

**MORENO VALLEY COLLEGE
CURRICULUM COMMITTEE MINUTES
September 13, 2011 3:00PM
HM 234**

Call to Order by Natalie Hannum at 3:05pm

Voting Members Present: Matt Fast (BITS), Natalie Hannum (PSET), Jeanne Howard (Student Services, Counseling), Joyce Kim (HHPS), Debbi Renfrow (Librarian/COMM, Academic Senate), Jeff Rhyne (COMM), Steve Wagner (MSK)

Non-Voting Member Present: Carlos Tovares (MVC DOI, Administrative Resource Person), Liz Romero (Administration Assistant)

Absent: Maria Pacheco (Member at Large), Alex Ygloria (DSPS)

Approval of Agenda – MSC (Kim/Rhyne/Unanimous) motion to approve agenda with the following additions; Course Outlines of Record add to F - 1

Approval of Minutes from the May 24th Meeting - MSC (Howard/Renfrow/Unanimous) motion to approve May 24th minutes

Introductions – committee members determined this was not needed

Establishing Quorum – committee recruitment (if needed) it was agreed that there are enough members for a quorum. Committee members discussed with the absence of Chris Rocco on the Curriculum Committee there should be a representative from the Humanities & Social Sciences Department. Natalie will look into this.

Curricunet Training – Dan Clark has scheduled training at BCTC on September 28 from 12:00pm – 2:00pm and another in October at the Moreno Valley College. Flex credit is available.

Jeanne Howard informed the committee that when a course outline of record is updated in Curricunet this update will not show active until the update is approved.

Recruitment for Curricunet Administrator behind Chip Herzig – Chip retires in December of this year, Natalie asked the committee member if anyone was interested in this position. At this time all committee members declined.

Overview of Curriculum Approval Process (refresher for existing members, overview for new members)

Content Review Process – head’s up –

1. Author
2. Facilitator - 10 days
3. District Discipline – review & comments – 10 days
4. Department Review –
5. Administrative Review
6. Final – Sylvia Thomas
7. Tech Review - Mondays
8. College Curriculum Committee - Final

Repeatability – changes per Title V

Goals for this year – Continued to next meeting

Information Only Items - None

Other - Continued to next meeting

Stand Alone Training

Certification of Local Approval of Credit Courses

Curriculum Committee Dates – 2011 / 2012 – Handout

Adjournment – 4:03pm

**MORENO VALLEY COLLEGE
CURRICULUM COMMITTEE MINUTES
October 11, 2011 3:00PM
HM 234**

Call to Order by Natalie Hannum at 3:05pm

Voting Members Present: Matt Fast (BITS), Natalie Hannum (PSET), Jeanne Howard (Student Services, Counseling), Joyce Kim (HHPS), Maria Pacheco (Member at Large), Debbi Renfrow (Librarian/COMM, Academic Senate), Jeff Rhyne (COMM)

Non-Voting Member Present: Carlos Tovares (MVC DOI, Administrative Resource Person), Liz Romero (Administration Assistant)

Absent: Alex Ygloria (DSPS), Steve Wagner (MSK)

Guest: George Gage, Associate Professor, CMI & Spanish, HHPS

Approval of Agenda – MSC (Howard/Kim/Unanimous) motion to approve agenda with additions of adding two items to Other and New Business category.

Approval of Minutes from the September 13th and September 27th Meetings -

MSC (Renfrow/Rhyne/Unanimous) motion to approve minutes from September 13th, minutes from September 27th will be available for review at the next meeting.

Approval Needed – MSC (Fast/Pacheco/Unanimous) motion to approve the following major modifications

Major Course Modifications:			
CAT-78A	Introduction to Adobe Photoshop	MNR	Cross-listed with CIS-78A
CAT-78B	Advanced Adobe Photoshop	MNR	Cross-listed with CIS-78B
CAT-79	Introduction to Adobe Illustrator	MNR	Cross-listed with CIS-79
CAT-81	Introduction to Desktop Publishing using Adobe InDesign	MNR	Cross-listed with CIS-81
The above proposals are to update the course content, SLOs, course materials and add sample assignments.			
CIS-1A	Introduction to Computer Information Systems	MNR	
CIS-2	Fundamentals of Systems Analysis	MNR	Cross listed with CSC-2
CIS-5	Fundamentals of Programming Logic using C++	MNR	Cross listed with CSC-5
CIS-12	PHP Dynamic Web Site Programming	MNR	Cross-listed with CSC-12
CIS-14A	Web Programming: JavaScript	MNR	Cross-listed with CSC-14A
CIS-14B	Web Programming: Active Server Pages	MNR	
CIS-61	Introduction to Database Theory	MNR	Cross-listed with CSC-61
CIS-72B	Intermediate Web Page Creation using CSS	MNR	
CIS-78A	Introduction to Adobe Photoshop	MNR	Cross-listed with CAT-78A
CIS-78B	Advanced Adobe Photoshop	MNR	Cross-listed with CAT-78B
CIS-79	Introduction to Adobe Illustrator	MNR	Cross-listed with CAT-79

CIS-81	Introduction to Desktop Publishing	MNR	Cross-listed with CAT-81
Update course materials and SLOs.			
CSC-2	Fundamentals of Systems Analysis	MNR	Cross listed with CIS-2
CSC-5	Fundamentals of Programming Logic using C++	MNR	Cross listed with CIS-5
CSC-12	PHP Dynamic Web Site Programming	MNR	Cross-listed with CIS-12
CSC-14A	Web Programming: JavaScript	MNR	Cross-listed with CIS -14A
CSC 61	Introduction to Database Theory	MNR	Cross-listed with CIS -61
These course proposals are to update SLOs and course materials.			

Repeatability and Repetition – committee discussed the difference between repeatability and repetition of a course. In order for the college to run more efficiently it is being considered to reduce the amount of times a student can repeat a course with regards to improving a grade or just too simply take a class over and over.

Gainful Employment: Course and program coding for financial aid (CIP, SOC, TOPS) – Natalie discussed with the committee the importance of correct CIP, SOC and TOPS coding for Career and Tech Ed programs.

Music Certificate – Natalie informed the committee that Riverside Campus had submitted their music program to Tech Review for approval. The committee members agreed that Moreno Valley College should be allowed to offer to MVC students the Music Certificate Program that Carolyn Quin brought to the committee and was approved in May 2011. Natalie will follow up with Tech Review.

Information Only Items – no discussion

Major Course Modifications:			
CIS-28A	MS Access Programming	NR	Cross-listed with CSC-28A
CIS-63	Introduction to Structured Query Language	NR	Cross-listed with CSC-63
CIS-72C	Introduction to XML	NR	
Update course materials and SLOs.			
CSC-28A	MS Access Programming	NR	Cross-listed with CIS-28A
CSC-63	Introduction to Structured Query Language	NR	Cross-listed with CIS -63
These course proposals are to update SLOs and course materials.			
Course Deletions:			
CIS-29A	Introduction to Oracle	R	
CIS-29B	Oracle Application Development	R	
CIS-29C	Oracle Database and Server Administration	R	
These courses are being deleted due to change in focus away from using Oracle software.			

Other

1. George Gage, Associate Professor, CMI & Spanish, HHPS – George stated that CMI COR's have not been updated in a long time. He wanted to get an update from the committee on how what the process is to update courses in CurricuNet. Natalie suggested that George attend a CurricuNet workshop and informed him of the approval process in CurricuNet.
2. Name Change Proposal for ADJ – It was brought forward to the District Tech Review by Richard Davin to change the name of the ADJ courses to Justice Studies. Natalie informed the committee that administration and staff at BCTC opposed this name change. After discussion, the curriculum committee members also opposed this name change.
3. Natalie informed the committee that Carolyn Quin, Music Professor, will replace Chris Rocco on the Curriculum Committee as the Humanities & Social Sciences representative, Welcome Carolyn.

New Business

1. Cross-Listing of Courses –Carlos asked if sections are cross-listed will both sections appear in the schedule. Committee agreed that both sections will not appear in the schedule unless both are offered at the respective college.
2. Creating a New Discipline Program - the committee asked if a new discipline was being created with the cross listing of the CSC and CIS classes.

Adjournment – 4:20pm

**MORENO VALLEY COLLEGE
CURRICULUM COMMITTEE MINUTES
October 25, 2011 3:00PM
HM 234**

Call to Order by Natalie Hannum at 3:10pm

Voting Members Present: Matt Fast (BITS), Natalie Hannum (PSET), Jeanne Howard (Student Services, Counseling), Maria Pacheco (Member at Large), Jeff Rhyne (COMM) Carolyn Quin (HSS), Steve Wagner (MSK)

Non-Voting Member Present: Carlos Tovares (MVC DOI, Administrative Resource Person), Liz Romero (Administration Assistant)

Absent: Joyce Kim (HSPS), Debbi Renfrow (Librarian/COMM, Academic Senate), Alex Ygloria (DSPS),

Guest: Sheila Pisa, Associate Professor/BSI Coordinator, Math

Approval of Agenda – MSC (Howard/Wagner/Unanimous) motion to approve agenda with the following additions to Other – GE changes and IGETC CSU transfer issue and financial aid

Approval of Minutes from the September 27th and October 11th Meetings - Did not vote on approval of minutes, will move these to the next meeting.

Approval Needed – MSC Motion to approve the following distance education and new stand-alone course

Course	Title	Approval	Comment
Distance Education:			
COM-12	Intercultural Communication (<i>Howard/Rhyne</i>)	MNR	Hybrid and Online
	MSC (<u>Howard/Rhyne/two yes votes/5 abstain</u>) (Jeff stated there are no department minutes listed in CurricuNet regarding Com12. Did COM 12 go through the correct process of being placed on CurricuNet?)		
LIB-1	Information Competency	MNR	Hybrid
	MSC (<u>Rhyne/Fast/Pass</u>) Carolyn Quin abstains		
New Stand Alone Courses:			
MAT-37	Algebra for Statistics	MR	Non-degree applicable
MSC(<u>Howard/Rhyne/Unanimous</u>)			
This course is designed to be a targeted pre-requisite for statistics. It is constructed to have no pre-requisites, shortening the remedial pipeline in an effort to increase students' success and retention through the developmental math sequence to college transferable statistics.			
Major Course Modifications: Motion to remove ART 42 & 43 from Agenda			
MSC (<u>Rhyne/Pacheco/Unanimous</u>)			
ART-42	Studio Figure Drawing	MNR	Recommend removal of repeatability; currently course

Course	Title	Approval	Comment
			may be taken four times.
ART-43	Studio Figure Painting	MNR	Recommend removal of repeatability; currently course may be taken four times.
These courses are being modified update the SLOs, add sample assignments and update the course materials.			
PSY-2	Physiological Psychology	MNR	
Motion to approve PSY-2 – Major Course Modification MSC (Rhyne/Pacheco/Yes-4/Abstain 3)			
committee had a concern that the SLO's were not clearly written.			
This course has been modified to integrate SLOs and align them with GESLOs; update course content, MOI, MOE, course materials, and add sample assignments.			
SPA-1H	Honors Spanish 1	MNR	
	Motion to postpone vote on SPA-1H to next meeting, concern is there is no support from the honors department at MVC MSC(Rhyne/Pacheco/Unanimous)		
SPA-2	Spanish 2	MNR	
Motion to approve SPA-2 major course modifications – MSC(Rhyne/Pacheco/Unanimous)			
These courses have been modified to update SLOs, course content, course materials and add sample assignments.			

Information Only Items - reviewed

Course	Title	Approval	Comment
1.Distance Education: None			
2. New Stand Alone Courses:			
ADJ-12	Introduction to Criminalistics	R	
This course is being proposed to begin the expansion of forensic studies into Administration of Justice, Biology, and Chemistry and serve as a foundation for a certificate and/or Associate degree in forensic studies.			
3. New Courses: None			
4. Course Inclusions: None			
5. Major Course Modifications:			
ADJ-14	Advanced Criminal Investigations	NR	
CIS-54B	Flash Scripting	R	
SPA-1A	Spanish 1A	R	Correction to course hours
SPA-1B	Spanish 1B	R	Correction to course hours
These courses have been modified to update SLOs, course content, course materials and add sample assignments.			
6. Course Deletions:			
CIS-26E	Cisco Networking Academy 2A	R	
This course has not been offered since 2006 and currently the college does not have an instructor qualified to teach this course.			
7. Course Exclusions:			
AML-1	American Sign Language 1	N	
AML-2	American Sign Language 2	N	

Course	Title	Approval	Comment
NC does not have full-time representation for AML. In addition, within current budget constraints the college will be replacing these courses with French and Japanese courses which will better align with our core community and our new Gaming programs.			
8. Certificate/Degree Modification:			
Civil Engineering Technician		N	Title change from Engineering Technician

Old Business

- Music Program – AA Degree
- Repetition & Repeatability
- Inclusion & Curriculum Handbook Approval

Other

- GE changes – Jeanne informed the committee that she has been talking with the district academic standards committee regarding the GE requirement changes. She will keep our committee posted on developments.
- IGETC/CSUGE transfer issue and Financial Aid: The issue is with a student whose goal is to complete the CSUGE or IGETC and transfer in their major and not get an Associate's degree. The process has been to code their goal as wanting to achieve IGETC or CSUGE and that goal according to the certificate of completion is only a 32 to 40 unit certificate. Financial aid will only pay for 150% of the students goal so when they have completed a max of 48 to 60 units of degree applicable courses, Financial aid cuts them off. They will have most likely taken some courses that will not transfer and this will be included in the total number of units taken. The fact is it takes 60 UC or CSU transferrable units to transfer. So the student by choosing this option will be cut off of their financial aid well before being able to transfer into their programs at the 4 year Universities. One way to fix this issue would be to add the requirement of 60 transferable units to the certificate of completion.

Adjournment

**MORENO VALLEY COLLEGE
CURRICULUM COMMITTEE MINUTES
November 8, 2011 3:00PM
HM 234**

Call to Order by Natalie Hannum at 3:10pm

Voting Members Present: Natalie Hannum (PSET), Jeanne Howard (Student Services, Counseling), Maria Pacheco (Member at Large), Debbi Renfrow (Librarian/COMM, Academic Senate), Jeff Rhyne (COMM), Carolyn Quin (HSS), Steve Wagner (MSK)

Non-Voting Member Present: Carlos Tovares (MVC DOI, Administrative Resource Person), Liz Romero (Administration Assistant)

Absent: Matt Fast (BITS), Joyce Kim (HHPs), Alex Ygloria (DSPS),

Approval of Agenda - MSC (Renfrow/Wagner/Unanimous) motion to approve agenda with the following addition – Add Music to Old Business

Approval of Minutes from the September 27th, October 11th and 25th Meetings - MSC 10/11 (Pacheco/Howard/Pass/Carolyn Quin abstained) MSC 10/25 (Rhyne/Quin/Passed/Debbi Renfrow abstained) Motion to approve minutes from October 11th and 25th meetings. The September 27th minutes will be reviewed at next meeting.

Approval Needed – Motion to approve the following...

Course	Title	Approval	Comment
Course Inclusions: MSC (<u>Pacheco/Wagner/Unanimous</u>)			
MAT-65	Arithmetic and Pre-Algebra	M	Major Mod (R) adding sample assignments is pending.
Major Course Modifications: MSC (<u>Howard/Pacheco/Unanimous</u>)			
SPA-1	Spanish 1	MNR	
SPA-3	Spanish 3	MNR	
SPA-4	Spanish 4	MNR	Course description update.
SPA-11	Spanish Culture and Civilization	MNR	
These courses are being modified to update SLOs, course content, methods of instruction and evaluation, course materials and include sample assignments.			

Information Only Items – Reviewed by committee – no action needed.

Course	Title	Approval	Comment
Major Course Modifications:			
CHI-1	Mandarin Chinese 1	R	
CHI-2	Chinese 2	R	
CHI-11	Culture and Civilization	R	
GRK-1	Ancient Greek 1	R	
GRK-2	Ancient Greek 2	R	
ITA-1	Italian 1	R	
ITA-2	Italian 2	R	
ITA-3	Italian 3	R	
ITA-11	Culture and Civilization	R	
JPN-1	Japanese 1	NR	
JPN-2	Japanese 2	NR	
JPN-3	Japanese 3	NR	
JPN-4	Japanese 4	NR	
JPN-11	Culture and Civilization	NR	
KOR-1	Korean 1	R	
KOR-2	Korean 2	R	
KOR-11	Korean 3	R	
LAT-1	Latin 1	R	
LAT-2	Latin 2	R	
SPA-51	Introductory Listening Comprehension 1	R	Remove “Telecourse” reference in course description.
SPA-52	Introductory Listening Comprehension 11	R	Remove “Telecourse” reference in course description.
SPA-53	Intermediate Listening Comprehension 1	R	Remove “Telecourse” reference in course description.
These courses are being modified to update SLOs, course content, methods of instruction and evaluation, course materials and include sample assignments.			
MKT-30	Fashion Merchandising	R	
This course is being updated to update methods of instruction and evaluation, and course materials and to include sample assignments.			
New Locally-Approved Certificate:			
Business: Real Estate Salesperson and Transaction		N	
This certificate will prepare students for the California Real Estate Salesperson license examination.			

New Business

- Eng 80 – Jeff informed the committee that the English Department would like to offer the ENG-80 course. This is a six unit course and offers students an alternative pathway to ENG-1A. Results have shown that students who take ENG-80 are better prepared to take ENG-1A.
- Phlebotomy & Nursing Assistant Locally Approved Programs – Professor Martinez-Culpepper has been working on two new programs for Phlebotomy & Nursing Assistant. These will be coming to MVC Curriculum Committee for a vote in the near future.

Old Business

- Repeatability- results from Academic Senate Planery session – will review this at the next meeting.
- Area of Emphasis - draft language for change to 60 unit program – Natalie informed the committee that Sylvia Thomas is currently working on this language. Natalie will let us know when this process is complete.
- Art 42 & 43 Repeatability – currently these two sections were shelved by all three campuses.
- Honors Spanish- process to include Honors in Curricunet – Passed at other two colleges. Motion to approve Honors Spanish at MVC with condition that supporting documents are included in CurricuNet – MSC/Rhyne/Howard/Unanimous
- Curriculum Handbook Draft – Handbook is almost finished. When complete committee members will receive a copy.
- Music – Carolyn discussed the music department and the programs that are offered.

Other - Natalie mentioned she will be scheduling periodically CurricuNet workshops at Moreno Valley College

Adjournment – 4:20pm

**MORENO VALLEY COLLEGE
CURRICULUM COMMITTEE MINUTES
November 22, 2011 3:00PM
HM 234**

Call to Order by Natalie Hannum at 3:10pm

Voting Members Present: Matt Fast (BITS), Natalie Hannum (PSET), Jeanne Howard (Student Services, Counseling), Joyce Kim (HHPS), Carolyn Quin (HSS), Debbi Renfrow (Librarian/COMM, Academic Senate), Jeff Rhyne (COMM), Steve Wagner (MSK)

Non-Voting Member Present: Carlos Tovares (MVC DOI, Administrative Resource Person), Liz Romero (Administration Assistant)

Absent: Maria Pacheco (Member at Large), Alex Ygloria (DSPS)

Approval of Agenda - MSC (Howard/Kim/Unanimous) Motion to approve the agenda with the addition of DEA 10, 20, 21, 22, 23, 24, 31, 40B & 41 to the Major Modification category

Approval of Minutes from the September 27th, November 8th meetings - minutes not ready for approval, they will be ready at the next meeting, December 6th.

Approval Needed - MSC

(Renfrow/Howard/Unanimous) motion to approve COM-9

(Wagner/Howard/Unanimous) motion to approve BIO-12

(Fast/Renfrow/Unanimous) motion to approve CIS-1B through CSC-21

(Quin/Kim/Unanimous) motion to approve SPA-3N through SPA-13

(Kim/Quin/Unanimous) motion to approve DEA- 10 through 41

Course	Title	Approval	Comment
Distance Education: MSC			
COM-9	Interpersonal Communication	MNR	Hybrid
Major Course Modifications:			
BIO-12	Introduction to Organismal and Population Biology	MNR	
Update to SLOs, course content; MOI and MOE, course materials and addition of sample assignments			
CIS-1B	Advanced Concepts in CIS	MNR	
Update to course description, SLOs, and course materials			
CIS-17A	C++ Programming: Objects	MNR	Cross-listed with CSC-17A

Course	Title	Approval	Comment
CIS-17B	C++Programming: Advanced Objects	MNR	Cross-listed with CSC-17B
CIS-17C	C++ Programming: Data Structures	MNR	Cross-listed with CSC-17C
CIS-18A	Java Programming Objects	MNR	Cross-listed with CSC-18A
CIS-18B	Java Programming: Advanced Objects	MNR	Cross-listed with CSC-18B
CIS-18C	Java Programming: Data Structures	MNR	Cross-listed with CSC-18C
CIS-21	Introduction to Operating Systems	MNR	Cross listed with CSC-21
Update to course description, SLOs and course materials			
CSC-17A	C++ Programming: Objects	MNR	Cross-listed with CIS -17A
CSC-17B	C++Programming: Advanced Objects	MNR	Cross-listed with CIS -17B
CSC-17C	C++ Programming: Data Structures	MNR	Cross-listed with CIS -17C
CSC-18A	Java Programming Objects	MNR	Cross-listed with CIS -18A
CSC-18B	Java Programming: Advanced Objects	MNR	Cross-listed with CIS -18B
CSC-18C	Java Programming: Data Structures	MNR	Cross-listed with CIS -18C
CSC-21	Introduction to Operating Systems	MNR	Cross listed with CIS-21
Update to course description, SLOs and course materials			
SPA-3N	Spanish for Spanish Speakers	MNR	
SPA-8	Intermediate Conversation	MNR	May be taken 4 times
SPA-11	Spanish Culture and Civilization	MNR	
SPA-12	Latin American Culture and Civilization	MNR	
SPA-13	Spanish for Health Care Professionals	MNR	
The above courses include modifications to update advisory skills, SLOs, course content, MOI, MOE, course materials and to add sample assignments.			
DEA 10	Intro Dental Assisting	M	
DEA 20	Infection Control for Dental Assistants	M	
DEA 21	Intro to Radiology for Dental Assistants	M	
DEA 22	Intro to Supervised Externships	M	
DEA 23	Introduction to Dental Sciences	M	
DEA 24	Dental Materials for the Dental Assistant	M	
DEA 31	Radiology for Dental Assistants	M	
DEA 40B	Advanced Chairside Orthodontic Dental Assistant	M	
DEA 41	Dental Office Procedures	M	

Information Only Items – Committee reviewed

Course	Title	Approval	Comment
1.Distance Education: None			
2. New Stand Alone Courses:			
GAM-31	Introduction to 3D Modeling	N	
This is a new course developed as part of the Title V: Portal to Your Future grant. This class will be a required class in the Game Art core which is required for three separate career Game Art certificates and A.S. degrees, Environment & Vehicle Modeling, Character Modeling, and 3D Animation			
GAM-32	Designing Game Characters	N	
This is a new course developed as part of the Title V: Portal to Your Future grant. This class will be a required class in the Game Art: Character Modeling certificate and A.S. degrees.			
GAM-33	Advanced Digital Sculpting	N	
This is a new course developed as part of the Title V: Portal to Your Future grant. This class will be a required class in the Game Art: Character Modeling certificate and A.S. degrees.			
GAM-34	Character Rigging	N	
This class will be part of a required series of classes to support the new Game Art: 3D Animation certificate and A.S. degree as part of the Title V Portal to Your Future grant.			
GAM-45	Materials and Lighting	N	
This course will be required in the new certificate and A.S. degree for Game Art: Environmental and Vehicle Modeling supported by the Title V: Portal to Your Future grant.			
GAM-47	Introduction to 3D Animation	N	
This new class will be a required class in the new certificate and A.S. degree in Game Art: 3D Animation and is supported by the Title V: Portal to Your Future grant.			
GAM-51	Game Mechanics and Simulation	N	Prerequisite of MAT-35- statistical validation required.
Game programming requires coded applications of math and physics for use in areas such as collision detection 3D model movements. This course focuses on the specific practical application of mathematics and physics areas that are key to programming for games. This course will be a required course in the Game Programming certificate and A.S. degree which is under development as part of the Title V: Portal to Your Future grant.			
GAM-70	Computer Skills for Game Art	N	
This is a new course developed as part of the Title V: Portal to Your Future grant. This class will be a required class in the Game Art core which is required for three separate career Game Art certificates and A.S. degrees, Environment & Vehicle Modeling, Character Modeling, and 3D Animation.			
GAM-71	Perspective for Game & Animation	N	
This class is an advanced perspective drawing class and focuses on creating believable environments both interior and exterior through the proper implementation of correct one point, two point and three point perspective while setting up a dynamic composition. This course will be included in the new Game Art core which is required for 3 Game Art certificates and A.S. Degrees under development as part of the Title V grant.			
GAM-72	Anatomy for Game Art	N	
New class to support the Title V: Portal to Your Future grant and the new Game Art core. This class will be required for 3 newly proposed certificates and A.S. degrees.			
GAM-73	Storyboarding for Games	N	

Course	Title	Approval	Comment
Interactive story-telling has many unique considerations with regards to planning out animated scenes, as well as scripting real-time audio and visual cues. This course will be required in the newly proposed Game Art: 3D Animation certificate and A.S. degree in support of the Title V: Portal to Your Future grant.			
GAM-79	Game Studio Production	N	
This class is created in support of the Title V Portal To Your Future Grant in order to enhance and cement skills acquired. Students work in interdisciplinary teams and contribute to a fully functioning production environment that is modeled after professional studio settings and constructs. This course will be included in multiple game certificate programs including game design, game art and game audio, and is the culminating capstone class in each program.			
ELE-64	Programmable Logic Controllers	N	Cross-listed with MAN-64
This course will be part of the Automated Systems Technician certificate.			
3. New Courses: None			
4. Course Inclusions:			
ILA-1	Introduction to Tutoring	N	No sample assignments
5. Major Course Modifications:			
ARA-1	Arabic 1	R	
ARA-3	Arabic 3	R	
ARA-8	Intermediate Conversation	R	May be taken four times
ARA-11	Culture and Civilization	R	
Update to SLOs, course content; MOI and MOE, course materials and addition of sample assignments			
CIS-26A	Cisco Networking Academy 1A	R	
Update to SLOs, course materials and addition of sample assignments			
CIS-26B	Cisco Networking Academy 1B	R	Advisory skills not linked
Update to course content, SLOs, course materials and addition of sample assignments			
CIS-26F	Cisco Networking Security	R	
Update to link advisory skills and update to SLOs.			
GAM-42	PhotoShop for Game Art and Animation	N	
Change in units (increase from 2 to 3) and hours (36 lecture hours to 54 lecture hours) Update to course description, course content and sample assignments			
GAM-44	Portfolio Production	N	Course will no longer be cross-listed with CIS-44 (modification pending)
Change to units (decrease from 3 to 2) and hours (decrease from 36 to 18 lecture hours); change to prerequisites; update to course description, SLOs, and course materials.			
FRE-1	French 1	NR	
Update to SLOs, course content; MOI and MOE, course materials and addition of sample assignments			
FRE-2	French 2	NR	
Update to advisory skills; SLOs, course content; MOI and MOE, course materials and addition of sample assignments.			
FRE-3	French 3	NR	
FRE-4	French 4	R	

Course	Title	Approval	Comment
FRE-8	Intermediate Conversation	NR	May be taken 4 times
FRE-11	Culture and Civilization	NR	
GER-1	German 1	R	
GER-2	German 2	R	
GER-3	German 3	R	
GER-11	Culture and Civilization	R	
The above courses include modifications to update advisory skills, SLOs, course content, MOI, MOE, course materials and to add sample assignments.			
MAN-64	Programmable Logic Controllers	N	Advisory skills not linked
Course updated to cross-list with ELE-64; update to advisory skills, SLOs, course content, course materials and addition of sample assignments.			
POR-1	Portuguese 1	R	
POR-2	Portuguese 2	R	
RUS-1	Russian 1	R	
RUS-2	Russian 2	R	
RUS-3	Russian 3	R	
RUS-11	Culture and Civilization	R	
The above courses include modifications to update advisory skills, SLOs, course content, MOI, MOE, course materials and to add sample assignments.			
6. Course Deletions:			
CAT-3A	Linux Computer Applications for Working Professionals	R	
CIS-3A	Linux Computer Applications for Working Professionals	R	
Course was written to support Riverside County employees as requested via Advisory committee however none of them have ever taken this course			
ENE-61	Computer Aided Design and Computer Aided Manufacturing	N	Cross-listed with MAC-61
MAC-61	Computer Aided Design and Computer Aided Manufacturing	N	Cross-listed with ENE-61
This course has the same content as MAN 56 which is a better course that is taught more often. This will effect the Automated Systems (NAS732/NCE732) certificate.			
MAN-91C	Manufacturing Fundamentals for Apprenticeship	N	THIS course is a prerequisite for MAN-93C.
This is a very old course that has never been taught. It was created about 10 years ago.			
MAN-92B	Manufacturing Teamwork and Communication	N	
This is a very old course that has never been taught. It was created over 10 years ago.			
7. Course Exclusions:			
ECO-6	Introduction to Political Economy	N	Cross-listed with POL-6 but Norco does not have this course in its inventory
Norco college would like to focus their Economics offerings on ECO 4, 7 and 8 which are courses needed			

Course	Title	Approval	Comment
	for transfer. ECO-6 has never been offered at Norco.		
8. New Locally-Approved Certificate: None			
9. New State Approved Certificates/Degrees: None			

New Business

- Transfer Certificates – Maria Pacheco / Maria was unable to attend the meeting therefore Natalie informed the committee of Maria’s concerns with regards to transfer certificates. The current wording of the transfer requirements for certificates is being looked at by Sylvia Thomas. We will be notified of updates.

Old Business

The committee voted to add ENG 80 discussion to the next meeting in December.
MSC (**Fast/Kim/Unanimous**)

Other -

Jeanne discussed the process of curriculum approval in CurricuNet for the articulation officer. The suggestion was made that a courtesy email should be sent to the articulation officer when a course is ready for review and approval in CurricuNet.

Discussion for the next meeting – ANT-6, HMS 18, BIO-30, GEO 2 & 3 (updated textbooks and sample assignments are needed)

Next meeting December 6.

Adjournment - 4:30pm

**MORENO VALLEY COLLEGE
CURRICULUM COMMITTEE MINUTES
December 6, 2011 3:00PM
HM 234**

Voting Members Present: Natalie Hannum (PSET), Jeanne Howard (Student Services, Counseling), Maria Pacheco (Member at Large), Carolyn Quin (HSS), Debbi Renfrow (Librarian/COMM, Academic Senate), Jeff Rhyne (COMM), Steve Wagner (MSK)

Non-Voting Member Present: Liz Romero (Administration Assistant)

Absent: Matt Fast (BITS), Joyce Kim (HHPS), Carlos Tovares (MVC DOI, Administrative Resource Person), Alex Ygloria (DSPS)

- A. **Call to Order** – The meeting was called to order by Natalie Hannum at 3:10pm
- B. **Approval of Agenda** – MSC (Howard/Wagner/Passed) abstain/Maria Pacheco – motion to approve agenda
- C. **Approval of Minutes from the September 27th, November 8th MSC (Rhyne/Pacheco/Unanimous) & 22nd MSC (Renfrow/Howard/Unanimous) meetings** - motion to approve minutes
- D. **Announcements** – Natalie informed the committee that she is working with Susan Lauda to secure an office on Moreno Valley College. Once arranged, Natalie will let the committee know of the location.
- E. **Open Hearing** n/a
- F. **Curriculum Policy & Procedures**
 - a. **Actions Item: CSU/IGETC Certificate Proposal (Jeanne Howard)** – Jeanne and Maria do not agree with the current wording of the CSU/IGETC Certificate Proposal. The issue is still under discussion. Jeanne made the motion to move forward to delete the General Education Certificate of Completion from the Moreno Valley College catalog (Pg. 47 – 48) MSC (Howard/Renfrow/Not Passed) the committee members raised concern that there was not more discussion on this issue district wide. The committee members agreed that there should be a long term recommendation to revise the current GE COC to include 60 transferable units.
 - b. **Min/Max AOE's- expect updating in early spring.** – Language is in draft form, no action till spring.
 - c. **Inclusion/Exclusion- draft memo (attached)** – committee members will review the draft memo and agreed that a procedure regarding inclusion/exclusion be developed and placed in the curriculum handbook manual. A motion was made reflecting this and the voting members will vote electronically the week of December 12. MSC (Howard/Pacheco/pending). (approval email attached)

G. Approval Needed (**HIGHLIGHTED**) ITEMS Pending approval by TR committee on 12/1/2011

- MSC – motion to approve the following
(Rhyne/Howard/Unanimous) EAR-25
(Quin/Pacheco/Unanimous) ENG-80
(Quin/Renfrow/Unanimous) JOU-20A, 20B, 20C, 20D
(Quin/Pacheco/Unanimous) ADJ-B1B
(Howard/Quin/Unanimous) AML-1, 2
(Quin/Pacheco/Unanimous) BUS-30
(Howard/Renfrow/Unanimous) CAT-76B, CIS-76B
(Rhyne/Quin/Unanimous) DEA-40A, 40C
(Howard/Quin/Unanimous) EAR-19, 20, 24, 26, 28, 30, 42
(Quin/Howard/Unanimous) FIT-2, 4, 9, 14, C1B
(Renfrow/Rhyne/Unanimous) ILA-1
(Wagner/Pacheco/Unanimous) MAG-47
(Quin/Pacheco/Unanimous) PSY 1, 33, 35
(Rhyne/Howard/Unanimous) SPA-1H, 2H

An electronic vote was taken via email the week of December 12th, for approval on the following action items:
MSC (Quin/Rhyne) Motion to approve items 1 – 6 (voting results in **BOLD**)

1. INCLUDE Music 53 and Music 36 for 2012/2013 MV Catalog. **Approved – 1 abstention**
2. Approve as a new program- A.S. Early Childhood Ed for Transfer (SB 1440) **Approved – 1 abstention**
3. Approve as a new program- A.A. Spanish **Unanimous**
4. Modify local Cert- Web Master (rationale: this is an increase in units from 13.5 and update to PLO's)
Unanimous
5. Modify local cert- Early Childhood Education (rationale: addition and deletion of courses and change to program description) **Approved – 1 abstention**
6. Sample Assignments for work experience (we discussed, but this should have been an action item).
Approved – 1 abstention

Course	Title	Approval	Comment
1.Distance Education: None			
2. New Stand Alone Courses:			
EAR-25	Teaching in a Diversity Society	MNR	
The above course is being created to align and to meet the requirements for C-ID descriptors for SB1440 transfer degree and will also be included in the Early Childhood Education degrees.			
ENG-80	Preparatory Composition	MNR	
The above course is designed as an intensive, accelerated course preparing students for College Composition. It is constructed to have no pre-requisites, shortening the remedial pipeline in an effort to increase students' success and retention through the developmental English sequence to college transferable			

Course	Title	Approval	Comment
composition.			
JOU-20A	Newspaper: Beginning	MNR	
JOU-20B	Newspaper: Intermediate	MNR	
JOU-20C	Newspaper: Advanced	MNR	
JOU-20D	Newspaper: Professional	MNR	
Creating new courses to address repeatability issues.			
3. New Courses: None			
4. Course Inclusions: None			
5. Major Course Modifications:			
ADJ-B1B	Basic Peace Officer Training Academy	M	Increase laboratory hours from 315 to 321. POST change.
State/POST mandated change in lab hours required for additional demonstrated student proficiency in firearms (course topic/Learning Domain #35). Changes are highlighted in the attached POST Training and Testing Specifications. No change in overall unit value.			
AML-1	American Sign Language 1	MR	
The above course is being modified to update SLOs, course content, course materials and add sample assignments.			
AML-2	American Sign Language 2	MR	
BUS-30	Entrepreneurship and Small Business Management	MNR	MN have been unchecked
The above course is being modified to update course description, SLOs, course content, MOI, MOE, course materials and add sample assignments.			
CAT-76B	Introduction to Dreamweaver	MNR	Cross listed with CIS-76B
The above course is being modified to update course description, SLOs, and course materials.			
CIS-76B	Introduction to Dreamweaver	MNR	Cross listed with CAT-76B
The above course is being modified to update course content, SLOs and course materials as well as add sample assignments.			
DEA-10	Introduction to Dental Assisting and Chairside Assisting	M	
The above course is being modified to update course description, SLOs, MOI, MOE, course materials and add sample assignments. Added co-requisite of DEA-20 and 21.			
DEA-20	Infection Control for Dental Assistants	M	
The above course is being modified to update course description, SLOs, MOI, MOE, course materials and add sample assignments. Added co-requisite of DEA-10 and 21. Addition of 10 hours of laboratory.			
DEA-21	Introduction to Radiology for Dental Assistants	M	
The above course is being modified to update course description, SLOs, MOI, MOE, course materials and add sample assignments. Added co-requisite of DEA-10 and 20.			
DEA-22	Introduction to Supervised Externships	M	
The above course is being modified to update course description, SLOs, MOI, MOE, course materials and add sample assignments. Change in hours from 4 hours lecture and 54 hours laboratory to "9 hours lecture and 54 hours laboratory."			
DEA-23	Introduction to Dental Sciences	M	
DEA-24	Dental Materials for the Dental Assistant	M	
DEA-31	Radiology for Dental Assistants	M	Addition of DEA-10 as a prerequisite

Course	Title	Approval	Comment
The above courses are being modified to update course descriptions, SLOs, MOI, MOE, course materials and add sample assignments.			
DEA-40A	Advanced Dental Surgical Assistant	M	
The above course is being modified to change units from 4 to 3.5; hours from 47 hours lecture and 99 hours laboratory to 40 hours lecture and 81 hours laboratory; prerequisite from DEA-30 to DEA-30 and 32; update course description; advisory skills, SLOs, course content, MOI, MOE, course materials and add sample assignments.			
DEA-40C	Advanced Chairside Restorative Dental Assistant	M	
The above course is being modified to change units from 4.5 to 5; hours from 50 hours lecture and 114 hours laboratory to 36 hours lecture and 162 hours laboratory; change prerequisite from DEA-30 to DEA-30 and 32; update course description; advisory skills, SLOs, course content, MOI, MOE, course materials and add sample assignments.			
DEA-40B	Advanced Chairside Orthodontic Dental Assistant	M	
The above course is being modified to update course description, SLOs, MOI, MOE, course materials and add sample assignments as well as to change hours from "42 hours lecture and 104 hours laboratory" to "18 hours lecture and 104 hours laboratory"; change units from 3.5 to 3.0; change Limitation on Enrollment to remove "A minimum of two years' experience in a dental orthodontic practice or a valid Registered Dental Assistant license from the state of California" and remove from the limitation on enrollment: "a valid California Registered Dental Assistant license."			
EAR-19	Observation and Assessment Methods in Early Childhood Education	MNR	
The above course is being modified to change Prerequisite from EAR-20 to none; update course description; SLOs, MOI, MOE, course content, course assignments and add sample assignments to align the class to meet the requirements for SB1440 transfer degree.			
EAR-20	Child Growth and Development	MNR	
The above course is being modified to change title from "Child Development" to "Child Growth and Development"; update to course description, SLOs, course content, MOI, course materials and add sample assignments to align the class to meet the requirements for SB1440 transfer degree.			
EAR-24	Introduction to Curriculum	MNR	
The above course is being modified to change title from "Creative Activities through Curriculum" to "Introduction to Curriculum"; update course description, SLOs, course content, MOI, MOE, course materials and assignments to align the class to meet the requirements for SB1440 transfer degree.			
EAR-26	Health, Safety and Nutrition	MNR	
The above course is being modified to change title from "Child Health" to "Health, Safety and Nutrition"; Change to prerequisite from EAR-20 to None; update to course description, SLOs, course content, MOI, MOE, course materials and assignments to align the class to meet the requirements for SB1440 transfer degree.			
EAR-28	Principles and Practices of Teaching Young Children	MNR	
The above course is being modified to change title from "Principles and Practices of Early Childhood Education" to "Principles and Practices of Teaching Young Children"; update course description, SLOs, course content, MOI, MOE, course materials and assignments to align the class to meet the requirements for SB1440 transfer degree.			
EAR-30	Practicum in Early Childhood Education	MNR	
The above course is being modified to change title from "Internship in Early Childhood Education" to "Practicum in Early Childhood education"; Change in prerequisite from EAR-19 and 28 to EAR-20, 24, and 28; update course description, SLOs, course content, MOI, MOE, course materials and assignments to align			

Course	Title	Approval	Comment
the class to meet the requirements for SB1440 transfer degree.			
EAR-42	Child, Family and Community	MNR	
The above course is being modified to change title from “Child, Family and Community Dynamics” to “Child, Family and Community”; update course description, SLOs, course content, MOI, MOE, course materials and assignments to align the class to meet the requirements for SB1440 transfer degree.			
FIT-2	Fire Behavior and Combustion	M	Program Review
The above course is being modified to update SLOs, course content, MOI, MOE, course materials and add sample assignments.			
FIT-4	Building Construction for Fire Protection	M	Program Review
The above course is being modified to update course description, SLOs, MOI, MOE, course materials and add sample assignments.			
FIT-9	Fire Ground Hydraulics	M	Program Review
FIT-14	Wildland Fire Control	M	Program Review
The above courses are being modified to update SLOs, MOI, MOE, course materials and add sample assignments.			
FIT-C1B	Command 1B: Command Operations for the Company Officer	M	Program Review
The above course is being modified to change title from “Command 1B, Hazardous Materials” to “Command 1B: Command Operations for the Company Officer”: change prerequisite from FIT-C1A to FIT-C1A and C20; update course description, SLOs, course content, MOI, MOE, course materials and assignments.			
ILA-1	Introduction to Tutor Training	MR	
The above course is being modified to update course materials			
MAG-47	Applied Business, Management Ethics	MNR	Cross list with BUS 47
The above course is being modified to update course materials and add sample assignments.			
PSY-1	General Psychology	MNR	
Update to course description, SLOS, course materials and addition of sample assignments.			
PSY-33	Theories of Personality	MNR	
The above course is being modified update to course description, SLOs, MOI, MOE, course materials and add sample assignments.			
PSY-35	Abnormal Psychology	MNR	
The above course is being modified to update SLOS, MOI, MOE, course materials and add sample assignments.			
SPA-1H	Honors Spanish 1	MNR	
SPA-2H	Honors Spanish 2	MN	
These above courses are being modified to update SLOs, course content, methods of instruction and evaluation, course materials and include sample assignments.			
6. Course Deletions: None			
7. Course Exclusions: None			
8. New Locally-Approved Certificate: None			
9. New State Approved Certificates/Degrees: None			
A.S. in Early Childhood Education for Transfer		MNR	Approved at N R

Course	Title	Approval	Comment
A.A. in Spanish		MNR	Approved at N
New Locally Approved Certificate			
Modification to State/Locally approved Certificate/Degrees:			
Web Master		MNR	increase in units from 13.5 to 17; addition/deletion of courses; creation of two concentrations- Web Designer and Web Developer; update to PLOs and program description.
Early Childhood Education		MNR	addition and deletion of courses/course title changes/program description

H. **Information Items:** Reviewed, no action needed.

Course	Title	Approval	Comment
1.Distance Education: None			
2. New Stand Alone Courses:			
ELE-11	DC Electronics	N	
The above course will support and augment all other Electronics courses.			
ELE-13	AC Electronics	N	Needs advisory skills
Industry Advisory Committee directed that we offer an AC Electronics course, similar to that at other area colleges and universities, which can directly transfer as an equivalent, core class to the CSU and UC systems, for an Electricity or Electronics major.			
ELE-91	Fundamentals of Solar Energy	N	
The above course will offer a GREEN-TECH perspective that our other courses do not currently offer. Overall, it will round-out our courses to represent the new technology of the new GREEN-COLLAR workforce.			
JOU-52A	Newspaper Editing: Beginning	NR	
JOU-52B	Newspaper Editing: Intermediate	NR	
JOU-52C	Newspaper Editing: Advanced	NR	
JOU-52D	Newspaper Editing: Executive	NR	
Creating new courses to address repeatability issues.			
MUC-4	Intermediate Pro Tools: 110	N	
The above course is being developed as a part of the Title V Cooperative grant. While initially a stand alone course, it is included in our Game Audio certificate and degree pattern that is being proposed this fall, 2011.			
MUC-5	Sound Design I	N	
The above course is being developed as a part of the Title V Cooperative grant. While initially a stand alone course, it is included in our Game Audio certificate and degree pattern that is being proposed this fall, 2011. Trainings, workshops and dialogue with industry professionals dictate that this course is a necessity for the program.			
MUC-6	Sound Design II	N	
The above course is being developed as a part of the Title V Cooperative grant. While initially a stand alone course, it is included in our Game Audio certificate and degree pattern that is being proposed this fall, 2011.			

Course	Title	Approval	Comment
Trainings, workshops and dialogue with industry professionals dictate that this course is a necessity for the program. Audio skills learned in this course and the other courses in the program prepare students to begin work immediately in the industry.			
MUC-8	Composing Music For Video Games	N	
The above course is being created as part of the Title V Cooperative Grant at Norco College. It is being created in partnership with the game development program at Norco. The gaming program is expanding to include different tracks. Music and audio for games will soon become a track for game developers.			
MUC-9	Voice Acting and Dialogue For Video Games	N	
The above course is being created as part of the Title V Cooperative Grant at Norco College. It is being created in partnership with the game development program at Norco.			
NRN-11A	Nursing Learning Lab	R	Non-degree applicable
The above course provides the resources necessary to allow students to practice in an environment where they can master their skills, apply their learned knowledge, and develop critical thinking skills for providing quality safe patient care.			
WEL-62	Blueprint Reading for Welders	R	
To offer a class that prepares students to read, comprehend, apply, and make blueprint drawings that apply to the welding trades.			
3. New Courses: None			
4. Course Inclusions:			
CHE-2B	Introductory Chemistry II	N	No sample assignments; currently offered at MR
5. Major Course Modifications:			
ADM-1	Introduction to Applied Digital Media	R	
ADM-63	Adobe InDesign	R	
The above courses are being modified to adjust lecture/lab hours to increase student contact hours to previous levels (from 27 hours lecture and 81 hours laboratory to 30 hours lecture and 90 hours laboratory) and also update course description, SLOs and course content.			
ADM-65	Cross Platform File Management	R	Change in hours from 27 hours lecture and 81 hours laboratory to 30 hours lecture and 90 hours laboratory; change to course description.
The above course is being modified to update course description, SLOs and course content			
ADM-67	WEB Animation with Flash	R	
The above course is being modified to adjust lecture/lab hours to increase student contact hours to previous levels (from 27 hours lecture and 81 hours laboratory to 30 hours lecture and 90 hours laboratory) and also update SLOs and course content.			
ADM-68	3D Animation with Maya I	R	
The above course is being modified to change title from "3D Animation with Maya" to "3D Animation with Maya I"; Change in hours from 27 hours lecture and 81 hours laboratory to 30 hours lecture and 90 hours laboratory; update to MOI, MOE and course materials.			
ADM-69	Motion Graphics and Compositing with After Effects	R	
The above courses are being modified to adjust lecture/lab hours to increase student contact hours to previous levels (from 27 hours lecture and 81 hours laboratory to 30 hours lecture and 90 hours laboratory) and also update course description and SLOs.			
ADM-70	Project Design and Production	R	

Course	Title	Approval	Comment
The above course is being modified to adjust lecture/lab hours to increase student contact hours to previous levels (from 27 hours lecture and 81 hours laboratory to 30 hours lecture and 90 hours laboratory) and also update course description and SLOs.			
ADM-71	Adobe Photoshop	R	
The above course is being modified to adjust lecture/lab hours to increase student contact hours to previous levels(from 27 hours lecture and 81 hours laboratory to 30 hours lecture and 90 hours laboratory)and also update SLOs and course content.			
ADM-72	Advanced Photoshop	R	
ADM-74	Dreamweaver for Graphic Designers	R	
ADM-76	QuarkXPress	R	
The above courses are being modified to adjust lecture/lab hours to increase student contact hours to previous levels (from 27 hours lecture and 81 hours laboratory to 30 hours lecture and 90 hours laboratory) and also update course description and SLOs.			
ADM-77A	Adobe Illustrator	R	
ADM-77B	Advanced Adobe Illustrator	R	
The above courses are being modified to adjust lecture/lab hours to increase student contact hours to previous levels (from 27 hours lecture and 81 hours laboratory to 30 hours lecture and 90 hours laboratory) and also update course description, SLOs and course content.			
ADM-80	Introductory Digital Darkroom	R	
The above course is being modified to adjust lecture/lab hours to increase student contact hours to previous levels (from 27 hours lecture and 81 hours laboratory to 30 hours lecture and 90 hours laboratory) and also update course description, and SLOs.			
ADM-85	Beginning Offset Presswork	R	
The above course is being modified to adjust lecture/lab hours to increase student contact hours to previous levels (from 27 hours lecture and 81 hours laboratory to 30 hours lecture and 90 hours laboratory) and also update course description, SLOs and course content.			
ADM-86	Advanced Offset Presswork and Finishing	R	
The above course is being modified to adjust lecture/lab hours to increase student contact hours to previous levels (from 27 hours lecture and 81 hours laboratory to 30 hours lecture and 90 hours laboratory); change title from “Advanced Offset Presswork and Bindery”; also update course description, SLOs and course content.			
ADM-88	3D Animation with Maya II	R	
The above course is being modified due to the lack of repeatability to be an advanced Maya course; to adjust lecture/lab hours to increase student contact hours to previous levels (from 27 hours lecture and 81 hours laboratory to 30 hours lecture and 90 hours laboratory); change title from “3D Creature Creation with Maya”; also update course description, SLOs, course materials and course content.			
ADM-89	Applied Digital Media Portfolio	R	
The above course is being modified to adjust lab hours to increase student contact hours to previous levels (from 18 hours to 22 hours laboratory); also update course description and course content.			
AML-1 AML-2			
AML-3	American Sign Language 3	R	
AML-4	American Sign Language 4	R	
AML-5	Sign Language for Interpreters	R	

Course	Title	Approval	Comment
AML-10	Introduction to Sign Language Interpreting	R	
The above courses are being modified to update SLOs and add sample assignments.			
AML-11	Interpreting I	R	
AML-12	Interpreting II	R	
AML-13	Interpreting III	R	NO TEXTBOOKS
The above courses are being modified to update SLOs, Course description, MOI, course materials and add sample assignments.			
AML-14	Interpreting IV/Practicum	R	
The above course is being modified to update SLOs, MOI, and add sample assignments.			
AML-20	Ethical and Professional Standards of Interpreting	R	
The above course is being modified to update SLOs, Course description, MOI, course materials and addition of sample assignments.			
AML-21	Fingerspelling	R	
The above course is being modified to change Advisory to None and add prerequisite of AML-1 as well as update SLOs, advisory skills and add sample assignments.			
AML-22	American Deaf Culture	R	Same as SOC-22
The above course is being modified to update SLOs, MOI, and add sample assignments.			
AML-23	Specialized Interpreting	R	
The above course is being modified to remove prerequisite; add Advisory: AML 13 or AML 14 as well as to update SLOs, advisory skills and add sample assignments.			
ARA-2	Arabic 2	R	
The above course is being modified to update SLOs, course content; MOI and MOE, course materials and add sample assignments.			
ELE-28	MultiSim CAD and PCB Design /Fab	N	
The above course is being modified to change title from "Automated Electronics Design and Documentation Tools"; change in units from 2 to 3, change in hours from 18 hours lecture and 54 hours laboratory to 35 hours lecture and 54 hours laboratory; removal of ELE-10 or 21 prerequisite, change course description, link GESLOs to course SLOs, change course content, MOI, MOE, course materials and add sample assignments.			
MUC-2	Songwriting	N	
The above course is being modified to add the prerequisite of MUS-3; advisory skills and update course materials.			
CIS-26B	Cisco Networking Academy 1B	MNR	
CIS-26C	Cisco Networking Academy 1C	MNR	Update to course description
CIS-26D	Cisco Networking Academy 1D	MNR	Update to course description
6. Course Deletions:			
CAT-30B	Business English 30B	NR	
CAT-30C	Business English 30C	NR	
The above courses have been inactive for at least 2 years and are not part of any program or certificates.			
ELE-50	Basic Electronics	N	
The above course has not been offered in over a decade. Industry believes that it is no longer relevant and should be deleted.			

Course	Title	Approval	Comment
ELE-56	Computer Mathematics	N	
The bulk of the information of this class is also offered in the ELE-25 class. This course has not been offered in over a decade and industry advises that it should be deleted.			
THE-42A	Theatre Tour: Special Studies in Theatre	R	
THE-42B	Theatre Tour: Special Studies in Theatre	R	
Due to Budgetary Constraints this course is no longer feasible.			
THE-50	Acting Techniques for Musical Theater	R	part of AOE
THE-51	Production Techniques-Musical Theater	R	part of AOE
The Summer Conservatory Program has been eliminated.			
THE-52	Musical Theater Touring Ensemble	R	part of AOE
Due to Current Budgetary Constraints Touring is not feasible.			
7. Course Exclusions: None			
8. New Locally-Approved Certificate: None			
9. New State Approved Certificates/Degrees: None			
A.S. in Administration of Justice for Transfer		R	
A.S./CE in Computer Numerical Control		N	
A.S./C.E. in Digital Electronics Technology		N	
A.S./CE in Business Administration-International Business Concentration		R	
A.S./CE in Game Art: Character Modeling		N	Approved at N
A.S./CE in Game Art: Environments and Vehicles		N	Approved at N
A.S./CE in Game Art: 3D Animation		N	Approved at N
A.S./CE in Game Audio		N	Approved at N
A.S./CE in Game Design		N	Approved at N
A.S./CE in Supply Chain Technology		N	
A.A. in Theatre for Transfer		R	Approved at R
New Locally Approved Certificate			
Game Art Core		N	Approved at N
Modification to State/Locally approved Certificate/Degrees:			
International Business Certificate of Achievement		R	Request to be State Approved from Locally-Approved
New Media and Interactive Design		R	Change in title from Basic Multimedia and courses
Applied Digital Media and Printing		R	course title changes
Visual Communication-Animation		R	addition and deletion of courses/PLO addition

I. New Business – the committee members reviewed and discussed 1 and 2.

1. Work Experience 200 courses. Standard sample assignments are needed.

2. Distance Education Language. Reference to web enhance and distance education in the COR can affect articulation agreements to the Cal State/UC colleges

J. Old Business

- a. ENG 80- Riverside – committee approved today
- b. ANT-6, HMS 18, BIO-30, GEO 2 & 3 – Jeanne informed the committee that she received the needed information on these disciplines, textbooks and/or sample assignments with the exception of ANT-6.
- c. Justice Studies- this will be offered at Riverside only and be cross-listed with Administration of Justice Courses at MV and NOR.

K. Other - next meeting **February 28, 2012**

L. Adjournment – 5:05pm

EMAIL ATTACHED FOR REFERENCE...

(email attached for reference)

Hi,

Add this email to the documentation just as a reference. No need to put into the minutes.

Thanks,

Natalie

Natalie Hannum, MPA
Assistant Professor, Fire Technology
Department Chair, Public Safety Education & Training Ben Clark Training Center/Moreno Valley Campus
Riverside Community College District
16888 Bundy Avenue, 1st Floor
Riverside, CA 92518
(951)571-6317

www.mvc.edu/fire

-----Original Message-----

From: Quin, Carolyn

Sent: Wednesday, December 14, 2011 3:07 PM
To: Hannum, Natalie
Subject: RE: Action Items for CC- CLQ VOTES

Natalie,

Bonavita called about the A.A. in Spanish after I had voted. They DO want it, so my vote was valid. She said it moved quicker than they thought it would. Carlos told her it was on the agenda! In the future, it would be great if we could have our department vote on curriculum before the curriculum committee meets. I'll work on some sort of flowchart for myself, so I can figure out how to make that happen.

She also explained the SPA 1H and 2H situation. Norco wants the course for their Honors program. If we had deleted it, then Norco would have had to start all over. I apologize for not thinking to ask the Spanish faculty ahead of time. I had limited my view to it being an "Honors problem."

Thanks for all of your good work on our behalf. I so admire all you are doing! Hang in there!

Enjoy the holidays!
Carolyn

Carolyn L. Quin, Ph.D.
Moreno Valley College
Carolyn.Quin@mvc.edu
<http://www.mvc.edu/depts/music.cfm>
Office: Parkside Complex #1, room E
Telephone: 951-571-6348

From: Hannum, Natalie
Sent: Wednesday, December 14, 2011 3:03 PM
To: Quin, Carolyn
Subject: RE: Action Items for CC- CLQ VOTES

Got them. Thanks!

Natalie Hannum, MPA
Assistant Professor, Fire Technology
Department Chair, Public Safety Education & Training Ben Clark Training Center/Moreno Valley Campus
Riverside Community College District
16888 Bundy Avenue, 1st Floor
Riverside, CA 92518
(951)571-6317

www.mvc.edu/fire

-----Original Message-----

From: Quin, Carolyn
Sent: Wednesday, December 14, 2011 1:48 PM
To: Hannum, Natalie
Subject: RE: Action Items for CC- CLQ VOTES

SEE BELOW IN CAPS.

Carolyn L. Quin, Ph.D.
Moreno Valley College
Carolyn.Quin@mvc.edu
<http://www.mvc.edu/depts/music.cfm>
Office: Parkside Complex #1, room E
Telephone: 951-571-6348

From: Hannum, Natalie
Sent: Tuesday, December 13, 2011 11:36 AM
To: Hannum, Natalie; Quin, Carolyn; Romero, Liz; Fast, Matt; Howard, Jeanne; Kim, Joyce; Pacheco, Maria; Renfrow, Debbi; Rhyne, Jeff; Tovares, Carlos; Wagner, Stephen; Ygloria, Alexander
Subject: Action Items for CC- please vote

Dear Curriculum Committee,

I have a Motion (Carolyn Quin)/2nd (Jeff Rhyne) to approve the following action items. Please respond to me via email by tomorrow. Please go down the list and indicate yes, no, abstention for each action item and email results to me. Information and support documentation went out via email on 12/8 if you need reference material to review. I need your vote by tomorrow, 12/14 for our last District CC committee on 12/15.

1. INCLUDE Music 53 and Music 36 for 2012/2013 MV Catalog. CLQ = YES
2. Approve as a new program- A.S. Early Childhood Ed for Transfer (SB 1440) CLQ = ABSTAIN (I did not have a chance to review this program. I would like to see the 2-year course rotation as part of the proposal, given the cuts to sections throughout the district.) Sorry!
3. Approve as a new program- A.A. Spanish CLQ = YES
4. Modify local Cert- Web Master (rationale: this is an increase in units from 13.5 and update to PLO's)--CLQ = YES
5. Modify local cert- Early Childhood Education (rationale: addition and deletion of courses and change to program description) CLQ=ABSTAIN (also was not sure how this relates to item 2 above). Sorry! We simply need more time on this issue.
6. Sample Assignments for work experience (we discussed, but this should have been an action item). CLQ = YES

Thanks,

Natalie

Natalie Hannum, MPA
Assistant Professor, Fire Technology
Department Chair, Public Safety Education & Training Ben Clark Training Center/Moreno Valley Campus
Riverside Community College District
16888 Bundy Avenue, 1st Floor
Riverside, CA 92518
(951)571-6317

www.mvc.edu/fire

**MORENO VALLEY COLLEGE
CURRICULUM COMMITTEE MINUTES
February 28, 2012 3:00PM
HM 234**

Voting Members Present: Matt Fast (BITS), Natalie Hannum (PSET), Jeanne Howard (Student Services, Counseling), Joyce Kim (HHPS), Maria Pacheco (Member at Large), Carolyn Quin (HSS), Debbi Renfrow (Librarian/COMM, Academic Senate), Jeff Rhyne (COMM), Steve Wagner (MSK), Alex Ygloria (DSPS)

Non-Voting Member Present: Carlos Tovares (MVC DOI, Administrative Resource Person), Liz Romero (Administration Assistant)

Absent:

Guest: Susan Trujillo, Library Intern and Bonavita Quinto, Associate Professor, Spanish

Call to Order – The meeting was called to order by Natalie Hannum at 3:15pm

Approval of Agenda – MSC (Kim/Quin/Unanimous with additions) motion to approve agenda

Approval of Minutes from the September 27th & December 6th meetings – MSC for December 6th minutes (Howard/Quin/Passed) abstain – J. Kim, A. Ygloria – motion to approve Dec. 6th minutes

Approval Needed:

MSC – motion to approve the following

(**Quin/Renfrow/Unanimous**) MUS – 36 & 53

(**Wagner/Kim/Unanimous**) BUS – 30 through CIS 98A

(**Kim/Quin/Unanimous**) DEA-30 – 41

(**Quin/Wagner/Unanimous**) MAT-61-90F

(**Quin/Rhyne/Unanimous**) MUS-4 – 22

Course Inclusions:			
MUS-36	Instrumental Chamber Ensembles	M	Currently offered at R
MUS-53	Keyboard Proficiency	M	Currently offered at R

Major Course Modifications:			
BUS-30	Entrepreneurship and Small Business Management	MNR	
The above course is being modified to update course description, SLOs, course content, MOI, MOE, course materials and add sample assignments.			
CAT-1A	Business Etiquette	MNR	MN unchecked
Update to course description, SLOs, course content, course materials and add sample assignments			
CAT-3	Computer Applications for Business	MNR	Cross-listed with BUS-3/CIS-3
The above course is being modified to change title from Computer Applications for Working Professionals” to “Computer Applications for Business”; update to course description, SLOs, course content, course materials and add			

sample assignments.			
CAT-30	Business English	MNR	
The above course is being modified to change advisory to "Utilize keyboarding skills. CAT 53 , Familiar with MS Word. CAT 34A"; update SLOs, course materials and add sample assignments.			
CAT-31	Business Communications	MNR	
The above course is being modified to update SLOs, course content, course materials and add sample assignments.			
The above course is being modified to update SLOs, and add sample assignments			
CAT-50	Keyboarding and Document Processing	MR	
The above course is being modified to update SLOs, course materials and add sample assignments			
CAT-51	Intermediate Typewriting/ Document Formatting	MR	
The above course is being modified to add "Familiar with basic business document formats. CAT 50" to the Advisory; update SLOS, course content, course materials and add sample assignments.			
CAT-53	Keyboarding/Typing Fundamentals	MNR	
The above course is being modified to update SLOs, course materials and add sample assignments.			
CAT-54A	Introduction to Flash	MNR	Cross listed with CIS-54A
The above course is being modified to update entry skills, course materials and add sample assignments.			
CAT-61	Professional Office Procedures	MNR	
The above course is being modified to update SLOs, course materials and add sample assignments.			
CAT-62	Records Management	MNR	
The above course is being modified to update course description, SLOs and sample assignments.			
CAT-80	Word Processing: Microsoft Word for Windows	MNR	Cross listed with CIS-80
The above course is being modified to change advisory from "Typing knowledge/skills with at least 40 wpm." to Typing knowledge/skills with at least 30 wpm."; update course description, SLOs and course materials.			
CAT-93	Computers for Beginners	MNR	Cross listed with CIS-93
The above course is being modified to update SLOs, course content, course materials and add sample assignments.			
CIS-54A	Introduction to Flash	MNR	Cross listed with CAT-54A
The above course is being modified to update entry skills, course materials and add sample assignments.			
CIS-80	Word Processing: Microsoft Word for Windows	MNR	Cross listed with CAT-80
The above course is being modified to change advisory from "Typing knowledge/skills with at least 40 wpm." to Typing knowledge/skills with at least 30 wpm."; update course description, SLOs and course materials.			
CIS-93	Computers for Beginners	MNR	Cross listed with CAT-93
The above course is being modified to update SLOs, course content, course materials and add sample assignments.			
CIS-98A	Introduction to Excel	MNR	Cross listing with CAT-98A
The above course is being modified to update SLOs, course content, MOE, course materials and add sample assignments.			
The above course is being modified to update SLOs and course materials.			
DEA-30	Intermediate Chairside Dental Assisting	M	
The above courses are being modified to update advisory skills, SLOs, course content, MOI, MOE, course materials and add sample assignments.			
DEA-32	Intermediate Supervised Externships	M	
The above course is being modified to change the prerequisite from "DEA-20, 22, and 24" to "DEA-20, 22, 23 and 24", to change the hours from "2 hours lecture and 36 laboratory hours" to "9 hours lecture and 32 hours laboratory" as well			

as update advisory skills, SLOs, course content, MOI, MOE, course materials and add sample assignments.			
DEA-40B	Advanced Chairside Orthodontic Dental Assistant	M	
The above course is being modified to update course description, SLOs, MOI, MOE, course materials and add sample assignments as well as to change hours from “42 hours lecture and 104 hours laboratory” to “18 hours lecture and 108 hours laboratory”; change units from 3.5 to 3.0; change Limitation on Enrollment to remove “A minimum of two years experience in a dental orthodontic practice or a valid Registered Dental Assistant license from the state of California” and remove from the limitation on enrollment: “a valid California Registered Dental Assistant license.”			
DEA-41	Dental Office Procedures	M	
The above course is being modified to change hours from 54 hours lecture and 54 hours laboratory to 18 hours lecture and 36 hours laboratory; change units from 4 to 1.5; update to course description, SLOs, MOI, MOE, course materials and add sample assignments.			
MAT-64	Pre-Algebra	MNR	
The above course is being modified to update advisory skills, SLOs, course materials and add sample assignments.			
MAT-90A	Special Topics: Whole Numbers and Introduction to Fractions	MR	
The above course is being modified to update SLOs, MOI, MOE, course materials and add sample assignments.			
MAT-90B	Special Topics: Fractions and Introduction to Decimals	MR	
The above course is being modified to update SLOs, MOI, MOE, course materials and add sample assignments.			
MAT-90C	Special Topics: Decimals	MR	
MAT-90D	Special Topics: Rational Numbers and Introduction to Variables	MR	
The above course is being modified to change the title from “Special Topics: Integers and Introduction to Variables” to “Special Topics: Rational Numbers and Introduction to Variables” update course description, advisory skills, SLOs, MOI, MOE, course content, course materials and add sample assignments.			
MAT-90E	Special Topics: Real Numbers and Introduction to Algebra	MR	
The above course is being modified to update advisory skills, SLOs, MOI, MOE, course materials and add sample assignments.			
MAT-90F	Special Topics: Algebraic Expressions and Equations	MR	
The above course is being modified to update advisory skills, SLOs, course materials and add sample assignments.			
MUS-4	Music Theory I	MNR	
The above course is being modified to update course description, advisory skills, SLOs, MOI, MOE, course materials and sample assignments.			
MUS-5	Music Theory II	MR	
The above course is being modified to change the prerequisite to “MUS-4 and MUS-32 or MUS-53” and remove corequisite and to update course description, advisory skills, SLOs, MOI, MOE, course materials and sample assignments.			
MUS-22	Survey of Music Literature	MR	
The above course is being modified to update course description, advisory skills, SLOs, MOI, MOE, course materials and sample assignments.			

Approval Needed:

Approval Needed:

MSC – motion to approve the following

(Renfrow/Howard/Unanimous) CAT-40 - 60

Course Deletions:			
CAT-40	Administrative Office Management	MR	Part of degree/cert both have mod. proposals
This course is being deleted because the CAT discipline faculty have identified an appropriate Management discipline course (MGT 44) which will replace this course on our program certificates.			
CAT-59	Introduction to Adobe Acrobat	MR	
Course has been inactive for more than 2 years and is not on any program certificates.			
CAT-60	Introduction to Microsoft Access	MNR	Cross listed with CIS 60;
Course is inactive and not offered in the last 2 years. It is not on any program certificates. Two other CAT/CIS courses cover the introductory content.			
CAT-63	Electronic Records Management	MR	
Course is inactive and not offered in the last 2 years. It is not on any program certificates.			
CIS-60	Introduction to Microsoft Access	MNR	Cross listed with CAT 60;
Course is inactive and not offered in the last 2 years. It is not on any program certificates. Two other CAT/CIS courses cover the introductory content.			

MSC (Kim/Quin/Unanimous)

Modification to State/Locally approved Certificate/Degrees:		
Dental Assistant	M	
The above program is being modified to change the program units from 39 to 36 due to a change to course units.		

Information Only Items – Review, no action needed. Jeanne Howard did question as to why the JOU-52A, B, C & D sections were listed and Natalie verified in her notes that changes were made to the SLO content.

Course	Title	Approval	Comment
Distance Education: None			
New Stand Alone Courses:			
ART-62	Digital Storytelling	N	
Cooperative Grant, which is in cooperation with Cal State San Bernardino. May be taken as an elective by Norco students wanting to transfer to Cal State. It will accompany coursework in Animation and also apply to Studio Art Plan II.			
JOU-52A	Newspaper Editing: Beginning	NR	
JOU-52B	Newspaper Editing: Intermediate	NR	
JOU-52C	Newspaper Editing: Advanced	NR	
JOU-52D	Newspaper Editing: Executive	NR	
Creating new courses to address repeatability issues.			
MUS-74	Jazz Proficiency	R	

Course	Title	Approval	Comment
Course will better prepare students transferring as jazz studies majors.			
NRN-12	Chronic Illness/Acute Maternal Child Specialty	R	
The Nursing Curriculum is being updated to meet current standards of practice, QSEN Competencies, and the IOM recommendations for healthcare practice. The Board of Registered Nurses has approved the new curriculum.			
NRN-12A	Nursing Learning Laboratory	R	
Nursing requires mastery of knowledge and skills to gain a level of competency in order to provide quality, safe, patient care. To gain mastery, students must practice newly learned skills before implementing in the clinical setting.			
NRN-13	Acute and Chronic Illness	R	
The Nursing Curriculum is being updated to meet current standards of practice, QSEN Competencies, and the IOM recommendations for healthcare practice. The Board of Registered Nurses has approved the new curriculum			
New Courses: None			
Course Inclusions: None			
Major Course Modifications:			
AML-13	Interpreting III	R	NO TEXTBOOKS HOLD
The above courses are being modified to update SLOs, Course description, MOI, course materials and add sample assignments.			
AML-22	American Deaf Culture	R	Same as SOC-22 HOLD
The above course is being modified to update SLOs, MOI, and add sample assignments.			
CAT-34A	Introduction to Word	NR	crosslisted with CIS-34A check stand alone
The above course is being modified to change the title from "Introduction to Microsoft Word for Windows" to "Introduction to Word"; update course description, SLOs, course content, and course materials.			
CAT-36A	Legal Office Procedures I	R	
The above course is being modified to update SLOs, and sample assignments			
CAT-36B	Legal Office Procedures II	R	
The above course is being modified to add CAT-34A to the Advisory; update SLOs, short description, and sample assignments.			
CAT-37	Legal Terminology	R	
The above course is being modified to update SLOs, and sample assignments			
CAT-38	Legal Word Processing and Forms	R	
The above course is being modified to update SLOs, and add sample assignments			
CAT-57	Creating and Managing the Virtual Office	R	
The above course is being modified to update course description, and SLOs.			
CAT-84	Word Processing: WordPerfect for Windows	R	Cross listed CIS-84
update course description, SLOs and course materials.			
CAT-90	Microsoft Outlook	R	Cross listed with CIS-90
The above course is being modified to update course description, SLOs, course content, MOI, sample assignments and course materials.			
CAT-91	Microsoft Project	R	Cross listed with CIS-91
The above course is being modified to update SLOs, course materials and add sample assignments.			
CAT-95A	Introduction to Internet	NR	Cross listing with CIS-95A
The above course is being modified to update SLOs, course content, MOE, course materials and add sample assignments.			

Course	Title	Approval	Comment
CAT-98A	Introduction to Excel	NR	Cross listing with CIS-98A
The above course is being modified to update SLOs, course content, MOE, course materials and add sample assignments.			
CAT-98B	Advanced Excel	NR	Cross listed with CIS-98A
The above course is being modified to update SLOs, course content, MOI, course materials and add sample assignments.			
CIS-34A	Introduction to Word	NR	crosslisted with CAT-34A
The above course is being modified to change the title from "Introduction to Microsoft Word for Windows" to "Introduction to Word"; update course description, SLOs, course content, and course materials.			
CIS-62	Microsoft Access DBMS: Comprehensive	NR	Cross-listed with CSC-62
The above course is being modified to update SLOs and course materials.			
CIS-84	Word Processing: WordPerfect for Windows	R	Cross listed CAT-84
update course description, SLOs and course materials.			
CIS-90	Microsoft Outlook	R	Cross listed with CAT-90
The above course is being modified to update course description, SLOs, course content, MOI, sample assignments and course materials.			
CIS-91	Microsoft Project	R	Cross listed with CAT-91
The above course is being modified to update SLOs, course materials and add sample assignments.			
CIS-95A	Introduction to Internet	NR	Cross listing with CAT-95A
The above course is being modified to update SLOs, course content, MOE, course materials and add sample assignments.			
CIS-98B	Advanced Excel	NR	Cross listed with CAT-98B
The above course is being modified to update SLOs, course content, MOI, course materials and add sample assignments.			
CSC-62	Microsoft Access DBMS: Comprehensive	NR	Cross-listed with CSC-62
The above course is being modified to update SLOs and course materials.			
MAT-65	Arithmetic & Pre-Algebra	NR	M approved for inclusion;
The above course is being modified to update SLOs, course materials and add sample assignments.			
MUS-6	Music Theory III	R	
The above course is being modified to change the prerequisite to "MUS-4 and MUS-32 or MUS-53" and remove corequisite and to update course description, advisory skills, SLOs, MOI, MOE, course materials and sample assignments.			
MUS-8A	Music Technology I	R	
The above course is being modified to change the title from "Introduction to Midi and Digital Audio" to "Music Technology I" and to update course description, advisory skills, SLOs, MOI, MOE, course materials and sample assignments.			
MUS-8B	Music Technology II	R	
The above course is being modified to change the title from "Sequencing and Orchestration with Digital Audio and Midi" to "Music Technology II"; change prerequisite to "FTV 73 or MUS 8A" and to update course description, advisory skills, SLOs, MOI, MOE, course materials and sample assignments.			
MUS-9	MIDI/Digital Audio Composition and Film Scoring	R	
The above course is being modified to change the title from "Music Composition and Film Scoring with Digital Audio" to "MIDI/Digital Audio Composition and Film Scoring"; change prerequisite to "MUS 8B" and to update course description, advisory skills, SLOs, MOI, MOE, course materials and sample assignments.			

Course	Title	Approval	Comment
MUS-10	MIDI/Digital Audio Music Production	R	
The above course is being modified to change prerequisite to "MUS 8B" and to update course description, advisory skills, SLOs, MOI, MOE, course materials and sample assignments.			
Course Deletions:			
AML-23	Specialized Interpreting	R	
The above course has not been offered several years and had low enrollment.			
CAT-39	Legal Solutions Software	R	
Course is inactive and has not been offered in at least 2 years.			
CAT-64	RIM Advanced Applications	R	
Course has been inactive for more than 2 years and is not on any program certificates.			
CAT-66	Machine Dictation/Transcription		
Course is inactive for at least 2 years or more and is not on any program certificates.			
CAT-88	Internships in Computer Applications and Office Technology	NR	
Course is inactive and not offered in the last 2 years. It is not on any program certificates. Internships may be obtained through CTE job developer.			
CAT-90A	Keyboarding for Computer Users	R	
CAT-90B	Introduction to Windows	R	
CAT-90C	Introduction to Microsoft Word for Windows	R	
CAT-90D	Introduction to Excel	R	
CAT-90E	PowerPoint for Beginners	R	
CAT-90F		R	
The above courses are inactive and not offered in the last 2 years. They are not on any program certificates.			
Course Exclusions: None			
New Locally-Approved Certificate: None			
New State Approved Certificates/Degrees: None			
New Locally Approved Certificate			
Piano Performance		R	
Modification to State/Locally approved Certificate/Degrees:			
Executive Office Management		R	
The above program is being modified to remove/add a course; update description and PLOs; change TOP code from 0514.00 to 0514.40			
Executive Office Professional		R	
The above program is being modified to remove/add a course; update description and PLOs; change TOP code from 0514.00 to 0514.40			
Jazz Performance		R	
The above program is being modified to change the units, removal/addition of a course; addition of program description			
Legal Administrative Professional		R	
The above program is being modified to update the PLO; change to top code			

Course	Title	Approval	Comment
Music Technology		R	
The above program is being modified to change the title from MIDI; increase in units from 13 to 17; addition of courses; addition of program description			
Photography		R	
The above program is being modified to change the units from 24 to 18; deletion of PHO-13; and choice of PHO-8 or PHO-20.			

New Business

- **AA Spanish** – Bonavita Quinto gave a brief overview of the AA degree process for Spanish, she asked that the committee retract their motion from the December meeting approving as a new program the AA in Spanish. MSC (Quin/Howard/Unanimous) motion to retract AA Spanish motion from December meeting
- **Program Review**
- **Articulation Curriculum Update**
 - Course of outline for the History sections need to be reviewed and updated by June
 - Computer Science sections must be updated as well.

Old Business

- **Area of Emphasis Language**

Other

- **Open Campus – Web Enhanced, Hybrid, Online**
- **Prerequisites**

Adjournment

**MORENO VALLEY COLLEGE
 CURRICULUM COMMITTEE MINUTES
 March 13, 2012 3:00PM
 HM 234**

Voting Members Present: Natalie Hannum (PSET), Jeanne Howard (Student Services, Counseling), Joyce Kim (HHPS), Maria Pacheco (Member at Large), Carolyn Quin (HSS), Debbi Renfrow (Librarian/COMM, Academic Senate), Jeff Rhyne (COMM), Steve Wagner (MSK)

Non-Voting Member Present: Carlos Tovares (MVC DOI, Administrative Resource Person), Liz Romero (Administration Assistant)

Absent: Matt Fast (BITS), Alex Ygloria (DSPS)

Guest: Dr. Lisa Conyers, VP Academic Affairs

Call to Order – Meeting called to order at 3:12pm by Natalie Hannum

Approval of Agenda - MSC (Quin/Pacheco/Unanimous) motion to approve agenda with added item under F. New Business

Approval of Minutes from the September 27th & February 28th meetings – MSC (Quin/Rhyne/Unanimous) motion to approve minutes from February 28th as amended.

Approval Needed –

MSC (Quin/Kim/Unanimous) motion to approve GEG-3

MSC (Howard/Quin/Unanimous) motion to approve CAT & CIS -93

MSC (Quin/Pacheco/Unanimous) motion to approve PHO-20

No motion to approve PHO-12 due to co-req and pre-req issue, MVC not offering this section

MSC (Howard/Kim/Unanimous) motion to table the Advanced Academic English as a Second Language certificate. Committee members agreed that the Communications Department needs to review this proposed certificate before the curriculum committee votes.

Course	Title	Approval	Comment
1.Distance Education:			
GEG-3	World Regional Geography	MNR	Online and Hybrid

2. Major Course Modifications:			
CAT-93	Computers for Beginners	MNR	Cross listed with CIS-93
The above course is being modified to update SLOs, course content, course materials and add sample assignments.			
CIS-93	Computers for Beginners	MNR	Cross listed with CAT-93
The above course is being modified to update SLOs, course content, course materials and add sample assignments.			
PHO-12	Photojournalism	MR	Cross listed with JOU; JOU modification has been launched
The above course is being modified to change the hours from 27 hours lecture and 81 hours laboratory to 36 hours			

Course	Title	Approval	Comment
			lecture and 54 hours laboratory; update to course description, course content, MOI, MOE, course materials and sample assignments.
PHO-20	Introduction to Digital Still Photography	MNR	
			The above course is being modified to change the hours from 27 hours lecture and 81 hours laboratory to 36 hours lecture and 54 hours laboratory; update to course description, SLOs, MOI, MOE, course content, course materials and add sample assignments.

3. New Locally Approved Certificate:			
	Advanced Academic English as a Second Language	MNR	

Information Only Items – committee members reviewed, no action needed.

Course	Title	Approval	Comment
1. New Stand Alone Courses:			
NVN-52A	Nursing Learning Laboratory	R	Non degree credit course
			This course is an optional learning lab for students enrolled in NVN 52 who require remediation and/or require additional practice with nursing skills taught in NVN 52.
NVN-62A	Nursing Learning Lab	R	Non degree credit
			This course is an open lab that students who need to practice or remediate on nursing skills can enroll;
PHO-15	Wedding and Special Event Photography	R	
			There is local interest in a wedding and special event photography course.

2. Major Course Modifications:			
AML-13	Interpreting III	R	
			The above courses are being modified to update SLOs, Course description, MOI, course materials and add sample assignments.
PHO-8	Introduction to Photography	R	
			The above course is being modified to change the hours from 27 hours lecture and 81 hours laboratory to 36 hours lecture and 54 hours laboratory; update to course description, SLOs, course content, MOI, MOE, course materials and add sample assignments.
PHO-9	Intermediate Photography	R	
			The above course is being modified to change the hours from 27 hours lecture and 81 hours laboratory to 36 hours lecture and 54 hours laboratory; change prerequisite to “PHO-8 and 20.”; update to course description, SLOs, course content, MOI, MOE, course materials and add sample assignments.
PHO-10	Advanced Photography	R	
			The above course is being modified to change the hours from 27 hours lecture and 81 hours laboratory to 36 hours lecture and 54 hours laboratory; update to course description, SLOs, course content, MOI, MOE, course materials and add sample assignments.
PHO-13	Advanced Darkroom Techniques	R	
			The above course is being modified to change the hours from 27 hours lecture and 81 hours laboratory to 36 hours lecture and 54 hours laboratory; update to SLOs, MOI, MOE, course materials and add sample assignments.
PHO-14	Basic Studio Portraiture	R	
			The above course is being modified to change the hours from 27 hours lecture and 81 hours laboratory to 36 hours lecture and 54 hours laboratory; update to SLOs, MOI, MOE, course materials and add sample assignments.

Course	Title	Approval	Comment
PHO-17	Introduction to Color Photography	R	
The above course is being modified to change the hours from 27 hours lecture and 81 hours laboratory to 36 hours lecture and 54 hours laboratory; update to course description, SLOs, MOI, MOE, course content, course materials and add sample assignments.			

New Business

- **Inclusion/Exclusion** – committee members agreed that the process on how to include and exclude section course(s) into an Area of Emphasis needs to be created and placed in the Curriculum Committee Handbook. Natalie will take this to the district committee and follow up at the next meeting.

Old Business

- **Area of Emphasis Language** – committee members agreed that language regarding the minimum and maximum unit requirements for an area of emphasis needs to be clarified.
- **Open Campus, Face to Face, Web Enhanced**
- **Articulation Curriculum Update**

Other

Adjournment

**Moreno Valley College
Curriculum Committee Agenda
27 March 2012, 3-4PM, HUM 234**

Voting Members Present: Natalie Hannum (PSET), Jeanne Howard (Student Services, Counseling), Joyce Kim (HHPS), Maria Pacheco (Member at Large), Carolyn Quin (HSS), Debbi Renfrow (Librarian/COMM, Academic Senate), Jeff Rhyne (COMM), Alex Ygloria (DSPS)

Non-Voting Member Present: Carlos Tovares (MVC DOI, Administrative Resource Person), Liz Romero (Administration Assistant)

Absent: Matt Fast (BITS), Steve Wagner (MSK)

Guest: Olga Dumer, Associate Professor, ESL

Call to Order - Meeting called to order by Natalie at 3:05pm

Approval of the Agenda - MSC (Renfrow/Howard/Unanimous) motion to approve agenda with the following change – move Action Item B – Local Certificate ESL currently listed under Old Business to discussion item after approval of agenda.

Approval of the Minutes - MSC (Rhyne/Quin/Unanimous) motion to approve 3/13 minutes

Action Item: Local Certificate ESL – Olga Dumer updated the committee on the ESL Certificate Program. Motion to approve the ESL Certificate Program, MSC (Quin/Rhyne/Unanimous)

Announcements - none

Open Hearing - none

Major Mods- none

Minor Mods- none action items

- a. HIS 1/2/4/5/6/8/9 (M, N, R) (sample assignments/textbook updates)

New Business

- a. Revisions to existing AoE's - discussion – no action taken
 - b. Accessibility - Alex
- B. Old Business
- a. Action Item: PHO 12 – tabled to next meeting
 - b. Action Item: Local Certificate ESL – item moved to discussion after Approval of Minutes
 - c. Articulation
 - d. Min/max languages for AoE's- ongoing discussion, Process for revising AoE's

- e. Inclusion of Eng 1B, Com 2, Psych 2 to AS pattern 493 –
MSC – (*Howard/Pacheco/Unanimous rejection*) Motion to change existing
AoE's, specifically the Inclusion of COMM 1, PSY 2, and ENG 1A/B into AS 492
(the math AoE)

- C. Information Only
 - a. Course Deletions
 - i. Game 36 (N)

 - b. Course Exclusions
 - i. CAT 1A,30, 30a, 34a, 51/53/61/62/88/200 (N)
 - ii. CIS 20/28A/36/62 (N)
 - iii. CSC 20/28A/36/62
- D. New Locally approved certificates- None
- E. State/Local Certificate Modifications- None
- F. Locally approved certificate deletions
 - a. Administrative Office Professional (NCE637)
 - b. Office Assistant (NCE 633)
 - c. Office Fast-Track (NCE 812)
 - d. Systems Development (NCE 806)
- G. State Proved Certificate/Degree Deletions
 - a. CIS-Simulation and Gaming: Game Art (NAS739/NCE739)
- H. Discipline Adoptions- None
- I. Adjourn

Moreno Valley College
Curriculum Committee Minutes
April 24th, 2012 – 3:00-4:00 p.m.
HUM 211

Voting Members Present: Natalie Hannum (PSET), Jeanne Howard (Student Services, Counseling), Maria Pacheco (Member at Large), Carolyn Quin (HSS), Jeff Rhyne (COMM), Steve Wagner (MSK), Alex Ygloria (DSPS)

Non-Voting Member Present: Liz Romero (Administration Assistant)

Absent: Matt Fast (BITS), Joyce Kim (HHPS), Debbi Renfrow (Librarian/COMM, Academic Senate), Carlos Tovares (MVC DOI, Administrative Resource Person)

Call to Order – 3:11pm, Natalie called the meeting to order

Approval of Agenda – MSC (Quin/Wagner/Unanimous) motion to approve agenda

Approval of minutes – March 27th, 2012 – MSC (Howard/Rhyne/Unanimous) motion to move approve of March 27th meeting minutes to the next meeting on May 8th

Moreno Valley Action Items: Approval Items for 4/24/12

1. **Distance Education: NONE**
2. **New Stand Alone Courses: NONE**
3. **New Courses:**
 - a. **BUS-3 Computer Applications for Business** –
MSC (Rhyne/Pacheco/Unanimous) – motion to approve (cross listed with CAT-3)
4. **Course Inclusions:**
 - a. **ESL 90I Special Topics Punctualtion Review in ESL (MV)** –
MSC (Quin/Howard/Unanimous)
5. **Major Course Modifications:**
 - a. **CAT-3 Computer Applications for Business**
 - b. **CIS-3 Computer Applications for Business** –
MSC (Quin/Pacheco/Unanimous) motion to approve CAT-3 & CIS-3
 - c. **ENG-1A English Composition**
MSC (Quin/Pacheco/Unanimous) motion to approve ENG-1A

d. GEG-2 Human Geography

e. GEG-3 World Geography

MSC (Quin/Howard/Unanimous) motion to approve GEG 2 & 3

6. Course Deletions: NONE

7. Course Exclusions: NONE

8. New State Approved Certificates/Degrees: NONE

9. New Locally-Approved Certificate: NONE

10. Modifications to State/Locally approved Certificates/Degrees: NONE

Information Items:

1. Distance Education: NONE

2. New Stand Alone Courses:

a. NRN 11B Nursing Learning Laboratory (R)

b. NRN 11C Nursing Learning Laboratory (R)

c. NRN 12B Nursing Learning Laboratory (R)

d. NRN 12C Nursing Learning Laboratory (R)

3. New Courses: NONE

4. Course Inclusions:

5. Major Course Modifications:

6. Course Deletions: NONE

7. New State/Locally Approved Certificate/Programs:

a. Entrepreneurship (R)

8. New Locally-Approved Certificate: NONE

9. Modification to State/Locally approved Certificate/Degree: NONE

Discussion / Information items:

1. Southern California Curriculum Meeting 5/12/2012

2. **New Chair** – Natalie asked each of the committee members to consider taking over as the Curriculum Committee Chair. Due to the budget cuts at Ben Clark Training Center Natalie will be taking on more of a work load and will need to resign as the Curriculum Committee Chair for the 2012/13 academic year. This will be discussed further at the next meeting.

3. **Courses**
 - a. **AML-22 American Deaf Culture (R)**

 - b. **MAG 60 Intro to Hospitality Management (R)**

 - c. **MAG 62 Restaurant Hotel Management (R)**

 - d. **SOC 22 American Deaf Culture (R)**

 - e. **NRN-11B, 11C, 12B, and 12C.**

New Business

- a. **New Program Review Process- workshops** – a new timeline has been created. More discussion at next meeting

Old Business

- a. **Local ESL Cert- approved by Senate**

- b. **Articulation**

- c. **AoE Revision Process**

- d. **Accessibility-** Alex discussed the issue of online courses not being ADA compliant. Blackboard is compliant but if a course requires a link outside of Blackboard some of these links are not ADA compliant. Some DSPS students have filed complaints as this issue has caused some students to fail or not complete the course. Faculty teaching these online courses with such links attached to their course must be aware of this compliance issue. This issue was discussed among the committee members but only briefly due to time constraints and the meeting had to end as a class was beginning in the meeting room at 4:00pm. Discussion will continue at next meeting.

- e. **Min/Max Language**

f. Eng 1A Revisions

Announcements - none

Other Business-Open Hearing - none

Next Meeting: Tuesday, May 8th, 2012

**MORENO VALLEY COLLEGE
CURRICULUM COMMITTEE MINUTES
May 8, 2012 3:00PM
HM 234**

Voting Members Present: Matt Fast (BITS), Natalie Hannum (PSET), Jeanne Howard (Student Services, Counseling), Joyce Kim (HHPs), Maria Pacheco (Member at Large), Carolyn Quin (HSS), Debbi Renfrow (Librarian/COMM, Academic Senate), Jeff Rhyne (COMM),

Non-Voting Member Present: Liz Romero (Administration Assistant)

Absent: Carlos Tovaes (MVC DOI, Administrative Resource Person), Alex Ygloria (DSPS), Steve Wagner (MSK)

Guest: Dr. Lisa Conyers

Call to Order – Meeting called to order at 3:08pm by Richard Mahon via video conference from Riverside Campus. This was a joint meeting which included Norco campus as well.

Richard introduced David Morse, English professor from Long Beach City College. Professor Morse gave a presentation on California Community Colleges Adopting New Prerequisites Under the New Title 5 Requirements.

The section of Title V related to prerequisites is 55003(d), and a Powerpoint presentation was sent to Curriculum Committee members prior to the meeting and projected during the meeting. In February 2012 the State Chancellor published guidelines for approving them based on changes made in March 2011.

The issues under discussion are related to the use of content review to determine whether a prerequisite is appropriate or needed for a course. Content Review should be thoughtful and rigorous. The prerequisite must increase student success, if it is added to a course. Colleges need to think about how to sequence courses before adding prerequisites. If a prerequisite is added, the faculty should make sure enough sections of the prerequisite course are available to serve student needs. Disciplines should talk with each other and take into consideration the capacity for offering a prerequisite course if it is in another discipline. Prerequisites must be determined on a course-by-course basis.

In the discussion that followed among the three colleges, the following topics were among those introduced by participants:

1. Content Review has always been a part of the prerequisite validation process.
2. Data analysis has been a part of the process of establishing a prerequisite when it was felt that data on student success could help with the validation process.
3. Assessment of success should always be based on multiple measures of assessment.

4. No test should be required in a class unless it is part of the grading in that class.
5. What is the meaning of "college-level skills?" Are they clear to all if they are to be used in the process of validation and as a measure of success.
6. The question seems to be whether to use or not to use statistical validation. It should be used in conjunction with content review.
7. If a course is articulated and the prerequisite is not articulated, what happens then?
8. What is below college-level? What is below transfer-level?
9. The old process was to teach the class several times and then collect the data. With the new process, you can create a prerequisite with content review alone.
10. Content review was always required within RCCD. Statistical data could be collected after the content review process has been done as further validation.

After Moreno Valley College turned off the sound of the CCCConfer broadcast, the following discussion continued.

Natalie will send out items from Tech Review and ask for an email vote.

District Curriculum Committee: Natalie will stay on as Curriculum Chair at Moreno Valley College to complete her two-year term, and she will also serve as the District Curriculum Committee Chair from 2012-2014, a two-year term. Natalie said that she would like to see a college-level tech review committee. She would like to see articulation done on the front end with engagement of discipline faculty. She would like to see us expand the curriculum committee at Moreno Valley College to have more representation. She would like to see training for curriculum committee members. Perhaps the curriculum committee should meet longer next year.

Maria Pacheco brought up the need to update the outdated Matriculation Plan for Moreno Valley College. The Matriculation Plan outlines the duties of the Curriculum Committee and also the process for considering prerequisites.

Natalie will put these discussion items on the agenda for May 22.

Next meeting: May 22, 2012

Adjourned: 4:25pm