

**NORCO COLLEGE**  
**CURRICULUM COMMITTEE MINUTES**

September 11, 2012- 2:00 pm  
ST 107

Brian Johnson chaired the meeting

**Members Present:**

Rex Beck.....Business, Engineering & Information Technologies  
Vivian Harris.....Library  
Nicole C. Ramirez.....Office of the Dean of Instruction  
Nicholas Franco.....Social and Behavioral Sciences  
Dr. Monica Green .....Dean of Student Services  
Dr. Diane Dieckmeyer.....Vice President of Academic Affairs  
Brian Johnson.....Math and Sciences  
Judy Perry .....Business, Engineering & Information Technologies  
Nikki Capps.....Communications  
Dr. Carol Farrar.....Interim Dean of Instruction  
Dr. Monica Gutierrez.....Math and Sciences  
Abigail Hermsillo.....Food Services Department

**Members Absent:**

Andy Robles.....Math and Sciences  
Mike Cluff.....Communications

**Guests:**

Kevin Fleming – Assoc. Dean of Career & Technical Education  
Anthony Lombardo – ASNC

**A.** Meeting called to order at 2:05 pm

**B.** Motion to approve September 11<sup>th</sup>, 2012 agenda – M/S/C: H. Harris/ R. Beck  
Committee approved.

**C.** Motion to approve May 22<sup>nd</sup>, 2012 minutes – M/S/C: J. Perry/ R. Beck  
Dr. Dieckmeyer noted that Dr. Bonnie Pavlis was listed in both in the “Members Present”  
and “Members Absent” section. Nicole Ramirez will remove Dr. Pavlis name out of the  
“Members Present” section since she was absent that day and correct the minutes. Nicole  
Capps abstained. Committee approved minutes with noted corrections.

**D.** Discussion/Information Items: Norco College Approval Items for 09/11/12

**1. Distance Education: NONE**

**2. New Stand Alone Courses: NONE**

**3. New Courses: NONE**

**4. Course Inclusions: NONE**

**\*\* Special Item of Discussion:** Dr. Diane Dieckmeyer requested to rescind the prior motions for the following course exclusions and deletions in order to re-examine and follow proper board policy process in making those deletion decisions.

**\*\*\* MOTION TO REQUEST TO RESCIND & REVERSE ACTION OF PRIOR MOTION ON MAY 22<sup>nd</sup>, 2012 CURRICULUM COMMITTEE MEETING ON THE FOLLOWING COURSE EXCLUSIONS AND STATE/LOCALLY APPROVED CERTIFICATES/DEGREE DELETIONS by R. BECK & seconded by J. PERRY  
\*\*APPROVED\*\***

**Course Exclusions:**

a. ADJ - 1,2,3,4,5,6,7,8,9,10,13,14,15,16,18,20,21,22,23,25, and 30 Motion to RESCIND by R. BECK & seconded by J. PERRY **\*\*APPROVED\*\***

**State/Locally Approved Certificates/Degree Deletions:**

- a. Administration of Justice (N) NAS504/NCE504 Motion to RESCIND by R. BECK & seconded by J. PERRY **\*\*APPROVED\*\***
- b. Crime Scene Investigation (N) NCE619 Motion to RESCIND by R. BECK & seconded by J. PERRY **\*\*APPROVED\*\***
- c. Investigative Assistant (N) NCE 785 Motion to RESCIND by R. BECK & seconded by J. PERRY **\*\*APPROVED**

**5. Major Course Modifications:**

a. AMY-10 Survey of Human Anatomy and Physiology (MNR) Motion to Accept & Approve by M. Gutierrez & seconded by N. Capps **\*\*APPROVED\*\***

**6. Course Deletions: Motion to Accept & Approve course deletions items “A” thru “H” by N. Capps & seconded by V. Harris **\*\*APPROVED\*\*** Dr. Dieckmeyer stated that these are stand alone courses.**

- a. GIS -1 Introduction to Geographic Information Systems (N)
- b. GIS-5 Cartography and Base Map Development (N)
- c. GIS-9 Spatial Analysis with GIS (N)
- d. GIS-13 GIS for Science, Business and Government (N)
- e. GIS-17 Advanced GIS Applications (N)
- f. GIS-21 Global Positioning System (N)
- h. GIS-25 Geographic Information Systems Internship (N)

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**
11. **Deletion of Certificates/Degrees: NONE**

**E: Information Items:**

1. **Distance Education: NONE**
2. **New Stand Alone Courses:**
  - a. **BUS-67 Business Practices for Photographers (R) \*\* Cross listed with PHO-67**
  - b. **MUS-70 Guitar Lab Ensemble (R)**
  - c. **NRN-18 Transition Course for Advanced Placement Students (R)**
  - d. **PHO-67 Business Practices for Photographers (R) \*\* Cross listed with BUS-67**
3. **New Courses: NONE**
4. **Course Inclusions: NONE**
5. **Major Course Modifications: NONE**
6. **Course Deletions:**
  - a. **AUT-61 Intro to Toyota Service (R)**
  - b. **AUT-62 Toyota Fuel Systems I (R)**
  - c. **AUT-63 Toyota Electric System Master (R)**
  - d. **AUT-64 Toyota Brakes and Suspension (R)**
  - e. **AUT-65A Toyota Manual Trans (R)**
  - f. **AUT-65B Toyota Automatic Trans (R)**
  - g. **AUT-66 Toyota Climate Control (R)**
  - h. **AUT-67 Toyota Fuel Systems II (R)**
7. **New State/Locally Approved Certificate/Programs: NONE**
8. **New Locally-Approved Certificate: NONE**
9. **Modification to State/Locally approved Certificate/Degree: NONE**

## 10. Deletion of Certificates/Degrees: NONE

### G. Discussion / Information items:

1. **Stand Alone Course Approval Training:** Brian Johnson went through entire training session with committee members. PowerPoint training outline as well as handouts 1A, 1B, 2, 3 & 4 that were covered were emailed to all committee members.

### H. Announcements: NONE

I. **Other Business-Open Hearing:** Judy Perry asked the committee that she has a few courses that she needs to make some changes to in CurricUNet (wants to add a statement of “or prerequisite” or “co-requisite”) and how soon can she make those changes and when will she be then able to offer that revised course? Per Kevin Fleming, this request will need to be investigated further so that we keep in compliance with policy. Rex Beck stated that we need to develop a system to process “exception” to policy related issues. Judy Perry said she will send the specific course numbers and reasons to Brian Johnson. Since this course is new and hasn’t been offered, these changes might be labeled as a major course modification; therefore, Brian Johnson will bring this issue to the District Curriculum committee board.

Meeting adjourned at 3:05 p.m. **Next Meeting: Tuesday, September 25<sup>th</sup>, 2012**

**Administrative Co-Chair: Dr. Diane Dieckmeyer**  
**Faculty Co-Chair: Brian Johnson**  
**Secretary: Nicole C. Ramirez**

**NORCO COLLEGE**  
**CURRICULUM COMMITTEE MINUTES**  
September 25, 2012- 2:00 pm  
ST 107

Brian Johnson chaired the meeting

**Members Present:**

Brian Johnson.....Math and Sciences  
Nicole C. Ramirez.....Office of the Dean of Instruction  
Dr. Carol Farrar.....Dean of Instruction  
Rex Beck.....Business, Engineering & Information Technologies  
Dr. Sharon Crasnow.....Arts, Humanities, World Languages  
Vivian Harris.....Library  
Nicholas Franco.....Social and Behavioral Sciences  
Dr. Diane Dieckmeyer.....Vice President of Academic Affairs  
Judy Perry .....Business, Engineering & Information Technologies  
Dr. Monica Gutierrez.....Math and Sciences

**Members Absent:**

Nikki Capps.....Communications  
Dr. Monica Green.....Dean of Student Services  
Patti Brusca.....Matriculation  
Dr. Dominique Hitchcock..... Arts, Humanities, World Languages

**Guests:**

Kevin Fleming – Assoc. Dean of Career & Technical Education  
Anthony Lombardo – ASNC

- A. Meeting called to order at 2:07 pm
- B. Motion to approve September 25<sup>th</sup>, 2012 agenda – M/S/C: S. Crasnow/ J. Perry
- C. Motion to approve September 11<sup>th</sup>, 2012 minutes – M/S/C: J. Perry / N. Franco. S, Crasnow abstained. Committee approved.
- D. Discussion/Information Items: Norco College Approval Items for 09/25/12
  - 1. **Distance Education: NONE**
  - 2. **New Stand Alone Courses: NONE**
  - 3. **New Courses: NONE**
  - 4. **Course Inclusions: NONE**

**5. Major Course Modifications:**

**a. ENG-1A English Composition (MNR)** ) Motion to Accept & Approve by S. Crasnow & seconded by R. Beck on the condition that the "Topics" section be listed in Outline format. **\*\*This motion was APPROVED\*\***

**b. ENG-1AH English Honors Composition (MNR)** Motion to Accept & Approve by J. Perry & seconded by S. Crasnow on the condition that the "Topics" section be listed in Outline format. **\*\*This motion was APPROVED\*\***

**c. MAT-63 Arithmetic (MNR)** Motion to Accept & Approve by R. Beck and seconded by S. Crasnow. **\*\*This motion was APPROVED\*\***

**d. PSY-33 Theories of Personality (MNR)** Motion to Accept & Approve by S. Crasnow and seconded by R. Beck. **\*\*This motion was APPROVED\*\***

**e. PSY-35 Abnormal Psychology (MNR)** Motion to Accept & Approve by J. Perry and seconded by S. Crasnow. **\*\*This motion was APPROVED\*\***

**6. Course Deletions:**

**a. EAR-39 Mentor Seminar (MNR)** Motion to Accept & Approve deletions by R. Beck and seconded by S. Crasnow. **\*\*This motion was APPROVED\*\***

**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**

**11. Deletion of Certificates/Degrees: NONE**

**E: Information Items:**

**1. Distance Education: NONE**

**2. New Stand Alone Courses: NONE**

**3. New Courses:**

**a. ENG-34 Literature by Women (R)**

4. **Course Inclusions: NONE**

5. **Major Course Modifications:**

- a. **CIS-20 System Analysis and Design (MR)**
- b. **CSC-20 System Analysis and Design (MR)**
- c. **FTC-73 Introduction to Pro Tools Digital Audio Recording (R)**
- d. **MAG-60 Introduction to Hospitality Management (R)**

6. **Course Deletions:**

- a. **CUL-200 Culinary Work Experience (R)**

7. **New State/Locally Approved Certificate/Programs: NONE**

8. **New Locally-Approved Certificate: NONE**

9. **Modification to State/Locally approved Certificate/Degree:**

- a. **Culinary Arts (R)**
- b. **Dental Technology (M)**
- c. **Emergency Medical Services (M)**
- d. **Welding Technology (R)**

10. **Deletion of Certificates/Degrees: NONE**

**G. Discussion / Information items:**

1. **COR:** We are pushing for them to be in "Outline Form" in the Course Outline of Record procedures, hopefully with some with at least one indentation. Methods of Instruction evaluation of writing assignments should also be integrated.

2. **GE SLO's:** Handout provided to committee members. These are the new GE SLO's approved by the Board that our committee will be able to choose from the drop down windows. These changes will be phased in slowly.

**3. Repeatability:** There is a new TOPS code for Kinesiology, so some Kinesiology COR outlines need to be revised in the near future. They are dividing them into three different levels. Athletics courses, Theory courses (lecture) and then Labs (PE). Repeatability will eventually be phased out as of January 2013. Repeatable courses are taken only two times and course repetition refers to sub-standard grades. Mrs. Crasnow stated that financial aid will not pay for the third time. Rick Herman will make a list of courses with Repeatability and will manually extract them out with the assistance of the CurricUNet Specialist.

**H. Announcements:**

1. **Dis-continuance policy:** Sharon Crasnow announced the District Senate noted that our “Dis-continuance” policy needs to be revised and it will be the responsibility of the college Curriculum Committees. It was agreed that if a program is offered across the District, then if one college wants to discontinue it, it cannot do so without consulting the Discontinue policy. Norco College needs to create a “program exclusion policy”. Kevin Fleming wants a simple one (1) page procedure or addendum to the handbook to make it easier to use our system in reworking this. We should efficiently use our current system in creating this procedure. Sharon Crasnow recommended that an AdHoc committee with representatives from each college be created to address this issue.
2. **2012-2013 Catalog:** There are a limited number of printed Norco College 2012-2013 Course Catalogs and are available to this committee on a first come first served bases. Please see Nicole Ramirez at her desk to sign-out for a catalog.

**I. Other Business-Open Hearing: NONE**

Meeting adjourned at 3:20 p.m. **Next Meeting: Tuesday, October 9<sup>th</sup>, 2012**

**Administrative Co-Chair: Dr. Diane Dieckmeyer**

**Faculty Co-Chair: Brian Johnson**

**Secretary: Nicole C. Ramirez**



**NORCO COLLEGE**  
**CURRICULUM COMMITTEE MINUTES**  
October 9, 2012- 2:00 pm  
ST 107

Brian Johnson chaired the meeting

**Members Present:**

Brian Johnson.....Math and Sciences  
Nicole C. Ramirez.....Office of the Dean of Instruction  
Dr. Carol Farrar.....Dean of Instruction  
Rex Beck.....Business, Engineering & Information Technologies  
Vivian Harris.....Library  
Dr. Dominique Hitchcock.....Arts, Humanities, World Languages  
Dr. Diane Dieckmeyer.....Vice President of Academic Affairs  
Judy Perry .....Business, Engineering & Information Technologies  
Dr. Monica Gutierrez.....Math and Sciences  
Nikki Capps.....Communications  
Dr. Monica Green.....Dean of Student Services  
Mitzi Sloniger.....Communications  
Khalil Andacheh.....Social and Behavioral Sciences  
Anthony Lombardo.....ASNC

**Members Absent:**

Patti Brusca.....Matriculation  
Dr. Sharon Crasnow.....Arts, Humanities, World Languages  
Nicholas Franco.....Social and Behavioral Sciences

**Guests:**

Kevin Fleming – Assoc. Dean of Career & Technical Education

- A. Meeting called to order at 2:07 pm
- B. Motion to approve October 9<sup>th</sup>, 2012 agenda – M/S/C: R. Beck/ V. Harris  
Abstentions: M. Sloniger Committee approved.
- C. Motion to approve September 25<sup>th</sup>, 2012 minutes – M/S/C: D. Hitchcock / R. Beck –  
Abstentions: N. Capps, D. Hitchcock, K. Andacheh, M. Sloniger. Corrections: remove  
Andy Robles listed in the “Members Absent” section for he is no longer a member. On  
page 4, item no# 3 Repeatability: Remove sentence “A Repetition course is when a  
course is taken three times” and replace with “course repetition refers to sub-standard  
grades”. Committee approved.
- D. Discussion/Information Items: Norco College Approval Items for 10/09/12
  - 1. Distance Education: NONE
  - 2. New Stand Alone Courses: NONE
  - 3. New Courses: NONE

**4. Course Inclusions: NONE**

**5. Major Course Modifications:**

**a. BUS-10 Introduction to Business (MNR)** Motion to Accept & Approve by R. Beck & seconded by V. Harris. \*\*This motion was APPROVED\*\*

**b. BUS-18A Business Law I (MNR)** Motion to Accept & Approve by R. Beck & seconded by V. Harris on the condition that the "Other- Outside of Class Assignments" section change the word "will complete" to either "may be required" or "may but not limited to". \*\*This motion was APPROVED\*\*

**c. BUS-22 Management Communications (MNR)** Motion to Accept & Approve by R. Beck & seconded by J. Perry on the condition that the word in "Assignments" section be change to "Sample Assignments". Brian Johnson will address that to the District Curriculum committee. \*\*This motion was APPROVED\*\*

**d. MAG-53 Human Relations (NR)** Motion to Accept & Approve by D. Hitchcock & seconded by R. Beck. Topics expanded. \*\*This motion was APPROVED\*\*

**e. MAG-54 Employee Labor Relations (NR)** Motion to Accept & Approve by R. Beck & seconded by J. Perry. \*\*This motion was APPROVED\*\*

**f. MKT-40 Advertising (NR)** Motion to Accept & Approve by R. Beck & seconded by D. Hitchcock on the condition that they remove the word "Online" from the last bullet item in the "Other- Outside of Class Assignments" section. \*\*This motion was APPROVED\*\*

**g. MKT-42 Retail Management (MNR)** Motion to OPPOSE & DENY by R. Beck & seconded by N. Capps. 2nd review, method of evaluations needs more integration. Opposed due to not integrating the SLO's. \*\*This motion was DENIED\*\*

**h. PSY-1 General Psychology (MNR)** Motion to Accept & Approve by D. Hitchcock & seconded by V. Harris. \*\*This motion was APPROVED\*\*

**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**

**11. Deletion of Certificates/Degrees: NONE**

**E: Information Items:**

- 1. Distance Education: NONE**
- 2. New Stand Alone Courses: NONE**
- 3. New Courses: NONE**
- 4. Course Inclusions: NONE**
- 5. Major Course Modifications:**
  - a. ADJ-R1C Regular Basic Course, Modular Format, Module 1 Training (M)**
- 6. Course Deletions: NONE**
- 7. Course Exclusions:**
  - a. CHE-10 Chemistry for Everyone (M)**
  - b. CHE-17 Introduction to the Development of Modern Science (M)**
- 8. New State/Locally Approved Certificate/Programs: NONE**
- 9. New Locally-Approved Certificate: NONE**
- 10. Modification to State/Locally approved Certificate/Degree:**
- 11. Deletion of Certificates/Degrees: NONE**

**G. Discussion / Information items:**

**1. Repeatability:** Make sure if your department has a program that says “ex. Pick maybe 4 to 6 units from this list of courses”, if some of those courses are no longer repeatable that it might be a problem in getting the correct number of units. Mr. Johnson will ask for further definition clarification from District on which courses are repeatable and request a list on which courses are exempt.

**2. COR Units, Lab, and Enrollment Training:** District wants Curriculum committee members properly trained. Please send suggestions in nominating an individual with expertise in knowledge in CORs, units, and enrollment issues to take this training to Mr. Johnson.

## H. Announcements:

1. **Transfer Models:** Dr. Dieckmeyer went to a meeting hosted by CSU Fullerton regarding Transfer Models. The importance of these models is for our students to meet the requirements necessary for the students to transfer into a four year CSU University. This is going to be the pathway. Two VP's of the CSU colleges are using courses listed in the transfer models in prioritizing enrollment. It is important to look at degrees development and transfer degrees. It is strongly suggested that Norco College adopt these degrees. This is one more pathway to get our students into transfer degrees. All the CSU universities can choose to accept the Transfer Model Curriculum. The Transfer Model Curriculum are the courses that are needed for the AA & AS transfer degrees. If a department doesn't want to have a particular degree, we cannot force them, only simply ask them and explain possible repercussions of not doing it such as student selecting other colleges that does offer those choices.
2. **2012-2013 Catalog:** There are a limited number of printed Norco College 2012-2013 Course Catalogs and are available to this committee on a first come first served bases. Please see Nicole Ramirez at her desk to sign-out for a catalog.

## I. Other Business-Open Hearing: NONE

Meeting adjourned at 3:20 p.m. **Next Meeting: Tuesday, October 23rd, 2012**

Administrative Co-Chair: Dr. Diane Dieckmeyer  
Faculty Co-Chair: Brian Johnson  
Secretary: Nicole C. Ramirez

**NORCO COLLEGE  
CURRICULUM COMMITTEE MINUTES**

October 23, 2012- 2:00 pm

ST 107

Brian Johnson chaired the meeting.

**Members Present:**

Brian Johnson.....Math and Sciences  
Rex Beck.....Business, Engineering & Information Technologies  
Vivian Harris.....Library  
Dr. Diane Dieckmeyer.....Vice President of Academic Affairs  
Judy Perry .....Business, Engineering & Information Technologies  
Dr. Monica Gutierrez.....Math and Sciences  
Nikki Capps.....Communications  
Dr. Monica Green.....Dean of Student Services  
Mitzi Sloniger.....Communications  
Dr. Khalil Andacheh.....Social and Behavioral Sciences  
Anthony Lombardo.....ASNC  
Dr. Sharon Crasnow.....Arts, Humanities, World Languages  
Nicholas Franco.....Social and Behavioral Sciences

**Members Absent:**

Dr. Carol Farrar.....Dean of Instruction  
Dr. Dominique Hitchcock.....Arts, Humanities, World Languages  
Patti Brusca.....Matriculation

**Guests:** Paul VanHulle

- A. Meeting called to order at 2:10 pm
- B. Motion to approve October 23, 2012 agenda – M/S/C: S. Crasnow / M. Sloniger  
Additions: G.4 – Family of Courses / Repeatability, G.5 – Course Outlines of Record and Programs with Issues, G.6 – Timeline for New State Approved Programs, G.7 – Changes to By-laws for Library Rep. Committee approved.
- C. Motion to approve October 9, 2012 minutes – M/S/C: V. Harris / S. Crasnow - Abstentions: S. Crasnow, N. Franco. Committee approved.
- D. Discussion/Information Items: Norco College Approval Items for 10/23/12
  - 1. **Distance Education: NONE**
  - 2. **New Stand Alone Courses: NONE**

**3. New Courses:**

- a. **BIO-1H Honors General biology (MNR)** Motion to Accept & Approve by M. Gutierrez & seconded by S. Crasnow. **\*\*This motion was APPROVED\*\***

**4. Course Inclusions: NONE**

**5. Major Course Modifications:**

a. **AMY-2A Anatomy and Physiology I (MNR)** Motion to Accept & Approve by R. Beck & seconded by N. Capps. Brian Johnson will discuss prerequisite concerns (add BIO IH and BIO 11) at the next district curriculum meeting. **\*\*This motions was DENIED\*\***

b. **AMY-2B Anatomy and Physiology II (MNR)** Motion to Accept & Approve by S. Crasnow & seconded by K. Andacheh. **\*\*This motion was APPROVED\*\***

c. **BIO-11 Introduction to Molecular and Cellular Biology (MNR)** Motion to Accept & Approve by S. Crasnow & seconded by J. Perry. Opposed due to possible prerequisite change (add CHEM 1AH). **\*\*This motion was DENIED\*\***

**6. Course Deletions: NONE**

**7. Course Exclusions: NONE**

**8. New State Approved Certificates/Degrees: NONE**

**9. New Locally Approved Certificate:**

a. **Electronics Technology-Green Technology (N)** Motion to Accept & Approve by V. Harris & seconded by N. Capps. **\*\*This motion was APPROVED\*\***

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

**11. Deletion of Certificates/Degrees: NONE**

**E: Information Items:**

**1. Distance Education: NONE**

**2. New Stand Alone Courses:**

a. **SOC-25 Introduction to the Sociology of Sex and Gender (R)**

**3. New Courses: NONE**

4. **Course Inclusions: NONE**
5. **Major Course Modifications: NONE**
6. **Course Deletions: NONE**
7. **Course Exclusions: NONE**
8. **New State/Locally Approved Certificate/Programs:**
  - a. **Associate in Arts in Kinesiology for Transfer (R)**
9. **New Locally-Approved Certificate: NONE**
10. **Modification to State/Locally approved Certificate/Degree:**
  - a. **Administration of Justice-Law Enforcement (M)**
11. **Deletion of Certificates/Degrees: NONE**

**G. Discussion / Information items:**

**1. Adding a Course to an AOE:**

- Areas of Emphasis – some departments have been asking to add courses into areas of emphasis. There is not a process in place. Need district wide policy.
- Course must be available at 2 or 3 of the colleges, should be transferrable and meet PLO's for AOE.
- District committee is developing a form to be used to add courses.

**2. Program Discontinuance Policy:**

- This was discussed at the district wide academic senate along with a program exclusion policy. If a program is not being offered throughout the district then a single college could follow the process for exclusion.
- There was agreement that an Exclusion Policy needs to be in place. However, exact wording needs to be worked on.
- Also, if all colleges agree that a program needs to be excluded then there should be a streamlined process.

- These issues need the input of all three college academic senates and the District Academic Senate. The Academic Senates will work in conjunction with the Curriculum Committee.

### **3. Distance Education Form:**

- Would like to see more details on instructor-student contact.
- New form will be developed on good practices of student engagement. Need to have evidence that faculty are engaging with students.

### **4. Family of Courses / Repeatability:**

- Distributed handout from District Curriculum Committee meeting indicating the principals for developing families of courses and recently proposed changes to Title V.

### **5. Course Outlines of Record and Programs with Issues:**

- Shared list of COR and programs that have issues that need to be corrected. Received the list at the last District Curriculum meeting.
- Please review and see if you have courses in your area that need revision/correction or an updated textbook.

### **6. Timeline for New State Approved Programs:**

- Handout indicates timeline for new state approved programs for both Fall 2013 and Fall 2014.

### **7. Changes to By-laws for Library Rep.**

- Will have additional information at the next meeting.
- Sharon Crasnow will discuss with the Academic Senate.

### **H. Announcements:**

### **I. Other Business-Open Hearing:**

**Meeting adjourned at 3:30 p.m.**

**Administrative Co-Chair: Dr. Diane Dieckmeyer**



**Faculty Co-Chair: Brian Johnson**  
**Secretary: Ruth Smith**

DRAFT

**NORCO COLLEGE  
CURRICULUM COMMITTEE MINUTES**

November 13, 2012- 2:00 pm  
ST 107

Brian Johnson chaired the meeting.

**Members Present:**

Brian Johnson.....Math and Sciences  
Rex Beck.....Business, Engineering & Information Technologies  
Vivian Harris.....Library  
Dr. Diane Dieckmeyer.....Vice President of Academic Affairs  
Dr. Monica Gutierrez.....Math and Sciences  
Nikki Capps.....Communications  
Dr. Monica Green.....Dean of Student Services  
Mitzi Sloniger.....Communications  
Dr. Khalil Andacheh.....Social and Behavioral Sciences  
Dr. Dominique Hitchcock.....Arts, Humanities, World Languages  
Nicholas Franco.....Social and Behavioral Sciences  
Dr. Carol Farrar.....Dean of Instruction

**Members Absent:**

Anthony Lombardo.....ASNC  
Dr. Sharon Crasnow.....Arts, Humanities, World Languages  
Patti Brusca.....Matriculation  
Judy Perry .....Business, Engineering & Information Technologies  
Nicole C. Ramirez.....Office of the Dean of Instruction

**Guests:**

Kevin Fleming

- A. Meeting called to order at 2:10 pm
- B. Motion to approve November 17, 2012 agenda – M/S/C: K. Andacheh / V. Harris with the following changers – Item D3.d changed to JOU-52D and Item D5.e (BUS-87) changed to indicate Norco only course. Committee approved.
- C. Motion to approve October 23, 2012 minutes – M/S/C: R. Beck / V. Harris Committee approved with one abstention.
- D. Norco Action Items: Norco College Approval Items for 11/13/12

**1. Distance Education: NONE**

## 2. New Stand Alone Courses: NONE

## 3. New Courses:

a. **JOU-52A Newspaper Editing: Beginning (NR)** Motion to Accept & Approve by R. Beck & seconded by D. Hitchcock. \*\*COMMITTEE ABSTAINED\*\*

b. **JOU-52B Newspaper Editing: Intermediate (NR)** Motion to Accept & Approve by R. Beck & seconded by D. Hitchcock. \*\*COMMITTEE ABSTAINED\*\*

c. **JOU-52C Newspaper Editing: Advanced (NR)** Motion to Accept & Approve by R. Beck & seconded by D. Hitchcock. \*\*COMMITTEE ABSTAINED\*\*

d. **JOU-52D Newspaper Editing: Executive (NR)** Motion to Accept & Approve by R. Beck & seconded by D. Hitchcock. \*\*COMMITTEE ABSTAINED\*\*

- These courses were created to help with repeatability issue. Riverside City College needs Norco's approval in order to offer these are this college.
- Concerns regarding these new courses were shared.
  - Few SLO's included.
  - Suggestion that a college textbook or other support materials be indicated.
  - Suggestion that more assignments are indicated. Should specify the number of newspaper issues and the degree of involvement that each student should have.
  - The committee discussed deleting JOU-52 from the Norco Catalog.

## 4. Course Inclusions:

a. **CHI-1 Mandarin Chinese 1 (N)** Motion to Accept & Approve by V. Harris & seconded by D. Hitchcock. \*\*This motion was APPROVED\*\*

b. **CHI-2 Chinese 2 (N)** Motion to Accept & Approve by V. Harris & seconded by D. Hitchcock. \*\*This motion was APPROVED\*\*

c. **CHI-11 Culture and Civilization (N)** Motion to Accept & Approve by V. Harris & seconded by D. Hitchcock. \*\*This motion was APPROVED\*\*

- Chancellor Gray requested that Chinese be offered due to the Study Abroad program. Norco has a part time faculty member that has an FSA in Chinese.

## 5. Major Course Modifications:

- ACC-55 Applied Accounting/Bookkeeping (MNR)** Motion to Accept & Approve by R. Beck & seconded by V. Harris. \*\*This motion was APPROVED\*\*
- AMY-2A Anatomy and Physiology I (MNR)** Motion to Accept & Approve by M. Gutierrez & seconded by R. Beck. \*\*This motion was APPROVED\*\*
- BIO-11 Introduction to Molecular & Cellular Biology (MNR)** Motion to Accept & Approve by M. Gutierrez & seconded by K. Andacheh. \*\*This motion was APPROVED\*\*
- BUS-20 Business Mathematics (MNR)** Motion to Accept & Approve by R. Beck & seconded by V. Harris. \*\*This motion was APPROVED\*\*
- BUS-87 Purchasing and Supply Management (N)** Motion to Accept & Approve by R. Beck & seconded by M. Gutierrez. \*\*This motion was APPROVED\*\*
- EAR-20 Child Growth and Development (MNR)** Motion to Accept & Approve by K. Andacheh & seconded by V. Harris. \*\*This motion was APPROVED\*\*
- EAR-24 Introduction to Curriculum (MNR)** Motion to Accept & Approve by N. Capps & seconded by M. Gutierrez. \*\*This motion was APPROVED\*\*
- MUS-19 Music Appreciation (MNR)** Motion to Accept & Approve by D. Hitchcock & seconded by R. Beck. \*\*This motion was APPROVED\*\*
- PSY-2 Biological Psychology (MNR)** Motion to Accept & Approve by M. Gutierrez & seconded by N. Capps. \*\*This motion was APPROVED\*\*

## 6. Course Deletions:

- MAN-93C Survey of Electronic Sensors (N)** Motion to Accept & Approve deletion by R. Beck & seconded by V. Harris. \*\*This motion was APPROVED\*\*

## 7. Course Exclusions:

- BUS-43 International Business-Marketing (MN)** Motion to Accept & Approve by R. Beck & seconded by M. Sloniger. \*\*This motion was APPROVED\*\*

## **8. New State Approved Certificates/Degrees:**

### **a. Associate in Science in Business Administration for Transfer (NR)**

Motion to Accept & Approve by M. Gutierrez & seconded by R. Beck with the understanding that the following minor change will be made. Change the name Riverside City College on the first line to also indicate Norco College. **\*\*This motion was APPROVED\*\***

## **9. New Locally Approved Certificate: NONE**

## **10. Modifications to State/Locally approved Certificates/Degrees:**

**a. Business Administration-Accounting Concentration (MNR)** Motion to Accept & Approve by R. Beck & seconded by M. Gutierrez. **\*\*This motion was APPROVED\*\***

## **11. Deletion of Certificates/Degrees: NONE**

## **E: Information Items:**

### **1. Distance Education: NONE**

### **2. New Stand Alone Courses:**

- a. ADJ-C22** Advanced Corrections Training (M)
- b. ADJ-D4B** Dispatcher Role in Critical Incidents Advanced (M)
- c. ADJ-D1A** Dispatcher Domestic Violence and Sexual Assault (M)
- d. PHT-22A** Clinical Anatomy, Physiology, and Pathophysiology (M)
- e. PHT-22B** Clinical Anatomy, Physiology, and Pathophysiology (M)

### **3. New Courses: NONE**

### **4. Course Inclusions:**

- a. MUS-6** Music Theory III (M)
- b. MUS-29** Concert Choir (M)
- c. MUS-71** College Chorus (M)
- d. MUS-72** Group Keyboarding Skills (M)
- e. MUS-83** Advanced Chamber Choir (M)

### **5. Major Course Modifications:**

- a. ADJ-D4A** Dispatcher Role Critical Incidents (M)
- b. BUS-40** International Business-Principals (M)
- c. BUS-43** International Business-Marketing (M)
- d. BUS-46** International Business-Introduction to Importing/Exporting (M)
- e. BUS-48** International Management (M)
- f. BUS-51** Principals of Electronic-Commerce (MR)
- g. CAT-55** Applied Accounting/Bookkeeping (MR)
- h. MUS-20** Great Composers and Music Masterpieces before 1820 (MR)
- i. MUS-21** Great Composers and Music Masterpieces after 1820 (MR)

**6. Course Deletions:**

- a. **PHS-17** Introduction to the Development of Modern Science (MR)

**7. Course Exclusions:**

- a. **BUS-40** International Business-Principals (M)
- b. **BUS-46** International Business- Introduction to Importing/Exporting (M)
- c. **BUS-48** International Management (M)

**8. New State/Locally Approved Certificate/Programs:**

- a. Associate in Arts in Anthropology for Transfer (MR)
- b. Associate in Arts in Dance (R)

**9. New Locally-Approved Certificate: NONE**

**10. Modification to State/Locally approved Certificate/Degree:**

- a. Emergency Medical Technician (M)
- b. Fire Technology-Chief Officer (M)
- c. Fire Technology- Fire Officer (M)
- d. Firefighter Academy (M)

**11. Deletion of Certificates/Degrees: NONE**

**Program Learning Outcomes**

**Business Administration-Accounting Concentration (MNR)**

In addition to outcomes for the Businesses Administration certificate, on successful completion of the Accounting concentration, students should be able to:

- Apply accounting principles related to a variety of accounting specialties, such as payroll accounting, cost accounting, income tax accounting, and computerized accounting.
- Analyze and solve accounting issues and problems for a variety of business entities.
- Analyze and interpret data and reports for a variety of business entities.
- Develop and apply principles of moral judgment and ethical behavior to business situations.

**G. Discussion / Information items:**

**1. Repeatability**

- E-mailed information sheet and spreadsheet to everyone last week.

- Let your department know about the spreadsheet that indicates which courses are subject to having their repeatability removed.

**H. Announcements:**

- TMC need to go to Academic Senate like any other program.

**I. Other Business-Open Hearing:**

**Meeting adjourned at 3:10 p.m.**

**Administrative Co-Chair: Dr. Diane Dieckmeyer**

**Faculty Co-Chair: Brian Johnson**

**Secretary: Ruth Smith**

DRAFT

**NORCO COLLEGE  
CURRICULUM COMMITTEE MINUTES**

November 27, 2012- 2:00 pm  
ST 107

Brian Johnson chaired the meeting.

**Members Present:**

Brian Johnson.....Math and Sciences  
Nicole C. Ramirez.....Office of the Dean of Instruction  
Rex Beck.....Business, Engineering & Information Technologies  
Vivian Harris.....Library  
Dr. Diane Dieckmeyer.....Vice President of Academic Affairs  
Dr. Monica Gutierrez.....Math and Sciences  
Nikki Capps.....Communications  
Dr. Monica Green.....Dean of Student Services  
Mitzi Sloniger.....Communications  
Dr. Khalil Andacheh.....Social and Behavioral Sciences  
Nicholas Franco.....Social and Behavioral Sciences  
Dr. Sharon Crasnow.....Arts, Humanities, World Languages  
Judy Perry .....Business, Engineering & Information Technologies  
Dr. Carol Farrar.....Dean of Instruction

**Members Absent:**

Anthony Lombardo.....ASNC  
Patti Brusca.....Matriculation  
Dr. Dominique Hitchcock.....Arts, Humanities, World Languages

**Guests:**

Kevin Fleming – Assoc. Dean of Career & Technical Education

- A. Meeting called to order at 2:05 pm
- B. Motion to approve November 27, 2012 agenda – M/S/C: V. Harris/ N. Capps  
Brian Johnson noted that item D5d. AMY 2A Anatomy and Physiology 1 to be removed from the agenda list and for item D8 to add AS Degree In Mathematics for Transfer to be added. Committee approved.
- C. Motion to approve November 13th, 2012 minutes – M/S/C: V. Harris/ N. Capps  
Committee approved.
- D. Norco Action Items: Norco College Approval Items for 11/27/12



**1. Distance Education:**

a. EAR-20 Child Growth and Development (MNR) Motion to Accept & Approve by S. Crasnow & seconded by V. Harris. \*\*This motion was APPROVED\*\*

b. EAR-42 Child, Family and Community (MNR) Motion to Accept & Approve by N. Capps seconded by V. Harris. \*\*This motion was APPROVED\*\*

c. GEG-2 Human Geography (MNR) Motion to Accept & Approve by V. Harris & seconded by S. Crasnow. \*\*This motion was APPROVED\*\*

Dr. Dieckmeyer voiced her concerns on the course outline stating what the students will be doing but not what the faculty will be doing. The issue is when we have our audits and not having sufficient evidence of the faculty engaging with the students. We need to show more “academic engagement.”

**2. New Stand Alone Courses: NONE**

**3. New Courses: NONE**

**4. Course Inclusions: NONE**

**5. Major Course Modifications:**

a. ACC-62 Payroll Accounting (MNR) Motion to Accept & Approve by J. Perry & seconded by R. Beck. \*\*This motion was APPROVED\*\*

b. BIO-2A Invertebrate Zoology (NR) Motion to Accept & Approve by M. Gutierrez & seconded by V. Harris. \*\*This motion was APPROVED\*\*

c. BIO-2B Vertebrate Zoology (NR) Motion to Accept & Approve by S. Crasnow & seconded by M. Gutierrez. \*\*This motion was APPROVED\*\*

d. AMY-2A Anatomy and Physiology 1 (MNR) This item was removed from the agenda per B. Johnson’s request. It was addressed in the previous meeting.

e. BUS-85 Warehouse Management (N) Motion to Accept & Approve by R. Beck & seconded by J. Perry. \*\*This motion was APPROVED\*\*

f. EAR-30 Practicum in Early Childhood Education (MNR) Motion to Accept & Approve by V. Harris & seconded by S. Crasnow. \*\*This motion was APPROVED\*\* There are two books that are older than 7 years (1997 & 20040, so we need to be proactive in providing an explanation as to why they are including them in this discipline.

g. GEG-1 Physical Geography (MNR) Motion to Accept & Approve by J. Perry & seconded by N. Capps. \*\*This motion was APPROVED\*\*

h. GEG-4 Geography of California (NR) Motion to Accept & Approve by J. Perry & seconded by K. Andacheh. \*\*This motion was APPROVED\*\*

**6. Course Deletions: NONE**

**7. Course Exclusions: NONE**

**8. New State Approved Certificates/Degrees: \*\* NEW ADD Per B. JOHNSON**

a. Associate in Science Degree in Mathematics for Transfer. Document given Motion to OPPOSE & DENY by S. Crasnow & seconded by M. Gutierrez. \*\*This motion was DENIED\*\* Course needs to be rewritten so the department can assess their PLO's. Another issue is that CSC/CIS-5 can be impacted if this degree doesn't pass.

**9. New Locally Approved Certificate: NONE**

**10. Modifications to State/Locally approved Certificates/Degrees:**

a. Architecture (N) Motion to Accept & Approve by N. Capps & seconded by V. Harris. \*\*This motion was APPROVED\*\*

b. Drafting Technology (N) Motion to Accept & Approve by R. Beck & seconded by V. Harris. \*\*This motion was APPROVED\*\*

**11. Deletion of Certificates/Degrees: NONE**

**E: Information Items:**

**1. Distance Education: NONE**

**2. New Stand Alone Courses:**

a. DAN-12 Kinesiology for Pilates/Dance (R)

b. DAN-13 Pilates Methodology (R)

c. DAN-200 Dance Work Experience (R)

d. NRN-21A Nursing Learning Lab (R)

e. NRN-21B Nursing Learning Lab (R)

f. NRN-21C Nursing Learning Lab (R)

g. NRN-22A Nursing Learning Lab (R)

h. NRN-22B Nursing Learning Lab (R)

i. NRN-22C Nursing Learning Lab (R)

**3. New Courses: NONE**

**4. Course Inclusions:**

a. ANT-3 Prehistoric Cultures (M)

b. ANT-5 Cultures of Ancient Mexico (M)

c. ANT-6 Introduction to Anthropology (M)

**5. Major Course Modifications:**

a. DAN-D46 Pilates Mat Work (MR)

b. EDU-1 Introduction to Elementary Classroom Teaching (MR)

c. CAT-58 Marketing the Virtual Office (R)

**6. Course Deletions:**

a. PHS-17 Introduction to the Development of Modern Science (MR)

**7. Course Exclusions: NONE**

**8. New State/Locally Approved Certificate/Programs:**

a. **Associate in Science in Mathematics for Transfer (R)**

9. **New Locally-Approved Certificate:**

a. **Pilates/Dance Conditioning Instructor (R)**

10. **Modification to State/Locally approved Certificate/Degree:**

a. **Virtual Assistant (R)**

11. **Deletion of Certificates/Degrees: NONE**

**G. Discussion / Information items:**

1. **AoE Course Inclusions:** Handout given to committee members to review. We need a method/modifying/adding/deleting course. All proposed for changes to AoEs should be submitted in writing to the chair of the college curriculum committee by the last meeting of the fall semester (December 11, 2012). Dr. Crasnow stated that there was a breakdown at District in handling this document. This document wasn't approved by the Senate when it went out. The Senate came to an agreement that this document would be a "draft/pilot" in order to get a feedback loop on how it is or not working so it can be improved.
2. **Catalog addendum:** This year it will be available in February 2013. It would include programs, certificates/degrees and limited number of courses approved after the close of the 2012 and Sylvia Thomas provided this information.

**H. Announcements:**

- Rex Beck wanted to give praise and a public "Thank You" to Nick Franco. Out of the 18 units of Logistics Management course work, CSUSB agreed to accept 9 of those units for upper division articulation.

**I. Other Business-Open Hearing:**

- Dr. Crasnow had a question regarding suspended or eliminate courses. Where do they go and how can we bring them back if we wanted them back later on in the future? What is the official process? Mr. Fleming will look into this process and update us.

**Next Meeting: Tuesday, December 11th, 2012**

**Meeting adjourned at 3:12 p.m.**

**Administrative Co-Chair: Dr. Diane Dieckmeyer**

**Faculty Co-Chair: Brian Johnson**

**Secretary: Nicole C. Ramirez**

**NORCO COLLEGE**  
**CURRICULUM COMMITTEE MINUTES**

December 11, 2012- 2:00 pm  
ST 107

Brian Johnson chaired the meeting.

**Members Present:**

Brian Johnson.....Math and Sciences  
Nicole C. Ramirez.....Office of the Dean of Instruction  
Rex Beck.....Business, Engineering & Information Technologies  
Vivian Harris.....Library  
Dr. Diane Dieckmeyer.....Vice President of Academic Affairs  
Dr. Monica Gutierrez.....Math and Sciences  
Nikki Capps.....Communications  
Dr. Monica Green.....Dean of Student Services  
Dr. Khalil Andacheh.....Social and Behavioral Sciences  
Nicholas Franco.....Social and Behavioral Sciences  
Dr. Sharon Crasnow.....Arts, Humanities, World Languages  
Judy Perry .....Business, Engineering & Information Technologies  
Dr. Carol Farrar.....Dean of Instruction  
Dr. Dominique Hitchcock.....Arts, Humanities, World Languages

**Members Absent:**

Mitzi Sloniger.....Communications  
Anthony Lombardo.....ASNC  
Patti Brusca.....Matriculation

**Guests:**

Kevin Fleming – Dean of Instruction, Career & Technical Education  
Dr. Jason Rey  
Paul VanHull  
Melissa Bader  
Celia Brockenbrough  
Dr. Sheryl Tschetter  
Dr. Arend Flick  
Deborah Makin  
Sara Burnett

**A.** Meeting called to order at 2:05 pm

**B.** Motion to approve December 11, 2012 agenda – M/S/C: V. Harris/ S. Crasnow  
Brian Johnson noted to delete item D5ae: GAM72 Anatomy of Game Art from the agenda; add item D8h: Assoc. in Math for Transfer; add item G1 discussion topic “New AoE”; Move CIS-35 (MN) to item D7 Course Exclusions; move items in D8 a-h to the front of the agenda. Committee approved.

C. Motion to approve November 27, 2012 minutes – M/S/C: N. Capps/V. Harris Committee approved.

D. Norco Action Items: Norco College Approval Items for 12/11/12

**1. New State Approved Certificates/Degrees:**

a. **Associate in Science in Computer Science for Transfer** MNR Motion to Accept & Approve by N. Capps & seconded by J. Perry. \*\*This motion was APPROVED\*\*

b. **Associate in Arts in English for Transfer** N Motion to Accept & Approve by M. Gutierrez & seconded by R. Beck. \*\*This motion was APPROVED\*\* Brian Johnson will talk to Naomi Foley regarding the language “course may be double counted” and have it revised to be more clearer to the end reader.

c. **Associate in Science/Certificate in Game Programming** N Motion to Accept & Approve by V. Harris & seconded by J. Perry. \*\*This motion was APPROVED\*\*

d. **Associate in Science/Certificate in Mobile Application Development** N Motion to Accept & Approve by J. Perry & seconded by V. Harris. \*\*This motion was APPROVED\*\*

e. **Associate in SCIENCE Arts in Pre-Engineering** N Motion to Accept & Approve by M. Gutierrez & seconded by V. Harris. \*\*This motion was APPROVED\*\*

f. **Associate in Science in Physics for Transfer** N Motion to Accept & Approve by M. Gutierrez & seconded by V. Harris. \*\*This motion was APPROVED\*\* Math 1C is listed as Calculus II on the course outline of record and it should be listed as Calculus III.

g. **Associate in Arts in Studio Arts for Transfer** N Motion to Accept & Approve by M. Gutierrez & seconded by V. Harris. \*\*This motion was APPROVED\*\*

h. **Associate in Science in Mathematics for Transfer** N Motion to Accept & Approve by V. Harris & seconded by N. Capps. \*\*This motion was APPROVED\*\* Handout distributed of revised program outline of record. Reviewed at last meeting and third PLO bullet point was taken out.

**2. Distance Education: NONE**

**3. New Stand Alone Courses:**

- a. **CIS-7 Discrete Structures (MNR)** Motion to Accept & Approve by K. Andacheh & seconded by N. Capps. **\*\*This motion was APPROVED\*\***
- b. **CSC-7 Discrete Structures (NR)** Motion to Accept & Approve by K. Andacheh & seconded by N. Capps. **\*\*This motion was APPROVED\*\***
- c. **CIS-66 Web Development I (N)** Motion to Accept & Approve by K. Andacheh & seconded by N. Capps. **\*\*This motion was APPROVED\*\***
- d. **CIS-67 Web Development II (N)** Motion to Accept & Approve by K. Andacheh & seconded by N. Capps. **\*\*This motion was APPROVED\*\***
- e. **CIS-68 Mobile Applications Development I (N)** Motion to Accept & Approve by K. Andacheh & seconded by N. Capps. **\*\*This motion was APPROVED\*\***
- f. **CIS-69 Mobile Applications Development II (N)** Motion to Accept & Approve by K. Andacheh & seconded by N. Capps. **\*\*This motion was APPROVED\*\***
- g. **CIS-74 Digital Design I (N)** Motion to Accept & Approve by K. Andacheh & seconded by N. Capps. **\*\*This motion was APPROVED\*\***
- h. **CIS-75 Digital Design II (N)** Motion to Accept & Approve by K. Andacheh & seconded by N. Capps. **\*\*This motion was APPROVED\*\***
- i. **PSY-50 Research Methods in Psychology (MNR)** Motion to Accept & Approve by J. Perry & seconded by V. Harris. **\*\*This motion was APPROVED\*\*** Brian Johnson stated we needed to offer this course to comply with SB1440.

#### 4. New Courses:

- a. **CIS-24 Video Game Prototyping (N)** Motion to Accept & Approve by M. Gutierrez & seconded by R. Beck. **\*\*This motion was APPROVED\*\***
- b. **CIS-50 Introduction to Game Programming (N)** Motion to Accept & Approve by M. Gutierrez & seconded by R. Beck. **\*\*This motion was APPROVED\*\***
- c. **GAM-24 Video Game Prototyping. (N)** Motion to Accept & Approve by M. Gutierrez & seconded by R. Beck. **\*\*This motion was APPROVED\*\***
- d. **GAM-50 Introduction to Game Programming (N)** Motion to Accept & Approve by M. Gutierrez & seconded by R. Beck. **\*\*This motion was APPROVED\*\*** Need to list CIS-50 as a cross-listed course on the program outline of record document.

#### 5. Course Inclusions:

- a. **MUS-5 Music Theory II (N)** Motion to Accept & Approve by V. Harris & seconded by J. Perry. **\*\*This motion was APPROVED\*\***
- b. **THE-25 Makeup for the Stage (N)** Motion to Accept & Approve by V. Harris & seconded by J. Perry. **\*\*This motion was APPROVED\*\***
- c. **THE-41 Elementary Stagecraft (N)** Motion to Accept & Approve by V. Harris & seconded by J. Perry. **\*\*This motion was APPROVED\*\***
- d. **THE-44 Theatrical Set Design (N)** Motion to Accept & Approve by V. Harris & seconded by J. Perry. **\*\*This motion was APPROVED\*\***
- e. **THE-46 Theatrical Costume Design (N)** Motion to Accept & Approve by V. Harris & seconded by J. Perry. **\*\*This motion was APPROVED\*\***
- f. **THE-48 Theatrical Lighting Design (N)** Motion to Accept & Approve by V. Harris & seconded by J. Perry. **\*\*This motion was APPROVED\*\***

## 6. Major Course Modifications:

- a. **ACC-1A Principles of Accounting I MNR** Motion to Accept & Approve by N. Capps & seconded by V. Harris. **\*\*This motion was APPROVED\*\***
- b. **ACC-1B Principles of Accounting II MNR** Motion to Accept & Approve by N. Capps & seconded by V. Harris. **\*\*This motion was APPROVED\*\***
- c. **ACC-63 Income Tax Accounting MNR** Motion to Accept & Approve by N. Capps & seconded by V. Harris. **\*\*This motion was APPROVED\*\***
- d. **ACC-65 Computerized Accounting MNR** Motion to Accept & Approve by N. Capps & seconded by V. Harris. **\*\*This motion was APPROVED\*\***
- e. **ANT-1 Physical Anthropology MNR** Motion to Accept & Approve by J. Perry & seconded by N. Capps. **\*\*This motion was APPROVED\*\***
- f. **ANT-2 Cultural Anthropology MNR** Motion to Accept & Approve by J. Perry & seconded by N. Capps. **\*\*This motion was APPROVED\*\***
- g. **ANT-4 Native American Culture MNR** Motion to Accept & Approve by J. Perry & seconded by N. Capps. **\*\*This motion was APPROVED\*\***
- h. **ANT-6 Introduction to Archaeology MNR** Motion to Accept & Approve by J. Perry & seconded by N. Capps. **\*\*This motion was APPROVED\*\***
- i. **ANT-7 Anthropology of Religion MNR** Motion to Accept & Approve by J. Perry & seconded by N. Capps. **\*\*This motion was APPROVED\*\***
- j. **ANT-8 Language and Culture MNR** Motion to Accept & Approve by J. Perry & seconded by N. Capps. **\*\*This motion was APPROVED\*\***
- k. **BIO-17 Human Biology MNR** Motion to Accept & Approve by M. Gutierrez & seconded by V. Harris. **\*\*This motion was APPROVED\*\***

- I. CIS-5 Programming Concepts and Methodology I: C++ MNR**  
Motion to Accept & Approve by J. Perry & seconded by M. Gutierrez. \*\*This motion was APPROVED\*\*
- m. CIS-11 Computer Architecture and Organization: Assembly MNR**  
Motion to Accept & Approve by J. Perry & seconded by M. Gutierrez. \*\*This motion was APPROVED\*\*
- n. CIS-17A Programming Concepts and Methodology II: C++ MNR**  
Motion to Accept & Approve by J. Perry & seconded by M. Gutierrez. \*\*This motion was APPROVED\*\*
- o. CIS-56A Designing Web Graphics MNR**  
Motion to Accept & Approve by J. Perry & seconded by M. Gutierrez. \*\*This motion was APPROVED\*\*
- p. CIS-76A Introduction to Microsoft Expression Web MNR**  
Motion to Accept & Approve by J. Perry & seconded by M. Gutierrez. \*\*This motion was APPROVED\*\*
- q. CIS-76B Introduction to Dreamweaver MNR**  
Motion to Accept & Approve by J. Perry & seconded by M. Gutierrez. \*\*This motion was APPROVED\*\*
- r. CSC-5 Programming Concepts and Methodology I: C++ NR**  
Motion to Accept & Approve by J. Perry & seconded by M. Gutierrez. \*\*This motion was APPROVED\*\*
- s. CSC-11 Computer Architecture and Organization: Assembly NR**  
Motion to Accept & Approve by J. Perry & seconded by M. Gutierrez. \*\*This motion was APPROVED\*\*
- t. CSC-17A Programming Concepts and Methodology II: C++ NR**  
Motion to Accept & Approve by J. Perry & seconded by M. Gutierrez. \*\*This motion was APPROVED\*\*
- u. GAM-21 History of Video Games N**  
Motion to Accept & Approve by J. Perry & seconded by M. Gutierrez. \*\*This motion was APPROVED\*\*
- v. GAM-22 Game Design Principles N**  
Motion to Accept & Approve by J. Perry & seconded by M. Gutierrez. \*\*This motion was APPROVED\*\*
- w. GAM-23 Digital Game Design N**  
Motion to Accept & Approve by J. Perry & seconded by M. Gutierrez. \*\*This motion was APPROVED\*\*
- x. GAM-32 Designing Game Characters**  
Motion to Accept & Approve by J. Perry & seconded by M. Gutierrez. \*\*This motion was APPROVED\*\*
- y. GAM-34 Character Rigging N**  
Motion to Accept & Approve by J. Perry & seconded by M. Gutierrez. \*\*This motion was APPROVED\*\*
- z. GAM-35 Introduction to Simulation and Game Development N**  
Motion to Accept & Approve by J. Perry & seconded by M. Gutierrez. \*\*This motion was APPROVED\*\*
- aa. GAM-44 Portfolio Production N**  
Motion to Accept & Approve by J. Perry & seconded by M. Gutierrez. \*\*This motion was APPROVED\*\*
- ab. GAM-51 Game Mechanics and Simulation N**  
Motion to Accept & Approve by J. Perry & seconded by M. Gutierrez. \*\*This motion was APPROVED\*\*



**ac. GAM-52 Game Engine Scripting I N** Motion to Accept & Approve by J. Perry & seconded by M. Gutierrez. **\*\*This motion was APPROVED\*\***

**ad. GAM-70 Computer Skills for Game Art N** Motion to Accept & Approve by J. Perry & seconded by M. Gutierrez. **\*\*This motion was APPROVED\*\***

**ae. GAM-73 Storyboarding for Games N** Motion to Accept & Approve by J. Perry & seconded by M. Gutierrez. **\*\*This motion was APPROVED\*\***

**af. GAM-79 Game Studio Production N** Motion to Accept & Approve by J. Perry & seconded by M. Gutierrez. **\*\*This motion was APPROVED\*\***

**ag. HES-1 Health Science MNR** Motion to Accept & Approve by M. Gutierrez & seconded by N. Capps. **\*\*This motion was APPROVED\*\***

**7. Course Deletions:** These courses have never been offered at Norco and Norco will be reducing their CAT program.

**a. CAT-56A Designing Web Graphics MNR** Motion to Accept & Approve by R. Beck & seconded by M. Gutierrez. **\*\*This motion was APPROVED\*\***

**b. CAT-76A Introduction to Microsoft Expression Web MNR** Motion to Accept & Approve by R. Beck & seconded by M. Gutierrez. **\*\*This motion was APPROVED\*\***

**c. CAT-76B Introduction to Dreamweaver MNR** Motion to Accept & Approve by R. Beck & seconded by M. Gutierrez. **\*\*This motion was APPROVED\*\***

**d. MAC-55 Occupational Safety and Health Administration Standards for General Industry N** Motion to Accept & Approve by R. Beck & seconded by V. Harris. **\*\*This motion was APPROVED\*\***

**e. MAC-56 CNC Machine Set-up and Operation N** Motion to Accept & Approve by R. Beck & seconded by V. Harris. **\*\*This motion was APPROVED\*\***

**f. MAC-57 CSC Program Writing N** Motion to Accept & Approve by R. Beck & seconded by V. Harris. **\*\*This motion was APPROVED\*\***

**8. Course Exclusions:**

a. **CIS-35(MN)** Motion to Accept & Approve by M. Gutierrez & seconded by N. Franco. **\*\*This motion was APPROVED\*\***

**9. New Locally Approved Certificate: NONE**

**10. Modifications to State/Locally approved Certificates/Degrees:**

a. **Automated System Technician N** Motion to Accept & Approve by M. Gutierrez & seconded by R. Beck. **\*\*This motion was APPROVED\*\***

b. **Computer-Aided Production Technology N** Motion to Accept & Approve by J. Perry & seconded by M. Gutierrez. **\*\*This motion was APPROVED\*\***

c. **Computer Applications MNR** Motion to Accept & Approve by J. Perry & seconded by M. Gutierrez. **\*\*This motion was APPROVED\*\*** Removing the cross-listed CAT courses.

d. **Game Design N** Motion to Accept & Approve by J. Perry & seconded by M. Gutierrez. **\*\*This motion was APPROVED\*\***

e. **Web Master Web Designer Concentration and Web Developer Concentration MNR** Motion to Accept & Approve by V. Harris & seconded by N. Capps. **\*\*This motion was APPROVED\*\*** Removing the cross-listed CAT courses.

**11. Deletion of Certificates/Degrees: NONE**

- **Removal of Cross-listing**
- **GAM-35(N)**

**Part of Game ART: 3-D Animation, Game Art Character Modeling, Game Art Environments and Vehicles, Game Audio, Game Design, Game Art Core and Simulation and Gaming: Game Art**

**E: Information Items:**

**1. Distance Education: NONE**

**2. New Stand Alone Courses:**

- a. **ADM 25** Adobe Acrobat (R)
- b. **NVN-55** An Introductory Course to Contemporary Vocational Nursing Practice (R)

**3. New Courses:**

- a. **ART-2H** Honors Art History of Western Art: Renaissance through Contemporary (R)
- b. **WEL 61A** American Welding Society/Los Angeles City Welding I(R)
- c. **WEL-61B** American Welding Society/Los Angeles City Welding II (R)

**4. Course Inclusions: NONE**

**5. Major Course Modifications:**

- a. **NRN-18** Transition Course for Advanced Placement Students (R)

**6. Course Deletions:**

- a. **ADM-30** Contemporary Topics in Applied Digital Media (R)
- b. **WEL-61** Certification for Licensing of Welders (R)

**7. Course Exclusions: NONE**

**8. New State Approved Certificate/Degrees:**

- a. Associate in Arts in Arts History for Transfer (R)
- b. Associate in Arts in English for Transfer (M)
- c. Associate in Arts in Studio Arts for Transfer (R)

**9. New Locally-Approved Certificate: NONE**

**10. Modification to State/Locally approved Certificate/Degree:**

- a. Applied Digital Media (R)
- b. E-Commerce (R)
- c. Game Design (N)
- d. Stick Welding (R)
- e. TIG Welding (R)
- f. Welding Technology (N)
- g. Wire Welding (R)

**11. Deletion of Certificates/Degrees: NONE**

**12. MISCELLANEOUS:**

- **THE 2 Play Practicum Special Projects Laboratory I NR** May be taken a total of four times. 54 hours laboratory. Change Family of THE-2, 4, 5, 6, 1 unit UC\*, CSU
- **THE 4 Play Practicum Special Projects Laboratory II NR** May be taken a total of four times. 108 hours laboratory. Change Family of THE-2, 4, 5, 6, 2 units UC\*, CSU
- **THE 5 Theater Practicum NR** May be taken a total of four times. 162 hours laboratory. Change Family of THE-2, 4, 5, 6, 3 units UC, CSU
- **THE 6 Advanced Theater Practicum NR** May be taken a total of four times. 162 hours laboratory. Change Family of THE-2, 4, 5, 6, 3 units UC\*, CSU
- **THE 26 Directing for Stage R** May be taken a total of four times. 45 hours lecture and 27 hours laboratory. Remove 3 units UC, CSU
- **THE 35 Classical Acting with Emphasis in Shakespearean Verse NR** May be taken a total of two times. 36 hours lecture and 54 hours laboratory. Remove 3 units UC, CSU
- **THE 37 Musical Theater Techniques R** May be taken a total of four times. 36 hours lecture and 54 hours laboratory. Change Family -creating three levels and a fourth course in Musical production-THE-37A, B, C, D 3 units UC, CSU
- **THE 39 Acting for the Camera NR** May be taken a total of four times. 45 hours lecture and 27 hours laboratory. Remove 3 units UC, CSU

**G. Discussion / Information items:**

1. New AoE. Judy Perry made the request that we need to add more technology information items to AoE. Our transfer model curriculum might replace AoE, but in the event the AoE remain important, it would be beneficial to make an information technology AoE. At the moment there is a Business Admin. and Information Systems AoE that is more business structured. For IT careers, a more technical presence would be beneficial. A question was asked “what is the districts process to add an AoE?” and Brian Johnson will bring that question up at the next District meeting and report back his findings.
2. Rex Beck asked about soliciting input for course additions for areas of emphasis and wanted an update. A memo was distributed at the last meeting and Brian Johnson requested our committee members to send him an email on the rationale and he will gather them up to vote on them at the next District Committee meeting.
3. CIS-67 Web Development in the Course Description Prerequisites has an “and” but nothing after it. The “and” needs to be deleted.

**H. Announcements: NONE**

**I. Other Business-Opening Hearing: NONE**

**Next Meeting: Tuesday, February 26th, 2012 Meeting adjourned at 3:24 p.m.**

**Administrative Co-Chair: Dr. Diane Dieckmeyer**

**Faculty Co-Chair: Brian Johnson**

**Secretary: Nicole C. Ramirez**

**NORCO COLLEGE**  
**CURRICULUM COMMITTEE MINUTES**  
February 26, 2013 - 2:00 pm  
ST 107

Brian Johnson chaired the meeting.

**Members Present:**

Brian Johnson.....Math and Sciences  
Nicole C. Ramirez.....Office of the Dean of Instruction  
Rex Beck.....Business, Engineering & Information Technologies  
Vivian Harris.....Library  
Dr. Diane Dieckmeyer.....Vice President of Academic Affairs  
Dr. Monica Gutierrez.....Math and Sciences  
Dr. Monica Green.....Dean of Student Services  
Dr. Khalil Andacheh.....Social and Behavioral Sciences  
Dr. Sharon Crasnow.....Arts, Humanities, World Languages  
Judy Perry .....Business, Engineering & Information Technologies  
Dr. Carol Farrar.....Dean of Instruction  
Mitzi Sloniger.....Communications  
Anthony Lombardo.....ASNC

**Members Absent:**

Patti Brusca.....Matriculation  
Nicholas Franco.....Social and Behavioral Sciences  
Dr. Dominique Hitchcock.....Arts, Humanities, World Languages

**Guests:**

Kevin Fleming – Dean of Instruction, Career & Technical Education

- A. Meeting called to order at 2:12 pm
- B. Motion to approve February 26, 2013 agenda – M/S/C: V. Harris/ R. Beck  
Committee approved.
- C. Motion to approve December 11, 2012 minutes – M/S/C: V. Harris/M. Gutierrez  
M. Sloniger abstained. Committee approved.
- D. Norco Action Items: Norco College Approval Items for 2/26/13

## 1. Distance Education:

a. **POL-4 Introduction to World Politics (MNR)** Motion to Accept & Review by V. Harris & seconded by M. Gutierrez. **\*\*This motion was APPROVED\*\***

## 2. New Stand Alone Courses:

a. **MUS-87 Applied Music Training (MNR)** Motion to Accept & Review by V. Harris & seconded by S. Crasnow. **\*\*This motion was APPROVED\*\***

## 3. New Courses: NONE

## 4. Course Inclusions: NONE

## 5. Major Course Modifications:

a. **ART-42 Studio Figure Drawing (MNR)** Motion to Accept & Review by S. Crasnow & seconded by M. Gutierrez. **\*\*This motion was APPROVED\*\***

b. **ART-43 Studio Figure Painting (MNR)** Motion to Accept & Review by S. Crasnow & seconded by J. Perry. **\*\*This motion was APPROVED\*\***

c. **CIS-72A Introduction to Web Page Content (MNR)** Motion to Accept & Review by S. Crasnow & seconded by J. Perry. **\*\*This motion was APPROVED\*\***

d. **ECO-7 Macroeconomics (MNR)** Motion to Accept & Review by S. Crasnow & seconded by J. Perry. **\*\*This motion was NOT APPROVED\*\***  
**No Sub topics.**

e. **GAM-46 Environment and Vehicle Modeling (N)** Motion to Accept & Review by S. Crasnow & seconded by J. Perry. **\*\*This motion was APPROVED\*\***

f. **GAM-49 Game Modeling and Texturing (N)** Motion to Accept & Review by V. Harris & seconded by J. Perry. **\*\*This motion was APPROVED\*\***

g. **GEG-1L Physical Geography Laboratory (MNR)** Motion to Accept & Review by M. Gutierrez & seconded by S. Crasnow. **\*\*This motion was NOT APPROVED\*\*** **Sample assignments are very weak.**

h. **MAT-3 Linear Algebra (MNR)** Motion to Accept & Review by V. Harris & seconded by M. Gutierrez. **\*\*This motion was APPROVED\*\***

i. **PSY-9 Developmental Psychology (MNR)** Motion to Accept & Review by V. Harris & seconded by S. Crasnow. **\*\*This motion was APPROVED\*\***

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**
11. **Deletion of Certificates/Degrees: NONE**

**E: Information Items:**

1. **Distance Education: NONE**
2. **New Stand Alone Courses:**
  - a. **COM-85A Communication Clinic (R)**
  - b. **COM-85B Communication Clinic (R)**
3. **New Courses:**
  - a. **SOC-1H Honors Introduction to Sociology (R)**
4. **Course Inclusions:**
  - a. **ENG-48 Short Story and Novel from Twentieth Century to the Present (M)**
  - b. **KIN-10 Introduction to Kinesiology (M)**
5. **Major Course Modifications:**
  - a. **FST-2 Introduction to Television Studies (R)**
  - b. **MUS-57 Gospel Singers (MR)**
6. **Course Deletions:**
  - a. **FTV-60 Overview of Digital Media (R)**
  - b. **FTV-63 Multimedia Sound Design Techniques (R)**
  - c. **FTV-69 Script Supervising for Film and Television (R)**
7. **Course Exclusions: NONE**



**8. New State/Locally Approved Certificate/Programs:**

- a. Associate in Arts in in Music For Transfer (M)
- b. Associate in Arts in in Music For Transfer (R)

**9. New Locally-Approved Certificate: NONE**

**10. Modification to State/Locally approved Certificate/Degree: NONE**

**11. Deletion of Certificates/Degrees: NONE**

**Community Interpretation (M)**

Program Learning Outcomes

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

- Sight translate legal, business and medical documents from English into Spanish and from Spanish into English
- Consecutively interpret speech from English into Spanish and Spanish into English in legal, business, and medical settings.
- Demonstrate knowledge of professional associations existing in the fields of translation and interpreting.
- Demonstrate effective use of resources such as dictionaries and the internet in performing terminological research
- Demonstrate knowledge of protocol appropriate to setting in which student is interpreting
- Demonstrate knowledge of terminology appropriate to setting in which student is interpreting
- Demonstrate knowledge of appropriate entry-level positions available in the job market for interpreters

- Demonstrate knowledge of appropriate venues for further study in Translation and Interpreting

**G. Discussion / Information items:**

**1. AoE:** Seven proposals were collected from submission sent in by all three colleges. Brian Johnson stated that we need to establish a process to approve or deny AoE's. After reading each AoE submittal and lengthy discussion, the following was agreed and voted to be approved. The process for Norco College Curriculum Committee is:

1. Read the proposals in Curriculum for first reading, then it becomes a part of the official minutes.
2. Send to relevant departments. The Departments need to review and approve items.
3. If no dispute, then the document returns to Curriculum committees and the active members vote on it. If there is a dispute, the departments contact the Curriculum Committee chair to work out a resolution. If there is no resolution, then the proposal is denied.

- If there is only one department, then it can come directly to this committee for immediate action.

Motion to Accept & Approve new AoE procedures by S. Crasnow & seconded by R. Beck. **\*\*This motion was APPROVED\*\***

**2. Prerequisites: TABLED until next meeting.**

**H. Announcements:**

- **Nicole Capps sent an email on February 12, 2013 to Nicole Ramirez announcing that she can no longer be an active member of this committee this semester due to her teaching schedule. She will be assigning a replacement and will notify the committee as soon as possible. Nicole Ramirez forwarded the email to committee chair Brian Johnson that same day.**

**I. Other Business-Open Hearing:**

**Next Meeting: Tuesday, March 12<sup>th</sup>, 2013 Meeting adjourned at 3:43 p.m.**

**Administrative Co-Chair: Dr. Diane Dieckmeyer**

**Faculty Co-Chair: Brian Johnson**

**Secretary: Nicole C. Ramirez**

**NORCO COLLEGE**  
**CURRICULUM COMMITTEE MINUTES**  
March 12, 2013 - 2:00 pm  
ST 107

Brian Johnson chaired the meeting.

**Members Present:**

Brian Johnson.....Math and Sciences  
Nicole C. Ramirez.....Office of the Dean of Instruction  
Rex Beck.....Business, Engineering & Information Technologies  
Vivian Harris.....Library  
Dr. Diane Dieckmeyer.....Vice President of Academic Affairs  
Dr. Monica Gutierrez.....Math and Sciences  
Dr. Monica Green.....Dean of Student Services  
Dr. Khalil Andacheh.....Social and Behavioral Sciences  
Judy Perry .....Business, Engineering & Information Technologies  
Anthony Lombardo.....ASNC  
Nicholas Franco.....Social and Behavioral Sciences  
Dr. Dominique Hitchcock.....Arts, Humanities, World Languages

**Members Absent:**

Patti Brusca.....Matriculation  
Dr. Sharon Crasnow.....Arts, Humanities, World Languages  
Dr. Carol Farrar.....Dean of Instruction  
Mitzi Sloniger.....Communications

**Guests:**

Kevin Fleming – Dean of Instruction, Career & Technical Education  
Paul VanHulle – Business, Engineering & Information Technologies

- A. Meeting called to order at 2:10 pm
- B. Motion to approve March 12, 2013 agenda – M/S/C: V. Harris/ R. Beck  
Committee approved.
- C. Motion to approve February 26, 2013 minutes – M/S/C: V. Harris/ R. Beck  
N. Franco and D. Hitchcock abstained. Committee approved.
- D. Norco Action Items: Norco College Approval Items for 3/12/13

**1. Distance Education: NONE**

**2. New Stand Alone Courses: NONE**

**3. New Courses:**

**a. ART-44A Animation Principles (MNR)** Motion to Accept & Review by M. Gutierrez & seconded by V. Harris. Need to remove statement “Can be taken four (4) times” in course description SLO. Brian Johnson will also make a note to have it removed. Also under Animation Principals section, change the titles to be referenced as 1, 2 & 3 and not A, B & C. **\*\*This motion was APPROVED\*\***

**b. ART-44B Animation Principles (MNR)** Motion to Accept & Review by M. Gutierrez & seconded by V. Harris. Need to remove statement “Can be taken four (4) times” in course description SLO. Brian Johnson will also make a note to have it removed. Also under Animation Principals section, change the titles to be referenced as 1, 2 & 3 and not A, B & C. **\*\*This motion was APPROVED\*\***

**c. ART-44C Animation Principles (MNR)** Motion to Accept & Review by M. Gutierrez & seconded by V. Harris. Need to remove statement “Can be taken four (4) times” in course description SLO. Brian Johnson will also make a note to have it removed. Also under Animation Principals section, change the titles to be referenced as 1, 2 & 3 and not A, B & C. **\*\*This motion was APPROVED\*\***

**d. MUS-32A Classic Piano I (MNR)** Motion to Accept & Review by M. Gutierrez & seconded by V. Harris. In Methods of Instruction section, need to take out “Regular Attendance” requirement. **\*\*This motion was APPROVED\*\***

**e. MUS-32B Classic Piano II (MNR)** Motion to Accept & Review by M. Gutierrez & seconded by V. Harris. In Methods of Instruction section, need to take out “Regular Attendance” requirement. **\*\*This motion was APPROVED\*\***

**f. MUS-32C Classic Piano III (MNR)** Motion to Accept & Review by M. Gutierrez & seconded by V. Harris. In Methods of Instruction section, need to take out “Regular Attendance” requirement. **\*\*This motion was APPROVED\*\***

**g. MUS-32D Classic Piano IV (MNR)** Motion to Accept & Review by M. Gutierrez & seconded by V. Harris. In Methods of Instruction section, need to take out “Regular Attendance” requirement. **\*\*This motion was APPROVED\*\***

**4. Course Inclusions: NONE**

## 5. Major Course Modifications:

- a. **KIN-10 Introduction to Kinesiology (MNR)** Motion to Accept & Review by R. Beck & seconded by J. Perry. **\*\*This motion was APPROVED\*\***
- b. **KIN-V10 Soccer, Varsity Men (NR)** Motion to Accept & Review by J. Perry & seconded by V. Harris. **\*\*This motion was DENIED \* Motion to TABLE by J. Perry/R. Beck.\*\* Motion to table was approved.**
- c. **KIN-V25 Soccer, Varsity Women (NR)** Motion to Accept & Review by J. Perry & seconded by V. Harris. **\*\*This motion was DENIED \* Motion to TABLE by J. Perry/R. Beck.\*\* Motion to table was approved.**
- d. **MAN-55 Occupational Safety and Health Administration (OSHA) Standards for General Industry (N)** Motion to Accept & Review by R. Beck & seconded by M. Gutierrez. **\*\*This motion was APPROVED\*\***
- e. **MAN-56 CNC Machine Set-Up and Operation (N)** Motion to Accept & Review by R. Beck & seconded by M. Gutierrez. **\*\*This motion was APPROVED\*\***
- f. **MAT-1B Calculus II (MNR)** Motion to Accept & Review by M. Gutierrez & seconded by J. Perry. **\*\*This motion was APPROVED\*\***
- g. **MIC-1 Microbiology (MNR)** Motion to Accept & Review by M. Gutierrez & seconded by V. Harris. Need to add BIO-1H prerequisite to course outline because it is equivalent to BIO-1. Goal is to provide prerequisite courses so the students more successful in Microbiology when they transfer to university. **\*\*This motion was APPROVED\*\***

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**

11. Deletion of Certificates/Degrees: **NONE**

**E: Information Items:**

**1. Distance Education: NONE**

**2. New Stand Alone Courses:**

- a. ART-13 Pre-Columbian Art History (R)
- b. ART-14 Latin American Art: Colonial to the Present (R)

**3. New Courses:**

- a. BIO-11H Honors Introduction to Molecular and Cellular Biology (M)

**4. Course Inclusions:**

- a. ART-5 History of Non-Western Art (M)
- b. ART-12 Asian Art History (M)
- c. ART-24 Three Dimensional Design (M)
- d. MUS-23 History of Rock and Roll (M)
- e. MUS-70 Guitar Lab Ensemble (M)
- f. POL-8 Introduction to the Public Administration and Policy Development (M)

**5. Major Course Modifications:**

- a. DAN-D34 Jazz, Advanced (R)
- b. FST-1 Introduction to Film Studies (MR)
- c. FST-3 Introduction to International Cinema (MR)
- d. FST-4 Introduction to Film Genres (MR)
- e. FST-5 Fiction and Film: Adaptation (MR)
- f. FST-6 Screenplay Analysis: The Craft of the Screenplay (R)
- g. FST-7 History of World Film I: From the beginning through the 1950s (R)
- h. FST-8 History of World Film I: From the beginning through the 1950s (R)
- i. KIN-V-01 to KIN-V25 The Varsity KIN courses will be modified to change laboratory hours from 180 to 175. (R)

**6. Course Deletions: NONE**

**7. Course Exclusions: NONE**

- a. MUS-39 Intermediate Applied Music (M)
- b. PHI-15 Bio-Medical Ethics (R)

8. **New State/Locally Approved Certificate/Programs: NONE**
9. **New Locally-Approved Certificate: NONE**
10. **Modification to State/Locally approved Certificate/Degree:**
  - **Associate in Arts in Music (M)**
11. **Deletion of Certificates/Degrees: NONE**

**G. Discussion / Information items:**

**1. AoE Modifications:** In the last meeting we read the proposals and they were then sent out without approval from the District chair, plus Moreno Valley College was left out by a late submittal. We are asked to review the Moreno Valley College proposals, have the department representatives bring them back to their department so they can vote on them. Then at our next meeting our committee can discuss those results. Approval of courses for AOE Inclusion for Moreno Valley College was discussed along with a handout provided to the committee members. Need to review & vote on the following:

- A.A. in Fine and Applied Arts
- A.A. in Social and Behavioral Studies
- No need to vote on “A.A. in American Studies” submitted by Eddy Chi (ECO-7 & ECO – 7H) because Riverside College created this and it is NOT in the Norco College Course Catalog.

An email of the handout will be sent later today to all committee members.

**2. Curriculum handbook:** Draft version is ready. Final version should be ready by the end of this semester.

**3. Program discountenance policy:** The district Academic Standards committee is working on this. The policy we currently have is very long and we are looking at ways to make the process shorter.

**4. Distance Education form:** Still work in process.

**5. Program approval process: Dr. Arend Flick will present.** Dr. Flick discussed that we need to improve on our aligning the curriculum to what the program learning outcomes are. The accreditation standards indicated that we need to align our course curriculum programs to those standards. So technically we are out of alignment and not in compliance. A handout of a matrix was distributed to the committee members. On the matrix, you put the PLO's on the top of the page and run the SLO's on the left side and "X" in the cells when you see an alignment or mapping between the PLO's and the SLO's. The typing of the matrix is the most time consuming aspect, but is the most beneficial. This demonstrates as well as documents that there is an alignment/ mapping between our SLO's and PLO's. Right now it looks like the moment a program is approved, there is a misalignment with the respect to the accreditation standards. The ACCJC is looking at this.

**Task:** We need to change on our Program Review approval process to include this new SLO to PLO matrix into our course approval process. This committee also needs to determine which programs are to be 'grandfathered' on and when to start using this new process on programs already in the pipeline.

Dr. Flick stated that the District Senate has already approved this matrix idea and that we need to decide on how our committee will integrate it. Our



committee needs to table a program that doesn't have this matrix completed.

Dr. Flick will write it up to vote on this new process at our next meeting.

**Issues to address:**

1. Does this matrix need to be added every 1, 2 or 4 years? We need to define that.
2. Dr. Hitchcock asked "for every course modification, do we need to revisit the matrix?" and Dr. Flick said yes.
3. Impact Report on CurricuNet. Do we use that? Is it effective? Can this be used with this PLO & SLO Matrix? This is unknown per Judy Perry.
4. Rex Beck asked if we are deleting an SLO, then we might be deleting a link? This needs to be researched and verified.

**H. Announcements: NONE**

- I. **Other Business-Open Hearing:** Dr. Gutierrez would like to find out how to change the cap on classes? Dr. Dieckmeyer stated that it is a CTA issue that the discipline negotiates on this and to speak to Sara from the CTA on the process and procedures on this.

**Next Meeting: Tuesday, March 26<sup>th</sup>, 2013 Meeting adjourned at 3:17 p.m.**

**Administrative Co-Chair: Dr. Diane Dieckmeyer**  
**Faculty Co-Chair: Brian Johnson**  
**Secretary: Nicole C. Ramirez**

**NORCO COLLEGE**  
**CURRICULUM COMMITTEE MINUTES**  
March 26, 2013 - 2:00 pm  
ST 107

Brian Johnson chaired the meeting.

**Members Present:**

Brian Johnson.....Math and Sciences  
Nicole C. Ramirez.....Office of the Dean of Instruction  
Rex Beck.....Business, Engineering & Information Technologies  
Vivian Harris.....Library  
Dr. Diane Dieckmeyer.....Vice President of Academic Affairs  
Dr. Monica Gutierrez.....Math and Sciences  
Dr. Monica Green.....Dean of Student Services  
Dr. Khalil Andacheh.....Social and Behavioral Sciences  
Dr. Sharon Crasnow.....Arts, Humanities, World Languages  
Dr. Carol Farrar.....Dean of Instruction  
Mitzi Sloniger.....Communications  
Anthony Lombardo.....ASNC  
Nicholas Franco.....Social and Behavioral Sciences

**Members Absent:**

Dr. Dominique Hitchcock.....Arts, Humanities, World Languages  
Judy Perry .....Business, Engineering & Information Technologies  
Patti Brusca.....Matriculation

**Guests:**

Kevin Fleming – Dean of Instruction, Career & Technical Education  
April Galvan – ASNC  
Maria Velis – ASNC

- A. Meeting called to order at 2:07 pm
- B. Motion to approve March 26, 2013 agenda – M/S/C: V. Harris/ S. Crasnow  
Committee approved.
- C. Motion to approve March 12, 2013 minutes – M/S/C: V. Harris/ S. Crasnow  
Committee approved.
  
- D. Norco Action Items: Norco College Approval Items for 3/26/13

**1. Distance Education: NONE**

**2. New Stand Alone Courses: NONE**

**3. New Courses:**

**a. ART-50A Beginning Storyboarding (NR)** Motion to Accept & Review by S. Crasnow & seconded by M. Gutierrez. \*\*This motion was APPROVED\*\*

**b. ART-50B Intermediate Storyboarding (NR)** Motion to Accept & Review by S. Crasnow & seconded by M. Gutierrez. \*\*This motion was APPROVED\*\*

**c. ART-51A Beginning Animation Production (MNR)** Motion to Accept & Review by S. Crasnow & seconded by V. Harris. \*\*This motion was APPROVED\*\*

**d. ART-51B Intermediate Animation Production (MNR)** Motion to Accept & Review by S. Crasnow & seconded by V. Harris. \*\*This motion was APPROVED\*\*

**e. MUC-1A Performance Techniques for Studio Recording (N)** Motion to Accept & Review by V. Harris & seconded by S. Crasnow. \*\*This motion was APPROVED\*\*

**f. MUC-1B Performance Techniques for Studio Recording (N)** Motion to Accept & Review by V. Harris & seconded by S. Crasnow. \*\*This motion was APPROVED\*\*

**g. MUC-1C Performance Techniques for Studio Recording (N)** Motion to Accept & Review by V. Harris & seconded by S. Crasnow. \*\*This motion was APPROVED\*\*

**h. MUC-1D Performance Techniques for Studio Recording (N)** Motion to Accept & Review by V. Harris & seconded by S. Crasnow. \*\*This motion was APPROVED\*\*

**4. Course Inclusions:**

**a. SOC-1H Honors Introduction to Sociology (N)** Motion to Accept & Review by S. Crasnow & seconded by R. Beck. \*\*This motion was APPROVED\*\*

**5. Major Course Modifications:**

- a. **GEG-5 Weather and Climate (NR)** Motion to Accept & Review by S. Crasnow & seconded by V. Harris. **\*\*This motion was APPROVED\*\***
- b. **GUI-45 Introduction to College (MNR)** Motion to Accept & Review by S. Crasnow & seconded by V. Harris. **\*\*This motion was APPROVED\*\***
- c. **GUI-46 Introduction to the Transfer Process (MNR)** Motion to Accept & Review by S. Crasnow & seconded by V. Harris. **\*\*This motion was APPROVED\*\***
- d. **GUI-47 Career Exploration and Life Planning (MNR)** Motion to Accept & Review by S. Crasnow & seconded by V. Harris. **\*\*This motion was APPROVED\*\***
- e. **GUI-48 College Success Strategies (MNR)** Motion to Accept & Review by S. Crasnow & seconded by V. Harris. **\*\*This motion was APPROVED\*\***
- f. **KIN-10 Introduction to Kinesiology (N)** Motion to Accept & Review by R. Beck & seconded by S. Crasnow. **\*\*This motion was APPROVED\*\***
- g. **KIN-30 First Aid & CPR (MNR)** Motion to Accept & Review by M. Gutierrez & seconded by S. Crasnow. **\*\*This motion was APPROVED\*\***
- h. **KIN-V10 Soccer, Varsity Men (NR)** Motion to Accept & Review by M. Gutierrez & seconded by S. Crasnow. **\*\*This motion was APPROVED\*\***
- i. **KIN-V25 Soccer, Varsity Women (NR)** Motion to Accept & Review by M. Gutierrez & seconded by S. Crasnow. **\*\*This motion was APPROVED\*\***
- j. **PHS-5 Weather and Climate (NR)** Motion to Accept & Review by S. Crasnow & seconded by V. Harris. **\*\*This motion was APPROVED\*\***
- k. **PHY-4A Mechanics (NR)** Motion to Accept & Review by M. Gutierrez & seconded by S. Crasnow. **\*\*This motion was DENIED. Sample assignments need to be expanded.**
- l. **PHY-4B Electricity and Magnetism (MNR)** Motion to Accept & Review by M. Gutierrez & seconded by S. Crasnow. **\*\*This motion was DENIED. Sample assignments need to be expanded.**

**6. Course Deletions: NONE**

**7. Course Exclusions: NONE**

**8. New State Approved Certificates/Degrees:**

**a. Associate in Arts in Anthropology for Transfer (N)** Motion to Accept & Review by S. Crasnow & seconded by V. Harris. \*\*This motion was APPROVED\*\*

**b. Associate in Science in Mathematics for Transfer (N)** Motion to Accept & Review by S. Crasnow & seconded by N. Franco. \*\*This motion was APPROVED\*\*

**9. New Locally Approved Certificate: NONE**

**10. Modifications to State/Locally approved Certificates/Degrees:**

**a. Associate in Arts in Commercial Music (N)** Motion to Accept & Review by S. Crasnow & seconded by R. Beck. \*\*This motion was APPROVED\*\*

**11. Deletion of Certificates/Degrees: NONE**

**E: Information Items:**

**1. Distance Education: NONE**

**2. New Stand Alone Courses: NONE**

**3. New Courses:**

- a. KIN-21A Athletic Training Applications A (R)**
- b. KIN-21B Athletic Training Applications B (R)**
- c. KIN-21C Athletic Training Applications C (R)**
- d. KIN-21D Athletic Training Applications D (R)**

**4. Course Inclusions: NONE**

**5. Major Course Modifications:**

- a. DAN-7 Choreography I (R)**
- b. DAN-8 Choreography II (R)**
- c. DAN-D13 Dance Repertoire, Modern (R)**
- d. DAN-D14 Dance Repertoire, Jazz (R)**
- e. DAN-D15 Dance Repertoire, Ballet (R)**
- f. DAN-D16 Dance Repertoire, Tap (R)**
- g. DAN-D17 Dance Repertoire, Ethnic (R)**

**6. Course Deletions:**

- a. FIT-I1A Instructor 1A, Instructional Techniques (M)
- b. FIT-I1B Instructor 1B, Instructional Techniques (M)
- c. PHI-16 Moral Reasoning in Business (R)

7. Course Exclusions: NONE

8. New State Approved Certificate/Programs:

- a. Associate in Arts in Anthropology for Transfer (R) & (M)
- b. Associate in Science in Mathematics for Transfer (MR)
- c. Associate in Arts in Studio Arts for Transfer (M)

9. New Locally-Approved Certificate: NONE

10. Modification to State/Locally approved Certificate/Degree:

- a. Associate in Science in Registered Nursing Program (R)
- b. Associate in Arts in Music (R)
- c. Music Technology (R)

11. Deletion of Certificates/Degrees: NONE

G. Discussion / Information items:

1. **AoE Modifications Proposals Vote:** Last meeting the committee read all the AoE proposals and delivered them to their respected departments for review. Today their department representatives are to relay to this committee on their vote.

a. Add **BUS 80** to Admin & Info Systems: Motion to Accept & Review by R. Beck & seconded by S. Crasnow. **\*\*This proposal was APPROVED\*\***

b. **Add Film Studies** courses to Communication, Media, and Languages and Humanities, Philosophy and Arts. Changes in curriculum patterns. Moved to split decision by S. Crasnow / M. Sloniger.

➤ **2A – Commercial Media & language** Motion to Accept & Review by S. Crasnow & seconded by M. Sloniger. **\*\*This proposal was DENIED\*\***

➤ **2B – Philosophy and Arts:** Motion to Accept & Review by S. Crasnow & seconded by N. Franco. **\*\*This proposal was APPROVED\*\***

**c. Add several music & dance classes to FINE & APPLIED Arts and HUMANITIES, PHILOSOPHY & ARTS** Motion to Accept & Review by S. Crasnow & seconded by M. Sloniger. **\*\*This proposal was APPROVED\*\***

**d. Add GAM-21 History of Video Games to HUMANITIES, PHILOSOPHY AND ARTS** Motion to Accept & Review by S. Crasnow & seconded by M. Sloniger. **\*\*This proposal was APPROVED\*\***

**e. Add Psychology 8 and Sociology 25 to SOCIAL & BEHAVIORAL STUDIES** Motion to Accept & Review by S. Crasnow & seconded by R. Beck. **\*\*This proposal was APPROVED\*\***

**f. Add EAR 25 Teaching in a Diverse Society, to SOCIAL & BEHAVIORAL STUDIES** Motion to Accept & Review by V. Harris & seconded by S. Crasnow. **\*\*This proposal was APPROVED\*\***

**g. Add Guidance 47 to SOCIAL & BEHAVIORAL STUDIES** Motion to Accept & Review by V. Harris & seconded by S. Crasnow. **\*\*This proposal was APPROVED\*\***

**h. Add MUS 58, MUS 23 to A.A. in Fine and Applied Arts** Motion to Accept & Review by S. Crasnow & seconded by V. Harris. **\*\*This proposal was APPROVED\*\***

**i. Added HIS1, 2, 4, 5, 21, 22 & 35, PSY 2 & 8 to A.A. in Social and Behavioral Studies** Motion to Accept & Review by V. Harris & seconded by N. Franco. **\*\*This proposal was APPROVED\*\***

**2. AP4260: Administration Procedures.** Pre and Co-Requisites. We are able to use content review. Need to make changes to this document. Brian Johnson will forward this document out to committee members for review and to make suggestions that will be discussed at the next meeting.

**H. Announcements: NONE**

**I. Other Business-Open Hearing: NONE**

**Next Meeting: Tuesday, April 23<sup>rd</sup>, 2013 Meeting adjourned at 3:17 p.m.**

**Administrative Co-Chair: Dr. Diane Dieckmeyer**

**Faculty Co-Chair: Brian Johnson**

**Secretary: Nicole C. Ramirez**

**NORCO COLLEGE  
CURRICULUM COMMITTEE MINUTES**

April 23, 2013 - 2:00 pm  
ST 107

Brian Johnson chaired the meeting.

**Members Present:**

Brian Johnson.....Math and Sciences  
Nicole C. Ramirez.....Office of the Dean of Instruction  
Rex Beck.....Business, Engineering & Information Technologies  
Vivian Harris.....Library  
Dr. Diane Dieckmeyer.....Vice President of Academic Affairs  
Dr. Monica Gutierrez.....Math and Sciences  
Dr. Monica Green.....Dean of Student Services  
Dr. Khalil Andacheh.....Social and Behavioral Sciences  
Dr. Carol Farrar.....Dean of Instruction  
Mitzi Sloniger.....Communications  
Dr. Dominique Hitchcock.....Arts, Humanities, World Languages  
Judy Perry .....Business, Engineering & Information Technologies  
Nicholas Franco.....Social and Behavioral Sciences

**Members Absent:**

Dr. Sharon Crasnow.....Arts, Humanities, World Languages  
Patti Brusca.....Matriculation  
Anthony Lombardo.....ASNC

**Guests:**

Kevin Fleming – Dean of Instruction, Career & Technical Education

- A. Meeting called to order at 2:07 pm
- B. Motion to approve April 23<sup>rd</sup>, 2013 agenda – M/S/C: V. Harris/ R. Beck  
Committee approved.
- C. Motion to approve March 26, 2013 minutes – M/S/C: V. Harris/ D. Hitchcock  
\* D. Hitchcock abstained. Committee approved.
- D. Norco Action Items: Norco College Approval Items for 4/23/13

**1. Distance Education: NONE**

**2. New Stand Alone Courses: NONE**

**3. New Courses:**



- a. **ART-28A Studio Painting-Portfolio Preparation (MNR)** Motion to Accept & Review by V. Harris & seconded by R. Beck. **\*\*This motion was DENIED. Topics not being topics and outline format incorrect.**
- b. **ART-28B Studio Painting-Portfolio Preparation (MNR)** Motion to Accept & Review by V. Harris & seconded by R. Beck. **\*\*This motion was DENIED. Topics not being topics and outline format incorrect.**
- c. **ART-30A Printmaking-Introduction (NR)** Motion to Accept & Review by V. Harris & seconded by R. Beck. **\*\*This motion was DENIED. Topics not being topics and outline format incorrect.**
- d. **ART-30B Printmaking-Intermediate (NR)** Motion to Accept & Review by V. Harris & seconded by R. Beck. **\*\*This motion was DENIED. Topics not being topics and outline format incorrect.**
- e. **ART-36A Computer Art-Introduction (MNR)** Motion to Accept & Review by V. Harris & seconded by R. Beck. **\*\*This motion was DENIED. Topics not being topics and outline format incorrect.**
- f. **ART-36B Computer Art-Intermediate (MNR)** Motion to Accept & Review by V. Harris & seconded by R. Beck. **\*\*This motion was DENIED. Topics not being topics and outline format incorrect.**
- g. **ART-40A Figure Drawing-Introduction (MNR)** Motion to Accept & Review by J. Perry & seconded by R. Beck. **\*\*This motion was DENIED.**
- h. **ART-40B Figure Drawing-Intermediate (MNR)** Motion to Accept & Review by J. Perry & seconded by R. Beck. **\*\*This motion was DENIED.**
- i. **ART-41A Figure Painting-Introduction (MNR)** Motion to Accept & Review by J. Perry & seconded by R. Beck. **\*\*This motion was DENIED.**
- j. **ART-41B Figure Painting-Intermediate (MNR)** Motion to Accept & Review by J. Perry & seconded by R. Beck. **\*\*This motion was DENIED.**
- k. **ART-42A Studio Figure Drawing-Portfolio Preparation (MNR)** Motion to Accept & Review by J. Perry & seconded by R. Beck. **\*\*This motion was DENIED.**
- l. **ART-42B Studio Figure Drawing-Portfolio Presentation (MNR)** Motion to Accept & Review by J. Perry & seconded by R. Beck. **\*\*This motion was DENIED.**
- m. **ART-43A Studio Figure Painting-Portfolio Preparation (MNR)** Motion to Accept & Review by J. Perry & seconded by R. Beck. **\*\*This motion was DENIED.**

n. **ART-43B Studio Figure Painting-Portfolio Presentation (MNR)** Motion to Accept & Review by J. Perry & seconded by R. Beck. **\*\*This motion was DENIED.**

o. **ART-49A Studio Printmaking-Portfolio Preparation (NR)** Motion to Accept & Review by J. Perry & seconded by R. Beck. **\*\*This motion was DENIED.**

p. **ART-49B Studio Printmaking-Portfolio Presentation (NR)** Motion to Accept & Review by J. Perry & seconded by R. Beck. **\*\*This motion was DENIED.**

q. **MUS-89H Honors Music of Multicultural America (NR)** Motion to Accept & Review by V. Harris & seconded by R. Beck. **\*\*This motion was APPROVED.**

4. **Course Inclusions: NONE**

5. **Major Course Modifications:**

a. **ART-26 Beginning Painting (MNR)** Motion to Accept & Review by V. Harris & seconded by J. Perry. **\*\*This motion was APPROVED.**

b. **ART-27 Intermediate Painting (MNR)** Motion to Accept & Review by V. Harris & seconded by J. Perry. **\*\*This motion was APPROVED.**

c. **EAR-20 Child Growth and Development (MNR)** Motion to Accept & Review by D. Hitchcock & seconded by J. Perry. **\*\*This motion was APPROVED.**

d. **EAR-42 Child, Family and Community (MNR)** Motion to Accept & Review by D. Hitchcock & seconded by J. Perry. **\*\*This motion was APPROVED.**

e. **ECO-7 Principles of Macroeconomics (MNR)** Motion to Accept & Review by J. Perry & seconded by M. Sloniger. **\*\*This motion was APPROVED.**

f. **ECO-7H Honors Principles of Macroeconomics (MNR)** Motion to Accept & Review by J. Perry & seconded by M. Sloniger. **\*\*This motion was APPROVED.**

g. **ECO-8 Principles of Microeconomics (MNR)** Motion to Accept & Review by J. Perry & seconded by M. Sloniger. **\*\*This motion was APPROVED.**

- h. **MUS-3 Fundamentals of Music (MNR)** Motion to Accept & Review by V. Harris & seconded by R. Beck. **\*\*This motion was APPROVED.**
- i. **MUS-4 Music Theory I (MNR)** Motion to Accept & Review by V. Harris & seconded by R. Beck. **\*\*This motion was APPROVED.**
- j. **MUS-5 Music Theory II (MNR)** Motion to Accept & Review by V. Harris & seconded by R. Beck. **\*\*This motion was APPROVED.**
- k. **MUS-6 Music Theory III (MNR)** Motion to Accept & Review by V. Harris & seconded by R. Beck. **\*\*This motion was APPROVED.**
- l. **MUS-53 Keyboard Proficiency (MR)** Motion to Accept & Review by V. Harris & seconded by R. Beck. **\*\*This motion was APPROVED.**
- m. **PHI-10 Introduction to Philosophy (MNR)** Motion to Accept & Review by R. Beck & seconded by N. Franco. **\*\*This motion was APPROVED.**
- n. **PHI-35 Philosophy of Religion (MNR)** Motion to Accept & Review by R. Beck & seconded by D. Hitchcock. **\*\*This motion was TABLED.**
- o. **PHY-4A Mechanics (MNR)** Motion to Accept & Review by M. Gutierrez & seconded by V. Harris. **\*\*This motion was DENIED.**
- p. **PHY-4B Electricity and Magnetism (MNR)** Motion to Accept & Review by M. Gutierrez & seconded by V. Harris. **\*\*This motion was DENIED.**

**6. Course Deletions:**

- a. **KIN-A63 Ultimate Frisbee (NR)** This course has not been offered for several years. Motion to Accept & Review by K. Andacheh & seconded by M. Gutierrez. **\*\*This motion was APPROVED.**

**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:**

**11. Deletion of Certificates/Degrees: NONE**

**The following proposal is being completed outside of CurricUNET**

**The following courses are being modified from Activity courses to Varsity courses as part of the Title 5 changes to repeatability:**

- **KIN-V95 Out-of-Season Varsity Sport Conditioning (NR)**

**E: Information Items:**

**1. Distance Education: NONE**

**2. New Stand Alone Courses: NONE**

**3. New Courses:**

- a. **ART-48A Studio Drawing-Portfolio Preparation (MR)**
- b. **ART-48B Studio Drawing-Portfolio Presentation (MR)**
- c. **MUS-89H Honors Music of Multicultural America (NR)**

**4. Course Inclusions: NONE**

**5. Major Course Modifications:**

- a. **MUS-53 Keyboard Proficiency (MR)**

**6. Course Deletions:**

- a. **KIN-A15 Bowling, Beginning (MNR)**
- b. **KIN-A16 Bowling, Intermediate (MNR)**
- c. **KIN-A17 Bowling, Advanced (MR)**
- d. **KIN-A36 Cross Country Skiing (MR)**
- e. **KIN-A85 Bicycling (MR)**
- f. **NRN-1 Introduction to Nursing Concepts and Practice (R)**
- g. **NRN-2 Beginning Nursing Concepts of Health and Illness (R)**
- h. **NRN-3 Intermediate Nursing Concepts of Health and Illness (R)**
- i. **NRN-4 Advanced Nursing Concepts of Health and Illness (R)**
- j. **NRN-15 Introduction to Nursing Roles and Relationships (R)**
- k. **NRN-16 Dimensions of AD - Registered Nursing (R)**
- l. **NRN-17 Transition Course for Nursing Advanced Placement/Transfer Students (R)**

**7. Course Exclusions: NONE**

**8. New State Approved Certificate/Programs:**

- a. **Associate in Arts in Elementary Teacher Education for Transfer (R)**

9. New Locally-Approved Certificate: NONE

10. Modification to State/Locally approved Certificate/Degree:

- a. Associate in Science in Kinesiology Athletic Training Emphasis (R)
- b. Associate in Science in Kinesiology Coaching Emphasis (R)

11. Deletion of Certificates/Degrees: NONE

**The following proposals are being completed outside of CurricUNET**

**The following courses are being modified from Activity courses to Varsity**

**courses as part of the Title 5 changes to repeatability:**

KIN-V26	Songleading and Cheerleading	R	
KIN-V50	Baseball Fundamentals, Defensive	R	
KIN-V51	Baseball Fundamentals, Offensive	R	
KIN-V52	Fastpitch Fundamentals, Offensive	R	
KIN-V53	Fastpitch Fundamentals, Defensive	R	
KIN-V60	Football Fundamentals, Defensive	R	
KIN-V61	Football Fundamentals, Offensive	R	
KIN-V70	Water Polo Techniques	R	
KIN-V78	Long Distance Running	R	
KIN-V94	In- Season Varsity Sport Conditioning		R

**G. Discussion / Information items:**

1. **GLOs:** This was discussed in our tech review meeting. We are wondering why some courses are coming through with new general SLO's and a mixture of the old and the new. This is a technicality in CurricUNet. We have to have both the old and the new general SLO's because there are some courses that were created last fall that is still in the loop. Since those courses have the old SLO's on there, you cannot take them out. It was decided from this point forward that they are going to take courses now that are using the new general SLO's. Please let your department know that if they are making modifications to their courses, to please use the new general SLO's.

2. **DE effective contact:** Brian Johnson received a document written by Amber Casolari at RCC. It was given to the District Curriculum committee to define what distance education effective content is, but was as to hold off on distributing because more work is needing to be done on it.

3. **Repeatability guidance document:** Please let your departments know that Jefferson will post this document on our website and it is a good table to follow. This document has been updated. For extenuating circumstances,

Dr. Farrar needs to be included in the outline. This will be put up on our Curriculum committee website.

**4) AP 4260:** We have been asked to make any suggestions to this document and highlight it in yellow on this document.

- On page 2, under Curriculum Review Process, number 3.a.2.a.iv. **This sentence needs to be rewritten more clearly.**
- On page 3, under Curriculum Review Process, number 3.d. Last sentence “No Riverside Community College District may establish prerequisites which will impact more than 5% of section enrollments in any academic year.” **This needs to be clarified.**
- On page 4, under Program Review, number 4. In the first paragraph sentence. **This sentence needs to be rewritten more clearly.**

**H. Announcements:** The district curriculum committee is proposing that we should have on one of the FLEX days in August to attend a workshop to brush up on our Curriculum skills and they wanted to know how many of us would attend that workshop that scheduled FLEX day. Our committee members said that it should be open to all faculty/staff members too.

Brian Johnson mentioned that District considers this committee as discipline representatives who should be experts when it comes to knowing how course outlines are to be written and what is supposed to be inside of them. Most of the courses that come through does not contain that level of understanding and Mr. Johnson recommended to district that when a course goes into CurriuNet as a modification or a new course that it should automatically have two originators by the discipline member’s department. The first person listed is the person who wants to make the changes and a co-contributor should also be on there for assistance. This is still being discussed.

**I. Other Business-Open Hearing:** There have been no volunteers from the Communications department to replace Nikki Capps.

**Next Meeting: Tuesday, May 14<sup>th</sup>, 2013 Meeting adjourned at 3:40 p.m.**

**Administrative Co-Chair: Dr. Diane Dieckmeyer**  
**Faculty Co-Chair: Brian Johnson**  
**Secretary: Nicole C. Ramirez**

**NORCO COLLEGE**  
**CURRICULUM COMMITTEE MINUTES**  
May 14, 2013 - 2:00 pm  
ST 107

Brian Johnson chaired the meeting.

**Members Present:**

Brian Johnson.....Math and Sciences  
Nicole C. Ramirez.....Office of the Dean of Instruction  
Vivian Harris.....Library  
Dr. Diane Dieckmeyer.....Vice President of Academic Affairs  
Dr. Monica Gutierrez.....Math and Sciences  
Dr. Monica Green.....Dean of Student Services  
Dr. Carol Farrar.....Dean of Instruction  
Dr. Sharon Crasnow.....Arts, Humanities, World Languages  
Mitzi Sloniger.....Communications  
Nicholas Franco.....Social and Behavioral Sciences  
Anthony Lombardo.....ASNC

**Members Absent:**

Dr. Khalil Andacheh.....Social and Behavioral Sciences  
Rex Beck.....Business, Engineering & Information Technologies  
Dr. Dominique Hitchcock.....Arts, Humanities, World Languages  
Judy Perry .....Business, Engineering & Information Technologies  
Patti Brusca.....Matriculation

**Guests:**

Kevin Fleming – Dean of Instruction, Career & Technical Education

- A. Meeting called to order at 2:17 pm
- B. Motion to approve May 14, 2013 agenda – M/S/C: M. Sloniger / V. Harris  
Revisions to agenda: Remove D1a-b Distance Education. Add to Discussion  
Items A. AP4225, AP4227, AP4228, AP4229. Correction: AP4260 was listed  
incorrectly as AO4260. Committee approved.
- C. Motion to approve April 23, 2013 minutes – M/S/C: M. Sloniger / V. Harris.  
Correction: Information Items, Course Deletions #a KIN-A15 & #b KIN-A16  
needs to be moved to Action Items. Committee approved.
- D. Norco Action Items: Norco College Approval Items for 5/14/13

1. Distance Education: NO ACTION TAKEN \* Items a-f was removed

- ~~a. SOC-2 American Social Problems (MNR)~~
- ~~b. SOC-3 Social Inequality (NR)~~
- ~~c. SOC-10 Race And Ethnic Relations (MNR)~~
- ~~d. SOC-12 Marriage and Family Relations (MNR)~~
- ~~e. SOC-15 Women In American Society (NR)~~
- ~~f. SOC-20 Introduction To Criminology (MNR)~~

2. New Stand Alone Courses:

- a. ACC-67 U.S. and California Income Tax Preparation (N) Motion to Accept & Review by V. Harris & seconded by S. Crasnow. **\*\*This motion was APPROVED.**

Upon the completion of this course students who pass with an overall score of 70% or higher will not only receive 4 units of college credit but they will also be certified by the state of California to prepare taxes under the guidelines of the regulating body of CTEC (California Tax Education Council). Concurrently with this course proposal we are seeking approval by CTEC and all the required course materials, in accordance with their course submission requirements, have been sent to their office for review and approval.

3. New Courses: NONE

4. Course Inclusions: NONE

5. Major Course Modifications:

- a. HUM-4 Arts and Ideas: Ancient World Through the Late Medieval Period (MNR) Motion to Accept & Review by V. Harris & seconded by S. Crasnow. **\*\*This motion was APPROVED.**
- b. HUM-4H Honors Arts and Ideas: Ancient World Through the Late Medieval Period (MNR) Motion to Accept & Review by V. Harris & seconded by S. Crasnow. **\*\*This motion was APPROVED.**
- c. HUM-5 Arts and Ideas: The Renaissance through the Modern Era (MNR) Motion to Accept & Review by V. Harris & seconded by S. Crasnow. **\*\*This motion was APPROVED.**
- d. HUM-5H Honors Arts and Ideas: The Renaissance through the Modern Era (MNR) Motion to Accept & Review by V. Harris & seconded by S. Crasnow. **\*\*This motion was APPROVED.**
- e. ENG-8 Introduction to Mythology (MNR) Motion to Accept & Review by V. Harris & seconded by S. Crasnow. **\*\*This motion was TABLED.**
- f. HUM-8 Introduction to Mythology (MNR) Motion to Accept & Review by V. Harris & seconded by S. Crasnow. **\*\*This motion was TABLED.**
- g. HUM-10 World Religions (MNR) Motion to Accept & Review by M. Sloniger & seconded by N. Franco. **\*\*This motion was APPROVED.**



- h. **HUM-11 Religion in America (MNR)** Motion to Accept & Review by M. Sloniger & seconded by N. Franco. **\*\*This motion was APPROVED.**
- i. **HUM-16 Arts and Ideas: American Culture (NR)** Motion to Accept & Review by M. Sloniger & seconded by N. Franco. **\*\*This motion was APPROVED.**
- j. **HUM-18 Death: an Interdisciplinary Perspective (MNR)** Motion to Accept & Review by M. Sloniger & seconded by N. Franco. **\*\*This motion was APPROVED.**
- k. **HUM-20C Arts and Ideas: Special Studies in Humanities (NR)** Motion to Accept & Review by M. Sloniger & seconded by N. Franco. **\*\*This motion was APPROVED.**
- l. **ENG-23 The Bible as Literature (MR)** Motion to Accept & Review by V. Harris & seconded by S. Crasnow. **\*\*This motion was TABLED.**
- m. **HUM-23 The Bible as Literature (MNR)** Motion to Accept & Review by V. Harris & seconded by S. Crasnow. **\*\*This motion was TABLED.**
- n. **HUM-35 Philosophy of Religion (MNR)** Motion to Accept & Review by S. Crasnow & seconded by M. Gutierrez. **\*\*This motion was DENIED.**
- o. **PHI-35 Philosophy of Religion (MNR)** Motion to Accept & Review by S. Crasnow & seconded by M. Gutierrez. **\*\*This motion was DENIED.**

6. **Course Deletions: NONE**

7. **Course Exclusions: NONE**

8. **New State Approved Certificates/Degrees:**

- a. **Associate in Arts in Spanish Degree for Transfer (N)** Motion to Accept & Review by V. Harris & seconded by S. Crasnow. **\*\*This motion was APPROVED.**

9. **New Locally Approved Certificate: NONE**

10. **Modifications to State/Locally approved Certificates/Degrees:**

- a. **CIS-Simulation and Game Development Game Art (MN)** Motion to Accept & Review by V. Harris & seconded by M. Gutierrez. **\*\*This motion was APPROVED.**
- b. **Game Art: 3D Animation (N)** Motion to Accept & Review by V. Harris & seconded by M. Gutierrez. **\*\*This motion was APPROVED.**

11. **Deletion of Certificates/Degrees: NONE**

E: **Information Items:**

- 1. Distance Education: NONE**
- 2. New Stand Alone Courses: NONE**
- 3. New Courses: NONE**
- 4. Course Inclusions: NONE**
- 5. Major Course Modifications:**
  - a. BUS-58 Marketing the Virtual Office (R)**
  - b. FIT-S3 Basic Fire Fighter Academy (M)**
  - c. FIT-S3A Introduction to Fire Academy and Physical Conditioning for Fire Academy Students (M)**
  - d. HUM-9 American Voices (R)**
  - e. HUM-20A Arts and Ideas: Special Studies in Humanities (R)**
  - f. HUM-20B Arts and Ideas: Special Studies in Humanities (R)**
- 6. Course Deletions: NONE**
- 7. Course Exclusions: NONE**
- 8. New State Approved Certificate/Programs:**
  - a. Associate in Arts in Spanish Degree Transfer (M)**
  - b. Associate in Arts in Spanish Degree Transfer (R)**
- 9. New Locally-Approved Certificate: NONE**
- 10. Modification to State/Locally approved Certificate/Degree:**
  - a. Visual Illustrations-Animation (R)**
- 11. Deletion of Certificates/Degrees: NONE**

**G. Discussion / Information items:**

**1. AP4260, AP4225, AP4227, AP4228, & AP4229:** These have been distributed to the committee members to be reviewed and provide suggestions.

- **AP4260:** It was reviewed at the last meeting but district did not provide the most updated version. A procedure on prerequisites was added. Dr. Crasnow wants the approval to be by departments, not by disciplines. Mr. Johnson will ask District Curriculum what is the role of the articulation officer regarding this.
- **AP4225:** This is on Course Repetition. No suggestions offered from committee members.
- **AP4227:** This is on repeatable courses. Unit max does not seem to be congruent with the last sentence.
- **AP4228:** Committee members stated that the course repetition has significant lapse of time. The wording "The district may disregard..." needs to be revised.
- **AP4229:** No suggestions offered from committee members.

**2. Curriculum Maps for TMCs:** For TMC proposals, when a degree is being proposed that they include the map of the matrix that aligns the PLO's to the course SLO's in efforts to improve on our aligning the curriculum to what the program learning outcomes are. In the March 12, 2013 meeting, the minutes showed that "Dr. Flick stated that the District Senate has already approved this matrix idea and that we need to decide on how our committee will integrate it. Dr. Flick suggested that our committee needs to table a program that doesn't have this matrix completed. Dr. Flick will write it up to vote on this new process at our next meeting." When examining the March 12<sup>th</sup> minutes, this issue was not voted on and no action was taken. A motion to approve the following was made by Dr. Crasnow and seconded by Dr. Gutierrez:

1. The Curriculum Maps for TMCs
2. Develop a procedure to be implemented sometime by fall 2013
3. Already approved transfer degrees are retroactive

**3. FLEX day curriculum training:** August 28<sup>th</sup> is the scheduled date. There was discussion that this date is conflicting with the start of the fall semester and Mr. Johnson will asks if that date can be adjusted.

**4) Curriculum committee reps as co-contributors:** This was discussed at the last meeting. Dr. Crasnow feels that this is a good idea because using CurricUNet has slowed down the processing of curriculum and by having more than one person look working at this will help continue to move the

curriculum process more efficiently. However, the Dr. Crasnow voiced concern that we should want to make sure that curriculum is driven by the discipline members who have the expertise in that course subject. Mr. Johnson would like to make this an agenda item at our next meeting for more discussion. Committee approved.

**5) DE regular effective contact:** Mr. Johnson distributed this document out to the committee members at a previous meeting. Our task is to develop some type of guidelines as to what we are calling effective contact for Distance Education and it should be district wide. Mr. Johnson will look into what exactly our committee must develop and update us at the next meeting.

**H. Announcements: NONE**

**I. Other Business-Open Hearing: NONE**

**Next Meeting: Tuesday, May 28<sup>th</sup>, 2013 \*\* Meeting adjourned at 3:35 p.m.**

**Administrative Co-Chair: Dr. Diane Dieckmeyer**

**Faculty Co-Chair: Brian Johnson**

**Secretary: Nicole C. Ramirez**

**NORCO COLLEGE**  
**CURRICULUM COMMITTEE MINUTES**  
May 28, 2013 - 2:00 pm  
ST 107

Brian Johnson chaired the meeting.

**Members Present:**

Brian Johnson.....Math and Sciences  
Nicole C. Ramirez.....Office of the Dean of Instruction  
Vivian Harris.....Library  
Dr. Diane Dieckmeyer.....Vice President of Academic Affairs  
Dr. Monica Green.....Vice President of Student Services  
Dr. Carol Farrar.....Dean of Instruction  
Mitzi Sloniger.....Communications  
Nicholas Franco.....Social and Behavioral Sciences  
Judy Perry .....Business, Engineering & Information Technologies  
Dr. Dominique Hitchcock.....Arts, Humanities, World Languages  
Dr. Khalil Andacheh.....Social and Behavioral Sciences

**Members Absent:**

Dr. Sharon Crasnow.....Arts, Humanities, World Languages  
Dr. Monica Gutierrez.....Math and Sciences  
Anthony Lombardo.....ASNC  
Rex Beck.....Business, Engineering & Information Technologies  
Patti Brusca.....Matriculation

**Guests:**

Kevin Fleming – Dean of Instruction, Career & Technical Education

**A.** Meeting called to order at 2:10 pm

**B.** Motion to approve May 28, 2013 agenda – M/S/C: D. Hitchcock / J. Perry  
Correction: Action Items, strike out D1 Distance Education again. No action to be taken. Abstained: Khalil Andacheh, Judy Perry. Committee approved.

**C.** Motion to approve May 14, 2013 minutes – M/S/C: V. Harris/ K. Andacheh  
Committee approved.

**D.** Norco Action Items: Norco College Approval Items for 5/28/13

1. Distance Education: NO ACTION TAKEN \* Items a-f were removed again.

- ~~a. SOC-2 American Social Problems (MNR)~~
- ~~b. SOC-3 Social Inequality (NR)~~
- ~~c. SOC-10 Race And Ethnic Relations (MNR)~~
- ~~d. SOC-12 Marriage and Family Relations (MNR)~~
- ~~e. SOC-15 Women In American Society (NR)~~
- ~~f. SOC-20 Introduction To Criminology (MNR)~~

2. New Stand Alone Courses: NONE

3. New Courses: NONE

4. Course Inclusions: NONE

5. Major Course Modifications:

a. **GEG-2 Human Geography (MNR)** Motion to Accept & Review by V. Harris & seconded by J. Perry. **\*\*This motion was APPROVED.**

b. **GEG-3 World Regional Geography (MNR)** Motion to Accept & Review by D. Hitchcock & seconded by J. Perry. **\*\*This motion was APPROVED.**

c. **MAT-1C Calculus III (MNR)** Motion to Accept & Review by J. Perry & seconded by D. Hitchcock. **\*\*This motion was APPROVED.**

d. **MAT-12 Statistics (MNR)** Motion to Accept & Review by D. Hitchcock & seconded by J. Perry. Changed the unit from 3 to 4. Extra topics added. 85% of all community colleges have this course listed at 4 units. Suggestion to spend less time on some topics to fit in the other topics. Strong reservation in from committee to increase the unit by 1. Needs to be examined more closely on the degrees it impacts and the financial costs to the students. **\*\*This motion was DENIED.**

e. **ENG-8 Introduction to Mythology (MNR) \*\*Norco Only\*\*** Motion to Accept & Review by J. Perry & seconded by D. Hitchcock. **\*\*This motion was APPROVED.**

f. **HUM-8 Introduction to Mythology (MNR) \*\* Norco Only \*\*** Motion to Accept & Review by J. Perry & seconded by D. Hitchcock. **\*\*This motion was APPROVED.**

g. **ENG-23 The Bible as Literature (MNR) \*\*Norco Only\*\*** Motion to Accept & Review by V. Harris & seconded by M. Sloniger. **\*\*This motion was APPROVED.**

h. **HUM-23 The Bible as Literature (MNR) \*\*Norco Only\*\*** Motion to Accept & Review by V. Harris & seconded by M. Sloniger. **\*\*This motion was APPROVED.**

i. ~~**HUM-35 Philosophy of Religion (MNR) \*\*Norco Only\*\***~~ **REMOVED. TOPICS NEED REVISIONS.**

j. ~~**PHI-35 Philosophy of Religion (MNR) \*\*Norco Only\*\***~~ **REMOVED. TOPICS NEED REVISIONS.**

k. **PHY-4A Mechanics (MNR)** Motion to Accept & Review by M. Sloniger & seconded by V. Harris. **\*\*This motion was APPROVED.**

l. **PHY-4B Electricity and Magnetism (MNR)** Motion to Accept & Review by M. Sloniger & seconded by V. Harris. **\*\*This motion was APPROVED.**

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**

11. **Deletion of Certificates/Degrees: NONE**

**E: Information Items:**

1. **Distance Education: NONE**

2. **New Stand Alone Courses:**

a. **KIN-V92 Weight Training, Varsity Athletes (R)**

3. **New Courses: NONE**

4. **Course Inclusions: NONE**

5. **Major Course Modifications: NONE**

- 6. **Course Deletions: NONE**
- 7. **Course Exclusions: NONE**
- 8. **New State Approved Certificate/Programs: NONE**
- 9. **New Locally-Approved Certificate: NONE**
- 10. **Modification to State/Locally approved Certificate/Degree:**
  - a. **Automotive Technology-Ford Specialty (R)**
  - b. **Automotive Technology- General Motors (R)**
- 11. **Deletion of Certificates/Degrees: NONE**

**G. Discussion / Information items:**

**1. AP documents:** The committee recommendations were brought to the District committee and the following was the results:

**4225:** No changes were made to that document.

**4227:** Struck out course repetition and 'higher' in the course language. No other changes.

**4229:** No changes

**4260:** It is not complete due to multiple changes that are needed to be made. The role of the articulation officer was questionable and might be taken out. Current method lists that it must be approved by all disciplines involved. So does that mean all three colleges of all three disciplines unanimous agree or the majority? Language needs to be clearer.

Please submit your recommendations on how to fix these issues to Brian Johnson so he can forward them to the District. Mr. Johnson's opinion is that the departments should have the power to approve, not the disciplines. Mr. Johnson will take these concerns back to the District for further discussion.

**2. Curriculum committee reps as co-contributors:** Mr. Johnson would like to add this to the District agenda and will speak more about this to Toni Van Buhler on this.

**3. DE regular effective contact:** No recommendation was given to Mr. Johnson. This is just a guideline, not a policy. It is unclear if our committee is in charge or is it the Distance Education Committee. Mr. Johnson is still not clear on what direction our committee has on this.

**4. FLEX day curriculum training:** There will be a training opportunity on August 28<sup>th</sup> that Mr. Johnson will be presenting and suggested our committee to try to attend it.



**H. Announcements: NONE**

**I. Other Business-Open Hearing: NONE**

**Next Meeting: Tuesday, September 10<sup>th</sup>, 2013 \*\* Meeting adjourned at**

**3:25 p.m.**

**Administrative Co-Chair: Dr. Diane Dieckmeyer**

**Faculty Co-Chair: Brian Johnson**

**Secretary: Nicole C. Ramirez**