

District Technical Review Committee Meeting Agenda

Tuesday, June 2, 2020 **2:30-4:00pm** **Hosted Via Zoom**

Voting Members	Non-Voting Members/Guests
<input type="checkbox"/> Steven Schmidt (Chair, MUS)	<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"/> Heather Edberg (Staff, RCCD)
<input type="checkbox"/> Kelly Douglass (ENG, RCC)	<input type="checkbox"/> Bryan Nicol (Staff, RCCD)
<input type="checkbox"/> Brian Johnson (MATH, NOR)	<input type="checkbox"/> Rebecca Turner (Staff, RCCD)
<input type="checkbox"/> Ann Pfeifle (HIST, 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"/> Paul Conrad (CIS, RCC)

Zoom Information

<https://cccconfer.zoom.us/j/94182044054>

+1 669 900 6833 (US Toll)

Meeting ID: 941 8204 4054

Agenda and Minutes

1. Approval of Agenda
2. Approval of Minutes - May 19, 2020

Action Items

1. Curriculum Proposals

Discussion Items

1. Emergency DE Proposal Guidance – Steven Schmidt
2. Work Experience – Brian Johnson
3. Honors and Non-Honors Equivalents – Bryan Nicol

Supporting Documents

1. New Programs
 - a. Data Quick Start

- b. Automotive Engine Performance Specialist
 - c. Automotive Undercar Specialist
2. Program Modifications
- a. Investigative Technician
 - b. Automotive Electrical and Electronics Specialist
 - c. Automotive Powertrain Specialist
 - d. Automotive Hybrid and Electrical Vehicle Specialist

Notice is Hereby Given That Pursuant to Executive Order N-29-20 the Riverside Community College District Technical Review Committee will meet on June 2, 2020 via Zoom Conferencing.

Consistent with Executive Order N-29-20 and Government Code sections 54953.2, 54954.1, 54954.2, and 54957.5, the Riverside Community College District Technical Review Committee will provide to individuals with disabilities reasonable modification or accommodation including an alternate, accessible version of all meeting materials. To request an accommodation, please contact techreview@rccd.edu at least one week prior to the meeting. Requests received after this time will be honored when possible.

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

Technical Review Committee

Proposals for Review for Meeting: 06/02/2020

Courses

Course Deletions

M N R Discussion

Action

H **ADJ 23** **Criminal Justice Report Writing**

Rationale: The Administration of Justice District Advisory Committee meeting, occurring in October 2018, was unanimous in consensus that the ADJ23 course, Criminal Justice Report Writing, was ineffective; discussion occurred about major course modifications or changes, but ultimately, all professional advisory members advised it was more important to them students focus upon English courses, such as English 1A, for comprehensive writing skill, than in a specific report writing class, especially as report writing is a factor included in many ADJ classes already, including ADJ12, ADJ13, & ADJ14. Norco's Social & Behavioral Sciences Department approved the removal (10/2018) and RCC's Behavioral Science Department approved the removal (11/2018).

CAT 57 **Creating and Managing the Virtual Office**

Rationale: This RIV-ONLY stand-alone course is being deleted. The program no longer exists and was deleted 3 years ago. The course is on no other programs.

CIS 23 **Software End User Support**

Rationale: No rationale given.

H **KIN A62A** **Flag Football** Holding to verify if other colleges offer this course.

Rationale: We haven't offered this course in many years. It is only a half of a unit and we already have a one unit course.

Course Inclusions

M N R Discussion

Action

COM 20 **Introduction to Communication Theory**

Rationale: Provide more options to students working toward a COM ADT.

Courses

Course Inclusions

M N R

Discussion

Action

GEG 4	Geography of California	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Rationale:	Moreno Valley College is requesting inclusion of GEG-4, Geography of California, into our course catalog. The course is currently offered at two other colleges in the district and MVC Geography believes we could serve our students by offering GEG-4 at our college. Over the past seven years, enrollment in Geography courses at MVC has increased. The discipline would like to add a new course offering, GEG-4 to help students satisfy not only transfer requirements, but also course requirements for Geography majors at UC and CSU campuses.	

Course Major Modifications

M N R

Discussion

Action

H	ADJ 200	Administration of Justice Work Experience	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	This is a change from the WKX-200 cross listing. Holding to determine faculty's intent for course.
	Rationale:	To change the course description to be compliant with the State Chancellor's office recommendation. The existing COR has not been updated since 2008. The most important rationale, however, is to support the current internship programs developed within the ADJ program and the commitment within the ADJ program to community involvement and professional development for students.		

H	ANT 1L	Physical Anthropology Laboratory	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	No 2020 minutes attached. Additionally, there is a DE proposal also on the agenda, and the rationale for this proposal mentions the course being appropriate for DE. It is not clear what the modification is.
	Rationale:	This class can be offered as Distance Education. The lab assignments can now be completed using virtual (3D) casts and models. The primate observation section can now be completed using archived video of primates. In addition to the assignments described above, the lecture portion can also be delivered online via Loom or Tech Relay.		

H	AUT 13A	Hybrid and Electric Vehicle Technology 1	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	Holding AUT courses to await two remaining courses that are a part of new and modified AUT programs.
	Rationale:	This course has been updated to meet advancements in Automotive Technology and changes in the industry.		

AUT 13B	Advanced Hybrid and Electric Vehicle Technology	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Rationale:	Existing course Number is being updated to align with ASE (Automotive Service Excellence) certification test series. No Other changes have been made.	

H	AUT 1A	Automotive Engine Repair (Upper End)	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
	Rationale:	Update curriculum	

Courses

Course Major Modifications

		M	N	R	Discussion	Action
H	AUT 1B Rationale: Update curriculum	Automotive Engine Repair (Lower End)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
H	AUT 2 Rationale: Course has not been updated in some time; needs to be made current.	Automotive Automatic Transmission/Transaxles	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
H	AUT 3 Rationale: Update curriculum.	Automotive Manual Drivetrain Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
H	AUT 6A Rationale: Update the course.	Automotive Electrical Systems 1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
H	AUT 7 Rationale: Curriculum update.	Automotive Heating and Air Conditioning	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
H	AUT 8A Rationale: Updating curriculum	Automotive Engine Performance 1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
H	AUT 8B Rationale: Curriculum Update	Automotive Engine Performance 2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	CAT 1A Rationale: Update/addition of objectives as well as review of the COR for CTE 2 year curriculum review process (2/2020)	Business Etiquette	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	CAT 3 Rationale: Revision of every component of this COR was completed as a part of the district discipline CTE 2 Year Curriculum Review Cycle (2/2020)	Computer Applications for Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	CAT 36A Rationale: Update for CTE 2 year review as well inclusion of Course Objectives and TBA lab (02-25-2020).	Legal Office Procedures I	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	CAT 36B Rationale: Course review and update to bring into compliance with CTE 2-Year review, add objectives, TBA lab content.	Legal Office Procedures II	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	CAT 37 Rationale: Update for CTE 2 year review as well inclusion of Course Objectives and TBA lab (03-08-2020).	Legal Terminology	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Courses

Course Major Modifications

		M	N	R	Discussion	Action
CAT 38	Legal Word Processing and Forms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	Course review and update to bring into compliance with CTE 2-Year review, add objectives, TBA lab content.					
CAT 53	Keyboarding Fundamentals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	All components of this COR have been reviewed and objectives added as a part of a district discipline 2 year curriculum review cycle (1/2020)					
CAT 61	Professional Office Procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	Updates to all COR content as a part of a district discipline 2 year Curriculum Review Cycle (began 12/2016).					
CAT 62	Records Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	Review and revision of all parts of the COR was completed as a part of a district discipline 2 year Curriculum Review Cycle (cycle beginning 4/28/2020)					
CAT 80	Word Processing: Microsoft Word for Windows	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	Review and revision of all COR components has been completed as a part of a district discipline 2 Year Curriculum Review Cycle (began 12/2016).					
CIS 54A	Introduction to Animate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	Updating course from Flash to Animate to keep it viable and to update overall outline to current standards. Norco excluded this course from their inventory. Approved by the BOT on December 8, 2015.					
CUL 41	Fundamentals of Exploring Wine	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	This course was specifically designed for the culinary apprenticeship program to provide the understanding of wine production and the ability to identify the specific characteristics of each wine varietal and to distinguish between different varietals. Apprentices are required to take a course about wine as part of their related instruction.					
EAR 23	Family Home Child Care Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	Updating course outline of record					
EAR 24	Introduction to Curriculum	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	To update course and add course objectives.					
EAR 25	Teaching in a Diverse Society	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	Update course content and textbook.					

Courses

Course Major Modifications

		M	N	R	Discussion	Action
EAR 28	Principles and Practices of Teaching Young Children	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	Update textbook.					
EAR 30	Practicum in Early Childhood Education	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	Added objectives in updated course outline of record.					
EAR 33	Infant and Toddler Development	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	Update to remove general education SLOs added in error.					
EAR 34	Infant and Toddler Care and Education	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	To align with the statewide Curriculum Alignment Project (CAP) expansion for ECE					
EAR 35	Practicum in Infant and Toddler Care	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	Updating SLOs and TBA option					
EAR 38	Adult Supervision and Mentoring in Early Care and Education	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	Updating course to align with statewide Curriculum Alignment Project					
EAR 40	Introduction to Children with Special Needs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	To update course and add course objectives					
EAR 41	Practicum in Early Intervention/Special Education	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	To update course and add objectives.					
EAR 42	Child, Family, and Community	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	Update textbooks.					
EAR 44	Administration I: Programs in Early Childhood Education	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	In order to be up-to-date with statewide Curriculum Alignment Project (CAP) expansion					
EAR 45	Administration II: Personnel and Leadership in Early Childhood Education	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	To comply with statewide Curriculum Alignment Project (CAP) expansion					
EAR 47	Childhood Stress and Trauma	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	Updating course content and student learning outcomes					

Courses

Course Major Modifications

M N R

Discussion

Action

ECO 10 Economics and Personal Decision-Making

Rationale: This modification serves to update the course outline by adding student learning objectives, updating course materials, and adding a distance education component.

ECO 9 Economics of Poverty, Inequality and Discrimination

Rationale: This modification serves to update the course outline by adding student learning objectives, updating course materials, and adding a distance education component.

ECO 9H Honors Economics of Poverty, Inequality and Discrimination

Rationale: This modification serves to update the course outline by adding student learning objectives and updating course materials.

H PSY 35 Abnormal Psychology

Rationale: Add objectives and update textbook information.

Holding for partner honors course.

Distance Education

M N R

Discussion

Action

ADJ 12DE Introduction to Criminalistics

Rationale: Ninety percent of the sections offered in ADJ have waitlists. Currently our students are limited to completing their coursework face-to-face and opting out of taking this class due to its unavailability, which is of great concern. A Distance Education class will increase access and improve graduation rates. It will reduce bottlenecks created by limitations of physical classroom space.

ADJ 13DE Criminal Investigations

Rationale: Ninety percent of the sections offered in ADJ have waitlists. Currently our students are limited to completing their coursework face-to-face and opting out of taking this class due to its unavailability, which is of great concern. A Distance Education class will increase access and improve graduation rates. It will reduce bottlenecks created by limitations of physical classroom space.

ADJ 14DE Advanced Criminal Investigation

Rationale: Ninety percent of the sections offered in ADJ have waitlists. Currently our students are limited to completing their coursework face-to-face and opting out of taking this class due to its unavailability, which is of great concern. A Distance Education class will increase access and improve graduation rates. It will reduce bottlenecks created by limitations of physical classroom space.

Courses

Distance Education

M N R Discussion

Action

ADJ 19DE **Introduction to Policing**

Rationale: Ninety percent of the sections offered in ADJ have waitlists. Currently our students are limited to completing their coursework face-to-face and opting out of taking this class due to its unavailability, which is of great concern. A Distance Education class will increase access and improve graduation rates. It will reduce bottlenecks created by limitations of physical classroom space.

ADJ 6DE **Patrol Procedures**

Rationale: Ninety percent of the sections offered in ADJ have waitlists. Currently our students are limited to completing their coursework face-to-face and opting out of taking this class due to its unavailability, which is of great concern. A Distance Education class will increase access and improve graduation rates. It will reduce bottlenecks created by limitations of physical classroom space.

ANT 10DE **Forensic Anthropology**

Rationale: Proposal to offer ANT-10 in both online and hybrid format to provide more options to students.

ANT 1HDE **Honors Physical Anthropology**

Rationale: Proposal to offer ANT-1H in both online and hybrid format to provide more options to students.

ANT 2DE **Cultural Anthropology**

Rationale: Proposal to offer Ant-2 in an online or hybrid format to offer students more options.

ANT 2HDE **Honors Cultural Anthropology**

Rationale: Proposal to offer ANT-2H in both online and hybrid format to provide more options to students.

ANT 4DE **Native American Cultures**

Rationale: Proposal to offer ANT-4 in both online and hybrid format to provide more options to students.

ANT 5DE **Cultures of Ancient Mexico**

Rationale: Proposal to offer ANT-5 in online and hybrid format to provide more options to students.

Courses

Distance Education

M N R Discussion

Action

ANT 6DE **Introduction to Archaeology**

Rationale: Proposal to offer ANT-6 in online and hybrid format to provide more options to students.

ANT 7DE **Anthropology of Religion**

Rationale: Proposal to offer ANT-7 in both online and hybrid format to provide more options to students.

ANT 8DE **Language and Culture**

Rationale: Proposal to offer ANT-8 in both online and hybrid format to provide more options to students.

ASL 10DE **ASL 10DE**

Rationale: Distance education formats, both hybrid and online, not only may increase student access and serve unmet needs, they may also give the department flexibility by overcoming room, time and environmental limitations. At the same time, they allow the instructor the opportunity to give prompt and relevant feedback as well as to expand the course materials outside of the traditional classroom to include virtual realia and other abundant authentic materials available on the web. In addition to course and instructor-provided resources, these not only enrich the cultural content of the class but also enhance student listening, reading, writing and speaking skills. Moreover, video conference class sessions ensure that the students and instructor still have in-class time that is devoted to interpersonal interaction, dynamic instruction and in-person assessment.

ASL 11DE **ASL 11DE**

Rationale: Distance education formats, both hybrid and online, not only may increase student access and serve unmet needs, they may also give the department flexibility by overcoming room, time and environmental limitations. At the same time, they allow the instructor the opportunity to give prompt and relevant feedback as well as to expand the course materials outside of the traditional classroom to include virtual realia and other abundant authentic materials available on the web. In addition to course and instructor-provided resources, these not only enrich the cultural content of the class but also enhance student listening, reading, writing and speaking skills. Moreover, video conference class sessions ensure that the students and instructor still have in-class time that is devoted to interpersonal interaction, dynamic instruction and in-person assessment.

Courses

Distance Education

M N R Discussion

Action

ASL 12DE **ASL 12DE**

Rationale: Distance education formats, both hybrid and online, not only may increase student access and serve unmet needs, they may also give the department flexibility by overcoming room, time and environmental limitations. At the same time, they allow the instructor the opportunity to give prompt and relevant feedback as well as to expand the course materials outside of the traditional classroom to include virtual realia and other abundant authentic materials available on the web. In addition to course and instructor-provided resources, these not only enrich the cultural content of the class but also enhance student listening, reading, writing and speaking skills. Moreover, video conference class sessions ensure that the students and instructor still have in-class time that is devoted to interpersonal interaction, dynamic instruction and in-person assessment.

ASL 13DE **ASL 13DE**

Rationale: Distance education formats, both hybrid and online, not only may increase student access and serve unmet needs, they may also give the department flexibility by overcoming room, time and environmental limitations. At the same time, they allow the instructor the opportunity to give prompt and relevant feedback as well as to expand the course materials outside of the traditional classroom to include virtual realia and other abundant authentic materials available on the web. In addition to course and instructor-provided resources, these not only enrich the cultural content of the class but also enhance student listening, reading, writing and speaking skills. Moreover, video conference class sessions ensure that the students and instructor still have in-class time that is devoted to interpersonal interaction, dynamic instruction and in-person assessment.

Courses

Distance Education

M N R Discussion

Action

ASL 14DE **ASL 14DE**

Rationale:

Distance education formats, both hybrid and online, not only may increase student access and serve unmet needs, they may also give the department flexibility by overcoming room, time and environmental limitations. At the same time, they allow the instructor the opportunity to give prompt and relevant feedback as well as to expand the course materials outside of the traditional classroom to include virtual realia and other abundant authentic materials available on the web. In addition to course and instructor-provided resources, these not only enrich the cultural content of the class but also enhance student listening, reading, writing and speaking skills. Moreover, video conference class sessions ensure that the students and instructor still have in-class time that is devoted to interpersonal interaction, dynamic instruction and in-person assessment.

ASL 1DE **ASL 1DE**

Rationale:

Distance education formats, both hybrid and online, not only may increase student access and serve unmet needs, they may also give the department flexibility by overcoming room, time and environmental limitations. At the same time, they allow the instructor the opportunity to give prompt and relevant feedback as well as to expand the course materials outside of the traditional classroom to include virtual realia and other abundant authentic materials available on the web. In addition to course and instructor-provided resources, these not only enrich the cultural content of the class but also enhance student listening, reading, writing and speaking skills. Moreover, video conference class sessions ensure that the students and instructor still have in-class time that is devoted to interpersonal interaction, dynamic instruction and in-person assessment.

Courses

Distance Education

M N R Discussion

Action

ASL 20DE **ASL 20DE**

Rationale: Distance education formats, both hybrid and online, not only may increase student access and serve unmet needs, they may also give the department flexibility by overcoming room, time and environmental limitations. At the same time, they allow the instructor the opportunity to give prompt and relevant feedback as well as to expand the course materials outside of the traditional classroom to include virtual realia and other abundant authentic materials available on the web. In addition to course and instructor-provided resources, these not only enrich the cultural content of the class but also enhance student listening, reading, writing and speaking skills. Moreover, video conference class sessions ensure that the students and instructor still have in-class time that is devoted to interpersonal interaction, dynamic instruction and in-person assessment.

ASL 22DE **ASL 22DE**

Rationale: Distance education formats, both hybrid and online, not only may increase student access and serve unmet needs, they may also give the department flexibility by overcoming room, time and environmental limitations. At the same time, they allow the instructor the opportunity to give prompt and relevant feedback as well as to expand the course materials outside of the traditional classroom to include virtual realia and other abundant authentic materials available on the web. In addition to course and instructor-provided resources, these not only enrich the cultural content of the class but also enhance student listening, reading, writing and speaking skills. Moreover, video conference class sessions ensure that the students and instructor still have in-class time that is devoted to interpersonal interaction, dynamic instruction and in-person assessment.

Courses

Distance Education

M N R Discussion

Action

ASL 2DE

ASL 2DE

Rationale:

Distance education formats, both hybrid and online, not only may increase student access and serve unmet needs, they may also give the department flexibility by overcoming room, time and environmental limitations. At the same time, they allow the instructor the opportunity to give prompt and relevant feedback as well as to expand the course materials outside of the traditional classroom to include virtual realia and other abundant authentic materials available on the web. In addition to course and instructor-provided resources, these not only enrich the cultural content of the class but also enhance student listening, reading, writing and speaking skills. Moreover, video conference class sessions ensure that the students and instructor still have in-class time that is devoted to interpersonal interaction, dynamic instruction and in-person assessment.

ASL 3DE

ASL 3DE

Rationale:

Distance education formats, both hybrid and online, not only may increase student access and serve unmet needs, they may also give the department flexibility by overcoming room, time and environmental limitations. At the same time, they allow the instructor the opportunity to give prompt and relevant feedback as well as to expand the course materials outside of the traditional classroom to include virtual realia and other abundant authentic materials available on the web. In addition to course and instructor-provided resources, these not only enrich the cultural content of the class but also enhance student listening, reading, writing and speaking skills. Moreover, video conference class sessions ensure that the students and instructor still have in-class time that is devoted to interpersonal interaction, dynamic instruction and in-person assessment.

Courses

Distance Education

M N R Discussion

Action

ASL 4

ASL 4DE

Rationale:

Distance education formats, both hybrid and online, not only may increase student access and serve unmet needs, they may also give the department flexibility by overcoming room, time and environmental limitations. At the same time, they allow the instructor the opportunity to give prompt and relevant feedback as well as to expand the course materials outside of the traditional classroom to include virtual realia and other abundant authentic materials available on the web. In addition to course and instructor-provided resources, these not only enrich the cultural content of the class but also enhance student listening, reading, writing and speaking skills. Moreover, video conference class sessions ensure that the students and instructor still have in-class time that is devoted to interpersonal interaction, dynamic instruction and in-person assessment.

ASL 4DE

ASL 4DE

Rationale:

Distance education formats, both hybrid and online, not only may increase student access and serve unmet needs, they may also give the department flexibility by overcoming room, time and environmental limitations. At the same time, they allow the instructor the opportunity to give prompt and relevant feedback as well as to expand the course materials outside of the traditional classroom to include virtual realia and other abundant authentic materials available on the web. In addition to course and instructor-provided resources, these not only enrich the cultural content of the class but also enhance student listening, reading, writing and speaking skills. Moreover, video conference class sessions ensure that the students and instructor still have in-class time that is devoted to interpersonal interaction, dynamic instruction and in-person assessment.

Courses

Distance Education

M N R Discussion

Action

ASL 5DE

ASL 5DE

Rationale:

Distance education formats, both hybrid and online, not only may increase student access and serve unmet needs, they may also give the department flexibility by overcoming room, time and environmental limitations. At the same time, they allow the instructor the opportunity to give prompt and relevant feedback as well as to expand the course materials outside of the traditional classroom to include virtual realia and other abundant authentic materials available on the web. In addition to course and instructor-provided resources, these not only enrich the cultural content of the class but also enhance student listening, reading, writing and speaking skills. Moreover, video conference class sessions ensure that the students and instructor still have in-class time that is devoted to interpersonal interaction, dynamic instruction and in-person assessment.

CAT 831DE

Word Processing Skills: Editing and Formatting Documents

Rationale:

The discipline has determined that this course is suitable for online and hybrid delivery for pedagogical, practical, and technical reasons which benefit students. The course content is designed for short-term instruction to allow students to learn computer literacy skills used in online, hybrid, and face-to-face instruction in a very short term. The online and hybrid environments are suitable for skill development in the use of word processing software to edit and format documents.

CAT 832DE

Spreadsheet Skills: Creating and Formatting Workbooks

Rationale:

The discipline has determined that this course is suitable for online and hybrid delivery for pedagogical, practical, and technical reasons which benefit students. The course content is designed for short-term instruction to allow students to learn computer literacy skills used in online, hybrid, and face-to-face instruction in a very short term. The online and hybrid environments are suitable for skill development in the use of spreadsheet software to create and edit worksheets, workbooks, and basic formulas.

Courses

Distance Education

M N R Discussion

Action

CAT 833DE **Presentation Software Skills: Creating and Formatting Presentations**

Rationale: The discipline has determined that this course is suitable for online and hybrid delivery for pedagogical, practical, and technical reasons which benefit students. The course content is designed for short-term instruction to allow students to learn computer literacy skills used in online, hybrid, and face-to-face instruction in a very short term. The online and hybrid environments are suitable for skill development in the use of presentation graphics software to create and format basic presentations.

CAT 841DE **Mosprep: Microsoft Office Word-Expert Exam Preparation**

Rationale: The discipline has determined that this course is suitable for online and hybrid delivery for pedagogical, practical, and technical reasons which benefit students. The course content and instruction is delivered by faculty who have earned certification in Microsoft Word. The exam preparation materials for the industry, internationally recognized certification are accessible in multiple formats, including simulation training. For practical and technical reasons the course lends itself well to online and hybrid formats which benefit student schedules. The national exam provider has added online proctoring which allows our faculty exam proctors to deliver the exam in a live, secure proctored environment. In addition students may also opt to schedule exams with the exam provider's certified proctors in this same environment.

CAT 842DE **Mosprep: Microsoft Office Excel Expert Exam Preparation**

Rationale: The discipline has determined that this course is suitable for online and hybrid delivery for pedagogical, practical, and technical reasons which benefit students. The course content and instruction is delivered by faculty who have earned certification in Microsoft Excel. The exam preparation materials for the industry, internationally recognized certification are accessible in multiple formats, including simulation training. For practical and technical reasons the course lends itself well to online and hybrid formats which benefit student schedules. The national exam provider has added online proctoring which allows our faculty exam proctors to deliver the exam in a live, secure proctored environment. In addition students may also opt to schedule exams with the exam provider's certified proctors in this same environment.

Courses

Distance Education

M N R Discussion

Action

CAT 843DE **Mosprep: Microsoft Office Powerpoint Core Exam Preparation**

Rationale: The discipline has determined that this course is suitable for online and hybrid delivery for pedagogical, practical, and technical reasons which benefit students. The course content and instruction is delivered by faculty who have earned certification in Microsoft PowerPoint. The exam preparation materials for the industry, internationally recognized certification are accessible in multiple formats, including simulation training. For practical and technical reasons the course lends itself well to online and hybrid formats which benefit student schedules. The national exam provider has added online proctoring which allows our faculty exam proctors to deliver the exam in a live, secure proctored environment. In addition students may also opt to schedule exams with the exam provider's certified proctors in this same environment.

CAT 844DE **Mosprep: Microsoft Office Access Core Exam Preparation**

Rationale: The discipline has determined that this course is suitable for online and hybrid delivery for pedagogical, practical, and technical reasons which benefit students. The course content and instruction is delivered by faculty who have earned certification in Microsoft Access. The exam preparation materials for the industry, internationally recognized certification are accessible in multiple formats, including simulation training. For practical and technical reasons the course lends itself well to online and hybrid formats which benefit student schedules. The national exam provider has added online proctoring which allows our faculty exam proctors to deliver the exam in a live, secure proctored environment. In addition students may also opt to schedule exams with the exam provider's certified proctors in this same environment.

CAT 845DE **Mosprep: Microsoft Office Outlook Core Exam Preparation**

Rationale: The discipline has determined that this course is suitable for online and hybrid delivery for pedagogical, practical, and technical reasons which benefit students. The course content and instruction is delivered by faculty who have earned certification in Microsoft Outlook. The exam preparation materials for the industry, internationally recognized certification are accessible in multiple formats, including simulation training. For practical and technical reasons the course lends itself well to online and hybrid formats which benefit student schedules. The national exam provider has added online proctoring which allows our faculty exam proctors to deliver the exam in a live, secure proctored environment. In addition students may also opt to schedule exams with the exam provider's certified proctors in this same environment.

Courses

Distance Education

M N R Discussion

Action

CAT 846DE **Access Skills: Creating and Using Tables**

Rationale: The discipline has determined that this course is suitable for online and hybrid delivery for pedagogical, practical, and technical reasons which benefit students. The course content is designed for short-term instruction to allow students to learn computer literacy skills used in online, hybrid, and face-to-face instruction in a very short term. The online and hybrid environments are suitable for skill development in the use of database software to create, edit, and use database tables.

CAT 898DE **Windows, File Management, Internet, and Canvas Basics**

Rationale: The discipline has determined that this course is suitable for online and hybrid delivery for pedagogical, practical, and technical reasons which benefit students. The course content is designed for short-term instruction to allow students to learn computer literacy skills used in online, hybrid, and face-to-face instruction in a very short term. The online and hybrid environments are suitable for training in the use of the skills in the Windows, File Management, Internet, and Canvas Basics course as the students.

CAT 92DE **Adobe Acrobat**

Rationale: The discipline has determined that this course is suitable for online and hybrid delivery for pedagogical, practical, and technical reasons which benefit students. The course content is designed for short-term instruction to allow students to learn computer literacy skills used in online, hybrid, and face-to-face instruction in a very short term. The online and hybrid environments are suitable for training in the use of Adobe Acrobat skills to create, annotate, edit, manage, and distribute portable document files (PDF).

CON DX **Construction DE Emergency Addendum**

Rationale: Emergency DE Addendum for the following CON courses: 72, 71, 60, 62, 63ABCD, 64, 67

EAR 24DE **Introduction to Curriculum**

Rationale: To provide more opportunity for students to complete this class, to meet the requirements set forth by the Californian Department of Education, and to meet the needs of our local work force, we want to offer it in a DE format, using fully on-line and hybrid models.

Courses

Distance Education

M N R Discussion

Action

ECO 10DE **Economics and Personal Decision-Making**

Rationale: Economics and Personal Decision-making is an important class for all students and many of our students are constrained by attending the college in-person by work and family-life. Learning this material should not be limited to only students who can physically attend in-person. Improving access for all students to this material has an additional equity component in educating under-served populations in labor, financial and housing markets about decisions that can help them to improve their financial positions and promote inter-generational mobility.

ECO 9DE **Economics of Poverty and Discrimination**

Rationale: Economics of Poverty Inequality and Discrimination is an important class for all students and many of our students are constrained by attending the college in-person by work and family-life. Learning this material should not be limited to only students who can physically attend in-person. Improving access has an important equity component for students.

ELC DX **Electricity Emergency DE Addendum**

Rationale: Emergency DE Addendum for the following courses: ELC/ELE-71, ELC/ELE/MAN-72, ELC/ELE/MAN-73, ELC/ELE/MAN-74, ELC/ELE-75, ELC/ELE-76, ELC/ELE/MAN-77, CON-66

ELE DX **Electronics Emergency DE Addendum**

Rationale: Emergency DE addendum for the following courses: ELE-10, ELE-11, ELE-25, ELE-28, ELE-71, ELE-75, and SCA-1

MAN DX **Manufacturing Technology Emergency DE Addendum**

Rationale: Emergency DE Addendum for the following courses: MAN-57, MAN-35, MAN-55, MAN/ELE-67, ENE-42

Courses

Distance Education

M N R Discussion Action

SPA 2HDE **Spanish 2H**

Rationale: Distance education formats, both hybrid and online, not only may increase student access and serve unmet needs, they may also give the department flexibility by overcoming room, time and environmental limitations. At the same time, they allow the instructor the opportunity to give prompt and relevant feedback as well as to expand the course materials outside of the traditional classroom to include virtual realia and other abundant authentic materials available on the web. In addition to course and instructor-provided resources, these not only enrich the cultural content of the class but also enhance student listening, reading, writing and speaking skills. Moreover, video conference class sessions ensure that the students and instructor still have in-class time that is devoted to interpersonal interaction, dynamic instruction and in-person assessment.

WEL DX **Welding Emergency DE Addendum**

Rationale: Emergency DE Addendum for the following WEL courses: WEL-20, 22, 34, 65A, 65B, 75A, 75B, 85A, 85B, 95A, 95B, 115A.

Extensive Labs

M N R Discussion Action

H **MAN 36** **General Machine Shop and Theory of Machining**

Rationale: The laboratory for MAN-36: General Machine Shop and Theory of Machining requires extensive preparation and student evaluation, thus should be paid at the lecture rate.

The proposal does not appear to address if the lab has additional homework that is separate from the lecture. The proposal also does not appear to address what new concepts are presented in the lab that are separate from the lecture.

New Courses

M N R Discussion Action

AUT 4B **Advanced Suspension and Brake Systems**

Rationale: Advancements in automotive technology, and increased system complexity require more training

AUT 6B **Automotive Electrical Systems 2**

Rationale: Advancements in automotive technology, and increased system complexity require more training.

Courses

New Courses

M N R Discussion

Action

CIS 21C **Red Hat Linux System Administration I**

Rationale: Red Hat Linux operating system administration is in high demand across the IT industry as most of the Internet and Internet of Things runs on Linux. The predominant version of Linux for the Internet / WWW servers is Red Hat. This course will prepare students for part 1 of the Red Hat Certified System Administrator (RHCSA) industry certification knowledge. RHCSA certification is highly desirable by employers and is often required by systems administrator positions.

CIS 27C **Palo Alto Networks Firewall Essentials**

Rationale: Palo Alto next generation firewalls are in high demand with in the cybersecurity field. This is a skill that our business and leadership team has identified as desirable.

CIS 94 **Data Analysis Using Excel and Access**

Rationale: This course is being created as a part of an 8-unit state-approved Certificate Achievement.

H **ENP 52** **Starting a Business with Limited Resources** MOI and MOE may need further development.

Rationale: Course is being added to offer a larger variety of entrepreneur courses, along with new certificates.

H **ENP 852** **Starting a Business with Limited Resources** MOI and MOE may need further development.

Rationale: Course is being added to offer a larger variety of entrepreneur courses, along with new certificates.

PSY 35H **Honors Abnormal Psychology**

Rationale: To enhance the current Honors course offerings.

Programs

New Programs

M N R Discussion

Action

Certificate

CAT **Data Quick Start**

Rationale: Centers of Excellence, employment for the data science occupational group is expected to increase by 7% between 2018-2023. In addition, local advisory has indicated a need for employees with strong Microsoft Excel and Access skills. This need is also documented in additional Centers of Excellence labor market report regarding Excel and Access skills which found out of 7,433 total job postings approximately 39% sought individuals with Microsoft Excel and Access skills. The Data Quick Start certificate the first of a planned stackable series of programs in data science designed to address those needs.

Documents: [Narrative](#) [LMI](#) [Advisory Committee](#) [Regional Consortium](#)

Degree & Certificate

H **AUT** **Automotive Engine Performance Specialist** Holding for courses.

Rationale: Certificate/degree is being created to more closely align with changes in Automotive Industry specialty areas. In Addition to Industry alignment, new certificate/degree will shorten time to completion for students specializing in this area of study.

Documents: [Narrative](#) [LMI](#) [Advisory Committee](#) [Regional Consortium](#)

H **AUT** **Automotive Undercar Specialist** Holding for courses.

Rationale: Certificate/degree is being created to more closely align with changes in Automotive Industry specialty areas. In Addition to Industry alignment, new certificate/degree will shorten time to completion for students specializing in this area of study.

Documents: [Narrative](#) [LMI](#) [Advisory Committee](#) [Regional Consortium](#)

Programs

Program Modifications

M N R Discussion

Action

Certificate

ADJ	Investigative Technician	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Rationale:	<p>Current job opportunities for investigative assistants, investigative technicians, and evidence specialists within the region, along with input from Investigative Technicians and Investigators within the Bureau of Investigations at the District Attorney's Office, show that the responsibilities, technical skills, and industry knowledge required in these entry-level positions have increased significantly in recent years and the current certificate course listing was not sufficient or impressive to potential employers. Increasing the course requirements for this certificate, removing outdated classes, and seeking state approval provide a stronger foundation of criminal legal knowledge and technical investigative skill to students within the program. This is also reflected in the increased focus on professional communication (written and verbal) by requiring both ENG-1A and our new class offering, ADJ-24 Interviewing & Interrogation. Current ADJ program scheduling should allow for students to still potentially complete this certificate within 9-12 months, despite the increased credit requirement. The required courses in this certificate are also all required for the A.A.S in ADJ and/or the ADT (with transferable electives), allowing students to complete the certificate while also completing their AAS/ADT in ADJ or choose to continue their education after completing the certificate by continuing in the program and finish completion of the A.A.S. or ADT, further increasing their employability within the field. Further, changing the name of the certificate from Investigative Assistant to Investigative Technician further reflects the changes in the skills and knowledge provided and also more accurately meets the job descriptions and titles for most entry-level positions within the region, within both local, state, and federal agencies along with private organizations.</p>				

Degree & Certificate

H	AUT	Automotive Electrical and Electronics Specialist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Holding for courses.
Rationale:	<p>Certificate/degree is being updated to more closely align with changes in Automotive Industry specialty areas. Title change – formerly Automotive Technology Electrical. Update course numbering. Adding courses: AUT-6B Removing course: AUT-52B</p>					

Programs

Program Modifications

M N R Discussion

Action

Degree & Certificate

H **AUT** **Automotive Powertrain Specialist** Holding for courses.
Rationale: Certificate/degree is being updated to more closely align with changes in Automotive Industry specialty areas. In Addition to Industry alignment, new certificate/degree will shorten time to completion for students specializing in this area of study.

H **AUT** **Automotive Hybrid and Electrical Vehicle Specialist** Holding for courses.
Rationale: Updating certificate and degree title to better reflect the position associated with it. Course numbering is also being updated.
