



Riverside City College
Curriculum Committee Approved Minutes
10 September 2013, 3-5 pm, DL409

Members Present

- Linda Braiman, Library
- Amanda Brown, Math
- Jami Brown, Behavioral Science
- Marsha Brown, Cosmetology
- Greg Burchett, Life Science
- James Cheney, Physical Science
- Les Dean, Econ, Geography, Poli Sci
- Kelly Douglass, English & Media
- Angie Fawson, Nursing
- Sandra Fontana, World Language
- Nancy Gall, Applied Tech
- Robert Jew, Art
- Clara Lowden, Kinesiology
- Karyn Magno, Counseling
- Richard Mahon, History, Phil, Hum (chair)
- Paul Richardson, Chemistry
- Cliff Ruth, Comm Studies
- Steve Schmidt, Performing Arts
- Ajené Wilcoxson, Business & Info Systems
- Shari Yates, ECS

Admin / Staff / Guests

- Patti Avila, Dean, CTE
- Rita Chenoweth, Program Review Committee Chair
- Virginia McKee Leone, Dean, STEM
- Susan Mills, VPAA

Student Reps/ASRCC

(not yet appointed)

- A. The meeting convened at 3:00 in DL 409.
- B. The agenda was approved (Gall/SchmidtM/S/C).
- C. The minutes of May 28, 2013 were approved with corrections (Gall/Dean, M/S/C); the annual cost of CurricUNET is not \$21 but \$21,000.
- D. **Curriculum Policy & Procedure**

Stand Alone training: Richard conducted stand-alone training, as required by law and regulation. Most members of the committee have had the training before but some new questions arose. There was discussion in particular as to whether Eng 50 and Math 35, which are not part of any program but are degree applicable, would count as stand-alone courses. Richard indicated he would review that question and report back to the committee.

Curriculum Tools: Richard distributed a copy of the 2008 Academic Senate “COR Reference Guide” and commended it as a reference tool for faculty initiating or revising CORs. He also distributed the 1995 Senate paper, “Model COR” and noted that while many parts of it are dated, that the paper’s emphasis on integration, in which course-specific elements are woven throughout the course outline, continues to a principle required of all RCCD CORs. Richard distributed copies of the PCAH (4th and 5th editions) noting that while too long to print, faculty should keep a copy handy as a reference.

Updating Curriculum: Richard distributed a copy of CORs not revised since 2008 distributed over the summer, and likely to get considerable attention in order to have the curriculum be as up to date as possible for the college's March accreditation visit. Finally, Richard distributed a copy of a document Toni Van Buhler prepared in response to many of the committee's discussions from last year. The document summarizes "unfunded units," units stipulated in course outlines but for which the student pays no fees although the college incurs costs in some cases for faculty to teach those units. In many cases, the "unfunded units" are very small, but not in all.

- E. **Announcements: Curriculum training:** Richard summarized the fate of the August 21 Flex training the committee had hoped to hold; the intended speaker (Pam Deegan) gave a provisional agreement to come but not a firm commitment, and by the time her availability was certain, MVC and Norco had scheduled other FLEX events during those time slots. The district Curriculum Committee will continue to try to identify a date and time that will work for all three colleges.

Common curriculum: Richard reminded the committee of its desire to conduct a general review on how "common curriculum" is working. He and Karyn Magno have just begun their discussion and hope to bring the matter back to the committee for a thoughtful and balanced discussion.

TBA Hours: Richard announced that the Chancellor's Office is now requiring that for TBA-hour classes, the "official course outline of record must include the number of TBA hours and specific instructional activities/learning outcomes for TBA hours expected of all students enrolled in the course." Richard indicated he would distribute a copy of the memo electronically following the meeting.

Curriculum goals for 2013-14: In light of past discussion both within the committee and the college, Richard asked committee members to seek guidance from the department as to whether they wish the committee to undertake a review of units and course caps with an eye toward equitable faculty load, since faculty load clearly relates to the quality of instruction faculty can provide. Richard suggested that it could be difficult for faculty who teach five 3-unit classes to base "The grade is ... on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays" (55002) when they begin every semester with 245 students. Richard pointed out that there is a wide variation in the load that course outlines create. He further noted that the contract provides a means for faculty to propose changes in course caps and that the curriculum committee could only suggest areas where changes might be warranted, but could not implement them.

Regular Effective Contact: Richard distributed the current version of a composite document that began at RCC and has been expanded at MVC & Norco for review and discussion at the next meeting.

- F. **Approval Items:** none

The meeting adjourned at 5:05



Riverside City College
Curriculum Committee Approved Minutes
24 September 2013, 3-5 pm, DL409

Members Present

- Linda Braiman, Library
- Amanda Brown, Math
- Jami Brown, Behavioral Science
- Marsha Brown, Cosmetology
- Greg Burchett, Life Science
- James Cheney, Physical Science
- Les Dean, Econ, Geography, Poli Sci**
- Kelly Douglass, English & Media
- Angie Fawson, Nursing
- Sandra Fontana, World Language
- Nancy Gall, Applied Tech**
- Robert Jew, Art**
- Clara Lowden, Kinesiology**
- Karyn Magno, Counseling
- Richard Mahon, History, Phil, Hum (chair)
- Paul Richardson, Chemistry
- Cliff Ruth, Comm Studies
- Steve Schmidt, Performing Arts
- Ajené Wilcoxson, Business & Info Systems
- Shari Yates, ECS

Admin / Staff / Guests

Rita Chenoweth, Program Review Committee Chair
Judy Haugh, Articulation Officer
Susan Mills, VPAA

Student Reps/ASRCC

Brennan Gonnering

- A. The meeting convened at 3:00 in DL 409.
- B. The agenda was approved (Amanda Brown/Jami Brown M/S/C).
- C. The minutes of 24 September 2013 were approved as submitted (Schmidt/Jami Brown, M/S/C).
- D. **Open Hearing:** (1) Brennan wondered whether RCC might offer the English 80 courses that is being piloted at MVC. Kelly provided background on the initiative and indicated that the RCC department will review the initiative once data is available from MVC's initial two year offering of the course. (2) Ajené expressed puzzlement about a variety of issues related to distance education, including definitions of online, hybrid, and web-enhanced. Richard indicated he would agendize the issue for a future meeting.
- E. **Announcements:** (1) Richard noted that Judy Haugh was with the committee and asked her to provide an overview and update on C-ID. (2) Richard noted that the president had forwarded him meeting minutes of a statewide task force looking into the question of the offering of baccalaureate degrees by community colleges, an initiative the Nursing faculty have been following with interest. (3) Richard noted that the MVC Curriculum Committee had been considering the addition of a voting staff and student member, but that the district academic senate meeting on Sept. 23 had indicated that the voting membership of senate committees should remain exclusively faculty.

F. Curriculum Policy & Procedure

Common curriculum: Richard noted that Karyn has shared with him a summary of reasons why counseling faculty support the retention of a common curriculum. He will draft a document summarizing the challenges presented by a common curriculum.

Curriculum goals for 2013-14: some but not all members have received guidance from their departments about a broad review of resource implications for course outlines. Some members need more time to consult with their departments and the item will be agendized for a future meeting.

Regular Effective Contact: Members of the committee agreed that there are no pressing problems in the regular effective contact document distributed at the Sept. 10 meeting and that it may serve as a template to guide review & approval of distance ed classes.

G. Approval Items:

Course	Title	Location	Comment
1. New Stand Alone Courses: Fontana/Jami Brown, M/S/C			
ESL-90L	Special Topics in English as a Second Language: Punctuation of Phrases and Clauses	MNR	
ESL-90M	Special Topics in English as a Second Language: Articles and Prepositions	MNR	
2. Distance Education: Fontana/Douglass, M/S/C			
ESL-90L	Special Topics in English as a Second Language: Punctuation of Phrases and Clauses	MNR	Online
ESL-90M	Special Topics in English as a Second Language: Articles and Prepositions	MNR	Online
3. New Courses: Douglass/Schmidt, M/S/Failed Members had two concerns about the FTV courses, both the new and revised courses below. (1) Courses with co-requisites are not linked to the co-requisite skills, and (2) although FTC courses meet both general ed (humanities) and are of Emphasis (Fine & Applied Arts) requirements, there are no links designated from course to GE SLOs.			
FTV-38A	Beginning Film, Television and Video Production Project	R	
FTV-38B	Advanced Film, Television and Video Production Project	R	
FTV-44A	Beginning Television Production	R	
FTV-44B	Intermediate Television Production	R	
FTV-44C	Advanced-Intermediate Television Production	R	
FTV-44D	Advanced Television Production	R	
FTV-45A	Beginning Television News Production	R	
FTV-45B	Intermediate Television News Production		
FTV-45C	Advanced Intermediate Television News Production	R	
FTV-45D	Advanced Television News Production	R	
FTV-51A	Film, Television and Video Laboratory I	R	
FTV-51B	Film, Television and Video Laboratory II	R	
FTV-51C	Film, Television and Video Laboratory III	R	

Course	Title	Location	Comment
FTV-51D	Film, Television and Video Laboratory IV	R	
FTV-64A	Beginning Digital Editing Principles and Techniques	R	
FTV-71A	Beginning Sound Engineering for Audio in Media	R	
FTV-75	Intermediate Digital Recording Pro Tools 110	R	
FTV-76	Advanced Digital Audio Recording Pro Tools 201	R	
4. Course Inclusions: None			
5. Major Course Modifications: Action was taken on the major course mods on a discipline-by-discipline basis.			
Richardson/Burchett, M/S/Failed Members had two concerns about the FTV courses, both the new courses above and the revised courses below. (1) Courses with co-requisites are not linked to the co-requisite skills, and (2) although FTC courses meet both general ed (humanities) and are of Emphasis (Fine & Applied Arts) requirements, there are no links designated from course to GE SLOs.			
FTV-11	Sound Recording and Reinforcement Techniques	R	
FTV-12	History of American Film	R	
FTV-41	Introduction to Telecommunications	R	
FTV-42	Writing for Broadcast Television and Radio	R	
FTV-48	Short Film Production	R	
FTV-52	Film, Television and Video Laboratory	R	
FTV-65	The Director's Art in Filmmaking	R	
FTV-67	Introduction to Video Production	R	
FTV-68	Story Development Process in the Entertainment Industry	R	
FTV-72	Introduction to Lighting Design for Film and Television	R	
FTV-74	Production Planning and Management	R	
Amanda Brown/Jami Brown, M/S/C			
MAT-1A	Calculus I	MNR	
MAT-35	Intermediate Algebra	MNR	
Cheney/Schmidt, M/S/C			
PHY-2A	General Physics	NR	Discussion regarding topics and allowing non-leveled formatting when the detail is apparent.
PHY-2B	General Physics II	NR	
PHY-4C	Heat, Light and Waves	MNR	
Douglas, Schmidt, M/S/C Members noted with interest the clarity of the CORs with regard to the skills stipulated in the course outlines. There was also a question about the fact that the texts for Spanish 51, 52, and 53 are dated, but the disciplines notes that these are the most current texts and are widely used at colleges across the country.			
SPA-1	Spanish 1	MNR	
SPA-1A	Spanish 1A	R	
SPA-1B	Spanish 1B	R	
SPA-1H	Honors Spanish 1	MNR	
SPA-2	Spanish 2	MNR	

Course	Title	Location	Comment
SPA-2H	Honors Spanish 2	MN	
SPA-3	Spanish 3	MNR	
SPA-4	Spanish 4	MNR	
SPA-8	Intermediate Conversation	MNR	
SPA-11	Culture and Civilization	MNR	
SPA-12	Latin American Culture and Civilization	MNR	
SPA-13	Spanish for Health Care Professionals	MNR	
SPA-51	Introductory Listening Comprehension I	R	
SPA-52	Introductory Listening Comprehension II	R	
SPA-53	Intermediate Listening Comprehension I	R	
Schmidt/Burchett, M/S/C			
THE-25	Makeup for the Stage	NR	
6. Course Deletions: None			
7. Course Exclusions: None			
8. New State Approved Certificates/Degrees: Richardson/Magno, M/S/C			
Associate in Arts in Psychology for Transfer			MNR
9. New Locally Approved Certificate: None			
10. Modification to State/Locally Approved Certificate/Degrees: Wilcoxson/Jami Brown, M/S/C			
International Business Certificate			R
11. Deletion of Certificate/Degrees: None			

The meeting adjourned at 5:02

Riverside City College
Curriculum Committee Approved Minutes
 8 October 2013, 3-5 pm, Hall of Fame

Members Present

- Linda Braiman, Library
- Amanda Brown, Math
- Jami Brown, Behavioral Science**
- Marsha Brown, Cosmetology
- Greg Burchett, Life Science
- James Cheney, Physical Science**
- Les Dean, Econ, Geography, Poli Sci
- Kelly Douglass, English & Media
- Angie Fawson, Nursing
- Sandra Fontana, World Language
- Nancy Gall, Applied Tech
- Robert Jew, Art
- Clara Lowden, Kinesiology**
- Karyn Magno, Counseling
- Richard Mahon, History, Phil, Hum (chair)
- Paul Richardson, Chemistry**
- Cliff Ruth, Comm Studies
- Steve Schmidt, Performing Arts
- Ajené Wilcoxson, Business & Info Systems
- Shari Yates, ECS

Admin / Staff / Guests

- Patricia Avila, Dean
- Rita Chenoweth, Program Review Committee Chair
- Judy Haugh, Articulation Officer
- Virginia McKee-Leone, Dean
- Susan Mills, VPAA

Student Rep, ASRCC

- Brennan Gonnering

- A. Call to Order
- B. The agenda was approved as submitted (Schmidt/Gall, M/S/C)
- C. The minutes of 24 September 2013 were approved with minor corrections (A. Brown/Burchett, M/S/C)
- D. **Open Hearing:** Members of the *English & Media Studies* department have reviewed the Chancellor's Office 3/8/13 TBA memo and note the language, "The official course outline of record must include the number of TBA hours and specific *instructional activities/learning outcomes* for TBA hours expected of all students enrolled in the course" (emphasis added) and wonder (1) if the phrase "instructional activities" might not be meant to refer to Methods of Instruction within the COR, and whether "learning outcomes" implies that distinct SLOs should be specified for the lab portion of classes with TBA hours. And, (2) what does "The TBA hours/week required for the course must be included in the published class schedule" mean? Richard indicated he would raise the issue at the district Curriculum Committee and get confirmation.
- E. **Announcements** (1) **TBA hours list:** Richard noted that he had distributed a more detailed list of disciplines with TBA labs provided by Naomi. (2) **DE Definitions:** Members had reviewed a short summary of the definitions of online instruction and the committee's responsibility as

requested by Ajené at the previous meeting. Discussion focused in particular on the proper understanding of *Web Enhanced* sections. Members seemed to be clear that (1) No face-to-face instructional time may be omitted, and that faculty should refrain from excessive reliance on technology. Amanda noted that the Math department has coded *all* courses as Web Enhanced so that students are advised that computer access is likely to be required in most Math sections. (3) Karyn provided an overview of her experience attending **the July 2013 ASCCC Curriculum** Institute. She noted that she was surrounded by *curriculum nerds* and that there was no shortage of information to be acquired. She showed members how all of the presentation materials could be acquired at ASCCC.org and going to the 2013 Curriculum Institute.

F. Curriculum Policy & Procedure

- *Common Curriculum*: Richard noted that he had made progress on a short summary of the value and challenges of maintaining a common curriculum and that he would distribute it with the minutes from the meeting.
- *Curriculum goals for 2013-14*. Members discussed the mix of issues which are not related primarily to the *quality* of the course outline but that the committee nevertheless determines when it approves course outlines. The issues are discrete and yet overlap and include resource implications (based on the number of units approved in a course outline), faculty load (when the committee makes a recommendation regarding “extensive preparation” labs), as well as the approval of course outlines with increased unit value or labs which don’t require sufficient hours to receive unit credit and therefore apportionment. Members found Kelly’s separation into the following discrete questions helpful: (1) How do hours of work for students translate into unit credit for them? (2) how do units-to-hours equations (lecture and/or lab) relate to funding for the college; and (3) how do these designations relate to faculty workload? Members agreed that while these issues are not primarily curricular, that the committee would benefit from having a better understanding of these issues. Les noted that he was unaware of changes to the list of extensive preparation labs recommended by the committee since he came to the college in the late 1970s. Members finally agreed that it would be worthwhile to develop an agenda and to explore a variety of these issues in more detail (Ruth/Dean, M/S/C)
- *55002 (a)(2)(A)*: “The grade is based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of [1] essays, or, in courses where the curriculum committee deems them to be appropriate, by [2] problem solving exercises or [3] skills demonstrations by students.” Richard noted that the committee has already had multiple conversations on the difficulty of requiring a *specific* method of evaluation given the current stem in this section of the course outline, which indicates that faculty may choose from a range of methods. The fact that some C-ID templates now require that specific modes of evaluation be mandatory may make the issue more pressing. Richard asked members to discuss the issue with their departments and indicated it would be agendaized for further discussion.

G. Approval Items

Course	Title	Location	Comment
1. New Stand Alone Courses: None			
2. New Courses: Members were very impressed at the work completed by new faculty FTV member Scott			

Course	Title	Location	Comment
Hernandez; though they noted that some courses are still incomplete with regard to the advisory grid. There was a motion to approve all the new courses (Gall/Schmidt) followed by a motion to divide and consider the still deficient courses (45A, 45C, 51B, 51C) separately (Douglass/Dean, M/S/C). Ultimately the committee voted to approve all courses subject to the understanding that Scott would complete the coreq alignment for the stipulated courses (Gall/Schmidt M/S/C)			
FTV-38A	Beginning Film, Television and Video Production Project	R	
FTV-38B	Advanced Film, Television and Video Production Project	R	
FTV-44A	Beginning Television Production	R	
FTV-44B	Intermediate Television Production	R	
FTV-44C	Advanced-Intermediate Television Production	R	
FTV-44D	Advanced Television Production	R	
FTV-45A	Beginning Television News Production	R	
FTV-45B	Intermediate Television News Production		
FTV-45C	Advanced Intermediate Television News Production	R	
FTV-45D	Advanced Television News Production	R	
FTV-51A	Film, Television and Video Laboratory I	R	
FTV-51B	Film, Television and Video Laboratory II	R	
FTV-51C	Film, Television and Video Laboratory III	R	
FTV-51D	Film, Television and Video Laboratory IV	R	
FTV-64A	Beginning Digital Editing Principles and Techniques	R	
FTV-71A	Beginning Sound Engineering for Audio in Media	R	
FTV-75	Intermediate Digital Recording Pro Tools 110	R	
FTV-76	Advanced Digital Audio Recording Pro Tools 201	R	
3. Course Inclusions: None			
4. Major Course Modifications: Dean/Schmidt, M/S/C			
AML-1	American Sign Language 1	MR	
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	
AML-20	Ethical and Professional Standards of Interpreting	R	
AST-1A	Introduction to the Solar System	MR	
AST-1B	Introduction to the Stars and Galaxies	MR	
FTV-11	Sound Recording and Reinforcement Tech-	R	

Course	Title	Location	Comment
	niques		
FTV-12	History of American Film	R	
FTV-41	Introduction to Telecommunications	R	
FTV-42	Writing for Broadcast Television and Radio	R	
FTV-48	Short Film Production	R	
FTV-52	Film, Television and Video Laboratory	R	
FTV-65	The Director's Art in Filmmaking	R	
FTV-67	Introduction to Video Production	R	
FTV-68	Story Development Process in the Entertainment Industry	R	
FTV-72	Introduction to Lighting Design for Film and Television	R	
FTV-74	Production Planning and Management	R	
MAT-2	Differential Equations	MNR	
SPA-3N	Spanish for Spanish Speakers	MNR	
5. Course Deletions: Greg wondered why this apparently valuable course is being deleted and Sandra indicated that the course was zero units and that the faculty had chosen to integrate this material into other courses. Gall/Fontana, M/S/C			
AML-21	Fingerspelling	R	
6. Course Exclusions: None			
7. New State Approved Certificates/Degrees: None			
8. New Locally Approved Certificate: None			
9. Modification to State/Locally Approved Certificate/Degrees: None			
10. Deletion of Certificate/Degrees: None			
11. Distance Education: None			

The meeting adjourned at 4:45



Riverside City College
Curriculum Committee Unapproved Minutes
22 October 2013, 3-5 pm, Hall of Fame

Members Present

- Linda Braiman, Library
- Amanda Brown, Math
- Jami Brown, Behavioral Science
- Marsha Brown, Cosmetology
- Greg Burchett, Life Science
- James Cheney, Physical Science
- Les Dean, Econ, Geography, Poli Sci
- Kelly Douglass, English & Media
- Angie Fawson, Nursing
- Sandra Fontana, World Language
- Nancy Gall, Applied Tech
- Robert Jew, Art
- Clara Lowden, Kinesiology
- Karyn Magno, Counseling
- Richard Mahon, History, Phil, Hum (chair)
- Paul Richardson, Chemistry
- Cliff Ruth, Comm Studies
- Steve Schmidt, Performing Arts
- Ajené Wilcoxson, Business & Info Systems
- Shari Yates, ECS

Admin / Staff / Guests

Rita Chenoweth, Program Review Committee Chair
Virginia McKee-Leone, Dean
Susan Mills, VPAA

Student Reps, ASRCC

Tandy Dang
Brennan Gonnering

- A. The meeting convened at 3:00 pm
- B. The agenda was approved as submitted (Schmidt/Richardson, M/S/C)
- C. The minutes of 8 October 2013 were approved as submitted (Gall/M. Brown, M/S/C)
- D. **Open Hearing:** no items
- E. **Announcements** (1) Members received a copy of courses approved with extensive preparation labs; (2) Richard updated the committee on the progress of revisions to studio art courses; (3) members received a document updating C-ID approvals; (4) members received an update on SB 440, which the governor has signed into law; (5) Richard asked if there are any members who still need a 2013-14 spiral bound RCC catalog.
- F. **Curriculum Policy & Procedure**
 - *Distance Education:* Members reviewed four documents concerning ‘regular effective contact’ and the teaching of courses via distance education. The documents originated in a Faculty Community of Scholars at RCC and have been significantly expanded through additional contributions from MVC and Norco. After some discussion, the committee agreed unanimously to forward the documents to the Academic Senate for review (J. Brown/Gall, M/S/U).

- *Common Curriculum:* Members discussed a document that summarizes the benefits and challenges of maintaining a common curriculum. Most members who spoke to the subject addressed the value of maintaining a common curriculum despite the challenges it creates. Members discussed a few additional issues which Richard should add to the document prior to sharing with the district Curriculum Committee.
- *Curriculum goals for 2013-14.* Richard distributed a draft document which attempts to gather together issues implicit in course outlines but not directly related to the quality of the course outline, but which has implications for resource allocation and enrollment management. Members were invited to review and suggest additions to the document.
- *55002 (a)(2)(A):* “The grade is based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of [1] essays, or, in courses where the curriculum committee deems them to be appropriate, by [2] problem solving exercises or [3] skills demonstrations by students.” This item was not discussed in detail and will be deferred to a subsequent meeting.

G. Approval Items:

Course	Title	Location	Comment
1. New Stand Alone Courses: (Schmidt/Richardson, M/S/C)			
DAN-14	Internship in Pilates Education and Teaching	R	
ECO-10	Economics and Personal Decision-Making	R	
2. New Courses: None			
3. Course Inclusions: None			
4. Major Course Modifications: (Richardson/Gall, M/S/C)			
ADJ-1	Introduction to the Administration of Justice	MNR	
ADJ-4	Legal Aspects of Evidence	MNR	
AML-11	Interpreting I	R	
AML-12	Interpreting II	R	
AML-13	Interpreting III	R	
AML-14	Interpreting IV/Practicum	R	
BUS-18B	Business Law II	MNR	
BUS-53	Introduction to Personal Finance	MNR	
CHI-1	Mandarin Chinese 1	NR	
CHI-2	Mandarin Chinese 1	NR	
DAN-12	Kinesiology for Pilates/Dance	R	
GER-1	German 1	R	
GER-2	German 2	R	
GER-3	German 3	R	
ITA-1	Italian 1	R	
ITA-2	Italian 2	R	
ITA-3	Italian 3	R	
JPN-1	Japanese 1	NR	
JPN-2	Japanese 2	NR	
JPN-3	Japanese 3	NR	
JPN-4	Japanese 4	NR	
KOR-1	Korean 1	R	
KOR-2	Korean 2	R	
LAT-1	Latin 1	R	
LAT-2	Latin 2	R	
MUS-28	Riverside Community Symphony	R	
PHI-19	Native American Thought	R	
POR-1	Portuguese 1	R	
POR-2	Portuguese 2	R	
RUS-1	Russian 1	R	
RUS-3	Russian 3	R	
5. Course Deletions: (Dean/Schmidt, M/S/C)			
BUS-61	Introduction to Insurance	R	
BUS-62	Personal Insurance Principles	R	
BUS-63	Principles of Property and Liability Insurance	R	

BUS-64	Commercial Insurance Principles	R	
BUS-65	Insurance Code and Ethics	R	
BUS-66	Insurance Internship	R	
6. Course Exclusions: None			
7. New State Approved Certificates/Degrees: None			
8. New Locally Approved Certificate: None			
9. Modification to State/Locally Approved Certificate/Degrees: (Schmidt/Richardson, M/S/C)			
Pilates/Dance Conditioning Instructor Certificate			R
10. Deletion of Certificate/Degrees: None			
11.Distance Education: None			

The meeting adjourned at 5:00

Riverside City College
Curriculum Committee Minutes
 12 November 2013, 3-5 pm, Hall of Fame

Members Present

- Linda Braiman, Library
- Amanda Brown, Math
- Jami Brown, Behavioral Science
- Marsha Brown, Cosmetology
- Greg Burchett, Life Science
- James Cheney, Physical Science
- Les Dean, Econ, Geography, Poli Sci
- Kelly Douglass, English & Media
- Angie Fawson, Nursing
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- Nancy Gall, Applied Tech
- Robert Jew, Art
- Clara Lowden, Kinesiology
- Karyn Magno, Counseling
- Richard Mahon, History, Phil, Hum (chair)
- Paul Richardson, Chemistry
- Cliff Ruth, Comm Studies
- Steve Schmidt, Performing Arts
- Ajené Wilcoxson, Business & Info Systems
- Shari Yates, ECS

Admin / Staff / Guests

- Rita Chenoweth, Program Review Committee Chair
- Virginia McKee-Leone, Dean of instruction
- Susan Mills, VPAA

Student Reps, ASRCC

- Tandy Dang
- Brennan Gonnering
- Ravneet Kaur

- A. The meeting convened when quorum was attained at 3:10 pm
- B. The agenda was approved as submitted (Schmidt/Fawson, M/S/C)
- C. The minutes of 22 October 2013 were approved as submitted (A. Brown/Ruth, M/S/C)
- D. **Open Hearing:** Brennan raised two topics on behalf of the student senate: (1) What is the position of RCC with regard to Open Educational Resources (OER); Richard informed the committee that the college was a supporting member of the consortium at some point in the past [oerconsortium.org seems to indicate that that status has lapsed]. Members discussed the appeal and some concerns regarding the use of open educational resources focusing on the presumed assurance of quality when using a peer-reviewed published text. (2) Brennan wondered how faculty feel about a resolution just passed by the SCCC General Assembly calling for course syllabi to be available prior to the beginning of instruction. Members had a number of questions (where would syllabi be posted, how long before?) and expressed concern that syllabi would be used by some students to find classes with the least amount of work. Faculty expressed respect for students who want information about books or assignments ahead of time (to get an early start) but weren't confident information would be used in a consistently positive way.

E. **Announcements** (1) Richard noted informal conversations he had with some members of the committee since the previous meeting, and suggested that the members of the committee not view their work as “rubber stamping” the recommendation of discipline & department faculty unless the recommendations are clear and persuasive to the committee. (2) Richard pointed out what members should have seen in the sympathy announcement indicating that committee member Nancy Gall’s husband has died; Nancy will be on leave for the remainder of the semester. (3) Richard read an email from Judy Haugh noting that while the comprehensiveness of the texts for GEG 1H were commended, the fact that they all pre-date 2006 led to the COR being *conditionally* approved. Richard suggested that it is reassuring that others actually read our CORs and hold them to the standard we attempt to meet. (4) Richard shared an email from Ajené wondering if common curriculum has been suspended based on an email he received from a Norco faculty member informing him that Norco intends to develop its own version of Business 22; the underlying problem appears to have been a C-ID rejection based on lack of a prerequisite, and Richard indicated that we would more likely be revising the common COR for all three colleges and resubmitting it for C-ID approval.

(4) Richard took some time to summarize the keynote address given by Patrick Perry at the Academic Senate Plenary Session on Nov. 8. Patrick Perry is the system vice chancellor for technology and has a keen sense of how data can support effective instruction. Richard is trying to track down the PowerPoint Patrick used but summarized these topics: (a) The CCC Scorecard [<http://scorecard.cccco.edu/scorecard.aspx>], (b) Salary Surfer [<http://salarysurfer.cccco.edu/SalarySurfer.aspx>], (c) C-ID funding, (d) the development of a system LMS and portal for college DE offerings, and (e) progress (finally!) on a common CCC placement assessment tool.

F. **Curriculum Policy & Procedure**

- *Common Curriculum*: Richard noted that he edited the document consistent with member comments at the previous meeting and passed it on for discussion at MVC & Norco. The committee will wait for comments to return from the other colleges about how some of the difficulties can be addressed.
- *Curriculum goals for 2013-14*. Richard noted that he will be working with Virginia to fill in some of the detail on the draft curriculum document that members have reviewed and that drafts will continue to come to the committee until it’s ready for review.
- *55002 (a)(2)(A)*: “The grade is based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of [1] essays, or, in courses where the curriculum committee deems them to be appropriate, by [2] problem solving exercises or [3] skills demonstrations by students.” Members voted to seek a change to the stem for Methods of Evaluation. The stem currently reads, “Students will be evaluated for progress in and/or mastery of learning outcomes by methods of evaluation which *may include*, but are *not limited to*” (emphasis added). Members are concerned that this language is so permissive that faculty are not committed to following even the minimal title 5 requirement cited above. Some CORs have already been rejected by C-ID because the stem indicated that essays were not required. The committee wishes to see the problem discussed at MVC & Norco and for the stem

to permit the mandating of varieties of evaluation based on the methods appropriate to the discipline. (Dean/Schmidt, M/S/C)

- AP 4260. Members found the language not very clear as drafted but were generally satisfied that the process is clear given Richard’s summary of the intent. The committee wished to see two clarifications: (1) The sentence “The committee will maintain documentation demonstrating robust collegial consultation related to content review with statistical validation” makes it sound like statistical validation is still required to move cross-disciplinary prerequisites forward and that language needs to be clarified. (2) Kelly noted that Academic Standards came up with language to describe the criteria for choosing a faculty representative when a full-time faculty member is not available in a discipline, and urged that the language developed by Standards be included in AP 4260.

G. Approval Items:

Course	Title	Location	Comment
1. New Stand Alone Courses: None			
2. New Courses: Jew/Schmidt, M/S/C			
ART-28A	Studio Painting-Portfolio Preparation	MNR	
ART-28B	Studio Painting-Portfolio Presentation	MNR	
ART-30A	Printmaking-Introduction	NR	
ART-30B	Printmaking-Intermediate	NR	
ART-36A	Computer Art-Introduction	MNR	
ART-36B	Computer Art-Intermediate	MNR	
ART-40A	Figure Drawing-Introduction	MNR	
ART-40B	Figure Drawing-Intermediate	MNR	
ART-41A	Figure Painting-Introduction	MNR	
ART-41B	Figure Painting-Intermediate	MNR	
ART-42A	Studio Figure Drawing-Portfolio Preparation	MNR	
ART-42B	Studio Figure Drawing-Portfolio Presentation	MNR	
ART-43A	Studio Figure Painting-Portfolio Preparation	MNR	
ART-43B	Studio Figure Painting-Portfolio Presentation	MNR	
ART-48A	Studio Drawing-Portfolio Preparation	MNR	
ART-48B	Studio Drawing-Portfolio Presentation	MNR	
ART-49A	Studio Printmaking-Portfolio Preparation	NR	
ART-49B	Studio Printmaking-Portfolio Presentation	NR	
3. Course Inclusions: None			
4. Major Course Modifications: Dean/Schmidt, M/S/C			
CHI-11	Culture and Civilization	NR	
ENG-6	British Literature I: Anglo-Saxon through Eighteenth Century	MNR	
ENG-7	British Literature II: Romanticism through Modern-	MNR	

Course	Title	Location	Comment
	ism/Post-Modernism		
ENG-14	American Literature I: Pre-Contact through Civil War	MNR	
ENG-15	American Literature II: 1860 to the Present	MNR	
ENG-30	Children's Literature	MNR	
GEG-1L	Physical Geography Laboratory	MNR	
GER-11	Culture and Civilization	R	
ITA-11	Culture and Civilization	R	
JPN-11	Culture and Civilization	NR	
KOR-11	Culture and Civilization	R	
RUS-11	Culture and Civilization	R	
	Kelly had a question about the intent of the phrase "Quality of participation" in the methods of evaluation for several of the music courses. Steven addressed her concern and the committee voted to approve the proposed modifications. Schmidt/Dean, M/S/C		
MUS-29	Concert Choir	MR	
MUS-33	Vocal Jazz Ensemble	NR	
MUS-35	Vocal Music Ensembles	NR	
MUS-36	Instrumental Chamber Ensembles	MR	
MUS-41	Chamber Singers	R	
MUS-42	Wind Ensemble	R	
MUS-44	Jazz Ensemble	R	
MUS-48	Marching Band	R	
MUS-50	Master Chorale	R	
MUS-55	Community Concert Band	R	
MUS-77	Guitar Ensemble	MNR	
MUS-P36	Piano Ensemble	R	
MUS-P44	Jazz Lab Band	NR	

The meeting adjourned at 4:45 when quorum was lost.

Riverside City College
Curriculum Committee Minutes
26 November 2013, 3-5 pm, DL 409

Members Present

- Linda Braiman, Library
- Amanda Brown, Math
- Jami Brown, Behavioral Science
- Marsha Brown, Cosmetology
- Greg Burchett, Life Science
- James Cheney, Physical Science
- Les Dean, Econ, Geography, Poli Sci
- Kelly Douglass, English & Media
- Angie Fawson, Nursing
- Sandra Fontana, World Language
- Nancy Gall, Applied Tech
- Robert Jew, Art
- Clara Lowden, Kinesiology
- Karyn Magno, Counseling
- Richard Mahon, History, Phil, Hum (chair)
- Paul Richardson, Chemistry
- Cliff Ruth, Comm Studies
- Steve Schmidt, Performing Arts
- Ajené Wilcoxson, Business & Info Systems
- Shari Yates, ECS

Admin / Staff / Guests

Rita Chenoweth, Program Review Committee Chair
Virginia McKee-Leone, Dean of instruction

Student Reps, ASRCC

Tandy Dang
Brennan Gonnering
Ravneet Kaur

- A. The meeting convened when quorum was attained at 3:00 pm
- B. The agenda was approved as submitted (Braiman/Richardson, M/S/C)
- C. The minutes of 12 November 2013 were approved as submitted (A. Brown/Schmidt, M/S/C)
- D. Open Hearing (no items)
- E. **Announcements** (1) Richard reviewed (one additional time) the Patrick Perry PowerPoint presented at the Fall Academic Senate Plenary Session; (2) Richard distributed a copy of the new *Course Repetition Guidelines* from the Chancellor's Office; (3) Richard read final language developed to be part of the WebAdvisor TA approval process that indicates that faculty have reviewed the good practice guidelines regarding DE courses (4) Richard distributed a PowerPoint regarding ongoing progress with CCC baccalaureate degrees; he noted that the initiative would likely be strongly opposed at the state level unless ongoing categorical funding is provided to support local initiatives; (5) Richard distributed a document showing section count, WSCH, and FTES by department in 2006 and 2012. The document comes from the current draft of the Ed Master Plan. Richard noted which departments had lost the most sections over that six year period (Library, Business/CIS, Counseling), and which had suffered the greatest loss in FTES (Library, Counseling, Econ/Geog/Poli Sci). He noted that the data seems to suggest that Art and Performing Arts had actually seen the number of sections *increase* and

wondered if this is the result of ongoing dialog with Raj about how to count the number of sections in departments that teach multiple course sections simultaneously. Members also noted that the data does not indicate the existence of Comm Studies as a department in 2012, though it was part of English in 2006, and that the 17% decline in sections in that department might be related to the department of Comm Studies from the department.

(6) The committee had a discussion of the revised AP 4260. The procedure was not agendized for action since members did not receive the document until the day prior to the meeting. Nevertheless, the committee reviewed changes from the previous version and seemed to approve of the change to the language regarding the use of statistical validation as *part* of the content review process. By contrast, members continued to be concerned that the procedure is not more specific about the selection of faculty members to serve on the review committees. By a straw vote, the committee is not yet willing for the procedure to go to the Senate for review.

F. Curriculum Policy & Procedure

- *Common Curriculum*: no update
- *Curriculum goals for 2013-14*. No update though announcement item #5 above will become part of the document.

G. Approval Items:

Course	Title	Location	Comment
1. New Stand Alone Courses: None			
2. New Courses: Richardson/Lowden, M/S/C. Kelly Douglass noted that the MVC version of the COR should include reference to English 80 in the advisory grid			
ECO-8H	Honors Principles of Microeconomics	MNR	
3. Course Inclusions: None			
4. Major Course Modifications:			
AML-22	American Deaf Culture	R	
GEO-1	Physical Geology	R	
MAT-36	Trigonometry	MNR	
PSY-1	General Psychology	MNR	
RUS-2	Russian 2	R	Note that the sample assignments were rather generic
SOC-12	Marriage and Family Relations	MNR	
SOC-22	American Deaf Culture	R	
5. Course Deletions: None			
6. Course Exclusions: None			
7. New State-Approved Certificates/Degrees: Richardson/ Jami Brown, M/S/C. Richard noted that the one required class is Logic and that math has been ambivalent lately about wishing to maintain the cross listing. Currently math supports maintain the cross listing, but it would not undermine the ADT if math changed its mind.			
Associate in Arts in Philosophy for Transfer Degree			NR
8. New Locally Approved Certificate: None			

Course	Title	Location	Comment
9. Modification to State/Locally Approved Certificate/Degrees: None			
10. Deletion of Certificate/Degrees: None			
11. Distance Education: None			

The meeting adjourned at 3:59.

Riverside City College
Curriculum Committee Approved Minutes
 3 December 2013, 3-5 pm, Hall of Fame

Members Present

- Linda Braiman, Library
- Amanda Brown, Math
- Jami Brown, Behavioral Science
- Marsha Brown, Cosmetology
- Greg Burchett, Life Science
- James Cheney, Physical Science
- Les Dean, Econ, Geography, Poli Sci
- Kelly Douglass, English & Media
- Angie Fawson, Nursing
- Sandra Fontana, World Language
- Nancy Gall, Applied Tech
- Robert Jew, Art
- Clara Lowden, Kinesiology
- Karyn Magno, Counseling
- Richard Mahon, History, Phil, Hum (chair)
- Paul Richardson, Chemistry
- Cliff Ruth, Comm Studies
- Steve Schmidt, Performing Arts
- Ajené Wilcoxson, Business & Info Systems
- Shari Yates, ECS

Admin / Staff / Guests

Rita Chenoweth, Program Review Committee Chair
 Virginia McKee-Leone, Dean of instruction

Student Reps, ASRCC

Tandy Dang
 Brennan Gonnering
 Ravneet Kaur

Guests:

Rich Finner, ADM
 Jim Knieriem, App Tech/Welding
 Patrick Scullin, ADM

- A. The meeting convened at 3:00 pm
- B. The agenda was approved as submitted (Schmidt/Lowden, M/S/C)
- C. The minutes of 26 November 2013 were approved with minor corrections (A. Brown/Richardson, M/S/C)
- D. Open Hearing (no items)
- E. **Announcements:** The draft agenda included Greek 1 and 2 as action items. Discipline facilitator Kathy Kelly has advised Richard that the department has struggled to maintain the full range of language offerings it was able to support in the past, and has agreed that it wishes to delete Greek 1 and 2 from the curriculum. Thus these items were deleted from the action agenda for the meeting.
- F. **Curriculum Policy & Procedure**
 - *Developing a procedure for email voting.* It was suggested by Carolyn Quin, the MVC/district curriculum committee chair, that perhaps RCC would want to develop a process for email voting. After some discussion, members strongly agreed that it does not wish to allow decision making apart from committee meetings. Concerns were raised about both procedural issues (Brown Act

compliance) and substantive issues, especially maintaining the quality of committee dialog.

- *Math graduation competency language:* The committee was asked to review catalog language for math competency for graduation: “Students must demonstrate minimum proficiency in mathematics by the successful completion of a Riverside Community College District mathematics course with a “C” or higher, selected from Math 1-36 (excluding MAT-32), or the equivalent.” After some discussion, especially regarding students’ understanding “or the equivalent,” which might mean a qualifying AP exam score or an appropriate course taken at another college, the committee voted to approve the language (A. Brown/Richardson, M/S/C).

- Common Curriculum, *no update*

- *Curriculum goals for 2013-14: no update*

G. Approval Items:

Course	Title	Location	Comment
1. New Stand Alone Courses: None			
2. New Courses: Schmidt/Richardson, M/S/C			
THE-9	Dramatic Literature-Script Analysis	NR	
3. Course Inclusions:			
4. Distance Education: Lowden/Dean, M/S/C The committee had an extended discussion about whether it is prudent to approve DE proposals for classes whose COR is notably non-compliant (as is the case with PAL 78). Greg provided some background on the question and the committee voted to approve the proposal, though it would like to see faculty update CORs when DE changes are proposed.			
PAL-78	Civil Litigation and Procedures	R	Hybrid
5. Major Course Modifications: Dean/Richardson, M/S/C The committee voted to approve all proposals though it noted (1) there were questions about the meaning of “college level reading and writing skills for Journalism 7; (2) there was a question about whether the MOE for FTV 43 is appropriate; (3) Pol 2 and 2H do not match to the degree that they should.			
ARA-1	Arabic 1	R	
ARA-2	Arabic 2	R	
ARA-3	Arabic 3	R	
FTV-43	Television Studio and Equipment	R	
JOU-1	Introduction to Journalism	MNR	
JOU-7	Mass Communications	MNR	
PHI-10H	Honors Introduction to Philosophy	MNR	
PHI-12	Introduction to Ethics: Contemporary Moral Issues	MNR	
PHY-10	Introduction General Physics	MNR	
POL-1	American Politics	MNR	
POL-1H	Honors American Politics	MNR	
POL-2	Comparative Politics	MNR	

Course	Title	Location	Comment
POL-2H	Honors Comparative Politics	MNR	
POL-3	Introduction to Politics	R	
POL-4	Introduction to World Politics	MNR	
POL-4H	Honors Introduction to World Politics	MNR	
POL-5	The Law and Politics	NR	
POL-8	Introduction to Public Administration and Policy Development	MR	
POL-11	Political Theory	MNR	
6. Course Deletions:			
7. Course Exclusions: None			
8. New State Approved Certificates/Degrees: None			
9. New Locally Approved Certificate:			
10. Modification to State/Locally Approved Certificate/Degrees: Richardson/Lowden, M/S/C			
Rich Finner and Patrick Scullen joined the committee to discuss some of the distinctive aspects of CTE certificates/degrees. Rich described way in which the curricula of the graphics program is prescribed by the statewide professional body, and noted that the curriculum is also very sequential. The sequential nature of the curriculum makes it easier to assess student learning at various points along the student's path. Rich and Patrick also shared data about the number of program completers and reasons why the number of completers have moved up and down over time (data presented covered the years 1991-2012).			
Applied Digital Media			R
Basic Design Graphics			R
Basic Electronic Prepress			R
New Media and Interactive Design			R
Film, Television and Video Production Specialist			R
Basic Television Production			R
11. Deletion of Certificate/Degrees: None			

The meeting adjourned at 4:20.

Riverside City College
Curriculum Committee Approved Minutes
 25 February 2014, 3-5 pm, Hall of Fame

Members Present

- Linda Braiman, Library
- Amanda Brown, Math
- Jami Brown, Behavioral Science
- Marsha Brown, Cosmetology
- Greg Burchett, Life Science
- James Cheney, Physical Science
- Les Dean, Econ, Geography, Poli Sci**
- Kelly Douglass, English & Media
- Angie Fawson, Nursing
- Sandra Fontana, World Language**
- Nancy Gall, Applied Tech
- Robert Jew, Art
- Clara Lowden, Kinesiology
- Karyn Magno, Counseling
- Richard Mahon, History, Phil, Hum (chair)
- Paul Richardson, Chemistry**
- Cliff Ruth, Comm Studies
- Steve Schmidt, Performing Arts**
- Ajené Wilcoxson, Business & Info Systems**
- Shari Yates, ECS

Admin / Staff / Guests

- Rita Chenoweth, Program Review Committee Chair
- Virginia McKee-Leone, Dean of Instruction
- Susan Mills, VP Academic Affairs

Student Reps, ASRCC

- Tandy Dang
- Brennan Gonnering
- Ravneet Kaur

Guests:

- Kris Anderson, English
- Peter Matsos, Psychology
- Jo Scott-Coe, English

- A. The meeting convened at 3:00 pm
- B. The agenda was approved with minor changes (Lowden/J. Brown, M/S/U)
- C. The minutes of 3 December 2013 were approved as submitted (Gall/Lowden, M/S/C; J. Brown, Gall, and Jew abstained).
- D. Open Hearing: no items
- E. **Announcements:** Richard briefly described the Academic Senate's "Academic Academy" focused on general education and noted that he would bring a review of general education to the committee following the completion of the Assessment Committee review of general education.
- F. **Curriculum Policy & Procedure**
 AP 4260 language: Kelly Douglass provided revised language for the section of AP 4260 which the committee was not quite willing to support in the fall. Kelly suggested two additional small changes from the document members received, and after some discussion, the committee voted to endorse the language and forward it to the District Curriculum Committee for review by MVC

In accordance with the Ralph M. Brown Act and SB 751, minutes of the RCC Curriculum committee record the votes of all committee members as follows. (1) Members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.

and Norco (Gall/Braiman, M/S/C; Burchett, nay).

- Methods of evaluation, stem language: Richard indicated that the MVC & Norco chairs would like to have the Riverside committee propose language to amend the current “methods of instruction” stem. The committee discussed problems with the current language and what improved language would look like. Richard indicated he would draft language and bring it back to the committee for review.

- *Curriculum goals for 2013-14: no update*

G. Approval Items:

Psych 50: “Extensive Preparation” Lab. Peter Matsos attended the meeting to request recognition of Psych 50 as an “Extensive Preparation “ lab on the basis of the criteria provided in the contract. After a summary of the origins of the course in the ADT for Psychology, Peter answered questions from members of the committee about the course, the interaction of the lecture and lab components, and how the course is taught. At the end of the discussion, some members requested more time to review the contract language and the course outline. Peter also agreed to provide a copy of the syllabus to the chair to distribute to the committee so that members might see how the COR is being delivered. Richard indicated that he would agendize the item for action at the next meeting (March 4).

Course	Title	Location	Comment
1. New Stand Alone courses: Douglass/Ruth, M/S/C; Braiman, abstained.			
ENE-38	Introduction to Programming Concepts and Methodologies for Engineers	NR	
ENE-39	Engineering Circuit Analysis	NR	
2. New Courses: Douglass/J. Brown, M/S/U			
DAN-D5	Summer Showcase Dance Performance	R	
DAN-D8	American College Dance Association Rehearsal & Performance	R	
ENG-17A	Literary Magazine Production: Beginning	R	
ENG-17B	Literary Magazine Production: Intermediate	R	
ENG-17C	Literary Magazine Production: Advanced	R	
3. Course Inclusions: None			
4. Distance Education: None			
5. Major Course Modifications: Gall/A. Brown, M/S/U			
ADJ-2	Principles and Procedures of the Justice System	MNR	
ART-17	Beginning Drawing	MNR	
ART-18	Intermediate Drawing	MNR	
ART-26	Beginning Painting	MNR	
ENG-1BH	Honors Critical Thinking and Writing	MNR	
ENG-11	Creative Writing	MNR	

Course	Title	Location	Comment
ENG-12	Special Studies in Creative Writing	R	
ENG-47	Inlandia: Regional Writing about the Inland Empire	R	
MAT-10	Precalculus	MNR	
MAT-11	College Algebra	MNR	
MAT-12H	Honors Statistics	MNR	
6. Course Deletions: Lowden/Magno, M/S/U			
EAR-22	Early Childhood Programs and Career Opportunities	MNR	
ENG-17	Literary Magazine Production	R	
7. Course Exclusions: None			
8. New State Approved Certificates/Degrees: None			
9. New Locally Approved Certificate: None			
10. Modification to State/Locally Approved Certificate/Degrees:			
11. Deletion of Certificate/Degrees: None			

The meeting adjourned at 4:35.



Riverside City College
Curriculum Committee Approved Minutes
5 March 2014, Hall of Fame

Members Present

- Linda Braiman, Library
- Amanda Brown, Math
- Jami Brown, Behavioral Science
- Marsha Brown, Cosmetology
- Greg Burchett, Life Science
- James Cheney, Physical Science
- Les Dean, Econ, Geography, Poli Sci
- Kelly Douglass, English & Media
- Angie Fawson, Nursing
- Nancy Gall, Applied Tech
- Robert Jew, Art
- Elena Kobzeva-Herzog, World Language
- Clara Lowden, Kinesiology
- Karyn Magno, Counseling
- Richard Mahon, History, Phil, Hum (chair)
- Paul Richardson, Chemistry**
- Cliff Ruth, Comm Studies
- Steve Schmidt, Performing Arts
- Ajené Wilcoxson, Business & Info Systems**
- Shari Yates, ECS**

Student Reps, ASRCC

Tandy Dang
Ravneet Kaur

Admin / Staff / Guests

Patricia Avila, Dean, CTE
Rita Chenoweth, Program Review Committee Chair
Barbara Dunsheath, ACCJC Visiting Team
Judy Haugh, Articulation Officer
Virginia McKee-Leone, Dean of Instruction
Susan Mills, VP Academic Affairs
Sunyeen Pai, ACCJC Visiting Team

- A. The meeting convened at 3:00 pm
- B. The agenda was approved with minor changes (Gall/Schmidt, M/S/U)

Les Dean arrived

- C. The minutes of 25 February 2014 were approved as submitted (Gall/Lowden, M/S/C; Dean and Schmidt abstained).

James Cheney arrived

- D. Open Hearing: no items
- E. **Announcements:** Members who had met with members of the Accreditation Visiting Team noted that the process seemed to be going well.

In accordance with the Ralph M. Brown Act and SB 751, minutes of the RCC Curriculum committee record the votes of all committee members as follows. (1) Members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.

F. Curriculum Policy & Procedure

- **methods of evaluation, stem language:** Members discussed the proposed change to the stem language for methods of evaluation below. Members expressed concern that (1) language regarding student learning outcomes is diluted; (2) the proposed language does not take into account the fact that additional methods of evaluation are still permitted; (3) if essays, skill demonstrations, and problem solving exercises are included as mandatory elements, they should not also be included in the optional elements. Members discussed multiple changes to the stem and agreed it would be best to defer action until final language is available for members to review before recommending.

Change “Students will be evaluated for progress in and/or mastery of learning outcomes by methods of evaluation which may include, but are not limited to:” *to* “Students will be evaluated for proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays, problem solving exercises, or demonstrations of skill.”

- *Curriculum Handbook:* Richard noted that members had received an earlier draft of the *Curriculum Handbook* last spring and indicated that the draft distributed with the day’s agenda was significantly improved by Carolyn Quin. Richard also indicated that he would ask members to review specific sections for the April committee meeting and that all members should look for content that should be *added* to make the document more useful.

- *Curriculum goals for 2013-14: no update*

G. Approval Items:

Psych 50: “Extensive Preparation” Lab. Members had an extensive discussion (over 30 minutes) of the proposal to approve Psych 50 as an “extensive preparation lab.” The discussion was informed in part by review of the C-ID descriptor for Psych 205B, “Introduction to Research Methods in Psychology (With Lab),” course outlines for the comparable course from Cabrillo College, Rio Hondo College, and Santiago Canyon College, a sample lab activity assignment provided by Marc Wolpoff the current instructor of the class, and a document from Peter Matsos showing the alignment of COR elements with the Extensive Preparation criteria in the contract.

Members expressed the following concerns: in spite of the summary provided by Peter, it is not clear that the contract elements are met; while both students and faculty no doubt work very hard in the class, it is not clear that the lab component of the class is a separate instructional activity itself as distinct from an extension of the lecture portion of the class; if the lab section is truly an independent lab, it is hard to see how the hours provided in half a unit of lab could be adequate (it was noted that Cabrillo & Santiago Canyon both include a full unit of lab activity); the work performed in the lab—which still lacks human or animal subjects—seems more comparable to homework than to the work performed in an extensive preparation lab; the COR does not seem to be qualitatively different from Soc 50, which is a 3-unit research methods course with no lab; a more clear distinction between lecture and lab activity would be helpful; members noted the interaction between the coding of the lab and the course cap, while also noting that the course cap is outside the scope of curriculum committee review.

Approve Psych 50 as a Extensive Preparation lab: Gall/Schmidt, M/S/F; Douglass voted aye; members A. Brown & Herzog-Kobzeva abstained.

Members agreed that the faculty might revise the COR and request committee reconsideration at a future time.

Course	Title	Location	Comment
1. New Stand Alone Courses: None			
2. New Courses: Schmidt/Gall, M/S/U (Burchett temporarily out of the room)			
DAN-6H	Honors Dance Appreciation	R	
ADM-62	Typography and Graphic Design	R	
MUS-43A	Jazz Improvisation and Theory I	NR	
MUS-43B	Jazz Improvisation and Theory II	NR	
MUS-43C	Jazz Improvisation and Theory III	NR	
3. Course Inclusions: None			
4. Distance Education: None			
5. Minor Modification: Dean/Lowden, M/S/C, Kobzeva-Herzog abstained			
GEG-1H	Honors Physical Geography	MNR	
6. Major Course Modifications: Gall/Fawson, M/S/C, Kobzeva-Herzog, abstained			
ACC-62	Payroll Accounting	MNR	
ACC-65	Computerized Accounting	MNR	
ADM-70	Project Production & Portfolio <i>Approved though the committee noted typos in the course description and suggested a change from "Complete student portfolio" to "Students will complete a portfolio."</i>	R	
DAN-D47	Pilates, Beginning	R	
DAN-D48	Universal Reformer Technique	R	
DAN-D49	Pilates, Intermediate	R	
DAN-D50	Pilates for Dancers	R	
DAN-D51	Pilates, Advanced	R	
EAR-33	Infant and Toddler Development	MNR	
EAR-34	Infants and Toddler Care and Education	MNR	
EAR-38	Adult Supervision and Mentoring in Early Care and Education	MNR	
EAR-44	Administration I: Programs in Early Childhood Education	MNR	
EAR-45	Administration II: Personnel and Leadership in Early Childhood Education	MNR	
GEO-1L	Physical Geology Laboratory <i>Approved though Math 35 appears as an advisory on the COR, not a prerequisite</i>	R	
NVN-52	Introductory Concepts of Vocational Nursing -	R	

Course	Title	Location	Comment
	Nursing Fundamentals		
NVN-55	An Introductory Course to Contemporary Vocational Nursing Practice	R	
NVN-61	Intermediate Concepts of Vocational Nursing-Care of the Family	R	
OCE-1	Introduction to Oceanography	R	
SOC-50	Introduction to Social Research Methods	MNR	
7. Course Deletions: Schmidt/Lowden, M/S, Kobzeva-Herzog abstained			
ADM-25	Adobe Acrobat	R	
ADM-76	QuarkXPress	R	
ADM-89	Applied Digital Media Portfolio	R	
MAT-7	Mathematica	R	
8. Course Exclusions: None			
9. New State Approved Certificates/Degrees: None			
10. New Locally Approved Certificate: None			
11. Modification to State/Locally Approved Certificate/Degrees: Jami Brown/Amanda Brown, M/S/C, Kobzeva-Herzog, abstained			
Associate in Arts in Sociology for Transfer			R
12. Deletion of Certificate/Degrees: None			

The meeting adjourned at 4:45.



Riverside City College
Curriculum Committee Approved Minutes
25 March 2014, Hall of Fame

Members Present

- Linda Braiman, Library
- Amanda Brown, Math
- Jami Brown, Behavioral Science
- Marsha Brown, Cosmetology
- Greg Burchett, Life Science
- James Cheney, Physical Science
- Les Dean, Econ, Geography, Poli Sci
- Kelly Douglass, English & Media
- Angie Fawson, Nursing
- Nancy Gall, Applied Tech
- Dorothy Gaylor, World Language
- Robert Jew, Art
- Clara Lowden, Kinesiology
- Karyn Magno, Counseling
- Richard Mahon, History, Phil, Hum (chair)
- Paul Richardson, Chemistry
- Cliff Ruth, Comm Studies
- Steve Schmidt, Performing Arts
- Ajené Wilcoxson, Business & Info Systems
- Shari Yates, ECS

Student Reps, ASRCC

Ravneet Kaur

Admin / Staff / Guests

Patricia Avila, Dean, CTE
Judy Haugh, Articulation Officer
Virginia McKee-Leone, Dean of Instruction
Susan Mills, VP Academic Affairs

- A. The meeting convened at 3:00 pm
- B. The agenda was approved as submitted (Schmidt/Gall, M/S/U)
- C. The minutes of 25 February 2014 were approved with minor corrections (Gall/Lowden, M/S/C; Gaylor abstained).

James Cheney & Shari Yates arrived

- D. Open Hearing: no items
- E. **Announcements:** (1) **Math grad requirement:** The committee reviewed Math discipline meeting notes from March 21, 2014, which seem to indicate an intention regarding the math graduation requirement different from the one the committee earlier endorsed. The item will be re-agendized for April 26 so that the committee can re-vote to support the discipline intention (2) **AB 86:** The committee reviewed the intent and funding behind AB86, which explores the provision of adult/noncredit education as it is divided between K12 and community college

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districts; some members noted that the budget for RCCD (\$435,294) will support *a lot* of consulting. (3) **Curriculum Institute:** While the committee has supported the concept that it should send representatives to the Curriculum Institute when that event is held in the south, the presence of a CTE strand this year makes the institute appealing, and the committee endorsed Nancy Gall's participation by consensus. (4) **BA degrees in CCCs:** Richard noted that the committee has received various updates on this topic, which has now become the subject of a bill in the California State Senate, sponsored by former San Diego CCD trustee and current California senator, Marty Block. While one of the primary historical justification for these degrees has been the need to expand baccalaureate nursing education, the current bill language *excludes* programs for which the CSU system offers a degree. Additionally, the current bill language seems not to provide any categorical or differential funding for baccalaureate programs, though it does allow colleges to pass on the entire cost of funding beyond the associate level to students, thus partially privatizing baccalaureate study at community colleges which is substantially state funded at CSU and UC.

F. Curriculum Policy & Procedure

- **Review of Curriculum Handbook.** Richard assigned review of various subsections to members of the committee, with the expectation that absent members would note omissions and propose expansions for the document, with recommendations to be considered at the April 8 meeting.
- **methods of evaluation, stem language:** Members discussed the proposed change to the stem language for methods of evaluation below. *Recommended change* "Students will be evaluated for progress in and/or mastery of learning outcomes by methods of evaluation which may include, but are not limited to" *to* "Students will be evaluated for progress and proficiency in learning outcomes by methods of evaluation which must include at least one of the following as appropriate to the discipline: essays, problem solving exercises, or demonstrations of skill; additional methods of evaluation may also include but are not limited to: [and then the list]".

After extended discussion, members voted to recommend the change to MVC and Norco (Schmidt/Dean, M/S/C; Gaylor abstained).

Ajené Wilcoxson arrived; Clara Lowden departed

- **AP 4260:** The committee considered the "counter proposal" from MVC. Discussion focused not only on the process for establishing prerequisites, but also the process for the revalidation required by regulation. Concern was also expressed regarding the use of statistical validation which, while no longer required, some members would still like to see *mandated* as a portion of the proposal process. Given the complexity of issues, members agreed to review the language with their department and defer action until the April 8 committee meeting (M/S/U, Gall/Dean, to defer action to the April 8 committee meeting.
- **Add AO as voting member of committee:** Richard reviewed a recent informal poll on the SCIAAC (*Southern California Intersegmental Articulation Council*) listserv that indicates that a very large percentage of curriculum committees include the articulation officer as a voting member. Members of the committee agreed that it would be desirable to propose an amendment to the committee's structure in the Senate bylaws provided that the AO is designated as a

member of the faculty and authorized Richard to take the matter to the Senate (Burchett/Dean, M/S/U).

G. Approval Items:

Course	Title	Location	Comment
1. New Stand Alone Courses: None			
2. New Courses: Burchett/Jew, M/S/C, Gaylor abstained.			
ART-25A	Watercolor-Beginning	MNR	N might retain ART-25
ART-25B	Watercolor-Intermediate	MNR	
ART-35A	Illustration-Beginning	NR	N might retain ART-35
ART-35B	Illustration-Intermediate	NR	
KIN-A31A	Beginning Water Aerobics and Deep Water Exercise	R	
KIN-A31B	Intermediate Water Aerobics and Deep Water Exercise	R	
KIN-A31C	Advanced Water Aerobics and Deep Water Exercise	R	
KIN-A89A	Beginning Body Sculpting	MR	
KIN-A89B	Intermediate Body Sculpting	MR	
KIN-A89C	Advanced Body Sculpting	MR	
3. Course Inclusions:			
4. Distance Education: Members reviewed the expectation for updating of deficient CORs connected to DE proposals. Richard indicated that the committee has not required update of the COR in order to pass the DE proposal but that faculty are encouraged to update all substandard CORs. The specific issue noted for the EAR-28 COR is that there are no GE SLO links, though Karyn Magno pointed out that no EAR courses count toward GE requirements, and thus the linkage would not be expected. Shari noted that the discipline has been trying energetically to see some of its courses added to the GE list, a process for which there is currently no accepted process. M/S/C to approve EAR-28 (Yates/Dean, Burchett, nay; Gaylor was temporarily out of the room)			
EAR-28	Principles and Practices of Teaching Young Children	MNR	online
5. Major Course Modifications: After the removal of Math 32 from the agenda pending its exclusion by the Riverside math department, the committee voted to approve the major mods, Gall/Schmidt, M/S/C Gaylor abstaining.			
COM 12	Intercultural Communication <i>Although members voted to approve Kelly Douglas noted that ENG 80 needed to be added to the advisory grid.</i>	MNR	
DAN-9	Choreography III	R	
DAN-D9	Concert Dance Ensemble	R	
DAN-D10	Dance Performance	R	
DAN-D11	Dance Touring Ensemble Rehearsal	R	
DAN-D22	Ballet, Intermediate	R	
DAN-D23	Ballet, Advanced	R	
DAN-D24	Pointe Technique, Beginning	R	
DAN-D32	Jazz, Beginning	MNR	
DAN-D38	Modern Dance, Intermediate	NR	
DAN-D39	Modern Dance, Advanced	R	
OCE-1L	Introduction to Oceanography Laboratory	R	
PHI-32	Introduction to Symbolic Logic	MNR	
PHI-33	Introduction to Social and Political Philosophy: <i>Although members voted to approve Kelly Douglas noted that ENG 80 needed to be added to the advisory grid.</i>	NR	
PHY-11	Physics Lab	MNR	
7. Course Deletions: Burchett/Gall, M/S/U			

GRK-1	Ancient Greek 1	R	
GRK-2	Ancient Greek 2	R	
8. Course Exclusions: M/S/U, Gall/Schmidt. While members were happy to see inactive courses be removed from the catalog, they also wish to see these courses still listed as part of the GE and AOE sections of the catalog, since they remain active courses at MVC and RCC students could use them to meet grad requirements.			
HIS-4	History of Western Civilization	R	
HIS-5	History of Western Civilization	R	
HIS-21	History of Ancient Greece	R	
HIS-22	History of Ancient Rome	R	
9. New State-Approved Certificates/Degrees: M/S/C, Cheney/Burchett, Gaylor abstaining			
Associate in Science in Physics for Transfer			R
10. New Locally Approved Certificate: Wilcoxson/Gall, M/S/C, Gaylor abstaining			
Small Business Accounting		MNR	
Small Business Payroll Accounting		MNR	
11. Modification to State/Locally Approved Certificate/Degrees:			
Jazz Performance			R
12. Deletion of Certificate/Degrees: None			

The meeting adjourned at 4:55.



Riverside City College
Curriculum Committee Approved Minutes
8 April 2014, Hall of Fame

Members Present

- Linda Braiman, Library
- Amanda Brown, Math
- Jami Brown, Behavioral Science
- Marsha Brown, Cosmetology
- Greg Burchett, Life Science
- James Cheney, Physical Science
- Les Dean, Econ, Geography, Poli Sci**
- Kelly Douglass, English & Media
- Angie Fawson, Nursing
- Nancy Gall, Applied Tech
- Dorothy Gaylor, World Language**
- Robert Jew, Art
- Clara Lowden, Kinesiology
- Karyn Magno, Counseling
- Richard Mahon, History, Phil, Hum (chair)
- Paul Richardson, Chemistry
- Cliff Ruth, Comm Studies
- Steve Schmidt, Performing Arts
- Ajené Wilcoxson, Business & Info Systems
- Shari Yates, ECS

Student Reps, ASRCC

Tandy Dang
Ravneet Kaur

Admin / Staff / Guests

Patricia Avila, Dean, CTE
Rita Chenoweth, Program Review Committee Chair
Jocelyn Dehoyas, Student
Judy Haugh, Articulation Officer
Susan Mills, VP Academic Affairs

- A. The meeting convened at 3:00 pm
- B. The agenda was approved as submitted (Schmidt/Burchett, M/S/U)
- C. The minutes of 25 March 2014 were approved with minor corrections (Amanda Brown/Lowden, M/S/C; Braiman abstained).
- D. Open Hearing: no items
- E. **Announcements:** (1) Richard noted that he attended a Curriculum Committee meeting at Chaffey College on April 2 and that the Chaffey chair, Marie Boyd, will join our committee for the April 22 meeting. (2) Richard distributed the draft language that has gone to the Senate to add the articulation officer as a voting member of the committee.
- F. **Curriculum Policy & Procedure**

Members Cheney, Fawson, Gal, Magno & Yates arrived.

- **Math graduation requirement.** Although the language has not changed, the Math discipline's intention is now understood differently than was the case when the committee acted to

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approve the language in December. In December, the committee understood that the discipline wished to require that all RCC degree recipients must take a math class at the college. The discipline's intent is that students who place above the level of intermediate algebra need not take a class, since their placement will have satisfied the Title 5 requirement to receive a degree: Richardson/Burchett, M/S/C,

Wilcoxson arrived.

- **Review of Curriculum Handbook.** Members shared their observations of the *Curriculum Handbook*, noting that while some areas could be clarified, that it is the most thorough and clear members of the committee have had access to. Some areas which could be clarified include: the role of discipline facilitators, the adjudication process, TOPS codes, the need for more precision in references to other documents, the CCCCCO and ACCJC substantive change requirements, the link of the function map to an incomplete version of Accreditation Standard II. Members agree to forward specific comments to Richard to assist in the editing of the document. Richard also indicated that he would agendize approval of the document at the April 22 meeting so that it can graduate from its "draft" status.

G. **Approval Items:**

Course	Title	Location	Comment
1. New Stand Alone Courses: None			
2. New Courses: None			
3. Course Inclusions: None			
4. Distance Education: None			
5. Major Course Modifications: Richardson/Jami Brown, M/S/CWilcoxson abstained.			
ARA-11	Culture and Civilization	R	
7. Course Deletions: None			
8. Course Exclusions: None			
9. New State Approved Certificates/Degrees: None			
10. New Locally Approved Certificate: None			
11. Modification to State/Locally Approved Certificate/Degrees: Douglass/Richardson, M/S/U			
Associate in Arts in English for Transfer			R
12. Deletion of Certificate/Degrees: None			

Schmidt departed.

- **AP 4260:** The committee had an extensive discussion of prerequisites, with some members wishing to continue to require the use of statistical validation in an advisory role and others wishing to abandon statistical validation altogether. A number of related issues were discussed, including the fact that RCCD does not seem to impose any consequence for failing to revalidate prerequisites as required by Title 5 (this issue will be agendized for the April 22 meeting). After extended discussion, it was moved to forward the procedure to the Senate with the word

“should” in II.C.1.b.i.1 changed to “must,” Wilcoxson/Burchett, M/S/C; Douglass & Yates voted nay.

The meeting adjourned at 5:00.



Riverside City College
Curriculum Committee Approved Minutes
22 April 2014, Hall of Fame

Members Present

- Linda Braiman, Library
- Amanda Brown, Math
- Jami Brown, Behavioral Science
- Marsha Brown, Cosmetology
- Greg Burchett, Life Science
- James Cheney, Physical Science
- Les Dean, Econ, Geography, Poli Sci
- Kelly Douglass, English & Media
- Angie Fawson, Nursing
- Nancy Gall, Applied Tech
- Dorothy Gaylor, World Language
- Robert Jew, Art
- Clara Lowden, Kinesiology
- Karyn Magno, Counseling
- Richard Mahon, History, Phil, Hum (chair)
- Paul Richardson, Chemistry
- Cliff Ruth, Comm Studies
- Steve Schmidt, Performing Arts
- Ajené Wilcoxson, Business & Info Systems
- Shari Yates, ECS

Student Reps, ASRCC

Tandy Dang
Ravneet Kaur

Admin / Staff / Guests

Virginia McKee-Leone, Dean of Instruction
Susan Mills, VP Academic Affairs

- A. The meeting convened at 3:00 pm
- B. The agenda was approved as submitted (Gall/Dean, M/S/U)
- C. The minutes of 8 April 2014 were approved as submitted (A. Brown./Lowden, M/S/U).
- D. Open Hearing: no items
- E. **Announcements:** (1) Richard noted that the Chaffey curriculum chair, Marie Boyd, who was to join us for this meeting, had issues arise on her campus and will try to join us for a May meeting.

In accordance with the Ralph M. Brown Act and SB 751, minutes of the RCC Curriculum committee record the votes of all committee members as follows. (1) Members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.

F. Curriculum Policy & Procedure

COR currency: Members had an extended discussion of draft language that might go to the Academic Senate to address the problem of COR that are not revised in a timely way. After discussion, it was agreed that members should take the language back to their department and that action should be deferred pending department input; the draft language for consideration follows:

Resolution regarding regular updating of course outlines:

Whereas, RCC’s Comprehensive Program Review cycle mandates updating all course outlines at least every four years;

Whereas, Title 5 §55003 requires that all courses with prerequisites be revalidated at least every six years (CTE course every two years);

Whereas, outdated CORs raise a variety of problems regarding articulation and transfer of credit that adversely impact students transferring from RCC;

Resolved, that the Academic Senate work with faculty through its curriculum and program review committees to ensure that course outlines are revised on the appropriate timetable;

Resolved, that the Academic Senate call on the administration to provide financial support for associate faculty to revise course outlines in those areas where no full-time faculty are available;

Resolved, that the Academic Senate call upon the administration of the RCCD college administrations to not schedule courses whose outlines have not been revised for more than six years.

Members Cheney, Fawson, and Wilcoxson arrived

G. Approval Items:

Course	Title	Location	Comment
1. New Stand Alone Courses: None			
2. New Courses: None			
3. Course Inclusions: None			
4. Distance Education: Lowden/Dean, M/S/U			
SOC-2	American Social Problems	MNR	Hybrid (approved for online)
SOC-3	Social Inequality	NR	Hybrid (approved for online)
SOC-10	Race And Ethnic Relations	MNR	Hybrid (approved for online)
SOC-20	Introduction To Criminology	MNR	Hybrid (approved for online)
5. Major Course Modifications: Dean/Gall, M/S/U			
ENG-16	Introduction to Linguistics	MR	
JOU-2	Intermediate Reporting/Newsriting	MR	
FRE-1	French 1	NR	

Course	Title	Location	Comment
FRE-2	French 2	NR	
FRE-3	French 3	NR	
FRE-4	French 4	NR	
FRE-11	Culture and Civilization	NR	
MAT-4	Finite Mathematics	NR	
PHY-11	Physics Laboratory	MNR	
7. Course Deletions: Douglass/Dean, M/S/U			
HIS-23	History of the Middle East	R	
HIS-53	Modern American Society	R	
8. Course Exclusions: Dean/A. Brown, M/S/C, Douglass abstaining			
PHI-22	Philosophy of Science	R	
9. New State Approved Certificates/Degrees: None			
10. New Locally Approved Certificate: None			
11. Modification to State/Locally Approved Certificate/Degrees: None			
12. Deletion of Certificate/Degrees: None			

The meeting adjourned at 4:10.

**Riverside City College
Curriculum Committee Approved Minutes
13 May 2014, Hall of Fame**

Members Present

- Linda Braiman, Library
- Amanda Brown, Math
- Jami Brown, Behavioral Science
- Marsha Brown, Cosmetology
- Greg Burchett, Life Science**
- James Cheney, Physical Science
- Les Dean, Econ, Geography, Poli Sci
- Kelly Douglass, English & Media
- Angie Fawson, Nursing
- Nancy Gall, Applied Tech**
- Judy Haugh, Articulation Officer
- Rose Marie Sarkis, World Language
- Robert Jew, Art
- Clara Lowden, Kinesiology
- Karyn Magno, Counseling
- Richard Mahon, History, Phil, Hum (chair)
- Paul Richardson, Chemistry**
- Cliff Ruth, Comm Studies
- Steve Schmidt, Performing Arts
- Ajené Wilcoxson, Business & Info Systems
- Shari Yates, ECS**

Student Reps, ASRCC

Tandy Dang
Ravneet Kaur

Admin / Staff / Guests

Virginia McKee-Leone, Dean of Instruction
Susan Mills, VP Academic Affairs

- A. The meeting convened at 3:00 pm
- B. The agenda was approved as submitted (Haugh [*making her first motion as new member*]/Lowden, M/S/U)

Member Amanda Brown arrived

- C. The minutes of 22 April 2014 were approved as submitted (A. Brown/Lowden, M/S/C, J. Brown, M. Brown, S. Schmidt, abstaining).
- D. **Open Hearing:** Les Dean asked for a reminder about the guidelines and approval procedure for new ADTs. Richard noted that there is no CurricUNET workflow for these, but that the process is fairly simple (approval from discipline, department, tech review, curriculum, and senate). The committee noted the number of ADTs that have received curriculum, senate, and RCCD Board approval but which cannot be submitted to the Chancellor's Office due their inclusion of course outlines which remain non-Title 5 compliant. Karyn noted several specific examples of deficient CORs in ADTs (several of which have only recently been approved).

In accordance with the Ralph M. Brown Act and SB 751, minutes of the RCC Curriculum committee record the votes of all committee members as follows. (1) Members recorded as absent are presumed not to have voted; (2) the chair votes only to break a tie; (3) names of members voting in the minority or abstaining are recorded; (4) all other members are presumed to have voted in the majority.

Angie noted that a TMC is nearing completion for a Nursing degree. Among other issues, the ADT reflect concerns about ‘unit creep’ and stipulates unit values for courses below those in existing RCCD course outlines, a concern Angie has shared with the committee previously. Richard noted the fact that Music chose to develop two degrees for music, one that fits within the ADT parameters, and one that requires more units, and suggested that Angie ask her department whether that would be possible. Richard also suggested that Angie consider initial informal discussion with department reps from effected disciplines as to how the needs of nursing students could be met while not forcing the revision of CORs that faculty continue to believe support the needs of RCC students.

E. **Announcements:** (1) **C-ID:** Richard summarized his work with Oliver Thompson on three ADJ courses that were rejected or only conditionally approved by C-ID and asked whether members would find a short guideline on how to respond to rejections; members indicated such a guide might be helpful. (2) **SB 850:** Richard provided an update on SB 850, the Senate Bill that creates a pilot program in which community colleges can award baccalaureate degrees. Richard noted in particular that the bill now excludes degrees offered by UC and CSU and would thus preclude nursing and business, and does not address the question of how to fund these programs.

F. **Curriculum Policy & Procedure**

Members Cheney & Sarkis arrived.

COR currency: Fawson/J. Brown moved the item to open discussion. Members began a discussion of the resolution that was deferred from the previous meeting to allow department input. Cliff relayed his department’s concern that students could be harmed should a course outline not be updated and then be pulled. Other members referred back to the number of ADTs that are frozen due to the lack of currency for CORs in the program and suggested that students are already being harmed. Discussion continued for a period of time after which Richard indicated that the committee would move to the approval items (one item *had* to be resolved by the end of the meeting) and that discussion would continue following resolution of the items).

Curriculum Goals 2013-14: Richard noted that progress on this has slowed due to Virginia’s dual assignment to two divisions and would have to be continued into the fall.

Members Fawson, and Wilcoxson arrived

G. **Approval Items:**

Course	Title	Location	Comment
1. New Stand Alone Courses: None			
2. New Courses: J. Brown/Schmidt, M/S/U; Kelly noted that the ties to GE SLOs were missing when she reviewed the COR, though others had seen them, since they were added over the weekend.			
ANT-1H	Honors Physical Anthropology	MNR	
3. Course Inclusions: None			
4. Distance Education: None			
5. Major Course Modifications: Braiman/Dean, M/S/F, Sarkis abstained. Members had an extensive dis-			

Course	Title	Location	Comment
cussion about the course outline. Richard provided background on C-ID descriptors and why BUS 22 includes an English 1A mandatory prerequisite, and also summarized revisions to the course outline as a result of the May 8, 2014 Tech Review meeting. Even with these issues addressed, members felt the course outline had significant weaknesses which went beyond the issue of validating the Eng 1A prerequisite. Members noted, for example, that course SLOs did not appear to capture the rigor of a course which requires the skills provided by Eng 1A. Following the vote, Judy appeared to confirm these impressions by summarizing the comments of the C-ID reviewer, who found multiple aspects of the COR deficient.			
BUS-22	Management Communications	MNR	
<i>Schmidt departed</i>			
7. Course Deletions: None			
8. Course Exclusions: Lowden/Dean, M/S/C, Sarkis abstained			
MAT-32	Introduction to Symbolic Logic	R	
9. New State Approved Certificates/Degrees: None			
10. New Locally Approved Certificate: None			
11. Modification to State/Locally Approved Certificate/Degrees: None			
12. Deletion of Certificate/Degrees: None			

COR currency continued: Having resolved the approval items, the committee returned to its discussion of the above resolution. In light of the concern that courses necessary to students might not be offered, members asked Susan Mills to describe how she imagined the administration might respond should the resolution pass; Susan indicated that she would work with the faculty to ensure that the COR was updated *before* reaching the six year deadline and that the resolution would thus provide an incentive to keep CORs current. Kelly indicated her department wanted to narrowly circumscribe the delegation of authority for CORs to associate faculty and moved to amend the second resolve to read: “Resolved, that the Academic Senate call on the administration to provide financial support for associate faculty to revise course outlines only in the situation in which there is no fulltime faculty member employed in the district”; the motion to amend was seconded by Angie Fawson and carried unanimously. The amended resolution reads:

Whereas, RCC’s Comprehensive Program Review cycle mandates updating all course outlines at least every four years;

Whereas, Title 5 §55003 requires that all courses with prerequisites be revalidated at least every six years (CTE courses every two years);

Whereas, outdated CORs raise a variety of problems regarding articulation and transfer of credit that adversely impact students transferring from RCC;

Resolved, that the Academic Senate work with faculty through its curriculum and program review committees to ensure that course outlines are revised on the appropriate timetable;

Resolved, that the Academic Senate call on the administration to provide financial support for associate faculty to revise course outlines only in the situation in which there is no fulltime faculty member in the discipline employed by the district ;

Resolved, that the Academic Senate call upon the administration of the RCCD college administrations to not schedule courses whose outlines have not been revised for more than six years.

The motion carried, Ruth voting no.

The meeting adjourned at 4:50.

Riverside City College
Curriculum Committee Approved Minutes
27 May 2014, Approved minutes, Hall of Fame

Members Present

- Linda Braiman, Library
 - Amanda Brown, Math
 - Jami Brown, Behavioral Science
 - Marsha Brown, Cosmetology
 - Greg Burchett, Life Science
 - James Cheney, Physical Science
 - Les Dean, Econ, Geography, Poli Sci
 - Kelly Douglass, English & Media
 - Angie Fawson, Nursing
 - Nancy Gall, Applied Tech
 - Judy Haugh, Articulation Officer
 - Huda Aljord, World Language
 - Robert Jew, Art
 - Clara Lowden, Kinesiology
 - Karyn Magno, Counseling
 - Richard Mahon, History, Phil, Hum (chair)
 - Paul Richardson, Chemistry
 - Cliff Ruth, Comm Studies
 - Steve Schmidt, Performing Arts
 - Ajené Wilcoxson, Business & Info Systems
- Shari Yates, ECS**

Student Reps, ASRCC

Tandy Dang
Ravneet Kaur

Admin / Staff / Guests

Lee Nelson, Senate President
Patti Avila, Dean of Instruction
Susan Mills, VP Academic Affairs

- A. The meeting convened at 3:00 pm
- B. The agenda was approved as submitted (Burchett/Lowden, M/S/U)

Lee Nelson supervised selection of the committee chair for 2014-16. Richard Mahon was nominated and elected by the committee ((M/S/U).

Members Cheney & Douglass arrived.

- C. The minutes of 13 May 2014 were approved with minor corrections (Amanda Brown/Douglass, M/S/C, Burchett and Schmidt abstaining). Members began a discussion of the recent motion to withhold the offering of courses whose course outlines are over six years old. Some members commented that there was concern and reservation at their department until they provided additional background on the problem.

In accordance with the Ralph M. Brown Act and SB 751, minutes of the RCC Curriculum committee record the votes of all committee members as follows. (1) Members recorded as absent are presumed not to have voted; (2) the chair votes only to break a tie; (3) names of members voting in the minority or abstaining are recorded; (4) all other members are presumed to have voted in the majority.

D. **Open Hearing:** Kelly Douglass asked a question about ‘deactivating’ a course that the department isn’t ready to offer but does not wish to delete. Richard indicated that a course can remain in the catalog without being offered, though that may mislead students as to the course’s availability. Richard emphasized that should the course be removed from the catalog, it will have to go through the full new course approval & articulation process should it be reintroduced. Kelly also asked that the committee begin the 2014-15 academic year with a short written summary of what deficiencies would cause a course outline not to proceed from Tech Review or that should cause the curriculum committee to hesitate to approve it.

F. **Curriculum Policy & Procedure**

- **Policy regarding outdated CORs,** update from Senate & APC: Richard returned to the issue of the committee’s resolution on updating CORs and provided a summary of his presentation to both the Academic Senate and the APC, emphasizing that the curriculum committee *does not wish* to see any courses withheld but is looking for a means to ensure that CORs are updated. Committee members who attended either the Senate (Linda Braiman) or APC meeting (Clara Lowden) concurred that Richard’s summary was accurate.

- **Chancellor’s Office Update:** Richard summarized a memo from the CCC Chancellor’s Office on standalone courses (the legislation allowing local approval has expired), the requirement that courses in ADTs with C-ID numbers be articulated, and changes to the PCAH that will allow C-ID courses to be graded pass/fail (since P is equivalent to a C or better).

- **Curriculum goals for 2013-14:** Richard noted that discussion on this item will continue next year as Virginia is relieved of the obligation to do the work of two division deans and can work with the committee on fleshing in this document.

Member Wilcoxson arrived

- **Delete MVC disciplines from RCC Catalog:** Community Interpretation; Healthcare Tech; Human Services; Medical Assisting (HET, MDA, CMI, HMS). As part of the ongoing work of bringing the RCC catalog to better reflect the college’s curriculum, members voted to remove HET, MDA, CMI, HMS from the RCC catalog (Gall/Lowden, M/S/U).

- **American Studies AoE:** Department of History, Philosophy, Humanities, & Ethnic Studies to assume program oversight as a pilot. Richard reminded the committee of the fact that no existing faculty cluster overlaps the areas of emphasis, and indicated that his department had authorized him to volunteer to assume oversight of the American Studies AoE. The department would have the ongoing obligation to *involve faculty from all disciplines* with courses in the AoE with regard to changes to the program, such as the addition or deletion of courses and changes to PLOs. This change would also allow more focused reflection on how to assess a multi-discipline/multi-department program. Members suggested that if the pilot is successful, that responsibility for programs could rotate periodically (Dean/Lowden, M/S/P, Ruth & Wilcoxson abstaining).

G. **Approval Items:**

Course	Title	Location	Comment
1. New Stand Alone Courses: None			
2. New Courses: None			
3. Course Inclusions: None			
4. Distance Education: Kelly asked about the committee's approval of the DE proposal when the underlying COR is flawed. Richard pointed out that until recently, generating a DE proposal had the effect of locking the COR and preventing its update. Ruth/Richardson, M/S/U			
COM-13	Gender and Communication	MNR	Online and Hybrid
KIN-12	Sport Psychology	R	Online
<i>Member Lowden left.</i>			
5. Major Course Modifications: Amanda Brown/Richardson, M/S/U			
DAN-D33	Jazz, Intermediate	NR	
MAT-10	Precalculus	MNR	
PHY-11	Physics Laboratory	MNR	Entry skills have been added for the corequisite.
6. Course Deletions: Judy noted that multiple UC campuses include these courses as electives toward lower division major requirements but that the classes had probably not been offered often, which Richard confirmed. Gall/Schmidt, M/S/U			
PHI-20	History of Western Philosophy I: Greek, Roman and Medieval	R	
PHI-21	History of Western Philosophy II: Modern and Contemporary	R	
7. Course Exclusions: None			
8. New State Approved Certificates/Degrees: None			
9. New Locally Approved Certificate:			
10. Modification to State/Locally Approved Certificate/Degrees: None			
11. Deletion of Certificate/Degrees: None			

- **Secondary Articulation:** Richard provided a short informational presentation on secondary articulation, the process by which high school students receive RCC credit for courses taken at their high schools which in turn help them transition into RCC programs. Richard emphasized that these agreements are made with active faculty involvement and noted the list of RCCD faculty who have been involved. Nancy described what the process looks like when a high school submits a course that does not quite reflect an RCCD course outline and the process through which the high school can modify their course so that it can earn articulation.

- Members said goodbye to Amanda Brown and thanked her for her eight years of very thoughtful service on the committee. She indicated her place will be taken by Marc Sanchez in the fall as she transitions to assistant department chair for math.

The meeting adjourned at 4:40 (Dean/Schmidt, M/S/U).