

Meeting Agenda

Tuesday, October 7, 2025

2:30-4:00pm

CAADO 209/Zoom

Committee Members	Guests
☐ Steven Schmidt (Chair, MUS)	☐ Lijuan Zhai (AVC ES&IE, RCCD)
☐ <i>Vacant</i> (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:	

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:

Agenda and Minutes

1. Approval of Agenda
The agenda will be reviewed, discussed, and considered for approval.
2. Approval of Minutes – September 16, 2025
The minutes will be reviewed, discussed, and considered for approval.

Action Items

1. Curriculum Proposals
Curriculum proposals will be reviewed, discussed, and considered for forwarding to the College Curriculum Committees.

Discussion Items and Public Comment

1. Clerical Removal of Honors Courses from Programs – Steven Schmidt
2. Title 5 Updates to the COR – Bryan Medina
3. FSA / Hire Discipline Exceptions – Kelly Douglass
4. COR Review Tool – Kelly Douglass
5. CCN Suggested Taxonomy for Non-CCN Courses – Nick Sinigaglia
6. CCN Courses – Bryan Medina
7. AP 2101 Independent Study – Kelly Douglass
8. COR Hours and Units Review Tool – David Buitron
9. Open Forum

10. Public Comment for all items on or not otherwise on the agenda.

Adjournment:

Final Revisions to Title 5, California Code of Regulations Relating to Course Outline of Record

NEW SECTION 55001 OF ARTICLE 1, OF SUBCHAPTER 1, OF CHAPTER 6, OF DIVISION 6, OF TITLE 5 OF THE CALIFORNIA CODE OF REGULATIONS IS ADDED TO READ:

§ 55001. Curriculum Committee.

(a) Districts shall establish curriculum committees by mutual agreement between administrators and academic senates. Curriculum committees shall be either a committee of the academic senate or a separate committee that includes faculty.

(b) Curriculum committees shall have a documented procedure for ensuring that course outlines of record for all courses approved pursuant to section 55002 describe approaches that would accommodate and engage diverse student bodies, advance equitable student outcomes, and promote the inclusion of all students.

(c) Curriculum committees shall have a documented procedure to guarantee accessibility for every student to ensure individuals with disabilities can equally participate in learning through course outlines of record that reflect universal design for learning strategies, which include multiple means of representation, engagement, and expression to support learner variability and diversity.

Authority cited: Sections 70901 and 70901.5, Education Code. Reference: Sections 66700 and 70901, Education Code.

NEW SECTION 55001.5 OF ARTICLE 1, OF SUBCHAPTER 1, OF CHAPTER 6, OF DIVISION 6, OF TITLE 5 OF THE CALIFORNIA CODE OF REGULATIONS IS ADDED TO READ:

§ 55001.5. Course Outlines of Record.

(a) Course outlines of record document course content as approved by faculty curriculum committees and district governing boards. Course outlines of record shall be maintained in the official records of the college and made publicly available. Course outlines of record shall include the following required elements for each course:

(1) the specifications related to the unit value (for credit courses only), the expected number of contact hours, any outside-of-class hours, and the total student learning hours for the course as a whole; the total units of credit for the course as a whole calculated pursuant to section 55002.5; and if applicable, separately specify the total units of lecture, lab, or similar academic activities for attendance accounting reporting purposes pursuant to section 58003.2;

(2) the prerequisites, corequisites, or advisories on recommended preparation, if any, for the course;

(3) the title, catalog description, outcomes, objectives, content in terms of a specific body of knowledge, and representative textbooks including open educational resources that meet universal design course standards;

(4) explanations or examples of required outside-of-class assignments, including reading and writing assignments, instructional methodology, and methods of evaluation; and

(5) the discipline or disciplines placement established pursuant to section 53407 assigned to the course.

(b) Course outlines of record shall also include representative descriptions of approaches faculty may use to accommodate and engage diverse student bodies, advance equitable student outcomes, and promote the inclusion of all students.

Authority cited: Sections 70901 and 70901.5, Education Code. Reference: Sections 66700 and 70901, Education Code.

SECTION 55002 OF ARTICLE 1, OF SUBCHAPTER 1, OF CHAPTER 6, OF DIVISION 6, OF TITLE 5 OF THE CALIFORNIA CODE OF REGULATIONS IS AMENDED TO READ:

§ 55002. Standards and Criteria for Courses.

~~(a) Degree-Applicable Credit Course. A degree-applicable credit course is a course which has been designated as appropriate to the associate degree in accordance with the requirements of section 55062, and which has been recommended by the college and/or district curriculum committee and approved by the district governing board as a collegiate course meeting the needs of the students.~~

(a) Credit Courses. Courses recommended by curriculum committees and approved by district governing boards as meeting the criteria described in this subdivision shall be designated either as degree-applicable credit courses or nondegree-applicable credit courses as appropriate.

~~(1) Curriculum Committee. The college and/or district curriculum committee recommending the course shall be established by the mutual agreement of the college and/or district administration and the academic senate. The committee shall be either a committee of the academic senate or a committee that includes faculty and is otherwise comprised in a way that is mutually agreeable to the college and/or district administration and the academic senate.~~

~~(1)(2) Standards for Approval. The college and/or district curriculum committee shall recommend approval of the course for associate degree credit if it meets~~ Credit courses shall meet the following standards:

(A) Difficulty, Level, and Intensity. Courses require critical thinking, learning skills, vocabulary, and allocation of concepts at college level as determined by the curriculum committee. Courses treat subject matter with a scope and intensity that requires students to study independently outside-of-class.

~~(B)(A) Grading Policy. The course provides~~ Courses provide for measurement of student performance in terms of the stated course objectives and ~~culminates~~ culminate in a formal,

~~permanently recorded grades based upon uniform standards in accordance with section 55023. The grade is based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays, or, in courses where the curriculum committee deems them to be appropriate, by consistent with the provisions of article 2 of subchapter 1 of Chapter 6 (commencing with section 55020). Proficiency may be demonstrated through written assignments, problem solving exercises or skills demonstrations by students, or other means as deemed appropriate by the curriculum committee.~~

~~(BC) Units. The course grants~~Courses grant units of credit in a manner consistent with the provisions of section 55002.5. ~~The course outline~~ Course outlines of record shall record the total number of hours in each instructional category specified in governing board policy, the total number of expected outside-of-class hours, and the total student learning hours used to calculate the award of credit.

~~(C) Intensity. The course treats subject matter with a scope and intensity that requires students to study independently outside of class time.~~

~~(D) Prerequisites and Corequisites. Except as provided in section 55522, when the college and/or district curriculum committee determines, based on a review of the course outline of record, that a student would be highly unlikely to receive a satisfactory grade unless the student has knowledge or skills not taught in the course, then the course shall require prerequisites or corequisites (credit or noncredit) that are established, reviewed, and applied in accordance with the requirements of this article.~~

~~(E) Basic Skills Requirements. If success in the course is dependent upon communication or computation skills, then the course shall require, consistent with the provisions of this article, as prerequisites or corequisites eligibility for enrollment in associate degree credit courses in English and/or mathematics, respectively.~~

~~(F) Difficulty. The course work calls for critical thinking and the understanding and application of concepts determined by the curriculum committee to be at college level.~~

~~(G) Level. The course requires learning skills and a vocabulary that the curriculum committee deems appropriate for a college course.~~

~~(3) Course Outline of Record. The course is described in a course outline of record that shall be maintained in the official college files and made available to each instructor. The course outline of record shall specify the unit value, the expected number of contact hours, outside-of-class hours, and total student learning hours for the course as a whole; the prerequisites, corequisites, or advisories on recommended preparation (if any) for the course; the catalog description, objectives, and content in terms of a specific body of knowledge. The course outline of record shall also specify types or provide examples of required reading and writing assignments, other outside-of-class assignments, instructional methodology, and methods of evaluation.~~

~~(4) Conduct of Course. Each section of the course is to be taught by a qualified instructor in accordance with a set of objectives and with other specifications defined in the course outline of record.~~

~~(5) Repetition. Repeated enrollment is allowed only in accordance with the provisions of article 4 of subchapter 1 of chapter 6 (commencing with section 54040), and section 58161.~~

(D) Enrollment Requirements. Includes prerequisites, corequisites, or limitations on enrollment established in accordance with the requirements that are authorized, reviewed, and applied pursuant to sections 55003 and 58106.

(2) Conduct of Courses. Course sections must be taught by qualified instructors in accordance with the elements specified in the course outline of record.

~~(b) Nondegree-Applicable Credit Course. A credit course designated by the governing board as not applicable to the associate degree is a course which, at a minimum, is recommended by the college and/or district curriculum committee (the committee described and established under subdivision (a)(1) of this section) and is approved by the district governing board.~~

(3) Nondegree-Applicable Credit Courses. Nondegree applicable credit courses are courses recommended by curriculum committees and approved by governing boards in one of the following categories:

~~(1) Types of Courses. Nondegree applicable credit courses are:~~

(A) nondegree-applicable basic skills courses as defined in subdivision (u) of section 55000;

(B) courses designed to enable students to succeed in degree-applicable credit courses; ~~(including, but not limited to, college orientation and guidance courses, and discipline-specific preparatory courses such as biology, history, or electronics) that integrate basic skills instruction throughout and assign grades partly upon the demonstrated mastery of those skills;~~

(C) precollegiate career technical preparation courses designed to provide foundation skills for students preparing for entry into degree-applicable credit career technical courses or programs;

(D) essential career technical instruction for which meeting the standards of subdivision (a) is neither necessary nor required.

(4) In nondegree-applicable credit courses, the assignments shall be sufficiently rigorous that students successfully completing a course or a sequence of required courses will have acquired the skills necessary to complete degree-applicable work.

~~(2) Standards for Approval. The college and/or district curriculum committee shall recommend approval of the course on the basis of the standards which follow.~~

~~(A) Grading Policy. The course provides for measurement of student performance in terms of the stated course objectives and culminates in a formal, permanently recorded grade based upon uniform standards in accordance with section 55023. The grade is based on demonstrated proficiency in the subject matter and the ability to demonstrate that proficiency, at least in part, by means of written expression that may include essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students.~~

~~(B) Units. The course grants units of credit in a manner consistent with the provisions of section 55002.5. The course outline of record shall record the total number of hours in each instructional category specified in governing board policy, the total number of expected outside-of-class hours, and the total student learning hours used to calculate the award of credit.~~

~~(C) Intensity. The course provides instruction in critical thinking and generally treats subject matter with a scope and intensity that prepares students to study independently outside of class time and includes reading and writing assignments and homework. In particular, the assignments will be sufficiently rigorous that students successfully completing each such course, or sequence of required courses, will have acquired the skills necessary to successfully complete degree-applicable work.~~

~~(D) Prerequisites and corequisites. When the college and/or district curriculum committee deems appropriate, the course may require prerequisites or corequisites (credit or noncredit) for the course that are established, reviewed, and applied in accordance with this article.~~

~~(3) Course Outline of Record. The course is described in a course outline of record that shall be maintained in the official college files and made available to each instructor. The course outline of record shall specify the unit value, the expected number of contact hours, outside-of-class hours, and total student learning hours for the course as a whole; the prerequisites, corequisites, or advisories on recommended preparation (if any) for the course; the catalog description, objectives, and content in terms of a specific body of knowledge. The course outline of record shall also specify types or provide examples of required reading and writing assignments, other outside-of-class assignments, instructional methodology, and methods of evaluation.~~

~~(4) Conduct of Course. All sections of the course are to be taught by a qualified instructor in accordance with a set of objectives and with other specifications defined in the course outline of record.~~

~~(5) Repetition. Repeated enrollment is allowed only in accordance with the provisions of article 4 of subchapter 1 of chapter 6 (commencing with section 54040), and section 58161.~~

(b) Noncredit Courses. Noncredit courses are recommended by the curriculum committee and approved by the district governing board as a course meeting the needs of enrolled students.

~~(c) Noncredit Course. A noncredit course is a course which, at a minimum, is recommended by the college and/or district curriculum committee (the committee described and established under subdivision (a)(1) of this section) and approved by the district governing board as a course meeting the needs of enrolled students.~~

(1) Standards for Approval. The college and/or district curriculum committeeCurriculum committees shall recommend approval of the course if the course treatscourses that treat subject matter and uses resource materials, teaching methods, and standards of attendance and achievement that the committee deems curriculum committees deem appropriate for the enrolled students. In order to be eligible for state apportionment, such courses must be approved by the Chancellor pursuant to article 2 (commencing with section 55150) of

subchapter 2 of this chapter and satisfy the requirements of section 58160 and other applicable provisions of chapter 9 (commencing with section 58000) of this division.

~~(2) Course Outline of Record. The course is described in a course outline of record that shall be maintained in the official college files and made available to each instructor. The course outline of record shall specify the number of contact hours normally required for a student to complete the course, the catalog description, the objectives, contents in terms of a specific body of knowledge, instructional methodology, examples of assignments and/or activities, and methods of evaluation.~~

~~(2)(3) Conduct of Course. All course sections of the course are to must be taught by a qualified instructors, and taught in accordance with the set of objectives and other specifications defined elements specified in the course outline of record.~~

~~(4) Repetition. Repeated enrollment is allowed only in accordance with provisions of article 4 of subchapter 1 of chapter 6 (commencing with section 54040), and section 58161.~~

~~(5) Prerequisites and corequisites. When the college and/or district curriculum committee deems appropriate, a noncredit course may serve as a prerequisite or corequisite for a credit course as established, reviewed, and applied in accordance with this article.~~

~~(c)(d) Community Services Offerings. A Community services offerings must; meet the following minimum requirements:~~

~~(1) is be approved by the district governing boards;~~

~~(2) is be designed for the physical, mental, moral, economic, or civic development of persons enrolled students; therein;~~

~~(3) provides provide subject matter content, resource materials, and teaching methods which the district governing boards deems appropriate for the enrolled students;~~

~~(4) is conducted in accordance with a predetermined strategy or plan;~~

~~(4)(5) is be open to all members of the community willing to pay fees to cover the cost of the offering; and~~

~~(5)(6) may not be claimed for apportionment purposes.~~

Authority cited: Sections 66700, ~~and~~ 70901, and 78300, Education Code. Reference: Section 70901, ~~and~~ 78300, Education Code.

SECTION 55100 OF ARTICLE 1, OF SUBCHAPTER 2, OF CHAPTER 6, OF DIVISION 6, OF TITLE 5 OF THE CALIFORNIA CODE OF REGULATIONS IS AMENDED TO READ:

§ 55100. Credit Course Approval.

~~(a) The governing board of each community college district.~~ (a) Governing boards shall establish policies for, and may approve credit courses pursuant to section 55002, section 55002.5, and the Chancellor's Office Program and Course Approval Handbook prepared, distributed, and maintained by the Chancellor ~~consistent with~~ pursuant to section 55000.5~~(a)~~.

(b) ~~The~~ Chief executive officers, chief instructional officers, college academic senate presidents, and college curriculum committee chairs of each college and/or district shall annually certify to the Chancellor, before the conclusion of each academic year, compliance with the following requirements related to the approval of credit courses within their college or district:

(1) the curriculum committee and district governing board have approved each credit course pursuant to section 55002, section 55002.5, and the Chancellor's Office Program and Course Approval Handbook ~~prepared, distributed, and maintained~~ authorized by the Chancellor ~~consistent with section 55000.5(a);~~

~~(2) the college and/or district promptly reported~~ (2) all credit courses approved by the district governing board ~~pursuant to this section~~ were promptly reported to the Chancellor's Office Curriculum Inventory and Management Information Systems;

(3) college ~~and/or~~ district personnel involved in the credit course approval process, including members of the curriculum committee, were provided with training regarding the rules, regulations, and local policies applicable to the approval of credit courses, including, but not limited to, the provisions of sections 55001, 55002, section and 55002.5, and the Chancellor's Office Program and Course Approval Handbook ~~prepared, distributed, and maintained~~ authorized by the Chancellor ~~consistent with section 55000.5(a);~~

(4) the district governing board has established local policy or procedures specifying the relationship between contact hours, and outside-of-class hours, and the calculation of credit hours, ~~consistent with section 55002.5.~~

(c) The Chancellor may conduct reviews to ensure that colleges and/or districts are in compliance with the certification requirements identified in this section.

(d) The Chancellor may, at any time, limit or terminate the ability of a district to approve or offer credit courses if ~~he or she~~ the Chancellor determines that a college and/or district has failed to comply with any of the conditions set forth in this section until such time a college and/or district demonstrates compliance with the certification requirements in this section.

Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

Questions to Consider about the COR:

- ☐ Has the discipline had a conversation about how to ensure that equity is visible in the COR as a priority? (Two more comprehensive resources you might consider: Glendale Community College's *Guide for Creating Equitable Curriculum*; Portland State University's *Culturally Responsive and Inclusive Curriculum Resources* which includes both general guiding questions and discipline specific resources)
- ☐ Do the course materials reflect multiple perspectives and contributions to the field, including those of scholars from previously minoritized groups as well as representative of RCCD's student population?
- ☐ Do methods of instruction and sample assignments offer opportunities for students to build on existing knowledge or experience as relevant to the class and provide opportunities to explore culturally relevant and inclusive texts and topics?
- ☐ Do methods of instruction and evaluation and sample assignments offer opportunities for students to develop and practice skills needed for later advanced academic tasks on which they will be evaluated?

COR Requirements to Check:

(See the [RCCD Curriculum Handbook](#) for complete information on developing a new course or modifying an existing course. **Below is a checklist of often-missed and misunderstood elements that can slow down approval processes** – this is not a comprehensive checklist; please see the handbook for complete process.)

- ☐ Curricunet COVER tab:
 - o Use the rationale box to give a short explanation to curriculum reviewers of changes made (if a modification) or reason for the new or deleted course.
 - o Make sure you've selected the discipline-appropriate TOPS code.
 - o If the course is taught at more than one college, have discipline members across the district weighed in on the proposal and voted to approve?
 - o If the course belongs to a single discipline but you want to enable it to be taught other disciplines, please select that discipline under cross-listed discipline. (This is not the same as a cross-listed course; that is a separate Curricunet tab. See next bullet.)
- ☐ Curricunet CROSS LISTED tab: If the course is cross-listed, please select the other discipline, and make sure that an identical version of this course is being launched/modified by that other discipline so the proposals go through together.
- ☐ Curricunet UNITS/HOURS tab:
 - o Units/hours calculation:
 - 18 lecture hours requires 2x outside-of-class hours = 1 unit
 - 54 lab hours (~~typically~~ no outside-of-class hours)* = 1 unit
 - CHECK your units and hours for accuracy with this formula:
(lecture hours ~~+ lab hours~~ + outside-of-class hours ~~+ lab hours~~) / 54 = units of class*
 - If hours don't match listed units, adjust.

- ~~Attach the the minutes report form to show all relevant votes (see minutes requirements reference sheet if unsure about what votes are needed) and relevant Attach minutes or an email vote tally showing district discipline approval (including discipline members from all colleges that have the course in their catalogs) and relevant department.~~

- ~~Attach~~ minutes or ~~an~~ email vote ~~stally~~ showing ~~department~~ approval from the department where the new, modified, or deleted course proposal originated.

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Technical Review - Curriculum Proposals

Proposals for Review for 10/07/2025

Courses

Course Deletions

M N R Notes

ACC 61 Cost Accounting ☐ ☐ ☒

AUB 200 Autobody Work Experience ☐ ☐ ☒

AUB 53 Automotive Collision Repair Special Projects ☐ ☐ ☒

COS 60A Beginning Cosmetology Concepts ☐ ☐ ☒

COS 60B Level II Cosmetology Concepts ☐ ☐ ☒

COS 60C Level III Cosmetology Concepts ☐ ☐ ☒

COS 60D Level IV Cosmetology Concepts ☐ ☐ ☒

COS 68A Principles and Practices of Competition Hairstyling ☐ ☐ ☒

FRE 3 French 3 ☐ ☐ ☒

FRE 8 Intermediate Conversation ☐ ☒ ☒

H HLS 50 Developing a Personal Philosophy of Leadership and Ethics ☒ ☐ ☐

No attachments; Courses are a part of the Emergency Management and Homeland Security - Leadership program.

H HLS 51 Leading Others Ethically ☒ ☐ ☐

H HLS 52 Ethical Leadership in Organizations ☒ ☐ ☐

H HLS 53 Ethics and the Challenge of Leadership ☒ ☐ ☐

NRN 14 Health Promotion and Wellness Across the Lifespan ☐ ☐ ☒

NRN 14DE Health Promotion and Wellness Across the Lifespan ☐ ☐ ☒

NRN 200 Nursing Work Experience ☐ ☐ ☒

NVN 52 Introductory Concepts of Vocational Nursing - Nursing Fundamentals ☐ ☐ ☒

NVN 52A Nursing Learning Laboratory ☐ ☐ ☒

NVN 52ADE Nursing Learning Laboratory ☐ ☐ ☒

NVN 52BDE Nursing Learning Laboratory ☐ ☐ ☒

NVN 52DE Introductory Concepts of Vocational Nursing – Nursing Fundamentals ☐ ☐ ☒

Courses

Course Deletions

M N R Notes

NVN 60	Intermediate Vocational Nursing Foundations-Nursing Process	☐	☐	☒	
NVN 60DE	Intermediate Vocational Nursing Foundations– Nursing Process	☐	☐	☒	
NVN 61	Intermediate Concepts of Vocational Nursing-Care of the Family	☐	☐	☒	
NVN 61DE	Intermediate Concepts of Vocational Nursing – Care of the Family	☐	☐	☒	
NVN 62	Intermediate Concepts of Vocational Nursing-Medical/Surgical	☐	☐	☒	
NVN 62A	Nursing Learning Laboratory	☐	☐	☒	
NVN 62ADE	Nursing Learning Laboratory	☐	☐	☒	
NVN 62ADX	Nursing Learning Laboratory	☐	☐	☒	
NVN 62BDE	Nursing Learning Laboratory	☐	☐	☒	
NVN 62BDX	Nursing Learning Laboratory	☐	☐	☒	
NVN 62DE	Intermediate Concepts of Vocational Nursing – Medical-Surgical	☐	☐	☒	
NVN 63	Intermediate Concepts of Vocational Nursing - Mental Health	☐	☐	☒	
NVN 63DE	Intermediate Concepts of Vocational Nursing – Mental Health	☐	☐	☒	
NVN 70	Advanced Vocational Nursing Foundations-Role Transition	☐	☐	☒	
NVN 70DE	Advanced Vocational Nursing Foundations-Role Transition	☐	☐	☒	
NVN 71	Advanced Vocational Nursing Foundations-Medical/Surgical	☐	☐	☒	
NVN 71DE	Advanced Vocational Nursing Foundations– Medical-Surgical	☐	☐	☒	
NXN 81	Introduction to Critical Care Nursing	☐	☐	☒	
NXN 81DX	Introduction to Critical Care Nursing	☐	☐	☒	
POR 1	Portuguese 1	☐	☐	☒	

Courses

Course Exclusions

M N R Notes

ACC 55 Applied Accounting and Bookkeeping ☒ ☐ ☐

ACC 801 Setting Up QuickBooks for Small Business ☒ ☐ ☐

ACC 802 Monthly Procedures Using QuickBooks ☒ ☐ ☐

ACC 803 Year End Procedures Using QuickBooks ☒ ☐ ☐

AHS 11 Visual Description: Writing About Art ☒ ☐ ☐

AHS 15 Rome: The Ancient City ☒ ☐ ☐

AHS 1H Honors History of Western Art Prehistoric to Medieval ☒ ☐ ☐

BIO 85 Special Topics in Biology ☒ ☐ ☐

BUS 10H Introduction to Business Honors ☒ ☐ ☐

BUS 24 Business Communications ☒ ☐ ☐

BUS 30 Entrepreneurship ☒ ☐ ☐

BUS 51 Principles of E-commerce ☒ ☐ ☐

BUS 53 Intro to Personal Finance ☒ ☐ ☐

BUS 814 Business Skills: Professional Communication Basics ☒ ☐ ☐

BUS 817 Business Skills: Professional Self-Management ☒ ☐ ☐

BUS 82 Freight Claims ☒ ☐ ☐

BUS 83 Contracts ☒ ☐ ☐

BUS 85 Warehouse Management ☒ ☐ ☐

BUS 86 Transportation and Traffic Management ☒ ☐ ☐

BUS 87 Introduction to Purchasing ☒ ☐ ☐

CHE 1BH Honors General Chemistry, II ☒ ☐ ☐

EAR 23 Family, Home Childcare Program ☒ ☐ ☐

ENGL 16 Introduction to Linguistics ☐ ☒ ☐

ENGL 16 Introduction to Linguistics ☐ ☐ ☒

ENGL 24 Asian-American Literature ☒ ☐ ☐

ENP 801 Facebook for Business ☒ ☐ ☐

ENP 802 Pinterest and Instagram for Business ☒ ☐ ☐

Courses

Course Exclusions

M N R Notes

ENP 803	YouTube for Business	☒	☐	☐	
ENP 804	Twitter for Business	☒	☐	☐	
ENP 805	LinkedIn for Business	☒	☐	☐	
ENP 850	Introduction to Entrepreneurship	☒	☐	☐	
ENP 851	Entrepreneurship Basics	☒	☐	☐	
ENP 852	Starting a Business with Limited Resources	☒	☐	☐	
ENP 853	Money, Finance and Accounting for Entrepreneurs	☒	☐	☐	
ENP 870	Building an Entrepreneurial Team	☒	☐	☐	
ENP 871	Solopreneurship	☒	☐	☐	
GEG 30D	Field Studies in Geography	☒	☐	☐	
HUM 10H	Honors World Religions	☒	☐	☐	
KIN A89A	Beginning Body Sculpting	☒	☐	☐	
KIN A89B	Intermediate Body Sculpting	☒	☐	☐	
KIN A89C	Advanced Body Sculpting	☒	☐	☐	
MKT 42	Retail Management	☒	☐	☐	
PDS 805	Difficult Conversations	☒	☐	☐	
PDS 811	High Impact Presentations and Proposals for the Work Place	☒	☐	☐	
PDS 814	Closing Techniques That Win the Sale	☒	☐	☐	
PDS 815	Winning Sales Scripts	☒	☐	☐	
PDS 816	Personal Finance	☒	☐	☐	
PDS 817	Financial Future	☒	☐	☐	
PDS 818	The Successful Job Search	☒	☐	☐	
PHO 67	Business Practices for Photographers	☒	☐	☐	
PHS 1	Introduction to Physical Science	☒	☐	☐	
POLS 20	Latin American Politics	☐	☒	☐	
POLS 20	Latin American Politics	☐	☐	☒	

Courses

Course Exclusions

		M	N	R	Notes
POLS 22	Politics of the Middle East	☒	☐	☐	
POLS 22	Politics of the Middle East	☐	☒	☐	
POLS 22	Politics of the Middle East	☐	☐	☒	
POLS 2H	Honors Comparative Politics	☒	☐	☐	
POLS 3	Introduction to Politics	☒	☐	☐	
POLS 4H	Honors World Politics	☒	☐	☐	
POLS 8	Introduction to Public Policy and Administration	☒	☐	☐	

Course Major Modifications

		M	N	R	Notes
AHS 17	Gender and Sexuality in Art	☒	☒	☒	
ARTH C1100	Survey of Art from Prehistory to the Medieval Era	☒	☒	☒	
ARTH C1100H	Survey of Art from Prehistory to the Medieval Era - Honors	☒	☐	☒	
ARTH C1200	Survey of Art from the Renaissance to Contemporary	☒	☒	☒	
ARTH C1200H	Survey of Art from the Renaissance to Contemporary - Honors	☒	☒	☒	
AUB 50	Introduction to Automotive Collision Repair	☐	☐	☒	
BUS 200	Business Administration Work Experience	☒	☒	☒	
BUS 47	Applied Business and Management Ethics	☒	☒	☒	
BUS 51	Principles of Electronic Commerce	☒	☐	☒	
DEH 10A	Pre-Clinical Dental Hygiene 1	☒	☐	☐	
DFT 63	Advanced Fusion 360	☐	☒	☐	
DFT 863	Advanced Fusion 360	☐	☒	☐	
ECON C2001	Principles of Microeconomics	☒	☒	☒	
ECON C2001H	Principles of Microeconomics - Honors	☒	☒	☒	
ECON C2002	Principles of Macroeconomics	☒	☒	☒	
ECON C2002H	Principles of Macroeconomics - Honors	☒	☒	☒	
FIT S3	Basic Fire Fighter Academy	☒	☐	☐	

Courses

Course Major Modifications

M N R Notes

HIST C1001	United States History to 1877	☒	☒	☒	
HIST C1001H	United States History to 1877 - Honors	☒	☒	☒	
HIST C1002	United States History since 1865	☒	☒	☒	
HIST C1002H	United States History since 1865 - Honors	☒	☒	☒	
H HLS 1	Introduction to Homeland Security and Terrorism	☒	☐	☐	COR indicates GE, but this can be disregarded. Curriqunet will be removing that section of the COR. Missing minutes.
H HLS 101	Introduction to Emergency Management	☒	☐	☐	Missing minutes. Needs to hold for PSF-1, areas of the COR are missing.
HLS 2	Preparedness for Emergencies, Disasters & Homeland Security Incidents	☒	☐	☐	
HLS 3	Response to Emergencies, Disasters and Homeland Security Incidents	☒	☐	☐	
HLS 4	Recovery in Emergencies, Disasters and Homeland Security Incidents	☒	☐	☐	
HLS 810	Basic Security Guard Training	☒	☐	☐	
HLS 811	Advanced Security Guard Training	☒	☐	☐	
H KIN 44B	Yoga Instructor Methodologies	☒	☐	☒	Does not have a District-discipline vote.
MAG 200	Management Work Experience	☒	☒	☒	
MAG 40	The American Management Association Certified Professional in Management	☐	☐	☒	
MAG 44	Principles of Management	☒	☒	☒	
MAG 47	Applied Business and Management Ethics	☒	☒	☒	
MAG 52	Employee Training & Development	☐	☐	☒	
MAG 53	Human Relations	☒	☒	☒	
MAG 54	HRM: Employee Labor Relations	☐	☐	☒	
MAG 60	Introduction to Hospitality Management	☐	☐	☒	
MAG 70	Introduction to Organization Development	☐	☐	☒	
MIS 11A	Studio Arts Ensemble I	☒	☒	☐	
MIS 11B	Studio Arts Ensemble II	☒	☒	☐	

Courses

Course Major Modifications

M N R Notes

MKT 200 Marketing Work Experience ☒ ☒ ☒

MKT 25 Marketing for Workplace Success ☐ ☐ ☒

MUS 101 Introduction to Music Technology ☒ ☐ ☒

PHI 11 Critical Thinking and Analytic Writing ☒ ☒ ☒

PHY 4A Mechanics ☒ ☒ ☒

PHY 4B Electricity and Magnetism ☒ ☒ ☒

PHY 4C Heat, Light and Waves ☒ ☒ ☒

Course Minor Modifications

M N R Notes

H ACC 19 Volunteer Income Tax Assistance Training ☐ ☐ ☒
Waiting for ACC-819 mirrored partner.

ACC 819 Volunteer Income Tax Assistance Training ☒ ☐ ☒

H CAT 898 Windows, File Management, Internet, and Canvas Basics ☐ ☐ ☒
Waiting for CIS crosslisted partner.

H COS 61A Level I Cosmetology Instructor Concepts A ☐ ☐ ☒
Minutes are from 2023. Holding to verify.

COS 61B Level II Cosmetology Instructor Concepts B ☐ ☐ ☒

DFT 21 Drafting ☐ ☒ ☐

FRE 11 Culture and Civilization ☐ ☐ ☒

H FTV 38A Beginning Film, Television and Video Production Project ☐ ☐ ☒
FTV courses have old minutes. Some of the FTV courses have objectives and outcomes that are identical.

H FTV 38B Advanced Film, Television and Video Production Project ☐ ☐ ☒

H FTV 41 Introduction to Telecommunications ☐ ☐ ☒

H FTV 42 Writing for Broadcast Television ☐ ☐ ☒

H FTV 44A Beginning Television Production ☐ ☐ ☒

H FTV 45A Beginning Television News Production ☐ ☐ ☒

H FTV 51A Film, Television and Video Laboratory I ☐ ☐ ☒

H FTV 52 Film, Television and Video Laboratory ☐ ☐ ☒

Courses

Course Minor Modifications

M N R Notes

H FTV 53 Telecommunications Laboratory ☐ ☐ ☒

H FTV 64A Beginning Digital Editing Principles and Techniques ☐ ☐ ☒

H FTV 67 Introduction to Video Production ☐ ☐ ☒

H FTV 68 Story Development Process in the Entertainment Industry ☐ ☐ ☒

H FTV 71A Beginning Sound Engineering for Audio in Media ☐ ☐ ☒

H FTV 72 Introduction to Lighting Design for Film and Television ☐ ☐ ☒

H FTV 74 Production Planning and Management ☐ ☐ ☒

H FTV 77 Intermediate Lighting Techniques for Film, TV and Video ☐ ☐ ☒

H FTV 79 Introduction to Special Effects Make-Up for Film, Television and Video ☐ ☐ ☒

GEG 30C Field Studies in Geography ☒ ☒ ☒

GEG 30D Field Studies in Geography ☒ ☒ ☒

GEG 4 Geography of California ☒ ☒ ☒

GEO 1 Physical Geology ☐ ☐ ☒

GEO 1B Historical Geology ☐ ☐ ☒

GEO 1L Physical Geology Laboratory ☐ ☐ ☒

GEO 2 Geology of National Parks and Monuments ☐ ☐ ☒

GEO 3 Geology of California ☐ ☐ ☒

GEO 30A Geologic Field Studies of Southern California ☐ ☐ ☒

GEO 30B Geologic Field Studies of Southern California ☐ ☐ ☒

GEO 31 Regional Field Studies in Geology ☐ ☐ ☒

GEO 32 Regional Field Studies in Geology ☐ ☐ ☒

GEO 4 Earth Science for Educators ☒ ☐ ☒

GEO 5 Natural Hazards and Disasters ☐ ☐ ☒

HLS 5 Investigation of Emergencies, Disasters and Homeland Security Incidents ☒ ☐ ☐

ITA 3 Italian 3 ☐ ☐ ☒

Courses

Course Minor Modifications

M N R Notes

JOU 150 Introduction to Public Relations ☒ ☐ ☒

JOU 52A Newspaper Editing: Beginning ☐ ☐ ☒

JOU 52B Newspaper Editing: Intermediate ☐ ☐ ☒

JOU 52C Newspaper Editing: Advanced ☐ ☐ ☒

JOU 52D Newspaper Editing: Executive ☐ ☐ ☒

JOU 7 Mass Communications ☒ ☒ ☒

KIN A71 Beach Volleyball ☐ ☐ ☒

H KIN A86 Step Aerobics ☒ ☐ ☐
Minutes are from 2018.

KIN V34 Track and Field Techniques: Field Event Techniques ☐ ☐ ☒

LIB 1 Introduction to Information Literacy ☒ ☒ ☒

MUS 10 Digital Music Production and Mixing ☐ ☐ ☒

MUS 11 Studio Recording Techniques I ☐ ☐ ☒

MUS 22 Survey of Music Literature ☒ ☐ ☒

MUS 25 Jazz Appreciation ☒ ☒ ☒

MUS 8A Music Technology I ☐ ☐ ☒

MUS 8B Music Technology II ☐ ☐ ☒

MUS 98 Careers in Music ☐ ☐ ☒

MUS P11 Live Sound Techniques I ☐ ☐ ☒

MUS P51 Live and Studio Sound Techniques II ☐ ☐ ☒

OCE 1 Introduction to Oceanography ☐ ☐ ☒

OCE 1L Introduction to Oceanography Laboratory ☐ ☐ ☒

Distance Education

M N R Notes

ADM 66DE Visual Storytelling ☐ ☐ ☒

Distance Education Modifications

M N R Notes

KIN 10DE Introduction to Kinesiology ☒ ☒ ☒

Courses

New Courses

		M	N	R	Notes
AUB 81	Advanced Collision Repair Techniques	☐	☐	☒	
AUB 82	Introduction to Powder Coating	☐	☐	☒	
AUB 83	Advanced Powder Coating Techniques	☐	☐	☒	
H CIS 64	Data and Technology Ethics	☒	☐	☒	Faculty have submitted the hours they want to calculate to an increment of unit. Hold until new minutes are received.
H KIN V16	Flag Football, Varsity, Women	☒	☒	☒	This course has overhang units that would go unfunded. Holding for further discussion. All KIN V courses have overhang units.
PSF 101	Introduction to Emergency Management	☒	☐	☐	
PSF 2	Preparedness for Emergencies, Disasters & Homeland Security Incidents	☒	☐	☐	
PSF 3	Response to Emergencies, Disasters and Homeland Security Incidents	☒	☐	☐	
PSF 301	Leadership and Ethics in Public Safety	☒	☐	☐	
H PSF 301	Leadership and Ethics in Public Safety	☒	☐	☐	First upper division course. Does not have minutes. "Other" lists admission to the program, but this should be a limitation on enrollment. Would have liked to see the lower division work that the course builds upon. SLO says basic leadership theory, is the theory X and Y correct? May be a place holder that needs to be corrected in SLO 1. Under sample assignments, it says instructors may choose a source, but it is supposed to be a sample of what the assignment is. That reading is supposed to be in addition to the text.
PSF 302	Media, Crisis and Public Communications	☒	☐	☐	
PSF 308	Information Systems in Emergency Management	☒	☐	☐	
PSF 309	Human Resources in Public Safety Management	☒	☐	☐	
PSF 310	Emergency Exercise Design and Evaluation	☒	☐	☐	
PSF 312	Grants Management in Emergency Management	☒	☐	☐	
PSF 313	Public Health and Disasters	☒	☐	☐	
PSF 314	Research Methods and Analytical Techniques for Public Safety Management	☒	☐	☐	
PSF 4	Recovery in Emergencies, Disasters and Homeland Security Incidents	☒	☐	☐	
PSF 8	Public Administration for Public Safety Leaders	☒	☐	☐	

Courses

New Courses

M N R Notes

PSF 810	Basic Security Guard Training	☒	☐	☐	
PSF 811	Advanced Security Guard Training	☒	☐	☐	
PSYC 2H	Honors Biological Psychology	☒	☒	☒	
THE 60	Acting for Non-Majors	☐	☐	☒	
THE 70	Drama in the Classroom	☐	☐	☒	

Programs

New Programs

M N R Notes

ADT

BIO	Nutrition and Dietetics	☒	☐	☐	
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Bachelor of Science

PSF	Emergency Management	☒	☐	☐	
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Program Discontinuance

M N R Notes

Certificate

ADJ	Administration of Justice/Basic Correctional Deputy Academy	☒	☐	☐	
ADJ	Administration of Justice/Basic Public Safety Dispatch	☒	☐	☐	

Degree & Certificate

HLS	Emergency Management and Homeland Security - Leadership	☒	☐	☐	
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Non-Credit Certificate

ESL	Introduction to Basic Computer and IT Careers for ESL Students	☒	☐	☐	
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Program Modifications

M N R Notes

ADT

ANT	Anthropology	☒	☐	☐	
ART	Studio Arts	☒	☐	☐	
ENGL	English	☐	☒	☐	
KIN	Kinesiology	☒	☐	☐	
MAT	Mathematics 2.0	☐	☒	☐	

Programs

Program Modifications

M N R Notes

Certificate

BUS Business Administration: General Business Specialized Area Credential ☐ ☐ ☒

BUS Business Administration: Global Business Specialized Area Credential ☐ ☐ ☒

BUS Business Administration: Human Resources Specialized Area Credential ☐ ☐ ☒

BUS Business Administration: Management Specialized Area Credential ☐ ☐ ☒

H CIS Data Analytics ☒ ☐ ☐
Holding for CIS-64

MKT Business Administration: Marketing Specialized Area Credential ☐ ☐ ☒

Degree

H CIS Data Science ☒ ☐ ☐
Holding for CIS-64

H CIS Information Technology (IT) Cybersecurity ☒ ☐ ☐
Holding for CIS-64

Degree & Certificate

ADJ Administration of Justice/Law Enforcement Basic Peace Officer Academy Intensive ☒ ☐ ☐

AUB Automotive Collision Repair ☐ ☐ ☒

AUB Automotive Refinishing and Paint ☐ ☐ ☒

AUB Automotive Trim and Upholstery ☐ ☐ ☒

BUS Business Administration: General Business Concentration ☐ ☐ ☒

BUS Business Administration: Global Business Concentration ☐ ☐ ☒

BUS Business Administration: Management Concentration ☐ ☐ ☒

BUS Business Administration: Marketing Concentration ☐ ☐ ☒

EAR Early Childhood Education ☒ ☐ ☐

EAR Early Childhood Intervention Assistant ☒ ☐ ☐

FIT Fire Technology ☒ ☐ ☐

FIT Firefighter Academy ☒ ☐ ☐

Technical Review - Curriculum Proposals

Proposals for Review for 10/07/2025

Courses

Course Deletions

		M	N	R	Discussion	Action
	ACC 61 Cost Accounting	☐	☐	☒		
	Rationale: ACC 1B covers the main concepts of Cost Accounting.					
	AUB 200 Autobody Work Experience	☐	☐	☒		
	Rationale: No longer needed as class per discipline. Moving to a "department" Work Experience class model					
	AUB 53 Automotive Collision Repair Special Projects	☐	☐	☒		
	Rationale: Course is no longer relevant					
	COS 60A Beginning Cosmetology Concepts	☐	☐	☒		
	Rationale: Courses will not be offered, a replacement course has been created.					
	COS 60B Level II Cosmetology Concepts	☐	☐	☒		
	Rationale: Courses will not be offered, a replacement course has been created.					
	COS 60C Level III Cosmetology Concepts	☐	☐	☒		
	Rationale: Courses will not be offered, a replacement course has been created.					
	COS 60D Level IV Cosmetology Concepts	☐	☐	☒		
	Rationale: Courses will not be offered, a replacement course has been created.					
	COS 68A Principles and Practices of Competition Hairstyling	☐	☐	☒		
	Rationale: Course is being deleted. It has never been offered.					
	FRE 3 French 3	☐	☐	☒		
	Rationale: We have not taught French 3 since 2010.					
	FRE 8 Intermediate Conversation	☐	☒	☒		
	Rationale: We have not taught this course since 2008.					
H	HLS 50 Developing a Personal Philosophy of Leadership and Ethics	☒	☐	☐	No attachments; Courses are a part of the Emergency Management and Homeland Security - Leadership program.	
	Rationale: This course was being offered in conjunction with the Riverside County Sheriff's Department, who is no longer interested in offering the course. The curriculum was proprietary, and the Sheriff's Department paid for instructors to go to the required instructor training. With the Sheriff's loss of interest, it is no longer feasible to offer this class.					

Courses

Course Deletions

M N R Discussion

Action

H **HLS 51** **Leading Others Ethically** ☒ ☐ ☐

Rationale: This course was being offered in conjunction with the Riverside County Sheriff's Department, who is no longer interested in offering the course. The curriculum was proprietary, and the Sheriff's Department paid for instructors to go to the required instructor training. With the Sheriff's loss of interest, it is no longer feasible to offer this class.

H **HLS 52** **Ethical Leadership in Organizations** ☒ ☐ ☐

Rationale: This course was being offered in conjunction with the Riverside County Sheriff's Department, who is no longer interested in offering the course. The curriculum was proprietary, and the Sheriff's Department paid for instructors to go to the required instructor training. With the Sheriff's loss of interest, it is no longer feasible to offer this class.

H **HLS 53** **Ethics and the Challenge of Leadership** ☒ ☐ ☐

Rationale: This course was being offered in conjunction with the Riverside County Sheriff's Department, who is no longer interested in offering the course. The curriculum was proprietary, and the Sheriff's Department paid for instructors to go to the required instructor training. With the Sheriff's loss of interest, it is no longer feasible to offer this class.

NRN 14 **Health Promotion and Wellness Across the Lifespan** ☐ ☐ ☒

Rationale: The course was previously approved for Area E of the CSU transfer pattern and, with the inception of CalGETC no longer meets the Lifelong Learning requirements for the CSU. Content was reintegrated into the required course for the ADN (RN) program (Nursing 11, 12, 21 & 22)

NRN 14DE **Health Promotion and Wellness Across the Lifespan** ☐ ☐ ☒

Rationale:

NRN 200 **Nursing Work Experience** ☐ ☐ ☒

Rationale: The department has decided there is no longer a need for this course given clinical agency requirements

Courses

Course Deletions

M N R Discussion

Action

NVN 52 **Introductory Concepts of Vocational Nursing - Nursing Fundamentals** ☐ ☐ ☒

Rationale: Needed to redistribute hours and units in order to conform to the District's summer session calendar and change in regulatory allowable hours. The Spring courses were too many units and students needed to have override clearance each year. In addition, in preparing for the BVNPT 4-year continued approval self-study, it was determined that there was duplication of course content and content needed to be better distributed across the program curriculum. Took the VN program from 6 required courses in the program to 4 required courses. The VN curriculum was changed and re-numbered.

NVN 52A **Nursing Learning Laboratory** ☐ ☐ ☒

Rationale: Needed to redistribute hours and units in order to conform to the District's summer session calendar and change in regulatory allowable hours. The Spring courses were too many units and students needed to have override clearance each year. In addition, in preparing for the BVNPT 4-year continued approval self-study, it was determined that there was duplication of course content and content needed to be better distributed across the program curriculum. Took the VN program from 6 required courses in the program to 4 required courses. The VN curriculum was changed and re-numbered.

NVN 52ADE **Nursing Learning Laboratory** ☐ ☐ ☒

Rationale:

NVN 52BDE **Nursing Learning Laboratory** ☐ ☐ ☒

Rationale:

NVN 52DE **Introductory Concepts of Vocational Nursing – Nursing Fundamentals** ☐ ☐ ☒

Rationale:

NVN 60 **Intermediate Vocational Nursing Foundations-Nursing Process** ☐ ☐ ☒

Rationale: Needed to redistribute hours and units in order to conform to the District's summer session calendar and change in regulatory allowable hours. The Spring courses were too many units and students needed to have override clearance each year. In addition, in preparing for the BVNPT 4-year continued approval self-study, it was determined that there was duplication of course content and content needed to be better distributed across the program curriculum. Took the VN program from 6 required courses in the program to 4 required courses. The VN curriculum was changed and re-numbered.

Courses

Course Deletions

M N R Discussion

Action

NVN 60DE **Intermediate Vocational Nursing Foundations– Nursing Process** ☐ ☐ ☒

Rationale:

NVN 61 **Intermediate Concepts of Vocational Nursing-Care of the Family** ☐ ☐ ☒

Rationale: Needed to redistribute hours and units in order to conform to the District's summer session calendar and change in regulatory allowable hours. The Spring courses were too many units and students needed to have override clearance each year. In addition, in preparing for the BVNPT 4-year continued approval self-study, it was determined that there was duplication of course content and content needed to be better distributed across the program curriculum. Took the VN program from 6 required courses in the program to 4 required courses. The VN curriculum was changed and re-numbered.

NVN 61DE **Intermediate Concepts of Vocational Nursing – Care of the Family** ☐ ☐ ☒

Rationale:

NVN 62 **Intermediate Concepts of Vocational Nursing-Medical/Surgical** ☐ ☐ ☒

Rationale: Needed to redistribute hours and units in order to conform to the District's summer session calendar and change in regulatory allowable hours. The Spring courses were too many units and students needed to have override clearance each year. In addition, in preparing for the BVNPT 4-year continued approval self-study, it was determined that there was duplication of course content and content needed to be better distributed across the program curriculum. Took the VN program from 6 required courses in the program to 4 required courses. The VN curriculum was changed and re-numbered.

NVN 62A **Nursing Learning Laboratory** ☐ ☐ ☒

Rationale: Needed to redistribute hours and units in order to conform to the District's summer session calendar and change in regulatory allowable hours. The Spring courses were too many units and students needed to have override clearance each year. In addition, in preparing for the BVNPT 4-year continued approval self-study, it was determined that there was duplication of course content and content needed to be better distributed across the program curriculum. Took the VN program from 6 required courses in the program to 4 required courses. The VN curriculum was changed and re-numbered.

NVN 62ADE **Nursing Learning Laboratory** ☐ ☐ ☒

Rationale:

Courses

Course Deletions

		M	N	R	Discussion	Action
NVN 62ADX	Nursing Learning Laboratory	☐	☐	☒		
Rationale:						
NVN 62BDE	Nursing Learning Laboratory	☐	☐	☒		
Rationale:						
NVN 62BDX	Nursing Learning Laboratory	☐	☐	☒		
Rationale:						
NVN 62DE	Intermediate Concepts of Vocational Nursing – Medical-Surgical	☐	☐	☒		
Rationale:						
NVN 63	Intermediate Concepts of Vocational Nursing - Mental Health	☐	☐	☒		
Rationale:	Needed to redistribute hours and units in order to conform to the District's summer session calendar and change in regulatory allowable hours. The Spring courses were too many units and students needed to have override clearance each year. In addition, in preparing for the BVNPT 4-year continued approval self-study, it was determined that there was duplication of course content and content needed to be better distributed across the program curriculum. Took the VN program from 6 required courses in the program to 4 required courses. The VN curriculum was changed and re-numbered.					
NVN 63DE	Intermediate Concepts of Vocational Nursing – Mental Health	☐	☐	☒		
Rationale:						
NVN 70	Advanced Vocational Nursing Foundations-Role Transition	☐	☐	☒		
Rationale:	Needed to redistribute hours and units in order to conform to the District's summer session calendar and change in regulatory allowable hours. The Spring courses were too many units and students needed to have override clearance each year. In addition, in preparing for the BVNPT 4-year continued approval self-study, it was determined that there was duplication of course content and content needed to be better distributed across the program curriculum. Took the VN program from 6 required courses in the program to 4 required courses. The VN curriculum was changed and re-numbered.					
NVN 70DE	Advanced Vocational Nursing Foundations-Role Transition	☐	☐	☒		
Rationale:						

Courses

Course Deletions

M N R

Discussion

Action

NVN 71 **Advanced Vocational Nursing Foundations-Medical/Surgical** ☐ ☐ ☒

Rationale: Needed to redistribute hours and units in order to conform to the District's summer session calendar and change in regulatory allowable hours. The Spring courses were too many units and students needed to have override clearance each year. In addition, in preparing for the BVNPT 4-year continued approval self-study, it was determined that there was duplication of course content and content needed to be better distributed across the program curriculum. Took the VN program from 6 required courses in the program to 4 required courses. The VN curriculum was changed and re-numbered.

NVN 71DE **Advanced Vocational Nursing Foundations– Medical-Surgical** ☐ ☐ ☒

Rationale:

NXN 81 **Introduction to Critical Care Nursing** ☐ ☐ ☒

Rationale: There is no longer a need for this course. The course has not been offered in several years.

NXN 81DX **Introduction to Critical Care Nursing** ☐ ☐ ☒

Rationale:

POR 1 **Portuguese 1** ☐ ☐ ☒

Rationale: As a department, we voted to delete this course because it has not been offered since 2016.

Course Exclusions

M N R

Discussion

Action

ACC 55 **Applied Accounting and Bookkeeping** ☒ ☐ ☐

Rationale: Discipline will not offer course in the near future.

ACC 801 **Setting Up QuickBooks for Small Business** ☒ ☐ ☐

Rationale: Discipline will not offer course in the near future.

ACC 802 **Monthly Procedures Using QuickBooks** ☒ ☐ ☐

Rationale: Discipline will not offer course in the near future.

ACC 803 **Year End Procedures Using QuickBooks** ☒ ☐ ☐

Rationale: Discipline will not offer course in the near future.

Courses

Course Exclusions

M N R

Discussion

Action

AHS 11 **Visual Description: Writing About Art** ☒ ☐ ☐

Rationale: Program numbers and course rotations for Art History and the MVC Honors Program do not support scheduling of these classes at this time. Proposals for inclusion will be submitted as conditions change.

AHS 15 **Rome: The Ancient City** ☒ ☐ ☐

Rationale: Program numbers and course rotations for Art History and the MVC Honors Program do not support scheduling of these classes at this time. Proposals for inclusion will be submitted as conditions change.

AHS 1H **Honors History of Western Art Prehistoric to Medieval** ☒ ☐ ☐

Rationale: Program numbers and course rotations for Art History and the MVC Honors Program do not support scheduling of these classes at this time. Proposals for inclusion will be submitted as conditions change.

BIO 85 **Special Topics in Biology** ☒ ☐ ☐

Rationale: This course is no longer offered at Moreno Valley College.

BUS 10H **Introduction to Business Honors** ☒ ☐ ☐

Rationale: These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.

BUS 24 **Business Communications** ☒ ☐ ☐

Rationale: These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.

BUS 30 **Entrepreneurship** ☒ ☐ ☐

Rationale: These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.

BUS 51 **Principles of E-commerce** ☒ ☐ ☐

Rationale: These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.

BUS 53 **Intro to Personal Finance** ☒ ☐ ☐

Rationale: These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.

BUS 814 **Business Skills: Professional Communication Basics** ☒ ☐ ☐

Rationale: These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.

Technical Review Proposals for 10/07/2025

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.

Courses

Course Exclusions

M N R

Discussion

Action

BUS 817 **Business Skills: Professional Self-Management** ☒ ☐ ☐

Rationale: These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.

BUS 82 **Freight Claims** ☒ ☐ ☐

Rationale: These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.

BUS 83 **Contracts** ☒ ☐ ☐

Rationale: These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.

BUS 85 **Warehouse Management** ☒ ☐ ☐

Rationale: These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.

BUS 86 **Transportation and Traffic Management** ☒ ☐ ☐

Rationale: These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.

BUS 87 **Introduction to Purchasing** ☒ ☐ ☐

Rationale: These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.

CHE 1BH **Honors General Chemistry, II** ☒ ☐ ☐

Rationale: Course is no longer offered by the Science faculty at Moreno Valley College. Move to exclude to remove this class from the MVC sunset list.

EAR 23 **Family, Home Childcare Program** ☒ ☐ ☐

Rationale: This course has not been included in the rotation due to offering the non-credit Family Childcare Provider certificate. This course is no longer required to obtain a certificate.

ENGL 16 **Introduction to Linguistics** ☐ ☒ ☐

Rationale: While Norco had hoped to offer ENGL-16 as a collaboration between ENGL and ESL, the college has never actually offered the course. The college sees no future demand for the course and so believes it is best to exclude it from Norco's catalog.

Courses

Course Exclusions

M N R Discussion

Action

ENGL 16 [Introduction to Linguistics](#) ☐ ☐ ☒

Rationale: The English & Media Studies Department has not successfully offered the course in several years and has removed it from its course rotation, with no plans to offer it going forward.

ENGL 24 [Asian-American Literature](#) ☒ ☐ ☐

Rationale: Has never been taught, and there are no plans to teach it.

ENP 801 [Facebook for Business](#) ☒ ☐ ☐

Rationale: These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.

ENP 802 [Pinterest and Instagram for Business](#) ☒ ☐ ☐

Rationale: These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.

ENP 803 [YouTube for Business](#) ☒ ☐ ☐

Rationale: These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.

ENP 804 [Twitter for Business](#) ☒ ☐ ☐

Rationale: These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.

ENP 805 [LinkedIn for Business](#) ☒ ☐ ☐

Rationale: These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.

ENP 850 [Introduction to Entrepreneurship](#) ☒ ☐ ☐

Rationale: These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.

ENP 851 [Entrepreneurship Basics](#) ☒ ☐ ☐

Rationale: These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.

ENP 852 [Starting a Business with Limited Resources](#) ☒ ☐ ☐

Rationale: These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.

Courses

Course Exclusions

M N R Discussion

Action

ENP 853 [Money, Finance and Accounting for Entrepreneurs](#) ☒ ☐ ☐

Rationale: These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.

ENP 870 [Building an Entrepreneurial Team](#) ☒ ☐ ☐

Rationale: These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.

ENP 871 [Solopreneurship](#) ☒ ☐ ☐

Rationale: These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.

GEG 30D [Field Studies in Geography](#) ☒ ☐ ☐

Rationale: GEG-30D is the 4th course in a series of repeatable, similar courses, all titled "Field Studies in Geography". With four courses in this rotation, offering one each year will result in one of them always being on the course sunset list; therefore, we are requesting to exclude GEG-30D, reducing the rotation to 3 courses. This will avoid the problem of always having one of the courses on the course sunset

HUM 10H [Honors World Religions](#) ☒ ☐ ☐

Rationale: This course has not been offered at MVC in several years and MVC Honors has no plans to offer it in the foreseeable future. MVC has no full-time faculty member in the discipline, so the department member with the secondary FSA (also the department chair) is launching the proposal. MVC Honors has voted in favor of the exclusion, minutes below.

KIN A89A [Beginning Body Sculpting](#) ☒ ☐ ☐

Rationale: MVC has decided to exclude all Body Sculpting courses A/B/C from our curriculum at MVC only, it is still part of the curriculum at RCC and Norco. These courses have been consistently low enrolled and as a result we have not held this class in several years.

KIN A89B [Intermediate Body Sculpting](#) ☒ ☐ ☐

Rationale: MVC has decided to exclude all Body Sculpting courses A/B/C from our curriculum at MVC only, it is still part of the curriculum at RCC and Norco. These courses have been consistently low enrolled and as a result we have not held this class in several years.

Courses

Course Exclusions

M N R Discussion

Action

KIN A89C	Advanced Body Sculpting	☒ ☐ ☐
Rationale:	MVC has decided to exclude all Body Sculpting courses A/B/C from our curriculum at MVC only, it is still part of the curriculum at RCC and Norco. These courses have been consistently low enrolled and as a result we have not held this class in several years.	
MKT 42	Retail Management	☒ ☐ ☐
Rationale:	This course has not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer it in the foreseeable future.	
PDS 805	Difficult Conversations	☒ ☐ ☐
Rationale:	These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.	
PDS 811	High Impact Presentations and Proposals for the Work Place	☒ ☐ ☐
Rationale:	These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.	
PDS 814	Closing Techniques That Win the Sale	☒ ☐ ☐
Rationale:	These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.	
PDS 815	Winning Sales Scripts	☒ ☐ ☐
Rationale:	These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.	
PDS 816	Personal Finance	☒ ☐ ☐
Rationale:	These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.	
PDS 817	Financial Future	☒ ☐ ☐
Rationale:	These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.	
PDS 818	The Successful Job Search	☒ ☐ ☐
Rationale:	These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.	

Courses

Course Exclusions

M N R Discussion

Action

PHO 67 [Business Practices for Photographers](#) ☒ ☐ ☐

Rationale: MVC has only offered this course once (in 2018) and it didn't even reach 1/3 of the course capacity by census. It is not being used as a requisite for any course nor is it part of any degree or certificate at MVC. The SVPA has no plans to offer this course in the future. For these reasons, PHO-67 should be excluded from the MVC catalog.

PHS 1 [Introduction to Physical Science](#) ☒ ☐ ☐

Rationale: This course has not been offered for more than fifteen years and there are no plans for the Science faculty to offer this class at Moreno Valley College.

POLS 20 [Latin American Politics](#) ☐ ☒ ☐

Rationale: The Political Science discipline at Norco College does not currently have the staff to offer this course. However, we will be searching for faculty who can teach POLS-20 Latin American Politics in future academic years.

POLS 20 [Latin American Politics](#) ☐ ☐ ☒

Rationale: At RCC, we feel that POLS 2 (Comparative), offered each semester and taught by our new faculty dedicated to that course, covers these specialized topics. We also don't want students to become confused between POLS 20 Latin American Politics and the high demand POLS 21 Latinx politics. POLS 22, Politics of the Middle East, has never been taught at RCC before. These courses are occasionally taught at MVC and Norco so we need to go the exemption route.

POLS 22 [Politics of the Middle East](#) ☒ ☐ ☐

Rationale: MVC has made efforts to maintain degree pathways per regulations of the California Community College Chancellor's Office, and will implement a sunseting policy for courses that have not been offered for the prior three academic years. These courses have not been offered in that time, or if attempted to be offered by discipline faculty they were cancelled for low enrollment. Following discussion with the discipline faculty and the MVC Honors Program, based on enrollment needs and degree pathways, the discipline faculty have elected not to offer POLS-2H or POLS-4H to focus on POLS-C1000H Honors American Politics which does meet enrollment numbers and is transferable to many programs. These courses will still be offered at other Colleges in the District, and the college will teach non-Honors sections of POLS-2 & POLS-4 on a regular basis which does fulfill the ADT Political Science and other degree program pathways.

Courses

Course Exclusions

M N R Discussion

Action

POLS 22 **Politics of the Middle East** ☐ ☒ ☐

Rationale: The Political Science discipline at Norco College does not currently have the staff to offer this course. However, we will be searching for faculty who can teach POLS-22 Politics of the Middle East in future academic years.

POLS 22 **Politics of the Middle East** ☐ ☐ ☒

Rationale: At RCC, we feel that POLS 2 (Comparative), offered each semester and taught by our new faculty dedicated to that course, covers these specialized topics. We also don't want students to become confused between POLS 20 Latin American Politics and the high demand POLS 21 Latinx politics. POLS 22, Politics of the Middle East, has never been taught at RCC before. These courses are occasionally taught at MVC and Norco so we need to go the exemption route.

POLS 2H **Honors Comparative Politics** ☒ ☐ ☐

Rationale: MVC has made efforts to maintain degree pathways per regulations of the California Community College Chancellor's Office, and will implement a sunseting policy for courses that have not been offered for the prior three academic years. These courses have not been offered in that time, or if attempted to be offered by discipline faculty they were cancelled for low enrollment. Following discussion with the discipline faculty and the MVC Honors Program, based on enrollment needs and degree pathways, the discipline faculty have elected not to offer POLS-2H or POLS-4H to focus on POLS-C1000H Honors American Politics which does meet enrollment numbers and is transferable to many programs. These courses will still be offered at other Colleges in the District, and the college will teach non-Honors sections of POLS-2 & POLS-4 on a regular basis which does fulfill the ADT Political Science and other degree program pathways.

Courses

Course Exclusions

M N R Discussion

Action

POLS 3 [Introduction to Politics](#) ☒ ☐ ☐

Rationale: MVC has made efforts to maintain degree pathways per regulations of the California Community College Chancellor’s Office, and will implement a sunseting policy for courses that have not been offered for the prior three academic years. These courses have not been offered in that time, or if attempted to be offered by discipline faculty they were cancelled for low enrollment. Following discussion with the discipline faculty and the MVC Honors Program, based on enrollment needs and degree pathways, the discipline faculty have elected not to offer POLS-2H or POLS-4H to focus on POLS-C1000H Honors American Politics which does meet enrollment numbers and is transferable to many programs. These courses will still be offered at other Colleges in the District, and the college will teach non-Honors sections of POLS-2 & POLS-4 on a regular basis which does fulfill the ADT Political Science and other degree program pathways.

POLS 4H [Honors World Politics](#) ☒ ☐ ☐

Rationale: MVC has made efforts to maintain degree pathways per regulations of the California Community College Chancellor’s Office, and will implement a sunseting policy for courses that have not been offered for the prior three academic years. These courses have not been offered in that time, or if attempted to be offered by discipline faculty they were cancelled for low enrollment. Following discussion with the discipline faculty and the MVC Honors Program, based on enrollment needs and degree pathways, the discipline faculty have elected not to offer POLS-2H or POLS-4H to focus on POLS-C1000H Honors American Politics which does meet enrollment numbers and is transferable to many programs. These courses will still be offered at other Colleges in the District, and the college will teach non-Honors sections of POLS-2 & POLS-4 on a regular basis which does fulfill the ADT Political Science and other degree program pathways.

Courses

Course Exclusions

M N R

Discussion

Action

POLS 8

Introduction to Public Policy and Administration

☒ ☐ ☐

Rationale:

MVC has made efforts to maintain degree pathways per regulations of the California Community College Chancellor's Office, and will implement a sunseting policy for courses that have not been offered for the prior three academic years. These courses have not been offered in that time, or if attempted to be offered by discipline faculty they were cancelled for low enrollment. Following discussion with the discipline faculty and the MVC Honors Program, based on enrollment needs and degree pathways, the discipline faculty have elected not to offer POLS-2H or POLS-4H to focus on POLS-C1000H Honors American Politics which does meet enrollment numbers and is transferable to many programs. These courses will still be offered at other Colleges in the District, and the college will teach non-Honors sections of POLS-2 & POLS-4 on a regular basis which does fulfill the ADT Political Science and other degree program pathways.

Course Major Modifications

M N R

Discussion

Action

AHS 17

Gender and Sexuality in Art

☒ ☒ ☒

Rationale:

Updating the CORs and SLOs to make it expressly clear that course does indeed feature an integration of history, theory, aesthetics, and criticism.

ARTH C1100

Survey of Art from Prehistory to the Medieval Era

☒ ☒ ☒

Rationale:

This major modification is taking place as part of Phase IIA of the Common Course Numbering initiative.

ARTH C1100H

Survey of Art from Prehistory to the Medieval Era - Honors

☒ ☐ ☒

Rationale:

This major course modification is taking place as part of Phase IIA of the Common Course Numbering initiative.

ARTH C1200

Survey of Art from the Renaissance to Contemporary

☒ ☒ ☒

Rationale:

This major course modification is undertaken in alignment with Phase IIA of the Common Course Numbering initiative.

ARTH C1200H

Survey of Art from the Renaissance to Contemporary - Honors

☒ ☒ ☒

Rationale:

This major course modification is undertaken in alignment with Phase IIA of the Common Course Numbering initiative.

AUB 50

Introduction to Automotive Collision Repair

☐ ☐ ☒

Rationale:

The course content has been updated to align with current industry demands.

Courses

Course Major Modifications

M N R

Discussion

Action

BUS 200 [Business Administration Work Experience](#) ☒ ☒ ☒

Rationale: Modifications to be compliant with the State Chancellor's office recommendation.

BUS 47 [Applied Business and Management Ethics](#) ☒ ☒ ☒

Rationale: Adding BUS-10: Introduction to Business course as an advisory requisiteUpdating textbook and course content

BUS 51 [Principles of Electronic Commerce](#) ☒ ☐ ☒

Rationale: This Course Major Modification reflects the course updated to the current industry standard in the areas of:1. Course Description2. Student Learning Outcome3. Course Objectives4. Course Outline5. Course Material6. Methods of Instruction7. Methods of Evaluation

DEH 10A [Pre-Clinical Dental Hygiene 1](#) ☒ ☐ ☐

Rationale: Revised course description to align with guidelines and clarify language. Updated prerequisites to include all requisite courses for program entry and revised textbook listings for currency.

DFT 63 [Advanced Fusion 360](#) ☐ ☒ ☐

Rationale: Cross-listed courses need to be added in prerequisites.

DFT 863 [Advanced Fusion 360](#) ☐ ☒ ☐

Rationale: To update the prerequisites with their cross-lists

ECON C2001 [Principles of Microeconomics](#) ☒ ☒ ☒

Rationale: CCN Implementation and modifying prerequisites.

ECON C2001H [Principles of Microeconomics - Honors](#) ☒ ☒ ☒

Rationale: CCN Implementation and modifying prerequisites

ECON C2002 [Principles of Macroeconomics](#) ☒ ☒ ☒

Rationale: CCN Implementation and modifying prerequisites

ECON C2002H [Principles of Macroeconomics - Honors](#) ☒ ☒ ☒

Rationale: CCN Implementation and modifying prerequisites

FIT S3 [Basic Fire Fighter Academy](#) ☒ ☐ ☐

Rationale: Modification required to ensure unit totals meet requirements for degree.

Courses

Course Major Modifications

M N R

Discussion

Action

HIST C1001 **United States History to 1877** ☒ ☒ ☒

Rationale: Updating the current History 6 course to the new CCN History C1001 course as required by the State.

HIST C1001H **United States History to 1877 - Honors** ☒ ☒ ☒

Rationale: Updating the current History 6 Honors course to the new CCN History C1001 Honors course as required by the State.

HIST C1002 **United States History since 1865** ☒ ☒ ☒

Rationale: Updating the current History 7 course to the new CCN History C1002 course as required by the State.

HIST C1002H **United States History since 1865 - Honors** ☒ ☒ ☒

Rationale: Updating the current History 7H course to the new CCN History C1002H course as required by the State.

H **HLS 1** **Introduction to Homeland Security and Terrorism** ☒ ☐ ☐

Rationale: Added cross-listing to PSF-1 and updated book.

COR indicates GE, but this can be disregarded. Curriqnet will be removing that section of the COR. Missing minutes.

H **HLS 101** **Introduction to Emergency Management** ☒ ☐ ☐

Rationale: Update CLOs, SLOs, Content and book to better align with forthcoming BSEM.

Missing minutes. Needs to hold for PSF-1, areas of the COR are missing.

HLS 2 **Preparedness for Emergencies, Disasters & Homeland Security Incidents** ☒ ☐ ☐

Rationale: Updated SLOs and Objectives and reworded Course Content. Book updated to latest edition.

HLS 3 **Response to Emergencies, Disasters and Homeland Security Incidents** ☒ ☐ ☐

Rationale: This modification updates course learning objectives, student learning outcomes, content and books to better prepare students for the Bachelor of Science in Emergency Management.

HLS 4 **Recovery in Emergencies, Disasters and Homeland Security Incidents** ☒ ☐ ☐

Rationale: This major modification updates the course objectives, student learning outcomes, content and book to better align the course with the Bachelor of Science in Emergency Management.

HLS 810 **Basic Security Guard Training** ☒ ☐ ☐

Rationale: Adds cross-listing to PSF

Courses

Course Major Modifications

M N R

Discussion

Action

	HLS 811	Advanced Security Guard Training	☒	☐	☐	
	Rationale:	Adds cross-listing to PSF-811				
H	KIN 44B	Yoga Instructor Methodologies	☒	☐	☒	Does not have a District-discipline vote.
	Rationale:	Add a richer course description that includes topics and the connection to Yoga Alliance.				
	MAG 200	Management Work Experience	☒	☒	☒	
	Rationale:	Modifications made to be compliant with the State Chancellor's office recommendations.				
	MAG 40	The American Management Association Certified Professional in Management	☐	☐	☒	
	Rationale:	Adding BUS-10: Introduction to Business course as an advisory requisite				
	MAG 44	Principles of Management	☒	☒	☒	
	Rationale:	Adding BUS-10: Introduction to Business course as an advisory requisite				
	MAG 47	Applied Business and Management Ethics	☒	☒	☒	
	Rationale:	Adding BUS-10: Introduction to Business course as an advisory requisiteUpdating textbook and course content				
	MAG 52	Employee Training & Development	☐	☐	☒	
	Rationale:	Adding BUS-10: Introduction to Business course as an advisory requisite				
	MAG 53	Human Relations	☒	☒	☒	
	Rationale:	Adding BUS-10: Introduction to Business course as an advisory requisiteUpdating textbook and course content				
	MAG 54	HRM: Employee Labor Relations	☐	☐	☒	
	Rationale:	Adding BUS-10: Introduction to Business course as an advisory requisite				
	MAG 60	Introduction to Hospitality Management	☐	☐	☒	
	Rationale:	Adding BUS-10: Introduction to Business course as an advisory requisite				
	MAG 70	Introduction to Organization Development	☐	☐	☒	
	Rationale:	Adding BUS-10: Introduction to Business course as an advisory requisiteUpdating Textbook & course content				

Courses

Course Major Modifications

M N R

Discussion

Action

MIS 11A **Studio Arts Ensemble I** ☒ ☒ ☐

Rationale: The previous COR revision did not include course objectives. This major modification was necessary in order to bring the COR into compliance with transfer requirements.

MIS 11B **Studio Arts Ensemble II** ☒ ☒ ☐

Rationale: The previous COR revision did not include course objectives. This major modification was necessary in order to bring the COR into compliance with transfer requirements.

MKT 200 **Marketing Work Experience** ☒ ☒ ☒

Rationale: Modifications to be compliant with the State Chancellor's office recommendation.

MKT 25 **Marketing for Workplace Success** ☐ ☐ ☒

Rationale: This course's major modification is to add BUS 10 as advisory. Change the name of the course from "Marketing for Professionals" to revised "Marketing for Workplace Success".

MUS 101 **Introduction to Music Technology** ☒ ☐ ☒

Rationale: Change prerequisite to advisory. Update materials.

PHI 11 **Critical Thinking and Analytic Writing** ☒ ☒ ☒

Rationale: Updating course per C-ID reviewer recommendations with discipline support, including updated course materials.

PHY 4A **Mechanics** ☒ ☒ ☒

Rationale: Changing pre-reqs and co-reqs to match new requirements from UCs for transferability, clarifying objective and SLO language.

PHY 4B **Electricity and Magnetism** ☒ ☒ ☒

Rationale: Changing pre-reqs and co-reqs to match new requirements from UCs for transferability.

PHY 4C **Heat, Light and Waves** ☒ ☒ ☒

Rationale: Changing pre-reqs and co-reqs to match new requirements from UCs for transferability and updating course objective and SLO language.

Courses

Course Minor Modifications

M N R

Discussion

Action

H	ACC 19 Rationale:	Volunteer Income Tax Assistance Training No changes needed. Course mirrors ACC 819.	☐ ☐ ☒	Waiting for ACC-819 mirrored partner.
	ACC 819 Rationale:	Volunteer Income Tax Assistance Training 2 year CTE review. Mirrored course with ACC 19. Course was reviewed for course materials and other updates; no changes.	☒ ☐ ☒	
H	CAT 898 Rationale:	Windows, File Management, Internet, and Canvas Basics Two year review. Content and Materials review.	☐ ☐ ☒	Waiting for CIS crosslisted partner.
H	COS 61A Rationale:	Level I Cosmetology Instructor Concepts A Update textbook	☐ ☐ ☒	Minutes are from 2023. Holding to verify.
	COS 61B Rationale:	Level II Cosmetology Instructor Concepts B Update textbook.	☐ ☐ ☒	
	DFT 21 Rationale:	Drafting Update course materials/books.	☐ ☒ ☐	
	FRE 11 Rationale:	Culture and Civilization Periodic review no changes.	☐ ☐ ☒	
H	FTV 38A Rationale:	Beginning Film, Television and Video Production Project After careful review, no updates required.	☐ ☐ ☒	FTV courses have old minutes. Some of the FTV courses have objectives and outcomes that are identical.
H	FTV 38B Rationale:	Advanced Film, Television and Video Production Project After careful review, no update is needed.	☐ ☐ ☒	
H	FTV 41 Rationale:	Introduction to Telecommunications After careful review, a new book update, no other updates needed.	☐ ☐ ☒	
H	FTV 42 Rationale:	Writing for Broadcast Television After review, no changes. The course is up-to-date.	☐ ☐ ☒	
H	FTV 44A Rationale:	Beginning Television Production No changes, this course is up-to-date.	☐ ☐ ☒	
H	FTV 45A Rationale:	Beginning Television News Production After review, no updates needed,	☐ ☐ ☒	
H	FTV 51A Rationale:	Film, Television and Video Laboratory I Course reviewed, no update needed.	☐ ☐ ☒	

Technical Review Proposals for 10/07/2025

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.

Courses

Course Minor Modifications

M N R

Discussion

Action

H	FTV 52 Rationale:	Film, Television and Video Laboratory Course reviewed, no update needed.	☐	☐	☒	
H	FTV 53 Rationale:	Telecommunications Laboratory Course reviewed, no update needed.	☐	☐	☒	
H	FTV 64A Rationale:	Beginning Digital Editing Principles and Techniques Course reviewed, no update needed.	☐	☐	☒	
H	FTV 67 Rationale:	Introduction to Video Production After careful review, no update is needed.	☐	☐	☒	
H	FTV 68 Rationale:	Story Development Process in the Entertainment Industry After careful review, no update is needed.	☐	☐	☒	
H	FTV 71A Rationale:	Beginning Sound Engineering for Audio in Media After careful review, no update is needed.	☐	☐	☒	
H	FTV 72 Rationale:	Introduction to Lighting Design for Film and Television After careful review, no update is needed.	☐	☐	☒	
H	FTV 74 Rationale:	Production Planning and Management After careful review, no update is needed.	☐	☐	☒	
H	FTV 77 Rationale:	Intermediate Lighting Techniques for Film, TV and Video After careful review, no update is needed.	☐	☐	☒	
H	FTV 79 Rationale:	Introduction to Special Effects Make-Up for Film, Television and Video After careful review, no update is needed.	☐	☐	☒	
	GEG 30C Rationale:	Field Studies in Geography Ensuring COR is up-to-date, less than 4 years old, and has relevant materials updated.	☒	☒	☒	
	GEG 30D Rationale:	Field Studies in Geography This course provides students with hands-on experience in the field, including but not limited to, learning how to use geographic tools and field techniques in a variety of natural and cultural environs. Ensuring COR is up-to-date, less than 4 years old, and has relevant materials updated.	☒	☒	☒	

Courses

Course Minor Modifications

M N R

Discussion

Action

GEG 4 **Geography of California** ☒ ☒ ☒

Rationale: To update GEG-4 with a current, OER textbook that will allow for the use of a zero cost textbook for students.

GEO 1 **Physical Geology** ☐ ☐ ☒

Rationale: Update textbooks.

GEO 1B **Historical Geology** ☐ ☐ ☒

Rationale: Update textbooks.

GEO 1L **Physical Geology Laboratory** ☐ ☐ ☒

Rationale: Update textbooks.

GEO 2 **Geology of National Parks and Monuments** ☐ ☐ ☒

Rationale: Update textbooks.

GEO 3 **Geology of California** ☐ ☐ ☒

Rationale: Update textbooks.

GEO 30A **Geologic Field Studies of Southern California** ☐ ☐ ☒

Rationale: Update textbooks

GEO 30B **Geologic Field Studies of Southern California** ☐ ☐ ☒

Rationale: Update textbooks.

GEO 31 **Regional Field Studies in Geology** ☐ ☐ ☒

Rationale: Update textbooks.

GEO 32 **Regional Field Studies in Geology** ☐ ☐ ☒

Rationale: Update textbooks.

GEO 4 **Earth Science for Educators** ☒ ☐ ☒

Rationale: Update textbooks.

GEO 5 **Natural Hazards and Disasters** ☐ ☐ ☒

Rationale: Update textbooks.

HLS 5 **Investigation of Emergencies, Disasters and Homeland Security Incidents** ☒ ☐ ☐

Rationale: Materials update.

Courses

Course Minor Modifications

M N R

Discussion

Action

ITA 3	Italian 3	☐ ☐ ☒	
Rationale:	The Department of World Languages aims to continue growing the discipline.		
JOU 150	Introduction to Public Relations	☒ ☐ ☒	
Rationale:	2-year CTE review. No changes needed.		
JOU 52A	Newspaper Editing: Beginning	☐ ☐ ☒	
Rationale:	2-year CTE review. No changes needed.		
JOU 52B	Newspaper Editing: Intermediate	☐ ☐ ☒	
Rationale:	2-year CTE review. No changes needed.		
JOU 52C	Newspaper Editing: Advanced	☐ ☐ ☒	
Rationale:	2-year CTE review. No changes needed.		
JOU 52D	Newspaper Editing: Executive	☐ ☐ ☒	
Rationale:	2-year CTE review. No changes needed.		
JOU 7	Mass Communications	☒ ☒ ☒	
Rationale:	2-year CTE review. No other changes		
KIN A71	Beach Volleyball	☐ ☐ ☒	
Rationale:	Update Course materials		
H KIN A86	Step Aerobics	☒ ☐ ☐	Minutes are from 2018.
Rationale:	Small edits to methods of instruction, methods of evaluation and sample assignments to include more current step aerobic trends and updated information.		
KIN V34	Track and Field Techniques: Field Event Techniques	☐ ☐ ☒	
Rationale:	Update course materials		
LIB 1	Introduction to Information Literacy	☒ ☒ ☒	
Rationale:	The discipline has reviewed the current COR and found it to be up to date.		
MUS 10	Digital Music Production and Mixing	☐ ☐ ☒	
Rationale:	Update textbooks.		
MUS 11	Studio Recording Techniques I	☐ ☐ ☒	
Rationale:	Update materials.		

Courses

Course Minor Modifications

M N R

Discussion

Action

MUS 22 [Survey of Music Literature](#)

☒ ☐ ☒

Rationale: Discipline has reviewed the COR and has updated textbook information as well as made some minor grammatical corrections.

MUS 25 [Jazz Appreciation](#)

☒ ☒ ☒

Rationale: Discipline has reviewed the COR and has added a textbook option in addition to updating the existing textbooks to reflect current editions.

MUS 8A [Music Technology I](#)

☐ ☐ ☒

Rationale: Update materials.

MUS 8B [Music Technology II](#)

☐ ☐ ☒

Rationale: Update materials.

MUS 98 [Careers in Music](#)

☐ ☐ ☒

Rationale: Update course materials.

MUS P11 [Live Sound Techniques I](#)

☐ ☐ ☒

Rationale: Update materials.

MUS P51 [Live and Studio Sound Techniques II](#)

☐ ☐ ☒

Rationale: Update materials.

OCE 1 [Introduction to Oceanography](#)

☐ ☐ ☒

Rationale: Update textbooks.

OCE 1L [Introduction to Oceanography Laboratory](#)

☐ ☐ ☒

Rationale: Update textbooks.

Distance Education

M N R

Discussion

Action

ADM 66DE [Visual Storytelling](#)

☐ ☐ ☒

Rationale:

Distance Education Modifications

M N R

Discussion

Action

KIN 10DE [Introduction to Kinesiology](#)

☒ ☒ ☒

Rationale:

Courses

New Courses

M N R

Discussion

Action

AUB 81 **Advanced Collision Repair Techniques**

☐ ☐ ☒

Rationale: This course was developed to address the rapid advancements in collision repair technology, including new materials, construction methods, and repair processes. It provides students with hands-on training aligned with current industry standards and certification requirements, ensuring they are prepared for evolving workforce demands. By offering this course, the Automotive Department strengthens its role in producing career-ready technicians who meet employer expectations in a advancing industry.

AUB 82 **Introduction to Powder Coating**

☐ ☐ ☒

Rationale: This course was created to address the shortage of technicians and training facilities in powder coating, a process increasingly used in both automotive and aftermarket industries. Students will develop entry-level competencies in surface preparation, application techniques, and defect correction, filling a critical training gap and ensuring they are prepared for current industry practices and employer expectations.

AUB 83 **Advanced Powder Coating Techniques**

☐ ☐ ☒

Rationale: This course was developed to address the growing need for advanced training in custom powder coating, where demand extends beyond basic finishing into specialized applications for automotive and custom aftermarket markets. By focusing on multi-stage processes, specialty finishes, and precision techniques, the course fills a training gap and equips students with skills valued by employers and customers seeking high-quality, customized results.

H CIS 64 **Data and Technology Ethics**

☒ ☐ ☒

Rationale: This course is created to better aligned with university programs, Data Science and Cybersecurity. It also helps students learn ethical practices when using technologies, access data to better protect individual privacy and organization intellectual property for legal, compliance and professional purposes.

Faculty have submitted the hours they want to calculate to an increment of unit. Hold until new minutes are received.

H KIN V16 **Flag Football, Varsity, Women**

☒ ☒ ☒

Rationale: Create more opportunities for women to compete at the collegiate level.

This course has overhang units that would go unfunded. Holding for further discussion. All KIN V courses have overhang units.

PSF 101 **Introduction to Emergency Management**

☒ ☐ ☐

Rationale: This proposal creates PSF-101 which is a cross-listed course with HLS-101.

Courses

New Courses

M N R

Discussion

Action

PSF 2 **Preparedness for Emergencies, Disasters & Homeland Security Incidents** ☒ ☐ ☐

Rationale: This course is the same as HLS-2 and is being created in preparation of migrating the HLS discipline to PSF.

PSF 3 **Response to Emergencies, Disasters and Homeland Security Incidents** ☒ ☐ ☐

Rationale: This new course is part of the migration of the HLS discipline to PSF in preparation for the Bachelor of Science in Emergency Management.

PSF 301 **Leadership and Ethics in Public Safety** ☒ ☐ ☐

Rationale: This new course is part of the upper division core of the Bachelor of Science in Emergency Management (BSEM)

H **PSF 301** **Leadership and Ethics in Public Safety** ☒ ☐ ☐

Rationale: This new course is part of the upper division core of the Bachelor of Science in Emergency Management (BSEM).

First upper division course. Does not have minutes. "Other" lists admission to the program, but this should be a limitation on enrollment. Would have liked to see the lower division work that the course builds upon. SLO says basic leadership theory, is the theory X and Y correct? May be a place holder that needs to be corrected in SLO 1. Under sample assignments, it says instructors may choose a source, but it is supposed to be a sample of what the assignment is. That reading is supposed to be in addition to the text.

PSF 302 **Media, Crisis and Public Communications** ☒ ☐ ☐

Rationale: This class is part of the upper division core for the Bachelor of Science in Emergency Management (BSEM).

PSF 308 **Information Systems in Emergency Management** ☒ ☐ ☐

Rationale: This is a new upper division course for the Bachelor of Science in Emergency Management.

PSF 309 **Human Resources in Public Safety Management** ☒ ☐ ☐

Rationale: This course is part of the core curriculum for the Bachelor of Science in Emergency Management (BSEM).

PSF 310 **Emergency Exercise Design and Evaluation** ☒ ☐ ☐

Rationale: This new class is part of the Bachelor of Science in Emergency Management (BSEM) Upper Division Core.

Courses

New Courses

M N R

Discussion

Action

PSF 312 [Grants Management in Emergency Management](#) ☒ ☐ ☐

Rationale: This course is part of the core curriculum of the Bachelor of Science in Emergency Management.

PSF 313 [Public Health and Disasters](#) ☒ ☐ ☐

Rationale: This is one of the core courses of the Bachelor of Science in Emergency Management.

PSF 314 [Research Methods and Analytical Techniques for Public Safety Management](#) ☒ ☐ ☐

Rationale: This course is part of the upper division core of the Bachelor of Science in Emergency Management (BSEM).

PSF 4 [Recovery in Emergencies, Disasters and Homeland Security Incidents](#) ☒ ☐ ☐

Rationale: This course is being created as part of the migration of HLS to PSF in preparation for the launch of the BSEM.

PSF 8 [Public Administration for Public Safety Leaders](#) ☒ ☐ ☐

Rationale: This is a new course that is part of the Bachelor of Science in Emergency Management (BSEM).

PSF 810 [Basic Security Guard Training](#) ☒ ☐ ☐

Rationale: This course creates a PSF course cross-listed with the existing HLS-810.

PSF 811 [Advanced Security Guard Training](#) ☒ ☐ ☐

Rationale: Class created to cross list HLS-811 to PSF discipline.

PSYC 2H [Honors Biological Psychology](#) ☒ ☒ ☒

Rationale: To enhance the current honors offerings.

THE 60 [Acting for Non-Majors](#) ☐ ☐ ☒

Rationale: Provides an opportunity for students from various academic fields to develop essential life skills like communication, confidence, and creativity. It promotes cultural literacy and helps students approach their personal and professional challenges with a broader perspective. This class would be a valuable addition to the curriculum for students, not just as an extracurricular activity, but as a practical, enriching experience that supports their overall growth and future success.

Courses

New Courses

M N R Discussion

Action

THE 70

[Drama in the Classroom](#)

☐ ☐ ☒

Rationale:

This course will prepare Theatre Arts students to apply their skills in drama and performance to a career as a K-12 educator. Similarly, it will support Education students by providing them with new and dynamic drama-based learning strategies for the K-12 classroom.

Programs

New Programs

M N R Discussion

Action

ADT

BIO

[Nutrition and Dietetics](#)

☒ ☐ ☐

Rationale:

To increase the number of ADT's offered at Moreno Valley College. To offer students another ADT option at Moreno Valley College.

Documents:

[Narrative](#) [TMC](#)

Bachelor of Science

PSF

[Emergency Management](#)

☒ ☐ ☐

Rationale:

The Riverside Community College District and Moreno Valley College are recognized throughout the region as leaders in public safety education and in addition to Administration of Justice, Fire Technology, Emergency Medical Services, and Crime Analysis, MVC's School of Public Safety currently offers associate's degrees in Emergency Management and Homeland Security. However, despite the fact over 80% of California public agencies that employ Emergency Managers require a bachelor's degree for entry level positions, there are no public institutions in California offering a Bachelor's degree in Emergency Management. The lack of a baccalaureate program limits the ability of both new and experienced professionals to gain the necessary academic credentials to advance in their careers and serve their communities effectively. Additionally, AB-89, passed by the legislature in 2021, will require California Peace Officers to hold a bachelor's degree. As demonstrated by the attached Labor Market Analysis from the Inland Empire/Desert Center of Excellence for Labor Market Research, there is a demonstrated need both regionally and statewide for Emergency Management professionals, and this degree will fill that need, leading to high paying jobs.

Documents:

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

Programs

Program Discontinuance

M N R Discussion

Action

Certificate

ADJ [Administration of Justice/Basic Correctional Deputy Academy](#) ☒ ☐ ☐

Rationale: Per updates to Title 5, certificates may no longer be comprised of a single course.

ADJ [Administration of Justice/Basic Public Safety Dispatch](#) ☒ ☐ ☐

Rationale: Per updates to Title 5, certificates may no longer be comprised of a single course.

Degree & Certificate

HLS [Emergency Management and Homeland Security - Leadership](#) ☒ ☐ ☐

Rationale: There are insufficient resources to realistically support the Program at a sufficient level of quality and the Program has experienced either consistent low enrollment (an average of 50% or more below maximum seat load capacity for courses in the Program over four consecutive semesters) or statistically significant declining Program persistence and completion rates each semester for four semesters, as evidenced by reliable, longitudinal data. There is universal agreement among regular faculty in a Program that it be merged with or replaced by another related Program.

Non-Credit Certificate

ESL [Introduction to Basic Computer and IT Careers for ESL Students](#) ☒ ☐ ☐

Rationale: The decision to discontinue ESL 810 and ESL 811 is based on a thorough analysis of the current educational landscape, labor market demands, and student outcomes. The courses no longer meet the needs of the ESL student population, and their discontinuance will allow for a more strategic allocation of resources towards programs that align with industry requirements and support student academic success for social and economic development.

Program Modifications

M N R Discussion

Action

ADT

ANT [Anthropology](#) ☒ ☐ ☐

Rationale: Modifications were made to the ADT in Anthropology to appropriately be aligned with the updated TMC (Transfer Model Curriculum).

ART [Studio Arts](#) ☒ ☐ ☐

Rationale: Removing Honors course: AHS-1H

Programs

Program Modifications

M N R Discussion

Action

ADT

ENGL **English** ☐ ☒ ☐

Rationale: The discipline is seeking to modify the ADT to reflect current course offerings, in particular the removal of ENGL-16 and the addition of ENGL-66.

KIN **Kinesiology** ☒ ☐ ☐

Rationale: Deleting KIN A88 (Adv. Step Aerobics) from Movement Based Courses. Excluding Body Sculpting (KIN A89A and B).

MAT **Mathematics 2.0** ☐ ☒ ☐

Rationale: This ADT aligns with the new Mathematics 2.0 Transfer Model Curriculum and will replace the existing ADT in Mathematics.

Certificate

BUS **Business Administration: General Business Specialized Area Credential** ☐ ☐ ☒

Rationale: Change the name to "Business Administration: General Business Specialized Area Credential". Course replacement: add BUS 40 and delete BUS 48; add MKT 25 and delete MKT 20

BUS **Business Administration: Global Business Specialized Area Credential** ☐ ☐ ☒

Rationale: Change the name of the local certificate to match the naming convention of Associates of Science Degree and Certificate of Achievement, such that Degrees and Certificates all start with "Business Administration:" to achieve consistency in the naming.

BUS **Business Administration: Human Resources Specialized Area Credential** ☐ ☐ ☒

Rationale: Change the name of the local certificate to match the naming convention of Associates of Science Degree and Certificate of Achievement, such that Degrees and Certificates all start with "Business Administration:" to achieve consistency in the naming.

BUS **Business Administration: Management Specialized Area Credential** ☐ ☐ ☒

Rationale: Change the name of the local certificate to match the naming convention of Associates of Science Degree and Certificate of Achievement, such that Degrees and Certificates all start with "Business Administration:" to achieve consistency in the naming.

Programs

Program Modifications

M N R Discussion

Action

Certificate

H **CIS** [Data Analytics](#) ☒ ☐ ☐ Holding for CIS-64
 Rationale: To include CIS-64, Technology and Data Ethics course into the program Electives course listing as this is an option for students to possibly receive university transferable credit and meet industry demands for knowledge in ethical practices in data, technology and AI.

MKT [Business Administration: Marketing Specialized Area Credential](#) ☐ ☐ ☒
 Rationale: Change the name of the local certificate to match the naming convention of Associates of Science Degree and Certificate of Achievement, such that Degrees and Certificates all start with "Business Administration:" to achieve consistency in the naming. Updating course titles.

Degree

H **CIS** [Data Science](#) ☒ ☐ ☐ Holding for CIS-64
 Rationale: To include CIS-64, Technology and Data Ethics course into the program Electives course listing as this is an option for students to possibly receive university transferable credit and meet industry demands for knowledge in ethical practices in data, technology and AI.

H **CIS** [Information Technology \(IT\) Cybersecurity](#) ☒ ☐ ☐ Holding for CIS-64
 Rationale: To include CIS-64, Technology and Data Ethics course into the program Electives listing as this is an option for students to possibly receive university transferable credit and meet industry demands for knowledge in ethical practices in data, technology and AI.

Degree & Certificate

ADJ [Administration of Justice/Law Enforcement Basic Peace Officer Academy Intensive](#) ☒ ☐ ☐
 Rationale: The certificate counterpart to this associates degree is being discontinued. Per updates to Title 5, certificates may no longer be comprised of a single course. The associates degree will continue to be offered.

Programs

Program Modifications

M N R Discussion

Action

Degree & Certificate

AUB **Automotive Collision Repair** ☐ ☐ ☒

Rationale: The removal of AUB-53 reflects its deletion from the catalog and ensures program requirements remain accurate and up to date. The addition of AUB-60 and AUB-81 as electives expands student options, enhances flexibility in course selection, and supports timely completion of the certificate/degree. These adjustments strengthen program accessibility while maintaining alignment with industry needs and leaving core learning outcomes unchanged.

AUB **Automotive Refinishing and Paint** ☐ ☐ ☒

Rationale: The removal of AUB-53 reflects its deletion from the catalog and ensures program requirements remain current. The addition of AUB-56 and AUB-82 as electives provides students with greater flexibility in course selection, supports timely completion of the certificate/degree, and expands access to relevant and up-to-date training. These adjustments maintain alignment with industry needs while leaving core program learning outcomes intact.

AUB **Automotive Trim and Upholstery** ☐ ☐ ☒

Rationale: This pattern has been streamlined to improve student access and completion rates while expanding elective options to provide greater flexibility in pathways to completion. In addition, AUB-52 has been moved to a core requirement, as a thorough understanding of interior trim panel removal is essential to both refinishing/paint and upholstery. AUB-52 is more closely aligned with Trim and Upholstery than AUB-51.

BUS **Business Administration: General Business Concentration** ☐ ☐ ☒

Rationale: RCC campus offers SAC (Specialized Area Credential – local certificate) that is offered as the first step in the stackable pathway. By making this change to add MKT 25 and MAG 40 as options in the electives, students who take SAC at Riverside campus can complete Degree or Certificate of Achievement at RCC, Norco, or MV.

BUS **Business Administration: Global Business Concentration** ☐ ☐ ☒

Rationale: Change the name of the degree and Certificate of Achievement to match the naming convention of local certificate.

Programs

Program Modifications

M N R Discussion

Action

Degree & Certificate

BUS **Business Administration: Management Concentration** ☐ ☐ ☒

Rationale: RCC campus offers SAC (Specialized Area Credential – local certificate) that is offered as the first step in the stackable pathway. By making this change to add MAG 40 and MAG 44 as options in the Concentration Requirements, students who take SAC at Riverside campus can complete Degree or Certificate of Achievement at RCC, Norco, or MV.

BUS **Business Administration: Marketing Concentration** ☐ ☐ ☒

Rationale: Change of name of MKT 25 from current name “Marketing for Professionals” to new name “Marketing for Workplace Success”.

EAR **Early Childhood Education** ☒ ☐ ☐

Rationale: Modification of program due to courses being excluded from the college curriculum, which will not affect completing the program.

EAR **Early Childhood Intervention Assistant** ☒ ☐ ☐

Rationale: The EAR 23 course was expanded to a non-credit certificate. Modification of program due to courses being excluded from the college curriculum will not affect completing the program.

FIT **Fire Technology** ☒ ☐ ☐

Rationale: Revising program to accommodate course modifications.

FIT **Firefighter Academy** ☒ ☐ ☐

Rationale: Unit value for FIT-S3 Fire Academy will be modified from 12.5 to 21.5

RCCD

**RIVERSIDE COMMUNITY
COLLEGE DISTRICT**

DISTRICT TECHNICAL REVIEW COMMITTEE

Program Documentation for October 7, 2025

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

Program Outline

Title: Nutrition and Dietetics

Originator: Stephen Wagner

Date 10/3/2024

Department: Sciences

College/Learning Pathway/Engagement Center: Moreno Valley - Science, Technology,
Engineering and Math Engagement Center

TOPs Code: 1306.00 Nutrition, Foods and Culinary Arts
and Wellness Studies, General.

CIP Code: 19.0501 Foods, Nutrition

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.)

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

This is a: ☒ New ADT* ☐ Modification to an existing ADT

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

☐ Yes, minutes attached ☐ Approval Pending
☒ No Capital or Budgetary Impacts

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

(Please be specific! Indicate any changes such as title, description, learning outcomes, courses, unit values, etc.)

Rationale:

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

To increase the number of ADT's offered at Moreno Valley College. To offer students another ADT option at Moreno Valley College.

Required Documentation:

Please submit this form and the documents outlined below to your college's Instructional Program Support Coordinator (IPSC) 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:

- ☒ Evidence of district-wide discipline communication
- ☒ Department minutes showing approval
- ☒ Narrative *(See next page)*
- ☒ C-ID or Assist Articulation Information, and the most current TMC Template *(Work with your Articulation Officer to obtain this documentation)*

Program Narrative

Item 1. Program Goals and Objectives

Must address a valid transfer preparation purpose.

The Associate Degree for Transfer in Nutrition and Dietetics prepares students for success in a baccalaureate degree in Nutrition and Dietetics with the lower division course work required to transfer into the CSU system. Students completing the Associate Degree for Transfer in Nutrition and Dietetics will be prepared to transfer to a CSU as juniors and pursue a baccalaureate degree in Nutrition and Dietetics. Students transferring to a non-CSU campus should consult the catalog and determine the specific requirements of the campus to which they are applying.

The study of Nutrition provides a broad foundation in a practical and personally applicable exposure to a variety of scientific areas of nutrition, such as Chemistry, Microbiology, Anatomy Physiology and Biology. Students in the program learn how the scientific method and process contributes to nutritional requirements and how nutrients function from a cellular to a more practical level and then apply this knowledge to their own health. This program will help the student understand the relationship of nutrition and disease prevention throughout the lifecycle.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal. The language list below is required at the end of the catalog description. Please replace the highlighted text with the language appropriate for this specific ADT. Course titles and unit values must be exact.

The Associate Degree for Transfer in Nutrition and Dietetics prepares students for success in a baccalaureate degree in Nutrition and Dietetics with the lower division course work required to transfer into the CSU system. Students completing the Associate Degree for Transfer in Nutrition and Dietetics will be prepared to transfer to a CSU as juniors and pursue a baccalaureate degree in Nutrition and Dietetics. Students transferring to a non-CSU campus should consult the catalog and determine the specific requirements of the campus to which they are applying.

The study of Nutrition provides a broad foundation in a practical and personally applicable exposure to a variety of scientific areas of nutrition, such as Chemistry, Microbiology, Anatomy Physiology and Biology. Students in the program learn how the scientific method and process contributes to nutritional requirements and how nutrients function from a cellular to a more practical level and then apply this knowledge to their own health. This program will help the student understand the relationship of nutrition and disease prevention throughout the lifecycle.

Program Learning Outcomes

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

1. Evaluate scientific concepts of nutrition related to the functioning of the nutrients in the basic life process and apply these concepts to determine the effects of nutrients on the human body.

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

- Outline the process by which the human body ingests, digests, absorbs, transports, utilizes and excretes food substances.
- List and describe the basic chemical structures of the six classes of nutrients, their action, interaction and balance in relation to health and disease.

Required Courses: 27-31 Units

Required Core: (15 Units)

Course	Title	Units
KIN-4	Nutrition	3
PSYC-C1000/ PSYC-C1000H	Introduction to Psychology/ Introduction to Psychology - Honors	3
CHE-1A/CHE-1AH	General Chemistry, I/ Honors General Chemistry, I	5
BIO-55	Microbiology	4

Elective – List A:

Select TWO courses from one of the following options: 9-13 Units

Course	Title	Units
<u>Option 1:</u> BIO-50A AND BIO -50B	Anatomy and Physiology I AND Anatomy and Physiology II	4 4
<u>Option 2:</u> *CHE-1B/ *CHE-1BH (*2 nd Semester)	General Chemistry, II / Honors General Chemistry, II	5
CHE-12A	Organic Chemistry, I	5
STAT-C1000 / STAT-C1000H OR PSYC-48/ SOC-48	Introduction to Statistics / Introduction to Statistics - Honors OR Statistics for the Behavioral Sciences	4 4

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

Elective – List B:

Select one course – 3 Units

Course	Title	Units
HES-1/BIO-35	Health Science	3
KIN-35	Foundation for Fitness and Wellness	3

Total Units: 27-31

ASSOCIATE IN SCIENCE FOR TRANSFER DEGREE

The **Associate in Science in Nutrition and Dietetics** for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the California General Education Transfer Curriculum (Cal-GETC) 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: Bachelor of Science in Emergency Management

Originator: Charles Wilhite

Date 9/27/2025

Department: School of Public Safety

College/Learning Pathway/Engagement Center: Moreno Valley - Public Safety Engagement Center

☒ **Moreno Valley College**

☐ **Norco College**

☐ **Riverside City College**

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

TOPs Code: 2199.00

CIP Code: 43.0302

Type of Baccalaureate Degree:

☒ Bachelor of Science

This is a: ☒ New degree*

☐ Modification to an existing degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

☒ Yes, minutes attached

☐ Approval Pending

☐ No Capital or Budgetary Impacts

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

(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

Rationale:

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

The Riverside Community College District and Moreno Valley College are recognized throughout the region as leaders in public safety education and in addition to Administration of Justice, Fire Technology, Emergency Medical Services, and Crime Analysis, MVC's School of Public Safety currently offers associate's degrees in Emergency Management and Homeland Security. However, despite the fact over 80% of California public agencies that employ Emergency Managers require a bachelor's degree for entry level positions, there are no public institutions in California offering a Bachelor's degree in Emergency Management. The lack of a baccalaureate program limits the ability of both new and experienced professionals to gain the necessary academic credentials to advance in their careers and serve their communities effectively. Additionally, AB-89, passed by the legislature in 2021, will require California Peace Officers to hold a bachelor's degree. As demonstrated by the attached Labor Market Analysis from the Inland Empire/Desert Center of Excellence for Labor Market Research, there is a

demonstrated need both regionally and statewide for Emergency Management professionals, and this degree will fill that need, leading to high paying jobs.

Required Documentation

Please submit this form and the documents outlined below to your college's Curriculum Program 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 or modified degrees:

- ☐ Evidence of district-wide discipline communication (PSF Discipline is unique to MVC)
- ☒ Department minutes showing approval
- ☒ Narrative (*see following page*)

In addition, all new degrees require the following:

- ☒ Labor Market Information and Analysis
- ☒ Evidence of Consultation with Regional Employers and Workforce Development Boards
- ☒ Advisory Committee Recommendation
- ☒ Regional Consortium Recommendation

Program Narrative

Item 1. Program Goals and Objectives

Must address unmet workforce needs and may address transfer preparation.

1. Recognize the types of natural, manmade, and technological hazards that can negatively impact a community.
2. Demonstrate the leadership, problem solving, analytical, and decision-making skills required in the field of emergency management.
3. Demonstrate skills necessary to prepare for, mitigate, respond to, and recover from manmade and natural disasters.
4. Analyze the fundamental roles and responsibilities of the professional emergency manager.
5. Evaluate ethical, social, civic, cultural, and political issues that have a direct impact on the discipline of emergency management and disaster planning services.
6. Evaluate research about the management and practical application of emergencies and disaster planning using quantitative and qualitative analytical tools.
7. Design effective written and oral communications (including crisis communication) in the discipline and practice of disaster preparedness and emergency management.
8. Design, develop, and assess simulated exercises to evaluate and improve emergency readiness and response capabilities.

Item 2. Administrative Plan

Includes, but is not limited to, the governing board of the district's funding plan for its specific district.

Moreno Valley College has a history of strong fiscal management and is well-positioned to offer a Bachelor of Science degree in Emergency Management and financial capacity to support the new baccalaureate program while maintaining other educational programs and services. The four-year budget for the baccalaureate program shows the college's commitment to providing the necessary resources for the program's implementation and sustainability. All revenues generated will be reinvested to ensure the program's success.

In addition to the revenue and expenses detailed in the attached budget, the Riverside Community College District, Riverside County College District Foundation, Riverside County Strong Workforce, and the Riverside County Department of Emergency Management have all committed to providing marketing, academic, administrative and career placement services to ensure student success. Additionally, the appropriate use of Perkins, Workforce Innovation and Opportunity Act (WIOA), and other grant funding is also being explored.

Program Outline of Record – Baccalaureate Degree

Baccalaureate Program Expenditure Summary (4 Year Projections) EMS Bachelor Degree Program Model (2 years)

	Year 1	Year 2	Year 3	Year 4	Total
PROGRAM REVENUE					
Tuition Revenue (1st semester \$46 *3 units * 5 courses* 50 students) + (2nd semester \$130 *3 units * 5 courses* 50 students), (2nd Year Spring and forward = 100 students)	\$ 132,000	\$ 327,000	\$ 327,000	\$ 327,000	\$ 1,113,000
Apportionment (1st Year = 4.5 FTES x 5 courses x 2 semesters x \$5,294) (2nd Year = 4.5 FTES x 10 courses x 2 semesters x \$5,294)	\$ 238,230	\$ 476,460	\$ 476,460	\$ 476,460	\$ 1,667,610
ESTIMATED NET REVENUE	\$ 370,230.00	\$ 803,460.00	\$ 803,460.00	\$ 803,460.00	\$ 2,780,610.00
PERSONNEL EXPENDITURES					
Instructional Faculty					
Full Time					
Salary	\$ 96,165	\$ 98,569	\$ 101,033	\$ 103,559	\$ 399,326
Fixed Charges	\$ 24,426	\$ 25,037	\$ 25,662	\$ 26,304	\$ 101,429
Health Insurance	\$ 32,522	\$ 33,335	\$ 34,169	\$ 35,023	\$ 135,050
Associate					
Salary	\$ 24,041	\$ 123,211	\$ 126,291	\$ 129,449	\$ 402,992
Fixed Charges	\$ 6,106	\$ 31,296	\$ 32,078	\$ 32,880	\$ 102,360
Health Insurance	\$ 8,131	\$ 41,669	\$ 42,711	\$ 43,779	\$ 136,290
Short-Term Student Help, Instructional					
Short-Term Student Help, Instructional...Tutor & SI (1st Year: 3 Hours*28 weeks* \$16.5 *2 Tutors) + (2nd year and beyond : 15 Hours*28 weeks* \$18 *2 Tutors)	\$ 2,772	\$ 15,120	\$ 15,120	\$ 15,120	\$ 48,132
Fixed Charges	\$ 50	\$ 272	\$ 272	\$ 272	\$ 866
Non-Instructional Faculty					
Program Director - Salary	\$ 24,041	\$ 24,642	\$ 25,258	\$ 25,890	\$ 99,831
Program Director - Fixed Charges	\$ 6,106	\$ 6,259	\$ 6,416	\$ 6,576	\$ 25,357
Program Director - Health Insurance	\$ 8,131	\$ 8,334	\$ 8,542	\$ 8,756	\$ 33,762
Counseling - Salary	\$ 24,041	\$ 49,284	\$ 50,517	\$ 51,779	\$ 175,622
Counseling - Fixed Charges	\$ 6,106	\$ 12,518	\$ 12,831	\$ 13,152	\$ 44,608
Counseling - Health Insurance	\$ 8,131	\$ 16,668	\$ 17,084	\$ 17,512	\$ 59,394
Classified Professionals					
Academic Evaluations Specialist--Salary	\$ 9,059	\$ 18,571	\$ 19,035	\$ 19,511	\$ 66,176
Academic Evaluations Specialist--Fixed Charges	\$ 3,311	\$ 6,788	\$ 6,957	\$ 7,131	\$ 24,187
Academic Evaluations Specialist - Health Insurance	\$ 3,730	\$ 7,646	\$ 7,837	\$ 8,033	\$ 27,245
Student Service Tech (Admissions) - Salary	\$ 8,662	\$ 17,756	\$ 18,200	\$ 18,655	\$ 63,274
Student Service Tech (Admissions) - Fixed Charges	\$ 3,166	\$ 6,490	\$ 6,652	\$ 6,818	\$ 23,126
Student Service Tech (Admissions) - Health Insurance	\$ 3,730	\$ 7,646	\$ 7,837	\$ 8,033	\$ 27,245
Educational Advisor--Salary	\$ 19,968	\$ 40,934	\$ 20,979	\$ 21,503	\$ 103,384
Educational Advisor-Fixed Charges	\$ 7,298	\$ 14,961	\$ 7,668	\$ 7,859	\$ 37,787
Educational Advisor - Health Insurance	\$ 7,459	\$ 15,291	\$ 7,837	\$ 8,033	\$ 38,620
SUBTOTAL PERSONNEL EXPENDITURES	\$ 340,151.75	\$ 634,297.55	\$ 600,987.03	\$ 615,626.90	\$ 2,176,063.24
OPERATING EXPENDITURES					
4210/4230 Reference and Other Books	\$ 1,000	\$ 1,000	\$ 1,200	\$ 1,440	\$ 4,640
4320 Instructional Supplies	\$ 1,000	\$ 1,000	\$ 1,200	\$ 1,440	\$ 4,640
4350/4351 Instructional Media Materials	\$ 500	\$ 500	\$ 600	\$ 720	\$ 2,320
4555 Copying and Printing	\$ 300	\$ 300	\$ 360	\$ 432	\$ 1,392
4575 Software < \$200	\$ 1,000	\$ 1,000	\$ 1,200	\$ 1,440	\$ 4,640
4590 Office & Other Supplies	\$ 500	\$ 500	\$ 600	\$ 720	\$ 2,320
5210-5220 Meetings/Conferences/Travel Expenses	\$ 1,000	\$ 2,000	\$ 2,400	\$ 2,880	\$ 8,280
5310/5320 Memberships / Dues	\$ 500	\$ 500	\$ 600	\$ 720	\$ 2,320
5649 Computer Software Maintenance/Lic	\$ 1,000	\$ 1,000	\$ 1,200	\$ 1,440	\$ 4,640
5740 Advertising	\$ 4,000	\$ 12,000	\$ 14,400	\$ 17,280	\$ 47,680
6312 Library Subscriptions	\$ 500	\$ 500	\$ 600	\$ 720	\$ 2,320
6485 Comp Equip Add'l \$200 to \$4,999	\$ -	\$ 20,000	\$ -	\$ 30,000	\$ 50,000
SUBTOTAL PERSONNEL EXPENDITURES	\$ 11,300.00	\$ 40,300.00	\$ 24,360.00	\$ 59,232.00	\$ 135,192.00
TOTAL DIRECT EXPENSES	\$ 351,452	\$ 674,598	\$ 625,347	\$ 674,859	\$ 2,311,255
INDIRECT EXPENSES					
College Overhead rate (5%)	\$ 17,573	\$ 33,730	\$ 31,267	\$ 33,743	\$ 115,563
TOTAL DIRECT EXPENSES	\$ 369,024	\$ 708,327	\$ 656,614	\$ 708,602	\$ 2,426,818
NET REVENUE	\$ 1,206	\$ 95,133	\$ 146,846	\$ 94,858	\$ 353,792

1/10/2025

\\SHERRA\Business Services\Nader_\MVC as 01.25.21 -\Projects_MVC\Bachelor's Degree in Emergency Management\12.23.24_Overview_Tabs_NG\EM Bachelor's Degree working
budget calculator (01.06.25).xlsx CBS_NG

Item 3. Expertise, Resources, and Student Interest

Documentation of the district's expertise, resources, and student interest to offer a quality baccalaureate degree in the proposed field of study.

Faculty:

The curriculum plan calls for the addition of 15 units (5 classes) for each of the two first semesters the program is offered. Those courses will be taught by existing full and part-time faculty. MVC's plan calls for the addition of one full-time faculty member in year 2, whose load will be split between acting as the program director (.2 FTE) and teaching (.8 FTE). Existing full and part time faculty will continue to teach other classes in the program.

Staff:

Moreno Valley College plans to utilize existing staffing resources to support the new Emergency Management program including admissions and records, veterans' services, outreach, financial aid, evaluations, student support services, basic needs, associated students and campus life, financial aid, Accessibility Resource Center, tutoring and academic success center (ASC), and student health and mental health services. We recognize that resources reallocation may be needed in some support areas. Please see the next section for additional information.

Administration:

The proposed Bachelor of Science: Emergency Management program will be managed and supported by the Dean of the School of Public Safety and the Vice President of Instruction. The Vice President of Student Services will oversee support services led by the deans of Enrollment Services, Student Affairs, and Student Development. The Vice President of Administrative Services will oversee all facilities service needs.

Student Interest:

To gauge student interest, surveys were distributed to approximately 250 students currently enrolled in Fire Technology, Emergency Medical Services, and Emergency Management and Homeland Security courses at the MVC School of Public Safety. Two-hundred students (80%) responded to the survey. Of the respondents, 15% reported having previously earned a bachelor's degree, and 16% an associate's degree.

Ninety-four percent of the students (186/198) indicated that they would be very likely or highly likely to pursue a Bachelor's Degree in Emergency Management at MVC. Additionally, all but 2 (98%) felt that a Bachelor's Degree in Emergency Management would assist them in reaching their Educational Goals, and 96% (189/197) believed that a Bachelor's Degree in Emergency Management would improve their promotional or career opportunities. Finally, and extremely enlightening, 71% said that the only way they would be able to pursue a bachelor's degree is if it were offered at Moreno Valley College. In post-survey discussions, the most common reason given by those who endorsed this view was finances and

the belief that they could not afford either the tuition at one of the private colleges that offer the degree or did not wish to take on the student loan debt that would be required.

Item 4. Catalog Description

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

The Bachelor of Science in Emergency Management is an interdisciplinary degree designed to give students the skills and knowledge necessary for emergency management or public safety leadership positions, including fire, law enforcement and emergency medical services. The curriculum is designed to provide the learner with the technical and professional knowledge necessary to meet local, state, and national safety responsibilities both in the public and private sectors, preparing for, mitigating, responding to, and recovering from natural and manmade disasters.

1. Program Requirements and Prerequisite Skills

Admission to Moreno Valley College does not guarantee admission to the baccalaureate degree program. Students who wish to declare a major in the baccalaureate degree program must meet minimum criteria in order to be admitted into the program. Admission into the program may be selective due to limitations in the number of students who can be accommodated in the program, and/or other limitations. Students admitted to the baccalaureate degree program must be able to meet the essential elements of the courses and programs.

Moreno Valley College uses a multicriteria screening process to evaluate applicants for admissions. This process may include, but shall not necessarily be limited to, all of the following:

- Academic degree as defined above.
- Grade-point average in relevant coursework.
- Any relevant work or volunteer experience.
- Professional licensing and/or state/national certification.
- Portfolio review for identification for Credit for Prior Learning.
- Life experiences or special circumstances of an applicant, including, but not necessarily limited to, the following experiences or circumstances: disability, low family income, first generation of family to attend college, need to work, disadvantages social or educational environment, extenuating circumstances, refugee, or veteran status.
- Proficient or advanced level coursework in languages other than English.

Consistent with Education Code Sections 66025.8, 66025.91 and 66025.92, priority enrollment and admissions is offered to military veterans (15 years), foster youth, students in the Community College

Extended Opportunity Programs and Services Program, students eligible for Disabled Student Programs and Services, and students who are California Work Opportunity and Responsibility to children recipients.

The following prerequisite skills are required (pre-requisite skills can be demonstrated through completion of the lower division major courses):

1. Given a case study, discuss the nature of the threat of terrorism in America and the ways this threat has changed over the last thirty years.
2. Identify and assess the roles and responsibilities of Federal, State, Local and Tribal Agencies in Homeland Security.
2. Identify the types of manmade, technological and natural hazards that affect the United States.
3. Articulate the various stages of Emergency Management.
4. Explain the incident command system and how it functions.

2. Admission Requirements and/or Enrollment Limitations

Students interested in pursuing the Bachelor of Science in Emergency Management must meet the following requirements to be admitted to the program:

1. Completion with a “C” or better at least 60 lower division semester units, including:
 - a. Either the RCCD GE or Cal-GETC general education pattern, as listed in the college catalog.
 - b. HLS-1 Introduction to Homeland Security and Terrorism (3) and
HLS-101 Introduction to Emergency Management (3)
 - c. At least 9 additional units from:
 - HLS-2 Preparedness for Emergencies, Disasters & Homeland Security Incidents (3)
 - HLS-3 Response to Emergencies, Disasters and Homeland Security Incidents (3)
 - HLS-4 Recovery in Emergencies, Disasters and Homeland Security Incidents (3)
 - GEG-8 Introduction to Geographic Information Systems, with Lab (3)
 - BUS-77A Introduction to Project Management (4)
 - PSF-8 Public Policy and Administration for Public Safety Leaders (3)
 - SOC- 1/SOC-1H Introduction to Sociology/Honors Introduction to Sociology (3)
 - and
 - STAT-C1000/ STAT-C1000H Introduction to Statistics/Introduction to Statistics - Honors (4)
 - or
 - PSYC- 48 Statistics for the Behavioral Sciences (4)
 - or
 - SOC-48 Statistics for the Behavioral Sciences (4)
2. Submission of an online application to Moreno Valley College
3. Submission of a letter of application stating the student’s interests and goals.

Program Outline of Record – Baccalaureate Degree

4. Submission of official transcripts* of all college-level course work to Admissions and Records.

*Applicants may submit unofficial transcripts for review by the departmental faculty. However, under college policy, admission decisions are contingent upon receipt of official transcripts.

Students may be permitted to transfer no more than 70 semester (105 quarter) units to a from another institution which does not offer bachelor's degrees or their equivalents, for example, community colleges, to the Bachelor's Degree Program.

Item 5. Program Requirements

Includes course requirements, faculty, facilities, and sequencing that reflect program goals.

Lower Division Required Courses: 32 units

Course	Title	Units	Sequencing
HLS-1/ PSF-1	Introduction to Homeland Security and Terrorism	3	1*
HLS-101/ PSF-101	Introduction to Emergency Management	3	1*
HLS-2/ PSF-2	Preparedness for Emergencies, Disasters & Homeland Security Incidents	3	1/2**
HLS-3/ PSF-3	Response to Emergencies, Disasters and Homeland Security Incidents	3	1/2
HLS-4/ PSF-4	Recovery in Emergencies, Disasters and Homeland Security Incidents	3	1/2
SOC-1/ SOC-1H	Introduction to Sociology/Honors Introduction to Sociology	3	1/2
STAT-C1000/ STAT-C1000H PSYC-48/ SOC-48	Introduction to Statistics/Introduction to Statistics - Honors Statistics for the Behavioral Sciences	4	1/2
GEG-8	Introduction to Geographic Information Systems, with Lab	3	1/2
BUS-77A	Introduction to Project Management	4	1/2
PSF-8	Public Policy and Administration for Public Safety Leaders	3	1/2

***Required prior to admission to Bachelor's Degree Program**

**** Depending on classes completed prior to admission to Bachelor's Degree Program**

Lower Division Elective Courses: 0 units

Course	Title	Units	Sequencing
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Upper Division General Education Courses: 12 units

Course	Title	Units	Sequencing
GEG-305	Science of Natural Disasters	3	3

Program Outline of Record – Baccalaureate Degree

ENGL-304	Writing for Government	3	1
SOC-305	Sociological Perspectives on Public Safety	3	3
PSYC-306	Psychology of Disaster	3	4

Upper Division Required Courses: 30 units

Course	Title	Units	Sequencing
PSF-301	Leadership and Ethics in Public Safety	3	2
PSF-302	Media, Crisis and Public Communications	3	2
ACC-307	Public Safety Finance	3	2
PSF-308	Information Systems in Emergency Management	3	2
PSF-309	Human Resources Management in Public Safety Management	3	3
PSF-310	Emergency Exercise Design and Evaluation	3	3
PSF-311	Whole Community Approach – Government Partners, Non-Profit and Allied Organizations in Public Safety	3	4
PSF-312	Grants Management in Emergency Management	3	4
PSF-313	Public Health and Disasters	3	4
PSF-314	Research Methods and Analytical Techniques for Public Safety Management	3	3

Upper Division Elective Courses: 3 units

Course	Title	Units	Sequencing
PSF-315	Emergency Management Capstone	3	4
PSF-316	Emergency Management Internship	3	4

Degree Units	
Lower Division Major Units	32
Upper Division Major Units	45
Double Counted Units	10
Lower Division General Education	36

Electives	17
Total Degree Units	120

Faculty

Dean Phil Rawlings, M.S.

Dean Rawlings is the Dean of Instruction at the Moreno Valley College School of Public Safety, overseeing EMS, Fire, Emergency Management and Administration of Justice programs for the Riverside Community College District, Moreno Valley College. Before joining MVC, Dean Rawlings had a career in Fire and Rescue Services, Emergency Medical Service (EMS), Emergency Services Management and service to the public that spanned 36 years, beginning in 1988. He served for four years on CAL FIRE Incident Management Team 6 (IMT6), one of 6 type 1 IMT's in the State of California. Chief Rawlings ended his 25-year career with CAL FIRE as Division Chief of Support Services at the Ben Clark Training Center in Riverside, California with five operational Bureaus and approximately 150 personnel under his direct supervision.

Dean Rawlings holds an Associate of Science Degree in EMS, a Bachelor of Science Degree in Emergency Medical Care with a minor in Education and a Master of Science Degree in Emergency Services Management. He is also an accredited Chief EMS Officer through the Center for Public Safety Excellence. Mr. Rawlings currently serves on numerous working groups at the local and state level related to EMS, Emergency Management and Fire programs.

Associate Professor Charles K. Wilhite, J.D., Ph.D.

Dr. Charles Wilhite is the Program Director for Homeland Security and Emergency Management at Moreno Valley College School of Public Safety. He has over 30 years of experience as a university and community college instructor, including 8 years as tenure track faculty. Prior to joining the School of Public Safety full time, Dr. Wilhite was a Captain with the Riverside County Sheriff's Department, retiring following a 30-year career. At the time of his retirement, he was a senior member of the Sheriff's Emergency Response Team, responsible for all-hazard Emergency Management for one of California's largest law enforcement agencies.

Dr. Wilhite holds a Ph.D. and M.A. Degrees in Psychology, a Juris Doctorate, a B.S. in Political Science and Criminal Justice and an Associate's Degree in Administration of Justice. He is also a licensed attorney. Dr. Wilhite is a member of the International Emergency Managers Association and the California Emergency Services Association.

Professor Robert Fontaine, M.A.

Professor Bob Fontaine is the Department Chair of the School of Public Safety and Director of the EMS program. He is the founding member of SoCal Heal a nonprofit organization that conducts Interprofessional Educational events with several health-related universities in the region. In 2022 he became a site visitor for the Committee of Accredited EMS programs and performs several site visits each year across the county.

He has taught thousands of EMT and paramedic students over his career and many of them are still working in the region. His approach to teaching EMS has always been to inspire and educate the future of EMS. He is passionate about preparing the next generation to leave the system better than they found it.

Professor Fontaine has a B.A. in Business, a M.A. in Organizational Leadership, and a Graduate Certificate in Emergency Management.

Assistant Professor Emily Craig, M.A.

Professor Craig started her career in EMS in 2006, working as an Emergency Medical Technician and Paramedic. During this time she served as an adjunct EMS instructor at the Moreno Valley College School of Public Safety. Before joining the School of Public Safety as tenure track faculty, she worked for the Riverside County Fire Department as an EMS Specialist and Senior EMS Specialist, gaining extensive knowledge in Emergency Management.

Professor Craig completed her Master of Science in Emergency Services Administration from California State University, Long Beach. She created a Crisis Comfort Canine Program for Riverside County Fire as part of her thesis project to help combat PTS in the fire service and continues to be a leader in public safety mental health.

Adjunct Professor Sherry Colgan-Stone, Ed.D.

Dr. Stone currently serves as the full-time Emergency Services Coordinator for the Riverside County Sheriff's Office. She also serves as a consultant for County Offices of Education, K-12 School Districts and Institutions of Higher Education (IHEs) and as an Agency Instructor for Texas A&M's Texas Engineering Extension Service's (TEEX) Institute for Law Enforcement and Protective Services Excellence (ILEPSE). Prior to working for the Sheriff's Department, she spent 36 years working in the fields of education and mental health, 24 of those years focusing on campus safety, security, and emergency management at the District and County level.

She earned a bachelor's degree in Social Sciences, master's degree in Educational Administration and Doctorate of Education (Ed.D.) in Organizational leadership. She holds both a California Single-Subject Teaching Credential and an Administrative Services Credential. With a certificate in Grant Writing and Management, Dr. Stone has developed successful federal, state and local grant applications.

Dr. Stone serves as an Advisory Member on the Board of Directors and as an Education Sector Chief for the San Diego InfraGard and serves as the Deputy Regional Representative for InfraGard National's Pacific Region. She also sits on the Board of Directors for the Joyful Child Foundation.

Adjunct Professor Joseph Duncan, Ph.D.(c)

Professor Joe Dunlap is assigned to the Riverside County Sheriff's Emergency Response Team, responsible for all-hazards emergency management in one of America's largest counties. With 16 years of experience in law enforcement, Joe has specialized in emergency management resource deployment, budget analysis, and policy development. He was involved in significant emergency responses, including some of the largest wildland fires in Riverside County, search and rescue efforts, and the challenges posed by the 2020 riots and COVID-19 pandemic. These experiences gave him valuable insights into applying emergency management principles in real-world situations.

Program Outline of Record – Baccalaureate Degree

Professor Dunlap is pursuing his Doctorate in Emergency Management at Jacksonville State University and is expected to graduate in 2026. Professor Dunlap holds a Master's in Homeland Security from George Washington University and a Bachelor's in Criminal Justice Administration from Union Institute and University.

Additional faculty will need to be hired in years 2-4 as the program grows. Through the various outreach efforts with industry professionals used to develop the program proposal, several candidates with extensive industry experience have been identified and encouraged to apply for open positions as they become available.

Facilities

The Emergency Management program is housed at Moreno Valley College's School of Public Safety (SOPS). SOPS includes Administration of Justice, Fire Technology, Emergency Medical Services, Homeland Security and Emergency Management disciplines, in addition to the general education courses necessary for SOPS students to complete their degrees. SOPS is located at the Ben Clark Public Safety Training Center, a collaborative partnership between Moreno Valley College, the Riverside County Sheriff's Department, the California Department of Forestry and Fire Protection (CalFire), the California Highway Patrol, and the Riverside County Probation Department. Moreno Valley College recently completed a 17,500 SF classroom and administration building that includes modern classrooms equipped with technology that allows for in-person and remote learning. Additionally, voters recently approved a bond measure that will help add a second building which will double the college's available classroom space.

SOPS already has state of the art simulation labs used in its existing programs and those resources will be available to baccalaureate students. Additionally, because of the collaborative nature of the Ben Clark Training Center, MVC students not only have access to MVC's classroom and simulation lab space to complete their entire degree, they also have access to the advanced training facilities of the center's law enforcement and fire service partners to allow for real-world scenario training.

Based on current projections SOPS has the capacity to provide services necessary for students in the Bachelor's Degree Program. Additionally, the Riverside Community College District is currently in the process of increasing support staff, particularly in counseling, in accordance with Guided Pathways initiatives, which will benefit bachelor's degree students.

SOPS currently has over 250 laptops, most of which are loaded with the software that will be needed for completion of the Bachelor's Degree Program. Additionally, the budget includes additional funding for laptops and software licensing.

As indicated in the following section, the bachelor's degree is expected to be self-sufficient the first year of the program and revenue generating from the second year and beyond, which will ensure that the program has the capacity to continue and possibly grow should workforce need and student interest support expansion. Additionally, the college and district are committed to providing necessary start-up funding to ensure the program launches successfully. Additionally, our grants specialists are actively compiling information on grant opportunities to help fund supplies and infrastructure and provide additional funding for students to assist them in completing the degree program.

Item 6. Master Planning

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

The mission of the Riverside Community College District includes offering 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. This Degree program directly advances that mission. It provides a pathway for graduates of RCCD's public safety Associates Degrees to continue their undergraduate education and achieve a low cost Bachelor of Science degree.

Item 7. Enrollment and Completer Projections

Projection of number of students to earn degree annually.

The School of Public Safety offers 17 Associate of Science Degrees, and 18 Certificates of Achievement in addition to the Regional Law Enforcement Academy, Corrections Academy, State Firefighter One Academy, Emergency Medical Technician and Paramedic Academies. Given the long-standing commitment to public safety education and training for local, tribal, state, territorial and federal government partners, and the Inland Empire's vulnerability to natural disasters, and local Emergency Management Director and Public Safety Management needs, Moreno Valley College in an ideal position to develop and implement the proposed degree.

Moreno Valley College's (MVC) School of Public Safety Currently has seen a significant increase in enrollment over the last two academic years, having surpassed pre-Covid enrollments (Table 3).

The Bachelor's Degree in Emergency Management is designed so that any of the SOPS Associates Degrees can serve as a feeder into the Bachelor's Degree Program. Additionally, many community colleges offer degrees similar to those offered at SOPS, many of which are already articulated with our programs.

Because the proposed bachelor's Degree includes not only core coursework in Emergency Management, but also includes coursework in public sector budget and finance, human resources management, technical writing, and related topics, it is appropriate not only for aspiring Emergency Managers, but also law enforcement, fire service, and emergency medical service professionals. This unique feature of the program is a large reason it is supported by Riverside County's Police and Fire Chiefs.

In academic year 2023-2024, the School of Public Safety Awarded 107 Associates Degrees, and 679 certificates.

It is anticipated that 50 students a year will complete the Bachelor of Science Degree program.

Item 8. Place of Program in Curriculum/Similar Programs

How it fits in college's existing program inventory.

The School of Public Safety offers 17 Associate of Science Degrees, and 18 Certificates of Achievement in addition to the Regional Law Enforcement Academy, Corrections Academy, State Firefighter One

Academy, Emergency Medical Technician and Paramedic Academies. The Associates Degrees in Homeland Security/Emergency Management, Fire Technology, Emergency Medical Services, and Administration of Justice are all expected to feed into this degree.

Item 9. Similar Programs at Other Colleges in Service Area

Justification of need for program in the local community or region of the district.

This will be the first Bachelors of Science in Emergency Management at any public institution (CCC, CSU, UC) in California, and the first Bachelors degree of any kind in the Inland/Desert Region.

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

Program Outline

Title: Anthropology

Originator: Dr. Kanya GoddeChrisco

Date 10/1/2021

Department: Humanities, Education and Behavioral Studies

College/Learning Pathway/Engagement Center: Moreno Valley - Humanities, Education, Social and Behavioral Sciences Engagement Center

TOPs Code: 2202.00 Anthropology **CIP Code:** 45.0201 Anthropology, General.

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.)

Type of ADT: ☒ Associate in Arts for Transfer
Transfer

☐ Associate in Science for

This is a: ☐ New ADT*

☒ Modification to an existing ADT

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

☐ Yes, minutes attached

☐ Approval Pending

☐ No Capital or Budgetary Impacts

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

(Please be specific! Indicate any changes such as title, description, learning outcomes, courses, unit values, etc.)

Updated the Transfer Model Curriculum (TMC) to the most current version from the Chancellor's Office.

Rationale:

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

Modifications were made to the ADT in Anthropology to appropriately be aligned with the updated TMC (Transfer Model Curriculum).

Required Documentation:

Please submit this form and the documents outlined below to your college's Curriculum Program 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:

- ☒ Evidence of district-wide discipline communication
- ☒ College discipline minutes showing approval
- ☒ Department minutes showing approval
- ☒ Narrative (*See next page*)
- ☒ C-ID or Assist Articulation Information, and the most current TMC Template (*Work with your Articulation Officer to obtain this documentation*)

Program Narrative

Item 1. Program Goals and Objectives

Must address a valid transfer preparation purpose.

The Associate in Arts in Anthropology for Transfer Degree satisfies the lower division requirements for the baccalaureate degree in Anthropology at a California State University. California community college students who complete the degree requirements will seamlessly transfer to a California State University to complete the upper division requirements for their baccalaureate degree. A primary mission of the California Community Colleges is to provide education, training, and services that contribute to the advancement of California's economic growth, global competitiveness, and work force improvement. The Associate in Arts in Anthropology for Transfer Degree meets the goals of this mission, and also prepares students to approach the solving of real world problems through application of holistic and comparative perspectives inherent in anthropological training. Students who complete the Associate in Arts in Anthropology for Transfer Degree requirements will gain an in-depth awareness and understanding of humans and the world in which we live.

Program Learning Outcomes

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

1. Apply the holistic and comparative perspective inherent in anthropological knowledge to real world problems.
2. Use information resources and technology to research current issues in all four subfields of anthropology.
3. Synthesize and integrate theoretical perspectives specific to anthropology and general to the social and natural sciences.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal. The language list below is required at the end of the catalog description. Please replace the highlighted text with the language appropriate for this specific ADT. Course titles and unit values must be exact.

Required Courses: **10** units

Course	Title	Units
ANT-1 / ANT-1H	Physical Anthropology/ Honors Physical Anthropology	3
AND	AND	
ANT 1L	Physical Anthropology Laboratory	1
ANT-2/ ANT-2H	Cultural Anthropology/ Honors Cultural Anthropology	3
ANT-6	Introduction to Archaeology	3

List A: Select one course: 3-4 units

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

Course	Title	Units
ANT-8	Language and Culture	3
GEG-1/ GEG-1H	Physical Geography/ Honors Physical Geography	3
GEG-7	Map Interpretation and Analysis	3
HIST-1	World History to 1500	3
STAT- C1000/ STAT-C1000H	Introduction to Statistics/ Introduction to Statistics - Honors	4
OR	OR	
PSYC-48/ SOC-48	Statistics for the Behavioral	4

List B: Select two courses: 6-7 units

Or Any courses not selected from List A

Course	Title	Units
ANT-4	Native American Cultures	3
ANT-5	Cultures of Ancient Mexico	3
ANT-7	Anthropology of Religion	3
ANT-10	Forensic Anthropology	3
ASL-22	American Deaf Culture	3
ETS-2/HIS-31	Introduction to Chicana and Latina Studies	3
GEG- 2	Human Geography	3
GEG-3	World Regional Geography	3
SPA-12	Latin American Culture and Civilization	3

List C: Select one courses: 3-4 units

Or Any course not selected from List A or List B

Course	Title	Units
GE0-4	Earth Science for Educators	4
GEG-8	Introduction to Geographic Information Systems, with Lab	3

TOTAL UNITS: 22-24

ASSOCIATE IN [ARTS] FOR TRANSFER DEGREE

The **Associate in [Arts] in Anthropology** for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the California General Education Transfer Curriculum (Cal-GETC) 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: Studio Art

Originator: Lauren A. Johnson

Date 9/26/2025

Department: Art

College/Learning Pathway/Engagement Center: Moreno Valley - Visual and Performing Arts
Engagement Center

TOPs Code: 1002.00 Fine Arts, General

CIP Code: 50.0702 Fine/Studio Arts, General.

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.)

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

This is a: ☐ New ADT* ☒ Modification to an existing ADT

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

☒ Yes, minutes attached ☐ Approval Pending
☐ No Capital or Budgetary Impacts

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

(Please be specific! Indicate any changes such as title, description, learning outcomes, courses, unit values, etc.)

Removing Honor course: AHS-1H

Rationale:

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

Removing Honor course: AHS-1H

Required Documentation:

Please submit this form and the documents outlined below to your college's Curriculum Program 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:

- ☒ Evidence of district-wide discipline communication
- ☒ College discipline minutes showing approval
- ☒ Department minutes showing approval
- ☐ Narrative *(See next page)*
- ☐ C-ID or Assist Articulation Information, and the most current TMC Template *(Work with your Articulation Officer to obtain this documentation)*

Program Narrative

Item 1. Program Goals and Objectives

Must address a valid transfer preparation purpose.

Completion of the Associate in Arts for Transfer in Studio Arts degree guarantees admission for students to transfer to a CSU with junior standing. The Associate in Arts in Studio Arts for Transfer Degree is designed to facilitate the student's passage from Moreno Valley College to the California State University System with an Associate Degree in Art. This degree is intended to satisfy the lower division requirements for the Baccalaureate Degree in Art at a California State University. It will also provide students with sufficient preparation for continued study and practice in the studio arts.

Program Learning Outcomes

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

1. Articulate ideas utilizing art terminology for critical discussion.
2. Demonstrate proficient technical and creative skills with a variety of art materials.
3. Describe and discuss art in its cultural and historical context.
4. Demonstrate accurate visual perception, working in an observational context.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal. The language list below is required at the end of the catalog description. Please replace the highlighted text with the language appropriate for this specific ADT. Course titles and unit values must be exact.

Required Courses: 12 units

Course	Title	Units
ARTH-C1200/ ARTH-C1200H	Survey of Art from the Renaissance to Contemporary / Survey of Art from the Renaissance to Contemporary - Honors	3
ART-22	Two Dimensional Design	3
ART-24	Three Dimensional Design	3
ART-17	Beginning Drawing	3

LIST A: Select one : 3 units

Course	Title	Units
ARTH-C1100	Survey of Art from Prehistory to the Medieval Era	3
ARTH-12	Asian Art History	3
ARTH-5	Arts of Africa, Oceania, and Indigenous North America	3

Electives List B: Select one course from at least 3 areas (9 units minimum)

Course	Title	Units
Drawing:		
ART-40A	Figure Drawing-Introduction	3
OR	OR	
ART-18	Intermediate Drawing	3
Painting:		
ART-26	Beginning Painting	3
Digital Art:		
ART-36A	Computer Art-Introduction	3
Color:		
ART-23	Color Theory and Design	3

Total : 24 UNITS

ASSOCIATE IN [ARTS] FOR TRANSFER DEGREE

The Associate in [Arts in Studio Arts for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the California General Education Transfer Curriculum (Cal-GETC) 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 in Arts in English for Transfer

Originator: Dan Reade

Date 3/4/2025

Department: School of Communication, Humanities, and Languages (CHL)

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: 150100

CIP Code:

Type of ADT: ☒ Associate in Arts for Transfer
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:

(Please be specific! Indicate any changes such as title, description, learning outcomes, courses, unit values, etc.)

ENGL-66 has been added to List C. ENGL-20 and 25 have been moved from List C to List B.

Rationale:

(Please note: This information will be presented to the Board of Trustees.) The discipline is seeking to modify the ADT to reflect current course offerings, in particular the removal of ENGL-16 and the addition of ENGL-66.

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:

- ☒ Evidence of district-wide discipline communication
- ☒ 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

The Associate in Arts in English for Transfer degree is a curricular pattern designed specifically to transfer students as English majors with junior status to the CSU system. Though the Associate in Arts in English for Transfer also provides broad general preparation for English majors entering any four-year university, students must consult the specific requirements of any non-CSU campus to which they are applying. Students earning the Associate in Arts in English for Transfer will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses, and they will encounter interpretive questions to which there are multiple plausible answers. Students earning this degree will also have exposure to a variety of literary genres and periods and will be able to illustrate a basic understanding of the ways that literature can embody cultural, intellectual, and artistic trends.

Item 2. Catalog Description

The Associate in Arts in English for Transfer degree is a curricular pattern designed specifically to transfer students as English majors with junior status to the CSU system. Though the Associate in Arts in English for Transfer also provides broad general preparation for English majors entering any four-year university, students must consult the specific requirements of any non-CSU campus to which they are applying. Students earning the Associate in Arts in English for Transfer will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses, and they will encounter interpretive questions to which there are multiple plausible answers. Students earning this degree will also have exposure to a variety of literary genres and periods and will be able to illustrate a basic understanding of the ways that literature can embody cultural, intellectual, and artistic trends.

Program Learning Outcomes

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

1. Read a variety of literary texts (fiction, poetry, drama, literary non-fiction) with understanding and insight.
2. Demonstrate critical thinking skills about literary texts, including the ability to construct and test interpretive hypotheses, analyze rival hypotheses, and recognize interpretive problems to which literary texts give rise.
3. Write analytical or argumentative essays on literary texts that demonstrate effective stylistic, organizational, and rhetorical control, support claims with sound textual evidence, and employ correct MLA citation methods.
4. Demonstrate an awareness of the relationship between literature and culture, including a recognition of literature as a product of as well as a contribution to human history.

Required Courses: 19 units

Course	Title	Units
ENGL-1B/1BH	Critical Thinking and Writing/Honors	4

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

LIST A	Choose from the list below	6
LIST B	Choose from the list below	6
LIST C	Choose from the list below	3

List A: Choose two courses from the following (6 units)

Course	Title	Units
ENGL-6	British Literature I: Anglo-Saxon through Eighteenth Century	3
ENGL-7	British Literature II: Romanticism through Modernism/Post-Modernism	3
ENGL-14	American Literature I: Pre-Contact through Civil War	3
ENGL-15	American Literature II: 1865 to Present	3
ENGL-40	World Literature I: From Ancient Literatures to the Seventeenth Century	3
ENGL-41	World Literature II: Seventeenth Century Through the Present	3

List B: Choose two courses from the following (6 units)

Any course from List A not already used

Course	Title	Units
ENGL/HUM-8	Introduction to Mythology	3
ENGL-11	Creative Writing	3
ENGL-20	Survey of African American Literature	3
ENGL-25	Latinx Literature of the United States	3
ENGL-44	Poetry from the Twentieth Century to the Present	3

List C: Choose one course from the following (3 units)

Any course from List A or List B not already used

Course	Title	Units
ENGL-9	Introduction to Shakespeare	3
ENGL-10	Special Studies in Literature	3
ENGL-18	Survey of Native American Literature	3
ENGL/HUM-23	The Bible as Literature	3
ENGL-24	Survey of Asian American Literature	3
ENGL-30	Children's Literature	3
ENGL-35	Women in Literature	3
ENGL-45	Modern Drama	3
ENGL-48	Short Story and Novel from the Twentieth Century to the Present	3
ENGL-66	Queer Voices: A Survey of LGBTQIA2+ Literature	3
COMM-7	Oral Interpretation of Literature	3
THE-3	Introduction to the Theater	3

ASSOCIATE IN ARTS FOR TRANSFER DEGREE

The Associate in Arts in English for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the California General Education Transfer Curriculum (Cal-GETC) 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: Kinesiology

Originator: Tanya Brown

Date 9/29/2025

Department: Human and Health Services

College/Learning Pathway/Engagement Center: Moreno Valley - Business, Health and Human Services Engagement Center

TOPs Code: 1270.00 Kinesiology **CIP Code:** 31.0505 Exercise Science and Kinesiology

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.)

Type of ADT: ☒ Associate in Arts for Transfer
Transfer

☐ Associate in Science for

This is a: ☐ New ADT*

☒ Modification to an existing ADT

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

☐ Yes, minutes attached

☐ Approval Pending

☐ No Capital or Budgetary Impacts

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

(Please be specific! Indicate any changes such as title, description, learning outcomes, courses, unit values, etc.)

- Excluding Body Sculpting (KIN A89A and B)

Rationale:

- Excluding Body Sculpting (KIN A89A and B)

Required Documentation:

Please submit this form and the documents outlined below to your college's Instructional Program Support Coordinator (IPSC) 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:

☒ Evidence of district-wide discipline communication

☒ Department minutes showing approval

☒ Narrative *(See next page)*

☒ C-ID or Assist Articulation Information, and the most current TMC Template *(Work with your Articulation Officer to obtain this documentation)*

Program Narrative

Item 1. Program Goals and Objectives

Must address a valid transfer preparation purpose.

The Associate Degree for Transfer in Kinesiology is designed to prepare students from Moreno Valley College transfer to a California State University for a bachelor's degree in Kinesiology. This degree will satisfy lower division requirements and facilitate Kinesiology majors to transfer to a four-year university and pursue a Bachelor of Arts or Bachelor of Science in Kinesiology. In this degree students will be exposed to diverse topics including the history and philosophy of Kinesiology, team sports, fitness, dance, and combatives.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal. The language list below is required at the end of the catalog description. Please replace the highlighted text with the language appropriate for this specific ADT. Course titles and unit values must be exact.

The Associate Degree for Transfer in Kinesiology is designed to help facilitate students planning to transfer to a California State University for a bachelor's degree in Kinesiology. The degree satisfies lower division requirements for a Bachelor's degree in Kinesiology. After completion of the Associate Degree for Transfer in Kinesiology, the students' knowledge will be diverse in topics such as; health and fitness, wellness, the history and philosophy of Kinesiology, team sports, fitness, dance, and combatives.

Program Learning Outcomes

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

1. Identify and explore career pathways in the discipline of Kinesiology.
2. Demonstrate an understanding of human anatomy and physiological principles.
3. Utilize fitness principles to develop and practice a program for personal development that focuses on cardiorespiratory endurance, strength training and flexibility.

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

Required Core Courses: 11 units

Course	Title	Units
KIN-10	Introduction to Kinesiology	3
BIO-50A	Anatomy and Physiology I	4
BIO-50B	Anatomy and Physiology II	4

Movement Based Courses: 3 units

Select a maximum of one (1) course from any three of the following areas.

Course	Title	Units
Combatives:		
KIN-A40	Karate, Beginning	1
KIN-A41	Karate, Intermediate	1
Dance:		
DAN-D21	Ballet, Beginning	1
DAN-D31	Hip-Hop Dance, Beginning	1
Fitness:		
KIN-A46	Yoga, Beginning	1
KIN-A47	Yoga, Intermediate	1
KIN-A75A	Walking for Fitness: Beginning	1
KIN-A75B	Walking for Fitness: Intermediate	1
KIN-A81A	Cardio and Strength Training, Beginning	1
KIN-A81B	Cardio and Strength Training, Intermediate	1
KIN-A86	Step Aerobics	1
KIN-A87	Step Aerobics, Intermediate	1
Team Sports:		
KIN-A62	Flag Football	1
KIN-A64A	Soccer, Beginning	1
KIN-A64B	Soccer, Intermediate	1

List A:- Select 2 courses : 6-9 units

Course	Title	Units
STAT-C1000/STAT-C1000H	Introduction to Statistics / Introduction to Statistics Honors	4
OR	OR	4
PSYC-48/SOC-48	Statistics for the Behavioral Sciences	
CHE-1A/ CHE-1AH	General Chemistry, I / Honors General Chemistry, I	5

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

PHY-4A	Mechanics	4
KIN-30	First Aid and CPR	3
KIN 36	Wellness: Lifestyle Choices	3
PSYC-C1000/ PSYC-C1000H	Introduction to Psychology/ Introduction to Psychology Honors	3
OR	OR	
SOC-1	Introduction to Sociology	3

Total Units: 20-23

ASSOCIATE IN [ARTS] FOR TRANSFER DEGREE

The Associate in Art in Kinesiology for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the California General Education Transfer Curriculum (Cal-GETC) 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 in Science in Mathematics 2.0 for Transfer Degree

Originator: Jeff Mulari

Date 4/28/2025

Department: Math, Engineering, Computer Science and Game Development

College/Learning Pathway/Engagement Center: Choose an item.

TOPs Code:1701.00

CIP Code: 27.0101

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.)

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

This is a: ☒ New ADT* ☐ Modification to an existing ADT

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

☐ Yes, minutes attached ☐ Approval Pending
☒ No Capital or Budgetary Impacts

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

(Please be specific! Indicate any changes such as title, description, learning outcomes, courses, unit values, etc.)

Rationale:

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

This ADT aligns with the new Mathematics 2.0 Transfer Model Curriculum and will replace the existing ADT in Mathematics.

Required Documentation:

Please submit this form and the documents outlined below to your college's Curriculum Program 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:

- ☐ Evidence of district-wide discipline communication
- ☐ College discipline minutes showing approval
- ☐ Department minutes showing approval
- ☒ Narrative *(See next page)*
- ☒ C-ID or Assist Articulation Information, and the most current TMC Template *(Work with your Articulation Officer to obtain this documentation)*

Program Narrative

Item 1. Program Goals and Objectives

The Associate in Science in Mathematics 2.0 for Transfer Degree is designed to prepare the student for transfer to institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Mathematics at a California State University (but does not guarantee acceptance to a particular campus or major). It will also provide the student with a sufficient academic basis from which to pursue a career in mathematics, statistics, actuarial science, and education.

Program Learning Outcomes

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

1. Reason mathematically both abstractly and computationally.
2. Create and analyze mathematical models.

Item 2. Catalog Description

The Associate in Science in Mathematics 2.0 for Transfer Degree is designed to prepare the student for transfer to institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Mathematics at a California State University (but does not guarantee acceptance to a particular campus or major). It will also provide the student with a sufficient academic basis from which to pursue a career in mathematics, statistics, actuarial science, and education.

Program Learning Outcomes

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

1. Reason mathematically both abstractly and computationally.
2. Create and analyze mathematical models.

Required Courses: 19 units

Course	Title	Units
MAT-1A/1AH	Calculus I/Honors	4
MAT-1B	Calculus II	4
MAT-1C	Calculus III	4
MAT-2	Differential Equations	4
MAT-3	Linear Algebra	3

List A Select one course from the following: 3-4 units

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

CIS/CSC-5	Programming Concepts and Methodology I: C++	4
CIS-30A	Introduction to Python Programming	3
MAT-70A	Foundations of Data Science	3
PHY-4A	Mechanics	4

Total Units: 22-23

ASSOCIATE IN SCIENCE FOR TRANSFER DEGREE

The Associate in Science in Mathematics 2.0 for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the California General Education Transfer Curriculum (Cal-GETC) 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 – Credit Degrees and Certificates

Program Outline

Title: Business Administration: General Business Specialized Area Credential

Originator: Chie Ishihara

Date 6/4/2025

Department: Business & Law and CIS

College/Learning Pathway/Engagement Center: Riverside - Business, Information Systems, and Technology

☐ 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:

CIP Code:

Type of Program:

- ☒ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☐ Certificate of Achievement and Degree

Type of Associate Degree:

- ☐ Associate of Arts ☐ Associate of Science

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

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

- ☐ Yes, minutes attached ☐ Approval Pending
☒ No Capital or Budgetary Impacts

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.)

Currently General Business Local Certificate is called “Certificate of Achievement (CE1062).
Change the name to “Business Administration: General Business Specialized Area Credential”.

Course replacement: add BUS 40 and delete BUS 48; add MKT 25 and delete MKT 20

Rationale:

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

Change the name of the local certificate to match the naming convention of Associates of Science Degree and Certificate of Achievement, such that Degrees and Certificates all start with “Business Administration:” to achieve consistency in the naming.

Currently, local certificates are not listed under Business Administration, but under the alphabet of individual certificate, i.e. “G” for “General Business Certificate of Achievement”, while all other business degrees and

Program Outline of Record – Credit Degrees and Certificates

certificate is listed in “B”. This is confusing for students who are looking for all options in “B” section for Business Administration degrees and certificates.

Course replacement within the Business Administration: General Business Specialized Area Credential:

Current	Change to
BUS 10 or BUS 10H	same
BUS 47 or MAG 47	same
MAG 40	same
BUS 48 Global Management	BUS 40 Global Business
MKT 20 Marketing Principles	MKT 25 Marketing for Workplace Success

Required Documentation

Please submit this form and the documents outlined below to your college’s Instructional Program Support Coordinator (IPSC) 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.*)
- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**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.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable

- Use technology to analyze business decisions and to enhance business communications.
- Apply basic business and accounting calculations and analyses. Have an understanding of legal practices relating to business.
- Apply sound management practices.
- Explain the managerial applications of accounting reports and ratios to the business enterprise
- Analyze the law as it pertains to business organizations and to determine the legal management of the various forms of law.
- Analyze the business elements that comprise the logistics function.
- Develop and apply principles of moral judgment and ethical behavior to business situations.
- Anticipate and pose problems relative to understanding and supervising personnel. Identify and analyze human relations techniques appropriate to a managerial role.
- Explain and develop the marketing mix, including an analysis of the marketing mix variables—product, place, price, and promotion.

Item 2. Catalog Description

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

This program focuses on the general study of business, including domestic, international and electronic, and the important ways in which business impacts our daily lives. The program will prepare individuals to apply business principles and techniques in various career settings and to gain an understanding of business situations that affect their personal and working lives. This includes the buying, selling and production of goods and services, understanding business organizations, general management, and employee motivation strategies, basic accounting principles, the economy, and marketing.

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: 15 units

Course	Title	Units	Sequencing
BUS-10/10H	Introduction to Business	3	Semester 1, Fall
BUS/MAG 47	Applied Business and Management Ethics	3	Semester 1, Fall
MAG 40	AMA Certified Professional in Management	3	Semester 2, Spring
BUS 40	Global Business	3	Semester 1, Fall
MKT 25	Marketing for Workplace Success	3	Semester 2, Spring

Total Program Units: 15 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

Aligns with college mission to offer career opportunity and training for students.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

Projected General Business Specialized Area Credential = 15

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

Currently existing program.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

General Business Certificates offered at:

- Mt. San Antonio Community College
- Citrus Community College
- Chaffey Community College
- San Bernardino Valley College
- College of the Canyons
- Crafton Hills College
- Barstow Community College
- Mt. San Jacinto College:
- College of the Desert:
- Victor Valley College:

Item 8. Transfer Preparation Information (if applicable)

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

Program Outline of Record – Credit Degrees and Certificates

Program Outline

Title: Business Administration: Global Business Specialized Area Credential

Originator: Chie Ishihara

Date 6/4/2025

Department: Business & Law and CIS

College/Learning Pathway/Engagement Center: Riverside - Business, Information Systems, and Technology

☐ 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:

CIP Code:

Type of Program:

- ☒ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☐ Certificate of Achievement and Degree

Type of Associate Degree:

- ☐ Associate of Arts ☐ Associate of Science

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

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

- ☐ Yes, minutes attached ☐ Approval Pending
☒ No Capital or Budgetary Impacts

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.)

Currently Global Local Certificate is called “Global Industry – Certificate of Achievement – (CE1042). Change the name to “Business Administration: Global Business Specialized Area Credential”

Rationale:

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

Change the name of the local certificate to match the naming convention of Associates of Science Degree and Certificate of Achievement, such that Degrees and Certificates all start with “Business Administration:” to achieve consistency in the naming.

Currently, local certificates are not listed under Business Administration, but under the alphabet of individual certificate, i.e. “G” for “Global Industry Certificate of Achievement”, while all other business degrees and certificate is listed in “B”. This is confusing for students who are looking for all options in “B” section for Business Administration degrees and certificates.

Required Documentation

Please submit this form and the documents outlined below to your college's Instructional Program Support Coordinator (IPSC) 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.*)
- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**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.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

- Use technology to analyze marketing strategy and decisions and to enhance business.
- Have an understanding of legal practices relating to global business practices, including intellectual properties rights, human rights, import/export regulations, global standards.
- Apply sound management practices in multi-cultural environment.
- Develop and apply principles of moral judgment and ethical behavior to business situations.
- Explain the components of global business, including foreign currencies and foreign business environments.
- Develop global business strategies of supply chain, marketing, and production/operations.

Item 2. Catalog Description

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

Prepares individuals to be able to understand how global business operates in the areas of management, marketing and trade. Prepare individuals for professions in the field of global business. Fulfills all the global courses required for Associates Degree in Business Administration Global Enterprise Concentration.

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: 15 units

Course	Title	Units	Sequencing
BUS-10/10H	Introduction to Business	3	Semester 1, Fall
BUS-40	Principles of Global Business	3	Semester 1, Fall
BUS-48	Global Management	3	Semester 1, Fall
BUS-43	Global Marketing	3	Semester 2, Spring
BUS-46	Global Trade3	3	Semester 2, Spring

Total Program Units: 15 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

Aligns with college mission to offer career opportunities and training for students.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

Projected Global Business Specialized Area Credential = 10

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

Currently existing program.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

- Mt. San Antonio Community College
- Santa Ana Community College
- College of the Canyons

Item 8. Transfer Preparation Information (if applicable)

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

Program Outline of Record – Credit Degrees and Certificates

Program Outline

Title: Business Administration: Human Resources Specialized Area Credential

Originator: Chie Ishihara

Date 6/4/2025

Department: Business & Law and CIS

College/Learning Pathway/Engagement Center: Riverside - Business, Information Systems, and Technology

☐ 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:

CIP Code:

Type of Program:

- ☒ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☐ Certificate of Achievement and Degree

Type of Associate Degree:

- ☐ Associate of Arts ☐ Associate of Science

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

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

- ☐ Yes, minutes attached ☐ Approval Pending
☒ No Capital or Budgetary Impacts

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.)

Currently Human Resources Local Certificate is called “Human Resources – Locally Approved Certificate (CE868).

Change the name to “Business Administration: Human Resources Specialized Area Credential”

Rationale:

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

Change the name of the local certificate to match the naming convention of Associates of Science Degree and Certificate of Achievement, such that Degrees and Certificates all start with “Business Administration:” to achieve consistency in the naming.

Currently, local certificates are not listed under Business Administration, but under the alphabet of individual certificate, i.e. “H” for “Human Resources Locally Approved Certificate”, while all other business degrees and certificate is listed in “B”. This is confusing for students who are looking for all options in “B” section for

Business

Administration degrees and certificates.

Required Documentation

Please submit this form and the documents outlined below to your college's Instructional Program Support Coordinator (IPSC) 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.*)
- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**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.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

- Use technology to strategize the human capital and management of human resources.
- Have an understanding of legal practices relating to business practices, including labor law.
- Apply sound management practices.
- Analyze the business elements that comprise the motivation and training component.
- Develop and apply principles of moral judgment and ethical behavior to business situations.
- Anticipate and pose problems relative to understanding and supervising personnel. Identify and analyze human relations techniques appropriate to a managerial role.

Item 2. Catalog Description

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

This program prepares individuals to manage the development of human capital in an organization, and to provide related services to individuals and groups. Fulfills a portion of the Associate of Science degree in Business with a major concentration in Human Resources.

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: 15 units

Course	Title	Units	Sequencing
BUS-10/10H	Introduction to Business	3	Semester 1, Fall
BUS/MAG-47	Applied Business and Management Ethics	3	Semester 1, Fall
MAG-52	Employee Training & Development	3	Semester 2, Spring
MAG-53	Human Relations	3	Semester 3, Spring
MAG-56	HRM: Human Resources Management	3	Semester 1, Fall

Total Program Units: 15 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

Aligns with college mission to offer career opportunities and training for students.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

Projection of completers of Human Resources Specialized Area Credential = 10

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

Currently existing program.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

Human Resources Certificate is issue in:

- Mt San Antonio Community College
- Chaffey Community College
- Citrus Community College
- Santa Ana Community College
- Rio Hondo Community College
- Orange Coast Community College
- Pasadena Community College

Item 8. Transfer Preparation Information (if applicable)

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

Program Outline of Record – Credit Degrees and Certificates

Program Outline

Title: Business Administration: Management Specialized Area Credential

Originator: Chie Ishihara

Date 6/4/2025

Department: Business & Law and CIS

College/Learning Pathway/Engagement Center: Riverside - Business, Information Systems, and Technology

☐ 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:

CIP Code:

Type of Program:

- ☒ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☐ Certificate of Achievement and Degree

Type of Associate Degree:

- ☐ Associate of Arts ☐ Associate of Science

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

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

- ☐ Yes, minutes attached ☐ Approval Pending
☒ No Capital or Budgetary Impacts

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.)

Currently Management Local Certificate is called “Management – Certificate of Achievement – (CE1063). Change the name to “Business Administration: Management Specialized Area Credential”

Rationale:

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

Change the name of the local certificate to match the naming convention of Associates of Science Degree and Certificate of Achievement, such that Degrees and Certificates all start with “Business Administration:” to achieve consistency in the naming.

Currently, local certificates are not listed under Business Administration, but under the alphabet of individual certificate, i.e. “M” for “Management Certificate of Achievement”, while all other business degrees and certificate is listed in “B”. This is confusing for students who are looking for all options in “B” section for Business Administration degrees and certificates.

Required Documentation

Please submit this form and the documents outlined below to your college's Instructional Program Support Coordinator (IPSC) 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.*)
- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**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.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

- Use technology to analyze business decisions and to enhance business communications.
- Apply basic business and accounting calculations and analyses. Have an understanding of legal practices relating to business.
- Apply sound management practices.
- Analyze and apply appropriate managerial practices in one or more areas of ethics, human resources, quality management, operations, motivation.

Item 2. Catalog Description

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

This program will prepare individuals seeking management positions to be better candidates for promotion, and those already in management positions to improve their management skills and effectiveness. Fulfills a portion of the Associate of Science Degree in Business with a Major Concentration in Management.

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: 15 units

Course	Title	Units	Sequencing
BUS-10/10H	Introduction to Business	3	Semester 1, Fall
BUS-48	Global Management	3	Semester 2, Spring
BUS-22	Management Communications	3	Semester 1, Fall
BUS/MAG-47	Applied Business and Management Ethics	3	Semester 2, Spring
MAG-40	The American Management Association Certified Professional in Management	3	Semester 1, Fall

Total Program Units: 15 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

Aligns with college mission to offer career opportunity and training for students.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

Projection of Management Specialized Area Credential = 18

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

Currently existing program.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

- Chaffey College
- Mt. San Antonio Community College
- Citrus College
- Pasadena City College
- San Bernardino Valley College
- College of the Canyons
- Crafton Hills College:
- Barstow Community College
- Mt. San Jacinto College

Item 8. Transfer Preparation Information (if applicable)

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

Program Outline

Title: Data Analytics

Originator: Kasey Nguyen

Date 5/27/2025

Department:

STEM-Mathematics and Computer Information Systems

College/Learning Pathway/Engagement Center: Moreno Valley - Science, Technology,
Engineering and Math Engagement Center

☒ **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: 0706.00

CIP Code: 30.7101

Type of Program:

☒ Certificate of Achievement only

☐ Locally approved certificate (8-units or less) only

☐ Associate Degree only

☐ Certificate of Achievement and Degree

Type of Associate Degree:

☐ Associate of Arts

☐ Associate of Science

This is a:

☐ New certificate/degree*

☒ Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

☐ Yes, minutes attached

☐ Approval Pending

☐ No Capital or Budgetary Impacts

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.)

- Adding new course CIS -64 to Elective Courses.
- Total units remain the same: 33 units.

Rationale:

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

To include CIS-64, Technology and Data Ethics course into the program Electives course listing as this is an option for students to possibly receive university transferable credit and meet industry demands for knowledge in ethical practices in data, technology and AI.

Required Documentation

*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 2025*

Program Outline of Record – Credit Degrees and Certificates

Please submit this form and the documents outlined below to your college's Curriculum Program 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
- ☒ College discipline minutes showing approval
- ☒ 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.*)
- ☒ Regional Consortium Recommendation (*Required for new programs only.*)

**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.*

Program Narrative

Item 1. Program Goals and Objectives

Data Analytics Certificate of Achievement provides students with a foundation in data analysis, in which students will model, synthesize, and present large data sets for business decision making. Courses will focus on the techniques and tools to extract data from various data sources, model, integrate data, and visualize data for organizational decision making and intelligence gathering. The program prepares students for entry-level jobs, or to help them advance into careers, such as Operation Data Analyst, Business Analytics Specialist, System Data Analyst, Data Visualization Developer, Test Data Analyst, and Market Research Analyst. Topics covered will include statistics, research methods, SQL queries, systems analysis, design, and applied predictive analytics.

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

- Identify, extract, clean and maintain data in databases.
- Interpret and evaluate data trends or patterns in complex data sets using statistical techniques, analytic methods, and tools.
- Create and monitor reports to preserve data quality, identify critical issues, trends, and potential solutions.

Item 2. Catalog Description

Data Analytics Certificate of Achievement provides students with a foundation in data analysis, in which students will model, synthesize, and present large data sets for business decision making. Courses will focus on the techniques and tools to extract data from various data sources, model, integrate data, and visualize data for organizational decision making and intelligence gathering. The program prepares students for entry-level jobs, or to help them advance into careers, such as Operation Data Analyst, Business Analytics Specialist, System Data Analyst, Data Visualization Developer, Test Data Analyst, and Market Research Analyst. Topics covered will include statistics, research methods, SQL queries, systems analysis, design, and applied predictive analytics.

Item 3. Program Requirements

- Program Requirement: Before entering this program, students must complete MAT-10 or qualifying placement level in mathematics to be successful in courses in the program.

Required Courses: 30 units

Course	Title	Units	Sequencing
CIS-1A	Introduction to Computer Information Systems	3	Semester 1
MAT-70A/ CIS-70A	Foundations of Data Science	3	Semester 1
CIS-61/ CSC-61	Introduction to Database Theory	3	Semester 1
CIS-30A	Introduction to Python Programming	3	Semester 1

or CSC-8	or Programming Concepts: Python		
MAT-70B	Statistics for STEM	4	Semester 2
MAT-1A Or MAT-1AH	Calculus I/Honors Calculus I	4	Semester 2
CIS-63/ CSC-63	Introduction to Structured Query Language	3	Semester 3
MAT-1B	Calculus II	4	Semester 3
CIS-30E	Advanced Python Programming	3	Semester 3

Elective Courses: 3 units

Course	Title	Units	Sequencing
CIS-68A	Introduction to Machine Learning	3	Semester 3
CIS-68B	Big Data Fundamentals	3	Semester 3
CIS-2/ CSC-2	Fundamentals of Systems Analysis	3	Semester 3
CIS-20/ CSC-20	Systems Analysis and Design	3	Semester 3
CIS-64	Technology and Data Ethics	3	Semester 3

Total Program Units: 33 units

Item 4. Master Planning

This cross-discipline certificate will 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 STEM, Computer Information Systems and Mathematics, aligning with Guided Pathway to support student success. The growth of the program will also address to need to improve special populations in STEM, such as potentially increasing the population of female 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

Enrollment Projects for courses are as followed: Required courses:

- CIS-1A: 49 students
- MAT-27B: 49 students
- CIS/CSC-61: 49 students
- CIS-30A or CSC-8: 49 students
- CIS-64: 49 students
- CIS-68A/MAT27A: 49 students
- CIS-68B: 49 students

Electives:

- CIS-68C: 49 students
- CIS-2: 49 students
- CIS-20: 49 students

This program is expected to have 50 to 100 students by Spring 2026

Item 6. Place of Program in Curriculum/Similar Programs

Most of the courses in the program are active courses that are currently offered at all three campuses in RCCD. The new courses will be incorporated into the program seamlessly. No other programs are similar or the same as the proposed Data Analytics program.

Item 7. Similar Programs at Other Colleges in Service Area

No other college in the region offers similar program. This program offers opportunities for students to acquire technical training that will help them build careers and contribute to Inland Empire social-economic improvement. It also provides local organizations access to a growing workforce and training resources for their incumbent workers.

Item 8. Transfer Preparation Information (if applicable)

Existing courses have been articulated for UC and CSU transfer. New courses can be articulated as transferrable courses at University of California Riverside, California State University San Bernardino, Cal-Poly Pomona, and other institutions. The courses in this certificate can be used toward Associate Degree to Transfer for Data Science for UC and CSU

Program Outline of Record – Credit Degrees and Certificates

Program Outline

Title: Business Administration: Marketing Specialized Area Credential

Originator: Chie Ishihara

Date 6/4/2025

Department: Business & Law and CIS

College/Learning Pathway/Engagement Center: Riverside - Business, Information Systems, and Technology

☐ 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:

CIP Code:

Type of Program:

- ☒ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☐ Certificate of Achievement and Degree

Type of Associate Degree:

- ☐ Associate of Arts ☐ Associate of Science

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

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

- ☐ Yes, minutes attached ☐ Approval Pending
☒ No Capital or Budgetary Impacts

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.)

(1) Currently Marketing Local Certificate is called “Industry Marketing – Certificate of Achievement – (CE879).

Change the name to “Business Administration: Marketing Specialized Area Credential”

(2) Change the name of the course included in this program, MKT 25, from Marketing for Professionals to Marketing for Workplace Success

Rationale:

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

- (1) Change the name of the local certificate to match the naming convention of Associates of Science Degree and Certificate of Achievement, such that Degrees and Certificates all start with “Business Administration:” to achieve consistency in the naming.

Program Outline of Record – Credit Degrees and Certificates

Currently, local certificates are not listed under Business Administration, but under the alphabet of individual certificate, i.e. “I” for “Industry Marketing Certificate of Achievement”, while all other business degrees and certificate is listed in “B”. This is confusing for students who are looking for all options in “B” section for Business Administration degrees and certificates.

- (2) Based on the enrollment numbers, the Business Discipline believe that the course name of “Marketing for Professionals” is interpreted by students as course that is geared only towards those who are already professionals in the marketing field. The course is designed to be similar to MKT 20 Principles of Marketing, but with the specific outcome of preparing students for Professional Certified Marketer’s industry certification. Changing the name to “Marketing for Workplace Success” will suggest the course to be geared towards students who have marketing as their intended career choice.

Course name change within the Business Administration: Marketing Concentration:

Current	Change to
BUS 10 or BUS 10H	same
MKT 40	same
MKT 43	same
BUS 43, MKT 41, or MKT 42	same
MKT 25 Marketing for Professionals	MKT 25 Marketing for Workplace Success

Required Documentation

Please submit this form and the documents outlined below to your college’s Instructional Program Support Coordinator (IPSC) 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.*)
- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**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.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

- Use technology to analyze marketing strategy and decisions and to enhance business.
- Have an understanding of legal practices relating to business practices, including intellectual properties rights.
- Apply sound management practices.
- Analyze the business elements that comprise the logistics function.
- Develop and apply principles of moral judgment and ethical behavior to business situations.
- Anticipate and pose problems relative to understanding and supervising personnel. Identify and analyze human relations techniques appropriate to a managerial role.
- Explain and develop the marketing mix, including an analysis of the marketing mix variables—product, place, price, and promotion.

Item 2. Catalog Description

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

Prepares individuals in the main areas of marketing: marketing management, digital marketing, advertising, retail management and sales. Fulfills all marketing courses required in Associates of Science Business Administration Marketing Concentration.

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: 15 units

Course	Title	Units	Sequencing
BUS-10	Introduction to Business	3	Semester 1, Fall
MKT-25	Marketing for Workplace Success	3	Semester 1, Fall
MKT-40	Advertising	3	Semester 1, Fall
MKT-43	Digital Marketing	3	Semester 2, Spring
MKT-41	Techniques of Selling	3	Semester 2, Spring
MKT-42	OR Retail Management	3	Semester 2, Spring
BUS-43	OR Global Marketing	3	Semester 2, Spring

Total Program Units: 15 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

Aligns with college mission to offer career opportunities and training for students.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

Projection of completers of Marketing Specialized Area Credential = 12

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

Currently existing program.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

Item 8. Transfer Preparation Information (if applicable)

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

Marketing Certificate is issued in:

- Mt San Antonio Community College
- Chaffey Community College
- Citrus Community College
- Santa Ana Community College
- Rio Hondo Community College
- Orange Coast Community College
- Pasadena Community College

Program Outline

Title: Data Science

Originator: Kasey Nguyen

Date 5/27/2025

Department: STEM-Mathematics and Computer Information Systems

College/Learning Pathway/Engagement Center: Moreno Valley - Science, Technology, Engineering and Math Engagement Center

☒ **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: 0706.00

CIP Code: 30.7001

Type of Program:

☐ Certificate of Achievement only

☐ Locally approved certificate (8-units or less) only

☒ Associate Degree only

☐ Certificate of Achievement and Degree

Type of Associate Degree:

☐ Associate of Arts

☒ Associate of Science

This is a:

☐ New certificate/degree*

☒ Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

☒ Yes, minutes attached

☐ Approval Pending

☐ No Capital or Budgetary Impacts

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.)

- Adding new course CIS -64 to Elective Courses.
- Total units remain the same: 40 units.

Rationale:

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

To include CIS-64, Technology and Data Ethics course into the program Electives course listing as this is an option for students to possibly receive university transferable credit and meet industry demands for knowledge in ethical practices in data, technology and AI.

Required Documentation

Please submit this form and the documents outlined below to your college's Curriculum Program 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
- ☒ College discipline minutes showing approval
- ☒ 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.*)
- ☒ Regional Consortium Recommendation (*Required for new programs only.*)

**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.*

Program Narrative

Item 1. Program Goals and Objectives

Associate Degree of Science in Data Science provides students with a foundation in data analysis, in which students will model, synthesize, and present large data sets for business decision making. Courses will focus on the techniques and tools to extract data from various data sources, model, integrate data, and visualize data for organizational decision making and intelligence gathering. The program prepares students for entry-level jobs, or to help them advance into careers, such as Operation Data Analyst, Business Analytics Specialist, System Data Analyst, Data Visualization Developer, Test Data Analyst, and Market Research Analyst. Topics covered will include statistics, research methods, SQL queries, systems analysis, design, and applied predictive analytics.

Program Learning Outcomes:

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

- Identify, extract, clean and maintain data in databases.
- Interpret and evaluate data trends or patterns in complex data sets using statistical techniques, analytic methods, and tools.
- Create and monitor reports to preserve data quality, identify critical issues, trends, and potential solutions.

Item 2. Catalog Description

Associate Degree of Science in Data Science provides students with a foundation in data analysis, in which students will model, synthesize, and present large data sets for business decision making. Courses will focus on the techniques and tools to extract data from various data sources, model, integrate data, and visualize data for organizational decision making and intelligence gathering. The program prepares students for entry-level jobs, or to help them advance into careers, such as Operation Data Analyst, Business Analytics Specialist, System Data Analyst, Data Visualization Developer, Test Data Analyst, and Market Research Analyst. Topics covered will include statistics, research methods, SQL queries, systems analysis, design, and applied predictive analytics.

Program Requirement: Before entering this program, students must complete MAT-10 or qualifying placement level in mathematics to be successful in courses in the program.

Item 3. Program Requirements

Program Requirement: Before entering this program, student must complete MAT-10 or qualifying placement level in mathematics to be successful in courses in the program.

Required Courses: 37 units

Course	Title	Units	Sequencing
CIS-1A	Introduction to Computer Information Systems	3	Semester 1
MAT- 70A/ CIS-70A	Foundations of Data Science	3	Semester 1
CIS-61/ CSC-61	Introduction to Database Theory	3	Semester 1
CIS-30A or CSC-8	Introduction to Python Programming or Programming Concepts: Python	3	Semester 2

Program Narrative

MAT-70B	Statistics for STEM	4	Semester 2
MAT-1A/ or MAT-1AH	Calculus I/Honors Calculus I	4	Semester 2
CIS-63/ CSC-63	Introduction to Structured Query Language (SQL)	3	Semester 3
MAT-1B	Calculus II	4	Semester 3
CIS-30E	Advanced Python Programming	3	Semester 4
MAT-1C	Calculus III	4	Semester 4
MAT-3	Linear Algebra	3	Semester 4

Elective Courses: 3 units

Course	Title	Units	Sequencing
CIS-68A	Introduction to Machine Learning	3	Semester 3
CIS-68B	Big Data Fundamentals	3	Semester 3
CIS-2/CSC-2	Fundamentals of Systems Analysis	3	Semester 4
CIS-20/CSC-20	Systems Analysis and Design	3	Semester 4
CIS-64	Technology and Data Ethics	3	Semester 4

Total Program Units: 40 units

The **Associate of Science Degree in Data Science** 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 Major Units	40	Maximum Major Units	40
Double Counted Units	3	Double Counted Units	3
Local GE Required Units	24	CSUGE Required Units	34
Electives	0	Electives	0
Total Minimum Degree Units	61	Total Maximum Degree Units	71

Item 4. Master Planning

This degree will 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 STEM, Computer Information Systems and Mathematics. It will allow student to transfer to UC or CSU to pursue a bachelor's degree in Data Science or related areas. The program will also improve the growth in special populations in STEM education, such as potentially increasing the population of female students

and under-represented populations 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

Enrollment Projects for courses are as followed:

Required courses:

- CIS-1A: 49 students
- MAT-70A/CIS-70A: 49 students
- MAT-20B: 49 students
- CIS/CSC-61: 49 students
- CIS/CSC-63: 49 students
- CIS-30A or CSC-8: 49 students
- CIS-68B: 49 students

Electives:

- CIS-68A: 49 students
- CIS-68B: 49 students
- CIS-2: 49 students
- CIS-20: 49 students
- CIS-64: 49 students

This program is expected to have 50 to 100 students by Fall 2026

Item 6. Place of Program in Curriculum/Similar Programs

Most of the courses in the program are active courses that are currently offered at all three campuses in RCCD. The new courses will be incorporated into the program seamlessly. No other programs are similar or the same as the proposed Data Science program.

Item 7. Similar Programs at Other Colleges in Service Area

No other college in the region offers similar program. This program offers opportunities for students to acquire technical training that will help them build careers and contribute to Inland Empire social- economic improvement. It also provides local organizations access to a growing workforce and training resources for their incumbent workers.

Item 8. Transfer Preparation Information (if applicable)

Existing courses have been articulated for UC and CSU transfer. New courses can be articulated as transferrable courses at University of California Riverside, California State University San Bernardino, Cal-Poly Pomona and other institutions. The courses in this degree can be used toward associate degree for Data Science at UC and CSU.

Program Outline

Title: Information Technology (IT) Cybersecurity

Originator: Kasey Nguyen

Date 5/27/2025

Department: MCIS

**College/Learning Pathway/Engagement Center: Moreno Valley - Science, Technology,
Engineering and Math Engagement Center**

☒ **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 and Degree

Type of Associate Degree:

- ☐ Associate of Arts ☒ Associate of Science

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

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

- ☒ Yes, minutes attached ☐ Approval Pending
☐ No Capital or Budgetary Impacts

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.)

Added new course as an elective option: CIS- 64 Technology and Data Ethics 3 units. No change to the program total units.

Rationale:

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

To include CIS-64, Technology and Data Ethics course into the program Electives listing as this is an option for students to possibly receive university transferable credit and meet industry demands for knowledge in ethical practices in data, technology and AI.

Required Documentation

Please submit this form and the documents outlined below to your college's Curriculum Program 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
- ☒ College discipline minutes showing approval
- ☒ 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.*)
- ☒ Regional Consortium Recommendation (*Required for new programs only.*)

**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.*

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.

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	Network Routing & 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
STAT-C1000/ STAT-C1000H	Introduction to Statistics / Introduction to Statistics-Honors	4	Semester 1, Fall

Program Outline of Record – Credit Degrees and Certificates

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 and 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
CIS-64	Technology and Data Ethics	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.

Minimum Degree Units		Maximum Degree Units	
Minimum Major Units	32	Maximum Major Units	32
Double Counted Units	3	Double Counted Units	3
Local GE Required Units	24	CSUGE Required Units	34
Electives	7	Electives	0
Total Minimum Degree Units	60	Total Maximum Degree Units	63

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 Fall 2026

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
CIS-64	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

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 with an 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.

Program Narrative

Program Modification: Moreno Valley: Administration of Justice/Law Enforcement Basic Peace Officer Academy Intensive

Award Type: Associate of Science Degree

Program Goals and Objectives

The Administration of Justice/Law Enforcement Basic Peace Officer Academy Intensive Program is designed to provide students with the career education required by California Peace Officer Standards and Training, to function as law enforcement professionals in the State of California.

The intensive academy meets the standards set by California Peace Officer Standards and Training over a 5–6-month period and is considered a full- time academy. The students in this program attend classes Monday through Friday all day. The student can complete this certificate program in 6 months.

After successful completion of the Basic Peace Officer Academy Intensive Program employment possibilities include Deputy Sheriff positions with all counties in California, Police Officer positions with all Police Departments in California, State Parks law enforcement, College Police Departments, and some out-of-state law enforcement agencies.

Catalog Description

This program focuses on the criminal justice system, its organizational components and processes, as well as its legal and public policy contexts. This includes instruction in criminal law and policy, police and correction systems organization, the administration of justice and the judiciary, and public attitudes regarding criminal justice issues.

The Basic Peace Officer Academy Intensive prepares individuals to perform the duties of police and public security officers, including patrol and investigative activities, traffic control, crowd control and public relations, witness interviewing, evidence collection and management, basic crime prevention methods, weapon and equipment operation and maintenance, report preparation and other routine law enforcement responsibilities.

SHORT DESCRIPTION OF PROGRAM

This program focuses on intensive basic instruction designed to meet the minimum requirements of a peace officer established as state law.

PROGRAM PREREQUISITE:

Non-Course Requirement: Completion of the P.O.S.T. Reading and Writing Skills Examination or equivalent examination; completion of the P.O.S.T. Physical Fitness Assessment; completion of the P.O.S.T. personal history statement; possession of a valid California driver's license; successful completion of a medical examination and fingerprint clearance through the California State Department of Justice.

Program Learning Outcomes

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

1. Analyze the various aspects of police work.
2. Identify minimum competencies in police functions of most frequent occurrence.
3. Compare and contrast the concepts of uniformity in police practices and procedures.
4. Compare and contrast basic techniques for evaluating and analyzing occupationally hazardous situations and selection of the appropriate response or procedure.
5. Apply laws of arrest, search and seizure, documentation of evidence and patrol procedures in a variety of scenarios and environments.
6. Speak and read basic Spanish.
7. Prepare extensive reports independently.
8. Demonstrate advanced proficiency with firearms.

Program Requirements

Required Courses

Units: 40.50

COURSE	TITLE	SEQUENCE	UNITS
ADJ-B1B	Basic Peace Officer Training Academy	YR 1 - Fall	40.50

Total: 40.50

Associate of Science Degree

The Associate of Science Degree in Administration of Justice/Law Enforcement Basic Peace Officer Academy Intensive 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	40.50	Maximum Required Units	40.50
Minimum Elective Units	2.00	Maximum Elective Units	0.00
Minimum GE Required Units	27.00	Maximum GE Required Units	39.00
Double Counted Units	0.00	Double Counted Units	0.00
Total Minimum Degree Units	69.50	Total Maximum Degree Units	79.50

Master Planning

The Administration of Justice/Law Basic Peace Officer Intensive Academy Program aligns with the College's Mission to inspire, challenge, and empower our diverse, multi-cultural community of student learners to

realize their goals; promote citizenship, integrity, leadership, and global awareness; encourage academic excellence and professionalism.

Enrollment and Completion Projections

Currently, this course is offered 3-4 times a year. In each class there are normally 40-60 students. At times, when the Sheriff's Department conducts recruiting, classes can have as many as 90 students each. We have not cancelled or rescheduled a class in over 3 years.

Place of Program in Curriculum/Similar Programs

All courses are available in the Moreno Valley College Inventory.

Similar Programs at Other Colleges in Service Area

Currently in the area San Bernardino Valley College offers a similar program with San Bernardino Sheriff's Department, it is not known if they are applying for a state certificate at this time.

Transfer Preparation Information (if applicable)

Not Applicable

Program Outline

Title: Automotive Collision Repair

Originator: Skyler Murdock

Date 9/27/2025

Department: Automotive Body Technology

College/Learning Pathway/Engagement Center: Riverside - Advanced Technical Arts and Trades

☐ **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: 0949.00* - Automotive Collision Repair

CIP Code: 47.0603 - Autobody/Collision and Repair Technology/Technician

Type of Program:

- ☐ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☒ Certificate of Achievement and Degree

Type of Associate Degree:

- ☐ Associate of Arts ☒ Associate of Science

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

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

- ☐ Yes, minutes attached ☐ Approval Pending
☒ No Capital or Budgetary Impacts

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.)

No changes have been made to the title, description, core learning outcomes, or unit values. AUB-53 was removed due to course deletion. AUB-60 and AUB-81 were added as electives

Rationale:

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

The removal of AUB-53 reflects its deletion from the catalog and ensures program requirements remain accurate and up to date. The addition of AUB-60 and AUB-81 as electives expands student options, enhances flexibility in course selection, and supports timely completion of the certificate/degree. These adjustments strengthen program accessibility while maintaining alignment with industry needs and leaving core learning outcomes unchanged.

Required Documentation

Please submit this form and the documents outlined below to your college's Curriculum Program 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
- ☒ College discipline minutes showing approval
- ☒ 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.*)
- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**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.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

This program prepares individuals to apply technical knowledge and skills to restore and refinish vehicles damaged by collision. This includes instruction in structural and non-structural repair, frame and panel reconstruction, damage analysis and estimating, mechanical and electrical component repair, plastics and adhesives, and painting and refinishing techniques.

Item 2. Catalog Description

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

This program prepares individuals to apply technical knowledge and skills to restore and refinish vehicles damaged by collision. This includes instruction in structural and non-structural repair, frame and panel reconstruction, damage analysis and estimating, mechanical and electrical component repair, plastics and adhesives, and painting and refinishing techniques.

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: 16 units

Course	Title	Units	Sequencing
AUB-50	Introduction to Automotive Collision Repair	4	YR 1 - FALL
AUB-51	Automotive Non-Structural Collision Repair and Estimating	4	YR 1 - FALL
AUB-54	Automotive Structural Collision Repair and Frame	4	YR 1 - FALL
AUB-56	Automotive Technology for the Automotive Collision Specialist	4	YR 1 - SPRING

Elective Courses: 4 units

Course	Title	Units	Sequencing
AUB-59A	Automotive Collision Service and Repair	2	YR 1 - SPRING
AUB-52	Automotive Refinishing and Paint	4	YR 1 - SPRING
AUB-60	Automotive Trim and Upholstery I	4	YR 1 - SPRING
AUB-81	Advanced Collision Repair Techniques	4	YR 1 - SPRING

Total Program Units: 20 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

The Automotive Collision Repair Degree and Certificate align with the College Mission statement by providing technical training and career preparation for students to enter the automotive collision repair industry.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

The program averages 11 combined CE/AS completers annually. We project an initial increase of roughly 10% in the coming year (12–13 completers), with the expectation that completions may continue to grow modestly over time as student interest and access expand.

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

This is already an existing CE/AS pattern.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

While some colleges in the region offer automotive programs, few provide specialized training in collision repair. This certificate/degree addresses a documented labor market demand in Riverside County and the Inland Empire, ensuring students have access to local, affordable training that leads directly to employment. The program complements, rather than duplicates, existing offerings by focusing on industry-validated skills needed by regional employers.

Item 8. Transfer Preparation Information (if applicable)

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

Program Outline of Record – Credit Degrees and Certificates

Program Outline

Title: Automotive Refinishing and Paint

Originator: Skyler Murdock

Date 9/27/2025

Department: Automotive Body Technology

College/Learning Pathway/Engagement Center: Riverside - Advanced Technical Arts and Trades

☐ **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: 0949.00* - Automotive Collision Repair

CIP Code: 47.0603 -Autobody/Collision and Repair Technology/Technician.

Type of Program:

- ☐ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☒ Certificate of Achievement and Degree

Type of Associate Degree:

- ☐ Associate of Arts ☒ Associate of Science

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

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

- ☐ Yes, minutes attached ☐ Approval Pending
☒ No Capital or Budgetary Impacts

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.)

No changes have been made to the title, description, or unit values. Following the deletion of AUB-53, it has been removed as an elective from this CE/AS pattern. To improve student access and reduce time to completion, AUB-56 and AUB-82 have been added as electives. Core learning outcomes are not explicitly affected by this change, though outcomes may vary depending on the elective selected.

Rationale:

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

The removal of AUB-53 reflects its deletion from the catalog and ensures program requirements remain current. The addition of AUB-56 and AUB-82 as electives provides students with greater flexibility in course selection, supports timely completion of the certificate/degree, and expands access to relevant and up-to-date training. These adjustments maintain alignment with industry needs while leaving core program learning outcomes intact.

Required Documentation

Please submit this form and the documents outlined below to your college's Curriculum Program 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
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- ☐ Narrative (*see following page*)
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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.*)
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- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**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.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

This program prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. This includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, damage analysis, and estimating.

Item 2. Catalog Description

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

This program prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. This includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, damage analysis, and estimating.

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: 16 units

Course	Title	Units	Sequencing
AUB-50	Introduction to Automotive Collision Repair	4	YR 1 -FALL
AUB-51	Automotive Non-Structural Collision Repair and Estimating	4	YR 1 -FALL
AUB52	Automotive Refinishing and Paint	4	YR 1 -FALL
AUB-55	Automotive Advanced Refinishing and Custom Paint	4	YR 1 -SPRING

Elective Courses: 4 units

Course	Title	Units	Sequencing
AUB-59B	Automotive Refinishing Service and Repair	2	YR 1 - SPRING
AUB-56	Automotive Technology for the Automotive Collision Specialist	4	YR 1 - SPRING
AUB-60	Automotive Trim and Upholstery I	4	YR 1 - SPRING
AUB-82	Introduction to Powder Coating	4	YR 1 - SPRING

Total Program Units: 20 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

The Automotive Refinishing and Paint Degree and Certificate align with the College Mission statement by providing technical training and career preparation for students to enter the automotive refinishing industry.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

The program averages 11 combined CE/AS completers annually. We project an initial increase of roughly 10% in the coming year (12–13 completers), with the expectation that completions may continue to grow modestly over time as student interest and access expand.

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

This is already an existing CE/AS pattern.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

While some colleges in the region offer automotive programs, few provide specialized training in refinishing and paint. This certificate/degree addresses a documented labor market demand in Riverside County and the Inland Empire, ensuring students have access to local, affordable training that leads directly to employment. The program complements, rather than duplicates, existing offerings by focusing on industry-validated skills needed by regional employers.

Item 8. Transfer Preparation Information (if applicable)

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

Program Outline of Record – Credit Degrees and Certificates

Program Outline

Title: Automotive Trim and Upholstery

Originator: Skyler Murdock

Date 9/27/2025

Department: Automotive Body Technology

College/Learning Pathway/Engagement Center: Riverside - Advanced Technical Arts and Trades

☐ **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: 0949.10* - Upholstery Repair - Automotive

CIP Code: 48.0303 - Upholstery/Upholsterer

Type of Program:

☐ Certificate of Achievement only

☐ Locally approved certificate (8-units or less) only

☐ Associate Degree only

☒ Certificate of Achievement and Degree

Type of Associate Degree:

☐ Associate of Arts

☒ Associate of Science

This is a:

☐ New certificate/degree*

☒ Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

☐ Yes, minutes attached

☐ Approval Pending

☒ No Capital or Budgetary Impacts

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.)

No changes have been made to the title, description or unit values. There was a change to courses and subsequent learning outcomes. AUB-51 was moved from a required course to an elective. AUB-52 was added as a required course. AUB-53 was removed as an elective due to course deletion. AUB-59B was removed as an elective. AUB-56 and AUB-81 were added as electives

Rationale:

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

This pattern has been streamlined to improve student access and completion rates while expanding elective options to provide greater flexibility in pathways to completion. In addition, AUB-52 has been moved to a core requirement, as a thorough understanding of interior trim panel removal is essential to both refinishing/paint and upholstery. AUB-52 is more closely aligned with Trim and Upholstery than AUB-51.

Required Documentation

Please submit this form and the documents outlined below to your college's Curriculum Program 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
- ☒ College discipline minutes showing approval
- ☒ 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.*)
- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**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.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

This program prepares individuals to apply technical knowledge and skills to install, repair, and finish automotive trim and upholstery components. This includes instruction in springs, filling, padding, coverings, interior panel removal, sewing and stitching methods, fabric and material selection, and finishing techniques for automobile interiors and related products.

Item 2. Catalog Description

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

This program prepares individuals to apply technical knowledge and skills to install, repair, and finish automotive trim and upholstery components. This includes instruction in springs, filling, padding, coverings, interior panel removal, sewing and stitching methods, fabric and material selection, and finishing techniques for automobile interiors and related products.

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: 16 units

Course	Title	Units	Sequencing
AUB-50	Introduction to Automotive Collision Repair	4	YR 1 - FALL
AUB-52	Automotive Refinishing and Paint	4	YR 1 - FALL
AUB-60	Automotive Trim and Upholstery I	4	YR 1 - FALL
AUB-61	Automotive Trim and Upholstery II	4	YR 1 - SPRING

Elective Courses: 4 units

Course	Title	Units	Sequencing
AUB-59A	Automotive Collision Service and Repair	2	YR 1 - SPRING
AUB-51	Automotive Non-Structural Collision Repair and Estimating	4	YR 1 - SPRING
AUB-56	Automotive Technology for the Automotive Collision Specialist	4	YR 1 - SPRING
AUB-81	Advanced Collision Repair Techniques	4	YR 1 - SPRING

Total Program Units: 20 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

The Automotive Trim and Upholstery Degree and Certificate align with the College Mission statement by providing technical training and career preparation for students to enter the automotive trim and upholstery industry.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

The program averages 11 combined CE/AS completers annually. We project an initial increase of roughly 10% in the coming year (12–13 completers), with the expectation that completions may continue to grow modestly over time as student interest and access expand.

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

This is already an existing CE/AS pattern.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

While some colleges in the region offer automotive programs, few provide specialized training in trim and upholstery. This certificate/degree addresses a documented labor market demand in Riverside County and the Inland Empire, ensuring students have access to local, affordable training that leads directly to employment. The program complements, rather than duplicates, existing offerings by focusing on industry-validated skills needed by regional employers.

Item 8. Transfer Preparation Information (if applicable)

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

Program Outline

Title: Business Administration: General Business Concentration - Associate of Science Degree and Certificate of Achievement

Originator: Kinnari Bhavsar

Date 9/2/2025

Department: Business & Law and CIS

College/Learning Pathway/Engagement Center: Riverside - Business, Information Systems, and Technology

☐ **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: 050100

CIP Code: 52.0201

Type of Program:

☐ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☒ Certificate of Achievement and Degree

Type of Associate Degree:

☐ Associate of Arts ☒ Associate of Science

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

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

☐ Yes, minutes attached ☐ Approval Pending
☒ No Capital or Budgetary Impacts

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.)

In the Business Administration: General Business Concentration - Associate of Science Degree and Certificate of Achievement – AS524/AS524C/CE524, add in electives: MKT 25: Marketing for Professionals and MAG 40: The American Management Association Certified Professional in Management

Rationale:

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

RCC campus offers SAC (Specialized Area Credential – local certificate) that is offered as the first step in the stackable pathway. By making this change to add MKT 25 and MAG 40 as options in the electives, students who take SAC at Riverside campus can complete Degree or Certificate of Achievement at RCC, Norco, or MV.

Program Outline of Record – Credit Degrees and Certificates

Concentration Electives

Units: 12.00

COURSE	TITLE	UNITS
Complete 12 units from the following:		12.00
ACC-1B	Principles of Accounting II	3.00
BUS-18B	Business Law II	3.00
BUS-40	Introduction to Global Business	3.00
BUS-47	Applied Business and Management Ethics	3.00
OR		
MAG-47	Applied Business and Management Ethics	3.00
BUS-80	Principles of Logistics	3.00
BUS-200	Business Administration Work Experience	1.00-4.00
MAG-51	Elements of Supervision	3.00
MAG-53	Human Relations	3.00
MKT-20	Principles of Marketing	3.00

Add in the Concentration Electives

1. MKT 25: Marketing for Professionals and
2. MAG 40: The American Management Association Certified Professional in Management

Required Documentation

Please submit this form and the documents outlined below to your college's Instructional Program Support Coordinator (IPSC) 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.*)
- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**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.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

- Use technology to analyze business decisions and to enhance business communications.
- Apply basic business and accounting calculations and analyses. Have an understanding of legal practices relating to business.
- Apply sound management practices.
- Explain the managerial applications of accounting reports and ratios to the business enterprise
- Analyze the law as it pertains to business organizations and to determine the legal management of the various forms of law.
- Analyze the business elements that comprise the logistics function.
- Develop and apply principles of moral judgment and ethical behavior to business situations.
- Anticipate and pose problems relative to understanding and supervising personnel. Identify and analyze human relations techniques appropriate to a managerial role.
- Explain and develop the marketing mix, including an analysis of the marketing mix variables—product, place, price, and promotion.

Item 2. Catalog Description

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

This program focuses on the general study of business, including domestic, international and electronic, and the important ways in which business impacts our daily lives. The program will prepare individuals to apply business principles and techniques in various career settings and to gain an understanding of business situations that affect their personal and working lives. This includes the buying, selling and production of goods and services, understanding business organizations, general management, and employee motivation strategies, basic accounting principles, the economy, and marketing.

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: 18 units

Course	Title	Units	Sequencing
ACC-1A	Principles of Accounting	3	Semester 1, Fall
BUS-10/10H	Introduction to Business	3	Semester 1, Fall
BUS-18A	Business Law I	3	Semester 1, Fall
BUS-20	Business Mathematics	3	Semester 2, Spring
BUS-22	Management Communications	3	Semester 2, Spring
BUS-24	OR Business Communication	3	Semester 2, Spring
CIS-1A	Introduction to Computer Information Systems	3	Semester 3, Fall
CIS/CAT-3	OR Computer Applications for Business	3	Semester 3, Fall

Elective Courses: 12 units

Course	Title	Units	Sequencing
ACC-1B	Principles of Accounting II	3	Semester 4, Spring
BUS-18B	Business Law II	3	Semester 4, Spring
BUS-40	Introduction to Global Business	3	Semester 5, Fall
BUS/MAG-47	Applied Business and Management Ethics	3	Semester 5, Fall
BUS-80	Principles of Logistics	3	Semester 4, Spring
BUS-200	Business Administration Work Experience	1-4	Semester 5, Fall
MAG-40	AMA Certified Professional in Management	3	Semester 6, Spring
MAG-51	Elements of Supervision	3	Semester 7, Fall
MAG-53	Human Relations	3	Semester 6, Spring
MKT-20	Principles of Marketing	3	Semester 6, Spring
MKT 25	Marketing for Professionals	3	Semester 7, Fall

Total Program Units: 30 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

Aligns with college mission to offer career opportunity and training for students.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

Associate Degree Business Administration - General Business Concentration awarded in 2021-2022 = 18

Projection based on 10% growth = 20

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

Currently existing program.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

- San Bernardino Valley College: Business Administration Associate of Arts Degree
- College of the Canyons: Business Administration Associate in Science
- Crafton Hills College: Business Administration Associate of Science Degree
- Barstow Community College: Associate of Science in Business degree
- Mt. San Jacinto College: Associate in Science degree in Business Administration
- Chaffey College: Business Administration Associate in Science
- College of the Desert: Associate in Science in Business Administration
- Victor Valley College: Associate in Science degree in Business Administration
- Palo Verde College: Business Administration

Item 8. Transfer Preparation Information (if applicable)

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

N/A

Program Outline of Record – Credit Degrees and Certificates

Program Outline

Title: Business Administration: Global Business Concentration – Associates of Science Degree and Certificate of Achievement

Originator: Chie Ishihara

Date 6/4/2025

Department: Business & Law and CIS

College/Learning Pathway/Engagement Center: Riverside - Business, Information Systems, and Technology

☐ 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:

CIP Code:

Type of Program:

☐ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☒ Certificate of Achievement and Degree

Type of Associate Degree:

☐ Associate of Arts ☐ Associate of Science

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

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

☐ Yes, minutes attached ☐ Approval Pending
☒ No Capital or Budgetary Impacts

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.)

Currently Global degree and certificate is called “Business Administration: Global Enterprise – Associates of Science Degree and Certificate of Achievement – AS1036/AS1036C/CE1036; The name does not have the word “Concentration” as other business programs do. The name also says “Global Enterprise” instead of the desired “Global Business.”

Change the name to “Business Administration: Global Business Concentration – Associates of Science Degree and Certificate of Achievement”

Rationale:

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

Change the name of the degree and Certificate of Achievement to match the naming convention of local certificate.

Required Documentation

Please submit this form and the documents outlined below to your college's Instructional Program Support Coordinator (IPSC) 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.*)
- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**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.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

- Use technology to analyze marketing strategy and decisions and to enhance business.
- Have an understanding of legal practices relating to global business practices, including intellectual properties rights, human rights, import/export regulations, global standards.
- Apply sound management practices in multi-cultural environment.
- Develop and apply principles of moral judgment and ethical behavior to business situations.
- Explain the components of global business, including foreign currencies and foreign business environments.
- Develop global business strategies of supply chain, marketing, and production/operations.

Item 2. Catalog Description

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

This program focuses on the study of business in the global setting. Individuals seeking to own a small business (online or offline) or work at a company of any size, all benefit from the knowledge of global business as businesses of all capacity engage in global business today. The program prepares individuals with knowledge of how to participate and succeed in global business, market to consumers outside of the U.S., manage a global workforce, and participate in the growing business of global trade.

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: 30 units

Course	Title	Units	Sequencing
ACC-1A	Principles of Accounting	3	Semester 1, Fall
BUS-10/10H	Introduction to Business	3	Semester 1, Fall
BUS-18A	Business Law I	3	Semester 1, Fall
BUS-20	Business Mathematics	3	Semester 2, Spring
BUS-22	Management Communications	3	Semester 2, Spring
BUS-24	OR Business Communication	3	Semester 2, Spring
CIS-1A	Introduction to Computer Information Systems	3	Semester 3, Fall
BUS-40	Principles of Global Business	3	Semester 3, Fall
BUS-48	Global Management	3	Semester 3, Fall
BUS-43	Global Marketing	3	Semester 4, Spring

BUS-46	Global Trade	3	Semester 4, Spring
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Total Program Units: 30 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

Aligns with college mission to offer career opportunities and training for students.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

Projected Associate Degree Business Administration Global Business Concentration = 10

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

Currently existing program.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

- Mt. San Antonio Community College
- Santa Ana Community College
- College of the Canyons

Item 8. Transfer Preparation Information (if applicable)

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

Program Outline of Record – Credit Degrees and Certificates

Management Program Outline

Title: Business Administration: Management - Associate of Science Degree and Certificate of Achievement

Originator: Kinnari Bhavsar

Date 9/2/2025

Department: Business & Law and CIS

College/Learning Pathway/Engagement Center: Riverside - Business, Information Systems, and Technology

☐ **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: 0506.00

CIP Code: 52.0201

Type of Program:

☐ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☒ Certificate of Achievement and Degree

Type of Associate Degree:

☐ Associate of Arts ☒ Associate of Science

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

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

☐ Yes, minutes attached ☐ Approval Pending
☒ No Capital or Budgetary Impacts

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.)

In the Business Administration: Management Concentration - Associate of Science of Degree and Certificate of Achievement – AS521/AS521C/CE521, add in Concentration Requirement: MAG 44: Principles of Management OR MAG 40: The American Management Association Certified Professional in Management

Rationale:

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

RCC campus offers SAC (Specialized Area Credential – local certificate) that is offered as the first step in the stackable pathway. By making this change to add MAG 40 and MAG 44 as options in the Concentration Requirements, students who take SAC at Riverside campus can complete Degree or Certificate of Achievement at RCC, Norco, or MV.

Program Outline of Record – Credit Degrees and Certificates

Concentration Requirements		Units: 3.00
COURSE	TITLE	UNITS
MAG-44	Principles of Management	3.00
Concentration Electives		Units: 9.00
COURSE	TITLE	UNITS
Select 9 units from the following:		9.00
Only one of the following may be used:		3.00
BUS-47	Applied Business and Management Ethics	3.00
MAG-47	Applied Business and Management Ethics	3.00
BUS-48	Global Management	3.00
MAG-53	Human Relations	3.00
MAG-56	HRM: Human Resources Management	3.00
MAG-60	Introduction to Hospitality Management	3.00
MAG-200	Management Work Experience	1.00-4.00

Under the Concentration Requirement:

Add MAG 40: The American Management Association Certified Professional in Management as an OR.

Required Documentation

Please submit this form and the documents outlined below to your college's Instructional Program Support Coordinator (IPSC) 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.*)
- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**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.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

- Use technology to analyze business decisions and to enhance business communications.
- Apply basic business and accounting calculations and analyses. Have an understanding of legal practices relating to business.
- Apply sound management practices.
- Analyze and apply appropriate managerial practices in one or more areas of ethics, human resources, quality management, operations, motivation.

Item 2. Catalog Description

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

This program generally prepares individuals to plan, organize, direct, and control the functions and processes of a firm or organization with an emphasis on people as the most important asset of a business. This program will prepare individuals seeking management positions to be better candidates for promotion, and those already in management positions to improve their management skills and effectiveness. This includes instruction in management practice and theory, human resources management and behavior, interpersonal communications in a business setting, marketing management, and business decision making.

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: 18 units

Course	Title	Units	Sequencing
ACC-1A	Principles of Accounting	3	Semester 1, Fall
BUS-10/10H	Introduction to Business	3	Semester 1, Fall
BUS-18A	Business Law I	3	Semester 1, Fall
BUS-20	Business Mathematics	3	Semester 2, Spring
BUS-22	Management Communications	3	Semester 2, Spring
BUS-24	OR Business Communication	3	Semester 2, Spring
CIS-1A	Introduction to Computer Information Systems	3	Semester 3, Fall
CIS/CAT-3	OR Computer Applications for Business	3	Semester 3, Spring

Required for this Concentration (3 Units)

Program Outline of Record – Credit Degrees and Certificates

Course	Title	Units	Sequencing
MAG-44	Principles of Management	3	Semester 3, Fall
MAG-40	OR AMA Certified Professional in Management	3	Semester 3, Fall

Elective Courses: 9 units

Course	Title	Units	Sequencing
BUS/MAG-47	Applied Business and Management Ethics	3	Semester 3, Fall
BUS-48	Global Management	3	Semester 4, Fall
MAG-53	Human Relations	3	Semester 3, Spring
MAG-56	HRM: Human Resources Management	3	Semester 3, Spring
MAG-60	Introduction to Hospitality Management	3	Semester 4, Fall
MAG-200	Management Work Experience	1-2-3-4	Semester 4, Fall

Total Program Units: 30 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

Aligns with college mission to offer career opportunity and training for students.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

Associate Degree Business Administration - Management Concentration awarded 2021-2022 = 21

Projection based on 10% growth = 23

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

Currently existing program.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

- San Bernardino Valley College: Business Administration Associate of Arts Degree
- College of the Canyons – Associate in Science Degree and Certificate of Achievement: Entrepreneurship and Small Business Management
- Crafton Hills College: Business Administration Associate of Science Degree
- Barstow Community College: Associate of Science in Business degree
- Mt. San Jacinto College: Management/Supervision, A.S.
- Chaffey College: Management Associate in Science
- College of the Desert: Associate in Science in Business Administration
- Victor Valley College: Associate in Science degree in Business Administration
- Palo Verde College: Business Administration

Item 8. Transfer Preparation Information (if applicable)

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

N/A

Program Outline of Record – Credit Degrees and Certificates

Program Outline

Title: Business Administration: Marketing Concentration

Originator: Chie Ishihara

Date 6/4/2025

Department: Business & Law and CIS

College/Learning Pathway/Engagement Center: Riverside - Business, Information Systems, and Technology

☐ 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:

CIP Code:

Type of Program:

- ☐ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☒ Certificate of Achievement and Degree

Type of Associate Degree:

- ☐ Associate of Arts ☐ Associate of Science

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

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

- ☐ Yes, minutes attached ☐ Approval Pending
☒ No Capital or Budgetary Impacts

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.)

Change of name of MKT 25 with in the program from current name “Marketing for Professionals” to new name “Marketing for Workplace Success”.

Applies to both Degree (AS521/AS521C) and Certificate (CE521)

Rationale:

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

Based on the enrollment numbers, the Business Discipline believe that the course name of “Marketing for Professionals” is interpreted by students as course that is geared only towards those who are already professionals in the marketing field. The course is designed to be similar to MKT 20 Principles of Marketing, but with the specific outcome of preparing students for Professional Certified Marketer’s industry certification. Changing the name to “Marketing for Workplace Success” will suggest the course to be geared towards students who have marketing as their intended career choice.

Course name change within the Business Administration: Marketing Concentration:

Current	Change to
BUS 10 or BUS 10H	same
MKT 40	same
MKT 43	same
BUS 43, MKT 41, or MKT 42	same
MKT 25 Marketing for Professionals	MKT 25 Marketing for Workplace Success

Required Documentation

Please submit this form and the documents outlined below to your college's Instructional Program Support Coordinator (IPSC) 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.*)
- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**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.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

- Use technology to analyze marketing strategy and decisions and to enhance business.
- Have an understanding of legal practices relating to business practices, including intellectual properties rights.
- Apply sound management practices.
- Analyze the business elements that comprise the logistics function.
- Develop and apply principles of moral judgment and ethical behavior to business situations.
- Anticipate and pose problems relative to understanding and supervising personnel. Identify and analyze human relations techniques appropriate to a managerial role.
- Explain and develop the marketing mix, including an analysis of the marketing mix variables—product, place, price, and promotion.

Item 2. Catalog Description

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

This program prepares individuals to strategize business goals into product offerings that consumer and business markets perceive as value. The program introduces the major areas of marketing including marketing management, strategy formulation, brand positioning, target market selection, consumer behavior, promotional mix, digital marketing, retail management, and sales for domestic and global markets.

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: 30 units

Course	Title	Units	Sequencing
ACC-1A	Principles of Accounting	3	Semester 1, Fall
BUS-10/10H	Introduction to Business	3	Semester 1, Fall
BUS-18A	Business Law I	3	Semester 1, Fall
BUS-20	Business Mathematics	3	Semester 2, Spring
BUS-22	Management Communications	3	Semester 2, Spring
BUS-24	OR Business Communication	3	Semester 2, Spring
CIS-1A	Introduction to Computer Information Systems	3	Semester 3, Fall
MKT-25	Marketing for Workplace Success	3	Semester 3, Fall
MKT-20	OR Principles of Marketing	3	Semester 3, Fall
MKT-40	Advertising	3	Semester 3, Fall

Program Outline of Record – Credit Degrees and Certificates

MKT-43	Digital Marketing	3	Semester 4, Spring
MKT-41	Techniques of Selling	3	Semester 4, Spring
MKT-42	OR Retail Management	3	Semester 4, Spring
BUS-43	OR Global Marketing	3	Semester 4, Spring

Total Program Units: 30 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

Aligns with college mission to offer career opportunities and training for students.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

Projected Associate Degree Business Administration Marketing Concentration = 15

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

Currently existing program.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

- Mt San Antonio Community College
- Chaffey Community College
- Citrus Community College
- Santa Ana Community College
- Rio Hondo Community College
- Orange Coast Community College
- Pasadena Community College

Item 8. Transfer Preparation Information (if applicable)

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

N/A

Program Outline

Title: Early Childhood Education

Originator: Melissa Thompson

Date 9/22/2025

Department: HESBS/ECE

College/Learning Pathway/Engagement Center: Moreno Valley - Humanities, Education, Social and Behavioral Sciences Engagement Center

☒ **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: 1305.00* Child Development/Early Care and Education CIP Code: 19.0709 Child Care Provider/Assistant.

Type of Program:

☐ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☒ Certificate of Achievement and Degree

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

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

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

☐ Yes, minutes attached ☐ Approval Pending
☐ No Capital or Budgetary Impacts

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.)

- EAR-23 and MUS-1 courses will be removed from college curriculum, and will be removed from the Elective options.
- KIN 6 is not a MVC course. Course is being excluded as an option

Rationale:

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

Modification of program due to courses being excluded from the college curriculum will not affect completing the program.

Required Documentation

Program Outline of Record – Credit Degrees and Certificates

Please submit this form and the documents outlined below to your college's Curriculum Program 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
- ☒ College discipline minutes showing approval
- ☒ 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.*)
- ☒ Regional Consortium Recommendation (*Required for new programs only.*)

**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.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

The Early Childhood Education program provides an educational and practical foundation for students interested in working with children from infancy through third grade. In addition to theoretical principles, the curriculum offers practical skills and on-site training that will prepare students for employment in the field of Early Childhood Education. The program leads to certificates in Early Childhood Education and/or an Associate of Science Degree. The EAR courses will also fulfill the required child development coursework for the state issued Child Development permit. Information regarding this permit and/or the Early Childhood Education certificates are available from the Early Childhood Education Department.

Program Learning Outcomes

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

1. Develop, implement, and evaluate developmentally appropriate thematic and emergent curriculum for children who are typical and atypical in the areas of physical, cognitive, language, creative and social/emotional growth.
2. Develop and apply appropriate practices and effective techniques that respect the cultural diversity of young children and their families.
3. Integrate an educational philosophy into classroom practices that reflects a personal belief supportive of theoretical principles regarding how and why young children should receive early educational experiences.
4. Develop and implement a system of ongoing observational practices that contributes toward the creation of learning environments conducive to the emergence of curriculum that adapts to the evolving needs of children.

Item 2. Catalog Description

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

The Early Childhood Education program provides an educational and practical foundation for students interested in working with children from infancy through third grade. In addition to theoretical principles, the curriculum offers practical skills and on-site training that will prepare students for employment in the field of Early Childhood Education. The program leads to certificates in Early Childhood Education and/or an Associate of Science Degree. The EAR courses will also fulfill the required child development coursework for the state issued Child Development permit. Information regarding this permit and/or the Early Childhood Education certificates are available from the Early Childhood Education Department.

Program Learning Outcomes

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

1. Develop, implement, and evaluate developmentally appropriate thematic and emergent curriculum for children who are typical and atypical in the areas of physical, cognitive, language, creative and social/emotional growth.
2. Develop and apply appropriate practices and effective techniques that respect the cultural diversity of young children and their families.
3. Integrate an educational philosophy into classroom practices that reflects a personal belief supportive of theoretical principles regarding how and why young children should receive early educational experiences.
4. Develop and implement a system of ongoing observational practices that contributes toward the creation of learning environments conducive to the emergence of curriculum that adapts to the evolving needs of children.

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: 25 units

Course	Title	Units	Sequencing
EAR-19	Observation and Assessment in Early Childhood Education	3	Fall and Spring
EAR-20	Child Growth and Development	3	Fall, Winter, Spring and Summer
EAR-24	Introduction to Curriculum		Fall and Spring
EAR-25	Teaching in a Diverse Society	3	Fall and Spring
EAR-26	Health, Safety and Nutrition	3	Fall and Spring
EAR-28	Principles and Practices of Teaching Young Children	3	Fall and Spring
EAR-30	Practicum in Early Childhood Education	4	Spring
EAR-42	Child, Family, and Community	3	Fall and Spring

Elective Courses: 6 units

Course	Title	Units	Sequencing
EAR-33	Infant and Toddler Development	3	Rotation, Fall, Spring and summer
EAR-34	Infant and Toddler Care and Education	3	Rotation, Fall, Spring and summer
EAR-38	Adult Supervision and Mentoring in ECE	3	Rotation, Fall, Spring, Summer and Winter
EAR-40	Introduction to Children with Special Needs	3	Rotation, Fall and Spring
EAR-41	Practicum in Early Intervention/Special Education	3	Fall or Spring

Program Outline of Record – Credit Degrees and Certificates

EAR-43	Children with Challenging Behaviors	3	Fall or Spring
EAR-44	Administration I: Programs in Early Childhood Education	3	Rotation, Fall, Spring, Summer and Winter
EAR-45	Administration II: Personnel and Leadership in Early Childhood Education	3	Rotation, Fall, Spring, Summer and Winter
EAR-46	Curriculum and Strategies for Children with Special Needs	3	Rotation, Fall, Spring, Summer and Winter
EAR-47	Childhood Stress and Trauma	3	Fall or Spring
EAR-53	Parenting: Guiding Young Children- Approaches to Discipline	3	Fall and Spring (RCC)
EAR-54	Parenting: Contemporary Parenting Issues	3	Fall and Spring (RCC)
EDU-1	Introduction to Elementary Classroom Teaching	3	Fall or Spring
ENGL-30	Children's Literature	3	Fall or Spring
KIN-30	First Aid and CPR	3	Fall, Spring and Summer

Total Program Units: 31 units

Associate of Science Degree The Associate of Science Degree in Early Childhood Education 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 Major Units	31	Maximum Major Units	31
Double Counted Units	8	Double Counted Units	6
Local GE Required Units	24	CSUGE Required Units	39
Electives	5	Electives	0
Total Minimum Degree Units	60	Total Maximum Degree Units	64

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

Moreno Valley College is committed to educating and empowering our students, providing equitable access to

education, and serving our communities. Moreno Valley College's core mission can be expressed in four words: Education, Empowerment, and Equity

Education: Students will develop paraprofessional skills and knowledge in child development with an emphasis on school age children

Empowerment: Students will be empowered as they identify personal strengths which have helped them realize the completion of the program

Equity: All coursework is taught through an equity-lens and a respect for children no matter their socioeconomic status, ethnicity, or cultural background.

The Early Child Education program is designed to prepare students to work in a preschool program that serve children birth to five. Students are offered knowledge about the developmental milestone of early childhood and the role the adult plays in designing a quality classroom environment inside and outside for children to learn and thrive.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

EAR 19 - Observation and Assessment - 35 students

EAR 20 - Child Growth and Development - 35 students

EAR 24 - Introduction to Curriculum for Early Childhood Education - 35 students

EAR 25 - Teaching in a Diverse Society - 35 students

EAR 26 - Health, Safety, Nutrition in Early Childhood Education - 35 students

EAR 28 - Principles and Practices of Early Childhood Education - 35 students

EAR 42 - Child, Family and Community - 35 students

EAR 30 - Practicum in Early Childhood Education – 20 students

The program expects to have 20 – 25 students completing this program annually.

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

All of the courses in the program are active courses that are currently offered at all three campuses within RCCD. The related certificate options are in the same discipline on all three campuses.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

With the growing number of jobs needed in the Inland Empire, the following colleges offers a program in Early Childhood Education: Barstow Community College, Chaffey College, College of the Desert, Copper Mountain College, Crafton Hills College, Mt. San Jacinto College, Palo Verde College, San Bernardino Valley College, and Victor Valley College.

Item 8. Transfer Preparation Information (if applicable)

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

The courses in this degree can be used toward associate degree for Early Childhood Education at California State University San Bernardino and other institutions.

Program Outline

Title: Early Childhood Intervention Assistant

Originator: Melissa Thompson

Date 9/18/2025

Department: HESBS/ECE

College/Learning Pathway/Engagement Center: Moreno Valley - Business, Health and Human Services Engagement Center

☒ **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: 1305.20*Children with Special Needs **CIP Code:** 13.1015 Education/Teaching of Individuals in Early Childhood Special Education Programs.

Type of Program:

☒ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☐ Certificate of Achievement and Degree

Type of Associate Degree:

☐ Associate of Arts ☒ Associate of Science

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

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

☐ Yes, minutes attached ☐ Approval Pending
☒ No Capital or Budgetary Impacts

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.)

EAR 23 will be removed from the college curriculum, and will be removed from the elective options.

Rationale:

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

The EAR 23 course was expanded to a non-credit certificate. Modification of program due to courses being excluded from the college curriculum will not affect completing the program.

Required Documentation

Please submit this form and the documents outlined below to your college's Curriculum Program 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
- ☒ College discipline minutes showing approval
- ☒ 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.*)
- ☒ Regional Consortium Recommendation (*Required for new programs only.*)

**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.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

This certificate is appropriate for students interested in working as an assistant or a paraprofessional in early intervention, early childhood special education, and community child development programs serving children with special needs. In addition to theoretical principles, the curriculum offers practical skills and on- site training that will prepare students for employment in the field of Early Childhood Intervention. The program leads to a certificate in Early Childhood Intervention and/or an Associate of Science degree. The program will also fulfill the required child development coursework for the state issued Child Development Permit. Information regarding this permit and/or the Early Childhood Intervention Certificate is available from the Early Childhood Education Department.

Upon completion of the requirements for the certificate program and 16 units of special courses in general education, the student has fulfilled the course requirements for the Child Development Permit, Teacher Level. See the state guidelines for experience qualifications and additional levels.

Item 2. Catalog Description

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

Program Learning Outcomes

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

1. Demonstrate an understanding of family function and structure, along with familial need for information and support that respects and values diverse cultures, values, beliefs and behaviors.
2. Demonstrate basic knowledge of laws and regulations pertaining to and protecting children with disabilities and their families. Understand and identify the process of accessing community agencies, referral systems and procedures for specialized support, specialized documents, resources and placement options.
3. Describe the typical child development milestones of children birth to adolescence and identify the strengths and special needs of the child in the context of his/her family, early childhood classroom, or early intervention setting.
4. Describe the developmental assessment process and outline its role in identifying, planning and intervening for a child with special needs and his/her family, including the process of curriculum development.
5. Demonstrate an understanding of the purpose and intent of an inclusive environment that supports the whole child while meeting the individual needs of children with disabilities.

Program Outline of Record – Credit Degrees and Certificates

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: 28 units

Course	Title	Units	Sequencing
EAR-19	Observation and Assessment in Early Childhood Education	3	Fall and Spring
EAR-20	Child Growth and Development	3	Fall, Winter, Spring and Summer
EAR-24	Introduction to Curriculum	3	Fall and Spring
EAR-28	Principles and Practices of Teaching Young Children	3	Fall, Spring and Winter
EAR-40	Introduction to Children with Special Needs	3	Rotation, Fall or Spring
EAR-41	Practicum in Early Intervention/Special Education	3	Will offer in the next 2 years
EAR-42	Child, Family, and Community	3	Fall, Winter, Spring and Summer
EAR-43	Children with Challenging Behaviors	3	Fall or Spring
EAR-46	Curriculum and Strategies for Children with Special Needs	3	Rotation, Fall or Spring

Elective Courses: 6 units

Course	Title	Units	Sequencing
EAR-33	Infant and Toddler Development		Rotation, Fall, Spring and summer
EAR-34	Infant and Toddler Care and Education		Rotation, Fall, Spring and summer
EAR-38	Adult Supervision and Mentoring in Early Care and Education		Rotation, Fall, Spring and summer
EAR-44	Administration I: Programs in Early Childhood Education		Rotation, Fall, Spring and summer
EAR-47	Childhood Stress and Trauma		Rotation, Fall or Spring

Total Program Units: 34 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

Moreno Valley College is committed to educating and empowering our students, providing equitable access to education, and serving our communities. Moreno Valley College's core mission can be expressed in four words: Education, Empowerment, and Equity

Education: Students will develop paraprofessional skills and knowledge in child development with an emphasis on school age children

Empowerment: Students will be empowered as they identify personal strengths which have helped them realize the completion of a program.

Equity: All coursework is taught through an equity-lens and a respect for children no matter their socioeconomic status, ethnicity, or cultural background.

The Early Child Education program is designed to prepare students to work in a preschool program that serve children birth to five. Students are offered knowledge about the developmental milestone of early childhood and the role the adult plays in designing a quality classroom environment inside and outside for children to learn and thrive.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

EAR 19 - Observation and Assessment - 35 students
EAR 20 - Child Growth and Development - 35 students
EAR 24 - Introduction to Curriculum for Early Childhood Education - 35 students
EAR 25 - Teaching in a Diverse Society - 35 students
EAR 26 - Health, Safety, Nutrition in Early Childhood Education - 35 students
EAR 28 - Principles and Practices of Early Childhood Education - 35 students
EAR 42 - Child, Family and Community - 35 students
EAR 30 - Practicum in Early Childhood Education – 20 students

The program expects to have 10 – 15 students completing this certificate annually.

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

All of the courses in the program are active courses that are currently offered at all three campuses within RCCD. The related certificate options are in the same discipline on all three campuses.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

With the growing number of jobs needed in the Inland Empire, the following colleges offers a similar degree or certificate in Early Childhood Education: Barstow Community College, Chaffey College, College of the Desert, Copper Mountain College, Crafton Hills College, Mt. San Jacinto College, Palo Verde College, San Bernardino Valley College, and Victor Valley College.

Item 8. Transfer Preparation Information (if applicable)

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

N/A

Program Outline

Title: Fire Technology

Originator: Jim Lambert

Date 5/17/2025

Department: Fire Technology- Public Safety Ed & Training

College/Learning Pathway/Engagement Center: Moreno Valley - Public Safety Engagement Center

☒ **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: 2133.00* Fire Technology
Technology/Technician.

CIP Code: 43.0201 Fire Prevention and Safety

Type of Program:

- ☐ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☒ Certificate of Achievement and Degree

Type of Associate Degree:

- ☐ Associate of Arts ☒ Associate of Science

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

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

- ☐ Yes, minutes attached ☐ Approval Pending
☐ No Capital or Budgetary Impacts

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.)

There was course modification to the following courses in 24-25; in results, required for this Fire Technology go through a program modification.

EMS-50 - from 7 to 5 units

EMS-51 - from 1.50 to 1 unit

Total program units decreased from 26.50 to 24 units.

Rationale:

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

There was course modification to the following courses in 24-25; in results, required for this Fire Technology go through a program modification.

Program Outline of Record – Credit Degrees and Certificates

Required Documentation

Please submit this form and the documents outlined below to your college's Curriculum Program 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
- ☐ College discipline minutes showing approval
- ☒ 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.*)
- ☒ Regional Consortium Recommendation (*Required for new programs only.*)

**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.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

This program prepares individuals for an entry-level career in the fire service by providing a foundation of core concepts, practices, vocabulary, culture, safety, and requirements for the fire service. This program follows the Fire and Emergency Services Higher Education (FESHE) model from the National Fire Academy and is a component of accreditation from the California State Fire Marshal.

Item 2. Catalog Description

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

This program prepares individuals for an entry-level career in the fire service by providing a foundation of core concepts, practices, vocabulary, culture, safety, and requirements for the fire service. This program follows the Fire and Emergency Services Higher Education (FESHE) model from the National Fire Academy and is a component of accreditation from the California State Fire Marshal.

Program Learning Outcomes

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

1. Identify minimum qualifications and entry-level skills for firefighter hiring. The student will be able to describe the following elements: application process; written exam process; physical agility exam, oral interview, chief's interview; background investigation; and firefighting probationary process. Students will identify fire service history, culture and diversity.
2. Demonstrate the ability to analyze, appraise and evaluate fire and emergency incidents and identify components of emergency management and firefighting safety including: size-up, report on conditions, Incident Command System; RECEO; 10 Standard Firefighting Orders; 18 Situations that shout "Watch Out"; and common factors associated with injuries and line of duty deaths.
3. Identify and comprehend laws, regulations, codes and standards that influence fire department operations, and identify regulatory and advisory organizations that create and mandate them especially in the areas of fire prevention, building codes and ordinances, and firefighter health and safety.
4. Analyze the causes of fire, determine extinguishing agents and methods, differentiate the stages of the fire and fire development, and compare methods of heat transfer.
5. Identify and describe common types of building construction and conditions associated with structural collapse and firefighter safety.
6. Differentiate between fire detection and alarm systems, and identify common health and safety concerns for firefighter and first responders.

7. Respond to emergency situations as a certified Emergency Medical Technician.

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: 24 units

Course	Title	Units	Sequencing
FIT-1	Fire Protection Organization	3	Spring & Fall (each year)
FIT-2	Fire Behavior and Combustion	3	Spring & Fall (each year)
FIT-3	Fire Protection Equipment and Systems	3	Spring & Fall (each year)
FIT-4	Building Construction for Fire Protection	3	Spring & Fall (each year)
FIT-5	Fire Prevention	3	Spring & Fall (each year)
FIT-7	Principals of Firefighter Safety and Survival	3	Spring & Fall (each year)
EMS-50	Emergency Medical Technician	5	Spring & Fall (each year)
EMS-51	Emergency Medical Services-Basic Clinical/Field	1	Spring & Fall (each year)

Total Program Units: 24 units

Associate of Science Degree

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

Program Outline of Record – Credit Degrees and Certificates

Minimum Degree Units		Maximum Degree Units	
Minimum Required Units	24.00	Maximum Required Units	24.00
Minimum Elective Units	14.00	Maximum Elective Units	2.00
Minimum GE Required Units	24.00	Maximum GE Required Units	34.00
Double Counted Units	2.00	Double Counted Units	0.00
Total Minimum Degree Units	60.00	Total Maximum Degree Units	63.00

Item 4. Master Planning

The Fire Technology Program aligns with the Moreno Valley College's Mission to inspire, challenge, and empower our diverse, multi-cultural community of student learners to realize their goals; promote citizenship, integrity, leadership, and global awareness; encourage academic excellence and professionalism. According to Labor Market Information, employment for the students with a fire technology degrees/certificates is expected to **increase by 8% and have 253 annual job openings** over the next five years, between 2018 and 2023, in the Inland Empire/Desert Region (IEDR).

Item 5. Enrollment and Completer Projections

There were 81 annual average credentials issued from regional community college fire academy programs over the last three academic years. Based on current enrollments, our program will easily exceed this statistic in the next three years.

Item 6. Place of Program in Curriculum/Similar Programs

The Fire Technology Program continues to compliment Moreno Valley College's Career Technical Education by providing depth of vocational education. This modification helps streamline existing programs and aligns curriculum with other institutions state-wide.

Item 7. Similar Programs at Other Colleges in Service Area

This change reflects similar programs in the region and aligns with industry standards and expectations.

Item 8. Transfer Preparation Information (if applicable) – N/A

Program Outline

Title: Firefighter Academy

Originator: Jim Lambert

Date 9/18/2025

Department: Public Safety/ EMS, Fire and Law

College/Learning Pathway/Engagement Center: Moreno Valley - Public Safety Engagement Center

☒ **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: 2133.50* Fire Academy **CIP Code:** 43.0203 Fire Science/Fire-fighting.

Type of Program:

- ☐ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☒ Certificate of Achievement and Degree

Type of Associate Degree:

- ☐ Associate of Arts ☐ Associate of Science

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

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

- ☐ Yes, minutes attached ☐ Approval Pending
☐ No Capital or Budgetary Impacts

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.)

Unit value for FIT-S3 Fire Academy will be modified from 12.5 to 21.5

Rationale:

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

Degree hours for FIT-S3 were modified in good faith last year to accommodate Title 4 requirements. This rendered MVC's Fire Academy Degree non-viable because it fell below the 18 unit requirement to award a degree. After discussions with the VPAA and Dean of Public Safety it was determined we needed to revert to the original unit credits of 21.5 to ensure our students did not lose this degree earning opportunity.

Required Documentation

Please submit this form and the documents outlined below to your college's Curriculum Program 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
- ☐ College discipline minutes showing approval
- ☒ Department minutes showing approval
- ☒ Narrative (*see following page*)
- ☐ Transfer preparation documentation (*only if applicable*)

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**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.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

The Firefighter Academy program provides students with the educational requirements to be certified as a Firefighter I by meeting California State Fire Training and National Fire Protection Association standards. This program is part of the California State Fire Marshal's Office Accredited Regional Training Program.

Item 2. Catalog Description

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

The Firefighter Academy program provides students with the educational requirements to be certified as a Firefighter I by meeting California State Fire Training and National Fire Protection Association standards. This program is part of the California State Fire Marshal's Office Accredited Regional Training Program.

Program Requirements:

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

- Perform skills that meet National Fire Protection Association Standard 1001 for Firefighter and California State Fire Marshal Standards for Firefighter 1.
- Demonstrate written and verbal communications skills required for entry-level firefighter positions.
- Analyze emergency and hazardous conditions that are inherent to the firefighting profession.

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: 29 units

Course	Title	Units	Sequencing
FIT-S3A	Introduction to Fire Academy and Physical Conditioning for Fire Academy Students	1.50	SUM/WIN
FIT-S3	Basic Fire Fighter Academy	21.50	SPRING/FALL
EMS-50	Emergency Medical Technician	5	SPR/SUM/FALL/WIN
EMS-51	Emergency Medical Services-Basic Clinical/Field	1	SPR/SUM/FALL/WIN

Total Program Units: 29 units

Associate of Science Degree

The **Associate of Science Degree in Firefighter Academy** 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 Major Units	29	Maximum Major Units	29
Double Counted Units	2	Double Counted Units	0
Local GE Required Units	24	CSUGE Required Units	34
Electives	9	Electives	0
Total Minimum Degree Units	60	Total Maximum Degree Units	63

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

The current degree/certification continues to align with the College's mission by providing equitable access to education while preparing students to enter the workforce through Career Technical Education. This enhances Moreno Valley College's commitment to support the local community by providing curriculum and training that aligns with State Fire Training requirements. This program leads students to pursue higher education in California through articulated agreements that further enhance their education and profession as Firefighters.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

Based on Labor Market information and actual Fire Academy enrollments during the past 2 years, Moreno Valley College can expect ninety to one hundred students per year to successfully complete this program.

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

This program modification continues to fit into Moreno valley College's existing inventory by meeting the Career Technical Education needs of the local community while providing job opportunities to students interested in a career in the Fire Service.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

Many colleges in the local area provide similar programs yet the demand for firefighter jobs may exceed the ability to facilitate this opportunity. According to the 2021 Labor Market Analysis, job opportunities in the Fire Service are expected to increase by 9% through 2024. Moreno Valley College's (MVC) Fire Academy leads the region in relative performance metrics and can be expected to continue along this

trend based on improvements being made to enhance effectiveness to meet workforce needs. Additionally, MVC's collaboration with Cal-Fire provides unique training, recognition, and experience that is unmatched by programs with similar attributes.

Item 8. Transfer Preparation Information (if applicable) n/a

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

N/A