



**Riverside City College
Curriculum Committee Meeting
Sept. 13, 2011, 3-5 pm, Hall of Fame**

Approved Minutes

Members Present

Huda Aljord	World Language
Linda Braiman	Library
Amanda Brown	Mathematics
Richard Davin	Behavioral Science
Les Dean	Econ/Geog/Poli Sci
Angie Fawson	Nursing
Mary Flyr	Early Childhood
Nancy Gall	Applied Technology
Chip Herzig	Business Admin/CIS
Richard Mahon (chair)	History/Philos/Humanities
Cynthia Morrill	English
William Phelps	Physical Science
Paul Richardson	Chemistry
Steven Schmidt	Performing Arts
John Seniguar	Cosmetology

Members Absent

Greg Burchett	Life Science
Karyn Magno	Counseling
Clara Lowden	Kiniseology
unrepresented	Art

Staff/Guests

Bernie Fradkin	Acting VP, Acad. Aff.
Joanie Gibbons-Anderson	Communication Studies
Virginia McKee-Leone	Dean of Instruction
Marilyn Martinez-Flores	Dean, Acad. Support

- A. The meeting convened at 3:10 p.m.
Introductions were made and Chair Mahon welcomed new faculty to this committee
- B. The agenda was approved (M/S/C Gall/Schmidt)
- C. The minutes of May 24, 2011 were approved (M/S/C Gall/Seniguar) with a request for clarification of the word “emendations”.

Emend (from the middle English): To improve (a text) by critical editing; Emendation: The alteration that improves something, especially a literary work.

- D. Announcements
- At the last meeting Richard had asked faculty if anyone was interested in attending the Curriculum Institute coming in July. Many responded they would if there was funding. After checking with leadership, district senate, college administration, Virginia and Sylvia in late May, he never got a response back from any of them. He just found out that Norco sent faculty and also that Sylvia had attended on behalf of the district. This raised the question, is it appropriate to send an administrator to a curriculum institute if a college cannot send a faculty? Of all events put on by the State Academic Senate, this institute is the one that fills up fast and is of utmost importance. Richard Davin suggested that the senate president share this information with the district prior to next July

- Letters were shared from two statewide Chancellors of Instruction regarding the new Title 5 regulations on repeats and withdrawals. This was discussed last week at Tech Review. The new regulations means a student may enroll and the college may receive apportionment for a max of three students enrollments. This means we will have to reprogram Datatel to track those students.
- Since repeatable courses is an extremely toxic issue at the state level, the state Academic Senate is convening two Regional Curriculum meetings, with the southern region taking place on September 23 at Mt. SAC from 10 to 4. Each college can register three participants.
- Title 5 language has changed the way faculty do prerequisites. In order to validate a prerequisite the course outline needs to be very specific what all students will be required to do.

E. Open Hearing

Les Dean raised a concern regarding 1) overload registration and 2) priority registration. Not only has the number of International students in his classes increased tremendously, some of these students are carrying 24 or more units. How is this allowed when WebAdvisor caps the number of classes a student can take? Since International students get priority registration this is probably how they do it, and also admissions and records may be overriding the class cap. There is great concern that international students get priority registration over local students. It has been noted that forty percent of students attending here are not even from the RCC service area. It would appear that classes are filling up with priority students before regular students can get in. The groups that must have priority include veterans, DSP&S, and EOPS students. We need to come up with a policy that will give students from our region some type of priority registration.

F. Curriculum Policy & Procedure

1. Review of meeting/deadline cycle

Last year Mahon said that anything we did not approve by December would not get approved; that seems to not be true. What was meant is that anything not *in the pipeline* by the fall would not get printed in the catalog. College curriculum meets 2nd and 4th Tuesdays, and Tech Review/District Curriculum meets first and third Thursdays. To meet this deadline all items need to be on Tech Review agenda by early November. If something needs to be on the agenda but not all documentation is ready, talk to Chip. He will try to work with you.

2. Leadership changes

Chip, who has been the curriculum committee assistant chair, will be retiring at the end of this semester. There have been discussions as to who will replace him on CurricUNET. If anyone has an interest in filling this role, talk to Richard. We hope to have a new assistant chair by semester break.

3. Repeatability update

This topic has already been covered.

4. SB1440 degree update

TMC's now ready for: Physics – ready to go, Kinesiology – ready to go, ECS – ready to go, Business Admin. – ready to go, Theater Arts – ready to go, Political Science – ready to go, English – ready to go, Admin. Of Justice – ready, and History – ready.

The next discipline input group (DIG) meeting is scheduled for October 14 at LAX Weston. DIG discussion will focus on what does it mean to prepare a student in this area. Cynthia will attend and it is suggested Nancy also attend. Registration is required. More information can be found on the CIE website.

5. Stand alone training

Richard Mahon began the Stand-alone Training as required by California Education Code and Title 5 to all faculty who are responsible for course approval at a California Community College.

Members attending the training: Huda Aljord, Linda Braiman, Amanda Brown, William Phelos, Richard Davin, Les Dean, Angie Fawson, Mary Flyr, Nancy Gall, Joanie Gibbons-Anderson, Chip Herzig, Cynthia Morrill, Paul Richardson, Steve Schmidt, John Seniguar

A packet of the training materials was distributed to each participant. Included with the training materials were additional handouts. Handout 1 – New section 55100 of Title 5. Handout 2 – frequently asked questions gathered from inquiries and from participants at previous training sessions. Handout 3 – Examples of stand-alone courses that were denied by the System Office with reasons. Handout 4 – Text of the new section 55002 of Title 5. Some of the standards and criteria for courses and course approval are reviewed in this presentation. Curriculum stand-alone training completed at 5:00 p.m.

G. Curriculum Approvals: none

Meeting adjourned at 5:01 p.m.

Riverside City College
Curriculum Committee Meeting
 September 27, 2011, 3-5 pm, Hall of Fame

APPROVED MINUTES

Members Present

Huda Aljord	World Language
Linda Braiman	Library
Amanda Brown	Mathematics
Richard Davin	Behavioral Science
Les Dean	Econ/Geog/Poli Sci
Angie Fawson	Nursing
Mary Flyr	Early Childhood
Nancy Gall	Applied Technology
Chip Herzig	Business Admin/CIS
Clara Lowden	Kiniseology
Karyn Magno	Counseling
Richard Mahon (chair)	History/Philos/Humanities
Cynthia Morrill	English
William Phelps	Physical Science

Steven Schmidt	Performing Arts
John Seniguar	Cosmetology

Members Absent

Greg Burchett	Life Science
Paul Richardson	Chemistry
unrepresented	Art

Staff/Guests

Joanie Gibbons-Anderson	Communication Studies
Virginia McKee-Leone	Dean of Instruction
Marilyn Martinez-Flores	Dean, Acad. Support

- A. Call to Order at 3:01 p.m.
- B. Agenda was approved. (M/S/C Gall/Herzig)
- C. Minutes of September 13, 2011 were approved. (M/S/C Phelps/Schmidt)

D. Announcements

- R. Mahon received email from Rich Finner stating he cannot teach his course outline with the current scheduling block. The change in the scheduling grid came at the recommendation of Tom Nussbaum to change the 61 minute hour to 60 or 65. This was brought up at the district curriculum committee meeting, and Sylvia did agree there is an issue. Nursing is also challenging the schedule because of various anomalies in their schedule. We have a variety of programs with the same issues. Even though we have tried to honor the spirit of the grid, the integrity of curriculum comes first. However, the fact that this is not in writing has brought some skepticism. This is an issue that should be brought up at department meetings and to administration.
- An issue that has come up a lot at Moreno Valley is they want to offer courses as workshops without having to go through CurricUNET. The college will not receive apportionment and the student will not get credit. It can be done but the curriculum still needs approval. English is interested in doing a one semester course that will move the student along to the needed English course without receiving credit or a grade. The English department would still need to come up with a course outline, sample assignments, and go through the normal approval process. English wants to offer it in the spring and offer it without going through the curriculum process. Sylvia Thomas did find a document that

reiterated this could be done, but also that offering courses that won't get funded is not a good idea. One of the colleges that is taking the lead on this is Chabot College.

- Richard mentioned at the last meeting an upcoming Conference. Angie, Les, and Cynthia have registered to attend, as well as someone from CIS.

E. Open Hearing

Steven Schmidt brought his concern regarding the Music AA degree program and the fact that the paper work has not made it on any agenda yet. The process needs to go through Tech Review, then here to curriculum, then to senate as the last stop. Senate then forwards to district for final approval. This has not happened yet and this needs to be agendized. In addition, there is a bigger problem with the degree name. Moreno Valley also wants to offer a degree program in music with the same name but entirely different degree pattern. There has been discussion at Tech Review whether students would be well served by two different degrees with the same name. Sylvia even argued that if one college or the other could be coaxed to use a slightly different label, that would help. Some faculty on both sides are adamant that if one college decides to add to the name, the other college should also. Students will need to be made aware of the differences. If both colleges want significantly different programs with the same name, then Tech Review's authority comes in. If this cannot be resolved at this level, then it will come here to Curriculum. However, committee will only see Riverside and Moreno Valley will only see theirs. Steve asked for any ideas from this committee that he could bring back to his department. Committee members were polled if they prefer the Associate of Art Degree in Music having a name distinct from Moreno Valley - majority voted yes. This item will be on a future agenda.

F. Curriculum Policy & Procedure

1. CurricUNET, Timetable Review

Richard went over the process of a new course. Once informal agreement is arrived at to launch a new course, a ten day working window is opened in which any member of the discipline can express comments to their colleagues. After ten days it goes to the department. One of the anomalies during this ten day period is the discipline facilitator needs to push the "ok" button or else it will not move forward. If the discipline is silent then it takes ten days to move to the department, then the department needs to approve. Chip has adjusted CurricUNET and added department chairs. If a course gets stuck it's because the chair has done nothing and it will not go forward. Once all three departments review, the next step is Tech Review. Often things get stopped in tech review.

Tech Review is the mechanism agreed to validate courses and to guide faculty. The application for a new course needs to be complete for tech review or else they will return it or no action will be taken. Once something is approved, it then goes to the Chancellor's office. At the district curriculum committee if a course is offered by two colleges, it is defined as a district course. If those two do not agree tech review sends it to college curriculum for a vote. If a course is offered at all three colleges, majority wins.

The timeline is ten days for review. Only Chip can shorten this. At the department level all three need to do something to send it forward to tech review. Tech Review will review and send forward, unless a request is incomplete or not at a level of quality we expect for our students. From tech review it goes to the college curriculum committees for approval. Final

approval goes back to district curriculum and vote accordingly. Richard will email the document to committee that has more information.

2. Repeatability update

Richard Mahon and Steve Schmidt attended the meeting at Mt. SAC and were informed that 75% of repeatability is going to go away as permissible. Title 5, section 55041 will go with no repeatability. Activity and performance courses where students will improve their skills, can repeat. Section 55002 says every course outline of record must state learning objectives. There was one faculty group that made a convincing pitch for repeatability in music. If a music program is intended to allow a student to transfer, then those courses would get a pass of repeatability. Richard noted that students at Moreno Valley enrolled in the music degree program will not have what a student needs to transfer. It is time to start writing separate course outlines that indicate what is different when students take the course.

It was not clear how repeatability would affect the definition of recency.

3. SB1440 degree update (already covered)

4. Prerequisites

When we want to establish a prerequisite from one course to another, a content course grid and content review is all that is required by Title 5. By contrast if we want English as a prerequisite for a humanities course, we can only validate statistically. Only by failing a student can a prerequisite be validated. Section 55002 stipulates the primary method of determining a students grade will be essay writing or problem solving. Most of the four disciplines lead to one of those areas. What changed last March is that curriculum committees may approve prerequisites for cross discipline prerequisites and can be validated on the basis of content review.

District mandated at the college level that we are not required to use any statistical validation. It is up to the college to want to. The question is do we want to allow our discipline faculty to use statistical validation, and if so what should that package look like. If we want faculty to validate using content review we need to develop a plan on how to proceed to do this and the board needs to approve that plan. Richard noted that a group of latino organizations went to the board of governors stating that prerequisites were made to keep latinos out. The language used in developing these plans will have to be worded carefully so as not to block entry for underrepresented students. Richard will send out to everyone Title 5 document on this issue.

G. Curriculum Approvals: *none*

Information Items: *none*

Meeting adjourned at 4:57 p.m.



Riverside City College
Curriculum Committee Meeting
 October 11, 2011, 3-5 pm, Hall of Fame

APPROVED MINUTES

Members Present

Huda Aljord	World Language
Linda Braiman	Library
Amanda Brown	Mathematics
Richard Davin	Behavioral Science
Les Dean	Econ/Geog/Poli Sci
Angie Fawson	Nursing
Nancy Gall	Applied Technology
Joanie Gibbons-Anderson	Communication Studies
Chip Herzig	Business Admin/CIS
Karyn Magno	Counseling
Richard Mahon (chair)	History/Philos/Humanities
Cynthia Morrill	English
William Phelps	Physical Science

Paul Richardson
Steven Schmidt
John Seniguar

Chemistry
Performing Arts
Cosmetology

Members Absent

Greg Burchett
Mary Flyr
Clara Lowden
unrepresented

Life Science
Early Childhood
Kiniseology

Art

Staff/Guests

Bernie Fradkin

Acting VP, Acad. Aff.

- A. Call to Order – 3:05 p.m.
- B. The agenda was approved. (M/S/C Gall/Schmidt)
- C. The minutes of September 27 were approved with corrections. (M/S/C Davin/Phelps)
- D. Announcements
 - Richard welcomed Joanie Gibbons-Anderson as a voting member. The Academic Senate approved the change in the by-laws recognizing Communication Studies as a department of the Senate.
 - At the next curriculum meeting Riverside will be ready to look at the AA degree in music. There was some question in tech review whether Moreno Valley’s proposal has gone through properly. It seems the MVC curriculum chair already secured approval at the curriculum committee level but by-passed tech review. Riverside’s proposal is put on hold for one meeting to allow members the opportunity to see both proposals at the same time. Steve Schmidt attended the tech review meeting last week, where members commented that the language describing the music degree was exemplary – it’s not long and it hits all the main topics.
 - As chair, Mahon will encourage departments to review current repeatability practice. The perception exists in Sacramento that colleges are getting paid for students who are taking the same courses over and over. Richard asked if the committee become aware that the college is in violation as a result of these approved repeatabilities, is it appropriate for the committee to correct itself? The Senate does delineate authority to the curriculum

committee. Richard volunteered to write something that can be applied to all three committees regarding repeatability and why it is a problem.

Next time Richard will distribute the list of how many repeat courses we have. He suggested cleaning up the catalog and asked committee members to go through and identify what needs to be cleaned up.

- There is a problem with AOE's, their description in the catalog varies from AOE to AOE. Would like to have a common language for AOE's. The question is who is responsible? Is it appropriate for curriculum committee to make judgment on what to include or exclude? There is no structure or process in place. There was an attempt to come up with guidelines, but that ball was dropped for almost two years. Academic Standards Committee could not come to agreement whether to be charged with that responsibility or not. Curriculum Committees at other two colleges offered to do this and gave rationale why they would be appropriate group. Last year it was voted by senate that curriculum would carry responsibility on areas of emphasis. If we don't narrow the focus on AOE's we will have another issue.

E. Open Hearing

Les Dean expressed his concern that he did not receive a catalog and found it difficult to find a copy. He was reminded that this year, due to budget constraints, the catalogs were not printed as they have been in the past. Only counseling have complete printed copies. The catalog can be found on our website.

F. Curriculum Policy & Procedure

1. Repeatability update (already covered)

Course	Title	Approval	Comment
1. Distance Education: None			
2. New Stand Alone Courses: None			
3. New Courses: None			
4. Course Inclusions: None			
5. Major Course Modifications Approved (M/S/C Herzig/Dean)			
CAT-78A	Introduction to Adobe Photoshop	MNR	Cross-listed with CIS-78A
CAT-78B	Advanced Adobe Photoshop	MNR	Cross-listed with CIS-78B
CAT-79	Introduction to Adobe Illustrator	MNR	Cross-listed with CIS-79
CAT-81	Introduction to Desktop Publishing using Adobe InDesign	MNR	Cross-listed with CIS-81
The above proposals are to update the course content, SLOs, course materials and add sample assignments.			
CIS-1A	Introduction to Computer Information Systems	MNR	
CIS-2	Fundamentals of Systems Analysis	MNR	Cross listed with CSC-2
CIS-5	Fundamentals of Programming Logic using C++	MNR	Cross listed with CSC-5

Course	Title	Approval	Comment
CIS-12	PHP Dynamic Web Site Programming	MNR	Cross-listed with CSC-12
CIS-14A	Web Programming: JavaScript	MNR	Cross-listed with CSC-14A
CIS-14B	Web Programming: Active Server Pages	MNR	
CIS-28A	MS Access Programming	NR	Cross-listed with CSC-28A
CIS-54B	Flash Scripting	R	
CIS-61	Introduction to Database Theory	MNR	Cross-listed with CSC-61
CIS-63	Introduction to Structured Query Language	NR	Cross-listed with CSC-63
CIS-72B	Intermediate Web Page Creation using CSS	MNR	
CIS-72C	Introduction to XML	NR	
CIS-78A	Introduction to Adobe Photoshop	MNR	Cross-listed with CAT-78A
CIS-78B	Advanced Adobe Photoshop	MNR	Cross-listed with CAT-78B
CIS-79	Introduction to Adobe Illustrator	MNR	Cross-listed with CAT-79
CIS-81	Introduction to Desktop Publishing	MNR	Cross-listed with CAT-81
Update course materials and SLOs.			
CSC-2	Fundamentals of Systems Analysis	MNR	Cross listed with CIS-2
CSC-5	Fundamentals of Programming Logic using C++	MNR	Cross listed with CIS-5
CSC-12	PHP Dynamic Web Site Programming	MNR	Cross-listed with CIS-12
CSC-14A	Web Programming: JavaScript	MNR	Cross-listed with CIS -14A
CSC-28A	MS Access Programming	NR	Cross-listed with CIS-28A
CSC 61	Introduction to Database Theory	MNR	Cross-listed with CIS -61
CSC-63	Introduction to Structured Query Language	NR	Cross-listed with CIS -63
These course proposals are to update SLOs and course materials.			
6. Course Deletions: <i>Approved (M/S/C Davin/Dean)</i>			
CIS-29A	Introduction to Oracle	R	
CIS-29B	Oracle Application Development	R	
CIS-29C	Oracle Database and Server Administration	R	
These courses are being deleted due to change in focus away from using Oracle software.			
7. Course Exclusions: None			

Information Item

1. none

Meeting adjourned at 4:11 p.m.

Riverside City College
Curriculum Committee Meeting
 October 25, 2011, 3-5 pm, Hall of Fame

UNAPPROVED MINUTES

Members Present

Huda Aljord	World Language
Linda Braiman	Library
Amanda Brown	Mathematics
Greg Burchett	Life Science
Richard Davin	Behavioral Science
Angie Fawson	Nursing
Mary Flyr	Early Childhood
Nancy Gall	Applied Technology
Joanie Gibbons-Anderson	Comm Studies
Chip Herzig	Business Admin/CIS
Karyn Magno	Counseling
Richard Mahon (chair)	History/Philos/Humanities
Cynthia Morrill	English
Paul Richardson	Chemistry
Steven Schmidt	Performing Arts

Members Absent

Les Dean	Econ/Geog/Poli Sci
Clara Lowden	Kiniseology
William Phelps	Physical Science
John Seniguar	Cosmetology

Staff/Guests

Bernie Fradkin	Acting VP, Acad. Aff.
Stephen Horn	Art
Virginia McKee-Leone	Dean of Instruction
Marilyn Martinez-Flores	Dean, Acad. Support
Jeff Townsell	Counseling

A. Call to Order – 3:00 p.m.

B. Approval of Agenda - *Approved (M/S/C Gall/Schmidt)*

C. The minutes of October 11 - *Approved. (M/S/C Davin/Flyr) 1 abstention*

D. Announcement

Richard received a sample of a 40 page resolution which will be acted on at the Academic Senate fall plenary session in San Diego. Five full pages are specifically related to repeatability. This is a huge area from the perspective of the legislature and the CCC Board of Governors. There will be further discussion on this topic later on the agenda.

E. Open Hearing

Joanie Gibbons-Anderson asked the committee to review two items: imbedded labs across non-CTE disciplines, and the criteria used by curriculum committee to make judgements. Mahon noted that some language regarding lecture/lab is in the contract and the committee does not have authority to change the contract. However, if something should to be reconsidered, we can ask that it be bargained. Title 5 language (section 55002) is the regulation that captures criteria curriculum looks at. The committee will address these two items at a future meeting.

F. Curriculum Policy & Procedure

1. Justice Studies

The department of behavioral sciences is requesting that a number of courses within Administration of Justice (ADJ) be cross-listed and renamed Justice Studies (JUS) and that

JUS be made applicable to Riverside only. These courses are not being offered at Moreno Valley. Justice Studies represents a direction that Riverside is going into promoting the scientific side such as crime scene investigation and forensic science and not so much law enforcement. This change only affects the name, everything else remains the same.

ADJ-1, Introduction Administration of Justice
ADJ-2, Principles and Procedures of the Justice System
ADJ-3, Concepts of Criminal Law
ADJ-4, Legal Aspects of Evidence
ADJ-5, Community Relations
ADJ-9, Law and Society
ADJ-12, Introduction to Criminalistics
ADJ-13, Criminal Investigation
ADJ-14, Advanced Criminal Investigation
ADJ-25, Introduction to Probation and Parole
ADJ-30, Introduction to Family Support Law

M/S/C (Davin/Herzig) Approve the name change of the selected courses within Administration of Justice (ADJ) to Justice Studies (JUS). 5 abstentions.

2. Financial Aid for CSU GE/IGETC Certificate Students

Jeff Townsell, Student Financial Counselor, addressed curriculum committee regarding changes in the transfer requirements and how it affects students' financial aid eligibility. Following the district's coming into compliance in creating AOE's, the college's old CSUGE and IGETC patterns were turned into certificates of approximately 40 units. However, students who plan to transfer to a CSU have to meet gen ed requirements and complete 60 units, with 90 attempted units cap to reach that goal.

Financial Aid regulations have been changed to allow students 150% if the units required by their program of study. Since the new certificates are set at 40 units, students can receive Financial Aid for only 60 units before appeal, and the appeal process delays financial aid to late in the term. These changes could cause a student to not have money until December, thus not being able to purchase books for the start of school. In addition a student can only appeal once. The committee will review potential solutions at a subsequent meeting.

3. Min/Max for AoEs

Richard Mahon had asked committee to look at the language describing degree patterns in the college catalog. When language was corrected to bring us into compliance there was broad agreement in concept but not unanimity in language. The AOE's the college created require students to take courses from *three*, a *minimum* of three, and a *maximum* of three disciplines.

The district curriculum committee co-chairs prepared a memo to all faculty which includes proposed language that might rectify this issue. Committee members are asked to look at AoEs for each discipline and along with counterparts at Moreno Valley and Norco

come up with language that is constructively structured for students to establish a focus. The language should be agreed upon by all three committees, and should also be sent to evaluators for review.

5. Repeatability Update

RCCD has a significant problem with repeatability. Richard shared a Datatel printout given to him by Rick Herman listing the courses coded as repeatable. The state Academic Senate repeatability task force has recommended that no courses will be repeatable except ensemble performance courses in the performing arts. It also recommended that all other visual and performing classes, including all classes in studio art need no repeatability.

Stephen Horn attended the meeting as chair and on behalf of the department (which still has no curriculum representative). It *appears* that students currently can take drawing and painting a total of 29 times. Changes to the studio art courses could limit a pathway for our students. Our students who transfer to an art school need to demonstrate a portfolio, and in order to do so they need to practice by repeating these courses. Why are Art 42 and Art 43 being singled out? Each of the curriculum committees will review course modification proposals for Art 42 and 43 as an opportunity to consider whether past approvals should be modified. Stephen acknowledged that the Art faculty could take steps to reduce the amount of repeatability currently permitted.

G. Approval Items

1. Distance Education: *Approved (M/S/C Gibbons-Anderson/Braiman)*

COM-12	Intercultural Communication	MNR	Hybrid and Online
LIB-1	Information Competency	MNR	Hybrid

2. New Stand Alone Courses: *(M/S/ Gibbons-Anderson/Herzig)*

ADJ-12	Introduction to Criminalistics	R
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This course is being proposed to begin the expansion of forensic studies into Administration of Justice, Biology, and Chemistry and serve as a foundation for a certificate and/or Associate degree in forensic studies.

MAT-37	Algebra for Statistics	MR	Non-degree applicable
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This course is designed to be a targeted pre-requisite for statistics. It is constructed to have no pre-requisites, shortening the remedial pipeline in an effort to increase students' success and retention through the developmental math sequence to college transferable statistics.

(M/S/C Gibbons-Anderson/Fawson) Motion to divide and vote separately – Failed

Motion to approve - Passed (1 no, 1 abstention)

Rogelio Ruiz and Susan Mills were invited to speak on Math 37. This is an accelerated class created under the California Acceleration Program in an effort to increase students' success and retention. Rogelio, Susan and Sheila Pisa applied last year and were selected to be the community college of practice for accelerated learning. They went up north and met with

other colleges to get ideas. This is an entirely different way of teaching, condensing material, hands-on critical thinking, with a startling number of lab hours (50 hours of lab, meet 8 hours/week).

3. New Courses: None

4. Course Inclusions: None

5. Major Course Modifications: *Approved, excluding Art 42 and Art 43 (M/S/C Richardson/Schmidt)*

ADJ-14 Advanced Criminal Investigations NR

This course is being modified to change the hours from 36 hours lecture and 54 hours laboratory to 54 hours lecture and 24 hours laboratory. Unit value will remain the same.

ART-42 Studio Figure Drawing MNR Recommend removal of re-
(see attachment #4) peatability; currently course
may be taken four times.

ART-43 Studio Figure Painting MNR Recommend removal of re-
(see attachment #4) peatability; currently course
may be taken four times.

These courses are being modified update the SLOs, add sample assignments and update the course materials.

PSY-2 Physiological Psychology MNR

This course has been modified to integrate SLOs and align them with GE SLOs; update course content, MOI, MOE, course materials, and add sample assignments.

SPA-1H Honors Spanish 1 MNR

SPA-1A Spanish 1A R Correction to course hours

SPA-1B Spanish 1B R Correction to course hours

SPA-2 Spanish 2 MNR

These courses have been modified to update SLOs, course content, course materials and add sample assignments.

6. Course Deletions: *Approved (M/S/C Davin/Herzig)*

CIS-26E Cisco Networking Academy 2A R

This course has not been offered since 2006 and currently the college does not have an instructor qualified to teach this course.

Meeting adjourned at 5:16 p.m.

Riverside City College
Curriculum Committee Meeting
November 8, 2011, 3-5 pm, Hall of Fame

UNAPPROVED MINUTES

Members Present

Linda Braiman	Library
Greg Burchett	Life Science
Richard Davin	Behavioral Science
Angie Fawson	Nursing
Nancy Gall	Applied Technology
Joanie Gibbons-Anderson	Communic. Studies
Chip Herzig	Business Admin/CIS
Karyn Magno	Counseling
Richard Mahon (chair)	History/Philos./Humanities
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Members Absent

Huda Aljord	World Language
Amanda Brown	Math
Les Dean	Econ/Geog/Poli Sci
Mary Flyr	Early Childhood
Clara Lowden	Kiniseology
unrepresented	Art

Staff/Guests

Bernie Fradkin	Acting VP, Acad. Aff.
Virginia McKee-Leone	Dean of Instruction
Marilyn Martinez-Flores	Dean, Acad. Support

- A. Call to Order at 3:04 p.m.
- B. Approval of the Agenda – Approved M/S/C/(Richardson/Braiman)
- C. Approval of the Minutes: Oct. 25, 2011 M/S (Herzig/Seniguar) tabled.
- D. Announcements:

Including a report on resolutions passed at the fall Senate Plenary Session.

Richard reported that at the Senate Plenary session, the state senate acted on 73 resolutions. The state senate president navigated 150 faculty to closure of those resolutions. 22 of those resolutions involved repeatability, and another 21 involved SB11 task force recommendations. Music generated multiple resolutions. It is clear repeatability has to be curtailed, otherwise legislative analyst will curtail for us. We do have some wiggle room, but status quo is not an option. The request for studio art to maintain one repeat was rejected.

- Richard distributed a document that shows how lopsided our departments are. In this document he shares his recommendations for reorganizing in order to be better aligned.

Motion made to amend agenda to consider item G-9 at this time. M/S/C (Davin/Herzig)

Course	Title	Approval	Comment
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9. New State-Approved Certificates/Degrees: AA Music – *Approved M/S/C (Davin/Schmidt)*

Steven Schmidt explained the certificate degree pattern for Riverside. It is structured for a student to attain a high level of musical proficiency to transfer into University music departments and for careers in

the field of music. Moreno Valley has structured their degree program with a core of courses: music with history emphasis, music theory, and general music emphasis. There is no emphasis area for Riverside. There have been discussions of the dangers of two programs with the same name but significantly different content and how this will be confusing to students. Congratulations went to Steve for putting this together, this is the culmination of his hard work.

E. Open Hearing – No requests

F. Curriculum Policy & Procedure not action items

1. Financial Aid for CSU GE/IGETC Certificate Students

There was discussion regarding a revision to the existing certificate, however the definition is not thorough. The cap of 60 units for a certificate of achievement certificate is an issue for financial aid students. All students require between sixty and seventy units. If there is a gap to get to 60 units then they need to fill that gap. The difference between first and second IGETC pattern can be used in two different ways.

2. Min/max for AoEs.

There was discussion over new verbiage. Changes will be to eliminate the 9 units in a single discipline requirement, and 18 units of study across 3 to 5 disciplines. This verbiage will be included at the next meeting. Richard will send committee a legal advisory paragraph he received from Chancellor’s Office in regards to accreditation standard 2A4, which includes associate degree.

3. RCCD Prerequisite Policy

District senate asked us to answer the question are we willing to consider circumstance where we allow faculty to propose a prerequisite based on content review? Prerequisite has to be based at least on course outline. (In preparation read the two state senate documents) The content review paper goes on to say discipline faculty should have cross discipline. Richard is asking if this is worth pursuing. If so, then think how this should look like for Riverside. The document Richard sent out does talk about these issues. Richard asked everyone to review these documents if we wish to explore what content review prerequisites would look like. This item will be agendized for next meeting.

G. Approval Items

Course	Title	Approval	Comment
1.Distance Education: None			
2. New Stand Alone Courses: None			
3. New Courses: None			
4. Course Inclusions: None			
5. Major Course Modifications: Approved M/S/C (Gall/Richardson 1 no, 1 abstention)			
CHI-1	Mandarin Chinese 1	R	
CHI-2	Chinese 2	R	
CHI-11	Culture and Civilization	R	
GRK-1	Ancient Greek 1	R	

Course	Title	Approval	Comment
GRK-2	Ancient Greek 2	R	
ITA-1	Italian 1	R	
ITA-2	Italian 2	R	
ITA-3	Italian 3	R	
ITA-11	Culture and Civilization	R	
JPN-1	Japanese 1	NR	
JPN-2	Japanese 2	NR	
JPN-3	Japanese 3	NR	
JPN-4	Japanese 4	NR	
JPN-11	Culture and Civilization	NR	
KOR-1	Korean 1	R	
KOR-2	Korean 2	R	
KOR-11	Korean 3	R	
LAT-1	Latin 1	R	
LAT-2	Latin 2	R	
SPA-1	Spanish 1	MNR	
SPA-3	Spanish 3	MNR	
SPA-4	Spanish 4	MNR	Course description update.
SPA-11	Culture and Civilization	MNR	
SPA-51	Introductory Listening Comprehension 1	R	Removed "Telecourse" reference in course description.
SPA-52	Introductory Listening Comprehension 11	R	Removed "Telecourse" reference in course description.
SPA-53	Intermediate Listening Comprehension 1	R	Removed "Telecourse" reference in course description.
These courses are being modified to update SLOs, course content, methods of instruction and evaluation, course materials and include sample assignments.			
MKT-30	Fashion Merchandising	R	
This course is being updated to update methods of instruction and evaluation, and course materials and to include sample assignments.			

Chip said he will meet with these faculty to explain he will include this as a second method of evaluation, part of an integrated outline. At the bottom of course content there is a dangling sentence which will now be made a part of the course outline. This has always been there, the words will change but substantive content will not.

Joanie expressed her concern about the five units and mandatory hours of lab. So far she has not been able to find another college that has this high of a mandatory component. She asked that this issue be revisited and to look at the issue comprehensibly. She will do further research into this.

6. Course Deletions: None

Course	Title	Approval	Comment
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7. Course Exclusions: None

8. New Locally-Approved Certificate: None

Information Items

Course	Title	Approval	Comment
1.Distance Education: None			
2. New Stand Alone Courses: None			
3. New Courses: None			
4. Course Inclusions: None			
MAT-65	Arithmetic and Pre-Algebra	M	Major Mod (R) adding sample assignments is pending.
5. Major Course Modifications:			
6. Course Deletions: None			
7. Course Exclusions: None			
8. New Locally-Approved Certificate:			
Business: Real Estate Salesperson and Transaction		N	
This certificate will prepare students for the California Real Estate Salesperson license examination.			
9. New State Approved Certificates/Degrees: MVC: AA Music			

Meeting adjourned at 5:15 p.m.



Riverside City College
Curriculum Committee Meeting
November 22, 2011 ♦ 3-5 pm ♦ Hall of Fame

APPROVED MINUTES

Members Present

Huda Aljord	World Language
Linda Braiman	Library
Amanda Brown	Mathematics
Les Dean	Econ/Geog/Poli Sci
Angie Fawson	Nursing
Nancy Gall	Applied Technology
Joanie Gibbons-Anderson	Comm Studies
Chip Herzig	Business Admin/CIS
Clara Lowden	Kinesiology
Richard Mahon (chair)	History/Philos/Humanities
Cynthia Morrill	English
William Phelps	Physical Science
Paul Richardson	Chemistry
Steve Schmidt	Performing Arts
John Seniguar	Cosmetology

Members Absent

Greg Burchett	Life Science
Richard Davin	Behavioral Science
Mary Flyr	Early Childhood
Karyn Magno	Counseling
(unrepresented)	Art

Staff/Guests

Bernie Fradkin	Acting VP, Acad. Aff.
Virginia McKee-Leone	Dean of Instruction
Marilyn Martinez-Flores	Dean, Acad. Support
Mike Barnes	Counseling

- A. Call to Order at 3:05 pm
- B. Approval of the Agenda – *M/S/C (Phelps/Herzig)*
- C. Approval of the Minutes: Nov. 8, 2011 – *M/S/C (Schmidt/Seniguar)*
- D. Announcements
- This issue came up at Tech Review: the “sample assignment” language for a list of 35 work experience courses is being developed. The concern is that this language needs to be wordsmithed some more. If no one expresses any concern over this it will go forward with this language added.
 - In regards to changes to certificates for financial aid students, Riverside seems to have reached closure but Moreno Valley needs a bit more time. Students will continue to have catalog rights. This item will be agendized for the next committee meeting.
 - Les Dean reported on the DIG meeting he attended along with 3 others from RCC. Attendees were from all over southern California. There is one Geography course RCC will need to develop if the proposal goes forward (a lower division basic map reading course).
 - Chip brought to members’ attention that the final fall curriculum agenda is usually big, so additional time should be allowed to consider all items. This is due to the three week gap from tech review to curriculum.
- E. Open Hearing –
- Joanie Gibbons-Anderson asked about the difference between an AA and TMC. Title 5 requires that in order all AA degrees include, 60 degree-applicable units *plus* general education, *plus* a “major” or “program of study.” When a student receives an AA degree, the transfer model

curriculum (TMC) comprises the “major” or “program of study” required by Title 5. The transfer model curriculum idea is that if both Cal State and Community College agree in the discipline to the transfer model, Cal States have to accept them.

- Another concern is when the curriculum material is sent to committee members the timing does not allow her to share or discuss this information with her department. There is a concern that things are moving through curriculum, then to senate without the benefit of having any conversation with her department. Richard reminded members that they could always move to defer action on items they think should be discussed with their department.

F. Curriculum Policy & Procedure

1. RCCD Prerequisite Policy

- This item was agendized but there will be no action taken until spring.

2. Min/Max for AoEs

- It seems there is in agreement with removing the nine-unit in a single discipline requirement, but not with removing the three-discipline maximum requirement. Mike Barnes indicated being more in favor to not have all courses from one discipline, and a minimum of three. Chair Mahon asked if there is informal agreement with committee to change the language removing the nine units and courses be chosen from a maximum of three disciplines, he will take this recommendation to the next tech review meeting.

M/S/C (Dean/Lowden) Motion to approve the recommended change in language to delete reference to requirement of nine units in a single discipline, and require that courses be chosen from a maximum of three disciplines.

G. Approval Items

Course	Title	Approval	Comment
1.Distance Education: Approved (M/S/C Gibbons-Anderson/Herzig)			
COM-9	Interpersonal Communication	MNR	Hybrid
<i>Chip will bring attention to any reference to distance education and ask if it can be removed.</i>			
2. New Stand Alone Courses: None			
3. New Courses: None			
4. Course Inclusions: None			
5. Major Course Modifications: Approved (M/S/C Gibbons-Anderson/Herzig) 1 abstention			
ARA-1	Arabic 1	R	
ARA-3	Arabic 3	R	
ARA-8	Intermediate Conversation	R	May be taken four times
ARA-11	Culture and Civilization	R	
BIO-12	Introduction to Organismal and Population Biology	MNR	

Course	Title	Approval	Comment
<i>Update to SLOs, course content; MOI and MOE, course materials and addition of sample assignments</i>			
CIS-1B	Advanced Concepts in CIS	MNR	
<i>Update to course description, SLOs, and course materials</i>			
CIS-17A	C++ Programming: Objects	MNR	Cross-listed with CSC-17A
CIS-17B	C++Programming: Advanced Objects	MNR	Cross-listed with CSC-17B
CIS-17C	C++ Programming: Data Structures	MNR	Cross-listed with CSC-17C
CIS-18A	Java Programming Objects	MNR	Cross-listed with CSC-18A
CIS-18B	Java Programming: Advanced Objects	MNR	Cross-listed with CSC-18B
CIS-18C	Java Programming: Data Structures	MNR	Cross-listed with CSC-18C
CIS-21	Introduction to Operating Systems	MNR	Cross listed with CSC-21
<i>Update to course description, SLOs and course materials</i>			
CIS-26A	Cisco Networking Academy 1A	R	
<i>Update to SLOs, course materials and addition of sample assignments</i>			
CIS-26B	Cisco Networking Academy 1B	R	Advisory skills not linked
<i>Update to course content, SLOs, course materials and addition of sample assignments</i>			
CIS-26F	Cisco Networking Security	R	
<i>Update to link advisory skills and update to SLOs.</i>			
CSC-17A	C++ Programming: Objects	MNR	Cross-listed with CIS -17A
CSC-17B	C++Programming: Advanced Objects	MNR	Cross-listed with CIS -17B
CSC-17C	C++ Programming: Data Structures	MNR	Cross-listed with CIS -17C
CSC-18A	Java Programming Objects	MNR	Cross-listed with CIS -18A
CSC-18B	Java Programming: Advanced Objects	MNR	Cross-listed with CIS -18B
CSC-18C	Java Programming: Data Structures	MNR	Cross-listed with CIS -18C
CSC-21	Introduction to Operating Systems	MNR	Cross listed with CIS-21
<i>Update to course description, SLOs and course materials</i>			
FRE-1	French 1	NR	
<i>Update to SLOs, course content; MOI and MOE, course materials and addition of sample assignments</i>			
FRE-2	French 2	NR	
<i>Update to advisory skills; SLOs, course content; MOI and MOE, course materials and addition of sample assignments.</i>			
FRE-3	French 3	NR	
FRE-4	French 4	R	
FRE-8	Intermediate Conversation	NR	May be taken 4 times
FRE-11	Culture and Civilization	NR	
GER-1	German 1	R	
GER-2	German 2	R	

Course	Title	Approval	Comment
GER-3	German 3	R	
GER-11	Culture and Civilization	R	
<i>The above courses include modifications to update advisory skills, SLOs, course content, MOI, MOE, course materials and to add sample assignments.</i>			
MAN-64	Programmable Logic Controllers	N	Advisory skills not linked
<i>Course updated to cross-list with ELE-64; update to advisory skills, SLOs, course content, course materials and addition of sample assignments.</i>			
POR-1	Portuguese 1	R	
POR-2	Portuguese 2	R	
RUS-1	Russian 1	R	
RUS-2	Russian 2	R	
RUS-3	Russian 3	R	
RUS-11	Culture and Civilization	R	
SPA-3N	Spanish for Spanish Speakers	MNR	
SPA-8	Intermediate Conversation	MNR	May be taken 4 times
SPA-12	Latin American Culture and Civilization	MNR	
SPA-13	Spanish for Health Care Professionals	MNR	
<i>The above courses include modifications to update advisory skills, SLOs, course content, MOI, MOE, course materials and to add sample assignments.</i>			
6. Course Deletions: Approved			
CAT-3A	Linux Computer Applications for Working Professionals	R	
CIS-3A	Linux Computer Applications for Working Professionals	R	
<i>Course was written to support Riverside County employees as requested via Advisory committee however none of them have ever taken this course</i>			
7. Course Exclusions: None			
8. New Locally-Approved Certificate: None			
9. New State Approved Certificates/Degrees: Motion carried to divide and vote separately. (M/S/C Gibbons-Anderson/Fawson)			
Early Childhood Education (SB1440) - Approved			
Spanish (SB1440) – Not Approved			
Theater Arts (AB1440) - Approved			
<i>Committee would like to hear more how the Spanish program looks like the lower division of Spanish at other institutions.</i>			

Information Items

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

Course	Title	Approval	Comment
GAM-72	Anatomy for Game Art	N	
<i>New class to support the Title V: Portal to Your Future grant and the new Game Art core. This class will be required for 3 newly proposed certificates and A.S. degrees.</i>			
GAM-73	Storyboarding for Games	N	
<i>Interactive story-telling has many unique considerations with regards to planning out animated scenes, as well as scripting real-time audio and visual cues. This course will be required in the newly proposed Game Art: 3D Animation certificate and A.S. degree in support of the Title V: Portal to Your Future grant.</i>			
GAM-79	Game Studio Production	N	
<i>This class is created in support of the Title V Portal To Your Future Grant in order to enhance and cement skills acquired. Students work in interdisciplinary teams and contribute to a fully functioning production environment that is modeled after professional studio settings and constructs. This course will be included in multiple game certificate programs including game design, game art and game audio, and is the culminating capstone class in each program.</i>			
ELE-64	Programmable Logic Controllers	N	Cross-listed with MAN-64
This course will be part of the Automated Systems Technician certificate.			
3. New Courses: None			
4. Course Inclusions:			
ILA-1	Introduction to Tutoring	N	No sample assignments
5. Major Course Modifications:			
GAM-42	PhotoShop for Game Art and Animation	N	
<i>Change in units (increase from 2 to 3) and hours (36 lecture hours to 54 lecture hours) Update to course description, course content and sample assignments</i>			
GAM-44	Portfolio Production	N	Course will no longer be cross-listed with CIS-44 (modification pending)
<i>Change to units (decrease from 3 to 2) and hours (decrease from 36 to 18 lecture hours); change to prerequisites; update to course description, SLOs, and course materials.</i>			
<i>The above courses include modifications to update advisory skills, SLOs, course content, MOI, MOE, course materials and to add sample assignments.</i>			
MAN-64	Programmable Logic Controllers	N	Advisory skills not linked
<i>Course updated to cross-list with ELE-64; update to advisory skills, SLOs, course content, course materials and addition of sample assignments.</i>			
6. Course Deletions:			
ENE-61	Computer Aided Design and Computer Aided Manufacturing	N	Cross-listed with MAC-61
MAC-61	Computer Aided Design and Computer Aided Manufacturing	N	Cross-listed with ENE-61
<i>This course has the same content as MAN 56 which is a better course that is taught more often. This will effect the Automated Systems (NAS732/NCE732) certificate.</i>			
MAN-91C	Manufacturing Fundamentals for Apprenticeship	N	THIS course is a prerequisite for MAN-93C.
<i>This is a very old course that has never been taught. It was created about 10 years ago.</i>			

Course	Title	Approval	Comment
MAN-92B	Manufacturing Teamwork and Communication	N	
<i>This is a very old course that has never been taught. It was created over 10 years ago.</i>			
7. Course Exclusions:			
ECO-6	Introduction to Political Economy	N	Cross-listed with POL-6 but Norco does not have this course in its inventory
<i>Norco college would like to focus their Economics offerings on ECO 4, 7 and 8 which are courses needed for transfer. ECO-6 has never been offered at Norco.</i>			
8. New Locally-Approved Certificate: None			
9. New State Approved Certificates/Degrees: None			



Riverside City College
Curriculum Committee Meeting
December 6, 2011 ♦ 3-5 pm ♦ Heritage Room

APPROVED MINUTES

Members Present

Huda Aljord
Linda Braiman
Amanda Brown
Richard Davin
Les Dean
Angie Fawson
Mary Flyr
Nancy Gall
Joanie Gibbons-Anderson
Chip Herzig
Clara Lowden
Karyn Magno
Richard Mahon (chair)
Cynthia Morrill
William Phelps
Paul Richardson
Steve Schmidt
John Seniguar

World Language
Library
Mathematics
Behavioral Science
Econ/Geog/Poli Sci
Nursing
Early Childhood
Applied Technology
Comm Studies
Business Admin/CIS
Kinesiology
Counseling
Hist/Phil/Hum
English
Physical Science
Chemistry
Performing Arts
Cosmetology

Members Absent

Greg Burchett

(unrepresented)

Life Science

Art

Staff/Guests

Bernie Fradkin
Virginia McKee-Leone
Marilyn Martinez-Flores
Sandra Torre

Acting VP, Acad. Aff.
Dean of Instruction
Dean, Acad. Support
(Business/CIS Spring
2012 rep)

- A. Call to Order at 3:05 pm
- B. Approval of the Agenda – *M/S/C (Gibbons-Anderson/Lowden)*
- C. Approval of the Minutes: Nov. 22, 2011 – *(deferred)*

D. Announcements

- Richard opened the meeting by acknowledging the enormous contributions retiring committee member Chip Herzig has made to the RCC and RCCD curriculum process. He also noted that member Mary Flyr will be retiring; members heard about the future plans of both members and wished them well.
- Richard announced that the Tech Review committee is developing a course inclusion/exclusion form. An earlier draft was presented to the committee in 2010-11 and seemed uncontroversial and Richard plans to approve changes to the form on behalf of the committee if there is no objection.
- Richard circulated a memo updating members on the status of C-ID and TMC development.

E. Open Hearing:

Richard Davin asked that the committee revisit the need to separately approve hybrid courses when there is an existing approval for fully online delivery of the course.

The committee again considered in passing TBA hours with the understanding that the subject would be agendized for a future committee discussion.

F. Curriculum Policy & Procedure

General Education Certificates & Financial Aid: Richard reported that counselors now appear to have consensus that the best thing to do with the certificate programs for CSU GET and IGETC, which limit students to 60 units or less of financial aid eligibility, is to delete those programs. The committee voted to do so — M/S/C (Herzig/Lowden).

G. Approval Items

In the course of discussing approval items, members discussed the question whether a proposal to change one part of a course or program should (e.g., adding sample assignments or updating of texts) open the *entire* course or program outline to committee scrutiny.

Course	Title	Approval	Comment
1. Distance Education: Approved (M/S/C Gibbons-Anderson/Davin)			
SOC-2	American Social Problems	R	
SOC 20	Introduction to Criminology	R	
The above two courses were approved to be offered in hybrid mode of delivery.			
2. New Stand Alone Courses: Approved (M/S/C Flyr/Herzig)			
EAR-25	Teaching in a Diverse Society	MNR	
<i>The above course is being created to align and to meet the requirements for C-ID descriptors for SB1440 transfer degree and will also be included in the Early Childhood Education degrees.</i>			
3. New Courses: Approved (M/S/C Gall/Lowden)			
JOU-20A	Newspaper: Beginning	MNR	
JOU-20B	Newspaper: Intermediate	MNR	
JOU-20C	Newspaper: Advanced	MNR	
JOU-20D	Newspaper: Professional	MNR	
Creating new courses to address repeatability issues.			
NRN-11A	Nursing Learning Lab	R	Non-degree applicable
<i>The above course provides the resources necessary to allow students to practice in an environment where they can master their skills, apply their learned knowledge, and develop critical thinking skills for providing quality safe patient care.</i>			
WEL-62	Blueprint Reading for Welders	R	
To offer a class that prepares students to read, comprehend, apply, and make blueprint drawings that apply to the welding trades.			
4. Course Inclusions: None			
5. Major Course Modifications: Approved (M/S/C Dean/Flyr)			
<i>A subordinate motion was made to withhold approval of Arabic 2 and Spanish 1AH (M/S/F Gibbons-Anderson/Fawson)</i>			
ADM-1	Introduction to Applied Digital Media	R	
ADM-63	Adobe InDesign	R	

Course	Title	Approval	Comment
<i>The above courses are being modified to adjust lecture/lab hours to increase student contact hours to previous levels (from 27 hours lecture and 81 hours laboratory to 30 hours lecture and 90 hours laboratory) and also update course description, SLOs and course content.</i>			
ADM-65	Cross Platform File Management	R	Change in hours from 27 hours lecture and 81 hours laboratory to 30 hours lecture and 90 hours laboratory; change to course description.
<i>The above course is being modified to update course description, SLOs and course content</i>			
ADM-67	WEB Animation with Flash	R	
<i>The above course is being modified to adjust lecture/lab hours to increase student contact hours to previous levels (from 27 hours lecture and 81 hours laboratory to 30 hours lecture and 90 hours laboratory) and also update SLOs and course content.</i>			
ADM-68	3D Animation with Maya I	R	
<i>The above course is being modified to change title from “3D Animation with Maya” to “3D Animation with Maya I”; Change in hours from 27 hours lecture and 81 hours laboratory to 30 hours lecture and 90 hours laboratory; update to MOI, MOE and course materials.</i>			
ADM-69	Motion Graphics and Compositing with After Effects	R	
<i>The above courses are being modified to adjust lecture/lab hours to increase student contact hours to previous levels (from 27 hours lecture and 81 hours laboratory to 30 hours lecture and 90 hours laboratory) and also update course description and SLOs.</i>			
ADM-70	Project Design and Production	R	
<i>The above course is being modified to adjust lecture/lab hours to increase student contact hours to previous levels (from 27 hours lecture and 81 hours laboratory to 30 hours lecture and 90 hours laboratory) and also update course description and SLOs.</i>			
ADM-71	Adobe Photoshop	R	
<i>The above course is being modified to adjust lecture/lab hours to increase student contact hours to previous levels (from 27 hours lecture and 81 hours laboratory to 30 hours lecture and 90 hours laboratory) and also update SLOs and course content.</i>			
ADM-72	Advanced Photoshop	R	
ADM-74	Dreamweaver for Graphic Designers	R	
ADM-76	QuarkXPress	R	
<i>The above courses are being modified to adjust lecture/lab hours to increase student contact hours to previous levels (from 27 hours lecture and 81 hours laboratory to 30 hours lecture and 90 hours laboratory) and also update course description and SLOs.</i>			
ADM-77A	Adobe Illustrator	R	
ADM-77B	Advanced Adobe Illustrator	R	
<i>The above courses are being modified to adjust lecture/lab hours to increase student contact hours to previous levels (from 27 hours lecture and 81 hours laboratory to 30 hours lecture and 90 hours</i>			

Course	Title	Approval	Comment
			<i>laboratory) and also update course description, SLOs and course content.</i>
ADM-80	Introductory Digital Darkroom	R	
			<i>The above course is being modified to adjust lecture/lab hours to increase student contact hours to previous levels (from 27 hours lecture and 81 hours laboratory to 30 hours lecture and 90 hours laboratory) and also update course description, and SLOs.</i>
ADM-85	Beginning Offset Presswork	R	
			<i>The above course is being modified to adjust lecture/lab hours to increase student contact hours to previous levels (from 27 hours lecture and 81 hours laboratory to 30 hours lecture and 90 hours laboratory) and also update course description, SLOs and course content.</i>
ADM-86	Advanced Offset Presswork and Finishing	R	
			<i>The above course is being modified to adjust lecture/lab hours to increase student contact hours to previous levels (from 27 hours lecture and 81 hours laboratory to 30 hours lecture and 90 hours laboratory); change title from “Advanced Offset Presswork and Bindery”; also update course description, SLOs and course content.</i>
ADM-88	3D Animation with Maya II	R	
			<i>The above course is being modified due to the lack of repeatability to be an advanced Maya course; to adjust lecture/lab hours to increase student contact hours to previous levels (from 27 hours lecture and 81 hours laboratory to 30 hours lecture and 90 hours laboratory); change title from “3D Creature Creation with Maya”; also update course description, SLOs, course materials and course content.</i>
ADM-89	Applied Digital Media Portfolio	R	
			<i>The above course is being modified to adjust lab hours to increase student contact hours to previous levels (from 18 hours to 22 hours laboratory); also update course description and course content.</i>
AML-1	American Sign Language 1	MR	
			<i>The above course is being modified to update SLOs, course content, course materials and add sample assignments.</i>
AML-2	American Sign Language 2	MR	
AML-3	American Sign Language 3	R	
AML-4	American Sign Language 4	R	
AML-5	Sign Language for Interpreters	R	
AML-10	Introduction to Sign Language Interpreting	R	
			<i>The above courses are being modified to update SLOs and add sample assignments.</i>
AML-11	Interpreting I	R	
AML-12	Interpreting II	R	
			<i>The above courses are being modified to update SLOs, Course description, MOI, course materials and add sample assignments.</i>
AML-14	Interpreting IV/Practicum	R	
			<i>The above course is being modified to update SLOs, MOI, and add sample assignments.</i>
AML-20	Ethical and Professional Standards of Interpreting	R	

Course	Title	Approval	Comment
<i>The above course is being modified to update SLOs, Course description, MOI, course materials and addition of sample assignments.</i>			
AML-21	Fingerspelling	R	
<i>The above course is being modified to change Advisory to None and add prerequisite of AML-1 as well as update SLOs, advisory skills and add sample assignments.</i>			
<i>The above course is being modified to update SLOs, MOI, and add sample assignments.</i>			
AML-23	Specialized Interpreting	R	
<i>The above course is being modified to remove prerequisite; add Advisory: AML 13 or AML 14 as well as to update SLOs, advisory skills and add sample assignments.</i>			
ARA-2	Arabic 2	R	
<i>The above course is being modified to update SLOs, course content; MOI and MOE, course materials and add sample assignments.</i>			
CAT-76B	Introduction to Dreamweaver	MNR	Cross listed with CIS-76B
<i>The above course is being modified to update course description, SLOs, and course materials.</i>			
CIS-26B	Cisco Networking Academy 1B	MNR	
CIS-26C	Cisco Networking Academy 1C	MNR	Update to course description
CIS-26D	Cisco Networking Academy 1D	MNR	Update to course description
CIS-76B	Introduction to Dreamweaver	MNR	Cross listed with CAT-76B
<i>The above course is being modified to update course content, SLOs and course materials as well as add sample assignments.</i>			
EAR-19	Observation and Assessment Methods in Early Childhood Education	MNR	
<i>The above course is being modified to change Prerequisite from EAR-20 to none; update course description; SLOs, MOI, MOE, course content, course assignments and add sample assignments to align the class to meet the requirements for SB1440 transfer degree.</i>			
EAR-20	Child Growth and Development	MNR	
<i>The above course is being modified to change title from "Child Development" to "Child Growth and Development"; update to course description, SLOs, course content, MOI, course materials and add sample assignments to align the class to meet the requirements for SB1440 transfer degree.</i>			
EAR-24	Introduction to Curriculum	MNR	
<i>The above course is being modified to change title from "Creative Activities through Curriculum" to "Introduction to Curriculum"; update course description, SLOs, course content, MOI, MOE, course materials and assignments to align the class to meet the requirements for SB1440 transfer degree.</i>			
EAR-26	Health, Safety and Nutrition	MNR	
<i>The above course is being modified to change title from "Child Health" to "Health, Safety and Nutrition"; Change to prerequisite from EAR-20 to None; update to course description, SLOs, course content, MOI, MOE, course materials and assignments to align the class to meet the requirements for SB1440 transfer degree.</i>			
EAR-28	Principles and Practices of Teaching Young Children	MNR	
<i>The above course is being modified to change title from "Principles and Practices of Early Child-</i>			

Course	Title	Approval	Comment
			<i>hood Education” to “Principles and Practices of Teaching Young Children”; update course description, SLOs, course content, MOI, MOE, course materials and assignments to align the class to meet the requirements for SB1440 transfer degree.</i>
EAR-30	Practicum in Early Childhood Education	MNR	
			<i>The above course is being modified to change title from “Internship in Early Childhood Education” to “Practicum in Early Childhood education”; Change in prerequisite from EAR-19 and 28 to EAR-20, 24, and 28; update course description, SLOs, course content, MOI, MOE, course materials and assignments to align the class to meet the requirements for SB1440 transfer degree.</i>
EAR-42	Child, Family and Community	MNR	
			<i>The above course is being modified to change title from “Child, Family and Community Dynamics” to “Child, Family and Community”; update course description, SLOs, course content, MOI, MOE, course materials and assignments to align the class to meet the requirements for SB1440 transfer degree.</i>
ILA-1	Introduction to Tutor Training	MR	
			<i>The above course is being modified to update course materials</i>
NRN-11	Foundations of Nursing Practice Across the Lifespan	R	
			<i>The above course has been modified to change title from “Foundations of Nursing Practice” to Foundations of Nursing Practice Across the Lifespan”; change co-requisite to NRN 11A from NRN-6,7,8, or 9; update to the course description, course content, and course materials.</i>
SPA-1H	Honors Spanish 1	MNR	
			<i>The above course is being modified to update SLOs, course content, methods of instruction and evaluation, course materials and include sample assignments.</i>
6. Course Deletions: Approved (M/S/C Dean/Schmidt)			
CAT-30B	Business English 30B	NR	
CAT-30C	Business English 30C	NR	
			<i>The above courses have been inactive for at least 2 years and are not part of any program or certificates.</i>
THE-42A	Theatre Tour: Special Studies in Theatre	R	
THE-42B	Theatre Tour: Special Studies in Theatre	R	
			<i>Due to Budgetary Constraints this course is no longer feasible.</i>
THE-50	Acting Techniques for Musical Theater	R	part of AOE
THE-51	Production Techniques-Musical Theater	R	part of AOE
			<i>The Summer Conservatory Program has been eliminated.</i>
THE-52	Musical Theater Touring Ensemble	R	part of AOE
			<i>Due to Current Budgetary Constraints Touring is not feasible.</i>
7. Course Exclusions: None			
8. New Locally-Approved Certificate: None			
9. New State Approved Certificates/Degrees: Approved (M/S/C Davin/Lowden)			
	A.S. in Administration of Justice for Transfer	R	
	A.S./CE in Business Administration-International Busi-	R	

Course	Title	Approval	Comment
	ness Concentration		
	A.A. in Spanish	MNR	Approved at N
10. New Locally Approved Certificate			
11. Modification to State/Locally approved Certificate/Degrees: <i>Approved (M/S/C Davin/Herzig)</i>			
	International Business Certificate of Achievement	R	Request to be State Approved from Locally-Approved
	New Media and Interactive Design	R	Change in title from Basic Multimedia and courses
	Applied Digital Media and Printing	R	course title changes
	Web Master	MNR	increase in units from 13.5 to 17; addition/deletion of courses; creation of two concentrations- Web Designer and Web Developer; update to PLOs and program description.
	Early Childhood Education	MNR	addition and deletion of courses/course title changes/program description
	Visual Communication-Animation	R	addition and deletion of courses/PLO addition
12. COR Discussion Items:			
	ENG-80	Preparatory Composition	MNR
<i>Cynthia Morrill, committee member representing English & Media Studies, apprised members of the committee regarding the progress of a proposed 6-unit accelerated basic skills English course. While the discipline faculty supported the course, the department as a whole rejected the proposal</i>			
	PSY-1	General Psychology	MNR
<i>Richard asked members to review references to “web-based/web-enhanced/online activities,” which can prompt rejection of articulation by CSU campuses who wish to limit articulation of online courses. Faculty need to make sure references to use of technology in course outlines do not imply a particular mode of delivery.</i>			

The meeting adjourned at 4:50 pm

Information Items

Course	Title	Approval	Comment
1.Distance Education: None			
2. New Stand Alone Courses:			
ELE-11	DC Electronics	N	
<i>The above course will support and augment all other Electronics courses.</i>			
ELE-13	AC Electronics	N	Needs advisory skills
<i>Industry Advisory Committee directed that we offer an AC Electronics course, similar to that at other area colleges and universities, which can directly transfer as an equivalent, core class to the CSU and UC systems, for an Electricity or Electronics major.</i>			
ELE-91	Fundamentals of Solar Energy	N	
<i>The above course will offer a GREEN-TECH perspective that our other courses do not currently offer. Overall, it will round-out our courses to represent the new technology of the new GREEN-COLLAR workforce.</i>			
MUC-4	Intermediate Pro Tools: 110	N	
<i>The above course is being developed as a part of the Title V Cooperative grant. While initially a stand alone course, it is included in our Game Audio certificate and degree pattern that is being proposed this fall, 2011.</i>			
MUC-5	Sound Design I	N	
<i>The above course is being developed as a part of the Title V Cooperative grant. While initially a stand alone course, it is included in our Game Audio certificate and degree pattern that is being proposed this fall, 2011. Trainings, workshops and dialogue with industry professionals dictate that this course is a necessity for the program.</i>			
MUC-6	Sound Design II	N	
<i>The above course is being developed as a part of the Title V Cooperative grant. While initially a stand alone course, it is included in our Game Audio certificate and degree pattern that is being proposed this fall, 2011. Trainings, workshops and dialogue with industry professionals dictate that this course is a necessity for the program. Audio skills learned in this course and the other courses in the program prepare students to begin work immediately in the industry.</i>			
MUC-8	Composing Music For Video Games	N	
<i>The above course is being created as part of the Title V Cooperative Grant at Norco College. It is being created in partnership with the game development program at Norco. The gaming program is expanding to include different tracks. Music and audio for games will soon become a track for game developers.</i>			
MUC-9	Voice Acting and Dialogue For Video Games	N	
<i>The above course is being created as part of the Title V Cooperative Grant at Norco College. It is being created in partnership with the game development program at Norco.</i>			
3. New Courses: None			
4. Course Inclusions:			
CHE-2B	Introductory Chemistry II	N	No sample assignments; currently offered at MR
CIS-	Flash Scripting	N	Currently offered at R;

Course	Title	Approval	Comment
54B			COR is Title 5 compliant.
5. Major Course Modifications:			
ADJ-B1B	Basic Peace Officer Training Academy	M	Increase laboratory hours from 315 to 321.
<i>State/POST mandated change in lab hours required for additional demonstrated student proficiency in firearms (course topic/Learning Domain #35). Changes are highlighted in the attached POST Training and Testing Specifications. No change in overall unit value.</i>			
DEA-10	Introduction to Dental Assisting and Chair-side Assisting	M	
<i>The above course is being modified to update course description, SLOs, MOI, MOE, course materials and add sample assignments. Added co-requisite of DEA-20 and 21.</i>			
DEA-20	Infection Control for Dental Assistants	M	
<i>The above course is being modified to update course description, SLOs, MOI, MOE, course materials and add sample assignments. Added co-requisite of DEA-10 and 21. Addition of 10 hours of laboratory.</i>			
DEA-21	Introduction to Radiology for Dental Assistants	M	
<i>The above course is being modified to update course description, SLOs, MOI, MOE, course materials and add sample assignments. Added co-requisite of DEA-10 and 20.</i>			
DEA-22	Introduction to Supervised Externships	M	
<i>The above course is being modified to update course description, SLOs, MOI, MOE, course materials and add sample assignments. Change in hours from 4 hours lecture and 54 hours laboratory to "9 hours lecture and 54 hours laboratory."</i>			
DEA-23	Introduction to Dental Sciences	M	
DEA-24	Dental Materials for the Dental Assistant	M	
DEA-31	Radiology for Dental Assistants	M	Addition of DEA-10 as a prerequisite
<i>The above courses are being modified to update course descriptions, SLOs, MOI, MOE, course materials and add sample assignments.</i>			
DEA-40A	Advanced Dental Surgical Assistant	M	
<i>The above course is being modified to change units from 4 to 3.5; hours from 47 hours lecture and 99 hours laboratory to 40 hours lecture and 81 hours laboratory; prerequisite from DEA-30 to DEA-30 and 32; update course description; advisory skills, SLOs, course content, MOI, MOE, course materials and add sample assignments.</i>			
DEA-40C	Advanced Chairside Restorative Dental Assistant	M	
<i>The above course is being modified to change units from 4.5 to 5; hours from 50 hours lecture and 114 hours laboratory to 36 hours lecture and 162 hours laboratory; change prerequisite from DEA-30 to DEA-30 and 32; update course description; advisory skills, SLOs, course content, MOI, MOE, course materials and add sample assignments.</i>			
ELE-28	MultiSim CAD and PCB Design /Fab	N	

Course	Title	Approval	Comment
<i>The above course is being modified to change title from “Automated Electronics Design and Documentation Tools”; change in units from 2 to 3, change in hours from 18 hours lecture and 54 hours laboratory to 35 hours lecture and 54 hours laboratory; removal of ELE-10 or 21 prerequisite, change course description, link GESLOs to course SLOs, change course content, MOI, MOE, course materials and add sample assignments.</i>			
FIT-2	Fire Behavior and Combustion	M	
<i>The above course is being modified to update SLOs, course content, MOI, MOE, course materials and add sample assignments.</i>			
FIT-4	Building Construction for Fire Protection	M	
<i>The above course is being modified to update course description, SLOs, MOI, MOE, course materials and add sample assignments.</i>			
FIT-9	Fire Ground Hydraulics	M	
FIT-14	Wildland Fire Control	M	
<i>The above courses are being modified to update SLOs, MOI, MOE, course materials and add sample assignments.</i>			
FIT-C1B	Command 1B: Command Operations for the Company Officer	M	
<i>The above course is being modified to change title from “Command 1B, Hazardous Materials” to “Command 1B: Command Operations for the Company Officer”: change prerequisite from FIT-C1A to FIT-C1A and C20; update course description, SLOs, course content, MOI, MOE, course materials and assignments.</i>			
GAM-48	3D Character Animation	N	
<i>The above course is being modified to change prerequisite to “GAM/CIS-38B or GAM-47” as well as to update SLOs and advisory skills.</i>			
MUC-2	Songwriting	N	
<i>The above course is being modified to add the prerequisite of MUS-3; advisory skills and update course materials.</i>			
SPA-2H	Honors Spanish 2	MN	
<i>The above course is being modified to update SLOs, course content, methods of instruction and evaluation, course materials and include sample assignments.</i>			
6. Course Deletions:			
ELE-50	Basic Electronics	N	
<i>The above course has not been offered in over a decade. Industry believes that it is no longer relevant and should be deleted.</i>			
ELE-56	Computer Mathematics	N	
<i>The bulk of the information of this class is also offered in the ELE-25 class. This course has not been offered in over a decade and industry advises that it should be deleted.</i>			
7. Course Exclusions: None			
8. New Locally-Approved Certificate: None			
9. New State Approved Certificates/Degrees: None			
A.S./CE in Computer Numerical Control		N	
A.S./C.E. in Digital Electronics Technology		N	

Course	Title	Approval	Comment
A.S./CE in Game Art:	Character Modeling	N	Approved at N
A.S./CE in Game Art:	Environments and Vehicles	N	Approved at N
A.S./CE in Game Art:	3D Animation	N	Approved at N
A.S./CE in Game	Audio	N	Approved at N
A.S./CE in Game	Design	N	Approved at N
A.S./CE in Supply Chain	Technology	N	
10. New Locally Approved Certificate			
Game Art Core		N	Approved at N
11. Modification to State/Locally approved Certificate/Degrees: None			



Riverside City College
Curriculum Committee Meeting
February 28, 2012 ♦ 3-5 pm ♦ Hall of Fame

APPROVED MINUTES

Members Present

Huda Aljord
Linda Braiman
Amanda Brown
Greg Burchett
James Cheney
Nancy Gall
Joanie Gibbons-Anderson
Robert Jew
Clara Lowden
Karyn Magno
Richard Mahon (chair)
Cynthia Morrill
Steve Schmidt
Sandra Torre

World Language
Library
Mathematics
Life Science
Physical Science
Applied Technology
Comm. Studies
Art
Kinesiology
Counseling
History/Philos/Humanities
English
Performing Arts
Bus Ad/InfoSyst

Members Absent

Richard Davin
Les Dean
Angie Fawson
Mary Flyr
Paul Richardson
John Seniguar

Behavioral Science
EG & PS
Nursing
Early Childhood
Chemistry
Cosmetology

Staff/Guests

Bernie Fradkin
Virginia McKee-Leone
Marilyn Martinez-Flores
Wolde-Ab Isaac
Mike Barnes

Dean, Technology
Dean of Instruction
Dean, Acad. Support
VP, Acad Affairs
Counseling

A. Call to Order at 3:00 pm

Cindy Taylor, Director, Community in Learning Partnership, was invited to give a presentation on the Completion Counts initiative. Since 2010 Cindy was given the opportunity as director for this program. A lot of work has already been done. This initiative is funded by the Bill and Melinda Gates Foundation and is a partnership with Riverside USD, Alvord USD, RCOE, RCC Foundation. The expectation is to increase the college going rate and completion rate over three years. We've been working with K-12 instructors from these two school districts and have asked them to beef up their courses and align high school math and English with college level. These high schools are also looking at ways for a student to better utilize their senior year by taking college prep classes. They want to see their students in college. Through this program we have made a promise to the schools that their students are guaranteed a seat only if they come in at college level. To help we have created new math class that is being taught at the high schools. We are currently working with the English department to create an expository reading and writing course. To qualify the students must have just graduated from one of these districts at college level, must enroll in 15 units, must apply for financial aid, and be willing for us to dictate what they are going to take. We will offer them priority registration and support systems. Realistically we are looking at 300 students. We are in the process of developing pathways for these students. After this pilot program is in force we can explore other avenues.

B. Approval of Agenda – *Approved (M/S/C Gall/Schmidt) with two exceptions under Major Course Modifications: AML-13 and AML-22 are not ready, and correction on MUS-6 prerequisite.*

C. Approval of Minutes: December 6, 2011 – *Approved (M/S/C Gall/Brown) 2 abstentions.*

Joanie indicated she would like to see the minutes reflect the discussions regarding core courses.

D. Announcements

- Robert Jew was introduced and he will be representing the Art Department.
- Greg Burchett will take over CurricUNET.
- Richard expressed frustration that there is no proportional voting within District Curriculum Committee, even though RCC has twice the number of faculty.
- Wolde-Ab forwarded to Mahon a survey about the 1440. English still needs to complete. History doesn't need to change course outlines but it does need to look at evidence of meaningful assignments absent from course outlines. World, US, Western Civilization, and Latin American histories have this spring to make corrections. It was said in tech review that faculty know sections need to be cut, and those courses not articulated to meet needs will go to the top of the list of courses we don't need. Political Science is thinking about it. Art History was involved, needs to be nudged. Communication Studies is first to be done. Physics is looking at 1440 pattern. Studio Art is working on it. Math wants to be on board. AofJ has been approved. ECS approved. Geology is done. Business is done. Kinesiology the pattern is ready. Biology is in program review. Spanish went to tech review in November even though they were not done and it was a mistake to take an incomplete pattern and forward to three committees. Moreno Valley and Norco did not understand 1440 and approved it. The danger is when it is finalized each will have a different pattern.
- Mahon shared information about the Faculty Association of California Community Colleges (FACCC). This is an organization that is available to all faculty to join.
- With the retirement of Chip Herzig, the position of co-chair is left vacant. Mahon will agendize this item for the next meeting for election of committee co-chair.

E. Open Hearing –

Mike Barnes asked addressed the committee saying counseling has been thinking about doing an AoE in math and sciences, and in doing so include a few English classes and speech classes so as not to have to reinvent the wheel. Mahon reminded everyone that three years ago Sylvia came to us and said all our degrees are not compliant. There were a lot of ad hoc meetings but did not establish a mechanism for adding new AoEs or to modify. Richard asked if any department has courses they think ought to be added to an existing AoE, or they think a new AoE would benefit students between now and the next tech review meeting, send him an email so that at tech review he can know what the agenda will look like. Richard keeps telling the district that we will have a process this spring that will allow faculty to allow modifications to the catalog. It is still a mess.

Joanie asked that if disciplines are going to be asked to look at AoEs, can we ask them to look at gen ed at the same time?

Richard will agendize this for the next meeting. Part of the problem is that we had all majors comprised of unrestrictive electives. When the compliant areas of emphasis were created we were still a single college. Now that we are three colleges does it make sense for a course to use old criteria? One reason we don't have a process is because those criteria were made in a different era.

F. Curriculum Policy Procedure

1. Updates to AoEs

2. Repetition Update

Richard got a memo from Barry Russell saying the recommendations made in the fall will take a while to craft the language. Board of Governors meets only six times a year and each proposal requires two readings. Repeatability will go away. In the past a student could repeat a class five times or up to eleven times. This no longer applies, can only take three times.

3. Prerequisites/Guidelines

Richard asked everyone to take a look at this 30 page document. We will have a discussion on this at another meeting. Joanie suggested inviting Dan Martinez to the meeting when this is discussed. He should be able to talk about the implications.

4. AoE min/max

This committee by consensus gave up the 9 unit minimum, and kept no more than three disciplines. To clarify committee agreed that two disciplines is enough, but no more than three. This was not agendized for a vote.

5. References to DE in CORs

It was pointed out the different ways faculty refer to distance education in course outlines. Course outlines refers to fact that students might take that course. Refrain from mentioning the method of delivery. For those disciplines going through program review, talk to those faculty working on course updates, references to online delivery and hybrid delivery should be kept out of course outlines. There's no problem making reference to this in the syllabi. Syllabi are never used to articulate courses.

G. Approval Items

Course	Title	Approval	Comment
<i>1.Distance Education: None</i>			
<i>2. New Stand Alone Courses: (M/S/C Gall/Lowden)</i>			
There was discussion regarding the journalism courses and the way the prerequisites are written, and also the courses are written incorrectly. These concerns have not been discussed with Alan. It was felt he should have the opportunity to make corrections.			
<i>Nancy Gall deferred motion to approve.</i>			
<i>Second motion was made to withhold approval of Journalism courses pending conversation with Alan, and approve the remaining stand alone courses. (M/S/C Lowden/Brown)</i>			

Course	Title	Approval	Comment
JOU-52A	Newspaper Editing: Beginning	NR	
JOU-52B	Newspaper Editing: Intermediate	NR	
JOU-52C	Newspaper Editing: Advanced	NR	
JOU-52D	Newspaper Editing: Executive	NR	
<i>Creating new courses to address repeatability issues.</i>			
MUS-74	Jazz Proficiency	R	
<i>Course will better prepare students transferring as jazz studies majors.</i>			
NRN-12	Chronic Illness/Acute Maternal Child Specialty	R	
<i>The Nursing Curriculum is being updated to meet current standards of practice, QSEN Competencies, and the IOM recommendations for healthcare practice. The Board of Registered Nurses has approved the new curriculum.</i>			
NRN-12A	Nursing Learning Laboratory	R	
<i>Nursing requires mastery of knowledge and skills to gain a level of competency in order to provide quality, safe, patient care. To gain mastery, students must practice newly learned skills before implementing in the clinical setting.</i>			
NRN-13	Acute and Chronic Illness	R	
<i>The Nursing Curriculum is being updated to meet current standards of practice, QSEN Competencies, and the IOM recommendations for healthcare practice. The Board of Registered Nurses has approved the new curriculum</i>			
3. New Courses: None			
4. Course Inclusions: None			
5. Major Course Modifications: Approved (M/S/C Schmidt/Torre) with two exceptions: remove AML-13 and AML-22, and correction to MUS-6			
AML-13	Interpreting III	R	NO TEXTBOOKS HOLD
<i>The above courses are being modified to update SLOs, Course description, MOI, course materials and add sample assignments.</i>			
AML-22	American Deaf Culture	R	Same as SOC-22 HOLD
<i>The above course is being modified to update SLOs, MOI, and add sample assignments.</i>			
BUS-30	Entrepreneurship and Small Business Management	MNR	
<i>The above course is being modified to update course description, SLOs, course content, MOI, MOE, course materials and add sample assignments.</i>			
CAT-1A	Business Etiquette	MNR	MN unchecked
<i>Update to course description, SLOs, course content, course materials and add sample assignments</i>			
CAT-3	Computer Applications for Business	MNR	Cross-listed with BUS-3/CIS-3
<i>The above course is being modified to change title from Computer Applications for Working Professionals” to “Computer Applications for Business”; update to course description, SLOs, course content, course materials and add sample assignments.</i>			
CAT-30	Business English	MNR	
<i>The above course is being modified to change advisory to “Utilize keyboarding skills. CAT 53, Familiar with MS Word. CAT 34A”; update SLOs, course materials and add sample assignments.</i>			

Course	Title	Approval	Comment
CAT-31	Business Communications	MNR	
<i>The above course is being modified to update SLOs, course content, course materials and add sample assignments.</i>			
CAT-34A	Introduction to Word	NR	Cross-listed with CIS-34A check stand alone
<i>The above course is being modified to change the title from "Introduction to Microsoft Word for Windows" to "Introduction to Word"; update course description, SLOs, course content, and course materials.</i>			
CAT-36A	Legal Office Procedures I	R	
<i>The above course is being modified to update SLOs, and sample assignments</i>			
CAT-36B	Legal Office Procedures II	R	
<i>The above course is being modified to add CAT-34A to the Advisory; update SLOs, short description, and sample assignments.</i>			
CAT-37	Legal Terminology	R	
<i>The above course is being modified to update SLOs, and sample assignments</i>			
CAT-38	Legal Word Processing and Forms	R	
<i>The above course is being modified to update SLOs, and add sample assignments</i>			
CAT-50	Keyboarding and Document Processing	MR	
<i>The above course is being modified to update SLOs, course materials and add sample assignments</i>			
CAT-51	Intermediate Typewriting/ Document Formatting	MR	
<i>The above course is being modified to add "Familiar with basic business document formats. CAT 50" to the Advisory; update SLOS, course content, course materials and add sample assignments.</i>			
CAT-53	Keyboarding/Typing Fundamentals	MNR	Check stand alone
<i>The above course is being modified to update SLOs, course materials and add sample assignments.</i>			
CAT-54A	Introduction to Flash	MNR	Cross listed with CIS-54A
<i>The above course is being modified to update entry skills, course materials and add sample assignments.</i>			
CAT-57	Creating and Managing the Virtual Office	R	
<i>The above course is being modified to update course description, and SLOs.</i>			
CAT-61	Professional Office Procedures	MNR	
<i>The above course is being modified to update SLOs, course materials and add sample assignments.</i>			
CAT-62	Records Management	MNR	
<i>The above course is being modified to update course description, SLOs and sample assignments.</i>			
CAT-80	Word Processing: Microsoft Word for Windows	MNR	Cross listed with CIS-80
<i>The above course is being modified to change advisory from "Typing knowledge/skills with at least 40 wpm." to Typing knowledge/skills with at least 30 wpm."; update course description, SLOs and course materials.</i>			
CAT-84	Word Processing: WordPerfect for Windows	R	Cross listed CIS-84
<i>update course description, SLOs and course materials.</i>			
CAT-90	Microsoft Outlook	R	Cross listed with CIS-90
<i>The above course is being modified to update course description, SLOs, course content, MOI, sample assignments and course materials.</i>			

Course	Title	Approval	Comment
CAT-91	Microsoft Project	R	Cross listed with CIS-91
<i>The above course is being modified to update SLOs, course materials and add sample assignments.</i>			
CAT-93	Computers for Beginners	MNR	Cross listed with CIS-93
<i>The above course is being modified to update SLOs, course content, course materials and add sample assignments.</i>			
CAT-95A	Introduction to Internet	NR	Cross listing with CIS-95A
<i>The above course is being modified to update SLOs, course content, MOE, course materials and add sample assignments.</i>			
CAT-98A	Introduction to Excel	NR	Cross listing with CIS-98A
<i>The above course is being modified to update SLOs, course content, MOE, course materials and add sample assignments.</i>			
CAT-98B	Advanced Excel	NR	Cross listed with CIS-98A
<i>The above course is being modified to update SLOs, course content, MOI, course materials and add sample assignments.</i>			
CIS-34A	Introduction to Word	NR	crosslisted with CAT-34A
<i>The above course is being modified to change the title from "Introduction to Microsoft Word for Windows" to "Introduction to Word"; update course description, SLOs, course content, and course materials.</i>			
CIS-54A	Introduction to Flash	MNR	Cross listed with CAT-54A
<i>The above course is being modified to update entry skills, course materials and add sample assignments.</i>			
CIS-62	Microsoft Access DBMS: Comprehensive	NR	Cross-listed with CSC-62
<i>The above course is being modified to update SLOs and course materials.</i>			
CIS-80	Word Processing: Microsoft Word for Windows	MNR	Cross listed with CAT-80
<i>The above course is being modified to change advisory from "Typing knowledge/skills with at least 40 wpm." to Typing knowledge/skills with at least 30 wpm."; update course description, SLOs and course materials.</i>			
CIS-84	Word Processing: WordPerfect for Windows	R	Cross listed CAT-84
<i>update course description, SLOs and course materials.</i>			
CIS-90	Microsoft Outlook	R	Cross listed with CAT-90
<i>The above course is being modified to update course description, SLOs, course content, MOI, sample assignments and course materials.</i>			
CIS-91	Microsoft Project	R	Cross listed with CAT-91
<i>The above course is being modified to update SLOs, course materials and add sample assignments.</i>			
CIS-93	Computers for Beginners	MNR	Cross listed with CAT-93
<i>The above course is being modified to update SLOs, course content, course materials and add sample assignments.</i>			
CIS-95A	Introduction to Internet	NR	Cross listing with CAT-95A
<i>The above course is being modified to update SLOs, course content, MOE, course materials and add sample assignments.</i>			
CIS-98A	Introduction to Excel	MNR	Cross listing with CAT-98A
<i>The above course is being modified to update SLOs, course content, MOE, course materials and add sample assignments.</i>			
CIS-98B	Advanced Excel	NR	Cross listed with CAT-98B

Course	Title	Approval	Comment
<i>The above course is being modified to update SLOs, course content, MOI, course materials and add sample assignments.</i>			
CSC-62	Microsoft Access DBMS: Comprehensive	NR	Cross-listed with CSC-62
<i>The above course is being modified to update SLOs and course materials.</i>			
MAT-64	Pre-Algebra	MNR	
<i>The above course is being modified to update advisory skills, SLOs, course materials and add sample assignments.</i>			
MAT-65	Arithmetic & Pre-Algebra	NR	M approved for inclusion;
<i>The above course is being modified to update SLOs, course materials and add sample assignments.</i>			
MAT-90A	Special Topics: Whole Numbers and Introduction to Fractions	MR	
<i>The above course is being modified to update SLOs, MOI, MOE, course materials and add sample assignments.</i>			
MAT-90B	Special Topics: Fractions and Introduction to Decimals	MR	
<i>The above course is being modified to update SLOs, MOI, MOE, course materials and add sample assignments.</i>			
MAT-90C	Special Topics: Decimals	MR	
MAT-90D	Special Topics: Rational Numbers and Introduction to Variables	MR	
<i>The above course is being modified to change the title from "Special Topics: Integers and Introduction to Variables" to "Special Topics: Rational Numbers and Introduction to Variables" update course description, advisory skills, SLOs, MOI, MOE, course content, course materials and add sample assignments.</i>			
MAT-90E	Special Topics: Real Numbers and Introduction to Algebra	MR	
<i>The above course is being modified to update advisory skills, SLOs, MOI, MOE, course materials and add sample assignments.</i>			
MAT-90F	Special Topics: Algebraic Expressions and Equations	MR	
<i>The above course is being modified to update advisory skills, SLOs, course materials and add sample assignments.</i>			
MUS-4	Music Theory I	MNR	
<i>The above course is being modified to update course description, advisory skills, SLOs, MOI, MOE, course materials and sample assignments.</i>			
MUS-5	Music Theory II	MR	
<i>The above course is being modified to change the prerequisite to "MUS-4 and MUS-32 or MUS-53" and remove corequisite and to update course description, advisory skills, SLOs, MOI, MOE, course materials and sample assignments.</i>			
MUS-6	Music Theory III	R	
<i>The above course is being modified to change the prerequisite to "MUS-4 and MUS-32 or MUS-53" and remove corequisite and to update course description, advisory skills, SLOs, MOI, MOE, course materials and sample assignments.</i>			
MUS-8A	Music Technology I	R	
<i>The above course is being modified to change the title from "Introduction to Midi and Digital Audio" to "Music Technology I" and to update course description, advisory skills, SLOs, MOI, MOE, course materials and sample assignments.</i>			

Course	Title	Approval	Comment
MUS-8B	Music Technology II	R	
<i>The above course is being modified to change the title from "Sequencing and Orchestration with Digital Audio and Midi" to "Music Technology II" ; change prerequisite to "FTV 73 or MUS 8A" and to update course description, advisory skills, SLOs, MOI, MOE, course materials and sample assignments.</i>			
MUS-9	MIDI/Digital Audio Composition and Film Scoring	R	
<i>The above course is being modified to change the title from "Music Composition and Film Scoring with Digital Audio" to "MIDI/Digital Audio Composition and Film Scoring" ; change prerequisite to "MUS 8B" and to update course description, advisory skills, SLOs, MOI, MOE, course materials and sample assignments.</i>			
MUS-10	MIDI/Digital Audio Music Production	R	
<i>The above course is being modified to change prerequisite to "MUS 8B" and to update course description, advisory skills, SLOs, MOI, MOE, course materials and sample assignments.</i>			
MUS-22	Survey of Music Literature	MR	
<i>The above course is being modified to update course description, advisory skills, SLOs, MOI, MOE, course materials and sample assignments.</i>			
6. Course Deletions: Approved (M/S/C Gall/Lowden)			
AML-23	Specialized Interpreting	R	
<i>The above course has not been offered several years and had low enrollment.</i>			
CAT-39	Legal Solutions Software	R	
<i>Course is inactive and has not been offered in at least 2 years.</i>			
CAT-40	Administrative Office Management	MR	Part of degree/cert both have mod. proposals
<i>This course is being deleted because the CAT discipline faculty have identified an appropriate Management discipline course (MGT 44) which will replace this course on our program certificates.</i>			
CAT-59	Introduction to Adobe Acrobat	MR	
<i>Course has been inactive for more than 2 years and is not on any program certificates.</i>			
CAT-60	Introduction to Microsoft Access	MNR	Cross listed with CIS 60;
<i>Course is inactive and not offered in the last 2 years. It is not on any program certificates. Two other CAT/CIS courses cover the introductory content.</i>			
CAT-63	Electronic Records Management	MR	
<i>Course is inactive and not offered in the last 2 years. It is not on any program certificates.</i>			
CAT-64	RIM Advanced Applications	R	
<i>Course has been inactive for more than 2 years and is not on any program certificates.</i>			
CAT-66	Machine Dictation/Transcription	R	
<i>Course is inactive for at least 2 years or more and is not on any program certificates.</i>			
CAT-88	Internships in Computer Applications and Office Technology	NR	
<i>Course is inactive and not offered in the last 2 years. It is not on any program certificates. Internships may be obtained through CTE job developer.</i>			
CAT-90A	Keyboarding for Computer Users	R	
CAT-90B	Introduction to Windows	R	
CAT-90C	Introduction to Microsoft Word for Windows	R	

Course	Title	Approval	Comment
CAT-90D	Introduction to Excel	R	
CAT-90E	PowerPoint for Beginners	R	
CAT-90F		R	
<i>The above courses are inactive and not offered in the last 2 years. They are not on any program certificates.</i>			
CIS-60	Introduction to Microsoft Access	MNR	Cross listed with CAT 60;
<i>Course is inactive and not offered in the last 2 years. It is not on any program certificates. Two other CAT/CIS courses cover the introductory content.</i>			
7. Course Exclusions: None			
8. New Locally-Approved Certificate: None			
9. New State Approved Certificates/Degrees: None			
10. New Locally Approved Certificate: <i>Approved (M/S/C Gall/Schmidt)</i>			
Piano Performance		R	
11. Modification to State/Locally approved Certificate/Degrees: <i>Approved (M/S/C Gall/Gibbons-Anderson)</i>			
Executive Office Management		R	
<i>The above program is being modified to remove/add a course; update description and PLOs; change TOP code from 0514.00 to 0514.40</i>			
Executive Office Professional		R	
<i>The above program is being modified to remove/add a course; update description and PLOs; change TOP code from 0514.00 to 0514.40</i>			
Jazz Performance		R	
<i>The above program is being modified to change the units, removal/addition of a course; addition of program description</i>			
Legal Administrative Professional		R	
<i>The above program is being modified to update the PLO; change to top code</i>			
Music Technology		R	
<i>The above program is being modified to change the title from MIDI; increase in units from 13 to 17; addition of courses; addition of program description</i>			
Photography		R	
<i>The above program is being modified to change the units from 24 to 18; deletion of PHO-13; and choice of PHO-8 or PHO-20.</i>			

Information Items

Course	Title	Approval	Comment
1.Distance Education: None			
2. New Courses: None			
3. New Stand alone Courses:			
ART-62	Digital Storytelling	N	
Cooperative Grant, which is in cooperation with Cal State San Bernardino. May be taken as an elective by Norco students wanting to transfer to Cal State. It will accompany coursework in Animation and also apply to Studio Art Plan II.			
4. Course Inclusions: None			

Course	Title	Approval	Comment
MUS-36	Instrumental Chamber Ensembles	M	Currently offered at R
MUS-53	Keyboard Proficiency	M	Currently offered at R
5. Major Course Modifications:			
DEA-30	Intermediate Chairside Dental Assisting	M	
The above courses are being modified to update advisory skills, SLOs, course content, MOI, MOE, course materials and add sample assignments.			
DEA-32	Intermediate Supervised Externships	M	
The above course is being modified to change the prerequisite from “DEA-20, 22, and 24” to “DEA-20, 22, 23 and 24”, to change the hours from “2 hours lecture and 36 laboratory hours” to “9 hours lecture and 32 hours laboratory” as well as update advisory skills, SLOs, course content, MOI, MOE, course materials and add sample assignments.			
DEA-40B	Advanced Chairside Orthodontic Dental Assistant	M	Pulled not at appropriate approval level
The above course is being modified to update course description, SLOs, MOI, MOE, course materials and add sample assignments as well as to change hours from “42 hours lecture and 104 hours laboratory” to “18 hours lecture and 108 hours laboratory” ; change units from 3.5 to 3.0; change Limitation on Enrollment to remove “A minimum of two years experience in a dental orthodontic practice or a valid Registered Dental Assistant license from the state of California” and remove from the limitation on enrollment: “a valid California Registered Dental Assistant license.”			
DEA-41	Dental Office Procedures	M	
The above course is being modified to change hours from 54 hours lecture and 54 hours laboratory to 18 hours lecture and 36 hours laboratory; change units from 4 to 1.5; update to course description, SLOs, MOI, MOE, course materials and add sample assignments.			
6. Course Deletions: None			
7. Course Exclusions: None			
8. New Locally-Approved Certificate: None			
9. New State Approved Certificates/Degrees: None			
10. New Locally Approved Certificate: None			
11. Modification to State/Locally approved Certificate/Degrees:			
Dental Assistant		M	
The above program is being modified to change the program units from 39 to 36 due to a change to course units.			

Richard welcomed back Sandra Torre, who is replacing Chip and representing Business Admin/CIS.

Richard also welcomed Dr. Wolde-Ab Isaac, Vice President of Academic Affairs.

Meeting adjourned at 4:55 p.m.

Riverside City College
Curriculum Committee Meeting
March 13, 2012 ♦ 3-5 pm ♦ Hall of Fame

APPROVED MINUTES

Members Present

Huda Aljord	World Language
Linda Braiman	Library
Amanda Brown	Mathematics
Greg Burchett	Life Science
James Cheney	Physical Science
Richard Davin	Behavioral Science
Les Dean	EG&PS
Nancy Gall	Applied Technology
Joanie Gibbons-Anderson	Comm. Studies
Robert Jew	Art
Clara Lowden	Kinesiology
Karyn Magno	Counseling
Richard Mahon (chair)	History/Philos/Humanities
Cynthia Morrill	English

Members Present

Steve Schmidt	Performing Arts
John Seniguar	Cosmetology
Sandra Torre	Bus Ad/InfoSyst
Shari Yates	Early Childhood

Members Absent

Angie Fawson	Nursing
Paul Richardson	Chemistry

Staff/Guests

Bernie Fradkin	Dean, Tech & Lib.Svcs.
Wolde-Ab Isaac	VP, Academic Affairs
Marilyn Martinez-Flores	Dean, Acad. Support
Virginia McKee-Leone	Dean of Instruction

- A. Call to Order – meeting convened at 3:02 p.m.
- B. Approval of the Agenda – Approved (M/S/C Morrill/Schmidt)
- C. Approval of the Minutes:
 - Nov. 22, 2011 (revised) – (M/S/C Gall/Dean) Approve minutes of November 22 as is, and have a discussion on units and labs at a later meeting.
 - Dec. 6, 2011 (revised) – (M/S/C Gall/Seniguar) Reapprove the minutes of December 6 reflecting changes made.
 - Feb. 28, 2012 – Approved (M/S/C Lowden/Burchett) 1 abstention
- D. Announcements
 - Richard reported that he has received a lot of emails today from faculty under the impression one of the agenda items is discussion on tba hours. He has been responding to those emails letting them know it is not an agenda item.
- E. Open Hearing – No requests
- F. Curriculum Policy & Procedure

1. Selection of committee co-chair
(M/S/C Gall/Dean) Motion made to nominate Greg Burchett as Curriculum Committee Co-chair. Approved by acclamation.

2. Travel/conference update
Richard announced he will be attending the Statewide Academic Senate Spring Plenary Session in Burlingame in April, and Greg will attend the Curriculum Institute in July. Thanks to Dr. Isaac for providing the funds to attend this conference.

3. Updates to AoEs: timetable
March 14: Last call for proposed changes to AoEs; distribution of criteria Draft document was distributed. Richard asked everyone to share this at department meetings and/or email department colleagues alerting them of upcoming deadlines.

March 28: Review of criteria and vote to modify AoEs
It was noted there will also be a change in the language for the *Humanities, Philosophy & Arts* AoE. Recommended changes to AoEs will go to DCC April 5.

4. AoE min/max, ongoing discussion
Counseling is ok with the 3 discipline max as a trade-off for reducing the required units back to six units. Counselors would have preferred a 3 discipline minimum, but discussed and negotiated and are ok with the compromise. The other two colleges did not have a vote and are not ready. This will not be agendized as it is not yet resolved.

5. Prerequisites, *guidelines*; the committee will address the topic at the April 24 meeting. Information only.

6. Draft of *Class Cap* paper
Document submitted for information. This paper is going to the state Academic Senate for action in April.

G. Approval Items

Course	Title	Approval	Comment
1.Distance Education: Approved (M/S/C Dean/Lowden)			
GEG-3	World Regional Geography	MNR	Online and Hybrid
2. New Stand Alone Courses: Approved (M/S/C Schmidt/Gibbons-Anderson)			
JOU-52A	Newspaper Editing: Beginning	NR	
JOU-52B	Newspaper Editing: Intermediate	NR	
JOU-52C	Newspaper Editing: Advanced	NR	
JOU-52D	Newspaper Editing: Executive	NR	
Creating new courses to address repeatability issues.			
NVN-52A	Nursing Learning Laboratory	R	Non degree credit course

Course	Title	Approval	Comment
This course is an optional learning lab for students enrolled in NVN 52 who require remediation and/or require additional practice with nursing skills taught in NVN 52.			
NVN-62A	Nursing Learning Lab	R	Non degree credit
This course is an open lab that students who need to practice or remediate on nursing skills can enroll.			
PHO-15	Wedding and Special Event Photography	R	
There is local interest in a wedding and special event photography course.			
3. New Courses: None			
4. Course Inclusions: None			
5. Major Course Modifications: Approved (M/S/C Davin/Gall)			
AML-13	Interpreting III	R	
The above courses are being modified to update SLOs, Course description, MOI, course materials and add sample assignments.			
CAT-93	Computers for Beginners	MNR	Cross listed with CIS-93
The above course is being modified to update SLOs, course content, course materials and add sample assignments.			
CIS-93	Computers for Beginners	MNR	Cross listed with CAT-93
The above course is being modified to update SLOs, course content, course materials and add sample assignments.			
MAG-54	Employee Labor Relations	NR	
The above course is being modified to update SLOs, MOI, MOE, course materials and add sample assignments.			
MAG-60	Introduction to Hospitality Management	R	
The above course is being modified to update SLOs, course materials and add sample assignments.			
MAG-62	Restaurant and Hotel Management	R	
The above course is being modified to change title from “Restaurant and Hotel Management” to “Restaurant/Hotel-Management” as well as to update the course description, SLOs, course content, MOI, MOE, course materials and add sample assignments.			
MKT-30	Fashion Merchandising	R	
The above course is being modified to update SLOs, course materials and add sample assignments.			
PHO-8	Introduction to Photography	R	
The above course is being modified to change the hours from 27 hours lecture and 81 hours laboratory to 36 hours lecture and 54 hours laboratory; update to course description, SLOs, course content, MOI, MOE, course materials and add sample assignments.			
PHO-9	Intermediate Photography	R	
The above course is being modified to change the hours from 27 hours lecture and 81 hours laboratory to 36 hours lecture and 54 hours laboratory; change prerequisite to “PHO-8 and 20.”; update to course description, SLOs, course content, MOI, MOE, course materials and add sample assignments.			
PHO-10	Advanced Photography	R	
The above course is being modified to change the hours from 27 hours lecture and 81 hours laboratory to 36 hours lecture and 54 hours laboratory; update to course description, SLOs, course content, MOI, MOE, course materials and add sample assignments.			
PHO-12	Photojournalism	MR	cross-listed JOU-12; JOU modification launched
The above course is being modified to change the hours from 27 hours lecture and 81 hours laboratory to 36 hours lecture and 54 hours laboratory; update to course description, course content, MOI, MOE, course materials and sample assignments.			
PHO-13	Advanced Darkroom Techniques	R	

Course	Title	Approval	Comment
The above course is being modified to change the hours from 27 hours lecture and 81 hours laboratory to 36 hours lecture and 54 hours laboratory; update to SLOs, MOI, MOE, course materials and add sample assignments.			
PHO-14	Basic Studio Portraiture	R	
The above course is being modified to change the hours from 27 hours lecture and 81 hours laboratory to 36 hours lecture and 54 hours laboratory; update to SLOs, MOI, MOE, course materials and add sample assignments.			
PHO-17	Introduction to Color Photography	R	
The above course is being modified to change the hours from 27 hours lecture and 81 hours laboratory to 36 hours lecture and 54 hours laboratory; update to course description, SLOs, MOI, MOE, course content, course materials and add sample assignments.			
PHO-20	Introduction to Digital Still Photography	MNR	
The above course is being modified to change the hours from 27 hours lecture and 81 hours laboratory to 36 hours lecture and 54 hours laboratory; update to course description, SLOs, MOI, MOE, course content, course materials and add sample assignments.			
6. Course Deletions: None			
7. Course Exclusions: None			
8. New State Approved Certificates/Degrees: None			
9. New Locally Approved Certificate: Approved (M/S/C Schmidt/Burchett) 8-yes, 2-no			
In response to questions from members, Carla noted that while an ESL certificate would be new to RCC, other colleges have similar credit (not noncredit) certificates (e.g., City College of San Francisco, Ohlone, and Mission College). Members also had questions about the purpose and value of an ESL certificate leading to ENG 50 (one level below college level composition) that has two CSU/UC transferable courses and whether “advanced” in the title of the certificate is appropriate. There were also questions about non-CTE certificates in general and the process for proposing one.			
Advanced Academic English as a Second Language		MNR	
10. Modification to State/Locally approved Certificate/Degrees: None			

Information Items

Meeting adjourned at 5:00 p.m.

**Riverside City College
Curriculum Committee Meeting
27 March 2012, 3-5 pm, Hall of Fame**

APPROVED MINUTES

Members Present

Huda Aljord	World Language
Linda Braiman	Library
Amanda Brown	Mathematics
Greg Burchett	Life Science
James Cheney	Physical Science
Richard Davin	Behavioral Science
Les Dean	EG&PS
Nancy Gall	Applied Technology
Joanie Gibbons-Anderson	Comm. Studies
Robert Jew	Art
Clara Lowden	Kinesiology
Karyn Magno	Counseling
Richard Mahon (chair)	History/Philos./Humanities
Cynthia Morrill	English

Members Present

Steve Schmidt	Performing Arts
John Seniguar	Cosmetology
Sandra Torre	Bus Ad/InfoSyst
Shari Yates	Early Childhood

Members Absent

Angie Fawson	Nursing
Paul Richardson	Chemistry

Staff/Guests

Bernie Fradkin	Dean, Tech & Lib.Svcs.
Carla Reible	
Virginia McKee-Leone	Dean of Instruction

A. **Call to Order** – the meeting convened at 3:04 pm.

B. **Approval of the Agenda** – Approved (M/S/C Gall/Davin)

C. **Approval of the Minutes:** March 13, 2012 - Approved with corrections.
(M/S/C Davin/Gibbons-Anderson)

D. Announcements

Richard clarified some concerns that arose from false assumptions that rules that apply to CTE certificates should apply to all certificates. The Senate defers to judgment with regards to certificates. Since several disciplines are working on 1440 degrees, senate agreed to table the matter so that those with concerns can be in attendance.

Richard announced that CSU's will be suspending all spring admissions for community college transfer students. There is one exception at all eight campuses, and those are the students who have 1440 degrees. This is a political ploy for more money. Both CSU and UC have authority to reduce admissions. This is another reason to develop a 1440 degree.

E. **Open Hearing** – none

F. Curriculum Policy & Procedure

1. Updates to AoEs

Developing a process

This is the fifth year of having AOE's and still not able to modify. Moreno Valley had a cause resulting from lack of understanding from the chair. They did not get the information in on time. Norco presented a different problem. Kevin Fleming submitted a six page list of every CTE

course inventory and proposed adding them to the agenda. Since committee members have been asking for a process Richard has come up with this draft. Give attention to the timetable. Right now there is no process. Each department should establish their own procedures. The criteria Richard used is he looked at all AOE listings in the catalog.

Karyn suggested that if looking at expertise, subcommittee should include all disciplines. Let the AOE include all disciplines and departments rather than the list. Greg reminded everyone this is still the body that votes and this body has representation from all constituents. This has to go to district curriculum. Fear is the timeline.

Committee agreed with the draft conceptually. It was also agreed by consensus for Richard to strip out names and take to the district curriculum. Moreno Valley and Norco can use this or do something more suitable to them.

2. AoE min/max, ongoing discussion

Scott Brown, Discipline Coordinator, was convinced that discipline had been endorsed. Still don't have consensus on this. Sylvia would prefer we do not agendize until there is consensus, so we missed deadline again.

3. Defining Curriculum –

The English department met today and in light of conversations taking place in multiple disciplines have proposed a resolution addressing the situation. Administration has made the decision to no longer offer any low-level basic skills courses. At the recent board meeting several faculty and three students expressed their concern of administration suspending these courses. It is problematic especially if there is a prerequisite structure. Carla Reible said the discipline has not had an opportunity to create a way for students to progress. Students currently in basic skills now will be able to matriculate. This will also impact international students by not offering ESL courses in the fall. Come fall we will not be in compliance. This decision has not gone through strategic planning. This decision may also have ramifications on accreditation and may be in violation.

Cynthia Morrill is presenting the proposed resolution to the committee with the recommendation that this resolution originate from curriculum and forward to academic senate and ask the academic senate president to take to the board of trustees.

Davin questioned the purpose of the resolution. Resolutions need to clearly say where they originate from and this does not.

Mahon disagrees in that a representative member has brought this forward with the recommendation that this resolution originate from curriculum to the senate. The resolution is to remind administration they need to carry out board policy. The bigger concern is that this does not happen again.

(M/S/C Morrill/Davin) Motion made to take action on the proposed resolution. Carried.

(M/S/C Dean/Morrill) Motion to approve the proposed resolution, and that Richard Mahon forward resolution to the academic senate. Motion failed.

Subject to a variety of criticisms, committee was sympathetic to the issues being addressed in the resolution but felt they could not endorse the draft as written.

After further discussion and editing of the proposed language, committee has drafted a shorter resolution with a stronger statement:

Curriculum Resolution

WHEREAS; Riverside Community College District Board Policy 4005 directs the Board of Trustee's to rely primarily on Academic Senate recommendations on matters of curriculum, and

WHEREAS; The Academic Senate relies primarily on matters of curriculum on its elected curriculum committee with all recommendations of curriculum, and

WHEREAS; The Department has primary responsibilities in section offerings, therefore

BE IT RESOLVED; That the Curriculum Committee reaffirms the role of faculty in all agreed upon curricular issues.

(M/S/C Burchett/Richardson) Move to approve the proposed Curriculum Resolution as amended. Carried.

G. Approval Items

1. New Stand-alone Courses (all are Riv only):

Approved (M/S/C Gall/Davin)

- a. BUS-67
- b. JUS-12
- c. NRN-18
- d. MUS-70
- e. PHO-67

2. Distance Education:

Approved (M/S/C Davin/Gibbons-Anderson)

- a. AML-20
- b. HUM-9

Adjournment – meeting adjourned at 5:06 p.m.

Riverside City College
Curriculum Committee Meeting
8 May 2012, 3-5 pm, Digital Library 409

UNAPPROVED MINUTES

- A. Call to Order – at 3:05 pm by Richard Mahon
- B. Approval of the Agenda - *Approved (M/S/C Gall/Richardson)*
- C. Approval of the Minutes: March 27, 2012 – *Approved (M/S/C Gall/Schmidt)*
- D. Announcements

Richard explained this is a joint meeting of the three curriculum committees for the purpose of learning more about the new title 5 regulations on prerequisites, corequisites, and advisories. At the Spring Plenary session David Morse, Tim McGraw, and Sonia Ortiz Mercado from the Chancellor's Office made a presentation on this subject. After that presentation Richard asked David if he would replicate that presentation to us if he was available. David secured approval to be here.

Richard introduced David Morse, recently re-elected Secretary of Statewide Academic Senate, Chair of the Curriculum Committee for Academic Senate, and faculty co-chair for System Advisory on Curriculum. He has also been working on this year's curriculum institute. David was invited to go over in broad terms the changes under the new Title 5 requirements and guidelines.

David explained that the new regulations allows faculty to establish prerequisites or corequisites in English, reading, or mathematics on content review alone or content review with statistical validation. Prerequisites will increase student success. Not every course needs a prerequisite. Colleges need to think on how to apply prerequisites in terms of sequencing them, and have discussions on how these will be sequenced. It is recommended not to do all at once. In order to ensure enough prerequisites are in place all relevant faculty who are expert in their discipline should be included in these decisions. Departments should also be assured they are not penalized for implementing this. Colleges might consider a hold harmless agreement. The ASCCC developed a resolution stating their position on this matter and urging colleges to begin discussions and implementation of appropriate prerequisites to respond to Student Success Task Force Recommendation 3.4.

Comments/Questions from committee:

Natalie: There are quite a few CTE classes, can we be looking to those external instruments to work on the program? Not the process for putting them in place, but before putting them in place? *Yes, if you do have the data you should use this. But first establish the need.*

Rex Beck/Norco: Stated he understands and agrees with the task force, it is his observation that the approach of today's discussion could be perceived as negative. Not that the approach is inappropriate. Question: Is there any discussion of offering something positive like a certificate to encourage students to pursue this? As a CTE instructor he is sensitive to this issue and does see value to a certificate. Any definition of what the basic skills are that we are trying to reinforce?

It was anything below college level, math and English, and reading composition. In terms of a certificate, Dave has not heard anybody discuss something like this at this point. Suggest getting student government understand the importance of this and agree with it.

Joanie Gibbons-Anderson: Just for clarification, what is the value or purpose, except to minimize enrollment, of allowing content validation or allowing content with statistical validation? *Previously when statistical validation was required colleges had to wait a certain amount of time and had to prove prerequisites. This change is seen as something to do more positively. This is not throwing out all stats and data, but don't need it all up front for logistic reasons and the kind of problems it created. Not because it wasn't reliable, but because it was not do-able. Content review is seen as equally valid.*

Dan Martinez: Would like to ask that in light of the conversation about validation that we encourage English, math and reading to take up the effort again to perform content validation with placement tests to see that it matches.

Greg Burchett: Stated he was part of the initial conversation and argued for maintaining statistical validation and will argue for status quo for what the district is currently doing.

David ended his presentation by stating that before embarking on this the college needs to come up with a plan, and use the expertise of our faculty.

E. Open Hearing –

- Joanie Gibbons-Anderson would like to know the college's interpretation of the difference between learning assistance and tutoring, and what are the implications for curriculum?
- Linda Braiman had a concern regarding the resolution approved at the last curriculum meeting. This committee approved the resolution with the intent that it be a curriculum resolution. The resolution which was submitted was defeated by the senate because they had some concerns. They felt it was too general. They will submit another resolution that is more focused. Committee felt the resolution should have the curriculum name.

It was recommended that the resolution be submitted as the curriculum resolution regarding senate. Carried. (M/S/C Gibbons-Anderson/Braiman)

Richard will convey this to Lee Nelson.

F. Curriculum Policy & Procedure

1. Prerequisites

G. Approval Items

Information Items (*none*)

Meeting adjourned at 5:00 p.m.



Riverside City College
Curriculum Committee Agenda
22 May 2012, 3-5 pm, Hall of Fame

APPROVED MINUTES

Members Present

Linda Braiman	Library
Amanda Brown	Mathematics
James Cheney	Physical Science
Richard Davin	Behavioral Science
Les Dean	EG&PS
Angie Fawson	Nursing
Joanie Gibbons-Anderson	Comm. Studies
Robert Jew	Art
Clara Lowden	Kinesiology
Karyn Magno	Counseling
Richard Mahon (chair)	History/Philos./Humanities
Cynthia Morrill	English
Steve Schmidt	Performing Arts
John Seniguar	Cosmetology

Members Present

Sandra Torre	Bus Ad/Info Syst
Shari Yates	ECS

Members Absent

Huda Aljord	World Language
Greg Burchett	Life Science
Nancy Gall	Applied Tech
Paul Richardson	Chemistry

Staff/Guests

Bernie Fradkin	Dean, Tech & Lib.Svcs.
Wolde-Ab Isaac	VP, Academic Affairs
Virginia McKee-Leone	Dean of Instruction

- A. Call to Order - at 3:05 p.m.
- B. Approval of the Agenda – (M/S/C Dean/Schmidt)
- C. Approval of the Minutes: May 8, 2012 (M/S/C Morrill/Seniguar) *Approved with correction.*
- D. Curriculum Policy & Procedure

1. **Prerequisites:** The district does not have a current procedure (AP) on prerequisites; it has been waiting senate action on what to do with changes permitted in Title 5 §55003. The three Curriculum Committees had a presentation on the subject at their 8 May meetings. The committees will be asked on May 8, 2012 whether they wish to draft (for subsequent approval) AP language that would permit the use of content review without statistical validation to establish prerequisites in cross-disciplinary courses. The development of a *process* does not eliminate the requirement for the committee to review and approval all courses which actually propose prerequisites. The process to be developed would need to address all elements required by §55003 and would itself be reviewed by the Curriculum Committee before going to the RCC Senate and the Board. (15 minutes)

Richard reported there was discussion at Tech Review on this topic and wondering how it will be done. At the beginning of this year the district academic senate mandated that the three curriculum committees arrive at a common recommendation for procedures addressing title 5 changes. If two of the three colleges agree on a recommendation then that is the recommendation that will go to the board of trustees. Our current policy is based on a twenty year old document. It is very out of date and needs to be changed no matter what. So when the district curriculum committee begins drafting language, what does this committee want to include?

(M/S/C Dean/Davin) Motion made to consider adopting content review as part of our local procedure.

Discussion: There is concern this being new territory we should be cautious on how we move forward. Experience has shown that statistical analysis has been poorly done.

Clarification was requested that if we change nothing we will continue with statistical validation? That is correct.

Steve commented it is his understanding that this change is only about creating flexibility when deciding what the prerequisite should be, whether statistical validation or content review is used. Many think content review is more accurate.

(M/S/C Magno/Gibbons-Anderson) Motion made to extend discussion of this item an additional 10 minutes.

Dr. Isaac said that when writing language content based prerequisites is easier within a discipline. Faculty have the knowledge and a much clearer understanding of the sequence .

Richard said he will be working with Natalie of Moreno Valley (?) to craft language. No recommendations will go forward until everyone is ok with the language. Everyone has to approve the language that will go to senate. Hopefully each of the committees will come up with identical or similar language.

(M/S/C Davin/Schmidt) Motion made to vote on the original motion. Carried.

Richard stated that if Moreno Valley and Norco vote similarly to us, then it is our job to take existing procedure on prerequisites and remove the out-of-date information and include content review. The new language will be brought back to committee to review. If there is a concern on the language we will continue working on it until everyone feels good about the language. A suggestion was made to include in the language the number of students who can appeal.

E. Announcements & Discussion:

1. SB 1440 degrees, LAO on Progress (see attached .pdf)

Richard referenced the document from LAO. It is his opinion that this document is a year premature. The legislature is putting pressure on community colleges to create and implement associate degrees for transfer. Dr. Isaac indicated we should do everything possible to move the transfer agenda forward, and not create long and unnecessary hurdles for students. We need to make it work.

2. Accreditation & Distance Ed (see attached .ppt)

Richard was asked to look at on-line courses. There is a concern with our hybrid courses and how this might affect financial aid for students taking these courses. The feds feel these courses do not count towards financial aid because there is no direct instruction with student and instructor. One of the few audits done on a community college resulted in that college returning 41 million dollars in financial aid. This discussion will continue in the fall. We need to look at these courses and the type of interaction, not just emails back and forth. Take a look at the student work and the feedback from faculty to student. This is a discussion that is necessary.

3. Changes to Repeatability, timetable for implementation.

The expectation is that this will be in effect in the fall 2013. Faculty will need to revise course outlines.

- Changes to RCCD GE SLOs; need to develop process for courses to meet GE (call for volunteers)

The Assessment Committee took the revised Gen Ed Requirements to academic senate for action and got approval. Assessment committee is moving toward the argument that a course should meet the gen. ed. requirements. The district senate is mandating they would like to see this happen. If anyone would like to volunteer to do this with the assessment committee let Richard know.

- CCC classes, unit comparison (see attached .pdf; 10 minutes)

Joanie shared information on the CCC units review. She created this document by examining all the community colleges in California and came up with sampling methods to see where we fit in comparison with other colleges. She looked at the ARC report and peer groupings, and she looked at table of our peers. The purpose for doing this is to get a picture of what we look like at the state level and what we look like at the unit levels of our courses. Where do we rank compared to our peers. She was surprised to see several other communication studies with four units. This information was presented to the committee to examine.

- Richard addressed the concerns the committee expressed at the last meeting regarding the resolution. At yesterday's senate meeting Lee Nelson had relabeled the resolution Math.

F. Open Hearing - None

G. Approval Items

Course	Title	Approval	Comment
1.Distance Education: Approved. (M/S/C Gibbons-Anderson/Davin)			
AML 10	Intro to Sign Language	R	Hybrid <i>only</i>
COM 1	Public Speaking	MNR	Hybrid <i>only</i>
2. New Stand Alone Courses: Approved. (M/S/C Fawson/Lowden) 4 abstentions. <i>There was a question as to why these courses are stand-alone? This is an added lab for students who need more instruction. These are non-degree applicable. These labs replace Nursing 7, 8, and 9.</i>			
NRN-11B	Nursing Learning Laboratory	R	
NRN-11C	Nursing Learning Laboratory	R	
NRN-12B	Nursing Learning Laboratory	R	
NRN-12C	Nursing Learning Laboratory	R	
NVN-52B	Nursing Learning Laboratory	R	
NVN-52C	Nursing Learning Laboratory	R	
NVN-62B	Nursing Learning Laboratory	R	
NVN-62C	Nursing Learning Laboratory	R	
NRN-21	Acute Care and Chronic Illness II/Mental Health	R	
NRN-22	Integrated Care Across the Lifespan	R	
3. New Courses: Approved. (M/S/C Torre/Lowden)			

Course	Title	Approval	Comment
BUS 3	Computer Apps for Business	MNR	
JUS 1	Intro to Administration of Justice	MNR	
JUS 2	Principles & Procedures of the Justice System	MNR	
JUS 3	Concepts of Criminal Law	MNR	
JUS 4	Legal Aspects of Evidence	MNR	
JUS 5	Community Relations	MNR	
JUS 8	Juvenile Law & Procedure	MNR	
JUS 9	Law in American Society	MNR	
JUS 13	Criminal Investigation	MNR	
JUS 14	Advanced Criminal Investigation	MNR	
JUS 20	Introduction to Corrections	MNR	
JUS 25	Introduction to Probation & Parole	MNR	
JUS 30	Introduction to Family Support Law	MNR	
4. Course Inclusions: None			
5. Major Course Modifications: <i>Approved (M/S/C Gibbons-Anderson/Schmidt)</i>			
AML 22/ SOC 22	American Deaf Culture (cross listed)	R	
English 1A/1AH	English Composition	MNR	
GEG 2	Human Geography	MNR	
GEG 3	World Regional Geography	MNR	
MAG-70	Introduction to Organization Development	MNR	
MUS-30	Class Voice	MNR	
PHO 20	Intro to Still Digital Photography	MNR	
6. State-Approved Program Deletions: <i>Approved (M/S/C Lowden/Morrill)</i>			
	Toyota T-10 (AS517/CE517)		
7. Course Exclusions: None			
8. New Locally-Approved Certificate: None			
9. New State Approved Certificates/Degrees: <i>Approved. (M/S/C Torre/Davin)</i>			
Joanie expressed a concern that English 1440 is moving in the direction of being too narrow. We are limiting pathways for students.			
Entrepreneurship			
English 1440			
10. New Locally Approved Certificate:			

Course	Title	Approval	Comment
11. Modification to State/Locally approved Certificate/Degrees: <i>Approved.</i> <i>(M/S/C Davin/Fawson)</i>			
Nursing Assistant (CE584)		R	
Cosmetology			

Meeting adjourned at 5:15 p.m.