



## Norco College Curriculum Committee

Agenda

2:00 pm, Sept. 24, 2019 Room OC 116

- A. Agenda and Minutes Approval
- B. Discussion items
  - a. ISER Section pertaining to curriculum
  - b. Curriculum page updated
  - c. DE updated documents (first read)
  - d. Discipline 10 day hold to 5 day hold
- C. Approval of the RCCD Curriculum Handbook 2019 draft
- D. New Discipline: NONE.
- E. New Courses:

Course	Title	Location	Proposal Rationale / Notes
ENP 801	Facebook for Business	MNR	Courses are part of a noncredit certificate.
ENP 802	Pinterest and Instagram for Business	MNR	
ENP 803	YouTube for Business	MNR	
ENP 804	Twitter for Business	MNR	
ENP 805	LinkedIn for Business	MNR	
PDS 801	Leadership Skills	MNR	Courses are part of a noncredit certificate.
PDS 802	Supervisory Skills	MNR	
PDS 803	Increasing Productivity	MNR	
PDS 804	Motivating Yourself and Others	MNR	
PDS 805	Difficult Conversations	MNR	
PDS 806	The Art of Negotiating and Collaborating	MNR	
PDS 807	Personality Styles and Difficult Relationships	MNR	
PDS 808	Critical Thinking, Problem Solving and Decision Making	MNR	
PDS 809	Business Writing in a Technological World	MNR	
PDS 810	Time Management	MNR	
PDS 811	High Impact Presentations and Proposals for the Work Place	MNR	
PDS 812	Workplace Communication Strategies	MNR	
PDS 813	Best Practices in Customer Service	MNR	
PDS 814	Closing Techniques That Win the Sale	MNR	
PDS 815	Winning Sales Scripts	MNR	



F. New Stand Alone Courses: NONE.

G. Course Inclusions: NONE.

H. Course exclusions: NONE.

I. Course deletions:

Course	Title	Location	Proposal Rationale / Notes
ENE 22	Engineering Drawing	N	
ENE 28	Technical Design	N	

J. Distance Education: none.

K. Major Course Modifications:

Course	Title	Location	Proposal Rationale / Notes
ENE 35	Statics	NR	COR update to include objectives and align with C-ID ENGR-130
ENE 38	<b>Introduction to Programming Concepts and Methodologies for Engineers</b>	NR	Augmenting COR for Cal Poly transfer acceptance.
ENG 4	Writing Tutor Training	MNR	Separating course content into lecture and lab to explain student activity during TBA hours.
ENG 885	Writing Clinic	NR	Course materials need to be updated.
MUS 36	<b>Instrumental Chamber Ensembles</b>	MR	Add objectives. Update description, SLOs, and textbook. Prepare for C-ID 185 approval.
SOC 10	<b>Race and Ethnic Relations</b>	MNR	Course update as part of program review.

L. New State Approved Certificates/Degrees:

Program Name	Location	Proposal Rationale / Notes
Customer Relations	N	Knowledge of customer relations is needed across the board in all areas of business, but especially for those involved in dealing with the public on a day to day basis. Jobs such as sales, retail, government, education and those in private industry all need customer service skills to be successful in the workplace.

# NORCO COLLEGE

Program Name	Location	Proposal Rationale / Notes
Enterprise Communication	N	Labor market data for enterprise communications is extensive. One could say that all occupations have a need to communicate better in the workplace. These skills are not limited to one occupational group or industry. In order to provide labor market data you would need to look at a variety of occupations.
Emerging Leaders	N	Knowledge of leadership is needed across all industries as every industry and occupational field has those who provide leadership to their organizations. In order to meet this area of emphasis, there is a need to provide leadership training for those who are emerging leaders and those who aspire to be leaders in the future.
Sales Techniques	N	Data from the Economic Development Agency predicts that sales and related occupations will increase 10.8% from 2014-2024. That increase nets an increase of 15,870 jobs in the Inland Empire. The increase, along with positions vacated by retirements will create a need for qualified sales individuals who have the skills to write a winning sales script and have the knowledge to close a sale. As positions open in sales and related occupations so will the need for individuals who have skills in sales.
Workplace Essentials	N	The need for workplace essentials spans all occupations but is especially appropriate for new managers and those who are seeking management or supervision positions and/or clerical personnel who need the skills prescribed in the certificate. The Economic Development Agency data indicates there will be 11,510 new openings for managers between 2014-2024 for a 17.2% change. This does not include the already 66,840 estimated management positions as of 2014 that are filled. According to the Economic Development Agency's employment projections, there will be an increase of 22,520 Office and Administrative Support jobs by 2024.

# NORCO COLLEGE

Program Name	Location	Proposal Rationale / Notes
		These individuals would also benefit from the information in the certificate. This certificate also has broader implications for the workforce as the skills prescribed in the content cross over occupations and employment positions and are valuable to almost anyone who is employed in the marketplace today.
<b>Social Media for Business</b>	N	Employment for the social media marketing occupational group is expected to increase by 9% between 2017 and 2022 in the Inland Empire/Desert Region. More than 15,100 job openings will be available over the five-year timeframe.

M. State/Locally Approved Certificate/Degree Modifications:

Program Name	Location	Proposal Rationale / Notes
Drafting Technology AS	N	Removal of ENE-22 and ENE-28

N. State Certificate/Degree Deletions: NONE.

O. AOE/GE Inclusions: NONE.

P. Information Items:

1. New Courses:

Course	Title	Location	Proposal Rationale / Notes
AUT 96	<b>Advanced Hybrid and Electric Vehicle Technology</b>	R	This course is being developed to prepare students to be competitive in today's workforce. Changes in vehicle technology and emissions standards are driving the automotive industry to rely upon hybrid and electric vehicle propulsion systems
MUS 854	<b>Jazz Ensemble for Older Adults</b>	R	
MUS 855	<b>Concert Band for Older Adults</b>	R	
MUS 868	<b>Symphony Orchestra for Older Adults</b>	R	

2. New Stand Alone Courses: NONE



3.Course Inclusions:

Course	Title	Location	Proposal Rationale / Notes
BIO 19	Environmental Science	M	environmental issues, all community colleges should be provided with the opportunity to learn about them.
KIN A62	Flag Football	M	
KIN A81C	Advanced Physical Fitness	M	

4.Course Exclusions: NONE

5.Course Deletions:

Course	Title	Location	Proposal Rationale / Notes
ADJ K1A	Code Enforcement Basics	M	
ADJ K1B	Code Enforcement Officer Intermediate	M	
ADJ K1C	Code Enforcement Officer Advanced Code	M	
ADJ W7A	Rangemaster Course	M	
WEL 25	Introduction to Oxyacetylene Welding	R	.
WEL 60	Advanced Pipe and Plate Laboratory	R	

6.Distance Education: NONE.

7.Minor Course Modifications:

Course	Title	Location	Proposal Rationale / Notes
ADJ A10A	Vice Operations	M	CTE requirement of updating curriculum every 2 years.
ADJ A11A	Effective Writing for Law Enforcement	M	CTE requirement of updating curriculum every 2 years.
ADJ A42A	Crime Scene Inv./video taping, Advanced	M	CTE requirement of updating curriculum every 2 years.
ADJ A5A	Bicycle Patrol	M	CTE requirement of updating curriculum every 2 years.
ADJ T3A	Driving Under the Influence	M	CTE requirement of updating curriculum every 2 years.



8. Major Course Modifications:

Course	Title	Location	Proposal Rationale / Notes
ADJ D1C	<b>Communications Training Officer Course</b>	M	

9. New State/Locally Approved Certificates/Degrees:

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<b>Social Media for Business</b>	MR	Employment for the social media marketing occupational group is expected to increase by 9% between 2017 and 2022 in the Inland Empire/Desert Region. More than 15,100 job openings will be available over the five-year timeframe.
Customer Relations	R	Knowledge of customer relations is needed across the board in all areas of business, but especially for those involved in dealing with the public on a day to day basis. Jobs such as sales, retail, government, education and those in private industry all need customer service skills to be successful in the workplace.
<b>Emerging Leaders</b>	R	Knowledge of leadership is needed across all industries as every industry and occupational field has those who provide leadership to their organizations. In order to meet this area of emphasis, there is a need to provide leadership training for those who are emerging leaders and those who aspire to be leaders in the future.
<b>Enterprise Communication</b>	R	Labor market data for enterprise communications is extensive. One could say that all occupations have a need to communicate better in the workplace. These skills are not limited to one occupational group or industry. In order to provide labor market data you would need to look at a variety of occupations.
Workplace Essentials	R	The need for workplace essentials spans all occupations but is especially appropriate for new managers and those who are seeking management or

# NORCO COLLEGE

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		<p>supervision positions and/or clerical personnel who need the skills prescribed in the certificate. The Economic Development Agency data indicates there will be 11,510 new openings for managers between 2014-2024 for a 17.2% change. This does not include the already 66,840 estimated management positions as of 2014 that are filled. According to the Economic Development Agency's employment projections, there will be an increase of 22,520 Office and Administrative Support jobs by 2024. These individuals would also benefit from the information in the certificate. This certificate also has broader implications for the workforce as the skills prescribed in the content cross over occupations and employment positions and are valuable to almost anyone who is employed in the marketplace today.</p>

- 10. State/Locally Approved Certificate/Degree Modifications: NONE.
- 11. State Certificate/Degree Deletions: NONE
- 12. Discipline Inclusion: NONE.

Q. Open Forum:

**Next Meeting: October 8, 2019 in Room OC\*116**

## Statement of Purpose

The curriculum committee, a sub-committee of the academic senate, has two primary purposes: to review and approve new curriculum including new courses, course modifications, new programs and program modifications, and to review and approve the curriculum approval process. The college curriculum committee is the sole approving body for Norco College only curriculum. For district shared curriculum it has one vote in the district curriculum committee. The curriculum committee is also responsible for keeping abreast with state mandated curriculum changes and reporting those changes to faculty. Committee members report on curriculum at their department meetings and solicit suggestions and recommendations when needed.