to Order

II. Approval of minutes from November 2021

M: Shirinian                      S: Kim                      Approved: unanimously

III. Curriculum

a. Announcement: RCCD GE Inclusion—Approved as of February

b. Discussion of AOE Inclusion—(ESL 50 and 49 in the areas of Language and Rationality and Humanities—approved on 11/21)—Carla write & send a draft for review before submission

c. Discussion of revision of short names

- ESL-46    Suggestion:    Beginning Amer College English
- ESL-47    Suggestion:    Low-Intr Amer College English
- ESL-48    Suggestion:    Intermd Amer College English
- ESL-49    Suggestion:    High-Intr Amer College English
- ESL-50    Suggestion:    Advanced Amer College English
- ESL-95    Suggestion:    Pronunciation, Accent Reduct

M: Kim    S: Shirinian    Approved: unanimously

Carla will forward to Bryan Nicol for changes.

d. Catalogue Errors--Prerequisites for the following courses are listed without “or qualifying placement”: ESL 47, 847, 48, 848 and 49, 849 and 850. Update in next addendum (Bryan Nicol)

e. Curriculum Revisions:

- i. ESL 90L: Punctuation of Phrases & Clauses and ESL 90M: Articles & Prepositions—full revision

M: Kim S: Shirinian Approved: unanimously  
ESL 801--Prerequisite revision

M: Kim S: Shirinian Approved: unanimously

ESL 93—Prerequisite Revision—No revision needed after discussion and research. The approval is in process and will be updated by May 1 and in the addendum.

ii. Discontinuation: MV ESL Certificate of Competency

The discipline is discontinuing the certificate because it contains discontinued courses and is not in line with the AB705 updated curriculum. The non-credit certificates have taken its place.

M: Reible S: Shirinian Approved: unanimously

Dr. Kim will submit the discontinuation at MV.

iii. Discussion of creating Non-credit options for ESL 90L, 90M, and oral skills/reading courses.

Although creating non-credit courses would reduce costs for students, it also necessitates creating non-credit certificates. Rather than making the courses non-credit immediately, the discipline will research non-credit certificate wording to align to workplace skills as requested by CTE. Then we will consider how to expand electives in the non-credit certificates to best suit those needs. The hope is that by keeping the focus on our core classes, students will focus on completion to English 1A.

f. Up-coming issues to be aware of: Common course numbering required for all GE requirement courses on or before July 1, 2024

g. Certificates—Process to apply

Riverside: Jeanine Gardner-- Students enrolled in the last noncredit course for program completion can email our department with Name, Student ID number, and Program Code: [Evaluations@rcc.edu](mailto:Evaluations@rcc.edu). Evaluators can activate the application on their behalf. We will also accept the compiled list at end of term.

Norco: Associate Dean of Education—link to WebAdvisor with option to apply <https://www.norcocollege.edu/services/enrollment/grad/Pages/index.aspx>

MV: Dr. Kim will ask who is in charge and what the process is.

The discipline would like to clarify who is in charge of telling students how to apply and is in agreement that the current process seems to put the burden on the student. We will continue to ask for direction regarding this issue.

#### IV. CCAP

The discipline at Norco and Riverside have been asked to offer classes at local high schools in upcoming academic year: Fall 2022—ESL 47 and ESL 49 and Spring 2023—48 and 50.

- a. Staffing—needs staffing
- b. Textbooks

ESL 50	Pathways 4: Reading & Writing /UUEG	CEFR C1
<b>ESL 49</b>	<b>Pathways 3: Reading &amp; Writing /UUEG</b>	<b>CEFR B2</b>
ESL 48	Pathways 2: Reading & Writing /FEG	CEFR B1-B2
<b>ESL 47</b>	<b>Pathways 1: Reading &amp; Writing /FEG</b>	<b>CEFR A2-B1</b>
ESL 46	Foundations	CEFR A1-A2

In discussing the textbooks, two concerns came up. The discipline wanted to make sure that the instructor at the high school had adequate resources to address all of the skills at each level, especially given that the instructor assigned would likely be a part-time faculty member who may not have a lot of experience in all skill areas or easy access to coping. The second issue to be resolved is how the high school district will address the re-occurring expense of online access if there is one. Since the modality of the classes is not determined, the discipline wants to select materials with online components, but having full access to the online materials may require an expense for each student to have access rather than simply purchasing the text.

Carla will follow up with Adrienne Grayson regarding the expense.

Miguel will check w/ publisher Nicole Clark for textbook access.

We would like to have an answer for this by May 6.

- V. RCCD Hiring Committee for PT Teachers
  - a. Email Kathleen Sell to include Dr. Kim and Dr. Shirinian in access to pools
  - b. Invite English faculty to apply
  - c. Goal: May for interviews
- VI. Guided Self Placement Updates—none—see announcements

Dr. Kim requested that we ask Dr. Zhai for a completed version of RCCD’s submission to the Chancellor’s Office for review prior to the upcoming meeting. Carla will email her the request. Both Carla and Joyce will attend the meeting.
- VII. Outreach/Evaluating our Messaging per AB705
  - a. [Website in Spanish](#)
    - i. Carla will send Liz Lecona an email regarding who would do this for other colleges along with Joyce and Margarita’s email
  - b. New course offering chart for counseling with a description of modalities will be emailed to everyone after the meeting.
  - c. Michael Peterson—postcards, social media etc.
  - d. Fliers, some type of handouts for events, brochures—
    - i. Email Casandra Green regarding ESL Brochure
    - ii. The discipline agreed on the need to create an updated brochure
- VIII. Assessment Projects Update (Tjandra)--Spring 2022: only Carla's ESL 49/849 and Miguel's ESL 46/846
- IX. Translation Software in college ESL and English classes
  - a. The discipline (everyone with Dr. in front of his or her name) will research evidence-based practices regarding translation software use so that we can share it with our English department colleagues—position paper with best practices.
- X. Announcements/Other—
  - a. CAP ESL “Making it Count: Transfer Credit for ESL Coursework” Friday, April 29 @ 2:00 p.m.
  - b. [Equitable Placement and Completion Learning Series Webinar](#)  
English as a Second Language (ESL) Adoption Plans and Promising Practices  
Monday, May 9, 2022/3:30-5:00pm
- XI. Adjourn at 4:10 p.m.



Notes for the next meeting:

- Spring survey/program assessment
- Resource shell
- Modality descriptions
- Revision of Brochure

Please submit this form and the documentation indicated below to [TechReview@rccd.edu](mailto:TechReview@rccd.edu). Once received, it will be routed through the curriculum approval process. For additional information on Program Discontinuance, please refer to Board Policy (BP) / Administrative Procedure (AP) 2021.

**Program:** Fire Officer (MAS827/MAS827B/MAS827C/MCE827)  
**College:** Moreno Valley  
**Task Force Recommendation:** Directive C- Program Discontinuance

**Steps for consideration of Program Discontinuance** ✓

1. **Does the Program fulfill one or more of the criteria below to be considered for Program discontinuance?**

*(Select one or more as appropriate)*

The goals and objectives of the Program are no longer appropriate to the Mission of California Community Colleges, the college’s mission or Educational Master Plan, and/or congruent with the institutional Strategic Plan of the District.

The Program curriculum no longer aligns with university transfer majors or, General Education requirements of the Program no longer meet industry needs and lack demand in the current job market and the Program’s field is not considered an emerging industry or career path.

The Program does not meet curriculum standards as defined by Title 5 section 55100.

There are insufficient resources to realistically support the Program at a sufficient level of quality and the Program has experienced either consistent low enrollment (an average of 50% or more below maximum seat load capacity for courses in the Program over four consecutive semesters) or statistically significant declining Program persistence and completion rates each semester for four semesters, as evidenced by reliable, longitudinal data.

The Program has been determined to be out of compliance with existing state or federal laws, i.e., Title 5, section 55130(d), or licensing laws in particular occupations.

There is universal agreement among regular faculty in a Program that it be merged with or replaced by another related Program.
2. **Has the Program Discontinuance Task Force been appropriately assembled?**   
*(Please specify Task Force membership in meeting minutes – see next page for example.)*
3. **Did the Task Force inform the college community that the Program is being considered for discontinuance?**   
*(Please attach evidence of communication to college community.)*
4. **Was the public comment session convened?**   
*(Please attach Task Force meeting minutes with details of public comment, if any.)*
5. **Did Task Force convene after the public comment session to provide directive to the Curriculum Committee?**   
*(In the Task Force meeting minutes, please specify the directive as voted on by Task Force members. Please see BP/AP 2021 for directive options.)*

**Task Force Meeting Minutes**

Date: November 7, 2022

Time: 10:30 – 11:00 am

Location: Zoom

**Program:** Fire Officer

**College:** Moreno Valley

Task Force Members in attendance

<b>Representative</b>	<b>Name</b>	
Department Chair	<u>Robert Fontaine</u>	voting member
Dean of Instruction	<u>Phillip Rawlings</u>	voting member
Research & Planning	<u>Jacob Kevari</u>	voting member
Counseling*	<u>Jeanne Howard</u>	voting member
Academic Senate*	<u>Ann Pfeifle</u>	voting member
Program Review*	<u>Anya Marquis</u>	voting member
Curriculum Committee*	<u>Ann Pfeifle</u>	voting member
Regular Discipline Faculty member (1) **	<u>Jim Lambert</u>	voting member
Regular Discipline Faculty member (2) **	_____	voting member
Regular Discipline Faculty member (3) **	_____	voting member
Vice President of Academic Affairs***	<u>Anna Marie Amezquita</u>	Chair, non-voting member
Vice Chancellor Educational Services	<u>Susan Mills</u>	non-voting member

\* representatives from these areas may not teach in the program

\*\* at most three regular faculty members who teach in the program or closely related field will sit on the committee

\*\*\* non-voting member, but may vote in the case of a tie

Please submit this form and the documentation indicated below to [TechReview@rccd.edu](mailto:TechReview@rccd.edu). Once received, it will be routed through the curriculum approval process. For additional information on Program Discontinuance, please refer to Board Policy (BP) / Administrative Procedure (AP) 2021.

**Program:** Chief Officer (MAS826/MAS826B/MAS826C/MCE826)  
**College:** Moreno Valley  
**Task Force Recommendation:** Directive C- Program Discontinuance

**Steps for consideration of Program Discontinuance**

✓

**1. Does the Program fulfill one or more of the criteria below to be considered for Program discontinuance?**

*(Select one or more as appropriate)*

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The Program does not meet curriculum standards as defined by Title 5 section 55100.

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The Program has been determined to be out of compliance with existing state or federal laws, i.e., Title 5, section 55130(d), or licensing laws in particular occupations.

There is universal agreement among regular faculty in a Program that it be merged with or replaced by another related Program.

**2. Has the Program Discontinuance Task Force been appropriately assembled?**   
*(Please specify Task Force membership in meeting minutes – see next page for example.)*

**3. Did the Task Force inform the college community that the Program is being considered for discontinuance?**   
*(Please attach evidence of communication to college community.)*

**4. Was the public comment session convened?**   
*(Please attach Task Force meeting minutes with details of public comment, if any.)*

**5. Did Task Force convene after the public comment session to provide directive to the Curriculum Committee?**   
*(In the Task Force meeting minutes, please specify the directive as voted on by Task Force members. Please see BP/AP 2021 for directive options.)*

**Task Force Meeting Minutes**

Date: November 7, 2022

Time: 10:30 – 11:00 am

Location: Zoom

**Program:** Chief Officer

**College:** Moreno Valley

Task Force Members in attendance

<b>Representative</b>	<b>Name</b>	
Department Chair	<u>Robert Fontaine</u>	voting member
Dean of Instruction	<u>Phillip Rawlings</u>	voting member
Research & Planning	<u>Jacob Kevari</u>	voting member
Counseling*	<u>Jeanne Howard</u>	voting member
Academic Senate*	<u>Ann Pfeifle</u>	voting member
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Regular Discipline Faculty member (1) **	<u>Jim Lambert</u>	voting member
Regular Discipline Faculty member (2) **	_____	voting member
Regular Discipline Faculty member (3) **	_____	voting member
Vice President of Academic Affairs***	<u>Anna Marie Amezquita</u>	Chair, non-voting member
Vice Chancellor Educational Services	<u>Susan Mills</u>	non-voting member

\* representatives from these areas may not teach in the program

\*\* at most three regular faculty members who teach in the program or closely related field will sit on the committee

\*\*\* non-voting member, but may vote in the case of a tie

**Program Outline**

**Title: Dental Assistant**

**Originator: Lidia Hulshof**

**Date 11/2/2022**

**Department: Health Human and Public Services**

**College/Learning Pathway/Engagement Center: Moreno Valley - Business, Health and Human Services Engagement Center**

**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: 1240.10**

**CIP Code: 51.0601**

**Type of Program:**

Certificate of Achievement only                       Locally approved certificate (8-units or less) only  
 Associate Degree only                                       Certificate of Achievement and Degree

**Type of Associate Degree:**

Associate of Arts                                       Associate of Science

**This is a:**                       New certificate/degree\*                       Modification to an existing certificate/degree

**\*New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

Yes, minutes attached                                       Approval Pending  
 No Capital or Budgetary Impacts

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

*(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)*

- 1. The pre-requisite for entrance into the program will be changed from “qualification for English 1-A” to “-Overall Previous Academic GPA (either high-school or college course work if attempted) of 2.0 or higher ”**

**Rationale:**

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

1. Qualification for English 1-A is no longer a valid pre-requisite due to Title V and AB 705. The program is seeking to replace this pre-requisite with a GPA pre-requisite as it appears to be a better indication of success.

### **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](mailto: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 program prepares individuals to provide patient care, take dental radiographs (x-rays), prepare patients and equipment for dental procedures as well as discharge office administrative functions under the supervision of dentists. The curriculum includes instructions in dental office management tasks, general office duties, reception and patient intake, patient scheduling, equipment maintenance and sterilization, dental radiography and radiation safety, pre and postoperative patient care and instructions, chairside assisting and direct patient care in general and specialty practice, taking impressions, infection control, Dental Practice Act, pit and fissure sealant application, coronal polish and supervised clinical practice

PROGRAM GOALS • Maintain compliance with the Commission on Dental Accreditation and the Dental Practice Act of California • Provide a quality and equitable dental assistant curriculum that prepares the student to successfully complete the National Certification Exam (CDA) and California State Registered Dental Assistant Exam (RDA). • Maintain proficient dental assistant faculty and staff to ensure a high-quality educational program. • Prepare the student for dental assisting employment as an integral member of the dental health team

#### **Item 2. Catalog Description**

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

- 2. PROGRAM PREREQUISITE: “Overall Previous Academic GPA (either high-school or college course work if attempted) of 2.0 or higher ”**

SHORT DESCRIPTION of PROGRAM The program prepares individuals to provide patient care, take dental radiographs (x-rays), prepare patients and equipment for dental procedures as well as discharge office administrative functions under the supervision of dentists. The curriculum includes instructions in dental office management tasks, general office duties, reception and patient intake, patient scheduling, equipment maintenance and sterilization, dental radiography and radiation safety, pre and post – operative patient care and instructions, chair-side assisting and direct patient care in general and specialty practice, taking impressions, infection control, Dental Practice Act, pit and fissure sealant application, coronal polish and supervised clinical practice.

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

- Collect diagnostic data and perform clinical supportive treatments as outlined by the State Dental Practice Act
- Perform business office procedures as related to dental practices



- Adhere to the ADAA’s Code of Ethical Conduct and apply this to established ethical, legal and regulatory concepts for dental assisting
- Demonstrate interpersonal and communication skills to effectively interact with diverse populations

**Item 3. Program Requirements**

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

Required Courses: 33 units

Course	Title	Units	Sequencing
DEA-10	Introduction to Dental Assisting and Chairside Assisting	4.5	Semester 1, Fall
DEA-20	Infection Control for Dental Assistants	2	Semester 1, Fall
DEA-21	Introduction to Radiology for Dental Assistants	2.5	Semester 1, Fall
DEA-22	Introduction to Supervised Externships	1.5	Semester 1, Fall
DEA-23	Introduction to Dental Sciences	3	Semester 1, Fall
DEA-24	Dental Materials for the Dental Assistant	2	Semester 1, Fall
DEA-30	Intermediate Chairside Dental Assisting	2	Winter Intersession
DEA-31	Radiology for Dental Assistants	1	Winter Intersession
DEA-32	Intermediate Supervised Externships	1	Winter Intersession
DEA-40 A	Advanced Chairside Surgical Dental Assistant	3.5	Semester 2, Spring
DEA-40 B	Advanced Chairside Orthodontic Dental Assistant	2	Semester 2, Spring
DEA-40 C	Advanced Chairside Restorative Dental Assistant	6	Semester 2, Spring
DEA-41	Dental Office Management	2	Semester 2, Spring

Total Program Units: 33 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 Moreno Valley College Dental Assistant Program provides the students with a quality, equitable education that prepares them to be highly competent, professional, and caring licensed dental assistants. Our graduates go on to serve the dental community and community at large by working in various dental offices in the region. This fits in and aligns with the institution’s mission to educate and empower students, to provide equitable access to education and serve the community.

**Item 5. Enrollment and Completer Projections**

*Projection of number of students to earn certificate/degree annually.*

The Moreno Valley College Dental Assistant program can graduate up to 24 students annually. The cohort size is limited by accreditation and state requirements.

**Item 6. Place of Program in Curriculum/Similar Programs**

*Must address how the certificate/degree fits in college’s existing inventory.*

The program is part of Health Human and Public Services Department.

**Item 7. Similar Programs at Other Colleges in Service Area**

*Justification of need for certificate/degree in the region.*

The Moreno Valley College Dental Assistant Program is one of the two community college programs in the region with Chaffey College being the other. The environmental scan shows a high demand for dental assistants with a 14% increase in employment, and 808 job openings annually for the next five years.

**Item 8. Transfer Preparation Information (if applicable)**

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