RCCD | **RIVERSIDE COMMUNITY COLLEGE DISTRICT**

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

District Technical Review Committee
Meeting Agenda

Tuesday, April 20, 2021	**2:30-4:00pm**	**Hosted Via Zoom**

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

Zoom Information
https://cccconfer.zoom.us/j/98691838351
+1 669 900 6833 (US Toll)
Meeting ID: 986 9183 8351

Agenda and Minutes

1. Approval of Agenda
2. Approval of Minutes – April 6, 2021

Action Items

1. Curriculum Proposals

Discussion Items

1. Meta – Bryan Nicol
    a. Program Module
    b. GE Approval Process

Program Documentation:

1. New Programs
    a. Moreno Valley – Information Technology (IT) Cybersecurity
    b. Riverside – Graphic Design and Promotional Printing Entrepreneur

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

Technical Review - Curriculum Proposals
Proposals for 04/20/2021

Courses

Course Deletions

			M	N	R	Notes
H	CAT 84	Word Processing: WordPerfect for Windows	☐	☐	☑	
	Awaiting program modifications - RIV Paralegal and MOV Computer Applications.					
H	CIS 84	Word Processing: WordPerfect for Windows	☐	☐	☑	
	Awaiting program modifications - RIV Paralegal and MOV Computer Applications.					
	NRN 91	Nursing Work Study (BRN Approved)	☐	☐	☑	

Course Exclusions

			M	N	R	Notes
	ENG 85	Writing Clinic (English)	☐	☐	☑	
	ILA 1	Introduction to Tutor Training	☐	☐	☑	

Course Major Modifications

			M	N	R	Notes
	BIO 9	Introduction to the Natural History of Southern California	☐	☐	☑	
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	FIT S3	Basic Fire Fighter Academy	☑	☐	☐	
	Objectives are missing.					
H	PHI 19	Native American Thought	☐	☑	☑	
	Faculty will need to determine whether to move forward with crosslisting PHI/ETS-19. Bryan will invite PHI/ETS faculty to next Tech Review for discussion.					

Distance Education

			M	N	R	Notes
	ETS DX 1-53	ETS DX 1-53	☑	☑	☑	

New Courses

			M	N	R	Notes
	BUS 19	Business Success Seminar	☑	☑	☑	
H	ETS 19	Native American Thought	☐	☑	☑	
	Faculty will need to determine whether to move forward with crosslisting PHI/ETS-19. Bryan will invite PHI/ETS faculty to next Tech Review for discussion.					

Courses

New Courses

			M N R	Notes
H	**MAT 805**	**Corequisite Support for MAT-5**	☑ ☑ ☑	

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.

			M N R	Notes
H	**MAT 812**	**Corequisite Support for Math 12**	☑ ☑ ☑	
H	**MAT 825**	**Corequisite Support for MAT-25**	☑ ☑ ☑	
H	**MAT 836**	**Corequisite Support for MAT-36**	☑ ☑ ☑	
	SJS 110	**Introduction to Social Justice Studies**	☐ ☑ ☐	

Disciplines

New Disciplines

			M N R	Notes
	SJS	**Social Justice Studies**	☐ ☑ ☐	

Programs

New Programs

			M N R	Notes
Degree				
	CIS	**Information Technology (IT) Cybersecurity**	☑ ☐ ☐	
Non-Credit Certificate				
H	**ADM**	**Graphic Design and Promotional Printing Entrepreneur**	☐ ☐ ☑	

Awaiting courses.

Technical Review Committee
Proposals for Review for Meeting: 04/20/2021

Courses

Course Deletions

			M N R	Discussion	Action
H	**CAT 84**	**Word Processing: WordPerfect for Windows**	☐☐☑	Awaiting program modifications - RIV Paralegal and MOV Computer Applications.	
	Rationale:	Course is being deleted from the Riverside Course inventory.			
H	**CIS 84**	**Word Processing: WordPerfect for Windows**	☐☐☑	Awaiting program modifications - RIV Paralegal and MOV Computer Applications.	
	Rationale:	Course is being deleted from the Riverside Course inventory.			
	NRN 91	**Nursing Work Study (BRN Approved)**	☐☐☑		
	Rationale:	This course is being deleted as it is no longer a viable offering. We currently have NRN-200 Work Experience and other support laboratory courses to assist students in refinement of nursing skills and competency development. This course has not been offered since Winter 2012.			

Course Exclusions

		M N R	Discussion	Action
ENG 85	**Writing Clinic (English)**	☐☐☑		
Rationale:	At Riverside City College, this course was a .5 unit course which cost money and added units to the students' overall units earned. RCC now offers a non-credit version of this course so students can receive help for free and without earning any units.			
ILA 1	**Introduction to Tutor Training**	☐☐☑		
Rationale:				

Technical Review Proposals for 04/20/21
Proposals marked with a red "H" were held at a previous Tech Review meeting.
Documents in the Programs section without an underline have not yet been received by the Tech Review Committee.

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Courses

Course Major Modifications

		M N R	Discussion	Action

BIO 9 **Introduction to the Natural History of Southern California** ☐ ☐ ☑

Rationale: It is necessary to increase the number of lecture hours from 36 to 54 for several reasons. First, as the course is currently structured, we have time to briefly discuss an ecosystem or habitat and then visit that habitat. We do not have time to return and assimilate what we learned in the classroom with what we saw and experienced in the field. Second, Southern California is home to many unique and important ecosystems and endemic species. With the current class structure, instructors have had to choose which of these topics should be left out as there simply isn't time to cover them all. Additionally, since this course does involve many field trips, instructions about field safety, coordination for getting to field sites, and information about what to wear and bring to each trip take up a portion of the lecture time. Lastly, the current structure of 36 lecture hours makes students unable to use this course as their "Life Science with a lab" option at many transfer schools.

Please note that Course Objectives and Course Content have also been updated.

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

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

H **PHI 19** **Native American Thought** ☐ ☑ ☑ Faculty will need to determine whether to move
Rationale: Crosslisted with ETS 19 forward with crosslisting PHI/ETS-19. Bryan will invite PHI/ETS faculty to next Tech Review for discussion.

Technical Review Proposals for 04/20/21
Proposals marked with a red "H" were held at a previous Tech Review meeting.
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Courses

Distance Education

		M	N	R	Discussion	Action
ETS DX 1-53	ETS DX 1-53	☑	☑	☑		
Rationale:						

New Courses

		M	N	R	Discussion	Action
BUS 19	**Business Success Seminar**	☑	☑	☑		
Rationale:	The is a for-credit mirrored course, mirrored to BUS-819.					

H 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.

Discussion: Faculty will need to determine whether to move forward with crosslisting PHI/ETS-19. Bryan will invite PHI/ETS faculty to next Tech Review for discussion.

H MAT 805 — **Corequisite Support for MAT-5** ☑ ☑ ☑

Rationale: This is the noncredit (mirrored) version of MAT-105.

Discussion: 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.

H MAT 812 — **Corequisite Support for Math 12** ☑ ☑ ☑

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** ☑ ☑ ☑

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** ☑ ☑ ☑

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.

Technical Review Proposals for 04/20/21
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Courses

New Courses   M N R   Discussion   Action

SJS 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.

Disciplines

New Disciplines   M N R   Discussion   Action

SJS   **Social Justice Studies**   ☐ ☑ ☐

Rationale: Social Justice Studies emerged out of historical and ongoing social progress movements such as the Labor, Civil Rights, Disability Rights, LGBTQ, and Women's Liberation movements. Students explore interconnected systems of discrimination and oppression, including institutional, relational, cultural, and socioeconomic racism, sexism, ableism, classism, heterosexism, and cisgenderism. Social Justice scholarship locates intersectional identities of race, class, sex, ability, gender, sexuality, religion, culture, and nation, to explore inequities and identify systems of oppression and advantage that exist as a result of marginalization, cultural supremacy/insensitivity, and/or violence. The goal of the program is not to engender a singular approach to social justice issues but rather to present students with a dynamic academic framework for thinking creatively and pragmatically about contemporary social issues. Areas of scholarship that inform social justice include education; anthropology; race and ethnic studies; cognitive developmental and social psychology; gay, lesbian bisexual, transgender and queer studies; history; literature; Queer Theory; Judaic and Middle Eastern studies; sociology, and women, gender, and sexuality studies. The Social Justice Studies transfer degree offers students the opportunity to prepare for rewarding work, such as with government agencies, colleges and universities, consulting firms, research institutes, corporations, domestic and international non-governmental or community or environmental organizations, human rights organizations, the United Nations, and international development organizations, or in journalism, writing, or social work.

Technical Review Proposals for 04/20/21
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Documents in the Programs section without an underline have not yet been received by the Tech Review Committee.

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Programs

Degree

CIS	**Information Technology (IT) Cybersecurity**	☑ ☐ ☐	
Rationale:	Associate Degree of Science in Cybersecurity is a pathway for students pursue further education at California State San Bernardino. This program also aims to develop quality and quantity of technical professionals in existing courses and certificates in IT Technician Pathway programs. Students will meet breadth requirements while gain skills to become entry-level cybersecurity specialists, computer security professionals, and network security technician.		
Documents:	**Narrative** **LMI** **Advisory Committee** Regional Consortium		

Non-Credit Certificate

H

ADM	**Graphic Design and Promotional Printing Entrepreneur**	☐ ☐ ☑	Awaiting courses.
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**		

Technical Review Proposals for 04/20/21
Proposals marked with a red "H" were held at a previous Tech Review meeting.
Documents in the Programs section without an underline have not yet been received by the Tech Review Committee.

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Program Outline

Title: Associate of Science Degree in Information Technology (IT) Cybersecurity

☒ **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: 0708.00   **CIP Code:** 51.0723

Type of Program:
☐ Certificate of Achievement only   ☐ Locally approved certificate (8-units or less) only
☒ Associate Degree only   ☐ Certificate of Achievement <u>and</u> Degree

Type of Associate Degree: ☐ Associate of Arts   ☒ Associate of Science

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

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

Rationale:

Associate Degree of Science in Cybersecurity is a pathway for students pursue further education at California State San Bernardino. This program also aims to develop quality and quantity of technical professionals in existing courses and certificates in IT Technician Pathway programs. Students will meet breadth requirements while gain skills to become entry-level cybersecurity specialists, computer security professionals, and network security technician.

Required Documentation

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

All Degrees and Certificates
☒ Evidence of district-wide discipline communication
☒ Department minutes showing approval
☒ Narrative *(see following page)*
☐ Transfer preparation documentation *(only if applicable)*

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes
In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*
☒ Labor Market Information and Analysis *(Required for new programs and modifications.)*
☒ Advisory Committee Recommendation *(Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.)*

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. Revised April 2021

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☐ Regional Consortium Recommendation *(Required for new programs only.)- **PENDING-** Program submitted for regional review, will get recommendation after May 2021. (sf)*

Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.

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. Revised April 2021

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Program Narrative

Item 1. Program Goals and Objectives
The goal of this program is to increase diversity in the technical workforce while providing students a transfer pathway to a university, such as California State San Bernardino, in which students can further pursue their education and training in cybersecurity.

PROGRAM LEARNING OUTCOMES:
- Upon successful completion of this program, students should be able to:
- Apply security principles and countermeasures to protect information systems against threats.
- Evaluate technical issues and derive solutions to address security gaps.
- Plan, design and implement security controls to reduce risks in information systems.

Item 2. Catalog Description
Associate of Science in Information Technology (IT) Cybersecurity prepares students for IT and cybersecurity workforce. The program coursework includes hands-on practices in system support, networking, security implementation. Students will learn to troubleshoot systems, plan, design and derive viable security controls and solutions to address network and system security gaps.

PROGRAM LEARNING OUTCOMES:
- Upon successful completion of this program, students should be able to:
- Apply security principles and countermeasures to protect information systems against threats.
- Evaluate technical issues and derive solutions to address security gaps.
- Plan, design and implement security controls to reduce risks in information systems.

Required Courses: __26__ units

Course	Title	Units	Sequencing
CIS-1A	Introduction to Computer Information Systems	3	Semester 1, Fall
CIS-25	Information and Communication Technology Essentials	4	Semester 1, Fall
CIS-27	Information and Network Security	3	Semester 1, Fall
CIS-40A	Computer Network Fundamentals	3	Semester 2, Spring
CIS-40B	Routing and Switching Essentials	3	Semester 2, Spring
CIS-40D	Systems and Network Administration	3	Semester 3, Fall
CIS-41A	Principles of Cybersecurity Analysis	3	Semester 2, Spring
MAT-12	Statistics	4	Semester 1, Fall

Elective Courses: __6__ units

Course	Title	Units	Sequencing
BUS-24	Business Communications	3	Semester 2, Spring
CIS-30A	Introduction to Python Programming	3	Semester 2, Spring

*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.
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CIS-30C	Python Programming in Cybersecurity	3	Semester 3, Fall
CIS-40C	Installing, Configuring & Administering Microsoft Operating Systems	3	Semester 3, Fall
CIS-21	Introduction to Operating Systems	3	Semester 3, Fall
CIS-27A	Computer Forensics Fundamentals	3	Semester 3, Fall
CIS-27B	Introduction to Cybersecurity: Ethical Hacking	3	Semester 3, Fall
CIS-61	Introduction to Database Theory	3	Semester 3, Fall

Total Program Units: 32

The **Associate of Science Degree in Information Technology (IT) Cybersecurity** will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

Item 3. Program Requirements

Required Courses: __26__ units

Course	Title	Units	Sequencing
CIS-1A	Introduction to Computer Information Systems	3	Semester 1, Fall
CIS-25	Information and Communication Technology Essentials	4	Semester 1, Fall
CIS-27	Information and Network Security	3	Semester 1, Fall
CIS-40A	Computer Network Fundamentals	3	Semester 2, Spring
CIS-40B	Routing and Switching Essentials	3	Semester 2, Spring
CIS-40D	Systems and Network Administration	3	Semester 3, Fall
CIS-41A	Principles of Cybersecurity Analysis	3	Semester 2, Spring
MAT-12	Statistics	4	Semester 1, Fall

Elective Courses: __6__ units

Course	Title	Units	Sequencing
BUS-24	Business Communications	3	Semester 2, Spring
CIS-30A	Introduction to Python Programming	3	Semester 2, Spring
CIS-30C	Python Programming in Cybersecurity	3	Semester 3, Fall
CIS-40C	Installing, Configuring & Administering Microsoft Operating Systems	3	Semester 3, Fall
CIS-21	Introduction to Operating Systems	3	Semester 3, Fall
CIS-27A	Computer Forensics Fundamentals	3	Semester 3, Fall
CIS-27B	Introduction to Cybersecurity: Ethical Hacking	3	Semester 3, Fall
CIS-61	Introduction to Database Theory	3	Semester 3, Fall

Total Program Units: 32

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. Revised April 2021

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The **Associate of Science Degree in Information Technology (IT) Cybersecurity** will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

Item 4. Master Planning

This associate degree program aims to increase the diversity in Inland Empire workforce by providing technical training emphasis in Career Technical Education. This program will increase the diversity of student population in Computer Information Systems discipline, aligning with Guided Pathway to support student in building their careers in the IT industry. The growth of the program will also address to need to improve special populations in STEM and IT, such as potentially increasing the population of female, Hispanic, African American students and professionals in the areas of STEM. The program is expected to have a steady growth after the initial year with program promotional outreach to local high schools and community centers.

Item 5. Enrollment and Completer Projections

This program is expected to have 50 to 100 students by Spring 2024.

Required courses:
CIS-1A   49 students
CIS-25   49 students
CIS-27   49 students
CIS-40A   49 students
CIS-40B   49 students
CIS-40D   49 students
CIS-41A   49 students
MAT-12   50 students

Elective Courses:
BUS-24   49 students
CIS-30A   49 students
CIS-30C   49 students
CIS-40C   49 students
CIS-21   49 students
CIS-27A   49 students
CIS-27B   49 students
CIS-61   49 students

Item 6. Place of Program in Curriculum/Similar Programs

Within the Riverside Community College district, Riverside City College offers similar Associate Degree, but many of the courses in this program are only available at Moreno Valley College. Required and elective courses in this program are actively available at Moreno Valley College and Riverside City College.

Item 7. Similar Programs at Other Colleges in Service Area

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. Revised April 2021

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Riverside City College currently offers a similar associate degree program with emphasis in cyber defense. This program addresses IT security, which entails system administration security measures and infrastructure protection practices. The program is aligned with C-ID IT Cybersecurity Model Curriculum recommendation, which aims to provide students opportunity to transfer to CSUSB upon completion of this program.

Item 8. Transfer Preparation Information (if applicable)

Courses in this program are aligned to C-ID IT Cybersecurity Model Curriculum along with CSUSB Cybersecurity undergraduate coursework.

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.
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Program Outline of Record –
Non-Credit Certificates

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.