



Norco College Curriculum Committee

Agenda
2:00 pm, Sept. 10, 2019
OC 116

- A. Agenda and Minutes Approval
- B. Discussion items:
 - 1. Curriculum Committee Training
 - 2. RCCD Curriculum Handbook first read.
 - 3. Accreditation Request for College Committees. Need responses.
 - i. Based on the expertise of your committee, does this section of the ISER represent college processes and/or information accurately? If not, please identify the correct information.
 - ii. Is any important evidence missing or out of date? If so, where would is the missing or up-to-date evidence located?
 - iii. Do you have any other comments or recommendations related to this section?
- C. New Discipline: none.
- D. New Courses:

Course	Title	Location	Proposal Rationale / Notes
APP 450	Apprenticeship Work Experience	N	Course requires students work as an apprentice and will be used as a general course for a variety of apprenticeship classes, which will allow students to work in a variety of trades
PDS 801	Leadership Skills	MNR	Courses are part of a noncredit certificate.
PDS 802	Supervisory Skills	MNR	Courses are part of a noncredit certificate.
PDS 803	Increasing Productivity	MNR	Courses are part of a noncredit certificate
PDS 804	Motivating Yourself and Others	MNR	Courses are part of a noncredit certificate
PDS 805	Difficult Conversations	MNR	Courses are part of a noncredit certificate
PDS 806	The Art of Negotiating and Collaborating	MNR	Courses are part of a noncredit certificate
PDS 807	Personality Styles and Difficult Relationships	MNR	Courses are part of a noncredit certificate
PDS 808	Critical Thinking, Problem Solving and Decision Making	MNR	Courses are part of a noncredit certificate
PDS 809	Business Writing in a Technological World	MNR	Courses are part of a noncredit certificate
PDS 810	Time Management	MNR	Courses are part of a noncredit certificate
PDS 811	High Impact Presentations and Proposals for the Work Place	MNR	Courses are part of a noncredit certificate
PDS 812	Workplace Communication Strategies	MNR	Courses are part of a noncredit certificate
PDS 813	Best Practices in Customer Service	MNR	Courses are part of a noncredit certificate
PDS 814	Closing Techniques That Win the Sale	MNR	Courses are part of a noncredit certificate
PDS 815	Winning Sales Scripts	MNR	Courses are part of a noncredit certificate



- E. New Stand Alone Courses: NONE.
- F. Course Inclusions: NONE.
- G. Course Exclusions: NONE.
- H. Course Deletions:

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

I. Distance Education:

Course	Title	Location	Proposal Rationale / Notes
CHI 1DE	Chinese 1	NR	
CHI 2DE	Chinese 2	NR	

J. Major Course Modifications:

Course	Title	Location	Proposal Rationale / Notes
MUS 32A	Class Piano I	MNR	Add objectives. Update SLOs, content, and textbook
MUS 32B	Class Piano II	MNR	Add objectives. Update SLOs, content, and textbook
MUS 32C	Class Piano III	MNR	Add objectives. Update SLOs, content, and textbook
MUS 32D	Class Piano IV	MNR	Add objectives. Update SLOs, content, and textbook

1. CON-60 Introduction to Construction *N Update text edition, description, objectives, SLOs. * **Still on HOLD** * Not ready.
2. CON-62 Blueprint Reading *N Update text edition, description, objectives, SLOs. * **Still on HOLD**. Not ready.
3. CON-63A International Building Code *N Update COR * **Still on HOLD**. Not ready.
4. CON-64 Office Procedures and Field Inspection *N Update text.* **Still on HOLD**. Not ready.
5. CON-70 Fundamentals of Soil Technology Change under materials the Uniform Building Code 1997 to International Building Code 2006 * **Still on HOLD**. Not ready.
6. ENE-60 Math for Engineering Technology Include the addition of course objectives and update textbooks * **Still on HOLD**. Needs major revisions from 'Method of Instruction' and the rest of the sections below that.



K. New State Approved Certificates/Degrees:

Program Name	Location	Proposal Rationale / Notes
Customer Relations <u>Non-Credit Certificate</u>	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.
Enterprise Communication <u>Non-Credit Certificate</u>	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 <u>Non-Credit Certificate</u>	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 <u>Non-Credit Certificate</u>	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 <u>Non-Credit Certificate</u>	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.

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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.

L. State/Locally Approved Certificate/Degree Modifications:

Program Name	Location	Proposal Rationale / Notes
Engineering Graphics Certificate	N	Removal of ENE-22 Engineering Drawing and addition of ENE/ELE-27 Technical Communications.

M. State Certificate/Degree Deletions: NONE.

N. AOE/GE Inclusions: NONE.

O. Information Items:

1. New Courses:

Course	Title	Location	Proposal Rationale / Notes
AIR 50C	Residential Installation	R	
AIR 51C	Commercial and Industrial Refrigeration	R	
AIR 51D	Building Automation and Control Systems	R	
AIR 850D	EPA Preparation and Certification	R	

2. New Stand Alone Courses: NONE.

3. Course Inclusions: NONE.

4. Course Exclusions:

Course	Title	Location	Proposal Rationale / Notes
KIN A83	Kickboxing Aerobics	R	We have not taught any of these classes for over 4 years
KIN A86	Step Aerobics	R	We have not taught any of these classes for over 4 years
KIN A87	Step Aerobics, Intermediate	R	We have not taught any of these classes for over 4 years
KIN A88	Step Aerobics, Advanced	R	We have not taught any of these classes for over 4 years

5. Course Deletions: NONE.

6. Distance Education:

Course	Title	Location	Proposal Rationale / Notes
ARA 3DE	Arabic 3	R	



7.Minor Course Modifications: NONE.

8.Major Course Modifications:

Course	Title	Location	Proposal Rationale / Notes
AIR 50A	Air Conditioning and Refrigeration Theory	R	This is the basic entry level class for our program.
AIR 50B	Residential Air Conditioning	R	Basic residential air conditioning including troubleshooting and repair to prepare students for careers in the field.
AIR 51A	Residential Heating and Ventilation	R	Class will teach the basics of heating, ventilation and air distribution for residential systems.
AIR 51B	Commercial and Industrial Heating and Air Conditioning	R	Class will cover the basics of a wide variety of Commercial and Industrial HVAC systems currently used in the industry.
AIR 53	Basic Electricity for A/C & Refrigeration	R	To prepare students for the HVAC/R field. Students will be working on a huge variety of electrical components once the begin working in the field.

9.New State/Locally Approved Certificates/Degrees:

Program Name	Location	Proposal Rationale / Notes
<u>Accounting Basics for Small Business Non-Credit Certificate</u>	M	The Accounting Basics for Small Business Certificate provides a framework for students to develop skills and knowledge in accounting software techniques, enabling them to open up additional work and advancement opportunities. The certificate is also a gateway into other noncredit and credit programs. Students develop skills and training that will qualify them for even more opportunities.
<u>Customer Relations *Non-Credit Certificate</u>	M	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.
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10. State/Locally Approved Certificate/Degree Modifications:

Program Name	Location	Proposal Rationale / Notes
Culinary Arts	R	Justification for proposed change to the culinary certificate is to add two courses to the program in order to satisfy accreditation requirements. CTE is in the process of applying for postsecondary accreditation from the American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC). The commission assures that a program is meeting at least a minimum of standards & competencies set for faculty, curriculum and student services. ACFEF is recognized by the Council For Higher Education Accreditation



Program Name	Location	Proposal Rationale / Notes
		(CHEA). CHEA is an association of 3,000 degree granting colleges & universities and recognizes institutional and programmatic accrediting organizations. The benefits of postsecondary accreditation with the ACF creates public trust by ensuring established standards, accountability & credibility, higher level of professionalism, up-to-date & current practices, and marketing tool for recruiting students.

11. State Certificate/Degree Deletions: NONE

12. Discipline Inclusion:

Discipline Name	Location	Proposal Rationale / Notes
PDS Professional Development Studies	R	Adoption of discipline

Next Meeting: September 24, 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.