

RIVERSIDE CURRICULUM COMMITTEE MINUTES

September 9, 2008 – 3:00pm

Riverside – DL 409

Members Present

Amanda Brown	Mathematics	Jerry Forlenza	History/Philosophy
Linda Braiman	Library		Humanities/Ethnic Studies
Greg Burchett	Life Science	Nancy Gall	Photography
James Cheney	Physical Science	Mark Haines	Performing Arts
Richard Davin	Behavioral Science	John Seniguar	Cosmetology
Les Dean	Economics/Geography/Political Science	Rachel Stone	World Languages/ASL
Tammy DiBenedetto	English	Sandy Torre	Business Administration/ Information Systems
Kathy Farris	Physical Education	Rhonda Taube	Art
Mary Flyr	Early Childhood Education	Patricia Tutor	Nursing Education
		Elizabeth Yglecias	Counseling

Members Absent

Dan Bernier Chemistry

Guests

Monica Green
Chip Herzig
Richard Mahon
Marilyn Martinez-Flores
Carolyn Quin
Mary Ryder
Patrick Schwerdtfeger
Ron Vito

Les Dean chaired the meeting.

Meeting commenced: 3:05pm

A. Minutes of the Previous Meeting

Since this is the first meeting of the Riverside Curriculum Committee, there are no minutes to review. Les Dean will bring minutes from the last District Curriculum Committee meeting for review at our next meeting.

B. Introductions

C. Curriculum Committee Structure

Richard Mahon nominated Les Dean as the Riverside Curriculum Committee Chair. MSC Gall/Farris. The motion was approved by acclamation. Patrick Schwerdtfeger will co-chair.

D. Stand Alone Course Approval Training/Les Dean

Les Dean administered the training in that allows for local approval of Stand Alone Credit Courses.

E. Curricunet Training/Chip Herzig

We are working on getting agendas that will be automatically updated as courses come to the committee after going through the approval process. The agendas will be sent out via e-mail and can also be viewed through Curricunet.

Chip gave a brief overview of how to check the status of courses going through the approval process:

Origination

District Discipline Consultation

Faculty review and approve the course to move forward. Department meeting minutes can now be attached to this section showing approval of the course.

Originator Hold/Push

Once the originating discipline approves the course, the course is sent out via e-mail to the disciplines of the surrounding campuses. Each faculty member should respond with their feedback on Curricunet. The question was raised whether this section can hold up the process of approval due to lack of response. The answer is no, the course can move forward once it has been approved by the department.

District Articulation Officer

District Library Resource Review

Technical Review Committee

District Academic Affairs

Technical Review Committee Chair

If the course is approved through the Technical Review Committee, it will be placed on the agenda for the Riverside Curriculum Committee. If it is not approved the course will go back to the originator for editing. Once edited, the course will go back through the approval process.

Meeting adjourned: 4:04pm

Next Meeting: September 23, 2008
3:00pm

Les Dean – Chair

Patrick Schwerdtfeger – Co-Chair

Denise Terrazas – Secretary

RIVERSIDE CURRICULUM COMMITTEE MINUTES
September 23, 2008 – 3:00-4:00pm
Riverside – DL 409

Members Present

Amanda Brown	Mathematics
Linda Braiman	Library
Greg Burchett	Life Science
Richard Davin	Behavioral Science
Les Dean	Economics/Geography
	Political Science
Kathy Farris	Physical Education
Tammy DiBenedetto	English
Mary Flyr	Early Childhood Education

Members Present

Jerry Forlenza	History/Philosophy/Humanities
Nancy Gall	Photography
Mark Haines	Performing Arts
Rachel Stone	World Languages/ASL
Sandy Torre	Business Administration
	Information Systems
Rhonda Taube	Art
Patricia Tutor	Nursing Education
Elizabeth Yglecias	Counseling

Members Absent

Dan Bernier	Chemistry
James Cheney	Physical Science
John Seniguar	Cosmetology

Guests

Chip Herzig
Carolyn Quin
Mary Ryder
Patrick Schwerdtfeger
Ron Vito

Les Dean chaired the meeting.
Meeting commenced: 3:05pm

A. Minutes of the Previous District Meeting

Carolyn Quin would like to be added to the minutes as a guest in attendance at this meeting. MSC Farris/Torre (Committee unanimous) to approve the District Minutes of May 27, 2008.

B. Approval of Previous Riverside Curriculum Committee Meeting Minutes

Elizabeth Yglecias would like the spelling of her last name corrected. MSC Farris/Burchett (Committee unanimous) to approve the Riverside Curriculum Committee Minutes of September 9, 2008.

C. Training

Les Dean distributed to each member a disk of recommendations and Curriculum Reference Guide he received from the 2008 Curriculum Institute. Les demonstrated where to find information using this document and asked members to review the folder relating to CORS.

Patricia Tutor raised a question about the new assignment section recently added to the course outline in Curricunet and how it will affect the approval process. All sections must be filled in before a course can move forward to be approved. Chip suggested when inputting assignments in the course outline that it does not have to be specific but must show a relation.

Question: Does amendment to the language of a course description require the course to go through the entire approval process again? The answer, yes. All changes to approved courses must be reviewed and approved through the Curricunet system.

D. Curricunet Training/Chip Herzig

Chip reviewed the approval process in Curricunet by showing courses that are currently in the system for approval:

It was reiterated that discipline minutes must be attached to the course in Curricunet showing that the course was presented at a discipline meeting. The Facilitator should be the one to approve the course to move to the next step in Curricunet. The next step, Department Chair, also requires that the Department minutes be attached showing that the course was presented in a Department Meeting, the Department Chair should then approve the course in Curricunet. The charge of the Discipline and the Department is to determine if this course makes sense for a community college. The course then goes on to Tech Review for approval.

Greg Burchett pointed out the visual feature on Curricunet that will show where the course is by using a chart that includes the dates each stage was approved. This feature provides a quick look at where the course is and how many more steps remain in the approval process.

There was discussion as to why the discipline approval is so important to the process of curriculum; as well as the difference between district courses and courses that are campus specific. The main objective is to have all district/general/CORE courses be the same campus to campus but also to offer courses that are campus specific to meet the needs of community. This is also needed in order to meet the requirements of accreditation.

Co-Contributors

Chip strongly recommends that committee members be co-contributors on all courses entering the approval process in Curricunet, the reasoning for this is committee members have had the most training on the system and are current on all of the new features and/or changes. The co-contributor feature is also a new feature; Chip showed everyone where to find it.

Distance Education

Chip discussed distance education as another addition to Curricunet; however, the delivery methods will be changed. For the time being use the 100% online feature. The reason for the change is the course does not have to be labeled one specific type of online course. If a course is submitted for online approval; the requestor must justify the loss of face time as it pertains to Title V regulations. The objective for gaining approval to offer a course online should be to obtain course approval for online in order to have the flexibility to offer it in all possible forms of an online course.

Richard Davin asked if a course must be an active course in order to add the distance education and it does. It is also recommended to make changes to the course content and to have a course approved for distance education at different times.

DSPS

DSPS compliance is a federal law. Chip displayed the location of the box in Curricunet which shows that the originator must have made contact and or have made an appointment with Brian Brautigam from DSPS. A suggestion was made to change the wording in Curricunet from DSPS Approval to DSPS Contact since the word approval is misleading as the system automatically assigns approval once an appointment has been made with Brian. Les stated that Brian should be used a resource when building courses to meet the needs of disabled students.

Patricia Tutor inquired whether an accredited advisory committee could be added to Curricunet. Chip responded, yes it can.

Changes to Curricunet

Richard Davin asked about non-substantive changes (i.e. spelling errors). How are those types of changes made without having the course go through the entire approval process again? Chip can correct a spelling error on his end. Will everyone know to call Chip to make a non-substantive change to a course? At this time, there is no such thing as an incidental change; in this early stage the committee is taking a conservative approach. Changes cannot be made by the originator once the course has been approved by the discipline facilitator.

Meeting adjourned: 4:00pm

Next Meeting: October 14, 2008
3:00pm

Les Dean – Chair
Patrick Schwerdtfeger – Co-Chair
Denise Terrazas – Secretary

RIVERSIDE CURRICULUM COMMITTEE MINUTES
October 14, 2008 3:00-4:00pm
Riverside – DL 409

Members Present

Dan Bernier	Chemistry
Amanda Brown	Mathematics
Linda Braiman	Library
Greg Burchett	Life Science
Richard Davin	Behavioral Science
Les Dean	Economics/Geography
	Political Science
Kathy Farris	Physical Education
Tammy DiBenedetto	English
Mary Flyr	Early Childhood
	Education

Members Present

Jerry Forlenza	History/Philosophy/Humanities
Nancy Gall	Photography
Mark Haines	Performing Arts
John Seniguar	Cosmetology
Rachel Stone	World Languages/ASL
Sandy Torre	Business Administration/ Information Systems
Rhonda Taube	Art
Patricia Tutor	Nursing Education
Elizabeth Yglecias	Counseling

Members Absent

James Cheney	Physical Science
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Guests

Judy Haugh
Chip Herzig
Richard Mahon
Virginia McKee-Leone
Marilyn Martinez-Flores
Cynthia Morrill
Carolyn Quin
Mary Ryder
Patrick Schwerdtfeger
Sylvia Thomas
Ron Vito

Les Dean chaired the meeting.
Meeting commenced: 3:06pm

A. Minutes of the Previous District Meeting

(MSC) Torre/Brown – Approve minutes of September 23, 2008 (Committee Unanimous)

B. New Program/AA Degree/Film Studies

(MSC) Brown/Haines – Approval AA Degree/Film Studies Program
Approved by acclamation - Committee (unanimous)

Cynthia Morrill described this program as a tangible program of study that gives students recognition for gaining critical and historical knowledge of films studies.

The main question/concern was raised about advertising this program as a transferrable AA degree. The degree itself will not transfer however all of the courses are transferable.

Cynthia researched successful film studies programs at other community colleges to see how courses can/will transfer. The courses in this program meet the maximum requirements for transfer at UCR and Cal State San Bernardino.

C. Training/Chip Herzig

Chip briefly reviewed the SLO rank grid and where to locate key courses.

D. Other

Mark Haines had a question with regard to the Hip Hop course up for approval next meeting concerning the assignments section. When referring to the CORE Reference Guide pg. 33 the example has given an assignment for each of the SLO's. According the Title V, performance classes do not have to list assignments for each SLO but can provide examples instead. This discussion was tabled for the next meeting.

Meeting adjourned: 4:00pm

Next Meeting: October 28, 2008
DLLRC 409
3:00pm

Les Dean – Chair
Patrick Schwerdtfeger – Co-Chair
Denise Terrazas – Secretary

RIVERSIDE CURRICULUM COMMITTEE MINUTES
October 28, 2008 3:00-4:00pm
 Riverside – DL 409

Members Present

Amanda Brown	Mathematics
Linda Braiman	Library
Greg Burchett	Life Science
James Cheney	Physical Science
Richard Davin	Behavioral Science
Les Dean	Economics/Geography
	Political Science
Kathy Farris	Physical Education
Tammy DiBenedetto	English
Mary Flyr	Early Childhood
	Education

Members Present

Jerry Forlenza	History/Philosophy/Humanities
Nancy Gall	Photography
Mark Haines	Performing Arts
John Seniguar	Cosmetology
Rachel Stone	World Languages/ASL
Sandy Torre	Business Administration/ Information Systems
Patricia Tutor	Nursing Education
Elizabeth Yglecias	Counseling

Members Absent

Dan Bernier	Chemistry
Rhonda Taube	Art

Guests

Carolyn Quin
 Cecile Ruben
 Sylvia Thomas

Resource to the Committee

Judy Haugh
 Chip Herzig
 Marilyn Martinez-Flores
 Mary Ryder

Les Dean chaired the meeting.
 Meeting commenced: 3:06pm

A. Minutes of the Previous District Meeting

(MSC) Davin/Torre – Approve minutes of October 14, 2008 (Committee Unanimous)

B. New Course/Hip Hop D31

(MSC) Brown/Farris – Approval of new course/Hip Hop D31
 Approved by acclamation - Committee (Unanimous)

Mark Haines presented this 1 unit elective course to the committee. This is a popular course that will bring more students to the dance department.

The issue of whether each SLO should have an assignment is still on the table. It was determined by the committee that the District needs to make a determination regarding interpretation of Title V as it pertains to performance courses for the city colleges to abide by.

Richard Davin expressed a concern with regard to the language in the CORs, specifically the methods of evaluation and the methods of instruction. Richard suggests that the language being used is prescribing and directly impedes an instructors' right to teach using their best

methods as well as a students' expected learning outcome. It was argued that since the instructors who are creating the courses are building the course based on best practices that this should not be an issue. However, there are two different entities at work, the Chancellor's Office and the Accreditation Commission, both have different requirements and sometimes they conflict.

Another point of concern is the amount of time the courses are taking to complete the approval process. Courses are being held up by lack of attention on the part of the Discipline Facilitators and originating Department Chairs. The question was raised whether a time-out system should be put in place to allow a course to proceed through this section if has not been reviewed in a reasonable amount of time.

Les Dean will bring these questions to the District meeting for discussion and clarification.

C. Training/Chip Herzig

Chip reviewed the approval process showing the correct method for Discipline Facilitators to approve courses to move to the next step.

D. Other

Meeting adjourned: 4:00pm

Next Meeting: November 11, 2008
DLLRC 409
3:00pm

Les Dean – Chair
Denise Terrazas – Secretary

RIVERSIDE CURRICULUM COMMITTEE MINUTES
November 11, 2008, 2008 3:00-4:00pm
 Riverside – DL 409

Members Present

Amanda Brown	Mathematics
Linda Braiman	Library
Greg Burchett	Life Science
James Cheney	Physical Science
Richard Davin	Behavioral Science
Les Dean	Economics/Geography Political Science
Tammy DiBenedetto	English
Kathy Farris	Physical Education
Mary Flyr	Early Childhood Education

Members Present

Jerry Forlenza	History/Philosophy/Humanities
Nancy Gall	Photography
Mark Haines	Performing Arts
Chip Herzig	Business Administration/ Information Systems
John Seniguar	Cosmetology
Rachel Stone	World Languages/ASL
Rhonda Taube	Art
Patricia Tutor	Nursing Education
Elizabeth Yglecias	Counseling

Members Absent

Dan Bernier	Chemistry
Sandy Torre	Business Administration/ Information Systems

Guests

Ron Vito

Resource to the Committee

Patrick Schwerdtfeger

Les Dean chaired the meeting.
 Meeting commenced: 3:11pm

A. Minutes of the Previous District Meeting

(MS) Gall/Haines– Approve minutes of October 28, 2008. Mark Haines inquired about the discussion in this meeting on the language of the course content (MSC) Tutor/Burchett to post-pone approval of minutes to the next meeting. (Committee unanimous)

B. Training

Les Dean - We are expecting several items up for review at the next Curriculum Committee Meeting. Committee members should expect to receive notification e-mails from CurricuNET once a course has reached this review stage. Everyone was encouraged to check their approval listing to make sure they are correct. If a change to the approval function is required, please notify Chip. Once a message is received members must check all of the places that you have the authority. Using the filter can also help when searching for approvals.

The question of time-outs was raised once again. There is no time out in place at this time for departments at Norco and Moreno Valley to review curriculum however the system does have a feature to assign a number of days to review before moving on to the next step. It was suggested that the originator is responsible for keeping track of where their course is in the approval process.

Nancy Gall asked if the issue with the Culinary certificate program has been resolved which was allowing a course to be added to the certificate. The system is not yet set up to recognize certificate approvals.

Greg Burchett made a suggestion, prior to launching a course, ask to attend the Tech Review meeting to get advice on how launch the course. If you would like to be added to the agenda please call Chip. Dates for all Tech Review meetings can be found on CurricUNET.

Richard Davin asked why Tech Review is reviewing and holding up a program when the Tech Review committee did not exist in the old approval process. Tech Review does not stop a program it simply passes it to the Curriculum Committee to approve or disapprove.

Patricia Tutor asked about reading and writing assignments in reference to the Nursing program. Every semester Nursing reviews their assignments for possible updates; will courses be required to be put back through system for approval? It was recommended to list types or examples of assignments. Since this is a new component it was also recommended to, at each comprehensive review, which is every two years, update the assignments. Since this is an accreditation issue a course outline should be submitted to the students each semester. The COR should go through CurricUNET every 4 years regardless.

Curriculum Process Agreement

Les Dean handed out the Appendix H. This process will be implemented once Board approval has been obtained. There are two different flows; college and district, both require discipline and department vote. Les explained the modifications to this document and the adjudication process. This will be presented to Senate at their meeting next week, will have representation there next week to be available for Q&A, please review it and forward your comments to Les.

Ron Vito - There is one change on 4A fix typo IV A (Occupational Contact) not contract.

Next Meeting: December 9, 2008
DLLRC 409
3:00pm

Les Dean – Chair
Patrick Schwerdtfeger – Co-Chair
Denise Terrazas – Secretary

RIVERSIDE CURRICULUM COMMITTEE MINUTES
November 25, 2008, 2008 3:00-4:00pm
Riverside – DL 409

Members Present

Dan Bernier	Chemistry
Amanda Brown	Mathematics
Linda Braiman	Library
Greg Burchett	Life Science
James Cheney	Physical Science
Richard Davin	Behavioral Science
Les Dean	Economics/Geography
	Political Science
Tammy DiBenedetto	English
Kathy Farris	Physical Education

Members Absent

Les Dean	Economics/Geography
	Political Science
Mark Haines	Performing Arts

Members Present

Mary Flyr	Early Childhood Education
Jerry Forlenza	History/Philosophy/Humanities
Nancy Gall	Photography
John Seniguar	Cosmetology
Rachel Stone	World Languages/ASL
Rhonda Taube	Art
Sandy Torre	Business Administration/ Information Systems
	Nursing Education
	Counseling

Guests

Rebecca Kessler
Cecile Ruben

Resource to the Committee

Chip Herzig

Chip Herzig chaired the meeting.
Meeting commenced: 3:07pm

A. Minutes – October 28, 2008/November 11, 2008

MSC (Davin/Torre) to approve the minutes of October 28, 2008 and November 11, 2008
(Committee Unanimous)

B. Distance Education

Chip Herzig reviewed for the committee where to find the Distance Education justification in CurricUNET. The committee is not critiquing the course for distance education; we are only approving the course for distance education.

The following proposals for Distance Education were approved by consent:

- 1. ACC-65 Computerized Accounting – Hybrid and Online Formats**
- 2. ENG-39 – Screenwriting II – Hybrid and Online Formats**
- 3. ADJ-2-Principles and Procedures of the Justice System – Hybrid and Online Formats**

(MSC Farris/Davin) to approve B-1, 2, 3 for Distance Education. (Committee Unanimous)

C. New Courses

1. SOC-50 – Introduction to Social Research Methods

This course is being proposed in order to introduce Sociology students to the techniques of scientific research at the earliest opportunity in their academic pursuits.

(MSC Tutor/Torre) to approve SOC 50-Introduction to Social Research Methods as a new course (Committee Unanimous)

Discussion: How is this course going to affect the transferability requirements of SOC 49? SOC 50 will replace SOC 49 we will do away with SOC 49 because we don't have the resources to teach it. Linda Braiman did not receive this course through CurricUNET. Since SOC 50 is a district course we already have resources; the library should already be equipped. Chip noted how this COR links each SLO to General Ed component, to avoid universities questioning the courses' transferability due to missing critical thinking components. Chip recommends doing this for every course. There is an option in CurricUNET to list all General Ed or to exclude the list and attached the specific General Ed requirement to each SLO as was done in the course.

D. Course Revisions

1. COS-801 – Level VI Cosmetology Concepts

(MSC Farris/Taube) to approve COS-801 Course Revision (Committee Unanimous)
Discussion: The course description and number of hours have been revised to more accurately meet the student's need for additional lab hours to fulfill the state licensing requirement. Lecture has to be omitted from the 800 series; this directive comes from the State Chancellor's office. 60E1 and 60E2 we don't know how to add an either/or component yet.

2. BIO-17 – Human Biology

(MSC Brown/Burchett) to approve BIO-17 Human Biology Course Revision (Committee Unanimous). The course has been revised to separate the lecture topics from the lab activities per recommendation from IGETC and CSU General Ed Committee. A lab manual was also included. This was reviewed last year, lecture vs. lab.

Training

There is now a time frame for discipline review the discipline has 10 days to review and comment. Once the discipline has completed this the facilitator has 15 days to review. The facilitator will receive an e-mail each day after 15 days notifying them to pass the course through. The discipline can comment even after the course has passed the discipline approval for up to 10 days. When the course is in a hold pattern the coordinator will have the ability to edit (minor) if there are major edits the course will go back through the process. Chip or the discipline facilitator has the ability to put the course in hold as well.

Patricia Tutor inquired whether a decision was made about the Film Studies for Riverside Campus (as it is currently a district course). Anyone can offer the course whether they should or not, however if the campus is not equipped to offer the course then it should not. Programs such as CISCO, ex COS are for Riverside, they must have the resources to do it.

Appendix H

Norco approved as is, Moreno Valley wanted a better definition of the adjudication process. Tammy DiBenedetto expressed a concern regarding using terms that are not clearly defined; terms should be defined so that everyone is of the same understanding. We need to hear from everyone please submit your comments to Les regarding Appendix.

E. Information Items

1. The Tech Review committee voted to amend the CurricUNET workflow for SCE courses to include the District Committee in the approval process. SCE course proposals will proceed from Tech Review to the College Curriculum Committee as an information item, then on to District Curriculum Committee.
2. FIT-E3C- First Responder Medical/EMT 1A Upgrade Program (Information Item Only – Moreno Valley Votes)
3. FIT-S18 – Fire Department Water Tender Operations (Information Item Only – Moreno Valley Votes)
4. FIT-S1D – Basic Fire Engine Operation (Information Item Only – Moreno Valley Votes)
These FIT courses are recommended for deletion because there is no foreseeable demand for enrollment.

Next Meeting: December 9, 2008

Adjourned 4:05pm

**RIVERSIDE CITY COLLEGE
CURRICULUM COMMITTEE MINUTES**

December 9, 2008, 3:00PM
DLLRC 409

Members Present

Amanda Brown	Mathematics
Linda Braiman	Library
Greg Burchett	Life Science
Richard Davin	Behavior Science
Les Dean	Economics/Geography Political Science
Tammy DiBenedetto	English
Kathy Farris	Physical Education
Mary Flyr	Early Childhood Education
Jerry Forlenza	History/Philosophy/Humanities
Nancy Gall	Photography
Mark Haines	Performing Arts
John Seniguar	Cosmetology
Rachel Stone	World Languages/ASL
Rhonda Taube	Art
Sandy Torre	Business Administration/ Information Systems
Patricia Tutor	Nursing

Members Absent

Dan Bernier	Chemistry
James Cheney	Physical Science
Elizabeth Yglecias	Counseling

Resources to the Committee

Chip Herzig
Judy Haugh

Guests

Cecile Rubin

Les Dean Chaired the Meeting
Meeting called to order: 3:05pm

A. Minutes – November 25, 2008

MSC to approved minutes of the November 25, 2008 Meeting (Davin/Farris)
(Committee Unanimous) (1 abstention/Haines)

B. Distance Education MSC (Torre/DiBenedetto)

Les Dean informed the committee that Brian has reviewed these three courses.
(Committee Unanimous)

1. ECO-8 Microeconomics – Online Format
2. GEG-1 Physical Geography – Hybrid Format
3. GEG-1L Physical Geography Lab – Hybrid Format

C. New Courses**1. ART-19 Experimental Drawing MSC (Torre/Haines)**

This course will provide RSA students with the opportunity to expand and explore the creative aspects of their work, and is intended as a successor course to ART-17. The course as presented contains some minor formatting errors, however Chip will fix these. It was noted that Rhonda Taube did not create the course she initiated the course in CurricUNET for another faculty member in order to get it approved in time to be included in the catalog. **(Committee Unanimous)**

2. BIO-15 Soil Science and Management Laboratory MSC(Burchett/Farris)

This course is the lab component to BIO-14, and will give students the field experience needed to assess field applications of soil science and management. Greg Burchett reported on a USDA grant received last year to offer a course in soils, the lecture portion was completed last year however USDA asked for the lab to be separate. It's basically ready to go; it's possible that 20,000 students will have to take this course which will be a job requirement for USDA. We have four soil scientists in Riverside, to teach three sections each. There is a nationwide base for this, the kits are provided by the USDA. This course is intended to be an online course. **(Committee Unanimous)**

3. PHP-V05 Baseball, Varsity, Men**4. PHP-V07 Golf, Varsity, Men****5. PHP-V09 Swimming and Diving, Varsity Men****6. PHP-V10 Soccer, Varsity Men****7. PHP-V11 Pep Squad, Varsity, Men and Women****8. PHP-V19 Swimming and Diving, Varsity, Women****9. PHP-V23 Water Polo, Varsity, Men****10. PHP-V24 Water Polo, Varsity, Women****11. PHP-V25 Soccer, Varsity, Women****MSC (Farris/Tutor) (C3-11)**

The discipline has completed Program Review, and was instructed to combine the A & B varsity courses into one comprehensive course for each varsity activity. Previously A and B denoted the first and second year of competition. The varsity courses may be taken four times only if the student-athlete meets strict eligibility rules. Total units are (2.00) Kathy also had to change the AA degree part because the areas of emphasis have changed. Hours are more than usual to include practices. **(Committee Unanimous)**

12. REA-4 Critical Reading as Critical Thinking MSC (DiBenedetto/Davin)

This course will provide students with another option to satisfy the critical thinking requirement at the California State University. In addition, by providing a transfer course in reading, many students who need to improve their reading skills may be more likely to enroll.

Tammy DiBenedetto - this is a course that offers another avenue to fulfill the critical thinking requirement with an emphasis more on the practice of reading. This course will provide more strategies of reading critically. There is no prerequisite for this class.

Judy Haugh suggested it was a bold statement to indicate this course will it meet the requirement for critical thinking; with no pre-requisite it puts them at a disadvantage. However the course description does not state that it will satisfy the critical thinking requirement for Cal State. **(Committee Unanimous)**

13. SOC-17 Introduction to Public Mental Health MSC (Torre/Haines)

This course is designed for individuals interested in exploring careers in public mental health as well as for individuals working in the broader areas of human services and rehabilitation.

Richard Davin agreed to approve provided this is just the first step in providing this course will not stand all alone but will build a more comprehensive program geared towards human services/social services. Richard would like to see this program grow here to suit Riverside pulling sociology/psychology together. This is designed for public social services area and will eventually become a certificate program. However after reading the reviews Linda Braiman is concerned about the textbook selection which is geared toward a higher group. The committee recommends selecting a different book for this course.

(Committee Unanimous)

D. Course Revisions MSC (Torre/Davin) (D1-4)

This revision is due to a change in the name of the software. The software functions are the same; it just has a different name.

1. CAT-76A Website Creation using Microsoft FrontPage
2. CIS-76A Website Creation using Microsoft FrontPage

Microsoft has discontinued Microsoft FrontPage and replaced it with Expressions Web as their web site creation and design tool. These courses have also been revised to include more comprehensive student learning outcomes, methods of instruction and methods of evaluation, as well as expanded topics.

3. CIS-72A Introduction to Web Page Creation
4. CIS-72B Intermediate Web Page Creation Using Cascading Style Sheets (CSS)

These courses are cross-listed with CAT. However, they are more programming-oriented whereas CAT is application-oriented. The department/discipline is removing the cross-listing and deleting the CAT courses

(Committee Unanimous) (D1-4)

Course Revisions cont.**MSC (DiBenedetto/Torre) (D5-7)**

- 5. COS-801 Level VI Cosmetology Concepts
- 6. COS-811 Cosmetology Teacher Training
- 7. COS-812 Esthetician

The state has requested these courses to be revised to more accurately reflect course purpose; and to provide comprehensive student learning outcomes, methods of evaluation, methods of instruction and expanded topics. In addition, the prerequisite for COS-801 was corrected from COS-60A to COS-60E or COS-60E2.

(Committee Unanimous) (D5-7)**MSC (Farris/Torre) (D8-24)**

- 8. PHP-10 Introduction to Physical Education
- 9. PHP-16 Introduction to Athletic Training
- 10. PHP-21 Athletic Training Applications
- 11. PHP-27 Football Theory
- 12. PHP-29 Soccer Theory
- 13. PHP-30 First Aid and CPR
- 14. PHP-35 Fitness and Wellness
- 15. PHP-36 Wellness: Lifestyle Choices
- 16. PHP-A11 Tennis, Beginning
- 17. PHP-A12 Tennis, Intermediate
- 18. PHP-A13 Tennis, Advanced
- 19. PHP-A20 Golf, Beginning
- 20. PHP-A21 Golf, Intermediate
- 21. PHP-A52 Fastpitch Fund: Offensive
- 22. PHP-A53 Fastpitch Fund: Defensive
- 23. PHP-A54 Fast Pitch Softball
- 24. PHP-A75 Walking for Fitness

The discipline is undergoing Program Review. As a result, these courses have been revised to include more comprehensive student learning outcomes, methods of instruction and methods of evaluation, as well as expanding the topics.

(Committee Unanimous) (D8-24)**E. Course Deletions (Deleted by consensus) (E1-22)**

- 1. CAT-72A Introduction to Web Page Creation
- 2. CAT-72B Intermediate Web Page Creation Using Cascading Style Sheets (CSS)

These courses are cross-listed with CIS. However, they are more application-oriented whereas CIS is programming-oriented. The department/discipline is removing the cross-listing and deleting the CAT courses.

3. PHP-A35 Ski Conditioning

This course is being deleted in response to lack of student interest, as well as safety and liability concerns.

4. PHP-A79 In-Line Skating

This course is being deleted because there hasn't been student demand for it in three years due to lack of popularity and a safe outdoor skating environment.

- 5. PHP-V05A Baseball, Varsity, Men
- 6. PHP-V05B Baseball, Varsity, Men
- 7. PHP-V07A Golf, Varsity, Men
- 8. PHP-V07B Golf, Varsity, Men
- 9. PHP-V09A Swimming and Diving, Varsity, Men
- 10. PHP-V09B Swimming and Diving, Varsity, Men
- 11. PHP-V10A Soccer, Varsity, Men
- 12. PHP-V10B Soccer, Varsity, Men
- 13. PHP-V11A Pep Squad, Varsity, Men/Women
- 14. PHP-V11B Pep Squad, Varsity, Men/Women
- 15. PHP-V19A Swimming and Diving, Varsity, Women
- 16. PHP-V19B Swimming and Diving, Varsity, Women
- 17. PHP-V23A Water Polo, Varsity, Men
- 18. PHP-V23B Water Polo, Varsity, Men
- 19. PHP-V24A Water Polo, Varsity, Women
- 20. PHP-V24B Water Polo, Varsity, Women
- 21. PHP-V25A Soccer, Varsity, Women
- 22. PHP-V25B Soccer, Varsity, Women

These courses are being deleted in response to a program review directive. The discipline was instructed to combine the A & B varsity courses into one course for each varsity activity. The courses have also been updated as a result of Program Review to include more comprehensive student learning outcomes, methods of instruction and methods of evaluation. In addition, the topics have also been expanded.

F. Programs/Certificates

Curriculum Committee is here to discuss, this is a place where the certificate should be represented, to answer all of the questions. We do not want to get involved in protracted discussions on things have already been discussed.

- 1. International Business Certificate Program - This new certificate/program provides individuals with an opportunity to study Int'l Business with more focused set of courses pertaining directly to International Business. In addition to Principles of International Business as the requirement, the electives include specific Int'l

business topics, such as Import Export, International Marketing, International Management and Entrepreneurship.

This is a local certificate it is being presented as a state certificate there is nothing to look at **(withdrawn from consideration)**.

2. Office Fast-Track Local Certificate **MSC (Torre/Seniguar)**

This new certificate prepares individuals to provide professional, entry-level skills, using basic business software, vocabulary and grammar fundamentals, and standards of behavior and etiquette in the workplace.

Office Fast Track-is a local certificate there is no workflow behind it; however it must to be entered in to hold it. **(Committee Unanimous)**

3. Victim Services Aide Local Certificate **MSC (Torre/Davin)**

This new certificate is designed to provide the student with the entry level education necessary to pursue professional employment in the nationwide Victim-Witness Advocacy Programs normally contained within the offices of the District Attorney. This is division within every District Attorney's office (a place for victims to be referred and also prep for trials), this will be more interviewing and referral of victims stemming from success of the other two certificate programs at the District Attorney's office. **(Committee Unanimous)**

4. Culinary Arts Certificate Program **MSC F4-8 F9-11 (Torre/Tutor)**

This certificate/program is being revised to include 1 unit of work experience in order to better serve the educational purposes of the Culinary Academy in training its students to meet the current demands of the hospitality industry.

5. Engineering Software Applications Certificate Program

This certificate/program is being revised because ENE-43 and ENE-44 are being deleted due to a lack of student interest. In addition, the title of ENE-42 has been changed to SolidWorks 1 to more accurately reflect that this is an introductory class, and prepares students for a more advanced course, ENE-42B.

6. Industrial Design Local Certificate

This certificate is being revised because the title of ENE-42 has been changed to SolidWorks 1 to more accurately reflect that this is an introductory class, and prepares students for a more advanced course, ENE-42B.

7. Drafting Technology Certificate Program

This certificate/program is being revised because the title of ENE-42 has been changed to SolidWorks 1 to more accurately reflect that this is an introductory class, and prepares students for a more advanced course, ENE-42B.

8. Computer Applications Certificate Program – delete course pending discipline notification and approval) **MSC (Torre/Brown)**

This certificate/program is being revised because the discipline/department is deleting CAT-72A and 72B. In addition, CAT-76A/CIS-76A has a title change to Introduction to Microsoft Expression Web. Microsoft has discontinued Microsoft FrontPage and replaced it with Expressions Web as their web site creation and design tool.

C++/Java/Visual Basic wanted to take away the “or” in the program to make it a requirement which will up the units? To be fully prepared to go out must add this course. It is a program revision, if it is considered a substantive change; we need to ensure good communication with the other committees.

(Committee Unanimous)

9. Web Master Local Certificate

This certificate is being revised because the discipline/department is deleting CAT-72A and 72B.

10. Computer Programming Certificate Program

This certificate/program is being revised because the discipline/department is deleting CAT-72A.

11. E-Commerce Local Certificate

This certificate is being revised because CAT-76A/CIS-76A has a title change to Introduction to Microsoft Expression Web. Microsoft has discontinued Microsoft FrontPage and replaced it with Expressions Web as their web site creation and design tool.

(Committee Unanimous F4-7 F9-11) 1 abstention (Braiman)

G. Information Items

New SCE courses approved by the District Curriculum Committee:

1. SCE-820 Music for Active Seniors
2. SCE-821 Music Therapy for Frail

These courses are being proposed to replace SCE-808A and SCE-808B as per the recommendation from the Chancellor’s office.

SCE course revisions approved by the District Curriculum Committee:

3. SCE-804 Senior Topics
4. SCE-805 Creative Writing for Older Adults
5. SCE-809 Computer Basics for Older Adults
6. SCE-810 Photography for Older Adults
7. SCE-811 Drawing and Painting for Older Adults

- 8. SCE-813 Dynamic Activities for Older Adults
- 9. SCE-814 T'ai-Chi Ch'uan for Older Adults
- 10. SCE-815 Yoga for Older Adults
- 11. SCE-816 Swim and Water Exercise for Older Adults
- 12. SCE-819 Walking for Health for Older Adults
- 13. SCE-830 Mature Driver Improvement
- 14. SCE-833 Health Wellness and Nutrition for Older Adults
- 15. SCE-840 Craft Design for Older Adults
- 16. SCE-842 Needle Arts for Seniors

These courses are being updated to include student learning outcomes and evaluation methods, as well as minor changes to course content.

H. Other Business

What is the role of a curriculum committee representative? Currently curriculum committee representative brings discussion to the table from the faculty of their departments. The issue of who should be inputting new courses and programs into CurricUNET will be addressed at the APC meeting.

It was suggested that it may be appropriate to send out a letter defining the role of the committee and its representatives. Also inviting faculty to training which is useful but more sessions are needed. Chip also makes house calls and can facilitate discipline training.

Adjourned: 4:41pm

**RIVERSIDE CITY COLLEGE
CURRICULUM COMMITTEE MINUTES**

February 24, 2009

3:00-4:00PM

DLLRC 409

Members Present

Cindy Bendshadler	English and Speech Communication
Linda Braiman	Library
Amanda Brown	Mathematics
Richard Davin	Behavioral Science
Les Dean	Economics/Geography
Tammy DiBenedetto	English and Speech Communication
Kathy Farris	Physical Education
Mary Flyr	Early Childhood Education
	Political Science
Jerry Forlenza	History/Philosophy/Humanities
Nancy Gall	Photography
Mark Haines	Performing Arts
John Seniguar	Cosmetology
Rachel Stone	World Languages/ASL
Sandy Torre	Business Administration/ Information Systems
Patricia Tutor	Nursing
Elizabeth Yglecias	Counseling

Members Absent

Dan Bernier	Chemistry
Greg Burchett	Life Science
James Cheney	Physical Science
Rhonda Taube	Art

Resources to the Committee

Chip Herzig
Marilyn Martinez-Flores
Carolyn Quin
Patrick Schwerdtfeger

Guests

Cecile Rubin

Les Dean Chaired the Meeting
Meeting called to order: 3:08pm

MSC to approve the minutes of December 9, 2008 **(Torre/Davin)**

Change the wording in the BIO-15 segment to reflect that Greg Burchett *reported* on the USDA grant received last year.

(Committee Unanimous) 1 abstention (Bendshadler)

- A. Areas of Emphasis– Les informed the committee that Sylvia wants to discuss the AOE's first at the Tech review committee, the AOE's that were sent via e-mail are a little different than in the catalog; some courses have been added. Feel free to compare what was sent to what is in the catalog.

In response to the question on how we go about changing AOE's, (i.e. adding and to and taking away from) Richard Davin proposed suggesting that the discipline determine for themselves where the course should go or where the program fits. If it's a program it goes to APC for review. The originating discipline may not know that the program will fit well with another

program of a different department; there should be a review process to make sure that the program is transparent so that everyone has a chance to review it. The place to do this is at APC, since all departments are represented. The Academic Standards Committee should not be an approval point.

General Education courses

The committee wants to know what the criterion is for general education courses. We have six general education SLOs; Davin suggests that in order for a course to be considered general education it must have critical thinking (first) then one or two of the other SLOs. What we have to do is show how the course is going to address two or more SLOs (currently it's not defined) everyone agreed that it must address critical thinking. No single course must address all six of the general education SLOs.

The issue at hand is how to define General Education status. How would we approve a new course to fit into AOE? These are what we should be looking for while previewing the AOE's. The Academic Standards Committee will be meeting to discuss this issue which is still in the discussion phase.

There are two new AOE's coming from Richard Mahon these AOE's are for AA degrees.

Local and State Certificates

Local Certificates have a certain amount of units assigned which are not to exceed 17 units. Units can be changed in the local certificate and a state approved district discipline. The other changes to certificates should follow the same flow of approval as for a course modification.

There is a misunderstanding about the path of getting a certificate (new) for local and state. Currently the minimum approval time is two years. There needs to be clarification – this is why we are in the process of refining it. After a certificate goes past APC – we are now proposing that the next step be SPC which will snowball out to all the different subcommittees to obtain the required signatures within 30 days. Ideally trying to get certificates approved in 5 months instead of two years.

Substantive Changes vs. Non-substantive Changes

This discussion is on the defining which changes are considered substantive and which are considered non-substantive. Although the committee agreed in general on which category each of these changes fall into; the approval process for which these changes are approved has yet to be decided.

According to the discussion the following was established:

Non-substantive Changes

- Methods of evaluation
- Methods of instruction
- Textbooks
- Assignments
- Additional resources

Approval Process for non-substantive changes:

- Discipline
- Department
- Tech Review

Substantive Changes:

- ✓ Course Description
- ✓ Gen Ed
- ✓ Course Content
- ✓ Course SLO
- ✓ Course Requisites

Approval Process for substantive changes:

- ✓ Discipline
- ✓ Dept
- ✓ MIS
- ✓ Admin
- ✓ Tech Review
- ✓ Curriculum
- ✓ District

Schwerdtfeger – We don't want this to be any more onerous than it already is, there is a stable course and in between the four years (if the textbook changes) why do we need to know. It creates more work, think in terms as the in between as a stable period for the course. Unless of course the department needs to make a huge change, but have the trigger mechanism be something that is not minor.

Davin - The language of each of the minor changes is "may include but not limited to" these do not have to be adhered to anyway. All of this can be done within the discipline.

Davin moved to make a distinction between substantive or non substantive changes. (Davin/withdrawn for lack of a second)

Minor changes must have an approval process. The discipline needs to be notified. Any change is going to show up on the course outline of record.

MSC (Tutor/Bendshadler) move that minor changes as defined go through to Discipline, Department, Tech Review Committee. **Tabled until next meeting. (Committee Unanimous)**

Meeting adjourned 4:38pm

**RIVERSIDE CITY COLLEGE
CURRICULUM COMMITTEE MINUTES**

March 10, 2009
3:00pm – 5:00pm
DLLRC 409

Members Present

Cindy Bendshadler	English and Speech Communications
Linda Braiman	Library
Amanda Brown	Mathematics
Richard Davin	Behavioral Science
Les Dean	Economics/Geography
	Political Science
Kathy Farris	Physical Education
Mary Flyr	Early Childhood Education
Jerry Forlenza	History/Philosophy/Humanities
Nancy Gall	Photography
Rachel Stone	World Languages/ASL
Rhonda Taube	Art
Sandy Torre	Business Administration/ Information Systems
Patricia Tutor	Nursing

Members Absent

Greg Burchett	Life Science
James Cheney	Physical Science
Mark Haines	Performing Arts
John Seniguar	Cosmetology
Elizabeth Yglecias	Counseling

Resources to the Committee

Mike Barnes
Tammy DiBenedetto
Monica Delgadillo-Flores
Chip Herzig
Mary Ryder
Patrick Schwerdtfeger

Guests

Cecile Rubin

Les Dean Chaired the Meeting
Meeting called to order: 3:08pm

A. Minutes

MSC (Brown/Gall) to approve the minutes of February 24, 2009 meeting.

Strike the words "15 days total" from the discussion on Local and State certificates on page 2 of the minutes. Strike the word "cover" from the list of non-substantive changes on page 3 of the minutes. (Committee unanimous)

B. Course Revisions

1. EAR-53 – Approaches to Discipline (MSC Davin/Flyr)

Mary Flyr – This course was originally developed 10 years ago geared towards parents. Due to increasing interest from students desiring to work with groups of children, the course material needed to be adjusted to suit the needs of this student, as well as to better address the SLOs; which resulted in an increase in units from a 1 unit course to a 2 unit course. The justification for this is students are asked to engage in assignments and reading that exceeds what they get back in units.

Distance Ed Issue

This course was approved for Distance Education in its original format, material presentation has changed and there are minor word changes however, there are not many changes. The question was raised about contact hours and unit change, is this not a substantive change? Changes to units affect many different areas, including faculty load. Currently, there is no policy on whether a course must re-obtain Distance Education approval when revisions are made to the course content. EAR-53 is part of a series although it is not part of a certificate and the courses do not rely upon each other. The committee agreed to approve the revisions to EAR-53 with the understanding that a policy needs to be put in place regarding Distance Education approval once a course has been revised. **(Committee approved) 1 abstention (Bendshadler)**

2. NRN-2 – Beginning Nursing Concepts of Health and Illness (Tutor/Farris)

Patricia Tutor - Nursing 2 has three sections (27hrs/OB, 27hrs/Peds, 9hrs/Medial Surgical Nursing), this half unit increase is to strengthen the surgical nursing component of Nursing 2. Course has been revised, increasing number of hours to 72 hours lecture and 243 hours of laboratory to accommodate additional content. The textbooks and assignments have also been updated.

(Committee approved) 1 abstention (Bendshadler)

B. Course Deletions (Davin/Bendshadler)

1. JOU-45 – Television News Production

This course was cross-listed with FTV-45. However, the discipline feels there is no longer a need to cross-list these courses and wish to delete JOU-45. There are no supporting department minutes attached to CurricUNET. Since this is a requirement, Cindy Bendshadler will obtain the minutes and email to Chip to be attached in CurricUNET. **(Committee approved) -2 abstentions (Brown, Braiman)**

C. Programs/Certificates

Revision

MSC (Torre/Farris) to approve program/certificate revisions C1&2

1. Relational Database Management Technology, the number of units remains the same. This certificate has been revised to reflect greater emphasis on database management and the elimination of the defunct Oracle Academy and Visual Basic components.
2. Systems Development
This certificate has been revised driven by industry requirements to include CIS/CAT-91 (MS Project), which is the standard option for systems development.

The number of units has been increased to 12. **(Committee approved) 1 abstention (Bendshadler)**

D. Other Business

1. Substantive changes vs. non-substantive changes

MSC (Davin/Bendshadler) to un-table the motion at the last meeting to define the approval process for non-substantive changes – amended to show revisions go back to the originator if changes are required. **(Committee Unanimous)**

After some discussion on what the procedure should be for making revisions to courses it was determined that the following will be this committee's recommendation to the District Curriculum Committee to be implemented immediately:

Non-substantive Changes:

- Methods of evaluation
- Methods of instruction
- Textbooks
- Assignments
- Additional resources

Approval Process for non-substantive changes:

- Discipline
- Department
- Tech Review
- Originator (if necessary)
- CurricUNET

Substantive Changes:

- ✓ Course Description
- ✓ Gen Ed
- ✓ Course Content
- ✓ Course SLO
- ✓ Course Requisites

Approval Process for substantive changes:

- ✓ Discipline
- ✓ Dept
- ✓ MIS
- ✓ Admin
- ✓ Tech Review
- ✓ Curriculum

✓ District

2. When to implement policy changes

MSC (Bendshadler/Flyr) Motion to have changes regarding policy take place at the beginning of Fall and Spring semesters at the first meetings of the curriculum committee.

The reasoning behind this motion is to have two set times per year where changes to policy are implemented so that everyone can be completely informed.

(Committee approved) 2 abstentions (Gall, Brown)

3. Charge of the Tech Review Committee

Richard Davin asked about the charge of the tech review committee. What topics are they involved in? Richard feels the tech review committee should not be involved in qualitative decisions or discussion of qualitative issues. He would like it brought to the district that the committee should steer away from the wording “approval” and “recommendation” because they have a great deal of influence. The tech review committee is meant to be used as an advisory. Chip will provide this committee with the charge of the tech review committee.

Meeting adjourned: 4:55pm

**RIVERSIDE CITY COLLEGE
CURRICULUM COMMITTEE MINUTES**

March 24, 2009
3:00pm – 5:00pm
DLLRC 409

Members Present

Michael Barnes	Counseling
Cindy Bendshadler	English & Speech Communication
Linda Braiman	Library
Amanda Brown	Mathematics
James Cheney	Physical Science
Richard Davin	Behavioral Science
Les Dean	Economics/Geography
	Political Science
Mary Flyr	Early Childhood Education
Jerry Forlenza	History/Philosophy/Humanities
Mark Haines	Performing Arts
Nancy Gall	Photography
Rachel Stone	World Languages/ASL
Rhonda Taube	Art
Sandy Torre	Business Administration/ Information Systems
Patricia Tutor	Nursing
John Seniguar	Cosmetology

Members Absent

Greg Burchett	Life Science
Kathy Farris	Physical Education
Elizabeth Yglecias	Counseling

Resources to the Committee

Chip Herzig
Virginia McKee-Leone
Carolyn Quin
Mary Ryder
Patrick Schwerdtfeger
Ron Vito

Guests

Cecile Rubin

Les Dean chaired the meeting

Meeting called to order: 3:08pm

A. Minutes

MSC (Davin/Torre) to approve the minutes of the March 10, 2009 meeting.
(Committee approved) 1 abstention (Haines)

B. Minor Course Modification Flow

MSC (Davin/Torre) to approve the Minor Course Modification Flow in CurricUNET as the committee's recommendation to the District Curriculum Committee (Committee Unanimous)

C. Areas of Emphasis

MSC (Davin/Haines) to approve the revised Areas of Emphasis for compliance with Title V. The AOE's have been revised to add the program learning outcomes; the committee was provided with the latest version. (Committee unanimous)

D. Computer Science

(MSC Torre/Flyr) To adopt the discipline of Computer Science as an official discipline

Both Cal Poly and Cal State have CS and they want our business. Chip states that present courses verified today with Cal Poly are part of the STEM grant. This change will have little impact on faculty; the courses will remain the same but be coded differently meaning our current Computer Science faculty will be able to teach under this new discipline. (Committee Unanimous)

E. Other Business

1. Mike Barnes has a concern about the new AOE's with regard to the elimination of the generic AA. This poses a problem for the firefighters and police officers wanting to earn their AA degree using the credits they already have. The new AOE's require extra courses that end up being electives. There was some discussion on whether this is the case or should this fall under the Associates of Science which already have an area of focus. Les asked Mike to prepare a report specifying the courses that are required but don't necessarily apply.

2. Richard Davin mentioned the Academic Standards committee is meeting to discuss General Ed criteria, more in the interest of flow than dictating criteria. The committee has agreed on a policy of procedures for adding courses to the AOE's. The ASC will keep a master file of AOE new courses these courses will be presented at APC where each discipline is represented by department chairs.

3. Program Development

A new streamlined process is about to be presented to the Senate next Monday. There are two different processes; the first is for new certificates that contain all existing courses. The entire process should take 5 months. The other is for certificates with new courses, in whole or in part.

Congratulations to the newly tenured faculty!

Meeting adjourned: 4:45 p.m.

Next Meeting: April 28, 2009
3:00pm – 5:00pm

Denise Terrazas
Secretary

RIVERSIDE CITY COLLEGE
CURRICULUM COMMITTEE MINUTES
April 28, 2009 3:00pm – 5:00pm
DLLRC 409

Members Present

Cindy Bendshadler	English & Speech Communication
Linda Braiman	Library Education
Amanda Brown	Mathematics
James Cheney	Physical Science
Richard Davin	Behavioral Science
Les Dean	Economics/Geography
	Political Science
Kathy Farris	Physical Education
Jerry Forlenza	History/Philosophy/Humanities
Mark Haines	Performing Arts
Rhonda Taube	Art
Sandy Torre	Business Administration/ Information Systems
Patricia Tutor	Nursing
John Seniguar	Cosmetology
Elizabeth Yglecias	Counseling

Members Absent

Greg Burchett	Life Science
Mary Flyr	Early Childhood
Nancy Gall	Photography
Rachel Stone	World Languages/ASL

Resources to the Committee

Chip Herzig
Richard Mahon
Patrick Schwerdtfeger

Guests

Cecile Rubin

Les Dean chaired the meeting.
Meeting commenced: 3:12 p.m.

A. Minutes

MSC (Brown/Davin) to approve the minutes of the March 24, 2009 meeting.
Change typo in E2 from mater to master. (Committee approved) 1 abstention (Farris)

B. Distance Education

None.

C. New Courses

None.

D. Course Deletions

None.

E. Programs/Certificates

None.

F. Information Items

Moreno Valley deleted the following courses from their inventory:
FIT-S1D, FIT-S18

Moreno Valley approved new course ART-19. This course is now a district-wide course.

Norco deleted the following certificates/programs from their inventory:
Materials and Operations Management
Manufacturing Management

The Minor Course Revision process is now live in CurricUNET. A minor course revision is a change to any one of the following components:

- Methods of Instruction
- Methods of Evaluation
- Assignments
- Materials/Resources
- Library
- Files (transfer and upload)

G. Other Business

1. Discipline Adoption Process: The District Curriculum committee has drafted a process for adopting disciplines into the college inventory: for example: Norco adopted a state approved discipline. How can a campus adopt a discipline, here is how you do it.

- a. Discipline – The discipline votes to approve the adoption of the new discipline;
 - The adopted discipline must be on the state-approved list of disciplines
 - There must be a sound rationale for the adoption of the discipline
- b. Department – The department at the college where the originating discipline resides votes to approve the adoption of the new discipline;
- c. College – The College Curriculum Committee at the originating college votes to approve the adoption of the discipline into its inventory of disciplines.

Examples: commercial music would ask the Music department if adding this discipline makes sense. For an entirely new discipline that does not already exist at the college, you would go to the closest discipline.

This process has not been approved. Please review the proposed process with your department/disciplines and forward all comments and suggestions to Les.

2. Tech Review Guidelines and Checklist: Riverside will review the TR Guidelines and Checklist, and give feedback to Les Dean to bring to the next TR meeting.

Handouts went out on the e-mail. This has gone to the Senate however we do not know what its status is; this is what the tech review committee feels its charge is.

Please review with your department and send your comments to Les.

When can Tech Review reject a course, the guidelines say

- 1) incomplete – it will go back to the originator
 - 2) minor – it goes back half a level the originator fixes the problems
- they are not being judged for good or bad it is technical only.

3. General Ed SLOs clarification

List the course SLO then the general Ed SLOs. It is cleaner and makes more sense. This needs to be explained and added as an agenda item on all department and discipline meetings. There was a suggestion of publishing a newsletter addressing changes, training and other issues related to CurricUNET.

Richard Mahon addressed another reason to keep the SLOs manageable, which is that Riverside has an accreditation recommendation that we need to not only have course SLOs but program SLOs if we keep it simple, we can really say that we are able to justify them.

4. Certificate Process Proposal

Richard Davin sent out the proposal for the certificate process which cuts the time down from two years to six months for getting certificates approved. Richard reviewed his handout:

New courses have to be approved, before it can be included in a certificate. The idea is that the certificate will go through 1-5 the courses need to be ready to go before step 6. All courses should be approved before creating a certificate. They can be done and move forward (independently even) before being added to a certificate.

Richard will add a note to the proposal about new courses; that they need to be approved.

Next meeting - May 26, 2009

Meeting adjourned: 4:50pm.

RIVERSIDE CITY COLLEGE
CURRICULUM COMMITTEE MINUTES
May 26, 2009 3:00pm – 5:00pm
DLLRC 409

Members Present

Cindy Bendshadler	English & Speech Communication
Linda Braiman	Library Education
Amanda Brown	Mathematics
James Cheney	Physical Science
Richard Davin	Behavioral Science
Les Dean	Economics/Geography/ Political Science
Kathy Farris	Physical Education
Mary Flyr	Early Childhood
Nancy Gall	Photography
Mark Haines	Performing Arts
Richard Mahon	History/Philosophy/Humanities
Rachel Stone	World Languages/ASL
Rhonda Taube	Art
Sandy Torre	Business Administration/ Information Services
Patricia Tutor	Nursing
Elizabeth Yglecias	Counseling

Members Absent

Greg Burchett	Life Science
John Seniguar	Cosmetology

Resources to the Committee

Jerry Forlenza
Chip Herzig
Lee Nelson
Marilyn Martinez-Flores
Patrick Schwerdtfeger

Les Dean chaired the meeting.

Meeting commenced: 3:07 p.m.

A. Minutes

MSC (Farris/Haines) to approve the minutes from the April 28, 2009 meeting. (Committee approved) 2 abstentions (Gall/Mahon)

B. Distance Education MSC (Taube/Tutor) (Committee Unanimous)

Discrepancies in formatting can be fixed after the fact and should not preclude the committee from approving the courses to move forward. Chip offered to address the formatting issue in the newsletter.

1. FST-3 Introduction to International Cinema
2. FST-7 History of World Film I
3. PAL-78 Civil Litigation/Procedures II
Linda Braiman asked if there is online access to the required software (WordPerfect) for this course. Sandra Torre stated that it is assumed that the students have access to the software used for the templates given in the online class. This software is also available in the lab.
4. SOC-17 Introduction to Public Mental Health

C. New Courses MSC (Davin/Farris) (Committee Unanimous)

ILA-800 Supervised Tutoring

This is a not for credit course that gives specific tutoring to remedy a problem the instructor has identified. Chip is working on a standardized referral form.

SOC-23 Special Studies in Culture

This is a 1 unit course; it replaces the SOC-10 workshop and is intended for Study Abroad students.

MSC (Bendshadler/Mahon) (Committee Unanimous) to approve this course contingent upon changing the wording in the course description to include reference to an overseas trip and adding a Limitation on Enrollment which requires participation in an RCC study abroad program. Richard Davin will send evidence that the discipline and department agree to the changes, the committee will then vote to approve via e-mail.

D. Course Deletions MSC (Farris/Davin) (Committee Unanimous)

ENG-37 Intro to Film

MUS-11 Sound Recording and Reinforcement Techniques
(Cross-listed with FTV-11, but FTV will remain)

E. Programs/Certificates

None.

F. Course Major Modifications (F1-4)

1. MSC to approve F1 (Tutor/Farris) (Committee Unanimous)

The following CIS courses are being cross listed with Computer Science:

CSC (Computer Science)

CIS-11/12/14A/15A/16A/17A/17B/17C/18A/18B/18C

CIS-2/20/25/27/28A

CIS-61/62/63

2. (MSC Tutor/Bendshadler) to approve F2 (Committee Unanimous)

EAR-42 Child, Family and Community Dynamics

3. MSC (Tutor/Haines) to approve F3 (Committee Unanimous)

MUS-1/12/19

MUS-20/22/25/26/27/28/29

MUS-3/30/31/32/33/34/35/36/37/38/39

MUS-4/41/43/44/45/46/47/48/49

MUS-5/50/51/52/53/54/55/56/57/58/59

MUS-6/61/62/63/64/65/66/67/68/69

MUS-71/72/73/74/75/76/77/78/79

MUS-8A/8B/81/82/83/84/85/86/88/89

MUS 9/92/93/94/95

MUS P12/P28/P36/P44/P77/P84

4. MSC (Davin/Farris) to approve F4 (Committee Unanimous)

PHP-12 Sports Psychology

PHP-34 Softball Theory

G. Information Items

None

H. Other Business

1. Inclusion or Publication of Discipline/Department Minutes

On the issue of attaching department/discipline meeting minutes to courses launched in CurricUNET to reflect department/discipline approval: If you have department minutes and/or discipline minutes, you can use one or both. However, an e-mail vote can be submitted in lieu of attaching minutes. The vote must be noted in CurricUNET. It is not necessary to list the names just the number of votes.

2. Summer Shut Down Dates – June 12 – August 24, 2009

CurricUNET will be open to use but not to launch courses.

3. Role of the Curriculum Committee Member

The role of the Curriculum Committee Member is to:

- Be available to help
- Be knowledgeable about the program
- Keep in contact with discipline/department members in order to know their questions/wishes
- Be a resource

4. CurricUNET Questionnaire

Questionnaires were distributed, everyone filled one out.

5. 2009 Curriculum Conference Representative

Cindy Bendshadler was added as the representative to attend this year's conference.

6. Curriculum Committee Chair Election

Lee Nelson, Vice President of the Academic Senate opened the floor for nominations of Riverside Curriculum Committee Chair:

Sandy Torre nominated Richard Mahon

Cindy Bendshadler seconded the motion

Hearing no other nominations.

Riverside Curriculum Committee voted to approve Richard Mahon as Riverside Curriculum Committee Chair for the next term.