

NORCO COLLEGE CURRICULUM COMMITTEE MINUTES

May 27, 2024 - 2:00 pm

ZOOM for non-voting members and OC*116 for voting members

Brian Johnson chaired the meeting.

Members Present:

Brian Johnson..... Math, Engineering, Comp. Sci & Game Development –
Curriculum Chair
Dr. Quinton Bemiller..... Interim Vice President of Academic Affairs
Dr. Courtney Doussett Dean of Instruction
Nicole C. Brown..... Office of Academic Affairs
Nicholas Franco..... Articulation Officer
Dr. Teresa Friedrich Finnern Natural Sciences, Health and Kinesiology
Dr. Sigrid Williams Human & Public Services
Jeff Mulari Math, Engin.Comp. Sci.& Game Dvlpmnt - Alternate
Vivian Harris..... Library
Dr. Patrica Avila Counseling – Guidance Department
John Alpay..... Business and Management
Dr. Melissa Wilson Social and Behavioral Sciences
Dr. Jessica Dobson Communications, Humanities and Languages

Members Absent:

Kim Kamerin Visual and Performing Arts
Vacant Applied Technologies and Apprenticeships
Abigail Tan ASNC
Debra Karrer..... Dean of Instruction Office – IDC

- A. Minutes May 13, 2025. MSC: M/ J. Dobson, S/ V. Harris * MSC: M/ J. Alpay, S/ V. Harris, 8-Yeas, 0 Nays, 1 abstain. Dr. Patrica Avila voted via ZOOM from location Norco College, Norco, CA.
- B. Agenda May 27, 2025 MSC: M/ J. Alpay, S/ V. Harris, 9-Yeas, 0 Nays, 0 abstain.
* Dr. Patrica Avila voted via ZOOM from location Norco College, Norco, CA.
Discussion about the Program Discontinuance vote and first read rules. John Alpay moved to suspend rule of first read and moved to be an action item vote.
MSC: M/ J. Alpay, S/ V. Harris for the amendment. 9-Yeas, 0 Nays, 0 abstain.
- C. Reminder Notices:
1. On the CurriQUnet Maverick website, there is a message about launch deadlines for the 26/27 catalog. More discussion about the launch dates and to make sure faculty are ready since there will be 13 courses in Phase 2A.
 - Common Course Numbering Courses: September 19, 2025.
 - CCN Approval Deadline for Facilitators and Chairs: September 26, 2025
 - All other Proposals (Courses and Programs): October 3, 2025
 - Approval Deadlines for Facilitators and Chairs: October 10, 2025.

Action Items:

D. Program Discontinuance Vote:

Back in 2017 these two programs were removed from the catalog but never officially went through our program discontinuance process. Several Game Art certificates were modified at the time to reflect a change in the Game art industry and any students working toward those certificates were directed to other Game certificates. No further discussions. MSC: M/ S. Williams, S/ J. Alpay. 9-Yeas, 0 Nays, 0 abstain. Nicole Brown will notate in the 25/26 catalog in the addendum.

1. Game Art: Character Modeling – Control# 31320 (Cert), 31373 (A.S. Degree)
2. Game Art: Environments and Vehicles – Control # 31317 (Cert), 31374 (A.S. Degree)

E. Distance Education:

Items 1-2 taken together. MSC: M/ J. Alpay, S/ V. Harris, 9-Yeas, 0 Nays, 0 abstain.

1. COMM-C1000HDE Introduction to Public Speaking Honors *MNR
2. ELE-826DE Microcontrollers *N

F. Course Major Modification: Items 1-2 taken together. MSC: M/ T. Friedrich Finnern, S/ V. Harris, 9-Yeas, 0 Nays, 0 abstain.

1. ELE-10 Survey of Electronics *N * Book is 2010. B. Johnson will contact faculty to get a newer book listed in the COR.
2. ELE-810 Survey of Electronics *N

G. New Courses: Items 1-5 taken together. MSC: M/ J. Alpay, S/ J. Dobson, 9-Yeas, 0 Nays, 0 abstain.

1. ELE-41 Introduction to Biomedical Equipment *N
2. ELE-42 Troubleshooting Theory and Methodology in Biomedical Equipment *N
3. ELE-43 Biomedical Life Support Equipment Troubleshooting and Repair *N
4. ELE-44 Network Troubleshooting and Methodology in Biomedical Equipment *N
5. ELE-45 Capstone Project for Biomedical Equipment *N

H. New Program: MSC: M/ J. Alpay, S/ V. Harris, 9-Yeas, 0 Nays, 0 abstain.

1. ELE- CERT Biomedical Electronic Equipment Repair *N * Unit error discovered for ELE-44. Nicole Brown emailed Bryan Medina at RCCD to report discrepancy and issue was resolved.

I. Program Modification: MSC: M/ J. Alpay, S/ V. Harris, 9-Yeas, 0 Nays, 0 abstain.

1. MAN-CERT Control Systems Specialist *N Removing ELE-65 from the course requirements; MAN-33 is already required as an alternative.

J. Norco College Information item:

1. Course Minor Modification

- a) ELC-77 Electrical Theory for Electricians *N
- b) ELE-77 Electrical Theory for Electricians *N
- c) GEG-30A Field Studies in Geography *MNR
- d) MAN-77 Electrical Theory for Electricians *N

K. RCC and MVC Information Items:

1. Course Exclusion:

- a) MUS-36 Instrumental Chamber Music Ensembles. *M

2. Course Major/Minor Modifications:

- a) SPA-2H Honors Spanish 2
- b) COS-60A1 Cosmetology Concepts Level A1
- c) COS-60A2 Cosmetology Concepts Level A2
- d) COS-60B1 Cosmetology Concepts Level B1
- e) COS-60B2 Cosmetology Concepts Level B2
- f) COS-60C1 Cosmetology Concepts Level C1
- g) COS-60C2 Cosmetology Concepts Level C2
- h) COS-60D1 Cosmetology Concepts Level D1
- i) COS-60D2 Cosmetology Concepts Level D2

L. Open Forum:

- 1. Nicole announced that the 2025-2026 Curriculum Committee meeting dates have been sent out to the active Curriculum committee members via Outlook. Please accept them to add to your calendar. Please let Nicole know of any changes to department representatives and the alternates via email.

Adjourned: 2:42 pm

Next Meeting: September 9, 2025 *

2025	2026
09/09/25	JAN- No MTG.
09/23/25	02/24/26
10/14/25	03/10/26
10/28/25	03/24/26
11/13/25 *	04/28/26
12/09/25	05/12/26
	05/26/26

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.

Re: Program Discontinuance Task Force - issue with 2 old game programs

From Ruiz, Jessiah <Jessiah.Ruiz@norcocollege.edu>

Date Wed 5/21/2025 2:15 PM

To Doussett, Courtney <Courtney.Doussett@norcocollege.edu>; Franco, Nicholas <Nicholas.Franco@norcocollege.edu>; Bemiller, Quinton <Quinton.Bemiller@norcocollege.edu>; Johnson, Brian <Brian.Johnson@norcocollege.edu>; Clendenning, Jeff <Jeff.Clendenning@norcocollege.edu>; Finley, James <James.Finley@norcocollege.edu>

Cc Brown, Nicole <Nicole.Brown@norcocollege.edu>

I vote yes to discontinue.

Regards,
Jessiah

From: Doussett, Courtney <Courtney.Doussett@norcocollege.edu>

Sent: Wednesday, May 21, 2025 5:53 AM

To: Franco, Nicholas <Nicholas.Franco@norcocollege.edu>; Bemiller, Quinton <Quinton.Bemiller@norcocollege.edu>; Johnson, Brian <Brian.Johnson@norcocollege.edu>; Clendenning, Jeff <Jeff.Clendenning@norcocollege.edu>; Finley, James <James.Finley@norcocollege.edu>

Cc: Brown, Nicole <Nicole.Brown@norcocollege.edu>; Ruiz, Jessiah <Jessiah.Ruiz@norcocollege.edu>

Subject: Re: Program Discontinuance Task Force - issue with 2 old game programs

My vote is yes to discontinue.

Regards,
Courtney

Get [Outlook for iOS](#)

From: Franco, Nicholas <Nicholas.Franco@norcocollege.edu>

Sent: Tuesday, May 20, 2025 4:14:14 PM

To: Bemiller, Quinton <Quinton.Bemiller@norcocollege.edu>; Johnson, Brian <Brian.Johnson@norcocollege.edu>; Clendenning, Jeff <Jeff.Clendenning@norcocollege.edu>; Finley, James <James.Finley@norcocollege.edu>

Cc: Brown, Nicole <Nicole.Brown@norcocollege.edu>; Ruiz, Jessiah <Jessiah.Ruiz@norcocollege.edu>; Doussett, Courtney <Courtney.Doussett@norcocollege.edu>

Subject: Re: Program Discontinuance Task Force - issue with 2 old game programs

Hi,

I vote yes to discontinue the 2 programs.

Thanks,
Nick

Nicholas Franco
Articulation Officer, Counseling Faculty
Norco College

From: Bemiller, Quinton <Quinton.Bemiller@norcocollege.edu>

Sent: Monday, May 19, 2025 3:32 PM

To: Johnson, Brian <Brian.Johnson@norcocollege.edu>; Clendenning, Jeff <Jeff.Clendenning@norcocollege.edu>;
Finley, James <James.Finley@norcocollege.edu>

Cc: Brown, Nicole <Nicole.Brown@norcocollege.edu>; Ruiz, Jessiah <Jessiah.Ruiz@norcocollege.edu>; Doussett,
Courtney <Courtney.Doussett@norcocollege.edu>; Franco, Nicholas <Nicholas.Franco@norcocollege.edu>

Subject: Re: Program Discontinuance Task Force - issue with 2 old game programs

I don't know if we need a motion and a second or not, but I vote yes to discontinue these two programs.

Quinton

Quinton P. Bemiller, Ed.D.
Interim Vice President, Academic Affairs
Norco College

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Mobile: (951) 235-7583

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www.NorcoCollege.edu

From: Johnson, Brian <Brian.Johnson@norcocollege.edu>

Sent: Monday, May 19, 2025 2:47 PM

To: Clendenning, Jeff <Jeff.Clendenning@norcocollege.edu>; Finley, James <James.Finley@norcocollege.edu>

Cc: Bemiller, Quinton <Quinton.Bemiller@norcocollege.edu>; Brown, Nicole <Nicole.Brown@norcocollege.edu>;
Ruiz, Jessiah <Jessiah.Ruiz@norcocollege.edu>; Doussett, Courtney <Courtney.Doussett@norcocollege.edu>;

Franco, Nicholas <Nicholas.Franco@norcocollege.edu>

Subject: Re: Program Discontinuance Task Force - issue with 2 old game programs

Hello everyone, if you are new to this email thread here is the issue -

Back in 2017 these 2 programs

Game Art: Character Modeling – Control# 31320, 31373,

Game Art: Environments and Vehicles – Control # 31317, 31374

were removed from the catalog but never officially went through our program discontinuance process. Several Game Art certificates were modified at the time to reflect a change in the Game art industry and any students working toward those certificates were directed to other Game certificate (James, correct me if I am wrong on that). These certificates are still showing as active in COCI despite not being in the catalog for a number of years. To clean up this discrepancy, our BP on program discontinuance requires we convene a discontinuance task force. A program discontinuance task force comprises several people. The complete list is on the discontinuance form, but if you are on this email it includes you. These programs have not been offered in 8 years, but we need it documented we went through the correct process. It was agreed that this could be done by email vote.

At this point I am asking for a vote from each of you (those cc'd as well) for discontinuing these 2 programs. Afterwards I will then send the discontinuance proposal to tech review, then the curriculum committee for approval.

Thanks.

Brian Johnson
Associate professor
Norco College

From: Clendenning, Jeff <Jeff.Clendenning@norcocollege.edu>
Sent: Monday, May 19, 2025 1:28 PM
To: Finley, James <James.Finley@norcocollege.edu>; Johnson, Brian <Brian.Johnson@norcocollege.edu>
Cc: Bemiller, Quinton <Quinton.Bemiller@norcocollege.edu>; Brown, Nicole <Nicole.Brown@norcocollege.edu>; Ruiz, Jessiah <Jessiah.Ruiz@norcocollege.edu>
Subject: Re: Program Discontinuance Task Force - issue with 2 old game programs

Thank you for adding me. I don't think I have anything to add to a discussion about these classes. If it is a vote you need, I vote yes for discontinuing the old classes.

Kindly,

Jeff Clendenning

Assistant Professor, Game Art

Faculty Advisor for:

SGC (Social Gaming Club)

GDC (Game Development Club)

Sketch Club

951.738.7240

STEM 115 & 117

From: Finley, James <James.Finley@norcocollege.edu>
Sent: Monday, May 19, 2025 12:20:19 PM
To: Johnson, Brian <Brian.Johnson@norcocollege.edu>
Cc: Bemiller, Quinton <Quinton.Bemiller@norcocollege.edu>; Brown, Nicole <Nicole.Brown@norcocollege.edu>; Ruiz, Jessiah <Jessiah.Ruiz@norcocollege.edu>; Clendenning, Jeff <Jeff.Clendenning@norcocollege.edu>
Subject: Re: Program Discontinuance Task Force - issue with 2 old game programs

Jessiah Ruiz and Jeff Clendenning added!

On May 19, 2025, at 11:34 AM, Johnson, Brian <Brian.Johnson@norcocollege.edu> wrote:

Great. The discontinuance process says it needs to include 2 other faculty in the GAM discipline on this task force. James, could you find 2 others from your discipline or department and add them into this email chain and then we could take a vote?

Brian Johnson
Associate professor
Norco College

From: Bemiller, Quinton <Quinton.Bemiller@norcocollege.edu>
Sent: Friday, May 16, 2025 4:35 PM
To: Finley, James <James.Finley@norcocollege.edu>; Johnson, Brian <Brian.Johnson@norcocollege.edu>
Cc: Brown, Nicole <Nicole.Brown@norcocollege.edu>
Subject: Re: Program Discontinuance Task Force - issue with 2 old game programs

I agree an email vote would suffice in this case...

Quinton

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From: Finley, James <James.Finley@norcocollege.edu>
Sent: Friday, May 16, 2025 4:34 PM
To: Johnson, Brian <Brian.Johnson@norcocollege.edu>
Cc: Bemiller, Quinton <Quinton.Bemiller@norcocollege.edu>; Brown, Nicole <Nicole.Brown@norcocollege.edu>
Subject: Re: Program Discontinuance Task Force - issue with 2 old game programs

Hi Brian,

For sake of speed and convenience, would an email vote suffice? I believe you are correct in that we won't have much in the way of disagreement or discussion.

-James

On May 15, 2025, at 12:25 PM, Johnson, Brian <Brian.Johnson@norcocollege.edu> wrote:

Hello James and Quinton, back in 2017 several game program proposals came through curriculum. Some were submitted to the State as new programs and some were just modifications to existing programs. However, these 2 programs:

Game Art: Character Modeling – Control# 31320, 31373,
Game Art: Environments and Vehicles – Control # 31317, 31374

were removed from the catalog but never officially went through our program discontinuance process. As a result, they are still showing as active in COCI. To clean this up, our BP on program discontinuance requires we convene a

discontinuance task force. Seeing how these programs have not been offered in 7-8 years I don't think there is going to be some disagreement on this, but I want it documented we went through the correct process. Perhaps we can convene this task force immediately after the curriculum meeting on May 27, or we can schedule a zoom meeting, or could we do this through an email vote? Let me know what way you think would be best. I have attached a copy of the discontinuance form which includes the members required for the task force. Thanks.

Brian Johnson
Associate professor
Norco College
<Program_Discontinuance.docx>

2025-2026 Riverside Community College District Curriculum Calendar

July 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July	
3	Legal Holiday/Day of Observance

August 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August	
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September 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September	
1	Legal Holiday/Day of Observance
2	Tech Review and DCC
9	College Curriculum Committee
16	Tech Review and DCC
19	CCN Launch Deadline
23	College Curriculum Committee
26	CCN Approval Deadline for Chairs and Facilitators

October 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October	
3	Launch Deadline - All Courses and Programs
7	Tech Review and DCC
10	Deadline for Department Chairs and Facilitators
14	College Curriculum Committee
21	Tech Review and DCC
28	College Curriculum Committee

November 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November	
4	Tech Review and DCC - Last Possible TR
11	Legal Holiday/Day of Observance
13	Special College Curriculum/DCC - Last Possible
17	Chancellor's Cabinet Final Possible
18	Tech Review and DCC
24-27	Classes Not in Session

December 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December	
2	Tech Review and DCC
2	Board of Trustees Committee - Final Possible
9	College Curriculum Committee
9	Board of Trustees - Final Possible

January 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January	
1	Legal Holiday/Day of Observance
19	Legal Holiday/Day of Observance

February 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

February	
13	Legal Holiday/Day of Observance
16	Legal Holiday/Day of Observance
24	College Curriculum Meeting

March 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March	
3	Technical Review & District Curriculum
10	College Curriculum Meeting
17	Technical Review & District Curriculum
24	College Curriculum Meeting
31	Legal Holiday/Day of Observance

April 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April	
7	Technical Review & District Curriculum
13-19	Spring Break
21	Technical Review & District Curriculum
27	CORs Effctv. for 26-27 Become Active in Meta
28	College Curriculum Meeting

May 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May	
5	Technical Review & District Curriculum
12	College Curriculum Meeting
19	Technical Review & District Curriculum
25	Legal Holiday/Day of Observance
26	College Curriculum Meeting

June 2026						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June	
2	Technical Review & District Curriculum
6-12	Finals Week