

Meeting Minutes

Tuesday, September 16, 2025	2:30-4:00pm	CAADO 209/Zoom
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Committee Members	Guests
⊠ Steven Schmidt (Chair, MUS)	☐ Lijuan Zhai (AVC ES&IE, RCCD)
☐ Vacant (Co-Chair, VC Ed. Services)	☐ Bryan Medina (CPRO, RCCD)
⊠ Kelly Douglass (ENGL, RCC)	☑ Nicole Banerjee (AO, RCC)
☐ Brian Johnson (MAT, NOR)	☑ Nick Franco (AO, NOR)
⊠ Nick Sinigaglia (PHI, MVC)	☐ Deanna Murrell (AO, MVC)
	☐ Sabina Fernandez (CPRO, MVC)
	☐ Casandra Greene (CPRO, RCC)
	☑ Nicole Brown (CPRO, NOR)
Additional Guests: David Alfaro, Jennifer Corr, Je	ff Rhyne

Zoom Information

https://rccd-edu.zoom.us/j/86555446612?pwd=R0dDakVkSzNZQitZZEN0Zm1TTIYvQT09

+1 669 900 6833 US

Meeting ID: 865 5544 6612

Passcode: 627472

Call to Order: 2:33pm

Agenda and Minutes

1. Approval of Agenda

Motion: Johnson; Second: Sinigaglia

Approved, Unanimous

Approval of Minutes – September 2, 2025
 Motion: Johnson; Second: Sinigaglia
 Approved, Unanimous

Action Items

1. Curriculum Proposals

Discussion Items and Public Comment

- 1. New Honors Courses and Programs Bryan Medina
 - a. The committee confirmed that new honors courses that have an existing non-honors counterpart can be clerically added to programs once they are approved.
- 2. GESLO Update Nick Sinigaglia
 - a. One of the GESLOs has been updated. Does this go to the Board for approval? Nick will e-mail the District Academic Senate President to see if it can be sent to the October Board Committee meeting.
 - b. The committee discussed that, once approved, the GESLO should be updated in Curriqunet as an update to all courses, both current and historical.

c. The committee discussed that it may be good to notify the curriculum committee at their next meeting that the GESLO language has been updated.

3. Curriqunet – Steven Schmidt

- a. Under the attached files section, a bullet should be added under the required documentation to list the minutes report.
- b. If someone listed as a co-contributor on an active proposal launches a modification and is now the originator, the form properties co-contributor section locks and cannot be modified. Bryan will notify Acadea.
- c. The RCCD Curriculum website link on the cover tab needs to be updated.
- d. For the rationale field, the guiding text should be updated to "Rationale for the proposal. Why is this course being created or modified?"
- e. If a minor mod proposal has requisites linked to a historical class, we've seen instances of the entrance skill links disappearing. We may need to fix these on a case-by-case basis.
- f. There appears to be an issue in the system where an error displays on a modification saying a course with that number already exists, even though there is no other in review or draft version of the course. Bryan has reported this to Acadea. You can bypass the error by temporarily changing the course number, launching the proposal, and then reverting the course number.

4. Curriculum Calendar – Cassandra Greene

- a. The SAAM impacted and CCN courses next year are going to result in a very large number of system updates that need to be done by the coordinators. Casandra estimates it will be about 2.5x as many as her previous highest workload.
- b. Kelly Douglass With this data, perhaps we can suggest alternative deadlines in the spring, although that may be extremely frustrating for faculty. Perhaps we can use the CCN funding to pay faculty to update their courses during the winter.
 - i. Nick Sinigaglia Can CCN funding be used for SAAM updates?
 - ii. Casandra Greene Any overtime for CCN must be documented and reported.
- c. Nick Sinigaglia When are CCN Phase 3 templates released?
 - i. Kelly Douglass Hopefully early spring. Phase 2B could be done in early March if work is performed over the winter. We could potentially ask for the remaining CCN before the end of the spring term.
 - ii. Casandra Greene If SAAM work could be performed over the winter, that would be more beneficial. CCN work can't be done without the templates.
- d. Kelly Douglass Perhaps we bring this issue to the committees and see if they have any recommendations for possible solutions.
- e. Nick Sinigaglia Spoke with the VPAA at Moreno Valley and was told that the SAAM discussion ended with Eric Bishop saying that the District would absorb the cost. Is that our understanding? How many classes can we avoid addressing?
 - i. Kelly Douglass Most likely courses that would not have to calculate to an exact increment of unit would be courses in COS, BCTC, Nursing, and other areas where there are accreditation requirements.
 - ii. Lijuan Zhai Will check with Eric Bishop and VP McGowan. We are organizing a meeting to discuss how to implement the SAAM changes and discuss the different impacts.
- f. Kelly Douglass The PCAH says that you cannot award units in increments of less than .5 unless it is stated in the Board Policy. Our current BP does not say anything about this, so it would not be permitted.
- g. Kelly Douglass Faculty should be aware of the implications, but it is not the role of curriculum committees or chairs to take on problems of load or part time pay. However, these decisions should not be made solely by administration or solely by faculty.

5. Open Forum

- a. Nick Sinigaglia Jeff Rhyne is working on a global studies certificate, with the goal of the other two colleges having an identical counterpart. Is it correct he needs an originator at each college?
 - i. Steven Schmidt Correct.
 - ii. Nick Sinigaglia Is the certificate subject to the inter-disciplinary degree approval process?
 - 1. Kelly Douglass Perhaps not. That policy is only for degrees. Perhaps we can note in Curriqunet which discipline houses the certificate, but that it may change depending on the Study Abroad Coordinator.
 - iii. Nick Sinigaglia Jeff wants the courses to be identical, but not every college offers every certificate. Is there any kind of best practice policy?
 - 1. Kelly Douglass Would recommend it be as expansive across the district, because which classes are offered via Study Aboard is not usually linked to any specific college.
 - iv. Jeff Rhyne The courses in the certificate have a global/international focus themselves, and are not courses that have to be offered in study abroad. The study abroad courses would be a separate category.
 - 1. Nick Sinigaglia Students don't have to be a part of study abroad?
 - 2. Jeff Correct.
 - 3. Nick Sinigaglia How do we do that?
 - 4. Casandra Greene There is language that states they can complete the certificate without participating in Study Abroad, or can use a course they take during Study Abroad to fulfill a part of the certificate.
 - v. Kelly Douglass Once the paper work is complete, it can be sent to the faculty counterparts at the other colleges.
- 6. Public Comment for all items on or not otherwise on the agenda.
 - a. None

Adjournment: 4:26pm

Technical Review Notes Proposals and Notes for 09/16/2025

ourse Deleti	ions	MNR	Action	Ď	۲	Sir
				Douglass	Johnson	Sinigaglia
CAT 36A	Legal Office Procedures I		Approved	Υ	Υ	Υ
CAT 36ADE	Legal Office Procedures I		Approved	Υ	Υ	Υ
CAT 36B	Legal Office Procedures II		Approved	Υ	Υ	Υ
CAT 37	Legal Terminology		Approved	Υ	Υ	Υ
CAT 38	Legal Word Processing and Forms		Approved	Υ	Υ	Υ
HLS 50	Developing a Personal Philosophy of Leadership and Ethics	V	Hold	Υ	Υ	Υ
No attachments Security - Leade	s; Courses are a part of the Emergency Management and Ho	meland				
HLS 51	Leading Others Ethically		Hold	Υ	Υ	Υ
HLS 52	Ethical Leadership in Organizations	V	Hold	Υ	Υ	Υ
HLS 53	Ethics and the Challenge of Leadership	V	Hold	Υ	Υ	Υ
THE 200	Theatre Arts Work Experience	V V	Approved	Υ	Υ	Υ
ourse Exclus	<u>sions</u>	MNR	Action	Douglass	Johnson	Sinigaglia
ANT 16 No vote attache will move forwa	Field Methods in Archaeology ed, but appeared to have a conversation. Nick will verify, but ard.	✓ □ □ □ t proposal	Approved	Y	Υ	Υ
ourse Majo	r Modifications	MNR	Action	Douglass	Johnson	Sinigaglia
_	Keyboarding Fundamentals aculty to fix units immediately? Courses may be in a review ove forward. For a new course, faculty should consider revis	-	Approved	Y	Υ	Υ
ENGL C1003	Critical Thinking and Writing through Literature	V V	Approved	Υ	Υ	Υ

ourses						
ourse Majo	<u>r Modifications</u>	MNR	Action	Douglass	Johnson	Sinigaglia
	Introduction to Homeland Security and Terrorism GE, but this can be disregarded. Curriqunet will be removing COR. Missing minutes.	that	Hold	Y	Υ	Υ
HLS 101 Missing minute	Introduction to Emergency Management s. Needs to hold for PSF-1, areas of the COR are missing.		Hold	Υ	Υ	Υ
HLS 2 Holding for PSF	Preparedness for Emergencies, Disasters & Homeland Security Incidents	V	Hold	Υ	Υ	Υ
HLS 3 Holding for PSF	Response to Emergencies, Disasters and Homeland Security Incidents		Hold	Υ	Υ	Υ
HLS 4 Holding for PSF	Recovery in Emergencies, Disasters and Homeland Security Incidents	V	Hold	Υ	Υ	Υ
KIN 14	Athletic and Fitness Organization and Administration		Approved	Υ	Υ	Υ
KIN 4	Nutrition	V V	Approved	Υ	Υ	Υ
KIN 44B Does not have a	Yoga Instructor Methodologies a District-discipline vote.	V V	Hold	Υ	Υ	Υ
KIN V21	Volleyball, Varsity, Women		Approved	Υ	Υ	Υ
MAG 62	Introduction to Hotel Management		Approved	Υ	Υ	Υ
	Mechanics Il continue to hold. The corequisite entry skills have been fixed a requisite modification.	✔ ✔ ed. PHY	Hold	Υ	Υ	Υ
	Electricity and Magnetism Il continue to hold. The corequisite entry skills have been fixed a requisite modification.	✔ ✔ ✔ ed. PHY	Hold	Υ	Υ	Υ
	Light, Optics, and Modern Physics Il continue to hold. The corequisite entry skills have been fixed a requisite modification.	V V V ed. PHY	Hold	Υ	Υ	Υ
ourse Mino	r Modifications	MNR	Action	Douglass	Johnson	Sinigaglia
ACC 19	Volunteer Income Tax Assistance Training		Hold	Υ	Υ	Υ
Waiting for ACC	019 militored partner.					

Courses						
Course Mind	or Modifications	MNR	Action	Douglass	Johnson	Sinigaglia
AUB 50 Returning to d	Introduction to Automotive Collision Repair raft for further development.		Return to Draft	Υ	Υ	Υ
AUB 51	Automotive Non-Structural Collision Repair and Estimating		Approved	Υ	Υ	Υ
AUB 52	Automotive Refinishing and Paint		Approved	Υ	Υ	Υ
AUB 54	Automotive Structural Collision Repair and Frame		Approved	Υ	Υ	Υ
AUB 55	Automotive Advanced Refinishing and Custom Paint		Approved	Υ	Υ	Υ
AUB 56	Automotive Technology for the Automotive Collision Specialist		Approved	Υ	Υ	Υ
AUB 57	Antique and Classic Auto Restoration and Fabrication		Approved	Υ	Υ	Υ
AUB 59A	Automotive Collision Service and Repair		Approved	Υ	Υ	Υ
AUB 59B	Automotive Refinishing Service and Repair		Approved	Υ	Υ	Υ
AUB 60	Automotive Trim and Upholstery I		Approved	Υ	Υ	Υ
AUB 61	Automotive Trim and Upholstery II		Approved	Υ	Υ	Υ
AUT 13A	Hybrid and Electric Vehicle Technology 1		Approved	Υ	Υ	Υ
AUT 13B	Advanced Hybrid and Electric Vehicle Technology		Approved	Υ	Υ	Υ
AUT 1A	Automotive Engine Repair (Upper End)		Approved	Υ	Υ	Υ
AUT 1B	Automotive Engine Repair (Lower End)		Approved	Υ	Υ	Υ
AUT 2	Automotive Automatic Transmission/Transaxles		Approved	Υ	Υ	Υ
AUT 3	Automotive Manual Drivetrain Systems		Approved	Υ	Υ	Υ
AUT 4A	Automotive Steering and Suspension		Approved	Υ	Υ	Υ
AUT 4B	Advanced Suspension and Brake Systems		Approved	Υ	Υ	Υ
AUT 5	Automotive Brakes		Approved	Υ	Υ	Υ
AUT 50	Automotive Principles		Approved	Υ	Υ	Υ
AUT 6A	Automotive Electrical Systems 1		Approved	Υ	Υ	Υ
AUT 6B	Automotive Electrical Systems 2		Approved	Υ	Υ	Υ
AUT 7	Automotive Heating and Air Conditioning		Approved	Υ	Υ	Υ
AUT 801	ASE Test Preparation- Engine Repair		Approved	Υ	Υ	Υ

Courses						
ourse Mine	or Modifications	MNR	Action	Douglass	Johnson	Sinigaglia
AUT 802	ASE Test Preparation- Automatic Transmission/ Transaxle		Approved	Υ	Υ	Υ
AUT 803	ASE Test Preparation- Manual Drive Train and Axles		Approved	Υ	Υ	Υ
AUT 804	ASE Test Preparation - Suspension and Steering		Approved	Υ	Υ	Υ
AUT 805	ASE Test Preparation- Brakes		Approved	Υ	Υ	Υ
AUT 806	ASE Test Preparation- Electrical/Electronic Systems		Approved	Υ	Υ	Υ
AUT 807	ASE Test Preparation- Heating and Air Conditioning		Approved	Υ	Υ	Υ
AUT 808	ASE Test Preparation- Engine Performance		Approved	Υ	Υ	Υ
AUT 811	ASE Test Preparation- Advanced Engine Performance		Approved	Υ	Υ	Υ
AUT 8A	Automotive Engine Performance 1		Approved	Υ	Υ	Υ
AUT 8B	Automotive Engine Performance 2		Approved	Υ	Υ	Υ
AUT 8C	Automotive Emission Controls		Approved	Υ	Υ	Υ
CAT 1A	Business Etiquette	V V	Approved	Υ	Υ	Υ
CAT 3	Computer Applications for Business	V V	Approved	Υ	Υ	Υ
CAT 30A	Business English 30A		Approved	Υ	Υ	Υ
CAT 50	Beginning Computer Keyboarding	V V	Approved	Υ	Υ	Υ
CAT 51	Intermediate Keyboarding/Document Formatting	V V	Approved	Υ	Υ	Υ
CAT 62	Records Management	V V	Approved	Υ	Υ	Υ
CAT 898	Windows, File Management, Internet, and Canvas Basics		Hold	Υ	Υ	Υ
Waiting for CI	S crosslisted partner.					
CAT 93	Computers for Beginners	V V	Approved	Υ	Υ	Υ
CAT 98A	Introduction to Excel		Approved	Υ	Υ	Υ
CAT 98B	Advanced Excel		Approved	Υ	Υ	Υ
CIS 3	Computer Applications for Business		Approved	Υ	Υ	Υ
CIS 93	Computers for Beginners	V V	Approved	Υ	Υ	Υ
CIS 98A	Introduction to Excel	V V	Approved	Υ	Υ	Υ
CIS 98B	Advanced Excel	V V	Approved	Υ	Υ	Υ

Courses						
Course Mind	or Modifications	MNR	Action	Douglass	Johnson	Sinigaglia
COS 61A Minutes are fr	Level I Cosmetology Instructor Concepts A om 2023. Holding to verify.		Hold	Υ	Υ	Υ
FTV 12 Returning to d	History of American Film raft for further development.		Return to Draft	Υ	Υ	Υ
FTV 38A FTV courses had outcomes that	Beginning Film, Television and Video Production Project ave old minutes. Some of the FTV courses have objectives and are identical.		Hold	Υ	Υ	Υ
FTV 38B	Advanced Film, Television and Video Production Project		Hold	Υ	Υ	Υ
FTV 41	Introduction to Telecommunications		Hold	Υ	Υ	Υ
FTV 42	Writing for Broadcast Television		Hold	Υ	Υ	Υ
FTV 44A	Beginning Television Production		Hold	Υ	Υ	Υ
FTV 45A	Beginning Television News Production		Hold	Υ	Υ	Υ
FTV 51A	Film, Television and Video Laboratory I		Hold	Υ	Υ	Υ
FTV 52	Film, Television and Video Laboratory		Hold	Υ	Υ	Υ
FTV 53	Telecommunications Laboratory		Hold	Υ	Υ	Υ
FTV 64A	Beginning Digital Editing Principles and Techniques		Hold	Υ	Υ	Υ
FTV 65	The Director's Art in Filmmaking		Return to Draft	Υ	Υ	Υ
FTV 67	Introduction to Video Production		Hold	Υ	Υ	Υ
FTV 68	Story Development Process in the Entertainment Industry		Hold	Υ	Υ	Υ
FTV 71A	Beginning Sound Engineering for Audio in Media		Hold	Υ	Υ	Υ
FTV 72	Introduction to Lighting Design for Film and Television		Hold	Υ	Υ	Υ
FTV 74	Production Planning and Management		Hold	Υ	Υ	Υ
FTV 77	Intermediate Lighting Techniques for Film, TV and Video		Hold	Υ	Υ	Υ
FTV 79	Introduction to Special Effects Make-Up for Film, Television and Video		Hold	Υ	Υ	Υ
JOU 20A	Newspaper: Beginning	V V	Approved	Υ	Υ	Υ
JOU 20B	Newspaper: Intermediate	V V	Approved	Υ	Υ	Υ

ourses						
ourse Mind	or Modifications	MNR	Action	Douglass	Johnson	Sinigaglia
JOU 20C	Newspaper: Advanced		Approved	Υ	Υ	Υ
JOU 20D	Newspaper: Professional	V V	Approved	Υ	Υ	Υ
KIN A86 Minutes are fr	Step Aerobics om 2018.		Hold	Υ	Υ	Υ
KIN V07	Golf, Varsity, Men		Approved	Υ	Υ	Υ
KIN V08	Tennis, Varsity, Men		Approved	Υ	Υ	Υ
KIN V18	Tennis, Varsity, Women		Approved	Υ	Υ	Υ
KIN V22	Fastpitch, Varsity, Women		Approved	Υ	Υ	Υ
THE 2	Play Practicum-Special Projects Laboratory I		Approved	Υ	Υ	Υ
THE 25	Makeup for the Stage		Approved	Υ	Υ	Υ
THE 26	Directing for the Stage		Approved	Υ	Υ	Υ
THE 29	Musical Theater Appreciation		Approved	Υ	Υ	Υ
THE 3	Introduction to the Theater	V V	Approved	Υ	Υ	Υ
THE 30	Voice and Movement for the Stage		Approved	Υ	Υ	Υ
THE 32	Acting Fundamentals - Theater Games and Exercises	V V	Approved	Υ	Υ	Υ
THE 33	Scene Acting-Creating a Role		Approved	Υ	Υ	Υ
THE 34	Scene Study in Various Theatrical Styles		Approved	Υ	Υ	Υ
THE 35	Classical Acting with Emphasis in Shakespearean Verse		Approved	Υ	Υ	Υ
THE 36	Improvisational Acting		Approved	Υ	Υ	Υ
THE 37	Musical Theater Techniques		Approved	Υ	Υ	Υ
THE 38	Auditioning for the Stage		Approved	Υ	Υ	Υ
THE 39	Acting for the Camera		Approved	Υ	Υ	Υ
THE 4	Play Practicum-Special Projects Lab II		Approved	Υ	Υ	Υ
THE 41	Elementary Stagecraft		Approved	Υ	Υ	Υ
THE 44	Theatrical Set Design		Approved	Υ	Υ	Υ
THE 46	Theatrical Costume Design		Approved	Υ	Υ	Υ
THE 48	Theatrical Lighting Design		Approved	Υ	Υ	Υ

ourses						
ourse Mino	or Modifications	MNR	Action	Douglass	Johnson	Sinigaglia
THE 49	Scenic Painting for the Theater		Approved	Υ	Υ	Υ
THE 5	Theater Practicum		Approved	Υ	Υ	Υ
THE 54	Introduction to Stage Management		Approved	Υ	Υ	Υ
THE 55	Beginning Musical Theatre I		Approved	Υ	Υ	Υ
THE 56	Beginning Musical Theatre II		Approved	Υ	Υ	Υ
THE 57	Intermediate Musical Theatre I		Approved	Υ	Υ	Υ
THE 58	Intermediate Musical Theatre II		Approved	Υ	Υ	Υ
THE 6	Advanced Theater Practicum		Approved	Υ	Υ	Υ
THE 9	Dramatic Literature-Script Analysis		Approved	Υ	Υ	Υ
ourse Reac	<u>tivations</u>	MNR	Action	Douglass	Johnson	Sinigaglia
ADM 200	Applied Digital Media Work Experience		Approved	Υ	Υ	Υ
ew Courses	<u>S</u>	MNR	Action	Douglass	Johnson	Sinigaglia
•	Data and Technology Ethics ubmitted the hours they want to calculate to an increment of minutes are received.	✓ □ ✓ unit.	Hold	Υ	Υ	Υ
ESL 820 Kelly will reach Course has GES	Medical Terminology 1 for English Language Learners out to faculty regarding the roman numeral and arabic numeral.	✓ ✓ ✓ eral.	Approved	Υ	Υ	Υ
ESL 821 Kelly will reach Course has GES	Medical Terminology II for English Language Learners out to faculty regarding the roman numeral and arabic numeral.	✓ ✓ ✓ eral.	Approved	Υ	Υ	Υ
	Flag Football, Varsity, Women soverhang units that would go unfunded. Holding for further KIN V courses have overhang units.	V V	Hold	Υ	Υ	Υ
MAG 837 Returning to di	Project Management for Non-Project Managers raft for further development.		Return to Draft	Υ	Υ	Υ
MAG 838 Returning to di	Project Management: Process Improvement raft for further development.		Return to Draft	Υ	Υ	Υ

OW Cours	206	N / N / D	Action	_		ĹΩ
lew Cours	<u>ses</u>	MNR	Action	Douglass	Johnson	Sinigaglia
MAG 839	Project Management: Building High-Performance Teams		Return to Draft	Υ	Υ	Υ
Returning to	o draft for further development.					
MAN 33	Programmable Controller Troubleshooting 1		Approved	Υ	Υ	Υ
PSF 1	Introduction to Homeland Security and Terrorism	V	Approved	Υ	Υ	Υ
program, but lower division the theory X	division course. Does not have minutes. "Other" lists admission at this should be a limitation on enrollment. Would have liked on work that the course builds upon. SLO says basic leadership (and Y correct? May be a place holder that needs to be correct apple assignments, it says instructors may choose a source, but	to see the theory, is cted in SLO				
in addition t		osed to be				
in addition to	to the text.		Action			S
Programs Program M	to the text.	M N R	Action	Douglass	Johnson	Sinigaglia
in addition to	to the text.		Action	Douglass >	Johnson >	Sinigaglia >-
Programs Program M	Nodifications	MNR		-		
Programs Program M	Mathematics 2.0	M N R	Approved	Y	Υ	Υ
Programs Program M DT MAT PHY	Mathematics 2.0 Physics 2.0	M N R	Approved Approved	Y	Y	Y
Programs Program M DT MAT PHY	Mathematics 2.0 Physics 2.0 Physics 2.0	M N R	Approved Approved	Y Y Y	Y Y Y	Y Y Y
Programs Program M DT MAT PHY PHY	Mathematics 2.0 Physics 2.0 Physics 2.0 Physics 2.0 Data Analytics	M N R	Approved Approved	Y Y Y	Y Y Y	Y Y Y
Programs Program M DT MAT PHY PHY PHY Certificate CIS	Mathematics 2.0 Physics 2.0 Physics 2.0 Physics 2.0 Data Analytics	M N R	Approved Approved Approved	Y Y Y	Y Y Y	Y Y Y

Hold

Information Technology (IT) Cybersecurity

CIS

Holding for CIS-64

Υ