

District Technical Review Committee Meeting Agenda

Tuesday, April 6, 2021

2:30-4:00pm

Hosted Via Zoom

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

Zoom Information

<https://cccconfer.zoom.us/j/99142856458>

+1 669 900 6833 (US Toll)

Meeting ID: 991 4285 6458

Agenda and Minutes

1. Approval of Agenda
2. Approval of Minutes – March 16, 2021

Action Items

1. Curriculum Proposals
2. 21-22 Curriculum Calendar

Discussion Items

1. Activity Courses – Kelly Douglass
2. Local DE Approval for District Wide Courses – Brian Johnson
3. Meta Updates – Bryan Nicol
 - a. Process for DX Proposals
 - b. Process for Programs, Inclusions, and Exclusions Placeholders
 - c. Facilitator and Department Chair Level Combining
 - d. Program Module
4. Course Numbering Guidelines – Bryan Nicol

Program Documentation:

1. New Programs
 - a. Norco – Business Administration 2.0
 - b. Riverside – Business Administration 2.0
 - c. Riverside – Graphic Design and Promotional Printing Entrepreneur
2. Program Modifications
 - a. Riverside – Executive Office Management

Notice is Hereby Given That Pursuant to Executive Order N-29-20 the Riverside Community College District Technical Review Committee will meet on April 6, 2021 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.

2021-2022 Riverside Community College District Curriculum Calendar

July 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July	
5	Legal Holiday/Day of Observance

August	
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September	
6	Legal Holiday/Day of Observance
7	Technical Review & District Curriculum
14	College Curriculum Meeting
21	Technical Review & District Curriculum
24	Last Day to Launch (Originator)
28	College Curriculum Meeting

October	
5	Technical Review & District Curriculum
8	Discipline Deadline (Discipline Facilitator Approval)
12	College Curriculum Meeting
19	Technical Review Penultimate Approval
22	Program Submission to TR E-mail Deadline
22	Department Chair Approval Deadline
26	College Curriculum Penultimate Approval
27	Admin Review Deadline

November	
2	Technical Review Last Possible Approval
9	College Curriculum Last Possible Approval
11	Legal Holiday/Day of Observance
16	District Curriculum Last Possible Approval
23	College Curriculum Meeting
24	Ed Services Prepares Proposals for Cabinet
29	Executive Cabinet Last Possible Approval

December	
7	Technical Review & District Curriculum
7	Committee on Teaching & Learning Last Possible
10-16	Finals Week
14	Board of Trustees Last Possible Approval
24	Legal Holiday/Day of Observance

January 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2022						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

January	
17	Legal Holiday/Day of Observance

February	
18	Legal Holiday/Day of Observance
21	Legal Holiday/Day of Observance
22	College Curriculum Meeting

March	
1	Technical Review & District Curriculum
8	College Curriculum Meeting
15	Technical Review & District Curriculum
22	College Curriculum Meeting
31	Legal Holiday/Day of Observance

April	
5	Technical Review & District Curriculum
11-17	Spring Break
19	Technical Review & District Curriculum
26	College Curriculum Meeting

May	
3	Technical Review & District Curriculum
10	College Curriculum Meeting
17	Technical Review & District Curriculum
24	College Curriculum Meeting
30	Legal Holiday/Day of Observance

June	
3-10	Finals Week

Technical Review - Curriculum Proposals

Proposals for 04/06/2021

Courses

Course Deletions

M N R Notes

CAT 84 Word Processing: WordPerfect for Windows

CIS 84 Word Processing: WordPerfect for Windows

Course Inclusions

M N R Notes

ETS 14 African American History I

Course Major Modifications

M N R Notes

H CMI 61 Introduction to Spanish English Translation

For the CMI courses below, the originator is no longer with the district. Ann will work with faculty.

H CMI 71 Bilingual Interpretation for the Medical Professions

H CMI 81 Introduction to Court Interpreting

H CMI 91 Introduction to Translation and Interpretation for Business

H ENE 51 Print Reading

Holding for ENE-851.

H ENE 851 Print Reading

Description and hours do not match ENE/DFT-51. Minutes are also missing.

H FIT S3 Basic Fire Fighter Academy

Objectives are missing.

PHI 19 Native American Thought

Course Minor Modifications

M N R Notes

H FIT CFO3A Human Resources Management Chief Fire Officer

Holding for course relaunch as major mods.

H FIT CFO3B Budget and Fiscal Responsibilities Chief Fire Officer

H FIT CFO3C General Administration Functions Chief Fire Officer

H FIT CFO3D Emergency Service Delivery Responsibilities

H FIT CO2A Human Resource Management

H FIT CO2B General Administrative Functions

H FIT CO2C Fire Inspections and Investigations

Courses

Course Minor Modifications

		M	N	R	Notes	
H	FIT CO2D	All Risk Command Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H	FIT CO2E	Wildland Incident Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H	FIT S21	Public Safety Honor Guard Academy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H	FIT S3A	Introduction to Fire Academy and Physical Conditioning for Fire Academy Students	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H	FIT S3B	Firefighter I Academy Skills Review and Certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

New Courses

		M	N	R	Notes	
H	ENG 110	Introduction to Social Justice Studies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Questions raised regarding if, based on content, this course belongs in the ENG discipline. Would a faculty member with the English FSA have the minimum quals appropriate to teach the content of the course? Content does not appear to focus on literature, writing, etc.</p> <p>Faculty indicated that there is a need to adopt a Social Justice Studies discipline and to eventually cross the ENG version of the course with one within the Social Justice Studies discipline. However, at other colleges, social justice courses can and do reside within the English disciplines.</p>
	ETS 19	Native American Thought	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
H	MAT 805	Corequisite Support for MAT-5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>For the MAT support courses below, entrance skill links may need to be adjusted. No minutes attached. The credit version of these courses are not coded as Basic Skills, which creates an issue for non-credit eligibility. The intent was to mirror the support courses. For ENG, ENG-91 was purposefully written as not a Basic Skills course, but ENG wrote a non-credit version that pulls some curriculum from ENG-91 and ENG-50, which was basic skills, in order to make it eligible for non-credit approval.</p>
H	MAT 812	Corequisite Support for Math 12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
H	MAT 825	Corequisite Support for MAT-25	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
H	MAT 836	Corequisite Support for MAT-36	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Programs

New Programs

		M	N	R	Notes	
ADT						
	BUS	Business Administration 2.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	BUS	Business Administration 2.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Non-Credit Certificate						
	ADM	Graphic Design and Promotional Printing Entrepreneur	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Programs

Program Modifications

M N R Notes

Degree & Certificate

CAT Executive Office Management

Technical Review Committee

Proposals for Review for Meeting: 04/06/2021

Courses

Course Deletions

M N R Discussion Action

CAT 84 **Word Processing: WordPerfect for Windows**
Rationale: Course is being deleted from the Riverside Course inventory.

CIS 84 **Word Processing: WordPerfect for Windows**
Rationale: Course is being deleted from the Riverside Course inventory.

Course Inclusions

M N R Discussion Action

ETS 14 **African American History I**
Rationale: Somehow when the new ETS courses were approved through curriculum Norco was not added to the ETS-14 course outline of record even though we offer the HIS-14 cross-listed companion course. We would like to add this course to our Norco catalog in order to be able to submit both ETS-14 and HIS-14 for the new CSU GE area F.

Course Major Modifications

M N R Discussion Action

H **CMI 61** **Introduction to Spanish English Translation** For the CMI courses below, the originator is no longer with the district. Ann will work with faculty.
Rationale: Update COR, add objectives, update texts.

H **CMI 71** **Bilingual Interpretation for the Medical Professions**
Rationale: Updating of COR to include objectives and recent textbooks.

H **CMI 81** **Introduction to Court Interpreting**
Rationale: Updating of COR to include objectives and recent textbooks.

H **CMI 91** **Introduction to Translation and Interpretation for Business**
Rationale: Update COR to include objectives and recent textbooks.

H **ENE 51** **Print Reading** Holding for ENE-851.
Rationale: Only course title change from Blueprint Reading to "Print Reading"

H **ENE 851** **Print Reading** Description and hours do not match ENE/DFT-51. Minutes are also missing.
Rationale: Only course title change from Blueprint Reading to "Print Reading"

Courses

Course Major Modifications

M N R Discussion Action

H **FIT S3** **Basic Fire Fighter Academy** Objectives are missing.
 Rationale: Update SLO's due to Assessment results.

PHI 19 **Native American Thought**
 Rationale: Crosslisted with ETS 19

Course Minor Modifications

M N R Discussion Action

H **FIT CFO3A** **Human Resources Management Chief Fire Officer** Holding for course relaunch as major mods.
 Rationale: This program and courses will replace the current Chief Officer certification courses we are now offering. These courses will allow us to continue to meet the career development needs of our Fire Technology students. Also to meet Title V requirements.

H **FIT CFO3B** **Budget and Fiscal Responsibilities Chief Fire Officer**
 Rationale: This program and these courses will replace the current Chief Officer certification courses we are now offering. These courses will allow us to continue to meet the career development needs of our Fire Technology students. Also to meet Title V requirements.

H **FIT CFO3C** **General Administration Functions Chief Fire Officer**
 Rationale: This program and these courses will replace the current Chief Fire Officer certification courses we are now offering. These courses will allow us to continue to meet the career development needs of our Fire Technology students. Also to meet Title V requirements.

H **FIT CFO3D** **Emergency Service Delivery Responsibilities**
 Rationale: This program and these courses will replace the current Chief Fire Officer certification course we are now offering. These courses will allow us to continue to meet the career development needs of our Fire Technology students. Also to meet Title V requirements.

H **FIT CO2A** **Human Resource Management**
 Rationale: This course is one of six courses in the new California State Fire Marshals Company Officer certification program that starts in December 2016. This program and courses will replace the current Fire Officer certification courses we are now offering. These courses will allow us to continue to meet the career development needs of our Fire Technology students. Also to meet Title V requirements.

Courses

Course Minor Modifications

M N R Discussion

Action

H **FIT CO2B** **General Administrative Functions**

Rationale: This course is one of six courses in the new California State Fire Marshals Company Officer certification program that starts in December 2016. This program and courses will replace the current Fire Officer certification courses we are now offering. These courses will allow us to continue to meet the career development needs of our Fire Technology students. Also to meet Title V requirements.

H **FIT CO2C** **Fire Inspections and Investigations**

Rationale: This course us one of six courses in the new California Sate Fire Marshals Company Officer certification program that starts in December 2016. This program and courses will replace the current Fire Officer certification courses we are now offering. These courses will allow us to continue to meet the career development needs of our Fire Technology students. Also to meet Title V requirements.

H **FIT CO2D** **All Risk Command Operations**

Rationale: This course us one of six courses in the new California State Fire Marshals Company Officer certification program that starts in December 2016. This program courses will replace the current Fire Officer certification course we are now offering. These courses will allow us to continue to meet the career development needs of our Fire Technology students. Also to meet Title V requirements.

H **FIT CO2E** **Wildland Incident Operations**

Rationale: This course us one of six courses in the new California State Fire Marshals Company Officer certification program that starts in December 2016. This program courses will replace the current Fire Officer certification course we are now offering. These courses will allow us to continue to meet the career development needs of our Fire Technology students. Also to meet Title V requirements.

H **FIT S21** **Public Safety Honor Guard Academy**

Rationale: Update to add sample assignments.

H **FIT S3A** **Introduction to Fire Academy and Physical Conditioning for Fire Academy Students**

Rationale: Update and align student learning outcomes and course content

Courses

Course Minor Modifications

M N R Discussion Action

H **FIT S3B** **Firefighter I Academy Skills Review and Certification**
Rationale: Mandated for certified Firefighter I with the Office of State Fire Marshal.

New Courses

M N R Discussion Action

H **ENG 110** **Introduction to Social Justice Studies**
Rationale: This course is designed to give students an introduction into the emergent field of Social Justice Studies, some of its primary concepts and issues.

Questions raised regarding if, based on content, this course belongs in the ENG discipline. Would a faculty member with the English FSA have the minimum quals appropriate to teach the content of the course? Content does not appear to focus on literature, writing, etc.

Faculty indicated that there is a need to adopt a Social Justice Studies discipline and to eventually cross the ENG version of the course with one within the Social Justice Studies discipline. However, at other colleges, social justice courses can and do reside within the English disciplines.

ETS 19 **Native American Thought**
Rationale: As Ethnic Studies develops itself as a discipline in the district, and is newly required by the state under AB1460, this course offers students opportunities to fulfill the CSU Area F GE Breadth graduation requirement.

H **MAT 805** **Corequisite Support for MAT-5**
Rationale: This is the noncredit (mirrored) version of MAT-105.

For the MAT support courses below, entrance skill links may need to be adjusted. No minutes attached. The credit version of these courses are not coded as Basic Skills, which creates an issue for non-credit eligibility. The intent was to mirror the support courses. For ENG, ENG-91 was purposefully written as not a Basic Skills course, but ENG wrote a non-credit version that pulls some curriculum from ENG-91 and ENG-50, which was basic skills, in order to make it eligible for non-credit approval.

Courses

New Courses

M N R Discussion

Action

H	MAT 812	Corequisite Support for Math 12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Rationale:	MAT-812 is a noncredit course that mirrors MAT-112. MAT-812 allows students to take this support course indefinitely and without cost.				
H	MAT 825	Corequisite Support for MAT-25	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Rationale:	This is a noncredit version of MAT-125. MAT-825 is a noncredit mirror of MAT-125.				
H	MAT 836	Corequisite Support for MAT-36	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Rationale:	This course is the noncredit version of MAT-136. It is designed to strengthen students' skills in the algebra necessary for success in learning the concepts and skills of Trigonometry. It is to be offered concurrently with MAT-36, Trigonometry.				

Programs

New Programs

M N R Discussion

Action

ADT

BUS	Business Administration 2.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Rationale:	Update is being made to be in alignment with new TMC Version 2.			
	Documents:	Narrative TMC			
BUS	Business Administration 2.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Rationale:	Update is being made to be in alignment with new TMC Version 2.			
	Documents:	Narrative TMC			

Non-Credit Certificate

ADM	Graphic Design and Promotional Printing Entrepreneur	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Rationale:	The proposed Graphic Design and Promotional Printing Entrepreneur certificate offers short-term, vocational, CTE-focused and hands-on training that equips prospective students with marketable, employable, and entrepreneurial skills for the graphic design and promotional printing industries.			
	Documents:	Narrative Employment Potential			

Programs

Program Modifications

M N R Discussion

Action

Degree & Certificate

CAT Executive Office Management

Rationale: Removal of CAT/CIS 84 from program

Program Outline

Title: Associate Degree for Transfer in Business Administration 2.0

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

TOPs Code: 0505.00 **CIP Code:** 520201

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

This is a: New ADT Modification to an existing ADT

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

Update to Version 2 – to include MAT 1A; delete CIS 1A and MAT-4

Rationale:

Update is being made to be in alignment with new TMC Version 2.

Required Documentation:

Please submit this form and the documents outlined below to your college coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All new and modified ADTs must include the following:

- Discipline and Department minutes showing approval
- Narrative *(See next page)*
- Completed Chancellor’s Office Template (TMC) *(Must be most current version available)*
- C-ID or ASSIST Articulation Information, as required by the TMC *(Work with your Articulation Officer to obtain this documentation)*

Program Narrative

Item 1. Program Goals and Objectives

This degree is designed to facilitate the student’s passage from Norco College to the California State University (CSU) System with an Associate in Science in Business Administration for Transfer degree 2.0. This degree will satisfy the lower division requirements for the eventual conferral of the Bachelor’s Degree in Business Administration at a CSU. With this degree the student will be prepared for transfer to the university upper division level. Additionally, the intent of an associate degree for transfer is to assist students in seamlessly transferring to a CSU.

Item 2. Catalog Description

This degree is designed to facilitate the student’s passage from Norco College to the California State University (CSU) System with an Associate in Science in Business Administration for Transfer degree 2.0. This degree will satisfy the lower division requirements for the eventual conferral of the Bachelor’s Degree in Business Administration at a CSU. With this degree the student will be prepared for transfer to the university upper division level. Additionally, the intent of an associate degree for transfer is to assist students in seamlessly transferring to a CSU.

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

- Demonstrate use of technology and application software to analyze and solve business decisions.
- Demonstrate mathematical and accounting procedures used for business specific calculations and decisions.
- Demonstrate the application of economic and business theories to develop effective business processes.

Required Courses: 26 units

Course	Title	Units
ACC 1A	Principles of Accounting I	3
ACC 1B	Principles of Accounting II	3
ECO 7/7H*	Principles of Macroeconomics/Honors	3
ECO 8/8H*	Principles of Microeconomics/Honors	3
BUS 18A	Business Law I	3
MAT 12/12H*	Statistics/Honors	4

Select one course below:

Course	Title	Units
MAT 5*	Calculus for Business and Life Science	4
MAT 1A*	Calculus I	4

Select one course below:

Course	Title	Units
BUS 10/10H	Introduction to Business/Honors	3
BUS 24	Business Communication	3

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

PSY/SOC-48 is an approved course substitution for MAT-12/12H and may be used to satisfy the ADT statistics requirement. However, MAT-12/12H is the recommended statistics course for this program since it is more widely accepted for the Business Administration major across the CSU campuses.

ASSOCIATE IN Science FOR TRANSFER DEGREE

The Associate in Science in Business Administration for Transfer degree 2.0 will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better (or a “P” if taken as Pass/No Pass).

Program Outline of Record – Associate Degree for Transfer (ADT)

Program Outline

Title: Associate Degree for Transfer in Business Administration 2.0

College: Moreno Valley College Norco College Riverside City College

(Please note: ADTs are college specific. If multiple colleges wish to adopt this program, a separate proposal and college specific supporting documents are required.)

TOPs Code: 0505.00

CIP Code: 520201

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

This is a: New ADT Modification to an existing ADT

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

Update to Version 2 – to include MAT 5 or 1A; delete CIS 1A

Rationale:

Update is being made to be in alignment with new TMC Version 2.

Required Documentation:

Please submit this form and the documents outlined below to your college coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All new and modified ADTs must include the following:

- Discipline and Department minutes showing approval
- Narrative *(See next page)*
- Completed Chancellor’s Office Template (TMC) *(Must be most current version available)*
- C-ID or ASSIST Articulation Information, as required by the TMC *(Work with your Articulation Officer to obtain this documentation)*

Program Narrative

Item 1. Program Goals and Objectives

This degree is designed to facilitate the student’s passage from Riverside City College to the California State University (CSU) System with an Associate in Science in Business Administration for Transfer degree 2.0. This degree will satisfy the lower division requirements for the eventual conferral of the Bachelor’s Degree in Business Administration at a CSU. With this degree the student will be prepared for transfer to the university upper division level. Additionally, the intent of an associate degree for transfer is to assist students in seamlessly transferring to a CSU.

Item 2. Catalog Description

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

- Demonstrate use of technology and application software to analyze and solve business decisions.
- Demonstrate mathematical and accounting procedures used for business specific calculations and decisions.
- Demonstrate the application of economic and business theories to develop effective business processes.

Required Courses: 26 units

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ACC 1B	Principles of Accounting II	3
ECO 7/7H	Principles of Macroeconomics/Honors	3
ECO 8/8H	Principles of Microeconomics/Honors	3
BUS 18A	Business Law I	3
MAT 12/12H	Statistics/Honors	4

Select one course below:

Course	Title	Units
MAT 5	Calculus, for Business and Life Science	4
MAT 1A	Calculus I	4

Select one course below:

Course	Title	Units
BUS 10/10H	Introduction to Business/Honors	3
BUS 24	Business Communication	3

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk.

PSY/SOC-48 is an approved course substitution for MAT-12/12H and may be used to satisfy the ADT statistics requirement. However, MAT-12/12H is the recommended statistics course for this program since it is more widely accepted for the Business Administration major across the CSU campuses.

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The Associate in Science in Business Administration for Transfer degree 2.0 will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better (or a “P” if taken as Pass/No Pass).

Program Outline

Title: Graphic Design and Promotional Printing Entrepreneur

College: Moreno Valley College Norco College Riverside City College

(Please note: Programs are college specific. If multiple colleges wish to include this program, a separate proposal and college specific supporting documents are required.)

TOPs Code: 0614 Digital Media

CIP Code: 090702 Digital Communication and Media

Certificate is being proposed as:

Certificate of Completion (CDCP Eligible)

Please specify non-credit category:

Short-Term Vocational

Workforce Preparation

Certificate of Competency (CDCP Eligible)

Please specify non-credit category:

English as a Second Language

Elementary and Secondary Basic Skills

Local Non-Credit Certificate (Not CDCP Eligible; Not Submitted to State Chancellor’s Office)

Please specify non-credit category:

Citizenship for Immigrants

Health and Safety

Parenting

Courses for Persons with Substantial Disabilities

Home Economics

Courses for Older Adults

This is a: New non-credit certificate Modification to an existing non-credit certificate

If this is a modification to an existing non-credit certificate, please specify the changes being made:
(Please be specific! Indicate any changes to title, description, learning outcomes, courses, contact hour values, etc.)

Rationale:

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

Required Documentation

Please submit this form and the documents outlined below to your college coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All new and modified programs must include the following:

Discipline and Department minutes showing approval

Narrative *(See following page)*

Labor Market Information and Analysis *(For certificates in the Short-Term Vocational category only)*

Program Narrative

Item 1. Program Goals and Objectives

Goals:

The proposed Graphic Design and Promotional Printing Entrepreneur certificate offers short-term vocational training that provides an introductory overview of marketable, employable, and entrepreneurial skills for the graphic design and promotional printing industries. This CTE-focused certificate is designed to provide hands-on instructions in relevant software and technical skills and a comprehensive examination of today's industry and entrepreneurial trends. The knowledge and competencies covered in this program will enable the prospective students to set up good business practices and embrace entrepreneurial ventures with confidence, familiarity, and professionalism. This certificate also serves as a gateway into the Applied Digital Media and Printing program's more comprehensive career certificates and associate's degrees.

Objectives:

- Demonstrate an understanding of the design process from concept to completion for promotional design and printing.
- Utilize effective graphic communication design techniques for print-focused entrepreneurial marketing and promotional campaigns.
- Understand the importance and strategic usage of typography combined with graphics and color themes for compelling visual communication.
- Create professional quality, print-ready vector graphics in Adobe Illustrator that use the correct color system and file type.
- Complete a vector-based illustration that utilizes appropriate line quality, color, style, and shading.
- Prepare branding graphics appropriate for entrepreneurial marketing and promotional printing.
- Prepare images using the correct color mode and resolution appropriate for various promotional printing applications.
- Perform proficiently basic image editing techniques including tonal adjustment, color correction, resizing, cropping and removal of unwanted elements.
- Demonstrate the ability to create professional quality images using layers, masks and compositing techniques.
- Demonstrate proper promotional printing techniques and procedures.
- Produce prints that demonstrate technical competency, craftsmanship and attention to detail.
- Examine different design styles and printing techniques for various entrepreneurial marketing and promotional applications.

Item 2. Catalog Description

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

- a. The certificate provides students with an understanding of the design process, Adobe Photoshop, Adobe Illustrator, and promotional printing processes. The knowledge and

competencies covered in this program will enable the prospective students to function as entrepreneurs in the graphic design and promotional printing industries. This certificate also serves as a gateway into the Applied Digital Media and Printing department’s more comprehensive credit programs.

- b. Program requirement:
 - i. Graphic Design and Promotional Printing Entrepreneur certificate is consisted of the following four courses; each course is 16 hours long and the certificate is 64 hours long in total.
 - 1. ADM801 – Design Process for Graphic Design and Printing Entrepreneur
 - 2. ADM802 – Adobe Illustrator for Graphic Design and Printing Entrepreneur
 - 3. ADM803 – Adobe Photoshop for Graphic Design and Printing Entrepreneur
 - 4. ADM804 – Promotional Printing for Graphic Design and Printing Entrepreneur
- c. Prerequisite skills: None. These four classes can be taken out of sequence; however, it is advisable to take them sequentially.
- d. Enrollment limitation: 25 maximum capacity
- e. PLOS: Upon successful completion of this program, students should be able to:
 - i. Critical assessment of the design processes from conception to completion for promotional design and printing.
 - ii. Prepare branding graphics appropriate for entrepreneurial marketing and promotional printing.
 - iii. Prepare images using the correct color mode and resolution appropriate for various promotional printing applications.
 - iv. Examine different design styles and printing techniques for various entrepreneurial marketing and promotional applications

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. The courses specified must coincide with the courses associated with the certificate proposal record. Within the program requirements table, specify the total student contact hours of each course. Course titles and contact hours must be exact.

Required Courses: ____ hours

Course	Title	Hours	Sequencing
ADM801	Design Process for Graphic Design and Printing Entrepreneur	16	Fall and Spring
ADM802	Adobe Illustrator for Graphic Design and Printing Entrepreneur	16	Fall and Spring
ADM803	Adobe Photoshop for Graphic Design and Printing Entrepreneur	16	Fall and Spring
ADM804	Promotional Printing for Graphic Design and Printing Entrepreneur	16	Fall and Spring

Elective Courses: ____ hours

Course	Title	Hours	Sequencing
n/a	n/a	n/a	n/a

Total Program Hours: 64 hours

Item 4. Master Planning

Describe how the certificate program fits into the mission, curriculum, and master planning of the college and higher education in California.

a. Appropriateness to mission

The Riverside Community College District’s (RCCD) mission is to offer educational opportunities that promote social and economic mobility for its students and demonstrates leadership in the region and the state by providing high quality instructional programs and by advancing social justice for all. In unison with the RCCD’s mission, this Graphic Design and Promotional Printing Entrepreneur certificate serves a diverse community of learners by offering hands-on training that helps students achieve their educational and career goals. This short-term vocational and student-centered CTE program also strives to improve the social and economic mobility of its students and communities by equipping prospective learners with relevant and marketable skills for entrepreneurial applications in the areas of graphic design and promotional printing. The development of this Graphic Design and Promotional Printing certificate is consistent with Riverside Community College District’s Mission Statement and master plan, as it provides a pathway to the workplace, additional noncredit certificates, or credit certificates and degrees.

b. Need

According to the Center for Excellence’s recent report, employment for the multimedia occupational group is expected to increase by 4% between 2018 and 2023 in the Inland Empire/Desert region (IEDR). A total of 1,475 job openings will be available over the five-year timeframe. The median wages for the multimedia occupational group are above the MIT Living Wage estimate of \$12.39 per hour for a yearly salary of \$42,700 for a single adult living in the IEDR.

Graphic design and printing courses at the Applied Digital Media and Printing (ADM) department at RCC consistently fill and given that the noncredit program will have lower barriers to enrollment; therefore, the ADM department believes these non-credit courses will fill successfully.

The college expects to offer all courses in the Graphic Design and Promotional Printing Entrepreneur certificate twice per year(Spring and Fall), and each class will have a capacity of 25 seats (due to the number of equipment and capacity of the ADM labs) .

This certificate will potentially yield in total 200 seats available to prospective students and 50 program completion each academic year.

Currently, there is no other non-credit certificate at the RCCD that is specially geared toward short-term vocational training that provides an introductory overview of marketable, employable, and entrepreneurial skills for the graphic design and promotional printing industries. This certificate is designed to fill that gap and allow adult learners to build the specific knowledge necessary to meet their short-term goals as graphic design and promotional printing entrepreneurs. The Applied Digital Media and Printing (ADM) department at RCC currently offers credit programs that address many of the overlapping skills outlined in this non-credit certificate; however, this short-term certificate will expand access to those interested in non-credit and a quicker pathway. This certificate also serves as a gateway into the Applied Digital Media and Printing department's more comprehensive credit courses, degrees and certificates.

- c. Resources
 - v. No additional resources will be needed as the colleges currently have appropriate faculty, staff and technology resources to offer this program. Additionally, this program will not result in additional costs.
- d. Compliance
 - vi. This certificate program is in full compliance with Title 5 and is not in conflict with any state or federal laws, statues, or regulations.

Program Outline

Title: Executive Office Management

Moreno Valley College **Norco College** **Riverside City College**
(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 0514.40 **CIP Code:** 520204

Type of Program:

Certificate of Achievement only Associate’s Degree only Certificate and Degree

Type of Associate Degree: Associate of Arts Associate of Science

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

If this is a modification to an existing certificate/degree, please specify the changes being made: Removal of CAT/CIS 84 from program

Rationale:

Removal of CAT/CIS 84 from program

Required Documentation

Please submit this form and the documents outlined below to your college coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- Discipline and Department minutes showing approval
- Narrative *(see following page)*
- Transfer preparation documentation *(only if applicable)*

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor’s Office for approval.*

- Labor Market Information and Analysis *(required for new programs and modifications)*
- Advisory Committee Recommendation *(required for new programs and modifications)*
- Regional Consortium Recommendation *(required for new programs only)*

**While certificates between 8 and less than 16 units can be approved locally and are not required to be submitted to the State Chancellor’s Office for approval, certificates that have not been approved by the State Chancellor’s Office cannot appear on student transcripts and the college cannot receive apportionment for program completions. Additionally, any certificate of less than 8 units can only be approved locally. These certificates also cannot appear on student transcripts and colleges cannot receive apportionment for completion.*

Program Narrative

Item 1. Program Goals and Objectives

Program Learning Outcomes

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

- Prepare, proofread, and process correspondence memorandums, bills, statements, receipts, and copy information from one record to another.
- Outline and explain administrative procedures and policies to personnel.
- Coordinate and direct records and budget preparation to aid executives.
- Schedule and document appointments, meetings, and travel arrangements.
- Index, code, sort, file, retrieve and maintain office/corporation documents, records, and reports.
- Compile and create basic statistical reports.
- Create properly formatted and grammatically correct business documents.
- Demonstrate an understanding of the planning, organizing, leading, and controlling function of management and apply these concepts and their underlying approaches and principles in the analysis of case studies.

Item 2. Catalog Description

This program prepares individuals to supervise and manage operations and personnel of business offices, including supervision, budget preparation, scheduling, office systems, and records.

Program Learning Outcomes

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

- Prepare, proofread, and process correspondence memorandums, bills, statements, receipts, and copy information from one record to another.
- Outline and explain administrative procedures and policies to personnel.
- Coordinate and direct records and budget preparation to aid executives.
- Schedule and document appointments, meetings, and travel arrangements.
- Index, code, sort, file, retrieve and maintain office/corporation documents, records, and reports.
- Compile and create basic statistical reports.
- Create properly formatted and grammatically correct business documents.
- Demonstrate an understanding of the planning, organizing, leading, and controlling function of management and apply these concepts and their underlying approaches and principles in the analysis of case studies.

Item 3. Program Requirements

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

Required Courses: 36 units

Course	Title	Units	Sequencing
CAT-1A	Business Etiquette	3	Y1, Summer, Y1 Fall
CAT/CIS-3	Computer Applications for Business	3	Y1, Spring
CAT-30	Business English	3	Y1, Fall
CAT-31	Business Communications	3	Y1, Fall
CAT-51	Intermediate Keyboarding/Document Formatting	3	Y1, Fall
CAT/ACC-55	Applied Accounting/Bookkeeping	3	Y2, Fall
CAT-61	Professional Office Procedures	3	Y1, Spring
CAT-62	Records Management	3	Y1, Spring
CAT/CIS-80	Word Processing: Microsoft Word for Windows	3	Y2, Fall
CAT/CIS-90	Microsoft Outlook	3	Y2, Fall
CAT/CIS-98A	Introduction to Excel	1.5	Y2 Winter; Y2, Spring
CAT/CIS-98B	Advanced Excel	1.5	Y2, Spring
MAG-44	Principles of Management	3	Y2, Spring

Elective Courses: 0 units

Course	Title	Units	Sequencing

Total Program Units: 34 units

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

Minimum Degree Units		Maximum Degree Units	
Minimum Required Units	36	Maximum Required Units	34
Minimum Elective Units	0	Maximum Elective Units	0
Local GE Required Units	27	CSUGE Required Units	39
Double Counted Units	3	Double Counted Units	0
Total Minimum Degree Units	60	Total Maximum Degree Units	73

Item 4. Master Planning

This Program is currently an existing part of the Computer Applications and Office Technology curriculum.

Item 5. Enrollment and Completer Projections

Course ID	Course Title	2018-2019		2019-2020	
		Annual Sections	Annual Enrollment	Annual Sections	Annual Enrollment
CAT-1A	Business Etiquette	6	186	6	204
CAT/CIS-3	Computer Applications for Business	3	92	4	96
CAT-30	Business English	3	106	4	131
CAT-31	Business Communications Fundamentals	2	62	3	69
CAT-51	Intermed. Keyboarding/Document Formatting	3	98	4	128
CAT/ACC-55	Bookkeeping/Applied Accounting	3	46	2	73
CAT-61	Professional Office Procedures	1	28	1	32
CAT-62	Records Management	1	31	1	42
CAT/CIS-80	Word for Windows	3	127	4	154
CAT/CIS-84	WordPerfect for Windows	0	0	0	0
CAT/CIS-90	Microsoft Outlook	3	109	3	98
CAT/CIS-98A	Introduction to Excel	9	308	11	332
CAT/CIS-98B	Advanced Excel	3	72	2	80
MAG-44	Principles of Management	5	192	5	197

Item 6. Place of Program in Curriculum/Similar Programs

This Program is currently a part of the Computer Applications and Office Technology curriculum.

Item 7. Similar Programs at Other Colleges in Service Area

According to the Chancellor’s Office Curriculum Inventory System there are only two other programs at Chaffey College under this TOP Code.

Item 8. Transfer Preparation Information (if applicable)

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