

**RIVERSIDE CITY COLLEGE  
CURRICULUM COMMITTEE MINUTES  
September 8, 2009, 3:00 pm – 4:30 pm  
DLLRC 409**

**Members Present**

Cindy Bendshadler	English & Speech Communic.
Linda Braiman	Library
Amanda Brown	Mathematics
Greg Burchett	Life Science
James Cheney	Physical Science
Rita Chenoweth	Performing Arts
Richard Davin	Behavioral Science
Les Dean	Economics/Geography/Political Science
Kathy Farris	Physical Education
Angie Fawson	Nursing
Mary Flyr	Early Childhood
Chip Herzig	Business Administration/Info. Svcs.
Richard Mahon	History/Philosophy/Humanities
Paul Richardson	Physical Science

**Members Present**

John Seniguar	Cosmetology
Rachel Stone	World Languages/ASL
Rhonda Taube	Art
Sandy Torre	Business Admin./Info. Services
Patricia Tutor	Nursing
Elizabeth Yglecias	Counseling

**Members Absent**

Mike Barnes	Counseling
Nancy Gall	Applied Technology

**Resource Staff/Guests**

Marilyn Martinez-Flores
Carolyn Quin
Mary Ryder
Patrick Schwerdtfeger

Richard Mahon chaired the meeting.

I. **Call to Order** - Meeting called to order at 3:05 p.m.

II. **Roll Call**

There have been some changes to the membership, and for some this is their first time on curriculum committee. Introductions were made around the table.

III. **Approval of Agenda**

**MSC (Farris/Herzig) [By Concensus]** To approve the agenda for September 8, 2009.

IV. **Approval of Minutes of May 26, 2009**

Approval of the minutes was deferred until the next meeting to allow everyone an opportunity to review.

V. **Announcements**

Richard Mahon introduced himself in his new role as committee chair and gave a brief summary of his background. He is currently a statewide senate member and one of six appointees to the System Advisory Committee on Curriculum, which is involved in state policy level discussions with curriculum. This year he is also serving on the statewide SLO committee. In addition he has been on two accreditation visiting teams.

Richard distributed copies of the program from this summer's institute, and a handout regarding ten-plus-one. Ten-plus-one refers to regulations in Title V stipulating the governing board will rely on judgment of their academic senate or reach mutual agreement with their academic senate.

Also mentioned were two resources for faculty. 1) The Program and Course Approval Handbook, third edition. Richard has one if anyone needs to borrow it. 2) Paper adopted by State Academic Senate in 2008 as a guide to Title V regulations stating what goes in a course outline.

**VI. Stand Alone Training**

Richard Mahon indicated that all curriculum committee members and those with active input into curriculum are required to participate in the stand alone training. Richard conducted the training session which is approved by the Chancellor's Office and System Advisory Committee on Curriculum. We are required to submit certification to the System office by September 30 that curriculum committee members and all faculty and staff involved in curriculum approval have completed this training consistent with guidelines prescribed by the Chancellor. Richard will follow up with those members who are absent today to make sure they comply.

**VII. CB 21 Coding (Information)**

Richard mentioned that based on the information on the accountability scorecard it looks like our students are not doing well because we have classes in English, math, reading, and ESL that are not coded correctly. The District Curriculum Committee is going to look at instruction to correct the miscoding, and will ask disciplines to make corrections to the codes. It was suggested that this issue be brought up at the September 21 Academic Senate meeting.

**VIII. Tech Review (discussion)**

Some concern is shared regarding matters appropriately being considered by tech review committee. Tech review is not approving any courses and is sending back to curriculum committee. There will be further discussion.

**IX. Advanced Placement & International Baccalaureate (discussion)**

It is conceivable that the Academic Senate may decide that belongs to academic senate or elsewhere. Local colleges need to consider the issue.

**X. SLOs and "Taxonomies"**

Committee asked to review the handouts distributed regarding these topics.

Meeting adjourned at 5:05 p.m.

**RIVERSIDE CITY COLLEGE**  
**CURRICULUM COMMITTEE MINUTES**  
September 22, 2009, 3:00 pm – 4:30 pm  
Hall of Fame

**Members Present**

Mike Barnes	Counseling
Cindy Bendshadler	English & Speech Communic.
Linda Braiman	Library
Amanda Brown	Mathematics
Greg Burchett	Life Science
James Cheney	Physical Science
Rita Chenoweth	Performing Arts
Richard Davin	Behavioral Science
Les Dean	Economics/Geography/Pol. Sci.
Kathy Farris	Physical Education
Angie Fawson	Nursing
Mary Flyr	Early Childhood
Nancy Gall	Applied Technology

**Members Present**

Chip Herzig	Business Admin./Info. Services
Richard Mahon	History/Philosophy/Humanities
Paul Richardson	Physical Science
John Seniguar	Cosmetology
Rachel Stone	World Languages/ASL
Rhonda Taube	Art

**Resource Staff/Guests**

Marilyn Martinez-Flores
Carolyn Quin
Mary Ryder
Patrick Schwerdtfeger

- I. **Call to Order** - Richard Mahon called the meeting to order
- II. **Roll Call**
- III. **Approval of the Agenda** M/S/C (Brown/Farris) The agenda for Sept. 22 was approved by consensus

IV. **Approval of the Minutes:**

**Minutes of May 26, 2009** M/S/C (Farris/Brown) approved by consensus

**Minutes of September 8, 2009** - M/S/C (Farris/Herzig)[4 abstentions] approved with corrections as indicated:

Membership: Rita Chenoweth and Richard Davin are official representatives

Add Chip Herzig as member present

Remove as members: Sandy Torre, Elizabeth Yglecias, Dorothy Gaylor

Members absent: Angie Fawson, Patricia Tutor

Mary Ryder is a resource staff.

Item VII, correct second sentence to read . . . English, math, reading and ESL that are not coded correctly. . .

Item VII, Fourth line, delete sentence ~~There is concern that . . .~~

Page 2 - Meeting adjourned at 5:05 p.m.

V. **Announcements**

**Green Volunteers** – The Chancellor has made a request for volunteers from departments to be on an ad hoc committee on green things. If anyone has an interest to be on this committee let Richard know.

**Timetable for Curriculum Review** – Would like to have the curriculum approval process move more quickly, yet don't want timeline to be so rapid that curriculum committee does not have an opportunity to view course outlines. One of the problems is typically there is a three week lag between review by tech committee to action by district committee. This sometimes does not provide curriculum committee enough time. This item needs further studying.

**Streamlined Program Approval Process** - The current document being used district-wide for new or revised programs has been problematic with the number of steps and approving signatures required, making the process very lengthy. Richard Davin has developed a document streamlining this process. It was presented to academic senate last spring and was approved. Over the summer Chip Herzig worked with CurricUNET programming to accommodate the new streamlined process. Riverside Senate took this proposal to the district senate stating Riverside had adopted it, and asked Moreno Valley and Norco to review the proposed document.

It has come to our attention that when this was approved in the spring, only half of the document could be implemented, not the entire document. There is still a second step, New or Revised Certificate Programs With Any New Courses, requiring approval. Only Riverside has approved, Moreno Valley, Norco, and District have not. Approval of this portion of the document is still needed.

Discipline Adoption Process - Document distributed on Discipline Adoption Process. It was adopted last year by district committee. Committee asked to review this document, and if anyone feels it should be revisited Richard will ask district committee to reconsider.

After further discussion it has been requested to agendaize this item for the next meeting.

GE SLOs to be deleted from CurricUNET workflow

**VI. New Business (action items)**

**A. Delete Community Ed courses**

M/S/C (Davini/Dean) to delete the following CAP courses which were created in 1999 for community education but never offered:

CAP-100	CAP-1202	CAP-1403	CAP-201	CAP-332	CAP-505	CAP-545	CAP-707
CAP-1000	CAP-1203	CAP-1404	CAP-202	CAP-333	CAP-506	CAP-546	CAP-708
CAP-1001	CAP-1204	CAP-1405	CAP-203	CAP-3334	CAP-507	CAP-547	CAP-709
CAP-1003	CAP-1205	CAP-1406	CAP-204	CAP-334	CAP-508	CAP-548	CAP-710
CAP-1004	CAP-1206	CAP-1407	CAP-205	CAP-335	CAP-509	CAP-549	CAP-711
CAP-1005	CAP-1207	CAP-1408	CAP-206	CAP-336	CAP-510	CAP-550	CAP-712
CAP-1006	CAP-121	CAP-1409	CAP-207	CAP-337	CAP-511	CAP-551	CAP-800
CAP-101	CAP-120	CAP-141	CAP-208	CAP-338	CAP-512	CAP-600	CAP-801
CAP-102	CAP-123	CAP-1410	CAP-209	CAP-339	CAP-513	CAP-601	CAP-803
CAP-103	CAP-124	CAP-142	CAP-210	CAP-340	CAP-520	CAP-602	CAP-804
CAP-104	CAP-125	CAP-143	CAP-211	CAP-341	CAP-521	CAP-603	CAP-805
CAP-105	CAP-126	CAP-144	CAP-300	CAP-400	CAP-524	CAP-604	CAP-806
CAP-106	CAP-127	CAP-1500	CAP-301	CAP-401	CAP-525	CAP-605	CAP-807
CAP-107	CAP-128	CAP-1502	CAP-302	CAP-402	CAP-526	CAP-606	CAP-808
CAP-108	CAP-129	CAP-1600	CAP-303	CAP-403	CAP-527	CAP-607	CAP-809
CAP-109	CAP-130	CAP-1601	CAP-304	CAP-404	CAP-528	CAP-608	CAP-810
CAP-110	CAP-1300	CAP-1602	CAP-305	CAP-405	CAP-529	CAP-609	CAP-811
CAP-1100	CAP-1301	CAP-1700	CAP-306	CAP-406	CAP-530	CAP-610	CAP-820
CAP-1101	CAP-131	CAP-1702	CAP-307	CAP-407	CAP-531	CAP-611	CAP-821
CAP-111	CAP-132	CAP-1703	CAP-308	CAP-408	CAP-532	CAP-612	CAP-822
CAP-112	CAP-133	CAP-1704	CAP-309	CAP-409	CAP-533	CAP-613	CAP-823
CAP-113	CAP-134	CAP-1705	CAP-310	CAP-410	CAP-534	CAP-614	CAP-824
CAP-114	CAP-135	CAP-1800	CAP-311	CAP-411	CAP-535	CAP-616	CAP-825
CAP-115	CAP-136	CAP-1900	CAP-325	CAP-412	CAP-536	CAP-617	CAP-826
CAP-116	CAP-137	CAP-1901	CAP-326	CAP-413	CAP-537	CAP-618	CAP-900
CAP-117	CAP-138	CAP-1902	CAP-327	CAP-414	CAP-539	CAP-700	CAP-901
CAP-118	CAP-139	CAP-1903	CAP-328	CAP-500	CAP-540	CAP-701	CAP-902
CAP-119	CAP-140	CAP-1904	CAP-329	CAP-501	CAP-541	CAP-702	CAP-903
CAP-120	CAP-1400	CAP-1905	CAP-33	CAP-502	CAP-542	CAP-704	CAP-904
CAP-1200	CAP-1401	CAP-1906	CAP-330	CAP-503	CAP-543	CAP-705	CAP-905
CAP-1201	CAP-1402	CAP-200	CAP-331	CAP-504	CAP-544	CAP-706	CAP-906

**B. Early Childhood Infant/Toddler (local) Certificate**

M/S/C (Davini/Herzig) to approve the new Early Childhood Infant/Toddler Certificate Program

**C. Discipline name change for speech**

The Speech Communication discipline is requesting a name change to Communication Studies. The English Department met today and voted for the discipline name change. The reason for the change is to be more in line with the title more commonly used on the state list and other places.

M/S/C (Bendshandler/Herzig) [1 no-Dean] to approve the Speech Communication discipline name change to Communication Studies.

#### VII. Defining "common curriculum" (discussion)

Board policy stipulates we maintain a common curriculum but does not state what that means. In principal the notion of common curriculum is that every course and program will be available at every campus. After much discussion it was suggested that a document be developed defining common curriculum that all three campuses could support. Committee agreed to give the task to Richard to draft up language for common curriculum.

Meeting adjourn 5:05 p.m.

DRAFT

**RIVERSIDE CITY COLLEGE  
CURRICULUM COMMITTEE MINUTES**

October 27, 2009, 3:00 pm – 5:00 pm  
Hall of Fame

**Members Present**

Mike Barnes	Counseling
Cindy Bendshadler	English & Speech Commun.
Linda Braiman	Library
Amanda Brown	Mathematics
Greg Burchett	Life Science
James Cheney	Physical Science
Rita Chenoweth	Performing Arts
Richard Davin	Behavioral Science
Les Dean	Economics/Geography/Pol. Sci.
Kathy Farris	Physical Education
Angie Fawson	Nursing
Mary Flyr	Early Childhood
Nancy Gall	Applied Technology

**Members Present**

Chip Herzig	Business Admin./Info. Services
Richard Mahon	History/Philosophy/Humanities
John Seniguar	Cosmetology
Rachel Stone	World Languages/ASL
Rhonda Taube	Art

**Members Absent**

Paul Richardson	Physical Science
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**Resource Staff/Guests**

Monica Delgadillo-Flores
Marilyn Martinez-Flores
Virginia McKee-Leone

A. **Call to Order** – Richard Mahon convened the meeting at 3:00 p.m.

**B. Approval of Agenda**

M/S/C (Gall/Dean) Motion to postpone item E1, and defer items F1 & F2 from the agenda. Amended agenda approved.

**C. Approval of minutes of September 22, 2009**

M/S/C (Brown/Seniguar) minutes approved by consensus.

**D. Brown Act Agenda Posting**

The question had come up previously whether curriculum committee is covered under the Brown Act. There is a mid-1980's opinion by the State Attorney General's office stating that any standing committee which advises an elected governing board must conduct meetings in accordance with the Brown Act. The Curriculum committee is a recommending body to the RCCD board of trustees, so it seems obligatory to follow the Brown Act. It's also a matter of good practice to post the agenda in advance not just to committee members but to also post in a public place for other non-members to view the agenda. The required posting time is 72 hours in advance. Virginia McKee-Leone mentioned there's a bulletin board specifically for faculty postings in the administration building located in the mailroom area. She will ask Denise Terrazas to post the agenda on the committee's behalf. As a matter of courtesy, Richard suggests getting the agenda out on the Thursday before a meeting, because not everyone is on the campus on Fridays.

**Open Hearing**

Meetings are open to members of the public to address items on the agenda. No members from the public addressed the committee.

Richard Davin asked about the status of the Discipline Adoption Process. Richard will agendize this item for the next meeting.

Open hearing closed.

### **Announcements**

It has been the practice of the Tech Review committee to meet on the Tuesday when curriculum is not meeting. The Committee reviews items subject to review three weeks later rather than items to be reviewed the following week in order to provide sufficient time for committee members to review items on the agenda.

The December meeting date is set for the second Tuesday, December 8<sup>th</sup>, before finals. Tech Review committee will meet December 1, and the final *district* curriculum meeting is December 17. Anything acted on in December will go forward to the district meeting December 17. Items acted on will meet the deadline to be included in the printing of the catalog.

The question came up at district level: Is proxy participation permitted? No reference to this was found in the district senate constitution, suggesting that it is up to the discretion of the committees being represented. Richard has asked Greg Burchett to serve by proxy for the November 3/5 Tech Review and District Curriculum Committee meetings. Richard indicated he would agendize discussion of the desirability of designating a committee co-chair for a future meeting.

- E. **Distance Education** – deferred
- F. **New Courses** – deferred
- G. **Course deletions** – none
- H. **Major course revisions** – M/S/C/Unanimous (Fawson/Herzig) Approved

#### **1. NRN 1/3/4/16**

Angie indicated the whole curriculum is being revamped and will take a few years. They just began the process this semester.

- I. **Minor course modifications: none**
- J. **Curriculum Policy & Procedure (discussion items)**

#### **Defining or perfecting “Common Curriculum,” reassigned Time, Oversight of Areas of Emphasis/supporting Academic Standards.**

Richard asked that members discuss in their respective departments if there are any courses they do not wish to maintain as Riverside courses. We have courses that have not been offered in certain disciplines in quite a long time. Many disciplines are hesitant to delete courses. Our catalog should reflect what we actually offer to students. Perhaps a course just needs to be revamped rather than deleted. Richard asked that everyone look carefully at what is being offered; gather this information in a list. This item will be agendized for further discussion. Will ask Articulation Officer Judy Haugh to meet with us and discuss in more detail.

At a previous meeting Richard raised question of defining what we mean by “common curriculum.” It was mentioned that curriculum committees should have authority only on courses offered at their campus. The document distributed entitled Defining “Common Curriculum” gives historical background of events leading up to present day. Included in this document are three resolutions. The intent of the first resolution is to narrow authority to the campus where a course is actually offered. The second resolution would move the district away

from common course outlines to inter-district articulation. We do have a board mandate right now and this document is an attempt to clarify or modify that mandate.

The third resolution of this document addresses the reorganization of reassigned time. It proposes to reallocate reassigned time from district to college committee positions. There's not a lot of extra work at the district level. The chart lists reassigned time as currently allocated and reassigned time as proposed. The current contract language was written before the campuses were so close to full accreditation. If the Riverside senate acts on this, it would ask CTA to renegotiate the contract. This document is presented for discussion only. It will be agendaized in the future.

Also presented is a list of RCC Curriculum Committee members and the current areas of emphasis they are most closely associated with. The Academic Standards committee will be taking requests from disciplines for new courses. If these requests meet the established criteria, the new courses will be added. They will also look at any corrections to be made. The District Chair is Mark Lewis at Norco.

Meeting adjourned at 4:56 p.m.



**RIVERSIDE CITY COLLEGE  
CURRICULUM COMMITTEE MINUTES**

November 10, 2009, 3:00 pm – 5:00 pm

Hall of Fame

**Members Present**

Mike Barnes	Counseling
Cindy Bendshadler	English / Speech Comm
Amanda Brown	Mathematics
Greg Burchett	Life Science
James Cheney	Physical Science
Rita Chenoweth	Performing Arts
Richard Davin	Behavioral Science
Les Dean	Econ./Geography/Poli. Sci.
Kathy Farris	Physical Education
Angie Fawson	Nursing
Mary Flyr	Early Childhood
Chip Herzig	Business Admin/CIS
Richard Mahon	History/ Philosophy/ Humanities

**Members Present**

Paul Richardson	Chemistry
John Seniguar	Cosmetology
Rachel Stone	World Languages/ ASL
Rhonda Taube	Art

**Members Absent**

Linda Braiman	Library
Nancy Gall	Applied Technology

**Resource Staff/Guests**

Marilyn Martinez-Flores
Mary Ryder
Patrick Schwerdtfeger
Ron Vito

- A. **Call to Order** – Richard Mahon convened the meeting at 3:10 p.m.
- B. **Approval of Agenda**  
M/S/C (Herzig/Seniguar) Motion to amend agenda, item K – add brief discussion of international baccalaureate. Amended agenda approved.
- C. **Approval of Minutes of October 27, 2009**  
M/S/C (Dean/Herzig) Motion to approve minutes of October 27, 2009, with correction: Paul Richardson absent.
- D. **Announcements**  
No announcements.

The agenda abridged to allow early discussion of adopting new disciplines. Richard distributed a document entitled “Proposal for a discipline adoption process.” Richard Davin developed the language. The document seeks to normalize the process whereby a college would recognize and begin to make use of a state-recognized discipline. Members were asked to review and take back to respective departments. Riverside does not have a process like this in place.

Richard Davin also made the following requests: 1) Replicate *Human Services* discipline in Riverside, within the behavioral sciences department (Moreno Valley currently has human services discipline); 2) add the discipline of *Criminal Justice*, separate from *Administration of Justice* which is dedicated primarily to law enforcement. The Criminal Justice discipline in Riverside would house all of the Criminal Justice Sciences such as crime scene forensics, forensic anthro-

pology, forensic photography, forensic biology, and forensic chemistry. Richard hopes eventually that RCC would offer a degree pattern in Forensic Science.

It is recommend that this item be agendized for action at the next meeting.

**E – I. Consent Items**

M/S/C (Herzig/Dean) Motion to approve Consent Agenda Item E and Item F, motion to pull Item G and Item H out of consent list.

**E. Distance Education – Approved by consensus**

**1. Bio 15 – Online**

**F. New Courses – Approved by consensus**

**CIS 26F**

M/S/C (Bendshadler/Farris) to approve deletion of Item G from Consent Agenda.

**G. Course deletions:**

**GIS 1 (info only; action at Norco)**

Discussion: Les Dean requested the opportunity to discuss the deletion of GIS 1. Even though this course is at Norco, it is important to understand this course is part of a certificate pattern. How does the deletion of this course affect other elective courses for the certificate? He is not suggesting that GIS 1 not be deleted, but asking only if this course can be kept until we know for sure it is safe to delete. Norco has not deleted the course yet, Moreno Valley has deleted.

M/S/C (Bendshadler/Herzig) to approve Item H. Carried

**H. Major course revisions**

**Cosmo 60A-B-C-D-E**

Discussion: Asked for clarification on the rationale for the revision, which involves a unit change for each. State Board mandated this change.

**I. Minor course modifications: *None***

**J. Info items**

Mac/Man 55 (action item at Norco)

Mac/Man 57 (action item at Norco)

Man 60 (action item at Norco)

**K. Curriculum Policy & Procedure**

**Common Curriculum (continued discussion)**

At last meeting everyone was asked to discuss this document with respective departments. All three resolutions require action of Academic Senate, and ultimately district senate. The resolution on reassigned time would be a recommendation to CTA to consider as they renegotiate the contract. Discussion will be continued at next meeting.

**Inactive Courses (continued discussion)**

The list of inactive courses was received from Raj Bajaj. Some of the courses listed here are not in Riverside anymore because they got moved elsewhere. This information has not been discussed with departments yet. Richard will draft language for consideration at the next meeting. The intention is to have a catalog that truly reflects what we offer students.

It was suggested it would be helpful to have a list of certificate students who did not graduate. Richard will follow up with Raj and ask him to generate a list of certificates that have not been awarded, and also get a list from Lorraine of certificates that have been awarded. It was pointed out that non-completion of a certificate does not mean that the certificate is not meeting student needs. There has been previous discussion about automatically granting certificates to students so they don't have to apply. Filling out the application seems to be the step the students do not finish.

**RCC Curriculum Committee co-chair, length of term**

There was discussion as to the chair's term. The idea of having a chair-elect was received favorably. Would the interim chair be expected to chair the following year? It would be beneficial to have someone who is already familiar with this role. This topic needs further discussion.

**International Baccalaureate**

Committee needs to start looking at subjects broader than just courses and programs. With IGETC, students can transfer to any CSU/UC campus with lower division general education requirements completed. Mike Barnes will contact Judy Haugh to make a presentation to committee.

The meeting adjourned at 4:42 p.m.

**RCC Curriculum Committee Meeting**  
November 24, 2009 3-5, Hall of Fame

Approved Minutes

**Members Present**

Mike Barnes	Counseling
Cindy Bendshadler	English / Speech Comm
Linda Braiman	Library
Amanda Brown	Mathematics
Greg Burchett	Life Science
James Cheney	Physical Science
Rita Chenoweth	Performing Arts
Richard Davin	Behavioral Science
Les Dean	Econ./Geography/Poli. Sci.
Kathy Farris	Physical Education
Angie Fawson	Nursing
Nancy Gall	Applied Technology
Chip Herzig	Business Admin/CIS
Richard Mahon	History/ Philosophy/ Humanities

**Members Present**

Rachel Stone	World Languages/ ASL
Rhonda Taube	Art

**Members Absent**

Mary Flyr	Early Childhood
Paul Richardson	Chemistry
John Seniguar	Cosmetology

**Resource Staff/Guests**

Monica Delgadillo-Flores  
Joanie Gibbons-Anderson  
Marilyn Martinez-Flores  
Star Romero  
Clifford Ruth  
Mary Ryder  
Micherri Wiggs

**A Call To Order 3:00**

**Approval of Agenda –**

**M/S/C (Gall/Bendshadler) to approve the agenda as amended.**

Item **F - Major Course Revisions** – Remove the following courses from the list for consideration:

*PHP19, Athletic Training, Fall Sports, Head, Neck, Spine, Torso, and Hip*  
*PHP A05, Song/Cheerleading*  
*PHP A07, Badminton*  
*PHP A09, Raquetball*  
*PHP A11, Tennis, Beginning*

**B. Approval of the Minutes:**

M/S/C (Dean/Davin) Minutes of November 10, 2009 (Approved by consensus)

**C. Announcements**

Resolutions from Fall 2009 SCCC Plenary Session

**D. Open Hearing – none**

***Consent Agenda: Items E-I***

M/S/C (Dean/Chenoweth) to approve Consent Agenda Items E-I, excluding the following courses: *PHP 26, PHP 42, PHP A16, PHP A17, PHP V01, PHP V12, SPE 3A, SPE 10A,*

*SPE 10B, SPE 51*; motion to act on these courses independently from the consent list.  
Carried

**E. New Courses (*Approved by consensus*)**

ENG 20, Survey of African American Literature (with recommendation to delete ENG 21/22)

**F. Major Course Revisions – Amended Consent List (*Approved by consensus*)**

PHP 26, Foundations of Coaching  
PHP 28, Basketball Theory  
PHP 33, Baseball Theory  
PHP 38, Stress Management  
PHP 44, Yoga Instructor Training  
PHP A36, Cross Country Skiing  
PHP V02, Football, Varsity, Men  
PHP V04, Basketball, Varsity, Men  
PHP V06, Track and Field, Varsity, Men  
PHP V08, Tennis, Varsity, Men  
PHP V14, Track and Field, Varsity, Women  
PHP V18, Tennis, Varsity, Women  
PHP V20, Basketball, Varsity, Women  
PHP V21, Volleyball, Varsity, Women  
PHP V22, Fast-pitch, Varsity, Women  
SPE 1H, Honors Public Speaking  
SPE 1, Public Speaking  
SPE 2, Persuasion in Rhetorical Perspective  
SPE 5, Parliamentary Procedure (*Unit change from 3 to 1 unit*)  
SPE 6, Small Group Communication  
SPE 7, Oral Interpretation of Literature  
SPE 9, Interpersonal Communication  
SPE 9H, Honors Interpersonal Communication  
SPE 11, Storytelling  
SPE 12, Intercultural Communication  
SPE 13, Gender and Communication  
SPE 19, Reader's Theater

**F. Major Course Revisions – Non-Consent Items**

PHP 42, Lifeguarding & Water Safety Instructor Certification  
**M/S/C (Farris/Bendshadler) to approve increase in units to 4 units, to comply with Red Cross regulations, this increase is in the lecture component only.** (*certificates in Fitness Professional Emphasis (AS595/CE595) and Coaching Emphasis (AS599/CE599) should be brought forward to reflect change in units*) Carried.

PHP A16, Bowling, Intermediate - **M/S/C (Farris/Davin) Approved**

PHP A17, Bowling, Advanced – **M/S/C (Farris/Davin) Approved**

PHP V01, Cross Country, Varsity, Men

PHP V12, Cross Country, Varsity, Women

**M/S/C (Bendshadler/Farris) to approve revised language for clarification of methods of Instruction and Evaluation. Carried.**

*Method of instruction:*

- *Presenting digital video and analysis of each student-athlete's performance in competitive races in order to assist the student in developing and improving their running techniques and race strategies.*

*Method of evaluation:*

- *Analysis using digital videos of each student-athlete during competitive races designed to evaluate their improvement in running techniques and race strategies.*

SPE 3A, Argumentation and Debate (*Course number change from 3A to 3 not allowed*)

**There is no change.**

SPE 10A, Forensics Lecture & Activity: Speech and Debate

SPE 10B, Extended Forensics Lecture and Activity: Speech and Debate

**M/S/C (Bendshadler/Davin) to include revised language regarding repeatability to state “Students may receive credit for SPE 10A and 10B no more than a total of 4 times either singly or in conjunction.” Carried.**

SPE 51, Enhancing Communication Skills (*Unit change from 3 to 1 unit*)

**M/S/C (Bendshadler/Herzig) to approve outline as submitted and change from non-credit to non-degree credit. Carried.**

G. Minor Course Revisions (none)

H. DE Approval (none)

I. Course Deletions (*Approved by consensus*)

SPE 52, Intro Survey of Speech Comm

J. Moreno Valley/Norco Information Items (none)

**K. Advanced Placement/International Baccalaureate –**

*This item will be agendized at a future meeting when Judy Haugh is available*

**L. Curriculum Policy & Procedure**

M/S/C (Davin/Brown) to approve language on “common curriculum:

“Whereas, The RCCD Board of Trustees has committed the district to maintain a

common curriculum, it is necessary to define what is and is not meant by “common curriculum

“Whereas, both Title 5 and Accreditation Standards require that courses and programs are offered by community *colleges* and not by districts,

“Resolved, that RCCD college curriculum committees will have voting authority only over those programs and courses actually offered at the curriculum committee’s college.”

M/S/C (Davin/Brown) to approve language for policy on deleting courses from the catalog; this language would be forwarded to the Riverside Academic Senate for consideration: “The Riverside City College Curriculum Committee recommends that all courses be scheduled to be offered in a three-year cycle. The administration shall consult with departments regarding courses not offered during that cycle. No course shall be deleted from the RCC catalog except on a vote authorizing deletion from the discipline and department concerned.

Richard Mahon indicated that both items would next go to the Riverside Academic Senate for consideration.

**Other Business** – Richard Mahon distributed a list of courses that are stalled in CurricuNET. Asking everyone to look at the list, and if there are courses listed here that are still of interest just let Chip Herzig know by December 1. After December 1 Chip will remove all courses which have been stalled from CurricuNET.

Meeting adjourned at 5:10 p.m.



## Riverside City College Curriculum Committee

### Unapproved Minutes

December 8, 2009 3-5, Hall of Fame

#### Members Present

Mike Barnes  
Cindy Bendshadler  
Linda Braiman  
Amanda Brown  
James Cheney  
Rita Chenoweth  
Richard Davin  
Kathy Ferris  
Angie Fawson  
Mary Flyr  
Nancy Gall  
Chip Herzig  
Richard Mahon (chair)  
Paul Richardson

Counseling  
English /Speech Comm  
Library  
Mathematics  
Physical Science  
Performing Arts  
Behavioral Science  
Physical Education  
Nursing  
Early Childhood  
Applied Technology  
Business Admin/CIS  
History/ Philosophy/  
Humanities  
Chemistry

#### Members Present

John Seniguar  
Rhonda Taube

Cosmetology  
Art

#### Members Absent

Greg Burchett  
Les Dean  
Rachel Stone

Life Science  
Econ./Geog/Poli. Sci.  
World Language

#### Resource Staff/Guests

Susan Mills  
Virginia McKee-Leone  
Pat Schwertfeger

Math; Accreditation  
Faculty co-chair  
Dean of Instruction  
VP of Instruction

- A. *The meeting began at 3:05*
- B. The agenda was approved with the addition of PHP43 & PHP45 and the deletion of PHP V01 (already approved 11/24/09) (MSC, Herzig/Davin)
- C. The minutes of Nov. 24, 2009 were approved with corrections (MSC Davin/Ferris)
- D. **Announcements:**

Angie Fawson asked about the possibility of offering a course simultaneously as a NRX and NRN course. After some discussion, there was agreement that a community education course offered concurrently would best meet the department's desire.

Angie Fawson asked about whether it would be permissible to pilot a hybrid course without first obtaining DE approval (*no*).

Richard Mahon distributed copies of the Academic Senate Rostrum, calling members' attention to articles on the (1) Brown Act and Curriculum Committees and (2) on changes forthcoming on Title 5 regulations regarding prerequisites.

Richard Mahon indicated that departments that have courses they have no expectation of offering should advise Dean of Instruction Virginia McKee-Leone that these courses may be deleted from the RCC Catalog.



- D. The committee discussed the language appropriate to “satisfactory” completion for PHP 17, PHP 18, PHP 19 and PHP 20. The committee also discussed the requirement to justify establish corequisites for these courses. Members agreed to leave final language to the District Curriculum Committee and agreed that Chip Herzig would add the already existing content review for these courses. (MSC Ferris/Herzig).
- E. The committee discussed PHP A62 and PHP A62A as members wanted a more clear explanation of the distinction between the courses. Kathy Ferris indicated that the two course outlines differed primarily to allow offering the course in a compressed session (less than a semester, and even less than current six-week intersessions). (MSC Bendshadler/Chenoweth).
- F. The committee approved the following items MSC (Ferris/Herzig):

**G. New Courses**

Art 50	PHP A09	PHPA86
ART 51	PHPA15	PHPA87
CIS 54B	PHP A28	PHPA88
CUL 45	PHPA29	PHPA89
ENE5A	PHPA30	PHPA90
HMS17	PHPA31	PHPA92
	PHPA33	PHPA94
	PHPA34	PHPA95

**H. Stand Alone Approval**

Art 50	PHPA40
ART 51	PHPA41
CIS 54B	PHPA43
CUL 45	PHPA44
ENE5A	PHPA46
HMS17	PHPA47
SPE51	PHPA50

**J. DE Approval**

FST 4 (*hybrid / online*)  
 FST 8 (*hybrid / online*)

**I. Major Course Revisions**

ART 44	PHPA51
BUS 46	PHPA55
PHP 4	PHPA57
PHP 6	PHPA60
PHP 8	PHPA61
PHP 14	PHPA63
PHP 24	PHPA64
PHP 25	PHPA67
PHP 47	PHPA68
PHP 59	PHPA69
PHP A03	PHPA70
PHP A04	PHPA74
PHP A05	PHPA77
PHP A07	PHPA78
	PHPA80
	PHPA81
	PHPA82
	PHPA83
	PHPA85

**K. Course Deletions**

ENG 21  
 ENG 22  
 PHP A10

**L. Certificate Modifications**

Exercise, Sport and Well-ness - Athletic Training Emphasis

Exercise, Sport and Well-ness - Coaching Emphasis

Exercise, Sport and Well-ness - Fitness Professions Emphasis

Desktop Publishing (formerly PC Publishing)

M. **Advanced Placement/International Baccalaureate:** Richard Mahon provided a brief presentation on *Advanced Placement* (AP) and *International Baccalaureate* (IB), noting that RCC already provides credit for AP exams but that (1) the list of AP exams is not current (page 44 of 2009-10 RCC catalog), nor does it advise students as to the CSU Breadth or IGETC requirements that may be met with AP Exams. He noted that IB programs are now available in three RCC feeder high schools and Mike Barnes noted that he has seen students who have not been able to receive credit due to RCC's lack of recognition of IB. The committee voted to recommend recognition for IB and to provide students a complete chart of the credit which may be awarded for AP and IB. The committee indicated its assumption that counseling would work with academic departments should it be unclear to which courses the AP/IB exams are equivalent (MSC Ferris/Herzig).

N. **Assessing Student Learning Outcomes & COR example assignments** (discussion only)

Richard Mahon called the attention of committee members to Title 5 § 55002(a)(1)(A) Grading Policy... "and the ability to demonstrate that proficiency, at least in part, by means of *essays*, or, in courses where the curriculum committee deems them to be appropriate, by *problem solving exercises* or *skills demonstrations by students*" (emphasis added) and Title 5 §55002(a)(1)(3): (3) Course Outline of Record. ... "*The course outline* shall also specify types or provide *examples of required reading and writing assignments, other outside-of-class assignments.*"

In light of RCC's accreditation recommendation, Richard suggested that committee members discuss with their departments the desirability of developing a focused assignment around an essay, problem solving, or skill demonstration project that would be defined narrowly enough to permit the assessment of several course SLOs in that assignment, while being described broadly enough that faculty members might have a wide latitude as to the content of the assignment.

Susan Mills noted that the Accrediting Commission is requiring that RCC must have assessed course, program, and institutional student learning outcomes. Susan summarized the progress we have already reported regarding *course* assessment to the Accrediting Commission (data gleaned via annual program review documents). Susan noted that it appears that RCC currently has somewhere between 75 and 85 "programs," and little has been done to establish a mechanism for evaluating their learning outcomes.

Richard Davin noted a variety of issues arising both from the Accrediting Commissions expectations and the rigor necessary to assess student learning rigorously. Amanda Brown and Cindy Bendshadler spoke about the work already being done in their disciplines (mathematics and English) and the value they believe that resulted from that work.

Richard Mahon noted that the urgency of meeting the commission's expectation suggested that the committee and other faculty groups on campus would continue to discuss the issue throughout the spring.

*The meeting adjourned at 5:10*

# Riverside City College Curriculum Committee

## Unapproved Minutes

February 23, 2010 3-5, Heritage Room

### Members Present

Mike Barnes Counseling  
Cindy Bendshadler English /Speech Comm  
Linda Braiman Library  
Amanda Brown Mathematics  
Jami Brown Behavioral Science  
James Cheney  
Les Dean Physical Science  
Performing Arts  
Kathy Farris Econ./Geography/Poli.  
Mary Flyr Sci.  
Nancy Gall Physical Education  
Chip Herzig Early Childhood  
Richard Mahon (chair) Applied Technology  
Business Admin/CIS  
Paul Richardson History/ Philosophy/  
Humanities  
Chemistry

### Members Present

John Seniguar Cosmetology  
Rachel Stone World Language  
Rhonda Taube Art

### Members Absent

Greg Burchett Life Science  
Angie Fawson Nursing  
Mark Haines Performing Arts

### Resource Staff/Guests

Sharon Gillins Applied Technology  
Welding  
Jim Knieriem Math; Accreditation  
Susan Mills Faculty co-chair  
Dean of Instruction  
Virginia McKee-Leone Counseling  
Mary Ryder VP of Instruction  
Pat Schwerdtfeger Nursing  
Patricia Tutor

A. **Call To Order** – meeting convened at 3:05( p.m.

B. **Approval of the Minutes: Dec. 8, 2009**

M/S/C (Brown/Bendsadler) Motion to approve minutes of December 8, 2009.

### **Approval of Agenda**

M/S/C (Bendshadler/Farris) Motion to approve agenda.

C. **Announcement**

- Richard welcomed returning members and new members. As an overview he explained the interaction between curriculum committee, tech review, and district curriculum committee. Tech Review and the district Curriculum Committee meet on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday, while college curriculum committees meet on 2<sup>nd</sup> and 4<sup>th</sup> Tuesday. Action items approved at Tech Review are distributed to curriculum chairs to develop their meeting agendas. Concern was expressed that with the agenda being distributed on the Friday before meeting does not allow committee enough time prior to the meeting to review. A request was made to receive information one week prior to meeting.
- Some questions were raised in regards to CurricuNET. Richard suggested perhaps another training workshop would be beneficial as a refresher. He will look into scheduling one soon.
- **Accreditation Update** – RCC has been put on warning status and scheduled to have another site visit in October 2010. At this time we are required to demonstrate that the deficiencies noted have been corrected. The sanction refers to our strategic plan and its alignment with the college mission and goals. This is of great concern. By contrast, there's another recommendation made

that should be of greater concern and that is the recommendation that we have an ongoing process for assessing every course program and institutional outcome. It's very critical that we can show in October that we have something in place so that we do not remain on warning.

**D. Open Hearing** – No requests from the public

**E. New Courses**

M/S/C (Herzig/Farris)

*These courses are being proposed as part of the new discipline Computer Science for a two-year transfer program with Cal Poly Pomona and are cross-listed with CIS courses:*

CSC 2	Fundamentals of Systems Analysis
CSC 5	Fundamentals of Programming Logic Using C++
CSC 11	Computer Programming using Assembler
CSC 12	PHP Dynamic Web Site Programming
CSC 14A	Web Programming: JavaScript
CSC 15A	Visual Basic Programming: Objectsh
CSC 16A	Programming Games with DirectX, OpenGL
CSC 17A	C++ Programming: Objects
CSC 17B	C++ Programming: Advanced Objects
CSC 17C	C++ Programming: Data Structures
CSC 18A	Java Programming: Objects
CSC 18B	JAVA Programming: Advanced Objects
CSC 18C	Java Programming: Data Structures
CSC 20	Systems Analysis and Design
CSC 21A	Linux Operating System Administration
CSC 21	Introduction to Operating Systems
CSC 25	Introduction to Data Communications
CSC 27	Information and Network Security
CSC 28A	MS Access Programming
CSC 35	Intro Simulation and Game Development
CSC 36	Intro Computer Game Design
CSC 37	Beginning Level Design/Computer Games
CSC 38A	Sim Gaming/3D Modeling
CSC 38B	Sim Gaming/3D Animation
CSC 38C	Sim Gaming/Dynamics/Rendering
CSC 61	Intro to Database Theory
CSC 62	MS Access DBMS: Comprehensive
CSC 63	Intro to Structured Query Language

Discussion: We have partnered with Cal Poly through a grant to offer these courses which match CalPoly's curriculum. These courses are cross-listed and a majority of these courses use the same book CalPoly uses. Richard explained for new members that when courses are cross-listed it is required they be identical, including same course number. One concern is the minimum qualifications required to teach cross-listed courses can be quite different. Many of the courses

listed also do not have a prerequisite. In those cases where a prerequisite is listed it is not the same as CalPoly's, they have different prerequisites. A student who completes the required course pattern can transfer to Cal Poly as a junior. In general we have taken prerequisites off the descriptions with the assumption the student has the skills or command of the subject. This has proven not to be the case for many students.

Richard expressed great concern that one of the challenges we have as a curriculum committee is the lack of an effective research area. Although Title 5 requirements state that colleges should have researchers on the college campus, we do not. We are struggling with concrete curriculum challenges that affect our students for which we don't have the resources to address these challenges. This is a serious issue that needs to be addressed.

**M/S/C (Bendshadler/Herzig)** Motion to investigate a way to establish prerequisite and not hold up approval of these courses. Carried. (2 abstentions)

#### **F. Major Course Revisions**

M/S/C (Herzig/Richardson)

CIS 21	Introduction to Operating Systems
CIS 21A	Linux Operating System Administration
CIS 35	Intro Simulation and Game Development
CIS 36	Intro Computer Game Design
CIS 37	Beginning Level Design/Computer Games
CIS 38A	Sim Gaming/3D Modeling
CIS 38B	Sim Gaming/3D Animation
CIS 38C	Sim Gaming/Dynamics/Rendering

*These courses have been modified as part of program review, and to be cross-listed with CSC courses.*

COS 60E1	Level V Cosmetology Concepts ( <i>Increase in units 3.5 to 4/increase in hours</i> )
COS 60E2	Level V Cosmetology Concepts ( <i>Increase in units 3.5 to 4/increase in hours</i> )w

*These courses have been modified to comply with the California State Board of Barbering and Cosmetology licensing.*

#### **G. Certificate Modifications (Local/State)**

M/S/C (Flyr/Bendshadler)

Local/State Approved Certificate Modifications: Cosmetology

#### **H. Stand Alone Approval**

M/S/C (Herzig/Farris)

CSC 6	Discrete Mathematics for Computer Science
CSC 16A	Programming Games with DirectX, OpenGL
CSC 21A	Linux Operating System Administration
CSC 27	Information and Network Security

**I. Minor Course Revisions (*none*)****J. DE Approval (*none*)****K. Course Deletions (*none*)****L. Curriculum Policy & Procedure****Program Outcomes & College Catalog (*discussion*)**

A sampling of our college catalog along with pages from other community college catalogs was distributed. Program Level Outcomes could be identified more clearly in our catalog. Many programs include program level outcomes, they are just not listed by bullets, but are in the narrative of the description. This can give the impression that we do not have outcomes. The examples from other colleges were more student friendly with much more information, including a listing of career options. Richard mentioned that beginning next year we will have three separate catalogs. He would like to see a restructuring of our catalog that will be more student friendly that can also be used as a counseling tool, and will specifically address program level outcomes. He suggested this committee form an ad hoc task force and look into the restructuring of our catalog by looking at examples from other community colleges, with the expectation of a new catalog for 2012. He would like to see the task force come up with a mock up of the proposed new catalog, and have it available by October when the site team visits.

**M/S/C (Richardson/Bendshadler)**

Motion to form an ad hoc task force to look into the restructuring of the college catalog for 2012 that is more student friendly and used as a counseling tool, and will specifically address program level outcomes. It was recommended to include someone from Counseling on the task force. Richard will send out an email and ask who would like to participate on this task force.

**AB 440/SB 1440**

Assemblyman John Beall from San Jose sponsored a piece of legislature, AB440, stating any student who accumulates 60 degree applicable units will get an AA degree. State Senate was opposed to this. Another version of AB 440 required completion of at least 18 units of major/area of emphasis plus GE. Language stated that community colleges may offer degrees labeled for transfer and if the community college chooses to do so they may not require local degree requirements. This was debated at the Fall Academic Senate Plenary session. The debate was that even though the language of the bill is approved, it is not a good trend to let legislature dictate degree requirements. The bill now has a new sponsor, Senator Padilla of Los Angeles, and the bill continues to be popular. The State Academic Senate is asking community colleges for guidance. Richard is asking committee if we should actively pursue a change in Title V language to persuade legislature not to pursue the statute that will make this into law. Richard just received this information today, though deadline was last Friday. Phone calls are scheduled for next week.

**M/S/C (Dean/Seniguar)**

Motion to encourage Senate in support of fast-tracking Title 5 language in an attempt to head off regulatory approach to AB440 language.

*CB21 Coding: Degree Applicable but NOT transferable courses: English & math (discussion)*

Every course we offer is coded. Though coding is important many of us don't pay attention to the numbers. It has come to our attention that many of our courses have been miscoded, and a mistake this complicated can have a serious effect on the basic skills funding we get. Richard has forwarded this information to Sylvia Thomas to be encoded into the system correctly.

**M. Moreno Valley/Norco Information Items:**

Course Deletions: These courses are being deleted due to lack of student interest.

Course	Title	Approval	Info
MAN 31	Production Planning, Operations & Control	N	MR
MAN 47B	Advanced Statistical Process Control	N	MR
MAN 62	Comput Integrated Manuf	N	MR
MAN 70	Manufacturing Methods	N	MR
MAN 71	Supplier Improvemnt	N	MR
MAN 81	Inventory Control	N	MR
MAN 82	Fundamentals Manuf Control	N	MR
MAN 91A	Manufacturing Apprenticeship Tech Math	N	MR
MAN 91B	Blueprint Reading for Manufac Apprentice	N	MR
MAN 92A	Manufacturing Problem Solving	N	MR
MAN 92C	Intro Stat Proc Cntrl for Manuf Appren	N	MR
MAN 93A	Basic Metal Stamping	N	MR
MAN 93B	Material Variation	N	MR

Local/State Approved Certificate Modifications:

Title	Approval	Info
Fire Technology	M	NR
Business Administration Logistics Management Concentration	N	MR
Logistics Management	N	MR
Manufacturing Technology-Automated Systems	N	MR

New Stand Alone Courses

Course	Title	Approval	Information
FIT 7	Principles of Fire and Emergency Services Safety and Survival	M	NR
HLS 4	Recovery in Emergencies, Disasters and	M	NR

	Homeland Security Incidents		
HLS 5	Investigation of Emergencies, Disasters and Homeland Security Incidents	M	NR

**N. Adjourn** – *The meeting adjourned at 5:10 p.m.*

draft



# Riverside City College Curriculum Committee

## Approved Minutes

March 9, 2010 3-5, Hall of Fame

### Members Present

Mike Barnes	Counseling
Cindy Bendshadler	English /Speech Comm
Linda Braiman	Library
Amanda Brown	Mathematics
James Cheney	Physical Science
Rita Chenoweth	Performing Arts
Richard Davin	(Senate President, <i>ex officio</i> )
Angie Fawson	Nursing
Kathy Farris	Physical Education
Mary Flyr	Early Childhood
Chip Herzig	Business Admin/CIS
Richard Mahon (chair)	History/ Philosophy/ Humanities
Paul Richardson	Chemistry
Rachel Stone	World Language
Rhonda Taube	Art

### Members Absent

Jami Brown	Behavioral Science
Greg Burchett	Life Science
Les Dean	Econ./Geography/Poli. Sci.
Nancy Gall	Applied Technology
John Seniguar	Cosmetology

### Resource Staff/Guests

Mark Haines	Performing Arts
Marilyn Martinez-Flores	Dean, Acad. Support
Susan Mills	Math; Accreditation
	Faculty co-chair
Virginia McKee-Leone	Dean of Instruction
Pat Schwerdtfeger	VP of Acad. Affairs

- A. Call to Order** - Meeting convened at 3:09 p.m.
- B. Approval of the Agenda** –  
M/S/C (Bendshadler/Herzig) Motion to approve agenda
- C. Approval of the Minutes**  
M/S/C (A. Brown/Richardson) Motion to approve minutes of February 23, 2010  
(2 abstentions)
- D. Announcements**  
Richard reported that after the last meeting concern was expressed to administration by some faculty that chair Mahon conveyed the impression that Career & Technology Education was unimportant. That was not the intention of the discussion on CTE issues, and Richard apologized for this misunderstanding.
- E. Open Hearing** – No requests from the public.
- F. New Courses** (*none*)
- G. Major Course Revisions** (*none*)
- H. Certificate Modifications** (*none*)

- I. Stand Alone Approval** (*none*)
- J. Minor Course Revisions** (*none*)
- K. DE Approval** (*none*)
- L. Course Deletions** (*none*)
- M. Curriculum Policy & Procedure**

1. Curriculum & Assessment (*discussion*, Richard Mahon & Susan Mills)

As mentioned at last meeting the accrediting commission has put RCC under warning regarding college planning. A visit is scheduled in October to see if the college has addressed those concerns. Recommendation one focuses on strategic planning process and implementation. The Riverside Strategic Planning Committee is working on this.

A second recommendation asks that by Fall 2010 we indicate we are assessing students at the course, program and degree level. This deadline has been extended to 2012. This will be more challenging for us to meet. This will involve a significant change in the way faculty report on the assessment activities taking place within their courses. Faculty should feel confident that the grade assigned to a student is based on clear criteria and the student's understanding of what is expected. Every syllabus requires student learning outcomes.

Susan Mills reported that the IM&E committee, which she chairs, met on March 8 along with all five assessment committee members, Chip Herzig and Dan Martinez, Associate Dean of Institutional Research. The main focus of the meeting was to talk about changes that have taken place in program review. The "Annual Program Review" is no longer called that, but is now referred to as a "unit plan" with the assessment piece removed. Each college now has to develop their own process for collecting that assessment information. Susan and Marilyn Martinez-Flores have been working on that. Marilyn has developed a survey monkey online tool where assessment information can be collected. Susan demonstrated how this tool works and walked through the steps. At this meeting the consensus of the group was to take general ed. out of this tool, but to keep GET links in CurricuNET. The reason is that gen ed. is not applicable to all courses. CurricuNET has a module that will record assessment that members suggested should be more closely examined.

An announcement of the availability of this survey tool has not gone out yet. It will be sent out with unit plans. This tool will be available by March 19. Susan will send the link to committee members.

Cindy mentioned there are still some problems with gen. ed. SLO's. When doing course SLOs some things read like prerequisites and don't connect to the SLO. As a whole, curriculum committee has not provided good guidance. She would like to create a best practices document that can be shared with faculty. Cindy asked for input from committee members.

Richard Mahon and Susan asked committee members to be liaisons with their respective departments to discuss the challenge of assessment. They would both be glad to meet with departments if invited to answer questions and assist in establishing data. Susan can also help with data analysis.

2. RCC Curriculum Committee chair; co-chair; length of term (*discussion/action*).

The committee received a copy of existing academic senate by-laws pertaining to standing committees, with proposed language highlighted in yellow. One of the changes is length of service from one year to two years in addition to the designation of a co-chair. This change would be in the best interest of the college with the campus being better served by having more people with experience and knowledge of curriculum.

M/S/C (Herzig/A. Brown) Motion to recommend to Academic Senate to change by-laws, Article III, Standing Committees, with proposed language .

Question was raised whether APC is a subcommittee of the senate, which it is. It was also suggested the Accreditation Steering Committee be changed and replaced with Assessment Steering Committee. The language under “Standing Committees” applies to all standing committees, however we are only changing the term for curriculum committee. Suggestion was made that the term of co-chair alternate with the term of chair. Language should state if curriculum committee selects a co-chair the term should be staggered with term of the chair.

M/S/C (Herzig/Fawson) Motion to make the term of co-chair an alternating position with the election of committee chair.

After further discussion, recommendation was made to change first sentence in section A, . . . . *College Academic Senate shall choose a chairperson at the last meeting . . .* , change one word so sentence reads: . . . *shall choose a chairperson **by** the last meeting . . .*

M/S/C (Bendshadler/Chenoweth) Motion to change the word at with the word **by** in the first sentence of section A.

3. College catalog

Richard called for an *ad hoc* committee to review our college catalog, and to look at how other colleges organize their catalogs. The goal is to have a more student friendly catalog that is also an effective tool. Angie Fawson, Paul Richardson, Rhonda Taube, Chip Herzig, Mike Barnes, and Rita Chenoweth agreed to serve on this ad hoc committee with Richard Mahon.

4. Change in degree eligible status: Beginning Algebra & English 50

This was discussed at last meeting and it was recommended that the curriculum codes be changed for Beginning Algebra and English 50a. They are currently coded as basic skills and

not as degree applicable courses. This is changing the requirements only. Catalog rights still apply with this change.

**N. Adjournment** – meeting adjourned at 4:59 p.m.