NORCO COLLEGE
CURRICULUM COMMITTEE MINUTES

September 10, 2019 - 2:00 pm
OC 116

Brian Johnson chaired the meeting.
Members Present:

Brian Johnson……..Math
Nicole C. Brown……..Office of Academic Affairs
Dr. Samuel Lee…….. Vice President of Academic Affairs
Dr. Teresa Friedrich Finnern …....Sciences and Kinesiology
Suzanne Witmer ……Sciences and Kinesiology
Rex Beck…….. Business, Engineering & Information Technologies
Jeff Warsinski…..…… Math
Vivian Harris…….Library
Nicholas Franco…….. Social and Behavioral Sciences/ Articulation Officer
Lisa Martin …….. Social and Behavioral Sciences/Counseling
Michael Bobo ……. Arts, Humanities and World Languages
Nicole Capps …….. Communications
Andrea Meza……...……..ASNC

Members Absent:
Dr. Jason Parks……Dean of Instruction
Mitzi Sloniger …….. Communications
Janet Frewing ..……Math

Guest: Ashlee Johnson ….BEIT

A. Agenda Approval: MSC: MSC: R. Beck/ L. Martin *Approved.
B. Minutes 5/28/19 Approval MSC: T. Friedrich Finnern/ R. Beck *Approved. 2 Abstentions.
C. Discussion items:
1. Curriculum Committee Training: Brian Johnson presented a PowerPoint outline of Curriculum training to the committee. A copy was emailed to all the committee members. Clarified questions that if only a Norco Course is approved, it moved to the DCC as an information item and then goes to the Board of Trustees for approval.
2. RCCD Curriculum Handbook first read. Brian Johnson went over the handbook with the committee and a copy was emailed to all the committee members asking for them to review it and submit any edits to him. Requested for this handbook to be posted to our website.
3. Accreditation Request for College Committees. Need responses. ***Tabled***
   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 Is any important evidence missing or out of date?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?

D. New Discipline: **NONE**
E. New Courses:
1. PDS-814 Closing Techniques That Win the Sale *MNR Part of a noncredit certificate on sales techniques. * **HOLD – Issues with cross-listed CAT courses.**

2. PDS-815 Winning Sales Scripts*MNR Part of a noncredit certificate on sales techniques. * **HOLD – Issues with cross-listed CAT courses**.
3. PDS-812 Workplace Communication Strategies *MNR This course is part of a noncredit certificate. * **HOLD – Issues with cross-listed CAT courses.**
4. PDS-805 Difficult Conversations *MNR This course is part of a noncredit certificate. * **HOLD – Issues with cross-listed CAT courses**.
5. PDS-806 The Art of Negotiating and Collaborating *MNR This course is part of a noncredit certificate. * **HOLD – Issues with cross-listed CAT courses.**
6. PDS-807 Personality Styles and Difficult Relationships *MNR This course is part of a noncredit certificate. * **HOLD – Issues with cross-listed CAT courses**.
7. PDS-813 Best Practices in Customer Service *MNR This course is part of a noncredit certificate. * **HOLD – Issues with cross-listed CAT courses.**
8. PDS-801 Leadership Skills *MNR This course is part of a noncredit certificate. * **HOLD – Issues with cross-listed CAT courses.**
9. PDS-802 Supervisory Skills *MNR This course is part of a noncredit certificate. * **HOLD – Issues with cross-listed CAT courses.**
10. PDS-803 Increasing Productivity *MNR This course is part of a noncredit certificate. * **HOLD – Issues with cross-listed CAT courses**.
11. PDS-804 Motivating Yourself and Others *MNR This course is part of a noncredit certificate. * **HOLD – Issues with cross-listed CAT courses**.
12. PDS-808 Critical Thinking, Problem Solving and Decision Making *MNR This course is part of noncredit certificate. * **HOLD – Issues with cross-listed CAT courses**.
13. PDS-809 Business Writing in a Technological World *MNR This course is part of noncredit certificate. * **HOLD – Issues with cross-listed CAT courses**.
14. PDS-810 Time Management *MNR This course is part of noncredit certificate. **HOLD – Issues with cross-listed CAT courses**
15. PDS-811 High Impact Presentations and Proposals for the Work Place *MNR This course if part of a noncredit certificate. * **HOLD – Issues with cross-listed CAT courses**.
16. APP-450 Apprenticeship Work Experience *N Apprenticeship is an industry driven training system that ensures a highly skilled internationally competitive workforce in a variety of trades. Industry established training and certification standards and provides direction to the system through a variety of ways. This course would be similar to WKS 200 where the students register for it and then are sorted, by the instructor, into the appropriate work experience class according to their selected trade. Students would primarily be full time employees working in that trade. It is the first class in what will be a apprenticeship certificate in a variety of areas. **MSC: N. Capps/ T. FriedrichFinnern * Approved**.

F. New Stand Alone Courses: **NONE**

G. Course Inclusions: **NONE**

H. Course Exclusions: **NONE**

I. Course Deletions:

1. ENE-22 Engineering Drawing *N Contents covered by ENE-41, for direct transfer to USC *This is cross-listed with DFT-22 **Hold. Move to agenda next week**
2. ENE-28 Technical Design *N Contents covered by ENE-41, for direct transfer to USC **Hold. Move to agenda next week**

J. Distance Education:

1. CHI-2DE Chinese 2DE *NR ***MSC: V. Harris/ M. Bobo *APPROVED**
2. CHI-1DE Chinese 1DE *NR ***MSC: V. Harris/ M. Bobo *APPROVED**

K. Major Course Modifications:

1. CON-60 Introduction to Construction *N Update text edition, description, objectives, SLOs. * Still on HOLD * Not ready. * **Remove from agenda. Course moved back to DRAFT in META.**
2. CON-62 Blueprint Reading *N Update text edition, description, objectives, SLOs. * Still on HOLD. Not ready. **Remove from agenda. Course moved back to DRAFT in META**.
3. CON-63A International Building Code *N Update COR * Still on HOLD. Not ready. **Remove from agenda. Course moved back to DRAFT in META**.
4. CON-64 Office Procedures and Field Inspection *N Update text. * Still on HOLD. Not ready. **Remove from agenda. Course moved back to DRAFT in META.**
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. **Remove from agenda. Course moved back to DRAFT in META**.
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. **Remove from agenda.**
7. MUS-32A Class Piano I Add objectives. *MNR Update SLOs, content, and textbook. **MSC: V. Harris/ R. Beck *APPROVED. CSUGE/IGETC is wrong and needs to be taken out.**
8. MUS-32B Class Piano II *MNR Add objectives. Update SLOs and textbook. **MSC: V. Harris/ R. Beck *APPROVED. CSUGE/IGETC is wrong and needs to be taken out.**
9. MUS-32C Class Piano III*MNR Add objectives. Update SLOs and textbook. **MSC: V. Harris/ R. Beck *APPROVED. CSUGE/IGETC is wrong and needs to be taken out**.
10. MUS-32D Class Piano IV *MNR Add objectives. Update SLOs and textbook. **MSC: V. Harris/ R. Beck *APPROVED. CSUGE/IGETC is wrong and needs to be taken out.**

L. New State Approved Certificates/Degrees Additions:

1. PDS-CERT CRN Customer Relations * Non-Credit Certificate (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. **Hold. Move to agenda next week**
2. PDS-CERT ELN Emerging Leaders * Non-Credit Certificate (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. **Hold. Move to agenda next week**
3. PDS-CERT ECN Enterprise Communication * Non-Credit Certificate (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. **Hold. Move to agenda next week**
4. PDS-CERT STN Sales Techniques * Non-Credit Certificate (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. **Hold. Move to agenda next week**

5. PDS-CERT WEN Workplace Essentials * Non-Credit Certificate (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. 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. **Hold. Move to agenda next week**

M. State/Locally Approved Certificate/Degree Modifications:

1. ENE-NCE796 Engineering Graphics Certificate *N Removal of ENE-22 Engineering Drawing and addition of ENE/ELE-27 Technical Communications. * **MSC: R. Beck/ T. Friedrich/Finnern * Approved. Need to add cross-listed DFT-27 to POR.**

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

O. AOE/GE Inclusions: **NONE**

P. Information Items:

1. New Courses:

i. AIR-850D EPA Preparation and Certification *R All people working in the Air Conditioning and Refrigeration Industry must have an EPA Certification which must be renewed on a 5 year cycle

ii. AIR-50C Residential Installation *R Training of students for entry level employment in the residential HVAC industry

iii. AIR-51D Building Automation and Control Systems *R Modern commercial buildings often use one or both of these systems to control comfort heating and cooling.

iv. AIR-51C Commercial and Industrial Refrigeration *R Training in commercial refrigeration to make students job ready

2. New Stand Alone Courses: NONE.
3. Course Inclusions: NONE
4. Discipline Inclusion:

i. ENP Entrepreneurship For non-credit courses being created.

5. Course Exclusions:

i. KIN-A83 Kickboxing Aerobics *R "Campuses Offering: NR
We have not taught any of these classes for over 4 years. We are cleaning up our inventory and since Norco and Moreno Valley already or are interested in teaching these courses, Riverside is excluding them."

ii. KIN-A86 Step Aerobics *R "Campuses Offering: MR
We have not taught any of these classes for over 4 years. We are cleaning up our inventory and since Norco and Moreno Valley already or are interested in teaching these courses, Riverside is excluding them."

iii. KIN-A87 Step Aerobics, Intermediate *R "Campuses Offering: MR We have not taught any of these classes for over 4 years. We are cleaning up our inventory and since Norco and Moreno Valley already or are interested in teaching these courses, Riverside is excluding them."

iv. KIN-A88 Step Aerobics, Advanced *R "Campuses Offering: MR
We have not taught any of these classes for over 4 years. We are cleaning up our inventory and since Norco and Moreno Valley already or are interested in teaching these courses, Riverside is excluding them."

6. Course Deletions: NONE
7. Distance Education:
i. ARA-3DE Arabic 3 *R

8. Major Course Modifications:
i. AIR-50A Air Conditioning and Refrigeration Theory *R This is the basic entry level class for our program
ii. 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
iii. AIR-50B Residential Air Conditioning *R Basic residential air conditioning including troubleshooting and repair to prepare students for careers in the field
iv. AIR-51A Residential Heating and Ventilation *R Class will teach the basics of heating, ventilation and air distribution for residential systems.
v. 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.

9. Minor Course Modifications: None.
10. New State/Locally Approved Certificates/Degrees:
i. ACC-CERT ABSB Accounting Basics for Small Business *Non-Credit Certificate *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.
ii. PDS-CERT CRM Customer Relations *Non-Credit Certificate *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.
iii. PDS-CERT ECM Enterprise Communication *Non-Credit Certificate *M 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.
iv. PDS-CERT ELM Emerging Leaders *Non-Credit Certificate *M 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.
v. PDS-CERT STM Sales Techniques *Non-Credit Certificate *M 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.

vi. PDS-CERT WEM Workplace Essentials *Non-Credit Certificate *M 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. 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.

11. State/Locally Approved Certificate/Degree Modifications:
    i. CUL-CERT CA 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 (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.

12. State Certificate/Degree Deletions: NONE
13. New/Inclusions/ Modifications Disciplines:
    i. PDS Professional Development Studies *R Adoption of discipline.

Q. Open Forum: **None**

Next Meeting: September 24, 2019 in 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.

Academic year 19/20 DECISIONS				
Proposal Type	**Course/Program**	**COURSE/Program TITLE**	**Action Taken**	**NORCO Curriculum Committee (DATE)**
Course Deletion	ENE-22	Engineering Drawing	HOLD * Moved to 9/24 agenda	**9/10/2019**
Course Deletion	ENE-28	Technical Design	HOLD * Moved to 9/24 agenda	**9/10/2019**
Course Major Modification	CON-60	Introduction to Construction	**Course moved back to DRAFT in CurricQNet.**	**9/10/2019**
Course Major Modification	CON-62	Blueprint Reading	**Course moved back to DRAFT in CurricQNet.**	**9/10/2019**
Course Major Modification	CON-63A	International Building Code	**Course moved back to DRAFT in CurricQNet.**	**9/10/2019**
Course Major Modification	CON-64	Office Procedures and Field Inspection	**Course moved back to DRAFT in CurricQNet.**	**9/10/2019**
Course Major Modification	CON-70	Fundamentals of Soil Technology	**Course moved back to DRAFT in CurricQNet.**	**9/10/2019**
Course Major Modification	ENE-60	Math for Engineering Technology	**Course moved back to DRAFT in CurricQNet.**	**9/10/2019**
Course Major Modification	MUS-32A	Class Piano I	Approved and sent to district for approval process.	**9/10/2019**
Course Major Modification	MUS-32B	Class Piano II	Approved and sent to district for approval process.	**9/10/2019**
Course Major Modification	MUS-32C	Class Piano III	Approved and sent to district for approval process.	**9/10/2019**
Course Major Modification	MUS-32D	Class Piano IV	Approved and sent to district for approval process.	**9/10/2019**
Distance Education	CHI-1DE	Chinese 1DE	Approved and sent to district for approval process.	**9/10/2019**
Distance Education	CHI-2DE	Chinese 2DE	Approved and sent to district for approval process.	**9/10/2019**
New Course	APP-450	Apprenticeship Work Experience	Approved and sent to district for approval process.	**9/10/2019**

New Course	PDS-801	Leadership Skills	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**
New Course	PDS-802	Supervisory Skills	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**
New Course	PDS-803	Increasing Productivity	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**
New Course	PDS-804	Motivating Yourself and Others	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**
New Course	PDS-805	Difficult Conversations	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**
New Course	PDS-806	The Art of Negotiating and Collaborating	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**
New Course	PDS-807	Personality Styles and Difficult Relationships	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**
New Course	PDS-808	Critical Thinking, Problem Solving and Decision Making	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**
New Course	PDS-809	Business Writing in a Technological World	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**
New Course	PDS-810	Time Management	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**
New Course	PDS-811	High Impact Presentations and Proposals for the Work Place	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**
New Course	PDS-812	Workplace Communication Strategies	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**
New Course	PDS-813	Best Practices in Customer Service	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**
New Course	PDS-814	Closing Techniques That Win the Sale	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**
New Course	PDS-815	Winning Sales Scripts	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**
New Program	PDS-CERT CRN	Customer Relations	HOLD * Moved to 9/24 agenda	**9/10/2019**
New Program	PDS-CERT ECN	Enterprise Communication	HOLD * Moved to 9/24 agenda	**9/10/2019**
New Program	PDS-CERT ELN	Emerging Leaders	HOLD * Moved to 9/24 agenda	**9/10/2019**

New Program	PDS-CERT STN	Sales Techniques	HOLD * Moved to 9/24 agenda	**9/10/2019**
New Program	PDS-CERT WEN	Workplace Essentials	HOLD * Moved to 9/24 agenda	**9/10/2019**
Program Modification	ENE-NCE796	Engineering Graphics	Approved and sent to district for approval process.	**9/10/2019**