

## District Technical Review Committee Meeting Minutes

**Tuesday, September 3, 2019**

**2:30-4:00pm**

**CAADO 209**

Voting Members	Non-Voting Members/Guests
<input checked="" type="checkbox"/> Steven Schmidt (Chair, MUS)	<input type="checkbox"/> Greg Burchett (BIO, RCC)
<input checked="" type="checkbox"/> Susan Mills (Co-Chair, VC Ed Services, MATH)	<input type="checkbox"/> Lijuan Zhai (AVC Ed Services and Institutional Effectiveness, RCCD)
<input checked="" type="checkbox"/> Kelly Douglass (ENG, RCC)	<input checked="" type="checkbox"/> Heather Edberg (Staff, RCCD)
<input checked="" type="checkbox"/> Brian Johnson (MATH, NOR)	<input checked="" type="checkbox"/> Bryan Nicol (Staff, RCCD)
<input checked="" type="checkbox"/> Ann Pfeifle (HIST, MVC)	<input checked="" type="checkbox"/> Rebecca Turner (Staff, RCCD)
	<input checked="" type="checkbox"/> Ellen Brown-Drinkwater (AO, RCC)
	<input checked="" type="checkbox"/> Nick Franco (AO, NOR)
	<input checked="" type="checkbox"/> Jeanne Howard (AO, MVC)
	<input checked="" type="checkbox"/> Sabina Fernandez (Staff, MVC)
	<input checked="" type="checkbox"/> Casandra Greene (Staff, RCC)
	<input checked="" type="checkbox"/> Paul Conrad (CIS, RCC)
	<input checked="" type="checkbox"/> Thea Quigley (Director Adult Ed and Community Initiatives, RCCD)
	<input checked="" type="checkbox"/> Gail Zwart (BUS, NOR)
	<input type="checkbox"/> David Avalos (CUL, RIV)
	<input checked="" type="checkbox"/> Kwokwai Siu (ADM, RIV)
	<input checked="" type="checkbox"/> Janet Lehr (BUS, RIV)

### Agenda and Minutes

1. Approval of Agenda
  - a. 1<sup>st</sup> B. Johnson, 2<sup>nd</sup> A. Pfeifle
  - b. Approved, Unanimous
2. Approval of Minutes - May 21, 2019
  - a. 1<sup>st</sup> B. Johnson, 2<sup>nd</sup> A. Pfeifle
  - b. Approved, 1 abstained (K. Douglass)

### Action Items

1. Curriculum Proposals

### Discussion Items

1. Posting draft versions of 2019 Coversheets and Curriculum Handbook – Steven Schmidt
  - a. “Working” complete drafts of the Handbook, Cover Sheets, and Proposal Forms

have been posted to the RCC Curriculum Committee website. Documents have been watermarked as draft. District Educational Services will post a link on the district curriculum website.

- b. Faculty and colleagues should be encouraged to take a look at the drafts and note any comments, concerns, or edits to bring to the September 24<sup>th</sup> college level meeting. Committees are encouraged to vote to approve the handbook at that meeting, which will then be voted on at the following District Curriculum Committee meeting. The handbook will then be taken as an informational item to the Academic Senate, Executive Cabinet, Committee on Teaching and Learning, and the Board of Trustees.
  - c. The committee will work to identify any administrative policies that are impacted by the policies outlined by the handbook (which may include, but not be limited to policies 4020, 4021, 4022 as well as the Program Approval process that was established in 2011). Revisions to any impacted policies will be drafted and proposed for approval, but the handbook should remain in draft form until any policy changes are approved.
  - d. Committee members raised the issue of the unit calculation policy not clearly stating a calculation and will research if the existing policy is sufficient or if any edits need to be proposed.
2. DEA Program Correction – Sabina Fernandez
    - a. Courses in an existing DEA program were implemented this year with unit changes that did not impact the overall units of the program. The committee recommended that a modification to the program should be brought through the approval process to clarify these changes.
  3. Brown Act Requirements – Heather Edberg
    - a. The District Curriculum Committee is bound by the Brown Act, which requires that the agenda and any notes be posted and be available to the public. The agenda will need to be posted a full 72 hours in advance of the meeting with no additions or removals being made after the agenda is posted or at the time of the meeting.
  4. Coordinator Procedures – Bryan Nicol
    - a. Currently, proposals in Meta have TOPs codes listed in two different areas, which creates issues or confusion with submission to the Chancellor’s Office, data entry into Colleague, and MIS reporting. The proposal was made that any existing proposals in Meta that lack a TOPs code on the Cover tab should be updated with the TOPs Code as entered into the Chancellor’s Office Inventory.
    - b. District Educational Services will then reach out to Curricunet to ensure that the TOPs Code on the Cover tab of the proposal prints to the COR and that the field on the Codes and Dates tab is either removed, locked, or synced with the field on the Cover tab.

## **Information Items**

### Supporting Documents

1. Course Exclusions
  - a. Norco ENE Exclusions – ENE 22, ENE 28

- b. Riverside KIN Exclusions – KIN A40, A41, A46, A47, A83, A86, A87, A88
  - c. Norco KIN Exclusions – KIN A55
- 2. Certificate Submission to State
  - a. Pilates/ Dance Condition (RIV CE857)
  - b. Music Technology (RIV CE850)
  - c. Music Performance (RIV CE851)
  - d. Jazz Performance (RIV CE852)
  - e. Piano Performance (RIV CE853)
- 3. New Programs - Credit
  - a. IT Technician Pathway – Cybersecurity Specialist
  - b. Python Programming
  - c. Apprenticeship: Manufacturing Technician 1
  - d. Apprenticeship: Manufacturing Technician 2
- 4. New Programs – Non-credit
  - a. Accounting Basic for Small Business
  - b. Business Information Worker – Workplace Communication
  - c. Business Information Worker – Workplace Decision Making
  - d. Social Media for Business
  - e. Customer Relations
  - f. Enterprise Communication
  - g. Emerging Leaders
  - h. Sales Techniques
  - i. Workplace Essentials
- 5. Program Modifications
  - a. Engineering Graphics
  - b. Culinary Arts
  - c. Drafting Technology

# Technical Review Committee Notes

Proposals and Notes for 09/03/2019

## Courses

### Course Deletions

		M	N	R	Discussion	Action
<b>ENE 22</b>	<b>Engineering Drawing</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This course is Norco only and should be a deletion. Course is cross listed with DFT-22.	<b>Approved</b>
Rationale:	Contents covered by ENE-41, for direct transfer to USC					
<b>ENE 28</b>	<b>Technical Design</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This course is Norco only and should be a deletion. Course is cross listed with DFT-28.	<b>Approved</b>
Rationale:	Contents covered by ENE-41, for direct transfer to USC					

### Course Exclusions

		M	N	R	Discussion	Action
<b>KIN A40</b>	<b>Karate, Beginning</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Holding to verify if course is a part of any programs.  9/3/19 - Course is a part of the KIN ADT at Riverside. The ADT needs to be modified to remove this course.	<b>Hold</b>
Rationale:	Campuses Offering: MNR We have not taught any of these classes for over 4 years. We are cleaning up our inventory and since Norco and Moreno Valley already or are interested in teaching these courses, Riverside is excluding them.					
<b>KIN A41</b>	<b>Karate, Intermediate</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Holding to verify if course is a part of any programs.  9/3/19 - Course is a part of the KIN ADT at Riverside. The ADT needs to be modified to remove this course.	<b>Hold</b>
Rationale:	Campuses Offering: MNR We have not taught any of these classes for over 4 years. We are cleaning up our inventory and since Norco and Moreno Valley already or are interested in teaching these courses, Riverside is excluding them.					
<b>KIN A46</b>	<b>Hatha Yoga, Beginning</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Holding to verify if course is a part of any programs.  9/3/19 - Course is a part of the KIN ADT at Riverside. The ADT needs to be modified to remove this course.	<b>Hold</b>
Rationale:	Campuses Offering: MNR We have not taught any of these classes for over 4 years. We are cleaning up our inventory and since Norco and Moreno Valley already or are interested in teaching these courses, Riverside is excluding them.					
<b>KIN A47</b>	<b>Hatha Yoga, Intermediate</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Holding to verify if course is a part of any programs.  9/3/19 - Course is a part of the KIN ADT at Riverside. The ADT needs to be modified to remove this course.	<b>Hold</b>
Rationale:	Campuses Offering: MNR We have not taught any of these classes for over 4 years. We are cleaning up our inventory and since Norco and Moreno Valley already or are interested in teaching these courses, Riverside is excluding them.					

## Course Exclusions

		M	N	R	Discussion	Action
<b>KIN A55</b>	<b>Slow Pitch Softball</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part of the Norco KIN ADT. Awaiting program modification.	<b>Hold</b>
Rationale:	Campuses Offering: NR No facility and no equipment.				9/3/19 - Continuing to hold.	
<b>KIN A83</b>	<b>Kickboxing Aerobics</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Holding to verify if course is a part of any programs.	<b>Approved</b>
Rationale:	Campuses Offering: NR We have not taught any of these classes for over 4 years. We are cleaning up our inventory and since Norco and Moreno Valley already or are interested in teaching these courses, Riverside is excluding them.					
<b>KIN A86</b>	<b>Step Aerobics</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Holding to verify if course is a part of any programs.	<b>Approved</b>
Rationale:	Campuses Offering: MR We have not taught any of these classes for over 4 years. We are cleaning up our inventory and since Norco and Moreno Valley already or are interested in teaching these courses, Riverside is excluding them.					
<b>KIN A87</b>	<b>Step Aerobics, Intermediate</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Holding to verify if course is a part of any programs.	<b>Approved</b>
Rationale:	Campuses Offering: MR We have not taught any of these classes for over 4 years. We are cleaning up our inventory and since Norco and Moreno Valley already or are interested in teaching these courses, Riverside is excluding them.					
<b>KIN A88</b>	<b>Step Aerobics, Advanced</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Holding to verify if course is a part of any programs.	<b>Approved</b>
Rationale:	Campuses Offering: MR We have not taught any of these classes for over 4 years. We are cleaning up our inventory and since Norco and Moreno Valley already or are interested in teaching these courses, Riverside is excluding them.					

## Course Major Modifications

		M	N	R	Discussion	Action
<b>ADM 2A</b>	<b>Color Systems and File Management</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Content from 2C is being redistributed to 2A or 2B. Unit changes will impact existing certificates. Course is a part of a number of existing programs. Holding for all program mods.	<b>Hold</b>
Rationale:	To align with industry standards and to simplify student degree pathways, the following changes are being implemented.					
<b>ADM 2B</b>	<b>Pre-press and Printing Substrates</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Content from 2C is being redistributed to 2A or 2B. Unit changes will impact existing certificates. Course is a part of a number of existing programs. Holding for all program mods.	<b>Hold</b>
Rationale:	To align with industry standards and to simplify student degree pathways, the following changes are being implemented.					

## Course Major Modifications

		M	N	R	Discussion	Action
<b>AIR 50A</b>	<b>Air Conditioning and Refrigeration Theory</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Crosslisted with same discipline.	<b>Approved</b>
Rationale:	This is the basic entry level class for our program					
<b>AIR 50B</b>	<b>Residential Air Conditioning</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Crosslisted with same discipline. Course title is being updated. Because it is a minor update, the certificate will be edited administratively.	<b>Approved</b>
Rationale:	Basic residential air conditioning including troubleshooting and repair to prepare students for careers in the field					
<b>AIR 51A</b>	<b>Residential Heating and Ventilation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<b>Approved</b>
Rationale:	Class will teach the basics of heating, ventilation and air distribution for residential systems.					
<b>AIR 51B</b>	<b>Commercial and Industrial Heating and Air Conditioning</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Crosslisted with same discipline. Content seems thin, but will be sent to college level for review. Proposal contains a budget impact statement that may need to be reviewed by the appropriate dean or administration.	<b>Approved</b>
Rationale:	Class will cover the basics of a wide variety of Commercial and Industrial HVAC systems currently used in the industry					
<b>AIR 53</b>	<b>Basic Electricity for A/C &amp; Refrigeration</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<b>Approved</b>
Rationale:	To prepare students for the HVAC/R field. Students will be working on a huge variety of electrical components once they begin working in the field					
<b>ARE 24</b>	<b>Architectural Drafting</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proposal needs edits. Prerequisite links need adjustment. Missing TOPs code. May have GESLO issues.	<b>Hold</b>
Rationale:	SLO, Objectives and Textbook update.					
<b>ARE 25</b>	<b>Advanced Architectural Drafting</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proposal needs edits. Prerequisite links need adjustment. Missing TOPs code. May have GESLO issues.	<b>Hold</b>
Rationale:	COR update for 2010.					
<b>ARE 35</b>	<b>History of Architecture-Beginnings through Gothic</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proposal needs edits. Prerequisite links need adjustment. Missing TOPs code.	<b>Hold</b>
Rationale:	COR update for 2010.					
<b>ARE 36</b>	<b>History of Architecture: Renaissance to Modern</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proposal needs edits. Prerequisite links need adjustment. Missing TOPs code.	<b>Hold</b>
Rationale:	COR update for 2010.					
<b>ARE 37</b>	<b>Architectural Design I</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proposal needs edits. Prerequisite links need adjustment. Missing TOPs code.	<b>Hold</b>
Rationale:	COR update for 2010.					

## Course Major Modifications

		M	N	R	Discussion	Action
<b>CIS 8</b>	<b>Fundamentals:Information Systems Security Auditing</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Needs objectives and a review of content. Advisory needs editing.	<b>Hold</b>
Rationale:	This course was approved 2018 but it has a prerequisite of CIS 21 - Introduction to Operating Systems. After review it was determined that this prerequisite was not helping student's enrollment in CIS 8. The course is currently offered one time a year so students would have to wait a year to get the course. An easy fix would be to change the prerequisite for CIS 8 to advisory.				9/3/19 - Still need objectives.	
<b>ENE 35</b>	<b>Statics</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty were contact to revise course content. Holding to next Tech Review.	<b>Hold</b>
Rationale:	COR update to include objectives and align with C-ID ENGR-130					
<b>ENE 38</b>	<b>Introduction to Programming Concepts and Methodologies for Engineers</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty were contact to revise course content. Holding to next Tech Review.	<b>Hold</b>
Rationale:	Augmenting COR for Cal Poly transfer acceptance.					
<b>ENE 51</b>	<b>Blueprint Reading</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<b>Approved</b>
Rationale:	COR updates 2018.					
<b>ENG 4</b>	<b>Writing Tutor Training</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Course content is only one level. Kelly will work with faculty.	<b>Hold</b>
Rationale:	Separating course content into lecture and lab to explain student activity during TBA hours.					
<b>ENG 885</b>	<b>Writing Clinic</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Objectives need edits.	<b>Hold</b>
Rationale:	Course materials need to be updated.					
<b>MAN 63</b>	<b>LabVIEW Visual Programming for Automated Systems</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Holding to review crosslisted partner, ELE-63.	<b>Hold</b>
Rationale:	The technologies presented in this course represent the newest evolution of programmable control systems. During the previous industry advisory council meeting (The Dacum) the participants stated that the new trends in the field is the movement towards digital technologies and visual programming. These new technologies are represented in this course.					
<b>MUS 32A</b>	<b>Class Piano I</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<b>Approved</b>
Rationale:	Add objectives. Update SLOs, content, and textbook.					
<b>MUS 32B</b>	<b>Class Piano II</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<b>Approved</b>
Rationale:	Add objectives. Update SLOs and textbook.					
<b>MUS 32C</b>	<b>Class Piano III</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<b>Approved</b>
Rationale:	Add objectives. Update SLOs and textbook.					
<b>MUS 32D</b>	<b>Class Piano IV</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<b>Approved</b>
Rationale:	Add objectives. Update SLOs and textbook.					

## Distance Educations

		M	N	R	Discussion	Action
<b>ARA 3DE</b>	<b>Arabic 3</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	COR was recently updated.	<b>Approved</b>
Rationale:						
<b>CHI 1DE</b>	<b>Chinese 1DE</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	COR was recently updated.	<b>Approved</b>
Rationale:						
<b>CHI 2DE</b>	<b>Chinese 2DE</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	COR was recently updated.	<b>Approved</b>
Rationale:						

## New Courses

		M	N	R	Discussion	Action
<b>AIR 50C</b>	<b>Residential Installation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will need to check to see if any existing certificates will be changed with new courses.	<b>Approved</b>
Rationale:	Training of students for entry level employment in the residential HVAC industry					
<b>AIR 51C</b>	<b>Commercial and Industrial Refrigeration</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists both Degree Credit and Non-Degree Credit. Skill links may need to be fixed. Steve will follow up. Will need to check to see if any existing certificates will be changed with new courses.	<b>Approved</b>
Rationale:	Training in commercial refrigeration to make students job ready					
<b>AIR 51D</b>	<b>Building Automation and Control Systems</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Has a different TOPs code from all other proposed AIR courses. Will need to check to see if any existing certificates will be changed with new courses.	<b>Approved</b>
Rationale:	Modern commercial buildings often use one or both of these systems to control comfort heating and cooling.					
<b>AIR 850D</b>	<b>EPA Preparation and Certification</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Course is non-credit. Renumbered from AIR 50D to AIR 850D	<b>Approved</b>
Rationale:	All people working in the Air Conditioning and Refrigeration Industry must have an EPA Certification which must be renewed on a 5 year cycle					
<b>APP 450</b>	<b>Apprenticeship Work Experience</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Marked as both Degree Credit and Non-Degree Credit. Edits to the description to clarify hours, units, and maximum hours worked as apprentice are needed.  Course requires students work as an apprentice and will be used as a general course for a variety of apprenticeship classes, which will allow students to work in a variety of trades. Discipline expert will be the employer.	<b>Approved</b>
Rationale:	Apprenticeship is an industry driven training system that ensures a highly skilled internationally competitive workforce in a variety of trades. Industry established training and certification standards and provides direction to the system though a variety of ways. This course would be similar to WKS 200 where the students register for it and then are sorted, by the instructor, into the appropriate work experience class according to their selected trade. Students would primarily be full time employees working in that trade. It is the first class in what will be a apprenticeship certificate in a variety of areas.					



## New Courses

		M	N	R	Discussion	Action
<b>AUT 96</b>	<b>Advanced Hybrid and Electric Vehicle Technology</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Missing TOPs code and is marked as both Degree and Non-Degree Credit. Kelly will reach out to faculty to determine if changes impact existing programs.	<b>Hold</b>
Rationale:	This course is being developed to prepare students to be competitive in today's workforce. Changes in vehicle technology and emissions standards are driving the automotive industry to rely upon hybrid and electric vehicle propulsion systems.					
<b>BUS 881B</b>	<b>Entrepreneurship and Innovation II</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Missing SLOs. Course description needs editing. Content is light. Greg will contact faculty.  9/3/19 - Awaiting response from faculty. BUS 881A is still in draft.	<b>Hold</b>
Rationale:	This course was developed as part of a certificate that will prepare students to be successful entrepreneurs. The proposed course meets needs for skills in the region and the state and was developed in response to the need for entrepreneurship, e-commerce and online business, self-employment skills for a growing freelance, "gig" economy.					
<b>ENP 801</b>	<b>Facebook for Business</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Holding at request of originator.	<b>Hold</b>
Rationale:	Part of a Social Media non credit certificate					
<b>ENP 802</b>	<b>Pinterest and Instagram for Business</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Holding at request of originator.	<b>Hold</b>
Rationale:	Non Credit education. Part of a non credit social marketing certificate.					
<b>ENP 803</b>	<b>YouTube for Business</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Holding at request of originator.	<b>Hold</b>
Rationale:	Non credit education					
<b>ENP 804</b>	<b>Twitter for Business</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Holding at request of originator.	<b>Hold</b>
Rationale:	Non credit education- part of a non credit certificate in social marketing					
<b>ENP 805</b>	<b>LinkedIn for Business</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Holding at request of originator.	<b>Hold</b>
Rationale:	Part of a Social Media non credit certificate					
<b>PDS 801</b>	<b>Leadership Skills</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PDS course SLOs, content, objectives need updating. SLOs with GE links need to be removed. Sample assignments may also need updating.  9/3/19 - Requested corrections were made.	<b>Approved</b>
Rationale:	This course is part of a noncredit certificate.					
<b>PDS 802</b>	<b>Supervisory Skills</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PDS course SLOs, content, objectives need updating. SLOs with GE links need to be removed. Sample assignments may also need updating.  9/3/19 - Requested corrections were made.	<b>Approved</b>
Rationale:	This course is part of a noncredit certificate.					

## New Courses

		M	N	R	Discussion	Action
<b>PDS 803</b>	<b>Increasing Productivity</b>	✓	✓	✓	PDS course SLOs, content, objectives need updating. SLOs with GE links need to be removed. Sample assignments may also need updating.	<b>Approved</b>
Rationale:	This course is part of a noncredit certificate.					
					9/3/19 - Requested corrections were made.	
<b>PDS 804</b>	<b>Motivating Yourself and Others</b>	✓	✓	✓	PDS course SLOs, content, objectives need updating. SLOs with GE links need to be removed. Sample assignments may also need updating.	<b>Approved</b>
Rationale:	This course is part of a noncredit certificate.					
					9/3/19 - Requested corrections were made.	
<b>PDS 805</b>	<b>Difficult Conversations</b>	✓	✓	✓	PDS course SLOs, content, objectives need updating. SLOs with GE links need to be removed. Sample assignments may also need updating.	<b>Approved</b>
Rationale:	This course is part of a noncredit certificate.					
					9/3/19 - Requested corrections were made.	
<b>PDS 806</b>	<b>The Art of Negotiating and Collaborating</b>	✓	✓	✓	PDS course SLOs, content, objectives need updating. SLOs with GE links need to be removed. Sample assignments may also need updating.	<b>Approved</b>
Rationale:	This course is part of a noncredit certificate.					
					9/3/19 - Requested corrections were made.	
<b>PDS 807</b>	<b>Personality Styles and Difficult Relationships</b>	✓	✓	✓	PDS course SLOs, content, objectives need updating. SLOs with GE links need to be removed. Sample assignments may also need updating.	<b>Approved</b>
Rationale:	This course is part of a noncredit certificate.					
					9/3/19 - Requested corrections were made.	
<b>PDS 808</b>	<b>Critical Thinking, Problem Solving and Decision Making</b>	✓	✓	✓	PDS course SLOs, content, objectives need updating. SLOs with GE links need to be removed. Sample assignments may also need updating.	<b>Approved</b>
Rationale:	This course is part of noncredit certificate.					
					9/3/19 - Requested corrections were made.	

## New Courses

		M	N	R	Discussion	Action
<b>PDS 809</b>	<b>Business Writing in a Technological World</b>	☑	☑	☑	PDS course SLOs, content, objectives need updating. SLOs with GE links need to be removed. Sample assignments may also need updating.	<b>Approved</b>
Rationale:	This course is part of noncredit certificate.				9/3/19 - Requested corrections were made.	
<b>PDS 810</b>	<b>Time Management</b>	☑	☑	☑	PDS course SLOs, content, objectives need updating. SLOs with GE links need to be removed. Sample assignments may also need updating.	<b>Approved</b>
Rationale:	This course is part of noncredit certificate.				9/3/19 - Requested corrections were made.	
<b>PDS 811</b>	<b>High Impact Presentations and Proposals for the Work Place</b>	☑	☑	☑	PDS course SLOs, content, objectives need updating. SLOs with GE links need to be removed. Sample assignments may also need updating.	<b>Approved</b>
Rationale:	This course if part of a noncredit certificate.				9/3/19 - Requested corrections were made.	
<b>PDS 812</b>	<b>Workplace Communication Strategies</b>	☑	☑	☑	PDS course SLOs, content, objectives need updating. SLOs with GE links need to be removed. Sample assignments may also need updating.	<b>Approved</b>
Rationale:	This course is part of a noncredit certificate.				9/3/19 - Requested corrections were made.	
<b>PDS 813</b>	<b>Best Practices in Customer Service</b>	☑	☑	☑	PDS course SLOs, content, objectives need updating. SLOs with GE links need to be removed. Sample assignments may also need updating.	<b>Approved</b>
Rationale:	This course is part of a noncredit certificate.				9/3/19 - Requested corrections were made.	

## New Courses

		M	N	R	Discussion	Action
<b>PDS 814</b>	<b>Closing Techniques That Win the Sale</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PDS course SLOs, content, objectives need updating. SLOs with GE links need to be removed. Sample assignments may also need updating.	<b>Approved</b>
Rationale:	Part of a noncredit certificate on sales techniques.				This course was originally proposed and voted on at Norco as MKT 806.	
					9/3/19 - Requested corrections were made.	
<b>PDS 815</b>	<b>Winning Sales Scripts</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PDS course SLOs, content, objectives need updating. SLOs with GE links need to be removed. Sample assignments may also need updating.	<b>Approved</b>
Rationale:	Part of a noncredit certificate on sales techniques.				This course was originally proposed and voted on at Norco as MKT 807.	
					9/3/19 - Requested corrections were made.	
<b>SOC 10H</b>	<b>Honors Race and Ethnic Relations</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SOC 10 needs a major mod. Greg will contact author.	<b>Hold</b>
Rationale:	Course update as part of program review.				9/3/19 Originator was e-mailed to push SOC 10 forward. There are several ADTs that have SOC 10. Disciplines should work to submit modifications to the ADTs in order to include the course.	
					Holding to await SOC 10 modification.	

## Disciplines

### Discipline Inclusions

		M	N	R	Discussion	Action
<b>PDS</b>	<b>Professional Development Studies</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved, but will request completion of Discipline Inclusion Form.	<b>Approved</b>
Rationale:	Adoption of discipline.					

## Programs

## New Programs

		M	N	R	Discussion	Action
<b>Certificate</b>						
<b>CIS</b>	<b>IT Technician Pathway: Cybersecurity Specialist</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Awaiting courses CIS-30A and CIS-41A.	<b>Hold</b>
Rationale:	The IT Technician Pathway Certificate in Cybersecurity Specialist will provide students with proficiency in security measures and practices to protect systems in organizational networks.					
<b>CIS</b>	<b>IT Technician Pathway: Cybersecurity Specialist</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Awaiting courses CIS-30A and CIS-41A.	<b>Hold</b>
Rationale:	The IT Technician Pathway Certificate in Cybersecurity Specialist will provide students with proficiency in security measures and practices to protect systems in organizational networks.					
<b>CIS</b>	<b>Python Programming Certificate</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New courses need to be developed. Holding for courses CIS-30A through 30E.	<b>Hold</b>
Rationale:	The Python Programming Certificate will provide students with proficiency in the development principles, which emphasize planning, designing, writing, testing programs to solve problems in systems and networks using Python programming languages.					
<b>CIS</b>	<b>Python Programming Certificate</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	New courses need to be developed. Holding for courses CIS-30A through 30E.	<b>Hold</b>
Rationale:	The Python Programming Certificate will provide students with proficiency in the development principles, which emphasize planning, designing, writing, testing programs to solve problems in systems and networks using Python programming languages.					
<b>CIS</b>	<b>Python Programming Certificate</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	New courses need to be developed. Holding for courses CIS-30A through 30E.	<b>Hold</b>
Rationale:	The Python Programming Certificate will provide students with proficiency in the development principles, which emphasize planning, designing, writing, testing programs to solve problems in systems and networks using Python programming languages.					
<b>MAN</b>	<b>Apprenticeship: Manufacturing Technician 1</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Holding for documentation.	<b>Hold</b>
Rationale:						
<b>Degree &amp; Certificate</b>						
<b>MAN</b>	<b>Apprenticeship: Manufacturing Technician 2</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Holding for documentation.	<b>Hold</b>
Rationale:						

## Non-Credit Certificate

## New Programs

		M	N	R	Discussion	Action
<b>ACC</b>	<b>Accounting Basics for Small Business</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minutes from Norco had no action. Courses approved at district level. Approving for Norco only. No discipline notes for Moreno Valley or Riverside. Holding for Riverside and Moreno Valley.	<b>Approved</b>
Rationale:	The Accounting Basics for Small Business Certificate provides a framework for students to develop skills and knowledge in accounting software techniques, enabling them to open up additional work and advancement opportunities. The certificate is also a gateway into other noncredit and credit programs. Students develop skills and training that will qualify them for even more opportunities.					
<b>ACC</b>	<b>Accounting Basics for Small Business</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Minutes from Norco had no action. Courses approved at district level. Approving for Norco only. No discipline notes for Moreno Valley or Riverside. Holding for Riverside and Moreno Valley.  9/3/19 - Holding for Riverside minutes.	<b>Hold</b>
Rationale:	The Accounting Basics for Small Business Certificate provides a framework for students to develop skills and knowledge in accounting software techniques, enabling them to open up additional work and advancement opportunities. The certificate is also a gateway into other noncredit and credit programs. Students develop skills and training that will qualify them for even more opportunities.					
<b>CAT</b>	<b>Business Information Worker Essential Preparation: Workplace Communication Certificate of Completion</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Missing documents. One Course not yet approved (PDS 811).  Course updated to PDS discipline. Need updated POR.	<b>Hold</b>
Rationale:	To provide workplace communication and skills for improved marketability and employability.					
<b>CAT</b>	<b>Business Information Worker Essential Preparation: Workplace Communication Certificate of Completion</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Missing documents. Course not yet approved (PDS 811).  Course updated to PDS discipline. Need updated POR.	<b>Hold</b>
Rationale:	To provide workplace communication and skills for improved marketability and employability.					
<b>CAT</b>	<b>Business Information Worker Essential Preparation: Workplace Decision Making and Time Management Certificate of Completion</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Missing documents. Courses not yet approved (PDS 808, 810).  Two courses have been updated to PDS discipline. Need updated POR.	<b>Hold</b>
Rationale:	To provide critical thinking, decision making, time management and self-management skills for improved marketability and employability.					
<b>CAT</b>	<b>Business Information Worker Essential Preparation: Workplace Decision Making and Time Management Certificate of Completion</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Missing documents. Courses not yet approved (PDS 808, 810).  Courses updated to PDS discipline. Need updated POR.	<b>Hold</b>
Rationale:	To provide critical thinking, decision making, time management and self-management skills for improved marketability and employability.					

## New Programs

		M	N	R	Discussion	Action
<b>ENP</b>	<b>Social Media for Business</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold for courses.	<b>Hold</b>
Rationale:	<p>In 2017, there were nearly 25,100 jobs in the social media marketing occupational group in the Inland Empire/Desert Region. Across the region, employment related to this group is expected to increase 9% through 2022. Employers will need to more than 15,100 workers over the next five years to fill new jobs and to backfill positions that workers are leaving - including retirements.</p> <p>Employment for the social media marketing occupational group is expected to increase by 9% between 2017 and 2022 in the Inland Empire/Desert Region. More than 15,100 job openings will be available over the five-year timeframe.</p>					
<b>ENP</b>	<b>Social Media for Business</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Only approved at Norco's department. Holding for courses (ENP 801-805). Holding for Norco and returning Riverside and Moreno Valley to draft.	<b>Hold</b>
Rationale:	<p>In 2017, there were nearly 25,100 jobs in the social media marketing occupational group in the Inland Empire/Desert Region. Across the region, employment related to this group is expected to increase 9% through 2022. Employers will need to more than 15,100 workers over the next five years to fill new jobs and to backfill positions that workers are leaving - including retirements.</p> <p>Employment for the social media marketing occupational group is expected to increase by 9% between 2017 and 2022 in the Inland Empire/Desert Region. More than 15,100 job openings will be available over the five-year timeframe.</p>					
<b>ENP</b>	<b>Social Media for Business</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold for courses.	<b>Hold</b>
Rationale:	<p>In 2017, there were nearly 25,100 jobs in the social media marketing occupational group in the Inland Empire/Desert Region. Across the region, employment related to this group is expected to increase 9% through 2022. Employers will need to more than 15,100 workers over the next five years to fill new jobs and to backfill positions that workers are leaving - including retirements.</p> <p>Employment for the social media marketing occupational group is expected to increase by 9% between 2017 and 2022 in the Inland Empire/Desert Region. More than 15,100 job openings will be available over the five-year timeframe.</p>					
<b>PDS</b>	<b>Customer Relations</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TOPs code may need editing.	<b>Approved</b>
Rationale:	<p>Knowledge of customer relations is needed across the board in all areas of business, but especially for those involved in dealing with the public on a day to day basis. Jobs such as sales, retail, government, education and those in private industry all need customer service skills to be successful in the workplace.</p>					

## New Programs

		M	N	R	Discussion	Action
<b>PDS</b>	<b>Customer Relations</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Only approved at Norco's department. Holding for courses (PDS 813, 806, 807). Holding for Norco and returning Riverside and Moreno Valley to draft.	<b>Approved</b>
Rationale:	Knowledge of customer relations is needed across the board in all areas of business, but especially for those involved in dealing with the public on a day to day basis. Jobs such as sales, retail, government, education and those in private industry all need customer service skills to be successful in the workplace.				TOPs code may need editing.	
<b>PDS</b>	<b>Customer Relations</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Holding for department minutes.	<b>Hold</b>
Rationale:	Knowledge of customer relations is needed across the board in all areas of business, but especially for those involved in dealing with the public on a day to day basis. Jobs such as sales, retail, government, education and those in private industry all need customer service skills to be successful in the workplace.				TOPs code may need editing.	
<b>PDS</b>	<b>Enterprise Communication</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<b>Approved</b>
Rationale:	Labor market data for enterprise communications is extensive. One could say that all occupations have a need to communicate better in the workplace. These skills are not limited to one occupational group or industry. In order to provide labor market data you would need to look at a variety of occupations.					
<b>PDS</b>	<b>Enterprise Communication</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Only approved at Norco's department. Holding for courses (PDS 805, 806, 807, 809, 812, 813). Holding for Norco and returning Riverside and Moreno Valley to draft.	<b>Approved</b>
Rationale:	Labor market data for enterprise communications is extensive. One could say that all occupations have a need to communicate better in the workplace. These skills are not limited to one occupational group or industry. In order to provide labor market data you would need to look at a variety of occupations.					
<b>PDS</b>	<b>Enterprise Communication</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Holding for department minutes.	<b>Hold</b>
Rationale:	Labor market data for enterprise communications is extensive. One could say that all occupations have a need to communicate better in the workplace. These skills are not limited to one occupational group or industry. In order to provide labor market data you would need to look at a variety of occupations.					
<b>PDS</b>	<b>Emerging Leaders</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<b>Approved</b>
Rationale:	Knowledge of leadership is needed across all industries as every industry and occupational field has those who provide leadership to their organizations. In order to meet this area of emphasis, there is a need to provide leadership training for those who are emerging leaders and those who aspire to be leaders in the future.					
<b>PDS</b>	<b>Emerging Leaders</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Only approved at Norco's department. Holding for courses (PDS 801-804). Holding for Norco and returning Riverside and Moreno Valley to draft.	<b>Approved</b>
Rationale:	Knowledge of leadership is needed across all industries as every industry and occupational field has those who provide leadership to their organizations. In order to meet this area of emphasis, there is a need to provide leadership training for those who are emerging leaders and those who aspire to be leaders in the future.					



## New Programs

		M	N	R	Discussion	Action
<b>PDS</b>	<b>Emerging Leaders</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Holding for department minutes.	<b>Hold</b>
Rationale:	Knowledge of leadership is needed across all industries as every industry and occupational field has those who provide leadership to their organizations. In order to meet this area of emphasis, there is a need to provide leadership training for those who are emerging leaders and those who aspire to be leaders in the future.					
<b>PDS</b>	<b>Sales Techniques</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<b>Approved</b>
Rationale:	Data from the Economic Development Agency predicts that sales and related occupations will increase 10.8% from 2014-2024. That increase nets an increase of 15,870 jobs in the Inland Empire. The increase, along with positions vacated by retirements will create a need for qualified sales individuals who have the skills to write a winning sales script and have the knowledge to close a sale. As positions open in sales and related occupations so will the need for individuals who have skills in sales.					
<b>PDS</b>	<b>Sales Techniques</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Only approved at Norco's department. Holding for courses (PDS 814, 815). Holding for Norco and returning Riverside and Moreno Valley to draft.	<b>Approved</b>
Rationale:	Data from the Economic Development Agency predicts that sales and related occupations will increase 10.8% from 2014-2024. That increase nets an increase of 15,870 jobs in the Inland Empire. The increase, along with positions vacated by retirements will create a need for qualified sales individuals who have the skills to write a winning sales script and have the knowledge to close a sale. As positions open in sales and related occupations so will the need for individuals who have skills in sales.					
<b>PDS</b>	<b>Sales Techniques</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Holding for department minutes.	<b>Hold</b>
Rationale:	Data from the Economic Development Agency predicts that sales and related occupations will increase 10.8% from 2014-2024. That increase nets an increase of 15,870 jobs in the Inland Empire. The increase, along with positions vacated by retirements will create a need for qualified sales individuals who have the skills to write a winning sales script and have the knowledge to close a sale. As positions open in sales and related occupations so will the need for individuals who have skills in sales.					

## New Programs

M N R Discussion

Action

<b>PDS</b>	<b>Workplace Essentials</b>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<b>Approved</b>
Rationale:	The need for workplace essentials spans all occupations but is especially appropriate for new managers and those who are seeking management or supervision positions and/or clerical personnel who need the skills prescribed in the certificate. The Economic Development Agency data indicates there will be 11,510 new openings for managers between 2014-2024 for a 17.2% change. This does not include the already 66,840 estimated management positions as of 2014 that are filled. According to the Economic Development Agency's employment projections, there will be an increase of 22,520 Office and Administrative Support jobs by 2024. These individuals would also benefit from the information in the certificate. This certificate also has broader implications for the workforce as the skills prescribed in the content cross over occupations and employment positions and are valuable to almost anyone who is employed in the marketplace today.			

<b>PDS</b>	<b>Workplace Essentials</b>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	Only approved at Norco's department. Holding for courses (PDS 808, 809, 810, 812). Holding for Norco and returning Riverside and Moreno Valley to draft.	<b>Approved</b>
Rationale:	The need for workplace essentials spans all occupations but is especially appropriate for new managers and those who are seeking management or supervision positions and/or clerical personnel who need the skills prescribed in the certificate. The Economic Development Agency data indicates there will be 11,510 new openings for managers between 2014-2024 for a 17.2% change. This does not include the already 66,840 estimated management positions as of 2014 that are filled. According to the Economic Development Agency's employment projections, there will be an increase of 22,520 Office and Administrative Support jobs by 2024. These individuals would also benefit from the information in the certificate. This certificate also has broader implications for the workforce as the skills prescribed in the content cross over occupations and employment positions and are valuable to almost anyone who is employed in the marketplace today.			

<b>PDS</b>	<b>Workplace Essentials</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	Holding for minutes.	<b>Hold</b>
Rationale:	The need for workplace essentials spans all occupations but is especially appropriate for new managers and those who are seeking management or supervision positions and/or clerical personnel who need the skills prescribed in the certificate. The Economic Development Agency data indicates there will be 11,510 new openings for managers between 2014-2024 for a 17.2% change. This does not include the already 66,840 estimated management positions as of 2014 that are filled. According to the Economic Development Agency's employment projections, there will be an increase of 22,520 Office and Administrative Support jobs by 2024. These individuals would also benefit from the information in the certificate. This certificate also has broader implications for the workforce as the skills prescribed in the content cross over occupations and employment positions and are valuable to almost anyone who is employed in the marketplace today.			

## Program Modifications

M N R Discussion

Action

### Certificate

**ENE**      **Engineering Graphics**     

Rationale:      Removal of ENE-22 Engineering Drawing and addition of ENE/ELE-27 Technical Communications.

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May need a change to the TOPs code.

**Approved**

### Degree & Certificate

**CUL**      **Culinary Arts**     

Rationale:      Justification for proposed change to the culinary certificate is to add two courses to the program in order to satisfy accreditation requirements. CTE is in the process of applying for postsecondary accreditation from the American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC). The commission assures that a program is meeting at least a minimum of standards & competencies set for faculty, curriculum and student services. ACFEF is recognized by the Council For Higher Education Accreditation (CHEA). CHEA is an association of 3,000 degree-granting colleges & universities and recognizes institutional and programmatic accrediting organizations. The benefits of postsecondary accreditation with the ACF creates public trust by ensuring established standards, accountability & credibility, higher level of professionalism, up-to-date & current practices, and marketing tool for recruiting students.

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Courses removed would cause the department to no longer have an associates degree. Holding for confirmation.

**Approved**

**DFT**      **Drafting Technology**     

Rationale:      Due to attached LMI report for job placement, the current certificate is shortened with the basic Drafting courses to accommodate a core drafting certificate for quick job placement and also to be transferable in later certificates in Mechanical and Architectural Drafting.

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