

Riverside City College Curriculum Committee

Approved Minutes

September 7, 2010

Members Present

Mike Barnes	Counseling
Greg Burchett	Life Science
Linda Braiman	Library
Amanda Brown	Mathematics
Rita Chenoweth	Performing Arts
Les Dean	Econ./Geography/Poli. Sci
Kathy Farris	Physical Education
Mary Flyr	Early Childhood
Nancy Gall	Applied Technology
Chip Herzig	Business Admin/CIS
Richard Mahon (chair)	History/Philosophy/ Hu- manities
Cynthia Morrill	Physical Science
William Phelps	English /Speech Comm.

Members Absent

Huda Aljord	World Language
Jami Brown	Behavioral Science.
Angie Fawson	Nursing
Paul Richardson	Physical Science
John Seniguar	Cosmetology
Rhonda Taube	Art

Resource Staff/Guests

Virginia McKee-Leone	Dean of Instruction
Patrick Schwerdtfeger	VP, Acad. Affairs
Naomi Foley	Curriculum Assistant

- A. Call to Order** – The meeting was called to order at 3:10 pm
- B. Approval of the Agenda**
The agenda was approved by consensus
- C. Approval of the Minutes of May 11, 2010**
Review of the May 25, 2010 minutes was deferred pending additional editing
- D. Announcements**
- E. Open Hearing** – there were no requests from the public.
- F. Curriculum Policy & Procedure**
- 1. CurricUNET module for Assessment:** Richard indicated that training on a newly purchases CurricUNET module
 - 2. SB1440:** Richard provided a brief summary of SB1440, which provides a guaranteed path of admission for community college students to the CSU; discussion ensued regarding the workload implications this will have for the committee, since all colleges will be required to have some degree pathways in place for students in fall 2011.

2. **Catalog copy for disciplines:** Richard reminded members of the agreement the committee made in the spring to work on descriptive text for each discipline that could be inserted in the catalog and used to better inform students about available educational pathways.
3. **SB1143:** Richard provided a short summary of SB1143, which calls for community colleges to increase student success. Even if the bill does not pass, the Chancellor's office has already indicated its intention to form a task force to make recommendations to the Board of Governors.
5. **Stand Alone Training for 2010-11** was held; all members in attendance are authorized to vote on curricular matters for the academic year.

the meeting adjourned at 5:05.

Riverside City College Curriculum Committee

Approved Minutes

September 28, 2010 – 3 to 5 – Hall of Fame

Members Present

Mike Barnes	Counseling
Linda Braiman	Library
Amanda Brown	Mathematics
Jami Brown	Behavioral Science
Rita Chenoweth	Performing Arts
Kathy Farris	Physical Education
Nancy Gall	Applied Technology
Chip Herzig	Business Admin/CIS
Richard Mahon (chair)	History/Philosophy/ Humanities
Cynthia Morrill	English/Speech Comm.
William Phelps	Physical Science

Members Absent

Huda Aljord	World Language
Greg Burchett	Life Science
Les Dean	Econ/Geog/Poli. Sci.
Angie Fawson	Nursing
Mary Flyr	Early Childhood
Paul Richardson	Physical Science
John Seniguar	Cosmetology
Rhonda Taube	Art

Resource Staff/Guests

Patrick Schwerdtfeger	VP, Acad. Affairs
Marilyn Martinez-Flores	Dean, Academic Support

- A. **Call to Order** - The meeting was called to order at 3:07 p.m.
- B. **Approval of the Agenda** - M/S/C (Phelps/Farris)
- C. **Approval of the Minutes of May 25, 2010**
M/S/C (Herzig/Gall, 2 abstentions) to approve the minutes of May 25, 2010, as corrected.

Approval of Minutes of September 7, 2010

M/S/C (Chenoweth/Gall, 1 abstention)

Richard announced that the meeting of September 7th was for stand-alone training, and any committee members who were not at that meeting will not be able to vote today, and should contact him to schedule a training session.

D. Announcements

- Jami Brown announced she will have to remove herself from this committee. Richard Davin will have to appoint someone else to represent the department.
- Richard attended the statewide commission spending a full day on official hearings. Scott Lay from the Community College League of California sends emails regularly keeping everyone up to date. Last winter the CCLCC convened a Commission on the Future, brainstorming ideas to help community colleges better meet the needs of the student population and indirectly the needs of California (workforce prep, etc.). There are ongoing high level conversations in the state about improving our system. Of course, any solution has to have faculty buy-in. There's a lot of discussion about faculty development. The ultimate goal is making our colleges more successful.
- Repeatability - There's a lot of discussion at the state level that too many students are

allowed to repeat at taxpayers expense. A researcher at Fullerton College, based on data, states that ten to fifteen percent of students on most community college campuses have never completed a course unit. They enroll in courses but drop in significant numbers. There's a significant population that enrolls that qualify for BOG fee waiver. Though we're not being told by the state, we are strongly encouraged to tighten up on repeats. A student can take a non repeat course eleven times if they work the system. Make sure courses we offer conform to repeatability guidelines. Basic skills courses are never repeatable. Different rules apply to fine arts courses and to physical education. Current perspective from the Chancellor's office is that an activity is repeatable. Recent changes to Title V rules caught them off guard. We'll have to fix some of these.

- Tech Review – Richard found a draft statement of what they do and don't do. These meetings are open to everyone.
- Richard Davin shared a concern regarding the Program Approval Process. The APC is one of the steps in the review process. The concern is when there is no APC meeting the review process cannot go any further. This needs to be fixed or have an alternative step. It was suggested the district academic senate remove APC from the review process or act in its place. Is it necessary to have a review process at the district level? The district does not approve programs. There is some confusion about the process. Some collegial informal discussions need to be done.

E. Open Hearing - no requests from the public

F. Curriculum Policy & Procedure

1. RCCD Stand alone inventory (*information*)

Richard Mahon provided the list of stand-alone courses since so many had requested it.

2. Rejected standalone courses (*discussion*)

Richard distributed examples of inappropriate credit stand-alone courses that were denied when submitted to the Systems Office.

3. Catalog copy for disciplines (*discussion*)

Richard did not have this information to distribute. This item was agendaized at the district curriculum meeting so that all three catalogs are involved. Everyone is asked to take a look. This is due by end of fall.

4. New/fictitious committee assignments for CurricUNET (*information*)

Chip indicated he has had difficulty establishing department assignments for CurricUNET. However, he and Tony have figured out a way to make this work by creating fake departments. Changes can still be made to each certificate by going through the correct department. Establishing a fictitious department will allow all three colleges to work independently.

5. Courses never offered (review of 3 year cycle agreement) (*information*)

Richard asked everyone to look at the list of courses never offered and then go to CurricUNET and pull those courses. The Academic Senate had approved a three year rotation cycle. This seemed a reasonable timeline. The intent is not to be inflexible but to let go of courses that are dead. This information will also have to be discussed at APC and sent out to members before the next APC meeting. Chip Herzig will attend the next APC and he will bring this matter up.

6. Need for sample assignments in all CORs (*information/discussion*)

This is required by Title 5 and we will be asked to come into compliance. A timeline of four years for every discipline to come up and correct course outlines. Need to get sample assignments in course outlines and all of our course outlines should have typically a description sentence as simple as possible. It can also be an example or sample. Those fields already exist in the course outlines for faculty. Only five percent are complete. Richard noted that more and more accreditation teams will be looking at course outlines. SLO's belong in course outlines, as well as how to assess them. Sample assignments are examples of what you assess. This is something we haven't done and everybody needs to look at total curriculum to make sure this is done. Chip will give the APC members a handbook prepared by the state. They are coming down hard on us at the state level. This is do-able.

7. Process to address degree applicability for English 50 & Math 52 (*information*)

Last year there was some lack of clarity about two courses RCC offers, English 50 and Math 52, that are not degree applicable. Math thinks it was always clear about this. English is contradictory. Looking back at minutes from five years ago people can come to different conclusion. At the Tech Review meeting it was decided that the requirements for those courses should be up to the faculty. If Math wishes to make Beginning Algebra no longer degree applicable it can go through the process to go forward on the agenda for action. This will become effective for next fall's catalog. This only affects students coming in next year, not current students.

8. C-ID, Cal-Pass events (*announcement*)

Richard announced that on October 8 there is a Cal-Pass event. Cal-Pass is an organization that can help faculty get data. This relates more to the assessment committee. They will also present a free seminar at Chaffey College on October 22. Unfortunately Richard cannot attend. He will email this information to everyone.

9. RCCD certificates & degrees awarded –

Last spring Richard sent a request to Raj in Institutional Reporting for information on the number of degrees we have awarded over the past five years. He was surprised as to how few formal awards we have made in many areas. There are a lot more students who earn it, but they don't ask for it. Chip commented that cross-listed courses can create significant errors. Richard is also interested in getting from Raj information on the number of programs faculty have created. Richard will send the information he does have to those interested.

G. Adjourn – the meeting adjourned at 4:58 p.m.

Riverside City College Curriculum Committee
Approved Minutes
October 12, 2010

Members Present

Mike Barnes	Counseling
Linda Braiman	Library
Amanda Brown	Mathematics
Jami Brown	Behavioral Science
James Cheney	Physical Science
Rita Chenoweth	Performing Arts
Richard Davin	(Senate President, <i>ex officio</i>)
Les Dean	Econ./Geography/Poli.Sci.
Kathy Farris	Physical Education
Angie Fawson	Nursing
Mary Flyr	Early Childhood
Nancy Gall	Applied Technology
Chip Herzig	Business Admin/CIS

Richard Mahon (chair)

Cynthia Morrill
 William Phelps
 Rhonda Taube

History/Philosophy/
 Humanities
 English/Speech Comm.
 Physical Science
 Art

Members Absent

Huda Aljord
 Greg Burchett
 Mary Flyr
 Paul Richardson
 John Seniguar

World Language
 Life Science
 Early Childhood
 Physical Science
 Cosmetology

Resource Staff/Guests

Marilyn Martinez-Flores

Dean, Acad. Support

- A. Call to Order** – Chair convened the meeting at 3:09 p.m.
- B. Approval of the Agenda** – M/S/C (Dean/Herzig)
- C. Approval of the Minutes: 9/28/10** - M/S/C (Dean/Herzig) 1-abstention
Chip made a suggestion and asked that any action required be highlighted in the minutes and followed-up.
 Minutes approved as moved with suggestion.
- D. Announcements**
- Richard Davin talked about the program approval process. One of the approving steps is the District Academic Planning Council. Because they are not meeting this semester there is concern that people who have programs going through the process won't get to proceed. After discussing this last week at the district meeting the plan is to not hurry up the approval process. This step was thought to be necessary for programs that had source implications. It had been suggested to have the campus APC act in lieu of the district APC as a reasonable option. Did not come to a conclusion, but is being considered. They may wait and see what kinds of programs actually need approval.
 - Kathy Farris attended a meeting for faculty in Anaheim last Thursday for CID and creating degrees in accordance with SB1440. She met with other faculty altogether from eleven different disciplines. At this meeting they were able to work on course descriptors, find out what is necessary in a course that will transfer and be accepted, and also received information about transfer degree law. There is wording in the law that says if the course descriptor is similar to what Cal State has they have to accept our students. We have to pay attention not just to what we want but to what will transfer. These discussions were very collegial. There is more information

on their website, asccc.org and go to the CID link. The hope is to put together descriptors with course content on the site, and once faculty agree on that descriptor the articulation officer can look at the information that is comparable, rather than to call each institution.

- Dr. Mahon reported that Sylvia Thomas has asked the three curriculum chairs to spread the message that this year we will stick to the drop-dead deadline for the catalog. If there are faculty that want something in the catalog for next year they need to be aware of the deadline.

Chip asked how difficult it would be to have multiple catalogs per year. There are some colleges who print them more than once a year and other colleges will print the physical catalog then do addendums.

Richard asked Chip to get a list of at least a half dozen community colleges that do print a catalog more than once a year or print an addendum to their catalog, and bring copies back to committee.

Richard will agendize this item for action at the district committee to see what kinds of things we can identify.

- Richard Mahon will be on an accreditation visit at College of Marin two weeks from today. Chip will chair the next curriculum meeting.
- There are still some CC members who still have not attended a meeting to date. One member is scheduled to teach at the same time we meet. Richard is asking for ideas from members as to how to handle this.

E. Open Hearing – none

F. Curriculum Policy & Procedure

1. **SB1440** - Kathy addressed this already

2. **Sample assignment update**

Richard shared a listing of complete course inventories. He will send out the final version later. Go to CurricUNET and click on the pencil icon to get a list of the ones that are missing. The deadline for this is end of fall, or suggest November 30 or Thanksgiving. Can also go to CurricuSearch and look at a few websites. Richard can go to department meetings if they are having difficulty with course outlines.

3. **Catalog copy update**

Richard passed around a copy. If members want a copy let him know. He will send out an email saying here are all the sub-disciplines. Would like to get them back by November.

G. Curriculum Approvals

Course	Course Name	Approval	Info	Comment
REA-83	Reading, Level III	MNR		Removal of repeatability ; update of SLOs:
SCE-813	Healthy Aging for Older Adults	MR	N	Change in title from Dynamic Activities for Older Adults; update in description, SLOs. Changes required by State Chancellor's Office to emphasize health aspect of course.

REA-83 – M/S/C (Dean/Herzig) approve to remove repeatability

SCE-813 – M/S/C (Herzig/Dean)

Discussion: There are four categories of curriculum which a community college can offer. Majority we see is credit courses which can include all credit and transferable, and others are credit but not transferable. All credit courses carry a unit value. With regard to community service and contract education courses, we don't approve those courses because students pay whatever market will bear. These courses have no unit value, are not transferable, and have to be self-funding. We receive apportionment for students attending these courses on the bases of positive attendance. The course outline for SCE813, taken from CurricUNET, describes this course under the multimedia discipline. Why is this course under multimedia? Richard suggested simply stating that the minimum qualifications for this course are the same as any other physical activity course we would assign to P.E. Another possibility is to assign this course to both P.E. and Health Education, allowing for a broader circle of faculty with minimum qualifications to teach this course. It is not necessary to adopt a discipline in order to assign a course.

M/S/C (Farris/Taube) 1-no

Approve a change in the discipline for SCE-813 from Multimedia to P.E. or Health

H. **Information Items**

New Stand Alone Course – no action taken

I. **Adjournment** – meeting adjourned at 4:50 p.m.

Riverside City College Curriculum Committee
Approved Minutes
 November 9, 2010

Members Present

Mike Barnes	Counseling
Linda Braiman	Library
Amanda Brown	Mathematics
Jami Brown	Behavioral Science
James Cheney	Physical Science
Rita Chenoweth	Performing Arts
Richard Davin	(Senate President, <i>ex officio</i>)
Les Dean	Econ./Geography/Poli.Sci.
Kathy Farris	Physical Education
Angie Fawson	Nursing
Mary Flyr	Early Childhood
Nancy Gall	Applied Technology
Chip Herzig	Business Admin/CIS
Richard Mahon	History/Philosophy/ Humanities

Cynthia Morrill
 William Phelps
 Paul Richardson
 John Seniguar
 Rhonda Taube

English/Speech Comm.
 Physical Science
 Physical Science
 Cosmetology
 Art

Members Absent

Huda Aljord
 Greg Burchett
 Mary Flyr

World Language
 Life Science
 Early Childhood

Resource Staff/Guests

Marilyn Martinez-Flores
 Virginia McKee-Leone
 Susan Mills
 Pat Schwerdtfeger
 Rikki Hix

Dean, Acad. Support
 Dean of Instruction
 Associate Prof., Math
 VP, Acad. Affairs
 ASRCC Rep.

- A. Call to Order** – Chair convened the meeting at 3:05 p.m.
- B. Approval of the Agenda** – M/S/C (Phelps/Brown)
- C. Approval of the Minutes: Minutes of October 12, 2010** - M/S/C (Brown/Herzig) 1 abstention
- D. Announcements**
- Richard emailed everyone information regarding AB1440 – please take time to read.
 - One of the departments has asked for a curriculum representative, but no one has stepped up. Mahon is seeking guidance from committee. The Dean has been asked to intervene in the event no steps up. Any thoughts on how to help this department. Would not like this to become a union grievance. This department does have some concerns about sample assignments. It was suggested the department consider assigning someone. The department could even come up with an agreeable equitable rotation. Committee was in favor of Richard talking to the department regarding a representative.
 - Tony V. sent out a one page flyer stating procedure to follow if we want to offer a course already offered at another college. Richard received complaints regarding this type of notice being sent from staff. Richard will see that any future announcements like this will have the faculty stamp of approval.
 - Chip has been getting grief about CurricuNET. As the district curriculum chair, Mahon took the Tech Review and Process draft document to the district curriculum committee to review if this is what the committee does. Tech Review Committee looks at course outline to see it's complete and accurate. If they receive it blank then Tech Review will have a discussion. Richard will agendize specific examples for next meeting.

- Rikki Hix was introduced to everyone. Rikki is the student representative who sits on academic senate.

E. Open Hearings there were no requests from the public.

F. Curriculum Policy & Procedure

1. Recency

RCC has a policy on course repetition and administrative procedure. The short version is student can be allowed to repeat a non-repeatable course if sufficient time has passed that such a course can be significantly different. Five year period timeframe can be sufficient, especially in nursing courses. Enough can change in five years. To answer question. Even if a student receives a substandard grade, they can repeat a course if more than five years. The student needs to fill out a petition to repeat. One of the issues here for the need of a Recency Policy is apportionment.

2. Program Development Review

Few years ago Richard Davin helped streamline significantly the approval process of entirely existing courses. He did not finalize a review for new courses however. The last time the process was approved was in 2005. There is a draft document that never went through for review. Richard did go through the document and made some changes. At the next meeting everyone will see the suggested changes. Right now the 2005 document is the one being used.

3. Sample assignment update

The best way to look at sample assignments is to go to CurricuNET. Disciplines are told when they go to program review they need to update their course outlines, and still some sample assignments are left blank. This is a problem. Some disciplines are better informed than others. Every January program review committee does a kick-off. Richard will remind committee of the need for sample assignments. There's also the issue of a deadline. Sylvia does not want a hard deadline.

4. SB1440 update: "First Five"

The state has developed recommendations about what a locally developed degree should look like. Goal is to get more students from the community colleges to get a degree. Baccalaureate attainment is on a down slope. Richard displayed a powerpoint presentation. Richard also suggested going to the website – ascc.org – to participate and get on the listserv. Everyone encouraged to get involved

5. Catalog deadline

G. Curriculum Approvals

Distance Education:

Course	Course Name	Approval	Info	Comment
GEG 1	Physical Geography	MNR		Online
GEG 1L	Physical Geography Laboratory	MNR		Online

Major Course Modifications:

Course	Course Name	Approval	Info	Comment
REA-87	Reading Clinic	MR	N	Title change from "Reading Tutorial"; Update to content, SLOs, methods of evaluation and instruction, assignments and textbooks.

H. **Adjournment** – meeting adjourned at 5:02 p.m.

Riverside City College Curriculum Committee
Approved Minutes
November 23, 2010

Members Present

Mike Barnes	Counseling
Linda Braiman	Library
Amanda Brown	Mathematics
Jami Brown	Behavioral Science
Rita Chenoweth	Performing Arts
Richard Davin	(Senate President, <i>ex officio</i>)
Kathy Farris	Physical Education
Angie Fawson	Nursing
Nancy Gall	Applied Technology
Chip Herzig	Business Admin/CIS
Richard Mahon	History/Philosophy/ Humanities
Cynthia Morrill	
William Phelps	English/Speech Comm.
Paul Richardson	Physical Science
John Seniguar	Chemistry
	Cosmetology

Members Absent

Huda Aljord	World Language
Greg Burchett	Life Science
Les Dean	Econ./Geog./Poli. Sci.
Mary Flyr	Early Childhood
Rhonda Taube	Art

Staff/Guests

Jim Elton	Associate Prof., P.E.
Virginia McKee-Leone	Dean of Instruction
Susan Mills	Associate Prof., Math
Pat Schwerdtfeger	VP, Acad. Affairs
Rikki Hix	ASRCC Rep.

- A. **Call to Order** – Chair convened the meeting at 3:05 p.m.
- B. **Approval of the Agenda**
M/S/C (Gall/Farris) to approve the agenda as amended.
- C. **Approval of the Minutes: November 9, 2010**
M/S/C (Herzig/Richardson) to approve the minutes of November 9, 2010, as corrected.
- D. **Announcements**
- Richard made reference to a report by the CCLC “Commission On The Future.” CCLC is a statewide group which represents Chancellors, Presidents, and Trustees. He encouraged everyone to read this document. They will be touting the recommendations they have made for improving student transfer. Richard will send this document to everyone.
 - Last spring RCC administered the *Community College Survey of Student Engagement* and we now have the results. In a number of areas students are not consistently challenged to do as much as they might. Richard will distribute. Everyone should review and share with others in their department.
 - The Legislative Analyst’s budget forecast is rather long (40+ pages). When we first talked about program review processes, discussion focused on allocating new resources. However future discussions will focus more on prioritizing as we make more cuts. Richard asked everyone to think about how to articulate making more cuts for the next academic year.
- E. **Open Hearing** – there were no requests from the public.
- F. **Curriculum Policy & Procedure**

1. Assessment Update (Jim Elton)

Jim Elton, Assessment Committee Chair, gave an update on assessment. Last spring the District Assessment Committee broke up and became campus based committees. Susan Mills also sits on the Riverside committee. The committee has been working on strategies to reach the level of proficiency required by the ACCJC by Spring 2012. The five committee representatives are the point person for their appointed disciplines. Each discipline has been given a list of courses to review and they will report back to the assessment committee in the spring. Every year we prepare a report to send to ACCJC and the information for this report is collected from Survey Monkey. All assessment questions are located in Survey Monkey. A lot of work is being done to make sure all faculty are doing assessment. In addition, several workshops were given to part-time faculty. There's still more work yet to be done.

2. Program Development Process Review (update)

At the previous meeting it was announced a committee was being convened with reps from each campus to look at the process for "new and substantially revised programs." Richard and Cynthia met last Tuesday and had a productive discussion. It was questioned whether every step needs to be done sequentially, and it seems there are a number of steps that can be done parallel. The last step in the process is senate approval, but there is no line for college academic senate approval. There are changes that need to be made to this document. Once the committee has agreement with proposed changes, it will then go to each of the curriculum committees for discussion, and then to the three senates. This item will be brought at a subsequent meeting for action.

3. Catalog deadline (discussion)

There have been discussions and concerns as to why the deadline for new/transferable courses should be the same deadline for CTE or elective courses. Chip noted that there are other colleges that do addendums for their printed catalogs and would like to pursue the same here. The curriculum committee will consider submitting a proposal asking the district curriculum committee for reconsideration of the catalog deadline

4. Tech Review Committee: Charge & Composition (discussion & approval)

Richard distributed the "Curriculum Technical Review Committee Composition, Charge & Guidelines" for review. This document has been discussed but not formally approved. This is submitted as a consent item. Committee members asked to review and send him suggestions for changes to be made at a later date.

M/S/C (Gall/Phelps) to approve the idea of making changes later to the Curriculum Technical Review Committee Composition, Charge & Guidelines, and accept the document for review (attached).

5. "How to Include an Existing Course into Your College Curriculum Inventory"

As previously mentioned this process is being discussed. Richard distributed the information prepared by Toni van Buhler. The item is agendaized to allow committee to see what the language looks like.

6. RCCD Curriculum Handbook

Committee members encouraged to go through the handbook, page by page, and share with faculty in their departments. Send comments to Richard as to what information is still valuable and what is not needed. Also, everyone should become familiar with all of the state documents.

7. Changes to AoEs: add *Reading 2, 3, 4* (see p. 229 of *RCC 2000-11 Catalog*) to *Communication, Media & Language AoE* (see *RCC Catalog* page. 41)

Item deferred.

- Richard distributed another document for information only for programs requesting state approval. The question is should curriculum approve such changes or would senate be the one to approve? Each curriculum chair has state authority so it would seem logical for curriculum to approve. Richard will bring this item to the senate.

G. Curriculum Approvals

1. New Courses – M/S/C (Herzig/Farris)

Course number	Course title	Approval	Informational/Comment
MUS-10	MIDI/Digital Audio Music Production	MR	N
<i>This course is proposed with an emphasis in professional quality recordings.</i>			
MUS-40	Class Percussion	MR	N
<i>This course will provide basic level instruction on percussion for non-music majors and music majors interested in percussion as a secondary instrument.</i>			

2. Discussion (minor mods):

Course number	Course title	Approval	Info:	Comment
ENE-10	Introduction to Engineering	NR	M	Update to assignments and textbooks
ENE-21	Drafting	NR	M	Update to assignments and textbooks

H. Adjournment – meeting adjourned at 5:00 pm

Riverside City College Curriculum Committee
Approved Minutes
 December 7, 2010

Members Present

Mike Barnes	Counseling
Linda Braiman	Library
Amanda Brown	Mathematics
Greg Burchett	Life Science
Rita Chenoweth	Performing Arts
Les Dean	Econ./Geog./Poli.
Angie Fawson	Nursing
Nancy Gall	Applied Technology
Chip Herzig	Business Admin/CIS
Richard Mahon	History/Philosophy/ Humanities
Cynthia Morrill	English/Speech Comm.
William Phelps	Physical Science
John Seniguar	Cosmetology
Rhonda Taube	Art

Members Absent

Huda Aljord	World Language
Jami Brown	Behavioral Science
Kathy Farris	PE
Mary Flyr	Early Childhood
Paul Richardson	Chemistry

Staff/Guests

Pat Schwerdtfeger	VP, Acad. Affairs
-------------------	-------------------

- A. **Call to Order** – Quorum was reached and chair Mahon convened the meeting at 3:15 p.m.
- B. The **agenda** was approved as amended (Dean/Morrill, M/S/C).
- C. The **minutes** of November 23 were approved with minor corrections (Phelps/Morrill, M/S/C).
- D. **Announcements**

Richard reminded members of the dire economic circumstances faced by the state and (by implication) the district. Pat indicated that chairs had already been asked to plan for 5%, 10%, and 15% reductions to schedules. Members discussed a variety of ways in which the college might economize while minimizing reduction in classes and services to students.

- E. **Open Hearing:** Greg mentioned misunderstandings about SB1440 circulating around the college.
- F. **Curriculum Policy & Procedure** (*none*)
- G. **Curriculum Approvals**

1. **New Courses:** The following new courses were approved (Dean/Herzig, M/S/C):

<i>Course number</i>	<i>Course title</i>
COM-1	Public Speaking
COM-1H	Public Speaking Honors
COM-2	Persuasion in Rhetorical Perspective
COM-3	Argumentation and Debate
COM-5	Parliamentary Procedure
COM-6	Dynamics of Small Group Communication

COM-7	Oral Interpretation of Literature
COM-9	Interpersonal Communication
COM-9H	Honors Interpersonal Communication
COM-11	Storytelling
COM-12	Intercultural Communication
COM-13	Gender and Communication
COM-19	Reader's Theater
COM-51	Enhancing Communication Skills
ENE-4	Introduction to Engineering Design
MUS-23	History of Rock and Roll
PSY-8	Introduction to Social Psychology

2. The following **Stand Alone** courses were approved (Dean/Phelps, M/S/C):

COM-51	Enhancing Communication Skills
ENE-4	Introduction to Engineering Design

3. The following courses were approved for **deletion** (Dean/Phelps, M/S/C):

Course	Course Name
SPA-85	Writing Clinic
SPE-10A	Forensics: Speech and Debate
SPE-10B	Forensics: Speech and Debate Expanded

4. The proposal to **modify Film Studies** by reducing the required units from 21 to 18 was approved (Morrill/Phelps, M/S/C).

5. **Modifications to approved AoEs:**

Members discussed the origins of "Areas of Emphasis" and noted the fact that no procedure had been formally established for their modification. Richard read an email from Associate Vice Chancellor Sylvia Thomas the expressed concern about the ambiguity of existing process; Richard noted that he had attended a meeting of the Academic Standards committee and that he understood the committee to be willing for the Curriculum Committee to review and approve changes to the AoEs.

Members agreed to recommend additions to existing AoEs as follows (Herzig/Burchett, M/S/C):

Include *Com* courses in all places in the catalog where *Speech* courses appeared previously.

Add Music 23 to (1) Fine & Applied Arts **and** (2) Humanities, Philosophy & Arts Aloes

Add Psych 8 to Social and Behavioral Sciences AoE

Members agreed to recommend additions to existing AoEs as follows (Morrill/Dean, M/S/C):

Add Reading 2, 3, 4 to *AoEs*, as follows:

Add Reading 2: *Rapid Reading* to Communication, Media and Languages

Add Reading 3: *Reading in the Content Areas* to Communication, Media and Languages

Add Reading 4: *Critical Thinking as Critical Reading* to:

Communication, Media and Languages
Fine and Applied Arts
Humanities, Philosophy and Arts
Social and Behavioral Sciences

Members agreed to recommend additions to the existing Fine & Applied Arts AoE as follows (Morrill/Dean, M/S/C):

Dance D31 HipHop,
Dance D33 Jazz, Intermediate
Dance D34 Jazz, Advanced
Dance D50 Pilates for Dancers

A motion was made to add Film Studies 1-8 to the Humanities, Philosophy & Arts AoE (Morrill/Taube). Cynthia noted that except for Film 1 (which is offered to both Moreno Valley and riverside), all of these courses are unique to Riverside. Mike Barnes, who is also a member of Academic Standards, noted the argument that courses qualified for AoEs should be offered throughout the district. Richard observed that this would require one college in the district to delete courses from its AoE list should another college in the district delete a course from its inventory, citing History 4 and 5 as examples of courses which have been deleted by Norco and yet still appear as AoE elective courses at Riverside. Members expressed a need to discuss the issue in more depth and voted the motion down.

6. Members discussed proposed changes to the **ADM certificate**. Richard pointed out that this is a unique-to-Riverside program and that district concurrence would not be required. Chip indicated that much of the clean-up work was underway and that there should not be an CurricUNET barriers in the path of completing the changes summarized by the proposal. The proposed change was approved (Gall/Dean, MS/C)

The meeting adjourned at 5:00 pm

Riverside City College
Curriculum Committee Meeting
 March 1, 2011, 3-5 pm, Hall of Fame

APPROVED MINUTES

Members Present

Huda Aljord	World Language
Mike Barnes	Counseling
Linda Braiman	Library
Amanda Brown	Mathematics
Greg Burchett	Life Science
Les Dean	Econ./Geog./Poli.
Kathy Farris	P.E.
Nancy Gall	Applied Technology
Chip Herzig	Business Admin/CIS
Richard Mahon	History/Philosophy/ Humanities
Cynthia Morrill	English/Speech Comm.
William Phelps	Physical Science

Paul Richardson	Chemistry
Steven Schmidt	Performing Arts
Rhonda Taube	Art

Members Absent

Jami Brown	Behavioral Science
Angie Fawson	Nursing
Mary Flyr	Early Childhood
John Seniguar	Cosmetology

Staff/Guests

Ron Vito	VP, CTE
----------	---------

A. **Call to Order** – Meeting convened at 3:00 pm

B. **Approval of the Agenda** – (Gall/Herzig, M/S/C)

C. **Approval of the Minutes: December 7, 2010**

(Farris/Brown, M/S/C) to approve the minutes of December 7, 2010, with correction.

D. **Announcements** –

- R. Mahon announced that the state Academic Senate is in the process of reviewing the disciplines list. The disciplines list can be modified every two years and the state Academic Senate is now approaching the end of the two-year discipline review cycle. Proposals are available for review between November to April. The information posted on the state website indicates the changes are pending. Mahon distributed the information received from the state Senate and encouraged members to discuss this information with colleagues. The disciplines list and proposals are available on their website for review. If disciplines want the senate to take a position on these recommendations they should raise the issue at the next senate meeting
- Norco College has hired a CTE administrator, Kevin Fleming, who is looking at the curriculum process with a newcomer’s perspective and has sent Mahon a list of questions. Committee members were asked to look at these and if anyone has a question not on list, write it in. In light of these questions Mahon is collecting every curriculum policy and document available. Chip has created a “how to” document and will take to the next tech review meeting.

Mahon will provide the committee with links to this information.

- A lot of time is spent talking about course of records, and how descriptive they should be and not be. Mahon mentioned that the most useful document is the *Curriculum Reference Guide*, which is derived from Title 5 regulations stating what must be in a course of record. Another

useful document is the “Program and Course Approval Handbook” which contains all Title V language needed to know for course approvals and program approvals.

- Those who were here in the fall remember SB1440. Degrees continue to be crafted by discipline faculty from community colleges, CSU, and participation by UC. Mahon urged everyone to pay attention to these changes.

E. **Open Hearing** – There were no requests from the public.

F. Curriculum Policy & Procedure

1. LAO Proposals (*see LAO attachment*)

The legislative analyst advises legislature how to meet state goals as economically as possible. The question was asked if tax extensions do not pass, what will it take to balance the budget. If it does not pass could expect a \$66 per unit fee. The three proposals are;

- Adopt statewide CCC registration priorities that reflect the Master Plan’s top goals.
- Establish a 100-unit cap on the number of taxpayer-subsidized credits a CCC student may accumulate.
- Eliminate state funding for repetition of PE and other “recreational” classes.

2. Repeatability (*see PCAH attachment*)

There is concern regarding repetition of activity classes, which are defined as PE, dancing, drawing, and painting, and certain other visual or performing arts. Repetition of activity courses is fairly common.

3. Modifying AOE’s area of emphasis

At the December meeting voted to approve to adding courses to some AOE’s. There is still some uncertainty as to who defines. This question was addressed to Sylvia Thomas who was supposed to provide a template defining what an AOE looks like.

G. Curriculum Approvals

1. The following **New Course** was approved – (**Herzig/Farris, M/S/C**)

Course Number	Course Title	Approval	Info	Comment
CIS 18D	Data Structures and Algorithms	NR	M	Moreno Valley to ADD?
<i>This course will part of the pathways for transfer to CalPoly computer science department.</i>				

2. **Major Course Modifications** – (**Herzig/Burchett, M/S**) motion failed

Nancy Gall had a concern regarding ENG-8/HUM 8. The “requirement to teach Judeo-Christian mythology . . .” was removed from the long course description and the advisory, but still shows up on the short description. It is recommended the descriptions should be the same as the long description, and pull the “requirement to teach Judeo-Christian mythology” out of the short description.

(Gall/Herzig, M/S/C) to approve the Major Course Modifications package with the changes noted.

Course	Course Name	Approval	Info	Comment
CIS-1B	Advanced concepts in Computer Information Systems	MNR		
<i>Update to assignments and linking GE SLOs.</i>				
CIS-14B	Web Programming: Active Server Pages	MNR		
<i>Update to assignments and linking GE SLOs.</i>				
CIS-35	Introduction to Simulation & Game Development	MNR		Simulation and Game Certificate/program
<i>This course is being modified to cross-list with GAM and remove cross-listing with CSC (CSC-35 is being deleted)</i>				
CIS-36	Introduction to Game Design	MNR		Needs CSC-36 modification; Simulation and Game Certificate/program
<i>This course is being modified to cross-list with GAM.</i>				
CIS-37	Beginning Level Design for Computer Games	MNR		Needs CSC-37 modification; Simulation and Game Certificate/program
<i>This course is being modified to cross-list with GAM.</i>				
CIS-38A	Simulation and Gaming/3D Modeling for Real-time Interactive Simulations	NR	M	Simulation and Game Certificate/program
<i>This course is being modified to cross-list with GAM and remove cross-listing with CSC (CSC-38A is being deleted)</i>				
CIS-38B	Simulation and Gaming/3D Animation for Real-time Interactive Simulations	NR	M	Simulation and Game Certificate/program
<i>This course is being modified to cross-list with GAM and remove cross-listing with CSC (CSC-38B is being deleted)</i>				
CIS-38C	Simulation and Gaming/3D Dynamics and Rendering for Real-time Interactive Simulations	NR	M	Simulation and Game Certificate/program
<i>This course is being modified to cross-list with GAM and remove cross-listing with CSC (CSC-38C is being deleted)</i>				
CIS-39	Current Techniques in Game Art	MNR		
<i>This course is being modified to cross-list with GAM.</i>				
CIS-56A	Designing Web Graphics	MNR		
<i>Course is being modified to add assignments and update textbooks.</i>				
ENG-1A	English Composition	MNR		
<i>This course is being modified to add assignments</i>				
ENG-1B	Critical Thinking and Writing	MNR		

<i>This course is being modified to update course description, student learning outcomes and add assignments and update textbooks.</i>				
ENG-6	British Literature I: Anglo-Saxon through Eighteenth Century	MNR		
<i>Adding Assignments section, linking COR SLOs with GE SLOs, removing redundancies from existing SLOs.</i>				
ENG-7	British Literature II: Romanticism through Modernism/Post-Modernism	MNR		
<i>This course is being revised to add assignment section, link GE SLOs to SLOs, and remove SLO redundancies.</i>				
ENG-8	Introduction to Mythology	MNR		Cross listed with HUM 8
<i>Revised to add assignments section, link SLOs to GE SLOs, and remove from the course description the requirement to teach Judeo-Christian mythology as one of the minimum required traditions.</i>				
ENG-9	Introduction to Shakespeare	MNR		
<i>Revised to add assignment section, link SLOs to GESLOs, and remove minor redundancy in a couple SLOs.</i>				
ENG-10	Special Studies in Literature	MNR		what is the value of CSU only repeatable course. Do we need a special studies course that does not apply to UC. Might be part of International studies abroad.
<i>Revised to add assignments section and link SLOs to GESLOs.</i>				
ENG-14	American Literature I: Pre-Contact to Civil War	MNR		
<i>Revised to add assignment section, link SLOs to GESLOs, and remove SLO redundancies.</i>				
ENG-15	American Literature II: 1860-Present	MNR		
<i>Revise to add assignments, link SLOs to GESLOs, and remove SLO redundancies.</i>				
ENG-18	Survey Native American Literature	NR	M	Request by Patti to add to MOV inventory
<i>Revised to add assignment section and to link SLOs to GESLOs.</i>				
ENG-20	Survey of African American Literature	MNR		
<i>Update to assignments as well as linking SLOs to GESLOS.</i>				
ENG-23	The Bible As Literature	MNR		Same as HUM 23
<i>Revised to add assignments section and link SLOs to GESLOs. Removed phrase "including extensive influence of the Bible on Western Literature" from the course description as that content is not reflected in the SLOs and erroneously suggests a widened scope of the class.</i>				
ENG-25	Latino Literature of the United States	MR		
<i>Revised to add assignments section, link SLOs to GESLOs, and remove minor redundancies in a few SLOs.</i>				

ENG-26	The Literature of Mysticism, Meditation, and Madness	R	MN	Tammy comments (last offered 08FAL)
<i>Revised to add assignments, link SLOs to GESLOs and reduce redundancies among a few SLOs.</i>				
ENG-30	Children's Literature	MNR		
<i>Revise to add assignments section and to link GESLOs with SLOs.</i>				
ENG-35	Images of Women in Literature	MNR		
<i>Revised to add assignments section, link SLOs to GESLOs, and to remove a few redundancies in some of the SLOs.</i>				
ENG-40	World Literature I: From Ancient Literatures to the Seventeenth Century	MNR		Title Change from World Literature I: from Ancient Literatures through 1650 C.E.; change in description
<i>Revised to add assignments, link SLOs to GESLOs, remove SLO redundancy, and change time period end date (from Italian Renaissance and 1650 CE to 17th Century) to allow for minor variations within different cultures' historical eras and for consistency throughout COR.</i>				
ENG-41	World Literature II: Seventeenth Century Through the Present	MNR		Title change from World Literature II: 1650 CE Through the Present; change in description
<i>Revised to add assignments, link SLOs to GESLOs, remove redundancies in SLOs, and change time period start date to allow for minor variations within different cultures' historical eras and to show consistency throughout the COR.</i>				
ENG-44	Poetry from the Twentieth Century to the Present	NR	M	Patti Requests MOV add course
<i>Revised to add assignments section, link SLOs to GESLOs, and remove a few redundancies in SLOs.</i>				
ENG-45	Modern Drama	NR	M	
<i>Revised to add assignments section, and link SLOs to GESLOs.</i>				
ENG-48	Short Story and Novel from the Twentieth Century to the Present	NR	M	
<i>Revised to add assignments section, and link SLOs to GESLOs.</i>				
HUM-8	Introduction to Mythology	MNR		Same as ENG-8
<i>Revised to add assignments section, link SLOs to GESLOs, and remove from the course description the requirement to teach Judeo-Christian mythology as one of the minimum required traditions.</i>				
HUM-23	The Bible as Literature	MNR		Same as ENG-23
<i>Revised to add assignments section and link SLOs to GE SLOs. Removed phrase "including extensive influence of the Bible on Western Literature" from the course description as that content is not reflected in the SLOs and erroneously suggests a widened scope of the class.</i>				

3. Approval of Stand Alone courses (Herzig/Farris, M/S/C) 5 abstentions

Course number	Course title	Approval	Information	Comment
---------------	--------------	----------	-------------	---------

ILA-5	Service Learning and Community Involvement	R	MN	
<i>This course will provide students an opportunity to integrate academic learning with civic involvement.</i>				

4. The following Course Deletions were approved: (Burchett/Herzig) M/S/C

All three colleges have decided to delete these courses.

Course Deletions:

Course	Course Name	Approval	Info	Comment
BUS-84	Computerized Logistics	NR	M	Certificate modifications submitted
<i>These courses were part of 21 units offered for the 18 unit Logistics Management Certificate. To increase students per course, only 18 units are now offered. Topics will be covered in other Logistics courses.</i>				
CAT-34B	Intermediate Microsoft Word for Windows	NR	M	Cross listed with CIS 34B
<i>This course is being deleted because the topics are covered by CAT-80.</i>				
CSC-35	Introduction to Simulation and Game Development	NR	M	Cross-listed with CIS-35; modification launched
CSC-38A	Simulation and Gaming/3D Modeling for Real-time Interactive Simulations	NR	M	Cross-listed with CIS 38A modification launched
CSC-38B	Simulation and Gaming/3D Animation for Real-time Interactive Simulations	NR	M	Cross-listed with CIS 38B modification launched
CSC-38C	Simulation and Gaming/3D Dynamics and Rendering for Real-time Interactive Simulations	NR	M	Cross-listed with CIS 38C modification launched
<i>These courses are being deleted. Replaced by GAM courses which will be cross listed with CIS courses.</i>				
GER-4	German 4	R	MN	
<i>This course has been on the books and active since 1995. However, it was only attempted to be offered once and was canceled for low enrollment.</i>				
SOC-35	Sociology of the Black Community	MR	N	
<i>This course has not been offered for several years.</i>				
SOC-49	Intro Research Methodology	R	MN	
<i>This course has been replaced by Soc 50.</i>				
SCE-808A	Music Therapy for Seniors	R	MN	
SCE-808B	Music Therapy for Seniors	R	MN	
SCE-814	T'ai-Chi Ch'uan for Older Adults	MR	N	

SCE-815	Yoga for Older Adults	MR	N	
SCE-816	Swim and Water exercise for Older Adults	MR	N	
SCE-819	Walking for Health for Older Adults	R	MN	
<i>These courses will be replaced by SCE-813 Health Aging for Older Adults.</i>				

5. The following Distance Ed course was approved. (Gall/Brown) M/S/C

Course	Course Name	Approval	Info	Comment
MAT 12	Statistics	MNR		Online and Hybrid

Discussion: In response to concerns of on-line tests being proctored, as long as syllabus and expectations is clear in the course description that on-line course tests will be proctored, students should not be surprised. Committee asked to go back and remind colleagues who are teaching on-line courses to find a way to establish regular effective contact with students. Lately there is discussion about virtual office hours. This should be one hour a week, for example in a chat room.

6. Course Inclusions (none)

7. The following Course Exclusions were approved. (Taube/Richardson, M/S/C)

Course	Course Name	Approval	Info	Comment
HUM-3	Creativity and Imagination	R	MN	
SPA-2H	Honors Spanish 2	R	MN	

8. The following New State-Approved Certificates/Programs were approved (Richardson/Herzig, M/S/C)

1. Communication Studies for Transfer (AA-T)
2. Sociology for Transfer (AA-T)

Meeting adjourned at 5:07 pm

Riverside City College
Curriculum Committee Meeting
March 15, 2011, 3:30-5 pm, Hall of Fame

APPROVED MINUTES

Members Present:

Huda Aljord, World Language
Linda Braiman, Library
Amanda Brown, Mathematics
Richard Davin, (*ex officio*, Senate President)
Kathy Farris, Physical Education
Angie Fawson, Nursing
Chip Herzig, Business Admin/CIS
Richard Mahon, History/Philosophy/Humanities
Cynthia Morrill, English/Speech Comm.
William Phelps, Physical Science
Steven Schmidt, Performing Arts
John Seniguar, Cosmetology
Rhonda Taube, Art

Members Absent:

Mike Barnes, Counseling
Jami Brown, Behavioral Science
Greg Burchett, Life Science
Les Dean, Econ./Geog./Poli. Science
Mary Flyr, Early Childhood
Nancy Gall, Applied Technology
Paul Richardson, Chemistry

Staff/Guests

Bernie Fradkin, Dean, Tech. & Learning Resources
Barry Meier, Dean, P.E. & Athletics
Marilyn Martinez-Flores, Dean, Instruct. Supp.

- A. **Call to Order** – meeting convened at 3:40 p.m.
- B. **Approval of the Agenda** (Farris/A. Brown, M/S/C)
- C. **Approval of the Minutes: March 1, 2011**
(A. Brown/Taube, M/S/C) approve the minutes of March 1 with corrections.
- D. **Announcements**
- Richard mentioned there are two program approval processes used by the college. One is short and used for programs that consist of existing courses. The other process used is much longer and not very current. Richard will edit this process and make more streamlined. He has added an early step with library involvement that will help faculty early in the process, and taken out district steps. CTE has asked to have time to review and comment on it. He will send out to committee members for review.
 - As mentioned at last meeting Richard gathered all documents and policies pertaining to curriculum and created a quick document explaining “how-to”, and shared it with tech review last week. This document contains all information that is useful and pertinent to Riverside. As more questions are presented, Richard will update the document
 - Steven Schmidt reported attending a conference on SB1440 last Friday in Irvine. Most of that day looked at descriptors and transfer models in music. It was agreed that sixty units transfer degree for music is impossible. Came to the conclusion that SB1440 as currently written is not feasible. He was encouraged to meet with colleagues to create an RCC program major that would work for music students. Would be best to have more courses that have similar descriptors to make it more streamlined and possible.

- Richard will start including the tech review minutes with his distributions.

E. Open Hearing – no requests from the public

F. Curriculum Policy & Procedure

1. Prerequisites

The academic senate task force board of directors voted to allow community colleges to use content review for prerequisites. In the past if one wanted to have a prerequisite, first had to call a researcher for data to substantiate, and usually it never passed. Richard encouraged everyone to look at success rate for each discipline. This information is available from the Chancellor's Office at datamart. Can't do anything now for next fall's catalog, but should identify a few courses to consider whether or not prerequisites would be appropriate for them.

2. PE → Kinesiology

(Farris/Braiman, M/S/C) to approve the discipline name change of Physical Education to Kinesiology.

Discussion: Other community colleges have started changing their PE discipline name. At the state meeting of community college educators last year they recommended that every college change the name. All of our courses with the change are in the system now, and Naomi will be sending them to Sacramento.

3. New Program Approval Process – no action

G. Curriculum Approvals – no action

1. New Courses

2. Major Course Modifications

3. Approval of Stand Alone courses

4. Course Deletions:

5. Distance Ed Approval

6. Course Inclusions

7. Course Exclusion

8. New State-Approved Certificates/Programs

H. Adjourn – meeting adjourned at 4:38 p.m.

Riverside City College
Curriculum Committee Meeting
March 29, 2011, 3-5 pm, Hall of Fame

Approved Minutes

Members Present

Mike Barnes	Counseling
Linda Braiman	Library
Amanda Brown	Mathematics
Greg Burchett	Life Science
Les Dean	Econ./Geography/Poli.Sci.
Kathy Farris	Physical Education
Angie Fawson	Nursing
Nancy Gall	Applied Technology
Chip Herzig	Business Admin/CIS
Cynthia Morrill	English/Speech Com.
William Phelps	Physical Science
Paul Richardson	Physical Science
John Seniguar	Cosmetology
Rhonda Taube	Art

Members Absent

Huda Aljord	World Language
Jami Brown	Behavioral Science
James Cheney	Physical Science
Richard Mahon	History/Philosophy/ Humanities
Mary Flyr	Early Childhood

Resource Staff/Guests

Marilyn Martinez-Flores	Dean, Acad. Support
Virginia McKee-Leone	Dean of Instruction
Bernie Fradkin	Dean, Tech. & Learning Resources

- A. **Call to Order** – Chip Herzig convened the meeting at 3:05 pm
- B. **Approval of the Agenda** – M/S/C (A. Brown/Burchett)
- C. **Approval of the Minutes:** March 15, 2011 – M/S/C (Burchett/A. Brown)
- D. **Announcements**

Each department chair has been given direction to cut sections. Chip encouraged everyone to listen to what is being proposed and be the voice of reason. Non-CTE classes are taking an eight percent cut. Give your department chairs feedback, and keep in mind catalog rights.

- E. **Open Hearing** – no requests from the public.
- F. **Curriculum Policy & Procedure**

1. New Program Approval Process

M/S/C (Dean/Burchett) to advance to academic senate for first reading only.

Discussion: Several people have worked on this document to arrive at this streamlined version. These are guidelines for new courses and certificates that have to be state approved. Linda Braiman suggested adding library into page 5b-1 in order to be consistent. That will be included into the document.

2. RCCD Curriculum Committee Charge (for discussion and input)

There has not been a district curriculum charge. This draft has been developed. Everyone asked to read and submit comments.

3. RCCD Curriculum workflow principles (for discussion and input)

Document was distributed to all for review and discussion. Let Mahon know of any changes that should be made. Cannot streamline this document very much.

4. Areas of Emphasis (for discussion and input)

Richard Mahon has developed these guidelines. Everyone asked to read this carefully and understand what the guidelines mean. We will bring this item to the next meeting and will go through the comments.

Course	Title	Approval	Comment
1. New Courses – M/S/C (Dean/Farris – 1 abstention)			
NRN-11	Foundations of Nursing Practice	R	
2. Course Modification – M/S/C (Farris/Fawson 1-no)			
MAT-52	Elementary Algebra	MNR	Change to non-degree credit/stand alone course; update to sample assignments and textbooks.
The mathematics discipline has voted to add MAT 52 to the list of basic skills courses that are non-degree applicable.			
KIN -10	Introduction to Kinesiology	NR	
KIN A-03	Adaptive Physical Fitness	NR	
3. Approval of Stand Alone courses			
4. Course Deletions - M/S/C (Gall/Taube)			
ADM-73	Developing and Authoring Multimedia CDs and DVDs	R	
ADM-75	Desktop Publishing with PageMaker	R	
ADM-78A	Multimedia Construction with Macromedia Director	R	
ADM-78B	Multimedia Construction using Lingo	R	
ADM-78C	Multimedia Construction using Adobe Premiere	R	
The above courses are being deleted because the software is no longer viable in the industry. Modification to Applied Digital Media certificate has been submitted.			
ADM-79	Multimedia Production using Painter	R	
The above course is proposed for deletion due to lack of student interest.			

Course	Title	Approval	Comment
ADM-81	Advanced Digital Darkroom	R	
Technology changes no longer require an advanced course.			
SPE-1	Public Speaking	MNR	
SPE-1H	Public Speaking Honors	MNR	
SPE-3A	Argumentation and Debate	MNR	
SPE-5	Parliamentary Procedure	MR	
SPE-6	Dynamics of Small Group Communication	MR	
SPE-7	Oral Interpretation of Literature	MNR	
SPE-9	Interpersonal Communication	MNR	
SPE-9H	Honors Interpersonal Communication	MNR	
SPE-12	Intercultural Communication	MNR	
SPE-13	Gender and Communication	MNR	
SPE-51	Enhancing Communication Skills	MR	
The above courses are being deleted due to the discipline name change from Speech Communications to Communications Studies requiring a title change from SPE to COM.			
5. Distance Education – M/S/C (Morrill/Braiman)			
ESL-90D	Special Topics in English as a Second Language: Verb Tense Review	MNR	hybrid and online
ESL-90H	Special Topics in English as a Second Language: Phrases and Clauses	MNR	hybrid and online
MUS-19	Music Appreciation	MNR	Hybrid (course currently offered online)
6. Course Inclusions			
7. Course Exclusions			

8. State-Approved Certificates/Programs

This is for information

1. State/Locally Approved Certificates Modifications:

Change from PHP to KIN

- a. Early Childhood Education (MNR) PHP-6/30 to KIN-6/30
- b. Educational Paraprofessional (MR) PHP-30 to KIN-30
- c. Exercise Sport and Wellness-Fitness Professionals Emphasis (R)
- d. Exercise Sport and Wellness-Athletic Training Emphasis (R)
- e. Exercise Sport and Wellness-Coaching Emphasis(R)

Change from SPE to COM

- f. Educational Paraprofessional (MR) SPE-1/9 to COM-1/9
- g. International Business (R) SPE-12 to COM-12

- h. Registered Nursing Program (R) SPE-1/9 to COM-1/9
- i. Retail Management/WAFC (NR) SPE1/9 to COM-1/9
- j. Victims Services Aide (R) SPE-9 to COM-9

Deletion of ADM courses

- k. Film, Television and Video Production Specialist-Digital Media/Motion Graphics Emphasis (R) deletion of ADM-78A and 78B
- l. Visual Communications-Animation (R) deletion of ADM-78A,78B and 79
- m. Visual Communications-Illustration (R) deletion of ADM-78A and 79

Information Items:

Chip has the points of contact and can give this information to committee if they want to get in touch with them.

Course	Title	Location	Comment
New Stand Alone Courses:			
GAM-43	Survey of Media Art for Game Design/Animation	N	Cross-listed with CIS-43
GAM-44	Portfolio Production	N	Cross-listed with CIS-44
New Courses:			
GAM-35	Introduction to Simulation and Game Development	N	Crosslisted with CIS-35
GAM-36	Introduction to Computer Game Design	N	Crosslisted with CIS-36
GAM-37	Beginning Level Design for Computer Games	N	Crosslisted with CIS-37
GAM-38A	Simulation and Gaming/3D Modeling for Real Time Interactive Simulations	N	Crosslisted with CIS-38A
GAM-38B	Simulation and Gaming/3D Animation for Real Time Interactive Simulations	N	Crosslisted with CIS-38B
GAM-38C	Simulation and Gaming/3D Dynamics for Real Time Interactive Simulations	N	Crosslisted with CIS-38C
GAM-39	Current Techniques in Game Art	N	Crosslisted with CIS-39
The above courses reflect the new discipline Simulation and Gaming and are cross-listed with CIS courses and are part of the Simulation and Gaming: Game Art certificate/program.			
Course Inclusion: now have a process to take course out and make a part of catalog. Easily done. Can get rid of stuff easily and bring stuff in.			
ART-38	Studio Illustration	N	Currently offered at R

- 1. State/Locally Approved Certificates Modifications:
Change from PHP to KIN
 - a. Fire Technology (M) PHP-35-KIN-35

Replacement of CSC with GAM courses

- b. Simulation and Gaming: Game ART (MN)
Remove CSC-35/36/37/38A/38B/38C/39 replace with GAM courses

H. Adjourn – meeting adjourned at 4:10 p.m.

Riverside City College
Curriculum Committee Meeting
 April 26, 2011, 3-5 pm, Hall of Fame

Approved Minutes

Members Present

Huda Aljord	World Language
Mike Barnes	Counseling
Amanda Brown	Mathematics
James Cheney	Life Science
Kathy Farris	Physical Education
Angie Fawson	Nursing
Nancy Gall	Applied Technology
Chip Herzig	Business Admin/CIS
Richard Mahon	History/Philosophy/ Humanities
Cynthia Morril	English/Speech Com.

Members Absent

Linda Braiman	Library
Greg Burchett	Life Science
Jami Brown	Behavioral Science

Members Absent

Les Dean	Econ/Geog/Poli Sci
William Phelps	Physical Science
Paul Richardson	Physical Science
Steven Schmidt	Performing Arts
John Seniguar	Cosmetology
Rhonda Taube	Art

Resource Staff/Guests

Steve Fox	ASRCC Senator
Bernie Fradkin	Dean, Tech. & L.R.
Rikki Hix	ASRCC Vice-Pres.
Janet Lehr	Bus. Admin./Info. Systems Tech.
Marilyn Martinez-Flores	Dean, Acad. Support
Virginia McKee-Leone	Dean of Instruction
Mark Sellick	Faculty Association
Micherri Wiggs	Speech Communication

- A. **Call to Order** – at 3:10 p.m.
- B. **Approval of the Agenda** – M/S/C (Gall/Farris)

Agenda was abridged to address item F.4. Effect of Unit Count on Curriculum

Mark Sellick was invited to attend the meeting to address the effect of unit count on curriculum. Based on the email discussions that are taking place on this subject shows how faculty are in a difficult position right now and it's important to have a unified faculty front. Unit values assigned to courses affect working conditions. Consider the ramifications this will have to the contract. It's important to be well informed. The intensity of the email exchanges was disconcerting.

There was much discussion among committee members. There was strong opinion that though the unit caps and sequencing pattern does impact workload, this is really not a workload issue. What needs to be looked at is course of record and transfer rates. How do we align our general ed. to transfer. To what level do we prepare students to transfer and how do we get them out of here in a timely manner.

As faculty association representative, Mark expects to hear more on this issue. We have three core areas we focus on, yet transfer is the only one we really track. If we want to concern ourselves with how we are preparing our students it's going to take faculty talking together to discuss unit values.

C. Approval of the Minutes: March 29, 2011

M/S/C (A.Brown/Cheney) approved with correction.

D. Announcements

- Richard Mahon encouraged everyone to go back and read Beth Skinners email on Opt discussion regarding prerequisites. She had gathered data to show students without prerequisites were statistically less likely to be successful. At the beginning of March Title V language had changed with regards to prerequisites. The college has to have a plan on how to identify those courses with prerequisites, cannot randomly assign prerequisites. We need to do some research on this matter.
- Announcement from academic senate to support a change initiated in the Chancellor's Office to repeat P.E. and replace ability. There is concern how this will affect students in Fine and Performing Arts.
- At consultation council last week first reading for Title V language regarding repetition. Board of Governors will allow only three chances for repetition. The recommendation that was going to the Board would be in January with catalog rights null and void mid-year. How do we get this information to the students? Faculty should tell students and include it in their syllabus. Mike Barnes suggested sending an e-blast to students and tell them about the process and the rules are changing. They need to be alerted.

E. Open Hearing –

Rikki Hix and Steven Fox, ASRCC, asked to address the committee.

Rikki Hix, ASRCC Vice President, commented on the discussions that have been exchanged in Opt-discuss, she was saddened and embarrassed by some of the comments made. The students have been very active and pro-active towards college issues. With so many resources being eliminated or in danger of being eliminated we need to focus on the main issue. Students are concerned.

Steve, ASRCC Senator, speaking for himself, expressed his concern with Writing Lab assignments. Not all students use the lab to their benefit, many use it to do their homework not realizing they need to do actual lab assignments. It is his feeling the way the lab is currently being used by students is a waste of resource allocations. If the lab portion is critical then it should be made part of the course. A lot of students are not fond of the labs.

F. Curriculum Policy & Procedure

1. **RCCD Curriculum Committee Charge** (continued discussion)
Chip sent this document to everyone at last meeting for review. The intent is to have written the function of this committee, especially for new members.
2. **RCCD Curriculum workflow principles** (continued discussion)
Suggestions was made to add under discipline/department advisory councils if necessary. It was also requested to add Honors Program to the document.

Motion was made to approve the Curriculum Workflow Principles as a concept document.
M/S/C (Fawson/Herzig) Carried

3. **Areas of Emphasis** (continued discussion)
Will bring this item back next meeting.

4. **Effect of unit count on curriculum**

G. Curriculum Approvals

Approval Items

Course	Title	Approval	Comment
1.Distance Education: None			
2. New Stand Alone Courses: None			
3. New Courses: M/S/C (Herzig/Farris) carried			
CSC-18D	Data Structures and Algorithms	NR	
The above course is crosslisted with CIS-18D. This course will be part of the pathways for transfer to CalPoly computer science department.			
4. Course Inclusions: None			
5. Major Course Modifications: M/S/C (Gall/Morill) failed by consensus			
FTV-12	History of American Film	R	
FTV-60	Overview of Digital Media	R	
FTV-65	The Director's Art in Filmmaking	R	
FTV-68	Story Development Process in the Entertainment Industry	R	
The above courses are being modified to include sample assignments, update textbooks, update MOIs and MOEs.			
6. Course Deletions: M/S/C (Farris/A. Brown) Carried			
CIS-34B	Intermediate Microsoft Word for Windows	R	
The above course is being deleted because it is cross-listed with CAT-34B, which was deleted earlier and the course content is covered in CAT/CIS 80-Wordprocessing: Microsoft Word for Windows.			
7. Course Exclusions: M/S/C (Herzig/A. Brown) Carried			
<i>Discussion: These courses are not being deleted, they are just being taken out of the Riverside catalog, but will remain at Norco.</i>			
CIS-16A	Programming Games with DirectX and OpenGL	R	
CIS-35	Introduction to Simulation and Game Development	R	

Course	Title	Approval	Comment
CIS-36	Introduction to Computer Game Design	R	
CIS-37	Beginning Level Design for Computer Games	R	
CIS-39	Current Techniques in Game Art	R	
The above courses are part of the Simulation and Gaming program which is currently not being offered at Riverside City College.			

8. State/Locally Approved Certificates Modifications:

- a. Educational Paraprofessional (MR)-removal of MAT-52
- b. Legal Administrative Assistant (R)-name change from Legal Secretarial Studies

Information Items:

Course	Title	Approval	Comment
1.Distance Education: None			
2. New Stand Alone Courses:			
3. New Courses: None			
4. Course Inclusions: None			
ILA-5	Service and Community Learning	M	
The above course will provide students an opportunity to integrate academic learning with civic involvement.			
5. Major Course Modifications: M/S/C (A. Brown/Herzig) Carried.			
CIS-43	Survey of Media Art for Game Design/Animation	N	
CIS-44	Portfolio Production	N	
The courses above are being modified to be cross-listed with the new GAM courses.			
6. Course Deletions:			
7. Course Exclusions:			

8. State/Locally Approved Certificates Modifications: None

Meeting adjourned at 5:01 p.m.



**Riverside City College
Curriculum Committee Meeting
May 10, 2011, 3-5 pm, Hall of Fame**

Approved Minutes

Members Present

Huda Aljord	World Language
Mike Barnes	Counseling
Linda Braiman	Library
Amanda Brown	Mathematics
Greg Burchett	Life Science
James Cheney	Physical Science
Les Dean	Econ/Geog/Poli Sci
Angie Fawson	Nursing
Nancy Gall	Applied Technology
Chip Herzig	Business Admin/CIS
Richard Mahon (chair)	History/Philosophy/ Humanities
Cynthia Morrill	English/Speech Com.
Paul Richardson	Chemistry
Steven Schmidt	Performing Arts
John Seniguar	Cosmetology
Rhonda Taube	Art

Members Absent

Jami Brown	Behavioral Science
Kathy Farris	Physical Education
Mary Flyr	Early Childhood

Staff/Guests

Jim Elton	Physical Education
Bernie Fradkin	Dean, Tech. & L.R.
Joanie Gibbons-Anderson	Speech Communication
Steve Horn	English
Virginia McKee-Leone	Art
Diane Solorzano	Dean of Instruction
Carla Stoabs	English
Micherri Wiggs	ESL/Student Success
	Communication Studies

- A. *The meeting was called to order at 3:00 p.m.*
- B. The Agenda was approved (M/S/C Dean/Burchett)
- C. Approval of the April 26, 2011 minutes was deferred as minutes were not distributed on time

D. Announcements:

1. Richard summarized the proposal to the Board of Governors to amend Title 5 sections to limit student enrollments to three attempts whether the student drops or fails the class (with one additional attempt for (a) lapse of time or (b) extenuating circumstance without receiving apportionment.)
2. Richard indicated that he would distribute a revised “guide to the COR and the process for developing a new/revised course outline” and requested that members review and bring suggestions for its improvement to the May 24 meeting.
3. Richard announced that final C-ID descriptors are ready for review: chemistry, physics, theater, AJ and Early Childhood; provided brief background on the C-ID project and its role in articulation.

E. Curriculum Policy & Procedure

1. **Effect of unit count & caps on curriculum:** Members continued the conversation begun at the April 26 meeting. Richard distributed and summarized a comparison of units, course caps, and success rates at six colleges similar in size to RCC in other three-college districts. Diane Solorzano spoke on the importance of faculty maintaining collegiality in difficult circumstances. Joanie Gibbons-Anderson commented on the need for the college to develop broad criteria for student success. Carla Reible indicated that the Student Success Committee is working on this very project. Several members and guests commented on the lack of planning and strategic direction being provided for the college and the degree to which planning is being directed from the district office. The discussion concluded with the reminder that it is up to discipline faculty to consider what changes might be appropriate in **their** curriculum and that the committee’s discussion does not portend the intent of the committee to dictate to faculty how to organize their curriculum.

2. **Areas of Emphasis Process** (continued discussion): Members agreed that where a class is offered should *not* determine the eligibility of courses to become part of AoEs. Some members were concerned that the proposed language needs further discussion. After extended discussion it was agreed that the criteria for approving additions to the AoE list should be based on the alignment of the course SLOs with the program SLOs it is proposed to be part of (M/S/C Gall/Morrill).

3. **“Divided We Fail,” Inland Empire summary.** Richard distributed a copy of the short (4 page) “Divided We Fail/Inland Empire survey and provided a short summary of Nancy Shulock’s definitions of “student success” and her advocacy for performance-based funding.

G. Curriculum Approvals

Approval Items

Course	Title	Approval	
1.Distance Education: M/S/C (Herzig/Burchett)			
ENG-16	Introduction to Language	MR	
2. New Stand Alone Courses: None			
3. New Courses: None			
4. Course Inclusions: None			
5. Major Course Modifications: M/S/C Gall/Herzig			
Prior to voting on the proposals, the committee had an extended discussion on likely pending changes to repeatability for “activity” courses (primarily PE and fine & performing arts).			
ART-28	Studio Painting	MNR	
ART-34	Studio Three Dimensional Design	NR	
ART-45	Studio Watercolor Painting	MR	
ART-46	Studio Sculpture	R	
ART-48	Studio Drawing	MNR	
ART-49	Studio Printmaking	NR	
These courses are being modified to reduce repeatability from “may be taken four times” to “may be			

Course	Title	Approval	
taken two times.”			
BUS-80	Principles of Logistics	NR	Course content has been updated
These courses have been updated to align GE SLOs with course SLOs.			
6. Course Deletions: M/S/C Gall/Burchett			
CIS-21A	Linux Operating System Administration	R	Cross listed with CSC-21A
CSC-21A	Linux Operating System Administration	R	
CIS-22A	Robotics: Introductory Programming	R	
CIS-22B	Robotics: Intermediate Programming	R	
These courses are being deleted due to insufficient enrollment.			
7. Course Exclusions: None			

The meeting adjourned at 5:10 p.m.



**Riverside City College
Curriculum Committee Meeting
May 24, 2011, 3-5 pm, Hall of Fame**

Approved Minutes

Members Present

Mike Barnes	Counseling
Linda Braiman	Library
Amanda Brown	Mathematics
Greg Burchett	Life Science
Les Dean	Econ/Geog/Poli Sci
Kathy Farris	Physical Education
Angie Fawson	Nursing
Nancy Gall	Applied Technology
Chip Herzig	Business Admin/CIS
Richard Mahon (chair)	History/Philosophy/ Humanities
Cynthia Morrill	English/Speech Com.
Paul Richardson	Chemistry
Steven Schmidt	Performing Arts
Rhonda Taube	Art

Members Absent

Huda Aljord	World Language
Jami Brown	Behavioral Science
James Cheney	Physical Science
Mary Flyr	Early Childhood
John Seniguar	Cosmetology

Staff/Guests

Bernie Fradkin	Acting CIO
Virginia McKee-Leone	Dean of Instruction
Karyn Magno	Counseling

The meeting was called to order at 3:00 p.m.

- A. The agenda was approved (M/S/C Gall/Dean)
- B. The April 26, 2011 minutes were approved with emendations (Barnes/Herzig)
- C. The May 10, 2011 minutes were approved (Farris/Gall)

D. Announcements:

1. Chip announced that he would be taking advantage of the district's golden handshake offer in December. He further indicated the possibility that Janet Lehr might take his position on the committee and be trained as faculty super user for CurricUNET.
2. Richard pointed out that the committee is thus losing its vice chair and suggested the committee should consider a new vice chair early in the fall.
3. Kathy Farris suggested that faculty interested in learning more about curriculum should take advantage of the state Academic Senate's summer Curriculum Institute (July 14-16 in San Diego). Interest was expressed by members Burchett, Fawson, Gall, and Schmidt as well as by member designate Magno and Dean of Instruction McKee-Leone. Richard indicated he would seek immediately to see how much funding might be available to support participation.

4. Richard updated members on the progress of SB1440 Transfer Model Curricula, with finalized TMCs in AJ, Chemistry, Early Childhood, Geology, History, Physics, and Theater, and pending approvals in Art History, Biology, Business, Chemistry, English, Kinesiology, Political Science, and Studio Art.
5. Mike Barnes introduced Karyn Magno, who will be taking his place as Counseling Dept. rep in the fall. Karyn had been categorically funded for several years (as a Financial Aid counselor) but is now in a permanent general counseling position.

E. Curriculum Policy & Procedure

1. **Areas of Emphasis.** Richard summarized discussion at the district Curriculum Committee and indicated dialog on this issue would continue in the fall.

2. **“Curriculum How To”** Richard asked members to forward any additional comments on the “curriculum how-to” document previously distributed, thanking Linda Braiman for the suggestions she’d already made. Kathy Farris suggested that members ask non-curriculum reps to review the document, since their fresh perspective would be especially helpful. Members made suggestions for additional content that would improve the document, especially more “how to” documents focused on using CurricUNET.

G. Curriculum Approvals

Course	Title	Approval	Comment
1.Distance Education: None			
2. New Stand Alone Courses: Morrill/Braiman, M/S/C			
ART-4	Introduction to Visual Culture	NR	
This course will fulfill a lower division requirement for many UC's and CSU's new Visual Culture programs. It may also be part of the Film Studies degree as well as New Media.			
3. New Courses: None			
4. Course Inclusions:			
5. Major Course Modifications: Farris/Morrill, M/S/C			
REA-2	Rapid Reading	MNR	
REA-3	Reading for Academic Success	MNR	
REA-4	Critical Reading as Critical Thinking	MNR	
These courses are being updated to link course SLOs with GE SLOs and include sample assignments. Will fix SLOs in the fall.			
6. Course Deletions: Burchett/Gall, M/S/C			
CIS-15A	Visual Basic Programming: Objects	MR	Cross listed with CSC-15A
CIS-15B	Visual Basic Programming: Advanced Objects	MR	
CIS-15C	Visual Basic Programming: Databases	MR	
CSC-15A	Visual Basic Programming: Objects	R	Cross listed with CIS-15A
These courses have not been offered since fall 2007. Software is no longer used due to Microsoft ending program support.			

Course	Title	Approval	Comment
7. Course Exclusions: None			
8. Certificate/Program modifications: Herzig/Schmidt, M/S/C			
	Computer Applications	MNR	Removal of reference to Visual Basic in the PLOs
	Computer Programming	MNR	Removal of CIS-15A, 15B, 15C and removal of Visual Basic in PLOs.
9. Certificate Deletion: Brown/Schmidt, M/S/C			
	Visual Basic Programming	R	

The meeting adjourned at 4:40 p.m.