DISTRICT CURRICULUM COMMITTEE MINUTES
September 5, 2013
Spruce Street Conference Room 319

Chair Presiding: Carolyn Quin, Moreno Valley College Curriculum Chair, District Curriculum Committee Chair
Meeting Called to Order: 4:00 p.m.

Members Present:
Norco
Brian Johnson, College Curriculum Committee Chair

Riverside
Richard Mahon, College Curriculum Committee Chair

Guests: Sharon Crasnow, Professor of Philosophy, Norco; Kevin Fleming, Dean of CTE, Norco; Greg Burchett, Riverside City College Curriculum Committee Co-Chair

Administrative Liaison: Sylvia Thomas
Administrative Support: Naomi Foley, Toni Van Buhler, Debbie McDowell

I. Agenda approved for today's meeting as amended/Mahon/Johnson/Unanimous
    Amended to include consideration of PHY 4A & 4B.

II. Approval of the minutes of May 30, 2013 as amended/MSC/Johnson/Mahon/(1) abstention – C. Quin
    Carolyn revised statement in IV. A. MVC college report to say: "…committee did not approve the proposed changes to the *"prerequisites"* for the P.A. Program.

Open Hearing – Carolyn read into the minutes an official statement from Dr. Steinback on the relationship between the P.A. Program and MVC's mission statement in reference to a comment made in the May 30th minutes. (See attached statement on last page). Sharon Crasnow joined us as a guest in her capacity as a curriculum mentor and trainer for faculty at Norco College particularly with reference ADTs.   She will also be working on completion of the District Curriculum Handbook.

OLD BUSINESS
III. Curriculum Policy and Procedure
    1. College Updates
        a.   **Moreno Valley** – had a curriculum retreat during August Flex activities. MVC has written drafts for a mission statement and Bylaws for the college committee which will be submitted to the Senate as a first reading on Monday. College committee will review final drafts on Tuesday. Hope to have adoption by the Senate on September 16th.

        b.   **Norco** – had flex training on curriculum and ADTs. Brian wants to do a quick training at the first or second meeting with the reps about what goes into a good COR to help avoid mistakes before final launching.

        c.   **Riverside/District/State** – No report for Riverside or District Senate. The District Senate report will move to MVC Report because Carolyn is District Chair, and she will attend the District Senate meetings. Richard will continue to report on State Senate issues. Richard reported that the Statewide Articulation Officers distribution list has been particularly active lately.   The Fall State Curriculum meeting is set for September 29th and three people from each college can attend.

        d.   **Discussion among the three chairs:**
             The Curriculum chairs need to let their committees know that faculty should get together with their departments to review and resolve any issues before launching the final COR. When the submit button is pushed, the modification proposal can be viewed by all faculty and provides an opportunity to make changes before launching into the approval

process. When all changes are made, then the final launch step can be taken. Greg will write a half page memo with a screen shot depicting this and send to committee chairs to share at their first meeting.

2. DE-Regular Effective Contact Guidelines – The MVC Curriculum Committee received a document titled "RCC Guidelines" that was circulated during FLEX in August among all faculty who teach online at MVC for feedback and revisions. Carolyn created a checklist from the "RCC" document to present as a possible way to address the documentation required by ACCJC. At Norco, Sharon stated that they worked with the Faculty Association on the document language along with a certification letter which was recommended to the Norco Senate by their DE Committee for adoption. The Senate put it on hold because they felt this was actually a charge to the District Curriculum Committee on what they should do when they review Distance Education. Sylvia stated that the ACCJC standard states that we must have a policy in place defining what effective substantive contact will be. Needs to be included as part of the curriculum approval process for DE courses. Sylvia suggested floating this among the online Advisory Committee also. It was suggested that each college could use the certification letter, a checklist and the broader document, along with good examples of best practices that achieve effective substantive contact, as a common document to be adopted by the senates. Committee Chairs will present this information to their college committees and give feedback at our next meeting. Sylvia suggested submitting the documentation to the District Academic Standards Committee for their review and input. Please send all drafts and revisions to Carolyn.

3. *District Curriculum Handbook* – Sharon Crasnow will be working on the following issues concerning the handbook: to clarify roles of the discipline facilitators, revisit the program approval process and decide which process should be used, work on missing pieces, and to discuss what needs to be updated and how transfer degrees need to be addressed and linked to C-IDs. Suggestion: Create a practical, easy-to-use laminated sheet on how to use CurricUNET as a convenient guide for faculty that will be less expensive to duplicate than the District Curriculum Handbook.

4. AP 4260- Limitations on Enrollment: Prerequisites, Co-requisites & Advisories – Richard had suggested last year, an ad hoc Committee consisting of six faculty to establish a prerequisite based only on content review that would make a recommendation to the Curriculum Committee. The other recommendation was for a nine-member committee, three from the discipline, three from discipline providing the prerequisite, three articulation officers and the recommendation must be unanimous. Discussion followed. Points to consider: (1) what is the right mix of people and the right level of majority to make a recommendation to move forward to the Curriculum Committee for action? (2) what to do with departments that have no FT faculty? Carolyn will look at earlier drafts and bring forward a compromise proposal.

5. Program Discontinuance Policy – Review Status – roll over to next agenda.

6. Flex Day Curriculum Training – Ongoing training is needed because the college committees do not understand the implications that approving CORs have on resources. Training will help clarify this for all three colleges.

IV. **Curriculum Approvals**

Course	Title	Location	Comment
1.Distance Education: None			
2. New Stand Alone Courses: None			
3. New Courses: None			
4. Course Inclusions: None			
5. Major Course Modifications:			
PHY 4A	Mechanics	MNR	M-no; NR-yes
PHY-4B	Electricity and Magnetism	MNR	M-no; NR-yes
Motion – to approve major modifications for PHY 4A & 4B/MSC/Mahon/Johnson/Unanimous			

Course	Title	Location	Comment
6. Course Deletions: None			
7. Course Exclusions: None			
8. New State Approved Certificates/Degrees: None			
9. New Locally Approved Certificate: None			
10. Modification to State/Locally Approved Certificate/Degrees: None			
11. Deletion of Certificate/Degrees: None			

V. Information Items - Accepted

Course	Title	Location	Comment
1.Distance Education: None			
2. New Stand Alone Courses: None			
3. New Courses: None			
4. Course Inclusions: None			
5. Major Course Modifications: None			
6. Course Deletions: None			
7. Course Exclusions: None			
8. New State Approved Certificates/Degrees: None			
9. New Locally Approved Certificate: None			
10. Modification to State/Locally approved Certificate/Degrees: None			
11. Deletion of Certificate/Degrees: None			

VI. NEW BUSINESS – roll over to next agenda.

    A. Process for Content Review for Prerequisites and Co-Requisites
    B. Documentation of Content Review and Statistical Validation (data)
       1. Example: AMY-2A: Anatomy and Physiology:
      Prerequisite: BIO 1: General Biology or BIO 1H: Honors General Biology
      Use of research to evaluate the effect of the new prerequisite and co-requisite on student
      success, with particular attention to "Disproportionate impact"
      2. Process for reaffirming prerequisites and co-requisites every six years or every two years for

CTE
      3. Documentation of this review
    C. Increasing the units in a course:
      1. MAT 12 –increasing from 3 units to 4 units
    D. College-level Curriculum Handbooks
    E. Process for Establishing Credit by Exam

VII. Adjournment: 5:30 p.m./MSC/Mahon/Johnson/Unanimous

District Curriculum Committee

Meeting of September 5, 2013

Official Statement from Moreno Valley College on the relationship between the Physician Assistant Program and the mission of the college:

The Physician Assistant program is among the degree programs for which we have authorization from the RCCD Board and the state of California (CCCCO). Our PA program is accredited by ARCPA - the sole national accreditation agency that can provide this accreditation. The PA degree is listed in our college catalog. It is listed on the Curriculum Inventory (with CCCCO). We are offering courses and currently have two cohorts (one in year two and another that just started). Our graduates have 100% employment.

The national accrediting agency (ARCPA) has adopted a policy position that will require all PA programs to be affiliated with a graduate institution by the year 2020. We are exploring options for addressing this accreditation requirement. However, there has been no position taken by the RCCD Board, Chancellor's Cabinet, MVC President, MVC Academic Senate, or MVC Curriculum Committee that has changed the status of PA program or suggested that the PA program does not directly contribute to the mission of the college. It is a program that prepares our students for careers, well-paying and well-respected careers, and meets the growing need for medical providers in our community and region.

September 4, 2013
Dr. Robin Steinback
Vice President Academic Affairs
Accreditation Liaison Officer

DISTRICT CURRICULUM COMMITTEE MINUTES
September 19, 2013
Spruce Street Conference Room 319

Chair Presiding: Carolyn Quin, Moreno Valley College Curriculum Chair, District Curriculum Committee Chair
Meeting Called to Order: 3:50 p.m.

Members Present:
<u>Norco</u>
Brian Johnson, College Curriculum Committee Chair

<u>Riverside</u>
Richard Mahon, College Curriculum Committee Chair

Guests: Diane Dieckmeyer, VP Norco; Greg Burchett, Riverside City College Curriculum Committee Co-Chair

Administrative Liaison: Sylvia Thomas
Administrative Support: Naomi Foley, Toni Van Buhler, Debbie McDowell

I.   Agenda approved for today's meeting/MSC/Johnson/Mahon

II.   Approval of the minutes of September 5, 2013/MSC/Mahon/Johnson

III.   Open Hearing – Carolyn will get together with Sharon Crasnow next week to set priorities for completing curriculum-related documents for the district.

IV.   Curriculum Policy and Procedure
       College Updates
       a. Moreno Valley/District – Mission statement has been approved and By-laws are almost finished.

       b. Norco – Had a stand-alone training. Everything was approved except PHY 4C. Sharon Crasnow spoke briefly about the Distance Ed Regular Effective Contact Guidelines stating that it is an ongoing process.

       c. **Riverside/State** – Richard recommended that everyone read Bill Scroggins' 2005 Course Outline Paper which talks about integration. Had a discussion regarding stand-alone courses and how students can quickly get to their 18 units by taking courses they feel are applicable to their degree, but can't. **State –** Schedule for Fall Academic Academy to be determined. The State Senate Office sent out an announcement that their topic for this year is General Education scheduled for February 21 and 22, 2014 in Napa Valley.

       d. **Discussion among the three chairs -** Over the summer, RCC received a list of CORs across the district that hasn't been updated since 2008. Richard wants to convey to faculty that their courses will not be offered if they haven't updated their CORs. A list of CORs, that need updating in each college's current inventory, will be sent to the Curriculum Chairs. Before the chairs send this information out to faculty, a discussion needs to take place about how to approach faculty on this.

V.   **OLD BUSINESS**
       a. DE-Regular Effective Contact Guidelines – Carolyn handed out a general statement from El Camino College on their policy which informs faculty of what the current regulations are, and Norco has also developed a good document. Sharon and Carolyn would like to move ahead with this as their first priority using the best of these documents and creating a draft to bring to the next meeting. All feedback to be sent to Carolyn. When the document comes back for review, it was suggested that it be sent to the new Online Advisory Chair for distribution and also to Academic Standards.

       b. *District Curriculum Handbook* – Carolyn and Sharon's second priority is to work on a to-do list for pieces missing. Carolyn will contact Rosa Espinoza-Leal at DHR to see if a conference room is available for them to meet and work on the Distance Education documents and the Curriculum Handbook.

  c. AP 4260- Limitations on Enrollment: Prerequisites, Co-requisites & Advisories – To work on a proposal to bring forward soon. This AP is related to Content Review also. Process should be similar to the one they are working on for Distance Ed., so that a template is developed that can be followed so that a record can be kept of the discussions.

  d. Program Discontinuance Policy – Review Status – Sylvia Thomas – The District Academic Standards Committee has drafted a new policy which they worked on for most of last year. It has not been forwarded yet because the senate didn't meet at the end of the year, and membership of this committee has turned over. It would not be worthwhile to have another committee come in at this point and start over from the beginning.

  e. Curriculum Training – April 22, 2014 was suggested as a good date to schedule training and invite Pam Deegan as an expert in the field. **Motion**- to postpone this item until the next meeting to give Richard time to come up with an agenda proposal and date options./**MSC/Mahon/Johnson**

VI. NEW BUSINESS
  a. Stand-Alone Courses – Richard is most concerned about the section that says students may apply no more than 18 stand-alone credits toward a degree completion. Discussion followed. A list of stand-alone courses by college can be pulled from Datatel once some cleanup has been done. Not sure how much work this would entail.

VII. Other – Sylvia had a list generated of all courses that had an instructional fee attached to them. The rationale for instructional fees should be reviewed on a regular basis. It would be good practice to go through and contact all the disciplines asking them what their rationale is for instructional fees.

VIII. **Curriculum Approvals**

Course	Title	Location	Comment
1. New Stand Alone Courses:			
The following course is proposed to improve the students' understanding of syntax used in academic English, and enhance their skills in using proper punctuation:			
ESL-90L	Special Topics in English as a Second Language: Punctuation of Phrases and Clauses	MNR	
The following course is proposed to enhance students' knowledge of prepositions and articles used in Academic English. This course is essential in helping students to master idioms and prepositional phrases:			
ESL-90M	Special Topics in English as a Second Language: Articles and Prepositions	MNR	
Motion-to approve stand alone ESL courses above/MSC/Johnson/Quin/vote: 2 ayes, 1 abstention/Motion Passed			
2. New Courses: None			
3. Course Inclusions: None			
4. Major Course Modifications:			
The following modification is proposed to update the course description, SLOs, course content, course materials and add sample assignments:			
MAT-1A	Calculus I	MNR	
Motion – to approve major modification for MAT 1A/MSC/Mahon/Johnson/Motion Passed			
The following is being proposed to change the units from 3 to 4, lecture hours from 54 to 72 as well as to update the course description, SLOs, course content, MOI, course materials and add sample assignments:			
MAT-12	Statistics	MNR	Not approved at Norco
Motion–to approve major modification for MAT 12/MSC/Mahon/Quin/vote: 2 ayes, 1 nay/Motion Passed			
The following modification is proposed to update the SLOs, course materials and add sample assignments:			
MAT-35	Intermediate Algebra	MNR	
Motion–to approve major modification for MAT 35 with minor edit/MSC/Mahon/Johnson/Motion Passed Discussion followed. Editing issue on the Norco document.			
The following are proposed to update the course description, course content, MOI, course materials and add sample assignments:			
PHY-2A	General Physics	NR	Discussion regarding topics and not requiring the formatting to be in levels when the detail is

Course	Title	Location	Comment
			apparent.
PHY-2B	General Physics II	NR	

Motion – to approve major modifications for PHY 2A and PHY 2B/Mahon/Johnson - Mahon withdrew motion
2nd Motion – to defer PHY 2A and PHY 2B to Oct 3rd meeting/MSC/Mahon/Johnson
*NOTE: MVC sent BIO 11H for articulation and it was returned because it didn't have a lab manual or objectives for lab. Conversation to be deferred to next meeting to allow time to gather more information.

The following proposal has been modified to change the units from 2 to 3 and laboratory hours from 54 to 108, as well as update course content and course materials to comply with C-ID.

THE-25	Makeup for the Stage	NR	

5. Course Deletions: None	
6. Course Exclusions: None	
7. New State Approved Certificates/Degrees:	
Associate in Arts in Psychology for Transfer	MNR

Motion – to defer THE 25 and Associate in Arts in Psychology for Transfer for Oct 3rd meeting
MSC/Mahon/Johnson/Motion Passed

8. New Locally Approved Certificate: None	
9. Modification to State/Locally Approved Certificate/Degrees: None	
10. Deletion of Certificate/Degrees: None	
11. Distance Education:	

Course	Title	Location	Comment
ESL-90L	Special Topics in English as a Second Language: Punctuation of Phrases and Clauses	MNR	Online
ESL-90M	Special Topics in English as a Second Language: Articles and Prepositions	MNR	Online

Motion – to approve ESL 90L & ESL 90M/MSC/Johnson/Quin/vote: 2 ayes, 1 abstention/Motion Passed

VIII. Information Items – N/A

Course	Title	Location	Comment
1.Distance Education: None			
2. New Stand Alone Courses: None			
3. New Courses: None			
4. Course Inclusions: None			
5. Major Course Modifications: None			
6. Course Deletions: None			
7. Course Exclusions: None			
8. New State Approved Certificates/Degrees: None			
9. New Locally Approved Certificate: None			
10. Modification to State/Locally Approved Certificate/Degrees: None			
11. Deletion of Certificate/Degrees: None			

IX. POSTPONED FROM PREVIOUS MEETING

a. Process for Content Review for Prerequisites and Co-Requisites – will take the PDF document from the State Academic Senate and develop something similar to the DE Guidelines. (See previous discussion under V.a.)

b. Documentation of Content Review and Statistical Validation (data):
   i. Example: AMY-2A: Anatomy and Physiology: Prerequisite: BIO 1: General Biology or BIO 1H: Honors General Biology
      Results from running statistical validation data was not favorable because students who took the prerequisite only showed a slight improvement over the number of students who passed

the course without the prerequisite.   For further documentation on content review, Barbara Moore can be contacted in the Life Science discipline.
Use of research to evaluate the effect of the new prerequisite and corequisite on student success, with particular attention to "Disproportionate impact"
Explanation: Disproportionate impact refers to various groups of students who, because of their skill level, would be disproportionally impacted. Continue discussion at the October 3rd meeting.

   ii. Process for reaffirming prerequisites and co-requisites every six years or every two years for CTE – N/A

   iii. Documentation of this review – N/A

c. Increasing the units in a course:
   i. MAT 12 –increasing from 3 units to 4 units- N/A

d. College-level Curriculum Handbooks- N/A

e. Process for Establishing Credit by Exam – defer to October 3rd meeting.

Adjourned: 5:00 p.m./MSC/Mahon/Johnson

DISTRICT CURRICULUM COMMITTEE MINUTES
October 3, 2013
Spruce Street Conference Room 319

Chair Presiding: Carolyn Quin, Moreno Valley College Curriculum Chair, District Curriculum Committee Chair
Meeting Called to Order: 4:00 p.m.

Members Present:
Norco
Brian Johnson, College Curriculum Committee Chair

Riverside
Richard Mahon, College Curriculum Committee Chair (via phone)
Greg Burchett, Riverside City College Curriculum Committee Co-Chair

Guests: Carol Farrar, Dean of Instruction, Norco; Sharon Crasnow, Professor of Philosophy, Norco

Administrative Liaison: Sylvia Thomas (not present)
Administrative Support: Naomi Foley (not present), Toni Van Buhler, Debbie McDowell

I.   Agenda approved for today's meeting/MSC/Johnson/Burchett

II. Approval of the minutes of September 19, 2013/MSC/Johnson/Burchett

III. Open Hearing – None

IV.   Curriculum Policy and Procedure
      College Updates
      a. Moreno Valley/District – No report for District. MVC finished their mission statement and Bylaws.

      b. Norco – approved everything on their agenda. Updates included Sharon and Carolyn working on the Curriculum Handbook as well as the DE Guidelines. Norco is still debating the wording on AP 4260. The following question came up regarding SPA classes, "How integrated does the course need to be?" The ideal is to fully integrate them.

      c. **Riverside/State** – Committee discussed common curriculum and Richard drafted some bullet points. Discussion of DE web enhanced courses took place also. **State:** The State Senate Office topic for Spring 2014 is on General Education scheduled for February 21 and 22nd in Napa Valley. Curriculum chairs are encouraged to participate.

      d. **Discussion among the three chairs -** N/A

V.   **OLD BUSINESS**
      a. DE-Regular Effective Contact Guidelines Update – Sharon and Carolyn created a new document titled, "Course Outline of Record (COR) Addendum for Distance Education." It is intended to address the issue of regular, effective/substantive contact (interaction) in distance education. Toni requested that the document remove any reference to COR addendum; Distance Ed is a method of delivery and as such, is not a component that should be reflected on the Course Outline of Record. The Curriculum Committee does review and approve courses for distance education delivery as a separate item but again, not as part of the Course Outline of Record.

      Carolyn agreed to rename the document, "Instructional Addendum" and will remove any reference to the old title. Her and Sharon will rework the DE documents and forward to the curriculum committees for further discussion and input.

      b. *District Curriculum Handbook – Update* – They have a plan and are moving forward!

c. AP 4260- Limitations on Enrollment: Prerequisites, Co-requisites & Advisories – There was a problematic section involving faculty from cross disciplines so Carolyn and Sharon reworded this section and forwarded it to Richard.
   o Agendize for our next meeting - Program Approval Process. In terms of the ADTs, RCC is using a different process then MVC or Norco. A discussion needs to take place to make a decision about the colleges keeping the same curriculum but using different approval processes.

d. Program Discontinuance Policy – Review Status – Sylvia Thomas – Postpone until next meeting due to Sylvia not present.

e. Curriculum Training, Set Date – Richard expects to have lunch with Pam Deegan in the next couple of weeks.

VI.   NEW BUSINESS
   a. Process for Establishing Credit by Exam (Postponed from last meeting) – Postpone until next meeting. Carolyn wants to discuss why AP Music is not in the catalog.

   b. Rationale for Instructional Fees related to courses – A rationale is needed for all instructional fees. A form needs to be developed so this information can be added to the COR.

VII.   Curriculum Approvals

Course	Title	Location	Comment
1.New Stand Alone Courses: None			
2. New Courses: None			
3. Course Inclusions: None			
4. Distance Education:			
ESL-90L	Special Topics in English as a Second Language: Punctuation of Phrases and Clauses	MNR	Online
ESL-90M	Special Topics in English as a Second Language: Articles and Prepositions	MNR	Online
Motion – to approve ESL-90L and ESL 90M/MSC/Johnson/Burchett			
5. Major Course Modifications:			
The following are proposed to update the course description, course content, MOI, course materials and add sample assignments:			
PHY-2A	General Physics	NR	Discussion regarding topics and allowing non-leveled formatting when the detail is apparent.
PHY-2B	General Physics II	NR	
Motion – to approve Phy 2A and Phy 2B for major modifications/MSC/Johnson/Burchett/Unanimous			
PHY-4C	Heat, Light and Waves	MNR	
Motion – to approve Phy 4C/Johnson/Burchett -Was postponed at MVC and not approved at Norco. Call to postpone Phy 4C/Unanimous (Discussion: need lab manuals; needs assignments; better entry skills; old GESLOs, etc.)			
The following modifications are proposed to link the SLOs to the new GESLOs and update the course description, course materials and to add the advisory of "Completion of placement test to assess level of proficiency in Spanish"			
SPA-1	Spanish 1	MNR	
SPA-1H	Honors Spanish 1	MNR	
The following modifications are proposed to link the SLOs to the new GESLOs and update the course materials and to add to the prerequisite an additional option of "or qualifying placement level on the Spanish assessment test or equivalent":			
SPA-2	Spanish 2	MNR	
SPA-2H	Honors Spanish 2	MN	
SPA-3	Spanish 3	MNR	
SPA-4	Spanish 4	MNR	
The following modification is proposed to link the SLOs to the new GESLOs and update the course content and course			

Course	Title	Location	Comment
materials:			
SPA-8	Intermediate Conversation	MNR	
SPA-11	Culture and Civilization	MNR	
SPA-12	Latin American Culture and Civilization	MNR	
SPA-13	Spanish for Health Care Professionals	MNR	

Motion – to approve all the above SPA courses for major modifications
MSC/Johnson/Burchett/Unanimous

The following proposal has been modified to change the units from 2 to 3 and laboratory hours from 54 to 108, as well as update course content and course materials to comply with C-ID.

THE-25	Makeup for the Stage	NR	

Motion – to approve THE-25 major modifications/MSC/Johnson/Burchett/Unanimous

6. Course Deletions: None

7. Course Exclusions: None

8. New State Approved Certificates/Degrees:

Associate in Arts in Psychology for Transfer **Motion - to approve New State Certificate for Psychology for Transfer/Johnson/Burchett/Unanimous**	MNR

9. New Locally Approved Certificate: None

10. Modification to State/Locally Approved Certificate/Degrees: None

11. Deletion of Certificate/Degrees: None

VIII.   Information Items – Accepted

Course	Title	Location	Comment
1.New Stand Alone Courses:			
2. New Courses:			
3. Course Inclusions: None			
4. Distance Education: None			
5. Major Course Modifications:			

The following modifications are proposed to link the SLOs to the new GESLOs and update the course description, course materials and to add the advisory of "Completion of placement test to assess level of proficiency in Spanish"

SPA-1A	Spanish 1A	R	
SPA-1B	Spanish 1B	R	

The following modifications are proposed to link the SLOs to the new GESLOs:

SPA-51	Introductory Listening Comprehension I	R	
SPA-52	Introductory Listening Comprehension II	R	
SPA-53	Intermediate Listening Comprehension I	R	

6. Course Deletions: None			
7. Course Exclusions: None			
8. New State Approved Certificates/Degrees: None			
9. New Locally Approved Certificate: None			
10. Modification to State/Locally Approved Certificate/Degrees:			
International Business Certificate			R
11. Deletion of Certificate/Degrees: None			

12. PA Program Prerequisites – The PA program prerequisites were presented to the DCC as an information item. Since they were originally submitted to TR last spring for review and input prior to significant changes made to the program over the summer, it was felt that they should be resubmitted. One question that came up during DCC was whether it was necessary to have a separate certificate for the program. It is currently a

certificate **and** degree program but the prerequisites are such that it appears redundant to have a certificate in addition to the degree. Carolyn explained that frequently students will already have a bachelor's or master's degree, and that they then only need the certificate.

IX. Adjournment 5:30 p.m.

DISTRICT CURRICULUM COMMITTEE MINUTES
October 17, 2013
Spruce Street Conference Room 319

Chair Presiding: Carolyn Quin, Moreno Valley College Curriculum Chair, District Curriculum Committee Chair
Meeting Called to Order: 4:25 p.m.

<u>Members Present:</u>
<u>Norco</u>
Brian Johnson, College Curriculum Committee Chair

<u>Riverside</u>
Richard Mahon, College Curriculum Committee Chair

Guests: Kevin Fleming, Dean of Instruction CTE, Norco; Robin Steinback, VP, Moreno Valley College; Steven Schmidt, Music, Riverside City College, Curriculum Committee

Administrative Liaison: Sylvia Thomas
Administrative Support: Naomi Foley, Toni Van Buhler, Debbie McDowell

I. Agenda approved for today's meeting as amended/MSC/Quin/Johnson/Unanimous
    Information items pulled - AML 11, 12, 13, 14.

II. Approval of the minutes of October 3, 2013 as amended/MSC/Johnson/Mahon/Quin/(1) abstention
    Remove the word "debating" from the Norco Report.

III. Open Hearing – N/A

IV.   Curriculum Policy and Procedure
       College Updates
       a. Moreno Valley/District – Carolyn reported that MVC established a Distance Education Committee that will report to the Curriculum Committee. MVC plans to develop a program approval process, more specific to their college, based on the short process from 2009.

       b. Norco – Brian had the committee review the Distance Education documents as well as the program approval process documents. He asked the committee to consider approving and creating a short program approval process for Norco.

       c. **Riverside/State** – Richard reported that RCC is unhappy approving CORs with elements that the committee doesn't understand. RCC wants to take a broader review of these types of questions such as unfunded units. This will be their first attempt to narrow a broad mix of questions into a process. As Richard develops this document, he imagines it will shape the focus of the curriculum training workshop. Richard has asked his committee to discuss the stem for Methods of Evaluation with their departments. Richard would argue that none of the CORs are compliant with the language for Methods of Evaluation and will receive feedback at his next committee meeting. The 2013 Curriculum Regional Meeting is November 15th at Long Beach City College. Five people from each college can attend. The Plenary Session is scheduled for November 7th and Richard and Greg are both attending so Richard will have a replacement at the next Tech Review meeting.

V.   **OLD BUSINESS**
       a. DE-Regular Effective Contact Guidelines Update – Drafts for official circulation – Carolyn would like to have the official drafts reviewed by the curriculum committees next Tuesday and forwarded to the college senates and then onto the District Senate. The certification letter will be tailored to each specific college. Carolyn asked that the document in CurricUNET be reviewed at the next meeting.

       b. District Curriculum Handbook – No report.

       c. AP 4260- Limitations on Enrollment: Prerequisites, Co-requisites & Advisories – Discussion followed concerning process for establishing prerequisites.

Concerns and Suggestions:

- There has to be a way for the colleges to participate meaningfully in areas where there is no FT faculty present. Each curriculum committee could designate their own members for an Ad Hoc committee or establish a standing committee to pre-screen proposals for prerequisites based on content review.
- In appointing faculty to an Ad Hoc committee, each discipline at each college could possibly come up with a list of faculty to serve on the committee at the beginning of each year.
- The District Senate had stated that they would like to see the District Curriculum Committee develop common language that all three colleges could unanimously agree to, submit to each college curriculum committee for approval, and forward to the college senate.
- Richard, Carolyn and Sharon Crasnow will tweak the policy language and bring back to the next committee meeting. If approved, then the chairs will submit the document to their college curriculum committees.

    d. Program Discontinuance Policy – Review Status – Sylvia Thomas – The District Academic Standards Committee has completed their revision of the policy. Sylvia to finish the editing the AP and will then forward to the three senate presidents for the next District Senate meeting.

    e. Curriculum Training – Richard met with Pam Deegan this last Sunday. She has agreed to conduct a training workshop and one of the topics will be on unfunded units. The date to be announced.

    f. Advanced Placement Exam for Music – Defer until next meeting.

VI.   NEW BUSINESS
    a. Program Approval Process with existing courses, 2009, "Short" Process – Defer to next meeting.
    b. "Pass" grade and ADTs – Richard Mahon – PCAH language states that all courses that meet an associate degree for transfer, taken for a letter grade, must be a C or better. There was a factual misunderstanding that grade "P" has to be equivalent of a "C" or better per Title 5. This should not have gone to the Board of Governors and will be edited out. We should continue to monitor courses that have a pass/fail option. Since this statement was in the PCAH and on the ADT template, it had to be included in all program submissions.

VII.   Curriculum Approvals

Course	Title	Location	Comment
1. New Stand Alone Courses: None			
2. New Courses: None			
3. Course Inclusions: None			
4. Major Course Modifications:			
The following modifications are proposed to link the SLOs to the new GESLOs and update the course materials:			
AML-1	American Sign Language 1	MR	
AML-2	American Sign Language 2	MR	
The following modification is proposed to change the title from "Introduction to Astronomy", update the course description, link SLOs, course materials and add sample assignments:			
AST-1A	Introduction to the Solar System	MR	
The following modifications is proposed to change the title from "Introduction to the Stars", update the course description, link SLOs, course materials and add sample assignments:			
AST-1B	Introduction to the Stars and Galaxies	MR	
Motion- to approve major modifications for AML 1, AML2, AST 1A, AST 1B/MSC/Mahon/Johnson/(vote: 2 ayes/1 abstention)			
The following modification is propose to update the course description, entry skills, course content, course materials, link the SLOs to the new GESLOs, and to add sample assignments:			
MAT-2	Differential Equations	MNR	
The following modification is proposed to add a prerequisite of "SPA-2 or 2H or qualifying placement level on the Spanish assessment test or the equivalent" and to link the SLOs to the new GESLOs and update the course materials:			
SPA-3N	Spanish for Spanish Speakers	MNR	
Motion – to approve major modifications for MAT 2 and SPA 3N/MSC/Mahon/Johnson/Unanimous			

Course	Title	Location	Comment
5. Course Deletions: None			
6. Course Exclusions: None			
7. New State Approved Certificates/Degrees: None			
8. New Locally Approved Certificate: None			
9. Modification to State/Locally Approved Certificate/Degrees: None			
10. Deletion of Certificate/Degrees: None			
11.Distance Education: None			

VIII.   Information Items – Accepted

Course	Title	Location	Comment
1. New Stand Alone Courses: None			
2. New Courses:			
The following course is proposed as a capstone course for the degree/certificate:			
FTV-38A	Beginning Film, Television and Video Production Project	R	
The following course is proposed as an elective course in the degree/certificate:			
FTV-38B	Advanced Film, Television and Video Production Project	R	
The following courses are proposed to address issues with repeatability with leveled courses:			
FTV-44A	Beginning Television Production	R	
FTV-44B	Intermediate Television Production	R	
FTV-44C	Advanced-Intermediate Television Production	R	
FTV-44D	Advanced Television Production	R	
FTV-45A	Beginning Television News Production	R	
FTV-45B	Intermediate Television News Production		
FTV-45C	Advanced Intermediate Television News Production	R	
FTV-45D	Advanced Television News Production	R	
FTV-51A	Film, Television and Video Laboratory I	R	
FTV-51B	Film, Television and Video Laboratory II	R	
FTV-51C	Film, Television and Video Laboratory III	R	
FTV-51D	Film, Television and Video Laboratory IV	R	
FTV-64A	Beginning Digital Editing Principles and Techniques	R	
FTV-71A	Beginning Sound Engineering for Audio in Media	R	
This is the second of three courses that comprise the industry certification for digital audio recording and design using the software, ProTools. FTV is a certified training partner for ProTools. The three courses will provide students with and industry-recognized occupational classification:			
FTV-75	Intermediate Digital Recording Pro Tools 110	R	
This course is the third of three courses required for Pro Tools industry certification and is and elective course in FTV's certificate and degree option in Sound Engineering:			
FTV-76	Advanced Digital Audio Recording Pro Tools 201	R	
3. Course Inclusions: None			
4. Major Course Modifications:			
The following modification is proposed to link the SLOs to the new GESLOs and update the course materials:			
AML-3	American Sign Language 3	R	

Course	Title	Location	Comment
The following modification is proposed to link the SLOs to the new GESLOs:			
AML-4	American Sign Language 4	R	
The following modification is proposed to update the course description, advisory skills, course materials and to link the SLOs to the new GESLOs:			
AML-5	Sign Language for Interpreters	R	
The following modification is proposed to link the SLOs to the new GESLOs and update the course materials:			
AML-10	Introduction to Sign Language Interpreting	R	
The following modification is proposed to link the SLOs to the new GESLOs and update the course materials:			
AML-20	Ethical and Professional Standards of Interpreting	R	
The following modification is proposed to update the course content, MOI, MOE, and sample assignments			
FTV-11	Sound Recording and Reinforcement Techniques	R	
The following modification is proposed to update the course content, MOI, MOE, and add sample assignments			
FTV-12	History of American Film	R	
The following modification is proposed to update the SLOs, course materials and add sample assignments			
FTV-41	Introduction to Telecommunications	R	
The following modification is proposed to change the hours from 45 lecture and 27 laboratory to 54 hours lecture, update the SLOs, course content, course materials and add sample assignments			
FTV-42	Writing for Broadcast Television and Radio	R	
The following modification is proposed to add an advisory of FTV-74, update the SLOs, course content, course materials and add sample assignments			
FTV-48	Short Film Production	R	
The following modification is proposed to change the title from "Telecommunications Laboratory" and change the advisories, update the SLOs, course content, MOI, MOE, course materials and add sample assignments			
FTV-52	Film, Television and Video Laboratory	R	
The following modification is proposed to update the course description, SLOs, MOI, MOE, course materials and add sample assignments			
FTV-65	The Director's Art in Filmmaking	R	
The following modifications are proposed to update the SLOs, MOI, MOE, and add sample assignments:			
FTV-67	Introduction to Video Production	R	
FTV-68	Story Development Process in the Entertainment Industry	R	
FTV-72	Introduction to Lighting Design for Film and Television	R	
The following modification is proposed to change the advisory, update the SLOs, and add sample assignments:			
FTV-74	Production Planning and Management	R	
5. Course Deletions:			
This elective course was deleted by the administration; no longer considered as part of the AML discipline curriculum:			
AML-21	Fingerspelling	R	
6. Course Exclusions: None			
7. New State Approved Certificates/Degrees: None			
8. New Locally Approved Certificate: None			
9. Modification to State/Locally Approved Certificate/Degrees: None			
10. Deletion of Certificate/Degrees: None			
11. Distance Education: None			

IX. Adjournment 5:10 p.m.

DISTRICT CURRICULUM COMMITTEE MINUTES

November 5, 2013
Spruce Street Conference Room 319

Chair Presiding: Carolyn Quin, Moreno Valley College Curriculum Chair, District Curriculum Committee Chair
Meeting Called to Order 4:00 p.m.

Members Present:
Norco
Brian Johnson, College Curriculum Committee Chair

Riverside
Richard Mahon, College Curriculum Committee Chair

Guests: Diane Dieckmeyer, VP of Academic Affairs, Norco

Administrative Liaison: Sylvia Thomas
Administrative Support: Naomi Foley, Toni Van Buhler, Debbie McDowell

I. Agenda approved for today's meeting as amended/MSC/Mahon/Johnson/Unanimous
   Carolyn removed items V.f. "Advanced Placement Exam for Music" and VI.a "Program Approval process with existing courses, 2009 Short Process" from today's agenda.

II. Approval of the minutes of October 17, 2013/MSC/Johnson/Mahon/Unanimous

III. Open Hearing – Carolyn stated that the MVC senate is waiting for this committee to update the link in AP 4020, "Programs, Curriculum and Course Development". The link to the CurricUNET website referenced in AP 4020 has been corrected and now brings up the 2011 revision of the program approval process documents.

IV. Curriculum Policy and Procedure
    College Updates
    a. **Moreno Valley/District** – Carolyn reported that they reviewed the Short Program Approval Process and are in the process of modifying it. The ADJ classes did not move forward to the curriculum committee and were not re-launched. The four DE documents were forwarded to the senates and will be agendized for District Senate. MVC senate approved the DE documents.

    b. **Norco** – Brian reported that the DE documents were approved. They considered approving a short process but decided against it because they were uncomfortable with removing any of the steps.
    So they will continue to use the regular process.

    c. **Riverside/State** – **State:** The Fall 2013 Curriculum Regional conference is in Long Beach on November 15, 2013. Sylvia Thomas and Greg Burchett will be in attendance. Plenary Session is scheduled for Thursday, November 7th. The state's main issue is still repeatability which RCC is mostly through and continue to work on developing ADTs. **Riverside:** Richard handed out a document addressing the common curriculum question. This document was endorsed by the RCC curriculum committee to move forward.

    d. Discussion among chairs - Richard stated that the two most prominent issues addressed in the above document were (1) no reassign time or recognition for discipline facilitators, especially those with more faculty, and the need to discuss what the facilitator's responsibilities are; and second, Richard felt that the danger common curriculum presents when two colleges vote in a way that invalidates a program at a third needs to be discussed. (2) Concern about unit creep – Richard feels that anything the committee thinks is inappropriate in the COR ought to be open for discussion. Richard's hope is that the curriculum committees would say they need to revisit the stem of the methods of evaluation and that disciplines would be allowed to make changes. It was agreed this topic should be added to the curriculum committee's agendas for future discussion.

V. OLD BUSINESS

a. DE-CurricUNET Review – Carolyn stated that no changes need to be made to the current document in CurricUNET and that the new Instructional Addendum would be attached to all documents submitted to Tech Review. The current steps were shown in CurricUNET for processing online courses.

   Suggestions:
   - A link could be inserted into the current online document which refers to the Best Practices document and more detail can be added in a narrative format.
   - Insert a checklist – not recommended because CurricUNET cannot be used for this type of documentation. CurricUNET is the course not the individual section.
   - Leave CurricUNET DE screens are they are, review the proposals, and move forward with the new DE forms.

b. District Curriculum Handbook – Update – Carolyn is meeting with Sharon next Wednesday and they should have something by next week!

c. AP 4260- Limitations on Enrollment: Prerequisites, Co-requisites & Advisories

   Motion – to accept AP 4260 and forward to the three curriculum committees for discussion and potential approval/MSC/Mahon/Johnson/Unanimous

   Discussion followed concerning process for establishing prerequisites. The strike through copy document will be sent to Ruth Adams for her review and formatting.
   - Page two – changes in bold under 3.a.2.a.i.a. to say … (or **senate** designee) and a skills expert (English, math, **or** reading)…
   - Page one – changes in red, 3rd paragraph – change 50003 to **55003**.

d. Program Discontinuance Policy – Review Status –Carolyn asked for a recap of the status of the Program Discontinuance Policy that was submitted to District Senate. Sylvia stated that District Academic Standards did approve the change in the title to "Program *"Viability"* and Discontinuance. The final draft was e-mailed to all the curriculum chairs.

e. Curriculum Training – Richard Mahon stated that he has a document he is developing with the curriculum committees for additional input that deals with the intersection between course outlines and curriculum, curriculum and enrollment management, and curriculum and resource allocation. Once the document is completely vetted, faculty will have a better understanding of how curriculum works.

VI.   NEW BUSINESS
a. Discussion of developing a process for approving changes to the General Education courses – Carolyn contacted Judy Haugh and her recollection of the last update to the Gen Ed Program was in the 1990's. This committee should be thinking about what a process would look like for putting courses into Gen Ed. The chairs need to communicate this to their committees. The question was asked whether or not Gen Ed is a program and can it go through the program approval process? Title 5 language uses the word *program* but Gen Ed is different because it's a broadly based process that covers most areas of the transferrable curriculum which is different than other programs such as welding, math, Spanish, etc. So the answer was no and Gen Ed should have its own process.

VII.   Curriculum Approvals

Course	Title	Location	Comment
1. New Stand Alone Courses: None			
2. New Courses: None			
3. Course Inclusions: None			
4. Major Course Modifications:			
The modification is proposed to update SLOs, course content, and course materials to be more compliant with C-ID:			
ADJ-1	Introduction to the Administration of Justice	MNR	
This modification is proposed to update the course materials:			
ADJ-4	Legal Aspects of Evidence	MNR	
The following modification is proposed to update the SLOs, MOI, MOE, course materials and to add sample assignments:			
BUS-18B	Business Law II	MNR	
The following modification is proposed to update the SLOs, course content, MOI, MOE, course materials and to add			

Course	Title	Location	Comment
sample assignments:			
BUS-53	Introduction to Personal Finance	MNR	
The following modifications are proposed to tie the SLOs to the new GESLOs and update the course materials:			
CHI-1	Mandarin Chinese 1	NR	
CHI-2	Mandarin Chinese 1	NR	
The following modification is proposed to link the SLOs to the new GESLOs and update the course description and advisory skills:			
JPN-1	Japanese 1	NR	
JPN-2	Japanese 2	NR	
JPN-3	Japanese 3	NR	
JPN-4	Japanese 4	NR	
Motion – to approve Major Course Modifications for all the above/MSC/Mahon/Johnson			
The following is proposed to update the course description, course content, MOI, course materials and add sample assignments:			
PHY-4C	Heat, Light and Waves	MNR	
Motion – to approve Major Course Modifications for PHY-4C/Mahon/Johnson (vote: 2 ayes/1 nay) Motion Passed			
5. Course Deletions: None			
6. Course Exclusions: None			
7. New State Approved Certificates/Degrees: None			
8. New Locally Approved Certificate: None			
9. Modification to State/Locally Approved Certificate/Degrees: None			
10. Deletion of Certificate/Degrees: None			
11.Distance Education: None			

VIII.   Information Items - Accepted

Course	Title	Location	Comment
1. New Stand Alone Courses:			
This course is proposed to replace DAN-200 in the Pilates certificate since it will more accurately meet certification requirements for students to complete observation and supervised teaching:			
DAN-14	Internship in Pilates Education and Teaching	R	
This course is proposed to prepare students to make informed financial decisions in their personal life as well as provide them with the economic rationale for doing so.			
ECO-10	Economics and Personal Decision-Making	R	
2. New Courses: None			
3. Course Inclusions: None			
4. Major Course Modifications:			
The following modification is proposed to link the SLOs to the new GESLOs and update the advisory skills:			
AML-11	Interpreting I	R	
The following modification is proposed to link the SLOs to the new GESLOs:			
AML-12	Interpreting II	R	
The following modification is proposed to link the SLOs to the new GESLOs and update the course description and advisory skills:			
AML-13	Interpreting III	R	
The following modification is proposed to link the SLOs to the new GESLOs and update the advisory skills:			
AML-14	Interpreting IV/Practicum	R	
The following modification is proposed to change the prerequisite to remove KIN-30 and to add a Limitation on			

Course	Title	Location	Comment
Enrollment of "Proof of current CPR/First Aid certification", and to tie the SLOs to the new GESLOs:			
DAN-12	Kinesiology for Pilates/Dance	R	
The following modifications are proposed to tie the SLOs to the new GESLOs and update the course materials:			
GER-1	German 1	R	
GER-2	German 2	R	
GER-3	German 3	R	
ITA-1	Italian 1	R	
ITA-2	Italian 2	R	
ITA-3	Italian 3	R	
KOR-1	Korean 1	R	
KOR-2	Korean 2	R	
LAT-1	Latin 1	R	
LAT-2	Latin 2	R	
The following modification is proposed to update the course description, SLOs, course content, MOI, MOE, sample assignments and course materials to align with the C-ID descriptor:			
MUS-28	Riverside Community Symphony	R	
The following modification is proposed to update the course description, SLOs, course content, MOI, MOE, course materials and to add sample assignments:			
PHI-19	Native American Thought	R	
The following modifications are proposed to tie the SLOs to the new GESLOs and update the course materials:			
POR-1	Portuguese 1	R	
POR-2	Portuguese 2	R	
RUS-1	Russian 1	R	
RUS-3	Russian 3	R	

5. Course Deletions:

Program has been dormant for several years and prior enrollment has not been within minimum requirements.

Course	Title	Location	Comment
BUS-61	Introduction to Insurance	R	
BUS-62	Personal Insurance Principles	R	
BUS-63	Principles of Property and Liability Insurance	R	
BUS-64	Commercial Insurance Principles	R	
BUS-65	Insurance Code and Ethics	R	
BUS-66	Insurance Internship	R	

6. Course Exclusions: None

7. New State Approved Certificates/Degrees: None

8. New Locally Approved Certificate: None

9. Modification to State/Locally Approved Certificate/Degrees:

Pilates/Dance Conditioning Instructor Certificate		R

10. Deletion of Certificate/Degrees: None

11.Distance Education: None

IX. Adjournment 5:25 p.m.

DISTRICT CURRICULUM COMMITTEE MINUTES

November 21, 2013
Spruce Street Conference Room 319

Chair Presiding: Carolyn Quin, Moreno Valley College Curriculum Chair, District Curriculum Committee Chair
Meeting Called to Order 4:50 p.m.

Members Present:

Norco
Brian Johnson, College Curriculum Committee Chair

Riverside
Richard Mahon, College Curriculum Committee Chair

Guests: Carol Farrar, Dean of Instruction, Norco
　　　　Sharon Crasnow, Professor of Philosophy, Norco

Administrative Liaison: Sylvia Thomas
Administrative Support: Naomi Foley, Toni Van Buhler, Debbie McDowell

I. Agenda approved for today's meeting/MSC/Mahon/Johnson/Unanimous

II. Approval of the minutes of November 5, 2013 as amended below/MSC/Johnson/Mahon/Unanimous
- IV.a. - …will be agendized for "*District Senate*" in place of RCC.
- IV.4.c.- Revise last sentence to say "This document was "*endorsed by the RCC curriculum committee to move forward*".
- IV.d. – … revisit the stem "*methods of evaluation*"and that disciplines…..
- V.a. – … Instructional Addendum would be attached to all "*DE proposals*" submitted to Tech Review. (2) change last sentence to read, "*The current steps were shown in CurricUNET for processing online courses*". (3) V.a. 2nd bullet – …"*CurricUNET cannot be used for this type of documentation.*" (4) V.a. 3rd bullet – Leave CurricUNET "*DE screens as they are, review the proposals, and move forward with the new DE forms*".
- V.e. – change the word "sharing" in 1st sentence to "*developing*"
- Carolyn asked for a recap of the status of the Program Discontinuance Policy that was submitted to District Senate. Sylvia stated that District Academic Standards did approve the change in the title to "Program "*Viability*" and Discontinuance. The final draft was e-mailed to all the curriculum chairs.
- VI.a – (1) change 2nd to last sentence …broadly based "program" to "*process*" that covers…… (2) Delete the last sentence.

III. Open Hearing – No report.

IV.　　Curriculum Policy and Procedure
　　　College Updates
　　　a. **Moreno Valley/District** – No report.

　　　b. **Norco** – Reviewed AP 4260 and there were no suggestions. Discussed issue about not having a current process for including courses into Gen Ed.

　　　c. **Riverside/State** – No report for Riverside. Richard had Sylvia give an overview of the Curriculum Regional meeting in Long Beach last Friday. Sylvia stated that it was a good presentation on course repeatability and she strongly recommended that everyone take a look at it on the website and share it with their curriculum committees. **State:** Richard handed out the presentation given at the Plenary Session last week with five items of interest – (1) new scorecard (2) salary surfer (3) C-ID is now established (4) Open DE Initiative (5) System Common Assessment for Placement – now have funding.

V.   OLD BUSINESS

    a. AP 4260- Limitations on Enrollment: Prerequisites, Co-requisites & Advisories Update -
Final review of document [Action Item] – RCC was fine with the narrative except for two things they felt needed more clarification: (1) reference to "closely related discipline for faculty" and (2) the very last phrase, "content review with statistical validation." The committee agreed to add the following to the last sentence on Page 2 under item a. as follows: "….as related to content review statistical validation *as part of the review process."* The committee also agreed to Ruth Adam's revisions to item B. under Grounds for challenge changing "shall" to *"may"* and adding *"any one of the following."* MVC's CTE asked to change the word "vocational" to *"Career Technical Education"* under V. Program Review. Carolyn will send AP to Ruth Adams with revisions and the RCC curriculum committee needs to review final draft before it's forwarded to the Academic Senate.

    b. Distance Education Documents 1, 2, 3, and 4 – Reviewed the Acknowledge of Receipt of Distance Education Material document with CTA's suggested revisions. Discussion took place on whether this process could take place in WebAdvisor through the TA process. It was suggested that Sharon draft some language which could be added to the T.As. stating that when faculty agree to teach an online course, they acknowledge they have read the summary for regular and effective substantive contact for DE coursework (online and hybrid). Sharon will run this past CTA to see if this would be an acceptable alternative to the certification letter so we can move this forward. Sylvia will follow-up on this suggestion with Rick Herman.

    The following agenda items to be deferred to the next meeting:

    c. AP 4020 Link – second document RCCD "Curriculum Development Guide"?

    d. Concept of (1) allowing any course approved for IGETC or CSU Breadth, or any course articulated with UC at each college, to become part of the "General Education Program" for the local A.A. or A.S. degree, and/or (2) allowing a discipline/department to propose a course by showing alignment with a General Education Learning Outcome. Need to establish timeline for (2) and develop process that is approved and understood by all.

    e. Other

VI.   NEW BUSINESS

    a. APs assigned to Curriculum
    b. APs assigned to Academic Standards that relate to curriculum
    c. Course Inclusion Process and Challenges with outdated CORs
    d. Question about how district discipline facilitators are selected
    e. Stem for Methods of Instruction and Methods of Evaluation?
    f. Other

VII.   Curriculum Approvals

Course	Title	Location	Comment
1. New Stand Alone Courses: None			
2. New Courses:			
The following courses are proposed to address repeatability issues by defining the levels:			
ART-28A	Studio Painting-Portfolio Preparation	MNR	Not approved at Norco
ART-28B	Studio Painting-Portfolio Presentation	MNR	Not approved at Norco
ART-30A	Printmaking-Introduction	NR	Not approved at Norco
ART-30B	Printmaking-Intermediate	NR	Not approved at Norco
ART-36A	Computer Art-Introduction	MNR	Not approved at Norco
ART-36B	Computer Art-Intermediate	MNR	Not approved at Norco
ART-40A	Figure Drawing-Introduction	MNR	Not approved at Norco
ART-40B	Figure Drawing-Intermediate	MNR	Not approved at Norco
ART-41A	Figure Painting-Introduction	MNR	Not approved at Norco
ART-41B	Figure Painting-Intermediate	MNR	Not approved at Norco

Course	Title	Location	Comment
ART-42A	Studio Figure Drawing-Portfolio Preparation	MNR	Not approved at Norco
ART-42B	Studio Figure Drawing-Portfolio Presentation	MNR	Not approved at Norco
ART-43A	Studio Figure Painting-Portfolio Preparation	MNR	Not approved at Norco
ART-43B	Studio Figure Painting-Portfolio Presentation	MNR	Not approved at Norco
ART-48A	Studio Drawing-Portfolio Preparation	MNR	Not approved at Norco
ART-48B	Studio Drawing-Portfolio Presentation	MNR	Not approved at Norco

Motion – to approve all the above new Art courses excluding Art 30A & Art 30B/Mahon/Johnson
At Norco all the Art courses were voted down, not tabled, because there were too many prerequisite links between many of the Art courses.
2nd Motion- to withdraw 1st motion and defer all Art courses until December/Mahon/Johnson/Unanimous

Course	Title	Location	Comment
ART-49A	Studio Printmaking-Portfolio Preparation	NR	Not approved at Norco
ART-49B	Studio Printmaking-Portfolio Presentation	NR	Not approved at Norco

3. Course Inclusions: None

4. Major Course Modifications:

The following modifications are proposed to tie the SLOs to the new GESLOs and update the course materials:

CHI-11	Culture and Civilization	NR	

The following modifications are proposed to match the C-ID descriptor by adding a prerequisite of "ENG-50 or 80 or eligibility for ENG-1A" and clarification in methods of evaluation language for this course to continue to be accepted as part of AA-T in English. It also establishes the necessary communication skills to complete the required method of evaluation: essay writing:

ENG-6	British Literature I: Anglo-Saxon through Eighteenth Century	MNR	
ENG-7	British Literature II: Romanticism through Modernism/Post-Modernism	MNR	
ENG-14	American Literature I: Pre-Contact through Civil War	MNR	
ENG-15	American Literature II: 1860 to the Present	MNR	
ENG-30	Children's Literature	MNR	

The following modification is proposed to update the SLO and course content in order to be compliant with the C-ID descriptor:

GEG-1L	Physical Geography Laboratory	MNR	

The following modification is proposed to tie the SLOs to the new GESLOs and update the course materials:

JPN-11	Culture and Civilization	NR	

The following modification is proposed to update the course description, SLOs, content, methods of instruction (MOI), methods of evaluation (MOE), sample assignments and course materials to align with the C-ID descriptor:

MUS-29	Concert Choir	MR	

The following modification is proposed to remove the advisory of "Concurrent enrollment in MUS-29, 41, 51, 69 or 81" and to update the course description, SLOs, content, MOI, MOE, sample assignments and course materials to align with the C-ID descriptor:

MUS-33	Vocal Jazz Ensemble	NR	

The following modification is proposed to update the course description, SLOs, content, MOI, MOE, sample assignments and course materials to align with the C-ID descriptor:

MUS-35	Vocal Music Ensembles	NR	

The following modification is proposed to remove from the Limitation on enrollment "The ability to sight-read and perform music on a wind, percussion, string, or keyboard instrument" and to update the course description, SLOs, content, MOI, MOE, sample assignments and course materials to align with the C-ID descriptor:

MUS-36	Instrumental Chamber Ensembles	MR	

The following modification is proposed to remove from the limitation on enrollment the wording "Previous experience with classical guitar" and to update the course description, SLOs, content, MOI, MOE, sample assignments and course materials to align with the C-ID descriptor:

Course	Title	Location	Comment
MUS-77	Guitar Ensemble	MNR	

The following modification is proposed to remove from the limitation on enrollment the wording " Designing for students who are beginning or intermediate jazz performers" and to update the course description, SLOs, content, MOI, MOE, sample assignments and course materials to align with the C-ID descriptor:

Course	Title	Location	Comment
MUS-P44	Jazz Lab Band	NR	

Motion – to approve all Major Course Modifications above/Mahon/Johnson/Unanimous

5. Course Deletions: None

6. Course Exclusions: None

7. New State Approved Certificates/Degrees: None

8. New Locally Approved Certificate: None

9. Modification to State/Locally Approved Certificate/Degrees: None

10. Deletion of Certificate/Degrees: None

11.Distance Education: None

VIII.   Information Items – Accepted

Course	Title	Location	Comment
1. New Stand Alone Courses:			

This course is based on and helps prepare students for certification through the Manufacturing Skill Standards Council (MSSC):

Course	Title	Location	Comment
SCT-1	Introduction to Automated Warehousing	N	
2. New Courses: None			
3. Course Inclusions: None			
4. Major Course Modifications:			

The following modifications are proposed to tie the SLOs to the new GESLOs and update the course materials:

Course	Title	Location	Comment
GER-11	Culture and Civilization	R	
ITA-11	Culture and Civilization	R	
KOR-11	Culture and Civilization	R	

The following modification is proposed to update the course description, SLOs, content, MOI, MOE, sample assignments and course materials to align with the C-ID descriptor:

Course	Title	Location	Comment
MUS-41	Chamber Singers	R	

The following modification is proposed to remove from the Limitation on enrollment "Previous experience in performance of instrumental music " and to update the course description, SLOs, content, MOI, MOE, sample assignments and course materials to align with the C-ID descriptor:

Course	Title	Location	Comment
MUS-42	Wind Ensemble	R	

The following modification is proposed to remove the Advisory of "MUS-42 recommended concurrent enrollment" and to remove from the Limitation on enrollment "Previous experience in performance of jazz literature" and to update the course description, SLOs, content, MOI, MOE, sample assignments and course materials to align with the C-ID descriptor:

Course	Title	Location	Comment
MUS-44	Jazz Ensemble	R	

The following modification is proposed to change the Limitation on enrollment from "Basic instrumental skills on a band instrument. Rehearsal and performance of music suitable for marching band. Marching skills emphasized" to "Audition on or before the first class meeting" and to update the course description, SLOs, content, MOI, MOE, and sample assignments to align with the C-ID descriptor:

Course	Title	Location	Comment
MUS-48	Marching Band	R	

The following modification is proposed to update the course description, SLOs, content, MOI, MOE, sample assignments and course materials to align with the C-ID descriptor:

Course	Title	Location	Comment
MUS-50	Master Chorale	R	

The following modification is proposed to remove from the limitation on the enrollment the wording "Ability to sightread and perform music on either a wind or percussion instrument" and to update the course description, SLOs, content, MOI, MOE, sample assignments and course materials to align with the C-ID descriptor:

Course	Title	Location	Comment
MUS-55	Community Concert Band	R	

The following modification is proposed to update the course description, SLOs, content, MOI, MOE, sample assignments and course materials to align with the C-ID descriptor:

Course	Title	Location	Comment
MUS-P36	Piano Ensemble	R	

The following modifications are proposed to tie the SLOs to the new GESLOs and update the course materials:

Course	Title	Location	Comment
RUS-11	Culture and Civilization	R	

5. Course Deletions: None

6. Course Exclusions: None

7. New State Approved Certificates/Degrees: None

8. New Locally Approved Certificate: None

9. Modification to State/Locally Approved Certificate/Degrees: None

10. Deletion of Certificate/Degrees: None

11.Distance Education: None

IX. Adjournment 5:55 p.m.

DISTRICT CURRICULUM COMMITTEE MINUTES
December 5, 2013
Spruce Street Conference Room 319

Chair Presiding: Carolyn Quin, Moreno Valley College Curriculum Chair, District Curriculum Committee Chair
Meeting Called to Order 4:20 p.m.

Members Present:
Norco
Brian Johnson, College Curriculum Committee Chair

Riverside
Richard Mahon, College Curriculum Committee Chair

Guests: Carol Farrar, Dean of Instruction, Norco

Administrative Liaison: Sylvia Thomas
Administrative Support: Naomi Foley, Toni Van Buhler, Debbie McDowell

I.   Agenda approved for today's meeting/MSC/Mahon/Johnson (moved curriculum approvals to top of agenda)
     Corrections to agenda: Info Items GRK-1 and GRK-2 were pulled from the RCC agenda because the
     department will be deleting them. Kathy Kelly will be sent a reminder of the process for deleting these courses.

II. Approval of the minutes of November 21, 2013/MSC/Johnson/Mahon/Unanimous

III. Open Hearing – N/A

IV. Curriculum Policy & Procedure
     a.   College Updates
          i.   Moreno Valley/District – Carolyn was thankful that the two fire programs were moved
               forward and will be on the MVC agenda as a non-action item. MVC is planning some flex
               activities on February 7, 2014 related to development of CORs for curriculum training for
               faculty. They voted to have a special curriculum committee meeting on March 4, 2014 so the
               visiting accreditation team can attend. Dental Assisting wants to establish a program
               perquisite and it was a learning experience to see how that process might work between the
               Dental Assisting Program and the English department. The Math question went forward
               regarding the change in the catalog language, but with no Math faculty present, it will be
               discussed at the next meeting.

          ii. Norco – Brian reported that they discussed why they denied all the Art courses. They are
               linked to too many prerequisites! It was suggested that this issue be resolved at the next
               meeting giving them time to track down the list of families and see if that is relevant to the
               concern that the Articulation Officer raised at Norco. Richard will send a copy of that list to
               Carolyn.

          iii. Riverside/State – No state issues. Committee wants to push back on unit creep and lab creep.
               The question was asked whether or not e-votes could be used for APs and they answer was
               yes. Richard was proud to report that they concluded their last meeting 40 minutes early!

V.   Curriculum Approvals

Course	Title	Location	Comment
1. New Stand Alone Courses:			
2. New Courses:			
This course will enhance the honors program's offerings:			
ECO-8H	Honors Principles of Microeconomics	MNR	
This course will support the discipline's Associate Degree Transfer model as well as providing students knowledge in a broad context of dramatic literature and script analysis to support other courses in the discipline:			

Course	Title	Location	Comment
THE-9*	Dramatic Literature-Script Analysis	NR	
Motion – to approve New Courses ECO-8 and THE-9/**MSC/Mahon/Johnson/Unanimous**			
3. Course Inclusions: None			
4. Major Course Modifications:			
The following modifications are proposed to update the course description, SLOs, course content, and course materials in order to be compliant with the C-ID descriptor:			
JOU-1*	Introduction to Journalism	MNR	
JOU-7*	Mass Communications	MNR	
The following modification is proposed to update the course description, SLOs, course content, course materials and add sample assignments:			
MAT-36	Trigonometry	MNR	
The following modification is proposed to link the SLOs to the new GESLOs, update the course content and course materials:			
PHI-10H*	Honors Introduction to Philosophy	MNR	
The following modification is proposed to link the SLOs to the new GESLOs, update MOI, MOE, and course materials:			
PHI-12*	Introduction to Ethics: Contemporary Moral Issues	MNR	
The following modification is proposed to add REA-83 as an advisory, to update the course description, SLOs, course content, course materials and to add sample assignments in order to align with the C-ID descriptor:			
POL-1*	American Politics	MNR	
POL-1H*	Honors American Politics	MNR	
The following modification is proposed to add REA-83 as an advisory, update the course description, SLOs, course materials and to add sample assignments in order to align with the C-ID descriptor:			
POL-2*	Comparative Politics	MNR	
The following modification is proposed to add REA-83 as an advisory , update the course description, SLOs, course content, course materials and to add sample assignments in order to align with the C-ID descriptor:			
POL-2H*	Honors Comparative Politics	MR	
The following modifications are proposed to add REA-83 as an advisory, update the SLOs, course materials and to add sample assignments in order to align with the C-ID descriptor:			
POL-4*	Introduction to World Politics	MNR	
POL-4H*	Honors Introduction to World Politics	MNR	
The following modification is proposed to add REA-83 as an advisory, update the course content, course materials and to add sample assignments in order to align with the C-ID descriptor:			
POL-5*	The Law and Politics	NR	
The following modification is proposed to add REA-83 as an advisory, course materials in order to align with the C-ID descriptor:			
POL-8*	Introduction to Public Administration and Policy Development	MR	
The following modification is proposed to add REA-83 as an advisory, update to SLOs, course content, course materials and to add sample assignments:			
POL-11*	Political Theory	MNR	
The following modification is proposed to update the course description, advisory skills, SLOs, course content, MOI, MOE, course materials and add sample assignments:			
PHY-10	Introduction General Physics	MNR	
The following modification is proposed to update the SLOs to be compliant with the C-ID descriptor:			
PSY-1	General Psychology	MNR	
The following modification is proposed to update the course description, SLOs, course content, MOI and course materials to align with the C-ID descriptor:			
SOC-12	Marriage and Family Relations	MNR	
Motion – to approve Major Course Modifications except for POL-2H, POL-5 and PHY-10 **MSC/Mahon/Johnson (vote: 2 ayes/1 nay) Motion Passed**			

Course	Title	Location	Comment

Motion – to approve POL-2H and PHY-10/**MSC/Mahon/Quin (vote: 2 ayes/Brian abstained for POL-2H and opposed PHY-10) Motion Passed**
Motion – to approve POL-5/**MSC/Mahon/Johnson (vote: 1 aye/1 abstention) Motion Passed**
Norco had an issue with POL-2H because it's not in the Norco catalog.

Discussion: Carolyn raised an issued regarding PHI-10H stating that MVC's Honors Council said it lacked a particular phrase that is supposed to be in every Honors course description. The phrase, which is in ECO-8H, makes reference to something to do with "seminar-style" learning. Sharon is working on these CORs before the ADTs go forward. Need to make sure the Honors Council has whatever language is needed in these CORs.

The Philosophy's ADTs have minor differences between them so that should make them three information items here.

5. Course Deletions: None

6. Course Exclusions: None

7. New State Approved Certificates/Degrees:

Associate in Arts in Philosophy for Transfer **Motion –** to approve Associate in Arts in Philosophy for Transfer/**MSC/Mahon/Johnson**	MNR

8. New Locally Approved Certificate: None

9. Modification to State/Locally Approved Certificate/Degrees: None

10. Deletion of Certificate/Degrees: None

VI.   Information Items

Course	Title	Location	Comment
1. New Stand Alone Courses: None			
2. New Courses: None			
3. Course Inclusions: None			
These courses will be part of the a new Associate in Arts in Political Science Transfer degree:			
POL-3*	Introduction to Politics	M	
POL-5*	The Law and Politics	M	
4. Major Course Modifications:			
The following modification is proposed to update the SLOs, course content, course materials and sample assignments:			
AML-22	American Deaf Culture	R	
The following modification is proposed to update the course description, SLOs, course content, MOI, MOE, course materials and add sample assignments:			
ARA-1*	Arabic 1	R	
The following is proposed to update the SLOs and course materials as well as to add sample assignments:			
ARA-2*	Arabic 2	R	
ARA-3*	Arabic 3	R	
The following modification is proposed to update the course description, SLOs, course content, MOI, MOE, course materials and add sample assignments:			
FTV-43*	Television Studio and Equipment	R	
The following is proposed to update the SLOs and course materials as well as to add sample assignments:			
GEO-1	Physical Geology	R	
The following modification is proposed to add REA-83 as an advisory, update the SLOs, course materials and to add sample assignments in order to align with the C-ID descriptor:			
POL-3*	Introduction to Politics	R	
The following modification is proposed to tie the SLOs to the new GESLOs and update the course materials:			
RUS-2	Russian 2	R	

Course	Title	Location	Comment	
The following modification is proposed to update the SLOs, course content, course materials and sample assignments:				
SOC-22	American Deaf Culture	R		

5. Course Deletions:

The following courses are being deleted because they has not been offered for several years:				
CON-81*	Introduction to Masonry I	N		
CON-82*	Introduction Masonry II	N		
CON-83*	Masonry III	N		
CON-84*	Masonry IV	N		
CON-85*	Masonry V	N		
CON-86*	Masonry VI	N		
The following courses are being deleted because there is no longer a discipline faculty member to teach the course and the college is not planning to offer them in the future:				
DEN-70	Introduction to Dental Technology	M		
DEN-71	Dental Morphology	M		
DEN-72A	Dental Materials I	M		
DEN-72B	Dental Materials II	M		
DEN-74	Dental Anatomy and Physiology	M		
DEN-75A	Complete Denture Techniques I	M		
DEN-75B	Complete Denture Techniques II	M		
DEN-77A	Removable Partial Denture Techniques I	M		
DEN-77B	Removable Partial Denture Techniques II	M		
DEN-79A	Crown and Bridge Techniques I	M		
DEN-79B	Crown and Bridge Techniques II	M		
DEN-82	Dental Laboratory Management	M		
DEN-85	Orthodontic/Pedodontic Techniques	M		
DEN-89A	Dental Ceramics I	M		
DEN-89B	Dental Ceramics II	M		
The following courses are being deleted since The industry no longer supports them because the technology is obsolete:				
ELE-22*	Passive Circuit Analysis	N		
ELE-32*	FCC Radiotelephone License Exam Preparation	N		
ELE-36*	Advanced Microprocessors	N		
ELE-38*	Computer Systems Troubleshooting	N		
ELE-39*	PCM and Digital Transmission	N		
ELE-40*	Fiber Optic Basics	N		

6. Course Exclusions: None

7. New State Approved Certificates/Degrees: None

8. New Locally Approved Certificate:

Registered Individual and Small Business Income Tax Preparer*	N

9. Modification to State/Locally Approved Certificate/Degrees:

Applied Digital Media*	R
Basic Design Graphics*	R

Course	Title	Location	Comment	
	Basic Electronic Prepress*			R
	New Media and Interactive Design*			R
	Electronics Technology*			N
	Film, Television and Video Production Specialist*			R
	Basic Television Production*			R
	Mobile Applications*			N

10. Deletion of Certificate/Degrees: None

11. Distance Education: None

*contingent upon approval at the December 3rd College Curriculum meetings

VII.   OLD BUSINESS

a.   AP 4260-Limitations on Enrollment: Prerequisites, Co-requisites & Advisories—update—Continued review of document – RCC has not approved because the document is silent on the faculty who participate on behalf of the requesting discipline. Sharon had stated that each college could choose for itself and the AP should not allow the senate to place curricular responsibility in the hands of a PT faculty. RCC wants language that stipulates the hierarchy which is a FT faculty who is hired to teach that discipline. If that is not available, then stipulate the sequence within which the senates should be making the selection. Richard agreed to draft language to this effect, submit to the next RCC committee meeting for approval then bring it back for MVC's review.

b.   AP 4020 Curriculum Development Guidelines—contains a link—second document identified as RCCD "Curriculum Development Guide"? – There is a link to Appendix H on CurricUNET website and refers to a document called "Curriculum Development Guide" which is the Curriculum Handbook. The name of the AP will be changed once the handbook is completed and uploaded to the website.

c.   Concept of (1) allowing any course approved for IGETC or CSU Breadth, or any course articulated with UC at each college, to become part of the "General Education Program" for the local A.A. or A.S. degree, and/or (2) allowing a discipline/department to propose a course by showing alignment with a General Education Learning Outcome. Need to establish timeline for (2) and develop process that is approved and understood by all. – Students have the option of going to an ADT for 18 units plus IGETC or ADT plus CSUGE to earn a degree. A suggestion was made to come up with three options for GE: IGETC plus a program; Cal State GE plus a program; or take the regular RCCD GE plus a program.   This would be an easy process to implement if the class is approved for GE, IGETC or CSUGE or, if the class is articulated with the UC, it would automatically become part of our GE. Richard will get ahold of the flyers for IGETC and CSUGE and compare them to RCCD's list and see how they overlap. This discussion needs to take place at each college along with the issue of assessing the GEs.

VIII.   NEW BUSINESS

a.   Lost APs—Course Repetition, Course Repeatability (4225, 4227, 4228)—dated 4/2013—email of May 3 from Richard attached—where are they? – Richard did not see this e-mail. Why was AP 4225 not approved came up for discussion at the MVC senate. Just waiting to be uploaded to the website.

b.   Modification to Course Inclusion Process – There was discussion regarding a document sent out on course inclusion which stated that if a proposed course had an insufficient outline, the suggestion was made that District Education Services office would take care of it. These types of issues are not the responsibility of the Educational Services office. The department chair or discipline should be the responsible party in notifying the colleges of any issues that need to be worked out regarding course inclusions. If faculty cannot agree, they can appeal the process.

c.   Question about how district discipline facilitators are selected

d.   Stem for Methods of Instruction and Methods of Evaluation on CORs? – Stem states that students will do some of the following *but not limited to*, which means we prescribe nothing for the methods of evaluation. Richard's proposal, which he will talk about in Spring, is to modified the stem so that disciplines can say for math, e.g., problem solving is a primary expected basis of grading or for English or history, essays would be basis of grading, etc.

e. General Education Options for a Degree

Adjournment 5:40 p.m.

February 18, 2014
Spruce Street Conference Room 319

Chair Presiding: Carolyn Quin, Moreno Valley College Curriculum Chair, District Curriculum Committee Chair
Meeting Called to Order - 4:35 p.m.

Members Present:
Norco
Brian Johnson, College Curriculum Committee Chair

Riverside
Richard Mahon, College Curriculum Committee Chair

Guests: Diane Dieckmeyer

Administrative Liaison: Sylvia Thomas – (absent)
Administrative Support: Naomi Foley, Debbie McDowell (Toni Van Buhler – absent)

I.   Approval of the Agenda with revisions/MSC/Mahon/Johnson/Unanimous
     Revisions – Postponing agenda items III – VIII except for V.12.a. and b. and VII.b. to be addressed today only.

II. Approval of the minutes – December 5, 2013/MSC/Johnson/Mahon/Unanimous

III. Open Hearing – N/A

IV. Curriculum Policy & Procedure
        a.   College Updates – No reports
                i.   Moreno Valley/District
                ii. Norco
                iii. Riverside/State

V.   Curriculum Approvals

Course	Title	Location	Comment
1. New Stand Alone Courses:			
2. New Courses:			
3. Course Inclusions: None			
4. Major Course Modifications:			
5. Course Deletions: None			
6. Course Exclusions: None			
7. New State Approved Certificates/Degrees:			
8. New Locally Approved Certificate: None			
9. Modification to State/Locally Approved Certificate/Degrees: None			
10. Deletion of Certificate/Degrees: None			
11. Distance Education: None			

    12. Miscellaneous
        a. Math Competency Exam
            The mathematics district-wide discipline would like to remove from the catalog the following
            statement from the Basic Skills Competency Requirement:

Students must demonstrate minimum proficiency in mathematics by obtaining a satisfactory first-time score on an appropriate examination (recommended by the math department and approved by the curriculum committee) or by the successful completion of a Riverside Community College District mathematics course with a "C" or higher, selected from Math 1-36 (excluding MAT-32), or the equivalent.

So it would now state:

Students must demonstrate minimum proficiency in mathematics by the successful completion of a Riverside Community College District mathematics course with a "C" or higher, selected from Math 1-36 (excluding MAT-32), or the equivalent.

Discussion – The committee would like to revise the language by replacing the above "math exam" statement with "completion of a math course with a "C" or higher, as a requirement for an AA degree. RCC has approved the new language. The intention of the language is to include AP Math courses as equivalent along with those who test out on the assessment placement test. Chairs will agendize this for their next college committee meetings for review.

b. **Art Families** – The Studio Art Families list was approved at RCC. Richard felt that some of these families are just a way to circumvent the Title 5 language. A big concern was the prerequisites linked to these courses could take a student four to five years to complete. Norco and MVC need to review for approval.

VI.   Information Items

Course	Title	Location	Comment
1. New Stand Alone Courses: None			
2. New Courses: None			
3. Course Inclusions: None			
4. Distance Education:			
PAL-78	Civil Litigation and Procedures	R	Hybrid
5. Major Course Modifications: None			
6. Course Deletions:			
7. Course Exclusions: None			
8. New State Approved Certificates/Degrees: None			
9. New Locally Approved Certificate:			
10. Modification to State/Locally Approved Certificate/Degrees:			
11. Deletion of Certificate/Degrees: None			
12. Distance Education: None			

VII.   OLD BUSINESS
   a. AP 4260-Limitations on Enrollment: Prerequisites, Co-requisites & Advisories—update—Continued review of document

   b. **Curriculum Handbook** – Everyone gave Carolyn their revisions to the handbook which will allow her to have a "draft" ready for the accreditation team.
   - Page 17 – Paragraph 6 – Add a period after 2009 and delete the rest of that paragraph.
   - Function Map – Needs an intro which addresses the interface with the District and common curriculum.
   - Agreed to Table of Contents to be in outline form.
   - Make sure changes in the "draft" document correspond to what we actually do.
   - Richard's acronym list was removed but will be added back to the appendix.
   - A final document with all revisions will be fully reviewed and vetted after accreditation.

c. Concept of (1) allowing any course approved for IGETC or CSU Breadth, or any course articulated with UC at each college, to become part of the "General Education Program" for the local A.A. or A.S. degree, and/or (2) allowing a discipline/department to propose a course by showing alignment with a General Education Learning Outcome. Need to establish timeline for (2) and develop process that is approved and understood by all.

d. **Stem for Methods of Instruction and Methods of Evaluation on CORs** – Richard would like the chairs to discuss, at their next college curriculum meeting, the issue of changing the stem for methods of evaluation. The stem says students will do some of these things or something else which makes it optional not obligatory. Richard will provide new language for review at the next meeting.

e. Other

VIII. NEW BUSINESS
   a. Question about how district discipline facilitators are selected
   b. General Education Options for a Degree

IX. **Adjournment 5:10 p.m.**

DISTRICT CURRICULUM COMMITTEE MINUTES

March 6, 2014
Spruce Street Conference Room 319
Amended

Chair Presiding: Carolyn Quin, Moreno Valley College Curriculum Chair, District Curriculum Committee Chair
Meeting Called to Order – 5:10 p.m.

Members Present:
Norco
Brian Johnson, College Curriculum Committee Chair

Riverside
Richard Mahon, College Curriculum Committee Chair

Guests: Kevin Fleming

Administrative Liaison: Sylvia Thomas
Administrative Support: Naomi Foley, Toni Van Buhler; Debbie McDowell

I.   Approval of the Agenda as amended - By consensus the committee agreed that the Chair has the authority to re-sequence the agenda to address the most important issues/MSC/Mahon/Johnson
     The New Art Courses were added to the agenda.

II. Approval of the minutes as amended – February 18, 2014/MSC/Mahon/Johnson (Removed 2nd sentence under 12.b. – Art Families)

III. Open Hearing – Now that there is a Curriculum Handbook which can be referenced, Carolyn asked that the committee chairs submit AP 4020 to their senates for approval.

IV. Curriculum Policy & Procedure
     a.   College Updates
          i.   Moreno Valley/District – No report.

          ii. Norco – The PSY 50 class was discussed regarding the extensive lab preparation. They decided to hold off on making a decision until a faculty member can state their case. RCC rejected this proposal after a thorough discussion. Carolyn stated that legal counsel has confirmed their interpretation of the contract is correct and has advised the psychology faculty to do a major modification to the course and bring it back with their requests for the extensive preparation lab. It was decided that the process should be written up as a separate approval.

          iii. Riverside/State – Richard mentioned that the 2013-2014 Curriculum Regional Meeting is being held on March 14, 2014 in San Diego.

V.   Curriculum Approvals

Course	Title	Location	Comment
1. New Stand Alone Courses:			
These courses will be part of an Engineering for transfer degree (TMC not yet finalized):			
ENE-38	Introduction to Programming Concepts and Methodologies for Engineers	NR	
ENE-39	Engineering Circuit Analysis	NR	
Motion – to approve new stand-alone courses ENE-38 and ENE-39**/MSC/Johnson/Mahon** Stand-alone courses now go to the Board for approval before they go to the State.			

2. New Courses:			
The following courses are proposed to address repeatability issues by defining the levels:			
ART-28A	Studio Painting-Portfolio Preparation	MNR	
ART-28B	Studio Painting-Portfolio Presentation	MNR	
ART-30A	Printmaking-Introduction	NR	
ART-30B	Printmaking-Intermediate	NR	
ART-36A	Computer Art-Introduction	MNR	
ART-36B	Computer Art-Intermediate	MNR	
ART-40A	Figure Drawing-Introduction	MNR	
ART-40B	Figure Drawing-Intermediate	MNR	
ART-41A	Figure Painting-Introduction	MNR	
ART-41B	Figure Painting-Intermediate	MNR	
ART-42A	Studio Figure Drawing-Portfolio Preparation	MNR	
ART-42B	Studio Figure Drawing-Portfolio Presentation	MNR	
ART-43A	Studio Figure Painting-Portfolio Preparation	MNR	
ART-43B	Studio Figure Painting-Portfolio Presentation	MNR	
ART-48A	Studio Drawing-Portfolio Preparation	MNR	
ART-48B	Studio Drawing-Portfolio Presentation	MNR	
ART-49A	Studio Printmaking-Portfolio Preparation	NR	
ART-49B	Studio Printmaking-Portfolio Presentation	NR	

Motion – to approve all new Art courses above/MSC/Johnson/Mahon (vote: 2 ayes/1 nay) Motion Carried
Discussion followed regarding Art Families. See Item 12.

3. Course Inclusions: None

4. Distance Education: None

5. Major Course Modifications:

The following modification is proposed to update the course description, SLOs, course content, course materials and sample assignments:			
ADJ-2	Principles and Procedures of the Justice System	MNR	Not approved at Norco

Motion – to approve ADJ-2 major course modification/MSC/Mahon/Johnson **(vote: 2 ayes/1 nay) Motion Carried**

The following modification is proposed to update the course content, sample assignments, and to link the SLOs to the GESLOs to be compliant with the C-ID descriptor:			
ART-17	Beginning Drawing	MNR	

The following modification is proposed to remove ART-22 from the prerequisite options, to update the course description, SLOs, course content, MOI, MOE, and sample assignments:			
ART-18	Intermediate Drawing	MNR	

The following is proposed to update SLOs, and course content to be compliant with the C-ID descriptor:			
ART-26	Beginning Painting	MNR	

The following modification is proposed to update the course description, SLOs, course content, MOI, MOE, sample assignments and course materials to align with changes made to ENG-1A:			
ENG-1BH	Honors Critical Thinking and Writing	MNR	

The following modification is proposed to update the SLOs, course content, and course materials:			
ENG-11	Creative Writing	MNR	

The following modifications are proposed to update the course description, SLOs, course content, course materials and to add sample assignments:			
MAT-10	Precalculus	MNR	
MAT-11	College Algebra	MNR	

The following modification is proposed to increase the units from 3 to 4, increase lecture hours from 54 to 72, update

	the course description, SLOs, course content, MOI, MOE, course materials and to add sample assignments:		
MAT-12H	Honors Statistics	MNR	

Motion – to approve major course modifications for ART-17 through MAT-12H/**MSC/Mahon/Johnson**

6. Course Deletions:			
The following course is no longer offering EAR 22. It has been replaced with the active course EAR 25:			
EAR-22	Early Childhood Programs and Career Opportunities	MNR	

Motion – to approve course deletions for EAR-22/**MSC/Mahon/Johnson**

7. Course Exclusions: None
8. New State Approved Certificates/Degrees: None
9. New Locally Approved Certificate: None
10. Modification to State/Locally Approved Certificate/Degrees: None
11. Deletion of Certificate/Degrees: None

12. Art Families – The ongoing concern is that families which are described as being distinct and separate are tied to one another by prerequisite sequence. Brian doesn't think the sequence of six courses is going to be approved at Norco. To move forward, it was suggested that Norco give the discipline the option of weighing in on which courses they recommend the college include in the catalog. Another option is to keep the old course and equate that to the first level of the sequence. The old courses are the active courses, so if these new Art courses move forward with the vote of two colleges, they would still have the option of retaining the old course, if they chose. Brian will ask his Art faculty member which of these new courses he feels should be accepted and which should be left as the old version, understanding that there is no course repeatability.

VI.   Information Items

Course	Title	Location	Comment
1. New Stand Alone Courses: None			
2. New Courses:			
This course will provide students with an additional performance opportunity which is not addressed with current course offerings:			
DAN-D5	Summer Showcase Dance Performance	R	
This course will provide students with the opportunity to prepare for and participate in the various master classes, seminars, informal and adjudicated concerts presented during the regional and/or national conferences of the American College Dance Association:			
DAN-D8	American College Dance Association Rehearsal & Performance	R	
English 17A is the first of three courses created to level the existing English 17 so that students can participate on the literary magazine staff for subsequent semesters in order to learn and practice additional skills related to editing and producing a literary magazine:			
ENG-17A	Literary Magazine Production: Beginning	R	
ENG-17B	Literary Magazine Production: Intermediate	R	
ENG-17C	Literary Magazine Production: Advanced	R	
This course will support the discipline's Associate Degree Transfer model as well as providing students knowledge in a broad context of dramatic literature and script analysis to support other courses in the discipline:			
MAN-35	Computer Aided Manufacturing-Mastercam	N	
3. Course Inclusions: None			
4. Distance Education: None			
5. Major Course Modifications:			
The following modification is proposed to update the SLOs, course content, and course materials:			
ENG-12	Special Studies in Creative Writing	R	
ENG-47	Inlandia: Regional Writing about the Inland Empire	R	

Course	Title	Location	Comment
The following modification is proposed to update the course to meet the needs of the industry. Change to title from "Introduction to Robotics," addition of CIS-1A as an advisory course, update to the course description, SLOs, course content, course materials and to add sample assignments:			
MAN-61	Robotics for Manufacturing	N	Cross listed with ELE-61
6. Course Deletions:			
Course is being deleted and replaced with leveled courses to provide for repeatability:			
ENG-17	Literary Magazine Production	R	
The following course will be replaced by MAN-35:			
MAN-52	Computer Aided Manufacturing-Mastercam	N	
MAN-53	Advanced Computer-Aided Manufacturing	N	
7. Course Exclusions: None			
8. New State Approved Certificates/Degrees: None			
9. New Locally Approved Certificate: None			
10. Modification to State/Locally Approved Certificate/Degrees:			
Computer Numerical Control Programming			N
Computer Aided Production Technology			N
11. Deletion of Certificate/Degrees: None			

VII.   OLD BUSINESS
a.   AP 4260-Limitations on Enrollment: Prerequisites, Co-requisites & Advisories—update—Proposed Clarification Language from RCC - Carolyn stated that they briefly reviewed AP 4260 and she would like the RCC chair to take the counterproposal back to their curriculum committees for review.

b.   RCCD Curriculum Handbook Spring 2014 Draft—Completed and distributed

c.   GENERAL EDUCATION REVIEW PROCESS – *move c, d and e forward to next agenda.*
Proposal: Concept of (1) allowing any course approved for IGETC or CSU Breadth, or any course articulated with UC at each college, to become part of the "General Education Program" for the local A.A. or A.S. degree, and/or (2) allowing a discipline/department to propose a course by showing alignment with a General Education Learning Outcome. Need to establish timeline for (2) and develop process that is approved and understood by all.

d.   RCC Proposal to alter the "stem" on the COR template for Methods of Instruction and Methods of Evaluation – no report.

e.   Other

VIII.   NEW BUSINESS – *move forward to next agenda*
a.   Questions about how district discipline facilitators are selected
b.   Adult Education Consortia AB86

IX.   **Adjournment 5:46 p.m.**

DISTRICT CURRICULUM COMMITTEE MINUTES
March 20, 2014
Spruce Street Conference Room 319

Chair Presiding: Carolyn Quin, Moreno Valley College Curriculum Chair, District Curriculum Committee Chair
Meeting Called to Order – 3:50 p.m.

Members Present:
Norco
Brian Johnson, College Curriculum Committee Chair

Riverside
Richard Mahon, College Curriculum Committee Chair

Guests: Diane Dieckmeyer, VP of Academic Affairs, Norco
         Greg Burchett, Co-Chair, RCC Curriculum Committee

Administrative Liaison: Sylvia Thomas
Administrative Support: Naomi Foley, Toni Van Buhler; Debbie McDowell

I.   Approval of the Agenda/Mahon/Johnson/Unanimous
II.   Approval of the minutes as amended – March 6, 2014/Johnson/Mahon
      Remove last part of sentences under IV.a.ii. Under VII.a. change "curriculum chairs" to "RCC chair and "her"
      to "the". Add "no report" to item D.

III. Open Hearing – Richard had two articulation questions for discussion that were posted on the listserve: (1) Are
      our Articulation Officers voting members of our curriculum committees? Since Judy Haugh is not a voting
      member at RCC, Richard will bring forward a bylaws change to the RCC senate for approval. (2) Is each
      Articulation Officer submitting C-ID requests? The responsibility for submitting C-IDs for the District has
      rotated to Nick Franco at Norco. He is continuing to use the same process Judy Haugh used, sending a
      status report to each curriculum chair and to the lead faculty in the discipline.
      AP 4020 – doesn't need District Academic Senate approval.
      Regional Curriculum Meeting, March 14, 2014 – Greg reported that were a lot of articulation officers and
      curriculum chairs present. The main topics were about changes in repeatability and accreditation. There
      was conversation about IGETC for STEM which is not final yet. It was noted that it is very hard for
      science students to do GE and major prep and be at 60 or 70 units. There was a concern about SB 440
      because of the new mandates which imposes new timelines and states that everyone will develop AOE
      ADTs by Spring 2015. We currently have ADTs that can't be submitted to state because they are missing
      components.

IV.   Curriculum Policy & Procedure
      a.   College Updates
           i.   Moreno Valley/District – Carolyn will send a written report to Lee Nelson for the District
                Academic Senate meeting on Monday, March 24th. MVC revised their bylaws to include the
                Distance Education as a subcommittee of the MVC Curriculum Committee. A discussion
                followed regarding the MVC voting membership. A matriculation officer and a student are
                currently voting members on the MVC curriculum committee, and this is problematic, since
                they are not faculty members. It was suggested that the bylaws be revised accordingly.

           ii. Norco – Brian spoke to the Art faculty and they decided to keep all of the original art courses
                and not do any leveling at this time. (The non-repeatable class with the old number will only
                be acceptable as the beginning level). A faculty member was upset that he wasn't informed
                that MVC had asked for the course inclusion of logistics. He asked that when a future course
                inclusion is made, that all relevant college departments be notified so they can give their
                input. Regarding math competency, Brian stated that he will be attending a district math
                faculty meeting tomorrow and make sure they understand the meaning of the new wording.

           iii. Riverside/State – Richard had two accreditation visiting team members present at their last
                meeting. At the next meeting, Richard will have the committee go through major sections of
                the Curriculum Handbook to see if any edits are necessary and ask them what sections may
                need to be added. At the next meeting, Richard is hopeful that they will come to an

agreement on the language for AP 4260 so it can be moved forward to the senate, and also, come up with language for changing the STEM Methods of Evaluation.

V.   Curriculum Approvals

Course	Title	Location	Comment
1. New Stand Alone Courses: None			
2. New Courses:			
These course are being created to delineate the skill levels in order to address repeatability:			
MUS-43A	Jazz Improvisation and Theory I	NR	
MUS-43B	Jazz Improvisation and Theory II	NR	
MUS-43C	Jazz Improvisation and Theory III	NR	
Motion – to approve new courses above/MSC/Mahon/Johnson			
3. Course Inclusions: None			
4. Distance Education: None			
5. Major Course Modifications:			
This course is being modified to add the prerequisite option of ACC-55:			
ACC-62	Payroll Accounting	MNR	
ACC-65	Computerized Accounting	MNR	
This course is being modification to change the title from "Caring for Infant and Toddlers in Group Settings," to remove the advisory of EAR-20, update the course description, SLOs, course content, MOE, sample assignments and course materials as part of statewide Curriculum Alignment Project:			
EAR-33	Infant and Toddler Development	MNR	
This course is being modified to change the title from " Curriculum Activities for Infants and Toddlers," remove the advisory of EAR-33, update the course description, SLOs, course content, MOE, sample assignments and course materials as part of the Statewide Curriculum Alignment Project:			
EAR-34	Infants and Toddler Care and Education	MNR	
This course is being modified to change the title from "Adult Supervision in ECE/CD Classrooms," to remove the prerequisite of EAR-44, update the course description, SLOs, course content, MOI, MOE, sample assignments and course materials as part of the Statewide Curriculum Alignment Project:			
EAR-38	Adult Supervision and Mentoring in Early Care and Education	MNR	
This course is being modified to change the title from "Administration of Early Childhood Programs I," update the course description, SLOs, course content, MOE, sample assignments and course materials as part of the Statewide Curriculum Alignment Project:			
EAR-44	Administration I: Programs in Early Childhood Education	MNR	
This course is being modified to change the title from "Administration of Early Childhood Programs II," change the prerequisite from "EAR-44" to "EAR-20, 24, 28 and 42," update the course description, SLOs, course content, MOI, MOE, sample assignments and course materials as part of the Statewide Curriculum Alignment Project:			
EAR-45	Administration II: Personnel and Leadership in Early Childhood Education	MNR	
This course is being modified to add a prerequisite of SOC-1, update the course description, entry skills, SLOs, course content, MOI, MOE, sample assignments and course materials to be C-ID compliant:			
SOC-50	Introduction to Social Research Methods	MNR	
Motion – to approve all major course modifications above/MSC/Johnson/Mahon			
6. Course Deletions: None			
7. Course Exclusions: None			
8. New State Approved Certificates/Degrees: None			
9. New Locally Approved Certificate: None			

Course	Title	Location	Comment	
Small Business Accounting				MN
Small Business Payroll Accounting				MN
Motion – to approve new locally approved certificates above/MSC/Johnson/Mahon (vote: 2 ayes, 1 abstention) **Discussion –** A financial aid concern was brought up by a counselor at the senate meeting regarding a student who sets a goal for a small unit certificate and then can't get funded to finish a transfer degree. It was suggested that a financial aid person speak to the curriculum committee to address this concern.				
10. Modification to State/Locally Approved Certificate/Degrees:				
11. Deletion of Certificate/Degrees: None				

VI.   Information Items - Accepted

Course	Title	Location	Comment
1. New Stand Alone Courses:			
Industry requires proficiency with video game asset integration:			
GAM-41	Game Asset and Engine Integration	N	
2. New Courses:			
This class will improve the Associates degree and certificate program by including typography and graphic design as a course of study and also fulfills requirements for a transferable graphic design degree:			
ADM-62	Typography and Graphic Design	R	
This course will enhance the current offering of honors courses at RCC:			
DAN-6H	Honors Dance Appreciation	R	
This course will replace and FIT-P1A and P1B. All content from State Fire Marshal:			
FIT-P1	Fire Prevention 1: Fire and Life Safety Inspections	M	
These courses are being created as specific capstone courses for each game development track to assess outcomes for all GAM programs and will replace GAM-79::			
GAM-79A	Game Studio: Animation	N	
GAM-79B	Game Studio: Character Modeling	N	
GAM-79C	Game Studio: Environments and Vehicles	N	
GAM-79D	Game Studio Production: Audio	N	
GAM-79E	Game Studio: Game Design Capstone	N	
GAM-79F	Game Studio Production: Game Programming	N	
This course adds a needed component to a growing Commercial Music Program at Norco College. It will be part of a revised Game Audio program, adding a new track for Audio Engineering:			
MUC-12	Live Sound Reinforcement	N	
The course is designed for students to mix and produce tracks in cooperation with students from the MUC-1 classes to create Norco Music CDs:			
MUC-13	Recording Studio Workshop I	N	
3. Course Inclusions:			
This course will enhance the current Marketing offerings at Moreno Valley College:			
MKT-40	Advertising	M	
4. Distance Education:			
GAM-21	History of Video Games	N	Online and Hybrid
GAM-35	Introduction to Simulation and Game Development	N	Online and Hybrid
GAM-70	Computer Skills for Game Art	N	Online and Hybrid
5. Major Course Modifications:			
This course is being modified to change the title from "Project Design and Production", change the prerequisite options			

Course	Title	Location	Comment
to replace ADM-76 with ADM-62, update to the course description, course content, and SLOs:			
ADM-70	Project Production and Portfolio	R	
The following modification is proposed to add a prerequisite and change the course title from "Digital Design II", prerequisite, course description and course content:			
CIS-75	Mobile Media Design	N	
This course is being modified to remove the limitation on enrollment of "admittance into the Dental Assistant Program" :			
DEA-41	Dental Office Procedures	M	
The following modifications are proposed to update the course description, content, SLOs, , course materials and add sample assignments:			
DAN-D47	Pilates, Beginning	R	
The following modifications are proposed to change the prerequisite from DAN-D47 to DAN-D49, update the course description, content, SLOs, course materials and add sample assignments:			
DAN-D48	Universal Reformer Technique	R	
The following modifications are proposed to remove repeatability, update content, SLOs, course materials and add sample assignments:			
DAN-D49	Pilates, Intermediate	R	
The following modification is proposed to add a prerequisite of DAN-D47, update SLOs, course content, course materials and to add sample assignments:			
DAN-D50	Pilates for Dancers	R	
The following modifications are proposed to remove repeatability, update content, SLOs, MOI, MOE, course materials and add sample assignments:			
DAN-D51	Pilates, Advanced	R	
This course is being updated to add an advisory of FIT-C20 and FIT-P1, update the SLOs, course content, MOI, MOE, course materials and add sample assignments:			
FIT-C1A	Command 1A, Command Principals for Command Officers	M	
This course is being updated to remove the word "Fire", the prerequisite of FIT-C1A, add an advisory of FIT-C1A change the title to remand C19B, update the SLOs, course content, course materials and add sample assignments:			
FIT-C1C	Command 1C,I-Zone Firefighting for Company Officers	M	
This course is being modified to remove the prerequisites of FIT-C1A and C1B and replace them with an advisory of FIT-C2A and FIT-C30, update to MOI, MOE and to add sample assignments:			
FIT-C2D	Command 2D-Planning for Large Scale Disasters	M	
This course is being modified to remove the prerequisite of FIT-C30 and add an advisory of FIT-C30 and FIT-C19B, update the course content, MOI, MOE, course materials and add sample assignments:			
FIT-C33A	Strike Team Leader-All Risk S-330	M	
This course is being updated to remove the limitation on enrollment, add an advisory of "current EMT certification," change the units from 1 to 0.5, change from 20 lecture hours to 16, update the SLOs, course content, MOI, MOE, course materials and add sample assignments:			
FIT-E3D	EMT Continuing Education	M	
This course is being modified to update the SLOs, course content, sample assignments and course materials to include appropriate file formats and use of websites for ePortfolios:			
GAM-44	Portfolio Production	N	
This course is being modified to remove ART-17 from the prerequisite options and add it as an advisory:			
GAM-46	Environment and Vehicle Modeling	N	
This course is being modified to remove the co-requisite of GAM-71 and add a prerequisite of ART-17, update the course description, course content, and course materials:			

Course	Title	Location	Comment
GAM-73	Storyboarding for Games	N	

This course is being modified to add an advisory of MAT-35, update the course description, SLOs, course content, MOI, MOE, course materials and add sample assignments:

Course	Title	Location	Comment
GEO-1L	Physical Geology Laboratory	R	

This course is being modified to remove the prerequisite of NVN-50 and add the prerequisite of "AMY-10 or AMY-2A and 2B and NVN-55 and PSY-9," update the SLOs, course content, MOI, MOE, course materials and add sample assignments:

Course	Title	Location	Comment
NVN-52	Introductory Concepts of Vocational Nursing - Nursing Fundamentals	R	

This course is being modified to update the course content, MOI, MOE, and sample assignments to provide students who are interested in nursing as a career with foundational knowledge related to the role of the nurse. This course will replace NVN-50 and 51:

Course	Title	Location	Comment
NVN-55	An Introductory Course to Contemporary Vocational Nursing Practice	R	

This course is being modified to update the SLOs, entry skills, course content, MOI, MOE

Course	Title	Location	Comment
NVN-61	Intermediate Concepts of Vocational Nursing-Care of the Family	R	

This course is being modified to replace the advisory of "a course in geology is recommended" to "MAT-35," update to the course description, SLOs, course content, MOI, MOE, course materials and add sample assignments:

Course	Title	Location	Comment
OCE-1	Introduction to Oceanography	R	

6. Course Deletions:

Course material is now being included in ADM-63 and ADM-80 courses:

Course	Title	Location	Comment
ADM-25	Adobe Acrobat	R	

QuarkXpress is no longer an industry standard:

Course	Title	Location	Comment
ADM-76	QuarkXPress	R	

Course material will be combined with existing course ADM-70 Project Production & Portfolio:

Course	Title	Location	Comment
ADM-89	Applied Digital Media Portfolio	R	

This course is being deleted because the discipline has not taught the course in past seven years and does not plan to teach it in the future:

Course	Title	Location	Comment
FIT-I2B	Instructor 2B, Group Discussion Techniques	M	Launched as major mod but should have been a deletion-will change after approved.

The following courses will be replaced by FIT-P1:

Course	Title	Location	Comment
FIT-P1A	Prevention 1A, Fire Inspection Practices	M	
FIT-P1C	Prevention 1C, Flammable Liquids and Gases	M	

This course has not been offered since 2009:

Course	Title	Location	Comment
MAT-7	Mathematica	R	

7. Course Exclusions: None

8. New State Approved Certificates/Degrees: None

9. New Locally Approved Certificate:

Registered Individual and Small Business Income Tax Preparer	N

10. Modification to State/Locally Approved Certificate/Degrees:

Physician Assistant	M
Associate in Arts in Sociology for Transfer	R

11. Deletion of Certificate/Degrees: None

VII. OLD BUSINESS

a. AP 4260-Limitations on Enrollment: Prerequisites, Co-requisites & Advisories—update—Proposed Clarification Language – Richard will bring back agreed upon language for the next meeting.

b. RCCD Curriculum Handbook Spring 2014 Draft – First Review – It was suggested that "Draft" be removed from the document. The curriculum committees are the only approvals needed. Revisions will be made periodically such as adding the process for AOEs, transition to META, etc.
The committee would like to invite Arend Flick to our next meeting or have him call in.

c. GENERAL EDUCATION REVIEW PROCESS
Proposal: Concept of (1) allowing any course approved for IGETC or CSU Breadth, or any course articulated with UC at each college, to become part of the "General Education Program" for the local A.A. or A.S. degree, and/or (2) allowing a discipline/department to propose a course by showing alignment with a General Education Learning Outcome. Need to establish timeline for (2) and develop process that is approved and understood by all.
Discussion – It was suggested that the committee read the assessment report by Sheila Pisa, Jim Elton and Arend Flick first before revisiting this process.

d. RCC Proposal to alter the "stem" on the COR template for Methods of Instruction and Methods of Evaluation – Language coming from RCC.

e. Review of Course Inclusion/Exclusion Process and Modifications – The new senate approved course approval process is as follows: submit to the discipline, department, Tech Review, and then to the college curriculum committee. Discussion followed regarding why the course approval process couldn't go to the discipline, department and then to the curriculum committee first before going to Tech Review in order to give them a chance to discuss it. But, that is the purpose of Tech Review. The District Curriculum Committee feels that the college curriculum committees are better informed when the course goes to Tech Review before going to the college curriculum committees.

f. Other – No report.

VIII. NEW BUSINESS

a. Questions about how district discipline facilitators are selected – Not a clearly established process. It is hard to find someone who will actually take on the responsibility of doing the minimal work involved when it's not recognized in the contract and there is no compensation. A concern that came up was what to do when there is a course unique to a college that another college doesn't approve and the discipline facilitator doesn't approve it to move forward. Need to find someone who is willing to do the minimal work of a discipline facilitator.

b. Adult Education Consortia AB86 – The District has $435,000 in a planning grant for adult education. Who decides what to do with the money? Diane stated that Dr. Parnell is leading the charge, and per the CIO conference, the basic plan is to hire a consultant to pull data from the surrounding areas, find out what resources are available, what is the population is, etc., and set up some sort of database.   The next step would be to apply for a grant that would actually have implementation involved in it which has five objectives, e.g., workforce training, ESL, GED citizenry classes, etc. Diane Dieckmeyer will forward minutes giving a summary of the plan to the committee for their information.

IX. **Adjournment 5:05 p.m.**

DISTRICT CURRICULUM COMMITTEE MINUTES
April 3, 2014
Spruce Street Conference Room 319

Chair Presiding: Carolyn Quin, Moreno Valley College Curriculum Chair, District Curriculum Committee Chair
Meeting Called to Order – 3:00 p.m.

Members Present:
Norco
Brian Johnson, College Curriculum Committee Chair

Riverside
Richard Mahon, College Curriculum Committee Chair

Guests: Kevin Fleming, Dean of Instruction, CTE, Norco
Greg Burchett, Co-Chair, RCC Curriculum Committee

Administrative Liaison: Sylvia Thomas (absent)
Administrative Support: Naomi Foley, Toni Van Buhler (absent); Debbie McDowell

I. Approval of the Agenda as amended/Mahon/Johnson (added CON-74 to info items)
Committee agreed to move Old Business and New Business back to the beginning of the action agenda.

II. Approval of the minutes as amended (March 20, 2014)/Johnson/Mahon (removed "Dental Assisting" from Information Items and added "STEM for IGETC" to Open Hearing section)

III. Open Hearing – N/A

IV. Curriculum Policy & Procedure
   a. College Updates
      i. Moreno Valley/District – Carolyn reported that the committee met on March 11th and covered everything they needed so they didn't have to meet on March 25th.
      ii. Norco – Brian stated that the Art faculty had previously decided to stay with the original courses which they felt didn't need any leveling. But, after a lengthy discussion at their last meeting, the committee agreed to keep all the "A" versions of the Art courses. Brian brought up, at the last Math discipline meeting, the issue regarding the math competency test paragraph in the catalog. The Math discipline wants it in the catalog as it is written and they wrote out a list of what was meant by "student must take a RCCD math course *or the equivalent"*. Richard to agendize this item for his next meeting to ask for a re-vote to show support of Norco's re-clarification.
      iii. Riverside/State – Richard took the revised bylaws to the senate adding the articulation officer as a voting member. They had a long discussion about AP 4260 regarding what prerequisites will look like. Title V states that "prerequisites must be re-validated after six years, two years for CTE. Richard now has a clean version which includes all revisions. A topic of focus for this year's Curriculum Institute is CTE, and Richard recommended that any CTE person who is interested in attending should sign up soon!

V. Curriculum Approvals

Course	Title	Location	Comment
1. New Stand Alone Courses: None			
2. New Courses:			
The following courses are proposed to address repeatability issues by defining the levels:			
ART-25A	Watercolor-Beginning	MNR	N might retain ART-25
ART-25B	Watercolor-Intermediate	MR	
Motion – to approve new course ART-25B/**MSC/Mahon/Quin**			
ART-35A	Illustration-Beginning	NR	N might retain ART-35
ART-35B	Illustration-Intermediate	R	

Course	Title	Location	Comment
Motion – to amend agenda and move new course ART-35B to Information Items/MSC/**Mahon/Johnson**			
These courses are proposed to address repeatability by leveling and replacing KIN-A89 :			
KIN-A89A	Beginning Body Sculpting	MR	
KIN-A89B	Intermediate Body Sculpting	MR	
KIN-A89C	Advanced Body Sculpting	MR	
Motion – to approve new courses ART-25A; ART-35A; KIN-A89A; KIN-A89B; KIN-A89C/**MSC/Mahon/Johnson**			
3. Course Inclusions: None			
4. Distance Education:			
EAR-28	Principles and Practices of Teaching Young Children	MNR	online
Motion – to approve Distance Education course EAR-28/**MSC/Mahon/Johnson**			
5. Major Course Modifications:			
This course is proposed to update the course description, SLOs, course content and course materials:			
COM-12	Intercultural Communications	MNR	MVC did not meet
Motion – to approve major course modification COM-12/**MSC/Mahon/Johnson (MVC didn't not vote)**			
The following modification is proposed to update the SLOs, MOI, MOE, add sample assignments:			
DAN-D32	Jazz, Beginning	MNR	
The following modification is proposed to add sample assignments:			
DAN-D38	Modern Dance, Intermediate	NR	
Motion – to approve major course modifications for DAN-D32 and DAN-D38/**MSC/Mahon/Johnson**			
The following modification is proposed to align the course with the C-ID descriptor by updating the course content, course materials and adding sample assignments:			
MAT-32	Introduction to Symbolic Logic	MNR	RCC would like to exclude this course from their inventory
Motion – to approve major course modification for MAT-32/**MSC/Johnson/Mahon (1 abstention) Motion Passed** It retains the cross link, but if RCC math faculty want to exclude it, they can do so as a separate item.			
PHI-32	Introduction to Symbolic Logic	MNR	
The following modification is proposed to update the course content, MOI, MOE, course materials and to add sample assignments:			
PHI-33	Introduction to Social and Political Philosophy	NR	
Motion – to approve major course modifications for PHI-32 and PHI-33/**MSC/Mahon/Johnson**			
7. Course Deletions: None			
8. Course Exclusions: None			
9. New State Approved Certificates/Degrees: None			
10. New Locally Approved Certificate: None			
11. Modification to State/Locally Approved Certificate/Degrees: None			
12. Deletion of Certificate/Degrees: None			

VI.   Information Items - Accepted

Course	Title	Location	Comment
1. New Stand Alone Courses: None			
CON-74	Construction Estimating	N	
2. New Courses:			
These courses are proposed to ad dress repeatability by leveling and replacing KIN-A31 :			
ART-35B	Illustration-Intermediate	N	
KIN-A31A	Beginning Water Aerobics and Deep Water	R	

Course	Title	Location	Comment
	Exercise		
KIN-A31B	Intermediate Water Aerobics and Deep Water Exercise	R	
KIN-A31C	Advanced Water Aerobics and Deep Water Exercise	R	

3. Course Inclusions:			

4. Distance Education:			

5. Major Course Modifications:			

The following modifications are proposed to update the SLOs, MOI, MOE, add sample assignments

DAN-9	Choreography III	R	

The following modifications are proposed to update the SLOs, MOI, MOE, add sample assignments:

DAN-D9	Concert Dance Ensemble	R	
DAN-D10	Dance Performance	R	
DAN-D11	Dance Touring Ensemble Rehearsal	R	
DAN-D22	Ballet, Intermediate	R	
DAN-D23	Ballet, Advanced	R	
DAN-D24	Pointe Technique, Beginning	R	

The following modification is proposed to link advisory skills and add sample assignments:

DAN-D39	Modern Dance, Advanced	R	

The following modification is proposed to add an advisory of "MAT-35," updated the course description, SLOs, course content, MOI, course material and add sample assignments:

OCE-1L	Introduction to Oceanography Laboratory	R	

7. Course Deletions:			

Courses have not been offered since 2004:

GRK-1	Ancient Greek 1	R	
GRK-2	Ancient Greek 2	R	

8. Course Exclusions:			

These courses have not been offered for several years:

HIS-4	History of Western Civilization	R	
HIS-5	History of Western Civilization	R	
HIS-21	History of Ancient Greece	R	
HIS-22	History of Ancient Rome	R	

9. New State Approved Certificates/Degrees:		
Associate in Science in Physics for Transfer		R

10. New Locally Approved Certificate:		
Small Business Accounting		R
Small Business Payroll Accounting		R

11. Modification to State/Locally Approved Certificate/Degrees:		
Jazz Performance		R

12. Deletion of Certificate/Degrees: None		

VII.   OLD BUSINESS
   a.   AP 4260-Limitations on Enrollment: Prerequisites, Co-requisites & Advisories—update—Ready for action to approve so that we can send it to the Senates?

Discussion – A concern is that some faculty could accept prerequisites based on content review provided that we continue to require that faculty look at the data that is available. RCC could not reach a decision.

- AP 4260 has been included in the Curriculum Handbook as approved by MVC and Norco. Their interpretation of Title V is that they should allow students to have access to courses, and anything they do to prevent that access, needs to be clearly described and defined.
- Content review – not rigorous enough. Should an Ad Hoc Committee be created to approve whether or not a prerequisite should be added to a course versus having each college committee's separate approval?
- Richard to revise the draft and agendize for his next meeting noting that the word "should" be changed back to "must". Do we continue to require statistical evidence for prerequisites to go forward or do we require that faculty look at the evidence and move forward to see if they can improve success?
- It was suggested that this draft be approved so we can move forward with a process even though it's not perfect. Each chair will take this draft back to their committees for discussion and approval so it can be forwarded to the senates.

    b. Language of the RCC proposal for the revised "stem" on the COR template for MOI and MOE
- Richard suggested that Brian and Carolyn take the proposed language back to their college curriculum committees for discussion.
- A suggestion was made that maybe faculty could choose from multiple STEMs through a drop-down menu. This suggestion will be brought up at the next college curriculum committee meetings.

    c. Discussion of a process for review of the General Education courses
Motion – to amend agenda and delay discussion of process for General Education courses until the May meeting/**MSC/Mahon/Johnson**

    d. Other – N/A

VIII. NEW BUSINESS
    a. Discussion of the process for revising the Program Learning Outcomes of the AOEs
- There's an issue of wanting departments to act on a recommendation in October and proposals to be submitted to curriculum in November, but October minutes aren't approved until the November meeting. After each college committee acts, then it should go to the senates.
- The original criteria for areas of emphasis was that the courses had to be available throughout the district. We have moved away from "these courses must be available district-wide" to "the courses have to clearly support the program outcomes in the AOE that they are a part of". Richard would like to think they've answered this question and that this wouldn't be a criteria moving forward.

    b. Assessing last year's process for adding courses to the AOEs
- A suggestion was to consider modifying AOEs every fall or alternate modifications to AOEs and GE's every other year.

    c. Discussion of the "2009 Short Process"-strikethroughs in RCCD Curriculum Handbook version—do we need to clean this up?
- First modification to the handbook should be inclusion of the process for modifying AOEs which would follow discipline and department approvals.
- Along with the above process, a process for getting new courses into the GE pattern is also needed. Richard wants to defer this conversation until Sheila Pisa, Arend Flick, Jim Elton produce the document they are working on.

IX. Adjournment 4:55 p.m.

DISTRICT CURRICULUM COMMITTEE MINUTES

May 1, 2014
Spruce Street Conference Room 307

Chair Presiding: Carolyn Quin, Moreno Valley College Curriculum Chair, District Curriculum Committee Chair
Meeting Called to Order 3:50 p.m.

Members Present:

Norco
Brian Johnson, College Curriculum Committee Chair

Riverside
Richard Mahon, College Curriculum Committee Chair

Guests: Robin Steinback, Vice Chancellor, Educational Services, Workforce Development and Planning; Carol Farrar, Dean of Instruction, Norco

Administrative Liaison: Sylvia Thomas
Administrative Support: Naomi Foley, Toni Van Buhler; Debbie McDowell

I.   Approval of the Agenda as amended/MSC/Mahon/Johnson
     Added Item III - Update from Dr. Steinback.

II. Approval of the minutes as amended (April 3, 2014)/Mahon/Johnson
     Change Title V to "Title 5".

III. Update from Dr. Steinback – She reported on a number of issues happening statewide:
     • Cris McCullough has been appointed as Interim Dean of Academic Affairs and Erik Skinner is the new Vice Chancellor of Academic Affairs in the State Chancellor's office.
     • Associate degrees of transfer – there have been some challenges with the ADT templates. Changes to the template will now occur only twice a year - September 1st and February 1st. A letter should be coming out soon stating that we may have a possible one year extension to obtain C-ID numbers for the courses in our ADTs.
     • Before a class can be submitted for a common course identifier, it must be in ASSIST and ASSIST is not controlled by the State Chancellor's office.
     • Our authorization to approve stand-alone courses has sunset. We will not be receiving authorization to approve stand-alone courses in 2014-15 but we will seek it in 2015.   If the course does not meet the standards in the next year, the college will have to revise it and put it through the curriculum committee again. Dr. Steinback stated that because we no longer have authority from the legislature, every course has to be connected to a program.
     • The curriculum chairs will be receiving a survey on collaborative programs. Dr. Steinback will send Carolyn the link to the survey.
     Discussion followed.

IV. Open Hearing – Carolyn addressed the following issues:
     • The C-ID on an accounting course had objectives in the course content but didn't list the objectives so the submission was denied. The question was asked whether it's possible to have an extra field in CurricUNET to add objectives to the C-ID descriptor.   There is a way to use the existing system to address this unique situation without having to modify CurricUNET. Need to use the word "outcomes" in place of "objectives".
     • Carolyn had a question regarding some recently articulated courses and the proposals recommending updating text. Does this now require a major modification instead of a minor modification? Need to make sure all CORs are updated and aligned to the new GESLOs. Further discussion will take place at the next meeting.

V.   Curriculum Policy & Procedure
     a.   College Updates
          i. Moreno Valley/District – The asterisks in the ADTs for the cross listings was a topic of discussion at their last meeting. Some committee members felt that the asterisks can be confusing to the students, but they will not be removed at this time. At the District Academic Senate meeting, Carolyn asked if they

would like to have the 2009 short process sent back through the senates for approval. It was decided that it's best to wait for the implementation of META.

ii. Norco – Norco has four new ADTs: Anthropology, Math, Physics and Psychology. Brian reiterated how upset one of his faculty was regarding one of his courses being included at another college without any notification. Brian suggested modifying the course inclusion form to include a step where the other colleges' relevant departments are notified. There should be a point early in the process where the affected discipline, across the district, would be informed. To be agendized for a future meeting.

iii. Riverside/State – AP4260 – Richard took a straw vote to get a sense of where the committee is on AP 4620 and found that a large majority want the AP to go forward. Discussion followed regarding Title 5 language which states that "all prerequisites must be reviewed every six years except CTE courses must be reviewed every two years."   They discussed a potential resolution where the RCC senate would ask the administration to decline scheduling classes where the CORs are not up to date.

V. OLD BUSINESS
a. AP 4260-Limitations on Enrollment: Prerequisites, Co-requisites & Advisories—Update - RCC is ready to agendize for the senate once they have a final version without markup. Regarding statistical validation, RCC's expectation is that the data available will be examined, but the lack of evidence of statistical predictor will not block faculty from using content review. The version in the RCCD Curriculum Handbook, as Appendix B, is the version approved by the senate at MVC on 12/2/14.

b. Discussion of the process for review of the AOEs and GE requirements – Agendize for the next meeting.

c. Discussion of the RCCD Draft Curriculum Handbook – Agendize for the next meeting.

VI. NEW BUSINESS
a. None.

VII. Curriculum Approvals

Course	Title	Location	Comment
1. New Stand Alone Courses: None			
2. New Courses: None			
3. Course Inclusions: None			
4. Distance Education:			
SOC-2	American Social Problems	MNR	Hybrid (approved for online)
SOC-3	Social Inequality	NR	Hybrid (approved for online)
SOC-10	Race And Ethnic Relations	MNR	Hybrid (approved for online)
SOC-20	Introduction To Criminology	MNR	Hybrid (approved for online)
Motion – to approve Distance Education Courses/MSC/Mahon/Johnson			
5. Major Course Modifications:			
The following modification is proposed to change the course title from "Introduction to Language," to update the SLOs, course content, MOI, MOE, sample assignments, and course materials:			
ENG-16	Introduction to Linguistics	MR	
The following modification is proposed in order to be compatible with the C-ID descriptor by changing the course title from "Newswriting," and updating the course description, SLOs, course content, MOI, MOE, course materials and to add sample assignments :			
JOU-2	Intermediate Reporting/Newswriting	MR	
Motion – to approve Major Course Modifications for ENG-16 and JOU-2/MSC/Mahon/Quin (1) abstention			
The following courses are proposed to link the SLOs with the new GESLOs as well as update the course materials:			
FRE-1	French 1	NR	
FRE-2	French 2	NR	

Course	Title	Location	Comment
FRE-3	French 3	NR	
FRE-4	French 4	NR	

Motion – to approve Major Course Modifications for FRE-1, FRE-2, FRE-3 and FRE-4/MSC/Mahon/Johnson (1) abstention

The following course is proposed to link the SLOs with the new GESLOs as well as update the course content, sample assignments and course materials:

Course	Title	Location	Comment
FRE-11	Culture and Civilization	NR	

Postpone until next meeting

The following course is proposed to updated the course description, SLOs, course content, and course materials:

Course	Title	Location	Comment
MAT-4	Finite Mathematics	NR	

Motion – to approve Major Course Modifications for MAT-4/Johnson/Mahon
Removed PHY-11 from the agenda because Norco voted it down due to entry skills not linked to co-requisite.

7. Course Deletions: None

8. Course Exclusions: None

9. New State Approved Certificates/Degrees: None

10. New Locally Approved Certificate: None

11. Modification to State/Locally Approved Certificate/Degrees: None

12. Deletion of Certificate/Degrees: None

VIII.   Information Items - Accepted

Course	Title	Location	Comment
1. New Stand Alone Courses: None			
2. New Courses: None			
3. Course Inclusions:			
The college would like to add this course to their inventory:			
PHI-22	Philosophy of Science	N	
4. Distance Education: None			
5. Major Course Modifications:			
The following course is proposed to link the SLOs with the new GESLOs as well as update the course content, sample assignments and course materials:			
ARA-11	Culture and Civilization	R	
7. Course Deletions:			
The following courses have not been offered for several years:			
HIS-23	History of the Middle East	R	
HIS-53	Modern American Society	R	
8. Course Exclusions:			
This course has not been offered in many years:			
PHI-22	Philosophy of Science	R	
9. New State Approved Certificates/Degrees:			
Associate in Arts in Political Science for Transfer			M
10. New Locally Approved Certificate: None			
11. Modification to State/Locally Approved Certificate/Degrees:			
Dental Assisting			M

Course	Title	Location	Comment	
	Associate in Arts in English for Transfer			R
	Fire Technology			M
	Fire Officer			M
	Game Art: 3D Animation			N
	Game Art: Environments and Vehicles			N
	Music			M
12. Deletion of Certificate/Degrees: None				

IX. Adjournment 5:03 p.m.

DISTRICT CURRICULUM COMMITTEE MINUTES
May 15, 2014
Spruce Street Conference Room 307

Chair Presiding: Carolyn Quin, Moreno Valley College Curriculum Chair, District Curriculum Committee Chair
Meeting Called to Order 3:00 p.m.

Members Present:
Norco
Brian Johnson, College Curriculum Committee Chair

Riverside
Richard Mahon, College Curriculum Committee Chair

Guests: Diane Dieckmeyer, VP of Norco College
        Julie Pehkonen, Director, CTE Projects
        Greg Burchett, Co-Chair, RCC Curriculum Committee

Administrative Liaison: Sylvia Thomas
Administrative Support: Naomi Foley, Toni Van Buhler; Debbie McDowell

I. Approval of the Agenda as amended/MSC/Mahon/Johnson
    ADJ-B2A (Law Enforcement Pre-Academy) was added to VIII. Information Items under New Stand-Alone Courses, Eng-34 (Literature by Women) Discussion was added to VI.b. New Business, and the Summary of What to do When Rejected by C-ID was added to item V.c. Curriculum Handbook Update.

II. Approval of the minutes (May 1, 2014)/MSC/Johnson/Mahon

III. Open Hearing – Each college should have a representative attending the Curriculum Institute to be held on July 10-12, 2014 and there will be a focus on CTE. Brian Johnson will be the new District Curriculum Chair for 2014-2015.

IV. Curriculum Policy & Procedure
    a. College Updates
        i. Moreno Valley/District – Both assessment coordinators will be attending their next curriculum meeting.

        ii. Norco – Had a CIS instructor asking about getting one of her courses in Gen Ed. Brian explained to her that there is not a process in place yet, but they are working on it.

        iii. Riverside/State – AP 4260 – N/A for State. Richard discussed the RCC proposed STEM language to replace the original language which says, *"Methods of Evaluation may include, but are not limited to, the following."* RCC's revised language states, e.g., *English can say you have to write essays, or Art could say you have to paint paintings.* Richard asked that the chairs agendize this for review at their next curriculum meeting. Toni can implement it in a timely fashion through META once it is approved. Norco wants to add the word "required" in parenthesis after the Method of Instruction". The revised language also cites the Title 5 language which states "that grades should come primarily from these kinds of activities".
        • Richard also discussed a resolution he has drafted regarding out of date CORs and the concept of not offering a course if they are not updated within an agreed upon timeframe. For shared courses, there should be a discussion among the colleges as to whether or not this is a reasonable practice for everyone. There is no knowledge of a Title 5 regulation that stipulates how often a COR must be updated. Articulation can be used as an incentive to update CORs.

V. OLD BUSINESS
    a. AP 4260-Limitations on Enrollment: Prerequisites, Co-requisites & Advisories—Update
        RCC approved AP 4260 and it is agendized for the senate meeting on Monday. The senates are to appoint the three discipline people for English, Reading and Math, who will do the content reviews for the year required for the prerequisites.

    b.   Discussion of the process for review of the AOEs and GE requirements – to be added to the RCCD CH The committee agreed by consensus to incorporate the Gen Ed courses and review of Gen Ed into the same process used for the AOEs in Fall of 2012. If the process doesn't work, they can revise it in Spring. Carolyn and Richard will look for the criteria used in Fall 2012. Richard stated that it will need to be edited. The title will be "Modifying Existing AOEs" instead of "AOE Inclusion Process". Another issue to focus on is the review and update of the PLOs associated with the AOEs. We need to have a mechanism that would require someone(s) to develop the surveys as the new certificates are coming through.

    c.   RCCD Curriculum Handbook Update - Richard had his committee review the draft of the handbook. MVC is not ready to remove "draft" from the handbook because of sections that still need some work. Richard handed out his summary regarding "What To Do If You Get Rejected by C-ID" for the committee's review and feedback and possible inclusion in the handbook.

VI. NEW BUSINESS

    a.   Julie Pehkonen, High School Articulation – Julie reviewed the history of Secondary to Post-Secondary Articulation that started in 1994, the majority of which are high school students.
- At the beginning, articulated credit was awarded to high school students if they attended RCC and satisfied their 12 units in residency.
- Our current district policy states that there is no requirement of units for residency. As soon as the high school student completes the class with a satisfactory grade, they can apply to RCC and receive articulated credit.
- The challenge now is the credit awarded to the student on their transcript has to acknowledge a college. These courses are not available at every college so who makes the determination where the student gets the credit? We need to change the district agreement to a college by college agreement with a minimum grade of "B" for articulation. The district policy states that this information is submitted to the curriculum committee as information only, not for approval.
- We have articulated courses that are not CTE courses, the result of our colleges reaching out to try and find pathways for students. What is needed is better communication among the colleges and the district regarding all articulated agreements so we make sure everyone involved has been notified!
- Preference would be to take AP 4050 and the Articulation Handbook to the college curriculum committees for review, then to District senate and onto the college senates. Julie will send the committee members a list of faculty who have signed off on all articulation agreements. Another important piece of information to convey is that as high school courses are articulated, the list of those courses will come to the college curriculum committees as information items.
- Will agendize for our next meeting to review feedback from the college committees.

    b.   Discussion of Eng-34 (Literature by Women) – The committee agreed by consensus to add Eng-34 to the AOEs.

VII. Curriculum Approvals

Course	Title	Location	Comment
1. New Stand Alone Courses: None			
2. New Courses: None			
3. Course Inclusions: None			
4. Distance Education: None			
5. Major Course Modifications:			
The following modification is proposed to add a prerequisite of ENG-1A or 1AH, update the course description, SLOs, course content, MOI, and course materials to be C-ID compliant:			
BUS-22	Management Communications	MNR	None approved
Motion – to approve major course modifications for BUS-22/Mahon/Johnson/vote: 2 nays/1 abstention **Motion Failed** Discussion – Issue with entry skills; didn't match C-ID descriptors; didn't meet course requirements; SLOs didn't meet objectives. C-ID rejection identified almost every area of the course outline. Suggestion: Take the descriptor and write a new course.			
7. Course Deletions: None			
8. Course Exclusions: None			

Course	Title	Location	Comment
9. New State Approved Certificates/Degrees: None			
10. New Locally Approved Certificate: None			
11. Modification to State/Locally Approved Certificate/Degrees: None			
12. Deletion of Certificate/Degrees: None			

VIII.   Information Items

Course	Title	Location	Comment
1. New Stand Alone Courses: None			
This course is proposed as preparation into a law enforcement career:			
ADJ-B2A	Law Enforcement Pre-Academy	M	
2. New Courses: None			
3. Course Inclusions: None			
4. Distance Education: None			
5. Major Course Modifications: None			
7. Course Deletions: None			
8. Course Exclusions: None			
9. New State Approved Certificates/Degrees: None			
10. New Locally Approved Certificate: None			
11. Modification to State/Locally Approved Certificate/Degrees: None			
12. Deletion of Certificate/Degrees: None			

IX. Adjournment 4:51 p.m.

DISTRICT CURRICULUM COMMITTEE MINUTES
May 29, 2014
Spruce Street Conference Room 307

Chair Presiding: Carolyn Quin, Moreno Valley College Curriculum Chair, District Curriculum Committee Chair
Meeting Called to Order 3:30 p.m.

Members Present:
Norco
Brian Johnson, College Curriculum Committee Chair

Riverside
Richard Mahon, College Curriculum Committee Chair

Guests: Greg Burchett, Co-Chair, RCC Curriculum Committee

Administrative Liaison: Sylvia Thomas
Administrative Support: Naomi Foley, Toni Van Buhler (Absent); Debbie McDowell

I.   Approval of the Agenda/MSC/Mahon/Johnson

II.   Approval of the minutes as amended (May 15, 2014)/MSC/Johnson/Mahon
      Add "Curriculum Committee" to Item V.a. after RCC.

III. Open Hearing – N/A

IV.   Curriculum Policy & Procedure
      a.   College Updates
           i. Moreno Valley/District – Julie Pehkonen attended their meeting and spoke on the secondary
           articulation agreements which was very informative. She will prepare three separate lists of faculty who
           will sign off on the agreements and the articulation will be different for each college but approved by
           faculty from the appropriate college. Current agreements are expiring, but they will be continued
           temporarily until Julie has prepared the lists of faculty which she will be working on over the summer.

           ii. Norco – Brian relayed the information Julie gave at our last meeting to his committee regarding the
           secondary articulation agreements. The agreements are through the District right now, but need to be by
           college. He had the committee take a look at the STEM language for an MOE and didn't receive
           consensus either way. He is giving the committee the summer to think about it and come back in Fall
           with a vote.

           iii. Riverside/State – Richard was re-elected as chair for a final two-year term. Richard reminded a
           faculty member, that made a post on the discussion board regarding "faculty being penalized for out-of-
           date CORs", that the faculty member's certificate could not go forward as initially prepared because
           there were courses outside of that discipline that were not up to date. We want faculty to know that this
           statement did not originate from one particular individual, and that we are not out to penalize faculty. It's
           to allow students access to the curriculum and programs that the colleges, curriculum committees and the
           senates have said that we endorse.
           • The question was asked whether a course could be deactivated in CurricUNET and brought back
             later. The answer is no, because the course would have to come back through the entire curriculum
             process. There would be a historical copy which could be brought back so faculty would not have to
             start from scratch.
           State – Richard suggested having an articulation officer present at our District meetings for next year. An
           announcement was made by the state that the June 14th deadline for courses to have C-ID equivalency to
           be part of ADTs has been extended to June 2015.   The state is looking at changing Area D in the CSU
           GE breadth and making it more like IGETC.

V.   OLD BUSINESS
      a.   AP 4260-Limitations on Enrollment: Prerequisites, Co-requisites & Advisories—Update
           RCC senate didn't have time to review the AP so it will be agendized for the first meeting in fall.
           Discussion followed regarding the prerequisite issue. A procedure needs to be in place to implement
           what is stated in AP 4260. The drafted document states that there should be three separate college-

based committees. All three committees should be involved in the conversation right from the beginning especially if it is a shared course. It was suggested that the conversation be documented and attached to the course as backup. The senates will appoint the three discipline people for Math, Reading and English. Once the disciplines start using the AP, we can ask them what they need to help them implement the process more efficiently and revise accordingly.

b. Approval of the process for review of the AOEs and GE requirements – to be added to the RCCD CH – Carolyn handed out her drafted AOE and GE documents. She had suggested using the Fall 2012 AOE process for the GE process. A great deal of work was done by the Gen Ed Workgroup but they never came up with a final report. Some of their concerns were:
- They felt that there are already too many courses currently in the GE pattern.
- Gen Ed should not be <u>any</u> course that is transferrable. It should be the introductory level course because that is what Gen Ed was intended to be.

During the discussion the following questions arose: How do you decide whether or not you are going to accept what you get? If you are going to ask faculty to align to the PLO's, what is the process for revising the PLO's of the AOE's? How do you assess the program, and how do you change the PLO's?

Brian will invite the three assessment coordinators to our first meeting in Fall on September 4th to have a conversation about the GE assessment work they did and what they learned.

c. RCCD Curriculum Handbook Update – A couple of sections still need to be updated before the document is final.

VI. NEW BUSINESS
a. Online Faculty Handbook – the District online faculty handbook will no longer be updated. This statement will be added to the home page for everyone's notification. The colleges are now responsible for developing their own online faculty handbook. The VP's will be notified of this so that they can remove any links or references to the District online faculty handbook which will now be used as a historical document only.

VII. Curriculum Approvals

Course	Title	Location	Comment
1. New Stand Alone Courses: None			
2. New Courses:			
The college would like to add this course to enhance the current honors program inventory:			
ANT-1H	Honors Physical Anthropology	MNR	
Motion – to approve new course ANT-1H/**MSC/Mahon/Johnson**			
3. Course Inclusions: None			
4. Distance Education:			
COM-13*	Gender and Communication	MNR	Online and Hybrid
Motion – to approve Distance Education COM-13/**MSC/Johnson/Mahon**			
5. Major Course Modifications:			
The following course is being modified to update the SLOs and link them to the GESLOs and to update the course materials:			
DAN-D33*	Jazz, Intermediate	NR	**Put on hold** – Norco reviewed the wrong course
The following modifications are proposed to update the course description, SLOs, course content, course materials and to add sample assignments:			
MAT-10*	Pre-calculus	MNR	
The following modification is proposed to update the SLOs and link them to the new GESLOs, update the course content, MOI, MOE, course materials and add sample assignments:			
PHY-11*	Physics Laboratory	MNR	Entry skills have been added for the corequisite.
Motion – to approve major course modifications for MAT-10 & PHY-11/**MSC/Johnson/Mahon**			
Discussion – MVC had approved back on April 8th but had serious concerns about the entry skills, the STEM for the			

Course	Title	Location	Comment

entry skills, and the listing of the skills from PHY-10 which is a co-requisite class. Why were they asked to do that? Because even though it's not an entry skill, they have to go together and there is no other place to put it. If it is a closely related lab, it doesn't need to be justified either. Suggestion: If the STEM needs to be revised, wait until META is implemented.

6. Course Deletions:

7. Course Exclusions: None

8. New State Approved Certificates/Degrees: None

9. New Locally Approved Certificate:

10. Modification to State/Locally Approved Certificate/Degrees: None

11. Deletion of Certificate/Degrees: None

VIII.   Information Items

Course	Title	Location	Comment
1. New Stand Alone Courses:			
These courses will provide students the opportunity to apply their work experience to specific areas:			
GAM-200	Simulation and Game Development Work Experience	N	
MUC-200	Commercial Music Work Experience	N	
SCT-200	Supply Chain Technology Work Experience	N	
2. New Courses: None			
3. Course Inclusions: None			
4. Distance Education:			
KIN-12	Sport Psychology	R	Online
5. Major Course Modifications:			
6. Course Deletions:			
The following course has not been offered since 2009:			
ADJ-C8A*	Facility Security Training	M	
The following course is being replaced by FIT-P1:			
FIT-P1B	Prevention 1B, Code Enforcement	M	
The following courses have not been offered for many years:			
PHI-20*	History of Western Philosophy I: Greek, Roman and Medieval	R	
PHI-21*	History of Western Philosophy II: Modern and Contemporary	R	
7. Course Exclusions:			
This course has not been offered in many years:			
ART-42	Studio Figure Drawing	N	Not adopting ART-42A
ART-43	Studio Figure Painting	N	Not adopting ART-43A
ART-49	Studio Printmaking	N	Not adopting ART-49A
This course is cross-listed with PHI-32, the Math sections did not fill:			
MAT-32	Introduction to Symbolic Logic	R	
8. New State Approved Certificates/Degrees: None			
9. New Locally Approved Certificate:			
Associate in Arts in Kinesiology for Transfer*			M

Course	Title	Location	Comment	
	Associate in Arts in Political Science for Transfer*		N	

10. Modification to State/Locally Approved Certificate/Degrees: None

11. Deletion of Certificate/Degrees: None

if approved by College Curriculum Committees on May 27th.

IX. Adjournment 5:07 p.m.