

NORCO COLLEGE CURRICULUM COMMITTEE MINUTES

November 10, 2015 - 2:00 pm
ST 107

Brian Johnson chaired the meeting.

Members Present:

Brian Johnson.....Math and Sciences
Rex Beck.....Business, Engineering & Information Technologies
Nicole Capps.....Communications
Dr. Kevin Fleming.....Dean of Instruction, Career & Technical Education
Ladylyn Dominquez.....Social and Behavioral Sciences
Nicholas Franco.....Social and Behavioral Sciences
Dr. Diane Dieckmeyer.....Vice President of Academic Affairs
Dr. Carol Farrar.....Dean of Instruction
Vivian Harris.....Library
Mitzi Sloniger.....Communications
Dr. Monica Gutierrez.....Math and Sciences
Dr. Teresa Friedrich Finnern.....Math and Sciences
Musa Rasheed.....ASNC

Members Absent:

Diane Palmer.....Arts, Humanities and World Languages

Guests: NONE

Committee Support:

Nicole C. Ramirez.....Office of the Dean of Instruction

- A. Meeting called to order at 2:05pm
- B. Motion to approve November 10, 2015 agenda – MSC: V. Harris/ L. Dominquez.
Add new discussion item #2Curriculum report to senate. Strike out D2. New Stand Alone Courses a-c. Strike out D6 Course Exclusions z-cc. Committee approves.
- C. Motion to approve October 27, 2015 minutes – MSC: V. Harris/ L. Dominquez.
Committee approves.
- D. Norco Action Items: Norco College Approval Items for 11/10/15
 1. **New Courses:** This course will enhance the current offering of honors courses and be the first psychology honors course:
 - a. **PSY-1H Honors General Psychology (MNR) Motion to approve M. Sloniger/V. Harris **Approved****

2. **New Stand Alone Courses:** The following courses are being updated to link to the new GESLOs and to update the course materials: **** These items were not addressed since they are listed to be addressed on section 5a-c for Major Course Modifications. These should not belong here per Brian Johnson.**

- ~~a) COM-1H Honors Public Speaking (MNR)~~
- ~~b) COM-2 Persuasion in Rhetorical Perspective (MNR)~~
- ~~c) COM-5 Parliamentary Procedure (NR)~~

The course is designed to meet lower-division transfer requirements for CSU San Bernardino and CSU Fullerton for communication majors, and fulfill general education requirements at most transfer institutions

- d) COM-20 Introduction to Communication Theory (NR) Motion to approve M. Sloniger/L. Dominguez ****Approved**** This would fit an ADT and Dr. Farrar will meet with discipline representative Dr. Muto to suggest that they update their ADT.

This course combines two one-unit courses (ESL 90E and 90J) into one two-unit course in order to integrate related skills, provide context to the students, and accelerate learning:

- e) ESL-90P Mastering Academic Vocabulary (MNR) Motion to approve M. Sloniger/N. Capps ****Approved****

This course will replace MUS-37 with two leveled courses to accommodate more advanced players:

- f) MUS-96A Class Guitar I (NR) N=tabled Motion to un-table item and discuss N. Capps/M. Sloniger **** Motion to approve item N. Capps/V. Harris**Approved****

3. **Course Inclusions:** Both Moreno Valley and Norco College would like to add these courses to their inventory in order to expand their current offering and also to replace ART-8:

- a) ART-13 Pre-Columbian Art History (MN) Motion to approve item N. Capps/V. Harris****Approved****
- b) ART-14 Latin American Art: Colonial to the Present (MN) Motion to approve item N. Capps/V. Harris****Approved****

The following courses will be used for a new Literary magazine. The inclusions only reference the college(s) doing the including so Riverside would not be listed

since they already have the course. It was only Norco asking to include the ENG courses in their inventory. Both MVC and NC asked to add ART-14 to their inventory.:

- c) ENG-17A Literary Magazine Production: Beginning (N) Motion to approve item N. Capps/V. Harris** Approved**
- d) ENG-17B Literary Magazine Production: Intermediate (N) Motion to approve item N. Capps/V. Harris** Approved**
- e) ENG-17C Literary Magazine Production: Advanced (N) Motion to approve item N. Capps/V. Harris** Approved**

4. Distance Education:

- a. COM-20 Introduction to Communication Theory (NR) Hybrid & Online Motion to OPPOSE/DENY item V. Harris/N. Capps **Denial Approved by committee**

Tech review stated they don't have the requirements to pass course. Needs to show how they make up their face to face time. It isn't clear about instructor contact and their availability to respond to students, which is a main issue. For accreditation standards it needs to clarify it clearly in its outline that there will be faculty present in delivery of the content. Need to be able to track/monitor synchronous dialogue using Chat or IM. Is it private and where is the record of evidence? We need a process to track it for the provided instruction portion of the course.

- 5. **Major Course Modification:** The following courses are being updated to link to the new GESLOs and to update the course materials:

- a) COM-1H Honors Public Speaking (MNR) Denied at NC on 10/27/15 Motion to approve item V. Harris/N. Capps** Approved**
- b) COM-2 Persuasion in Rhetorical Perspective (MNR) Denied at NC on 10/27/15 Motion to approve item V. Harris/N. Capps** Approved**
- c) COM-5 Parliamentary Procedure (NR) Denied at NC on 10/27/15 Motion to approve item V. Harris/N. Capps** Approved**

- 6. **Course Exclusions:** The following courses have not been offered as CAT courses and there are no plans to do so in the future: **Items a through y are combined with a motion to approve items by M. Sloniger/N. Capps** Approved****

- a) CAT-54A Introduction to Flash (N) Crosslisted with CIS-54A
- b) CAT-78B Advanced Adobe Photoshop (N) Crosslisted CIS not excluded
- c) CAT-81 Introduction to Desktop Publishing using Adobe InDesign (N) Crosslisted CIS not excluded

These courses have never been offered and there are no plans to offer in the future:

- d) CIS-14B Web Programming: Active Server Pages (N)
- e) CIS-18D Data Structure and Algorithms (N) Crosslisted with CSC
- f) CIS-54A Introduction to Flash (N) Crosslisted with CAT-54A
- g) CIS-61 Introduction to Database Theory (N) Crosslisted with CSC

- h) CIS-63 Introduction to Structured Query (N) Crosslisted with CSC
- i) CIS-72C Introduction to XML (N)
- j) CIS-76A Introduction to Microsoft Expression Web (N)
- k) CSC-6 Discrete Mathematics for Computer Science (N) Crosslisted with MAT-6 not excluded.

These courses are being offered as CIS courses and there are no plans in the future to offer them as CSC:

- l) CSC-17B C++ Programming: Advanced Objects (N) Crosslisted CIS not excluded
- m) CSC-17C C++ Programming: Data Structures (N) Crosslisted CIS not excluded.
- n) CSC-18B Java Programming: Advanced Objects (N) Crosslisted with CIS not excluded
- o) CSC-18C Java Programming: Data Structures (N) Crosslisted with CIS not excluded
- p) CSC-18D Data Structure and Algorithms (N) Crosslisted with CIS-18D.
- q) CSC-21 Introduction to Operating Systems (N) Crosslisted with CIS not excluded.

These courses have never been offered and there are no plans to do so in the future:

- r) CSC-61 Introduction to Database Theory (N)
- s) CSC-63 Introduction to Structured Query (N)

The Communication Studies does not have the need, staff, or demand for these courses:

- t) COM-5 Parliamentary Procedure (N) Never been offered
- u) COM-19 Reader's Theater (N) Never been offered

These courses are no longer part of a degree/certificate:

- v) ENE-1A Plane Surveying, I (N)
- w) ENE-1B Plane Surveying, II (N)

This course has never been offered and the discipline does not plan on offering it in the future:

- x) ENG-18 Survey of Native American Literature (N)

The Journalism discipline does not have the need, staff, or demand for these courses:

- y) JOU-1 Introduction to Journalism (N) Last offered in Fall 2010

The reason to exclude the courses listed below is we want the option to offer it in the future and want to be sensitive to student needs as well as their interests.

- ~~z) JOU-20A Newspaper: Beginning (N)~~

- ~~aa) JOU-20B Newspaper: Intermediate (N)~~
- ~~bb) JOU-20C Newspaper: Advanced (N)~~
- ~~cc) JOU-20D Newspaper: Professional (N)~~

7. Course Deletions:

Course has been replaced by ESL-90M:

- a) ESL-90C Special Topics In ESL: Preposition Review (NR) Motion to approve item N. Capps/M. Sloniger ****Approved****

This course has been replaced by ESL-90M:

- b) ESL-90G Special Topics in ESL: Mastering Articles: A, An, and The (NR)) Motion to approve item N. Capps/M. Sloniger ****Approved****

These courses have been replaced by ESL-90L a 2 unit course which is a combination of the material covered in ESL-90I and 90H:

- c) ESL-90H Special Topics in ESL: Phrases and Clauses (NR) Motion to approve item N. Capps/M. Sloniger ****Approved****
- d) ESL-90I Special Topics in ESL: Punctuation Review (NR) Motion to approve item N. Capps/M. Sloniger ****Approved****

This course will be replaced by ESL-90P a 2-unit course that covers the material in both ESL-90E and 90J:

- e) ESL-90J Special Topics in ESL: Spelling Review (NR) Motion to approve item N. Capps/M. Sloniger ****Approved****

8. New State Approved Certificates/Degrees:

- a. Associate in Science in Administration of Justice for Transfer (N) Motion to approve item M. Sloniger/V. Harris ****Approved****

9. New Locally Approved Certificate:

- a. Conventional Machine Operator (N) Motion to approve item R. Beck/M. Sloniger ****Approved****
- b. Entrepreneurship: Finance/Legal Issues (N) Motion to approve item V. Harris/N. Capps ****Approved****

10. Modifications to State/Locally Approved Certificates/Degrees:

- a. Computerized Numerical Control (CNC) Operator (N) Motion to approve item R. Beck/N. Capps ****Approved****

11. Deletion of Certificate/Degrees: NONE

12. Modification of Discipline Name: NONE

E: Information Items:

Course	Title	Location	Comment
1. New Courses:			
The course was deleted in 2011 but is being revived and will be part of a new Information Security certificate:			
CIS-21A	Linux Operating System Administration	R	Cross listed with CSC-21A will create that course as soon as TR reviews so they will be identical.
This course will be compatible with the C-ID descriptor ITIS 165 and will be added as an option in the associate in transfer degree:			
CIS-27A	Computer Forensics Fundamentals	R	
This course will enhance the current honor course offerings. This will be the first Film Studies honors course:			
FST-1H	Honors Introduction to Film Studies	R	
This course will enhance the current offering of honors courses:			
HIS-2H	Honors History of World Civilizations II	R	
2. New Stand Alone Courses			
These courses are six courses in the new California State Fire Marshals Company Officer certification program that starts in December 2016. This program and courses will replace the current Fire Officer certification courses we are now offering. These courses will allow us to continue to meet the career development needs of our Fire Technology students:			
FIT-CO2A	Human Resource Management	M	
FIT-CO2B	General Administrative Functions	M	
FIT-CO2C	Fire Inspections and Investigations	M	
FIT-CO2D	All Risk Command Operations	M	
FIT-CO2E	Wildland Incident Operations	M	
FIT-COH1	Hazardous Materials Incident Commander	M	
These courses will be added to the Associate in Arts for Transfer degree and are C-ID compliant:			
GEG-7	Map Interpretation and Analysis	MR	
GEG-8	Introduction to Geographic Information Systems and Techniques, with Lab	MR	
This course is intended to develop academic success strategies for incoming or returning at-risk students.			
ILA-3	Student Resiliency	R	Non degree credit
3. Course Inclusions:			
Moreno Valley College would like to expand their current art history offerings:			
ART-7	Women Artists in History	M	
ART-9	African Art History	M	
4. Distance Education:			

Course	Title	Location	Comment
COM-20	Introduction to Communication Theory	NR	Hybrid and online
5. Major Course Modifications:			
This course is being modified to be compliant with Transfer Model Curriculum. C-ID Descriptor: ITIS 160 Introduction to Information-Systems Security. Transfers to CSUSB course IST 275 by changing the prerequisite from CIS-23 to CIS-1A or CIS-23 and updating the course description, SLOs, course content, MOI, MOE, Sample assignments and course content:			
CIS-27	Information and Network Security	R	
The following courses are being updated to link to the new GESLOs and to update the course materials:			
ENG-38	Introduction to Screenwriting	R	
ENG-39	Screenwriting II	R	
The following course is being modified to update the SLOs, MOI, MOE, sample assignments and course materials:			
FIT-S21	Public Safety Honor Guard Academy	M	
The following courses are being modified to update the entry skills, and sample assignments:			
HIS-21	History of Ancient Greece	M	
HIS-22	History of Ancient Rome	M	
The following course is being modified to update the SLOs, course description, course content, sample assignments and course materials:			
KIN-14	Athletic and Fitness Organization and Administration	R	
The following courses are being modified to update the SLOs, and course materials:			
KIN-V12	Cross Country, Varsity, Women	R	
KIN-V14	Track and Field, Varsity, Women	R	
6. Course Exclusions: None			
7. Course Deletions:			
This course will be replaced by ESL-90P a 2-unit course that covers the material in both ESL-90E and 90J:			
ESL-90E	Special Topics in ESL: Academic Vocabulary	R	
8. New State Approved Certificates/Degrees: None			
9. New Locally Approved Certificate: None			
10. Modification to State/Locally Approved Certificate/Degrees:			
Associate in Arts in Economics for Transfer			R
Medical Assisting			M
Medical Transcription			M
11. Deletion of Certificate/Degrees: None			
12. Modification to Discipline Name			

F. Discussion / Information items:

1. Curriculum by-laws: Brian Johnson provided bylaws of the Curriculum committee from Moreno Valley college. Please review and see if this is for us. We can take parts from it and make it our own. Please email Brian Johnson any revisions before the next meeting.

2. Curriculum Report to senate: Brian Johnson went over each question to be answered and documented the responses.

* Assistance to senate: What is the process/structure of the senate to link the Distance Education committee to the Curriculum Committee?

Membership Question: Does the committee want to have a seat or liaison from the DE committee who also sits on the Curriculum committee to be an advisor to the curriculum committee on Distance Education type issues?

What is the process or structure by which academic senate wants to link the DE committee and Curriculum committee together?

G. Announcements: NONE

H. Other Business-Open Hearing: NONE

Next Meeting: November 24, 2015. * Room ST 107

8a

PROGRAM OUTLINE OF RECORD
NEW DEGREE

College: Norco

Associate in Science in Administration of Justice for Transfer

This degree is designed to facilitate the student's passage from Norco College to the California State University system with an Associate in Science in Administration of Justice for Transfer degree. This degree will satisfy the lower division requirements for the eventual conferral of the Bachelor's Degree in Criminal Justice at a CSU. With this degree the student will be prepared to enter the American Justice system as an entry level professional in numerous areas.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate an applicable knowledge of the many facets of the American Justice System and the interrelationship of functions among them.
- Demonstrate a working knowledge of the theory and practice of law enforcement, community policing, criminal law, judicial procedure, criminal investigation, and corrections within the American Justice System.
- Demonstrate the ability to interact with the public and members of the American Justice System in a manner to reflect professionalism in speaking, reading, writing, and the ability to compile, integrate, and disseminate diverse information.

Required Courses (18-19 Units)		Units
ADJ-1*	Introduction to the Administration of Justice	3
ADJ-3*	Concepts of Criminal Law	3
List A	Choose from the list below	6
List B	Choose from the list below	6-7

LIST A Choose two courses from the following (6 units):		Units
ADJ-2	Principles and Procedures of the Justice System	3
ADJ-4	Legal Aspects of Evidence	3
ADJ-5	Community Relations	3
ADJ-8	Juvenile Law and Procedures	3

LIST B Choose two courses from the following (6-7 units):		Units
Any LIST A course not already used		
ADJ-9*	Law in American Society	3
ADJ-13	Criminal Investigation	3
ADJ-14	Advanced Criminal Investigation	3
MAT-12*/12H*	Statistics/Honors	4
POL-1*/1H*	American Politics/Honors	3
PSY-1*	General Psychology	3
SOC-1*/1H*	Introduction to Sociology/Honors	3
SOC-2*	American Social Problems	3
SOC-20*	Introduction to Criminology	3
SOC-50*	Introduction to Social Research Methods	3

*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

Associate in Science for Transfer Degree

The Associate in Science in Administration of Justice for Transfer degree will be awarded upon completion of 60 semester CSU-transferable units; the California State University-General Education-Breadth pattern (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern; a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district; obtainment of a minimum grade point average (GPA) of 2.0; earn a grade of C or better in all courses required for the major or area of emphasis. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development)

*Vanballe section
As you have
to prepare or quality
for the exam
preps.*

PROGRAM OUTLINE OF RECORD
NEW CERTIFICATE

*add word
exam*

College: Norco

TOPs Code: 0956.30

Conventional Machine Operator

This certificate is designed to prepare students with basic entry-level machine operator skills, safety knowledge, theory and quality control skills in manufacturing processes. Students obtaining this certificate will qualify for the first level certification in National Industry Metal Skills (NIMS). This certificate prepares students for employment as a Conventional Machinists, Machine Operators, and/or Machine Tool Cutting Setters.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students should be able to:

- Demonstrate aptitude in safely setting up and operating the lathe, mill, drill press, saw and grinder.
- Demonstrate use of gages (gage blocks and pins), calculate angles for work setup, utilize the proper precision measuring tools when machining.
- Create parts specified by the National Institute of Metalworking Skills (NIMs) using conventional machining.
- Establish a systematic approach to recognize the essential information given on a blueprint.

<u>Required Courses</u>		<u>Units</u>
ENE-42	SolidWorks I	3
ENE-51	Blueprint reading	2
MAN-38	General Machine Shop	3
MAN-39	Machine shop theory	2
MAN-55	OSHA Standards for General Industry	2

Total Units: 12

PROGRAM OUTLINE OF RECORD
NEW CERTIFICATE

*2nd phase
of ADT certificate
3rd w/ come next year*

College: R__ M__ N_x__

TOPs Code: 0506.40

Entrepreneurship: Finance/Legal Issues

PROGRAM PREREQUISITE:

None.

SHORT DESCRIPTION of PROGRAM

This certificate includes courses intended to help students who are interested in pursuing entrepreneurship to develop skills in financing, legal issues, and Applied Accounting and Bookkeeping for the small business.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students should be able to:

1. Demonstrate an understanding of the entrepreneurial process, from idea generation to commercialization.
2. Demonstrate the ability to apply accounting and bookkeeping for small business principles to a potential business.
3. Analyze and evaluate various funding sources for small businesses.
4. Outline and evaluate the legal steps and issues necessary for opening a small business.

<u>Required Courses</u>		<u>Units</u>
ACC 55:	Applied Accounting/Bookkeeping	3
BUS 30	Intro to Entrepreneurship	3
BUS 31:	Financing Your Business	2
BUS 33:	Business Structure and Legal Issues	2

Total Units: 10

PROGRAM OUTLINE OF RECORD
CERTIFICATE MODIFICATION

College: Norco

TOPs Code: 0956.30

Computerized Numerical Control (CNC) Operator

PROGRAM PREREQUISITE:

None.

SHORT DESCRIPTION of PROGRAM

This certificate is designed to provide entry-level skills to operate a Computer Numerical Control (CNC) lathe or milling type machine tool. Upon completion, students could secure employment as a CNC Operator.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students should be able to:

- Demonstrate sufficient proficiency to apply for and obtain entry-level employment in the field of computer numerical control technology
- Create parts specified by the National Institute of Metalworking Skills (NIMs)
- Create a portfolio which may include portable document files (PDF) printouts of CNC programs created during the program's courses.
- Solve formulas by using unknowns and apply this knowledge to solve problems encountered in technology areas and various fields of machining.
- Establish a systematic approach to recognize the essential information given on a blueprint.

<u>Required Courses</u>		<u>Units</u>
ENE-42	SolidWorks I	3
ENE-51	Blueprint reading	2
MAN-38	General Machine Shop	3
MAN-55	OSHA Standards for General Industry	2
MAN-56	CNC Machine Set-up and operation	4
MAN-57	CNC Program writing	3

Total Units:17