

# NORCO COLLEGE CURRICULUM COMMITTEE MINUTES

October 24th, 2017 - 2:00 pm  
ST 107

Brian Johnson chaired the meeting.

## Members Present:

Brian Johnson.....Math  
Nicole C. Brown.....Office of the Dean of Instruction  
Dr. Samuel Lee..... Interim Vice President of Academic Affairs  
Dr. Kevin Fleming..... Dean of Instruction, Career & Technical Education  
Dr. Jason Parks.....Interim Dean of Instruction  
Rex Beck..... Business, Engineering & Information Technologies  
Jeffrey Mulari.....Math  
Jeff Warsinski .....Math  
Mitzi Sloniger.....Communications  
Dr. Teresa Friedrich Finnern .....Sciences and Kinesiology  
Starlene Justice..... Sciences and Kinesiology  
Nicole Capps .....Communications  
Celia Brockenbrough.....Library  
Quinton Bemiller..... Arts, Humanities & World Languages  
Nicholas Franco.....Social and Behavioral Sciences/ Articulation Officer  
Isaae M. Nunez..... ASNC

## Members Absent:

Marissa Iliscupidez ..... Social and Behavioral Sciences  
Glen Graham ..... Business, Engineering & Information Technologies  
Dr. Dominique Hitchcock..... Arts, Humanities and World Languages

## Guests: NONE

### A. Agenda and Minutes Approval:

Motion to approve October 10, 2017 minutes –MSC: Q. Bemiller/ T. Friedrich Finnern. 1 abstained. \*Committee approves.

Motion to approve October 24, 2017 agenda –MSC: T. Friedrich Finnern/ J. Mulari. 1 abstained. \*Committee approves.

### B. New Courses: None.

### C. New Stand Alone Courses: None.

### D. Course Inclusions: None

### E. Course Deletions: CIS courses 1-5 MSC: M. Sloniger/ T. Friedrich Finnern \*APPROVED\*

- |        |    |  |
|--------|----|--|
| 1. CIS | 67 | Web Development II (N)                 |
| 2. CIS | 68 | Mobile Applications Development I (N)  |
| 3. CIS | 69 | Mobile Applications Development II (N) |
| 4. CIS | 74 | Digital Design I (N)                   |
| 5. CIS | 75 | Mobile Media Design (N)                |

### F. Distance Education: None

**G.** Major Course Modifications: CAT 3, 65, 80, 90, 98A & 98B. These CAT courses are cross listed with CIS courses. The committee questioned who is responsible for updating the cross listed course and it was stated that it is the department's responsibility. The Computer Sci Dept feels it is not their responsibility to update the cross listed course because the district used to do it, but they are no longer performing that task. The department cannot make a modification to a course without making the exact modification to the cross listed course. Another issue is that the cross listed course are not showing in the COR's in META.

1. CAT 1A Business Etiquette (MNR) MSC: M. Sloniger/ T. Friedrich Finnern  
\*APPROVED\*
2. CAT 3 Computer Applications for Business (MNR) MSC: Q. Bemiller/ R. Beck 1 abstained **\*DENIED\* They are crosslisted courses with CIS and it is not reflected.**
3. ~~CAT 30 Business English (MNR) Not Norco. Moved to Information Items Section.~~
4. ~~CAT 30A Business English 30A (MNR) Not Norco. Moved to Information Items Section.~~
5. CAT 31 Business Communication Fundamentals (MNR) MSC: M. Sloniger/ T. Friedrich Finnern **\*DENIED\* No entrance skill link to CAT 30**
6. ~~CAT 34A Introduction to Word (MNR) Not Norco. Moved to Information Items Section.~~
7. CAT 65 Introduction to Microsoft PowerPoint (MNR) (MNR) MSC: Q. Bemiller/ R. Beck. 1 abstained. **\*DENIED\* They are crosslisted courses with CIS and it is not reflected.**
8. CAT 80 Word Processing: Microsoft Word for Windows (MNR) (MNR) MSC: Q. Bemiller/ R. Beck. 1 abstained **\*DENIED\* They are crosslisted courses with CIS and it is not reflected.**
9. CAT 90 Microsoft Outlook (NR) (MNR) MSC: Q. Bemiller/ R. Beck. 1 abstained **\*DENIED\* They are crosslisted courses with CIS and it is not reflected.**
10. CAT 98A Introduction to Excel (MNR) (MNR) MSC: Q. Bemiller/ R. Beck. 1 abstained **\*DENIED\* They are crosslisted courses with CIS and it is not reflected.**
11. CAT 98B Advanced Excel (MNR) (MNR) MSC: Q. Bemiller/ R. Beck. 1 abstained **\*DENIED\* They are crosslisted courses with CIS and it is not reflected.**
12. KIN V10 Soccer, Varsity Men (NR) MSC: T. Friedrich Finnern / M. Sloniger  
\*APPROVED\*
13. KIN V25 Soccer, Varsity, Women (N) MSC: T. Friedrich Finnern / M. Sloniger  
\*APPROVED\*

**H.** New State Approved Certificates/Degrees:  **Holding. Missing course**

1. ~~Full Stack Web Development (N) (CERT L)~~

**I.** State/Locally Approved Certificate/Degree Modifications:  **Removed from agenda. There are additional changes that will require them to go back through District Tech review.**

1. ~~Industrial Automation (AS degree Norco)~~
2. ~~Supply Chain Automation (AS Degree Norco)~~

**J.** State Certificate/Degree Deletions: NONE

**K.** New Disciplines: NONE

## L. Information Items:

### i. New Courses:

Type	Col	Sub	Title	Hold
NEW	R	BUS	104 Business Skills: Professional Communication Basics	No
NEW	R	BUS	105 Business Skills: Professional Online Presence	No
NEW	R	BUS	106 Business Skills: Customer Experience	No
NEW	R	BUS	107 Business Skills: Professional Self-Management	No
NEW	R	CAT	104 Business Skills: Professional Communication Basics	No
NEW	R	CAT	107 Business Skills: Professional Self-Management	No
NEW	R	CIS	21B Linux Operating System Administration II	No
NEW	R	CIS	27B Introduction to Cybersecurity: Ethical Hacking	No

### ii. New Stand Alone Courses: NONE

### iii. Course Inclusions:

Type	Col	Sub	Title	Hold
INC	M	CAT	51 Intermediate Keyboarding/Document Formatting	No
INC	M	CAT	90 Microsoft Outlook	No
INC	M	CIS	90 Microsoft Outlook	No
INC	M	MAG	53 Human Relations	No
INC	M	CAT	51 Intermediate Keyboarding/Document Formatting	No

### iv. Distance Education: None.

Type	Col	Sub	Title	Hold
DE	R	CIS	21ADE Linux Operating System Administration	No
DE	R	CIS	25DE Information and Communication Technology Essentials	No
DE	R	CIS	26FDE Cisco Networking Security	No
DE	R	CIS	27ADE Computer Forensics Fundamentals	No
DE	R	CIS	27DE Information and Network Security	No

### v. Minor Course Modifications:

Type	Col	Sub	Title	Hold
MIN	MNR	ACC	1B Principles of Accounting II	No
MIN	MR	CAT	57 Creating and Managing the Virtual Office	No

### vi. Major Course Modifications:

Type	Col	Sub	Title	Hold
MAJ	MR	CAT	50 Beginning Computer Keyboarding	No
MAJ	MR	CAT	51 Intermediate Keyboarding/Document Formatting	No
MAJ	MR	CAT	53 Keyboarding Fundamentals	No
MAJ	MR	CAT	55 Applied Accounting/Bookkeeping	No

MAJ	MR	CAT	61 Professional Office Procedures	No
MAJ	MR	CAT	62 Records Management	No
MAJ	R	CAT	84 Word Processing: WordPerfect for Windows	No
MAJ	R	CAT	91 Microsoft Project	No
MAJ	R	CIS	4 Practical Computer Security	No
MAJ	R	CUL	21 Fundamentals of Baking II	No
MAJ	M	FIT	E2A First Responder Medical	No

vii. Course Exclusions: NONE

viii. Course Deletions: NONE

ix. New State/Locally Approved Certificates/Degrees:

AD-T	M		Administration of Justice	no
<b>Type</b>	<b>Col</b>	<b>Sub</b>	<b>Title</b>	<b>Hold</b>
AS	MR		Human Services	no

x. State/Locally Approved Certificate/Degree Modifications:

<b>Type</b>	<b>Col</b>	<b>Sub</b>	<b>Title</b>	<b>Hold</b>
AD-T	R		Kinesiology	yes

xi. State Certificate/Degree Deletions: NONE

#### M. Discussion items:

- META levels. Brian Johnson received the outline from the Tech. Review chair and shared it with the committee members. Level 3 causes the most problems. If it is Norco specific, the other colleges need to also sign off on it so it can move to the next level. Must relay to departments to check to make sure what level their submission it at and to notify Brian Johnson is there is an issue. The minutes can be attached at any stage as well as emailed to Brian Johnson. Paperwork that has old names needs to be updated. One draft per course is allowed.
  - Question: Can we have an expiration date on the drafts? So once it expires, another faculty member can start again on submitting a draft. Faculty can't update a course because another college is upholding it because they are not addressing it or that faculty person has now retired/left.
  - Answer: Brian will look into that.

Nick Franco asked Brian Johnson to send him the GE AOE Inclusions and Exclusions form. We need to separate Student Learning outcomes from the Curriculum process. There isn't a review committee. The field would have to come off the process. Suggestion to invite the Assessment Coordinator Dr. Burnett.

1. Level #1: Moves after Originator launch (0 days hold)
  2. Level #2: Moves after 10 business days from reaching level #2 AND after Discipline Facilitator approves (10 day hold)
  3. Level #3: Moves after NOR, MOV, and RIV department chairs approve (0 days hold). Level #4: Moves after 2 business days from reaching level #4 AND after District Admin (Heather) approves (2 day hold)
  4. Level #5: Moves after Tech Review char approves (0 days hold)
  5. Level #6: Moves after NOR, MOV, and RIV CC chairs approve (0 days hold)
  6. Level #7: Moves after District CC chair approves (0 days hold)
  7. Level #4: Moves to active after Ed Services approve (0 days hold)
- Brian Johnson is a proactive genius: Rex Beck talked about how Brian Johnson has been wanting to get the SLO's off the COR's because he feels that we will eventually have a bigger problem down the line if we don't start working on them now. In a few years we are

going to have an accreditation visit and this can be an issue. We have to have both objectives and student learning outcomes on the COR's. If we separate TracDat from META, TracDat already has assessment on Student Learning outcomes. If they are not happy with their outcomes in there, to notify the assessment committee. We have to have the Student Learning outcomes assessed. We need to separate student learning outcomes from the curriculum process. There isn't a district assessment review committee. How would we remove the student learning outcomes from the curriculum process? The assessment field would have to come off the course outlines, but some of the prerequisites and entry skills are attached and can cause other issues. Suggestion to invite the assessment coordinator Dr. Burnett to discuss it was approved by the committee.

**Next Meeting: November 14, 2017**

### **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.