

# NORCO COLLEGE

## CURRICULUM COMMITTEE MINUTES

March 10, 2026 - 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  
Nicole C. Brown..... Office of Academic Affairs  
Nicholas Franco..... Articulation Officer  
Dr. Teresa Friedrich Finnern .... Natural Sciences, Health and Kinesiology  
Dr. Jessica Dobson..... Communications, Humanities & Languages  
Dr. Mike Leese ..... Human & Public Services  
Jeff Mulari ..... Math, Engin. Comp. Science & Game Development  
Vivian Harris..... Library  
Dr. Melissa Wilson ..... Social and Behavioral Sciences  
Dr. Patricia Avila ..... Counseling – Guidance Department  
Paul VanHulle ..... Applied Technologies and Apprenticeships

### **Members Absent:**

Kim Kamerin ..... Visual and Performing Arts  
Dr. Courtney Doussett ..... Dean of Instruction  
John Alpay..... Business and Management  
Debra Karrer ..... Dean of Instruction Office – IDC  
Jared Noel Evangelista ..... ASNC

### **Guest: NONE**

- A. Minutes February 24, 2026. MSC: M/ T. Friedrich Finnern, S/ J. Dobson, 9-Yeas, 0 Nays, 0 abstain. Paul VanHulle voted via ZOOM from location Norco College, office IT 123. Dr. Melissa Wilson voted via ZOOM from location 13109 Old Myford Road, Irvine, CA. Vivian Harris voted via ZOOM from location Norco College, office LIBR 218.
- B. Agenda March 10, 2026 MSC: M/ T. Friedrich Finnern, S/ P. Avila, 9-Yeas, 0 Nays, 0 abstain. Paul VanHulle voted via ZOOM from location Norco College, office IT 123. Dr. Melissa Wilson voted via ZOOM from location 13109 Old Myford Road, Irvine, CA. Vivian Harris voted via ZOOM from location Norco College, office LIBR 218.
- C. Discussion Item:
1. CCN phase IIb courses: The launch deadline is June 5<sup>th</sup>! The following departments in CCN Phase IIB are: ANT, BIO, COM, MATH, EAR and SOC. Nicole is already working on building the course list, prerequisites and impact reports on programs and certificates that will need to be created with the new CCN number.
  2. TOP/CIP transition: The California Chancellor's Office has finalizing a crosswalk that maps existing TOP codes to federal CIP (Classification of Instructional Programs) codes. This is part of California's shift from using its own state-specific TOP code system to aligning with the nationally standardized CIP codes that are already used across all other states. All three colleges are now in the process of updating CurriQunet and COCI. Colleague has always been updated with the CIP field as it was a required

field, but now we have made it a required field in CurriQunet and we are also updating all courses in COCI, which is labor heavy, because COCI has implemented new fields and those now need to be updated as well in the course shell. By law, we have until December 30, 2026 to get them completed, but it will need to be done by the summer 2026 for MIS reporting.

3. WKX course modifications: ADJ, ARE, CIS, CON, DFT, ENE, ELE, GAM, MAN, MIS, SCT, SCA-200 courses need to be submitted for a course modification. Nicole Brown sent out an email 12/15/25 to the Curriculum representatives informing them on the guidance memo from the State Chancellor's Office, our work experience courses must be updated to meet the new requirements.
4. Project: Resolution on Sunsetting courses – Nicole C. Brown. Nicole Brown emailed the curriculum chairs on 3/3/26 on the issue regarding courses that haven't been offered at Norco College for since 24Fall or never offered that are still in our college catalog. My goal is to clean up our catalog inventory to reflect active courses offerings and institute a proactive policy to continue that practice. We are to offer a course within 2 years, but some have never been offered. I've contacted my counterparts at RCC and MVC and they have performed their catalog clean up with their Curriculum committee; therefore, Norco needs to do the same. I pulled documentation from MVC's curriculum website on the process they have implemented in their Curriculum Committee so that Norco can mirror the process and not have to 'reinvent the wheel'. Committee discussed using a 5 year mark and not the 3 year mark RCC and MVC used. Nicole will review the list again to only identify courses that haven't been offered in 5 years, pull impact report to see programs/certificates that it might be attached to. This list will be reviewed and then provided to the those departments chairs and deans.

### **Action Items:**

- D. Course Inclusion: **HOLD**** – These are at RCC and a department meeting is scheduled to decide to add them to Norco's catalog.
1. ACC-40 Accounting for Managers
  2. ACC-68 Taxation of Business Entities and Fiduciaries
- E. New Course**
1. PSYC-9H Developmental Psychology – Honors \*MNR MSC: M/ J. Dobson, S/ T. Friedrich Finnern, 9-Yeas, 0 Nays, 0 abstain. \* Approved for SUM 2027
- F. Distance Education:**
1. PSYC-9H DE Developmental Psychology – Honors \*MNR MSC: M/ J. Dobson, S/ T. Friedrich Finnern, 9-Yeas, 0 Nays, 0 abstain. \* Approved for SUM 2027
- G. Course Major Modification:**
1. WKX-200 General Work Experience – MNR This course is being updated per state regulations. MSC: M/ T. Friedrich Finnern, S/ J. Dobson, 9-Yeas, 0 Nays, 0 abstain. \*Approved SUM 2026.
- H. Norco College Information item: NONE**

**I. RCC and MVC Information Items:**

1. Course Deletion:

- a) CAT-65 Introduction to Microsoft PowerPoint \*M
- b) HMS-38 Introduction to Applied Behavioral Analysis \*M
- c) HMS-69 Careers in Social Work- Entry Level Employment & Career Planning in Human Services \*M

2. Course Exclusion:

- a) CAT-30 Business English \*M

3. Distance Education:

- a) ACC-68DE Taxation of Business Entities and Fiduciaries \*R

4. Program Modification:

- a) AIR HVAC Commercial Technology \*R
- b) MDA Transcriptionist/Health Documentation Specialist \*M

**J. Open Forum:**

- 1. March 24, 2026 Curriculum meeting will be held in OC-102, Nicole Brown will send out an updated Outlook calendar invitation.
- 2. A MOU from RCCD was sent out for compensation for Curriculum Work related to the Stat's Standardized Attendance Accounting Method (SAAM). The Special Project assignment shall be issued up to 2.0 hours per course, limit to one faculty per course. See attached MOU for more information.

**Adjourned: 2:55 pm**

**Next Meeting: March 24, 2025 \***

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

Memorandum of Understanding  
Between  
Riverside Community College District  
And  
Riverside Community College District Faculty Association  
CCA/CTA/NEA

Subject: Compensation for Curriculum Work Related to the State's Standardized Attendance Accounting Method (SAAM)

This Memorandum of Understanding ("MOU") is entered by and between the Riverside Community College District ("District") and the Riverside Community College District Faculty Association CCA/CTA/NEA ("Association"). Hereinafter collectively called the "Parties".

Background

In response to new regulatory language implementing the State's Standardized Attendance Accounting Method (SAAM), faculty across multiple disciplines have been required to substantially revise course outlines of record, adjust unit values, and update instructional materials to ensure compliance.

This mandated work extends beyond the regular scope of contractual duties and has created additional workload not contemplated in the current collective bargaining agreement.

Agreement

1. Special Project Compensation

The District agrees to compensate affected faculty through Special Project assignments for verified curriculum work required to bring courses into compliance with SAAM requirements.

2. Compensation shall be at the Laboratory Rate (Column 1, Step 1) of the Faculty Hourly Salary Schedule.

3. Workload Units

Special Project assignments shall be issued up to 2 hours per course, limit to one faculty per course, consistent with past practice and CBA provisions for special project work, to reflect the estimated scope of curriculum compliance activity. At the discretion of the VPAA, exceptions may be granted when discipline revisions exceed the two-hour-per-course limit. This MOU covers courses offered 3 or more times over the past 3 years. At the discretion of the VPAA, exceptions may be granted when necessary.

4. Eligibility and Verification

Faculty eligible for compensation under this MOU include those who have completed, or are assigned to complete, curriculum revisions specifically tied to SAAM compliance.

Verification of completed work shall be approved through department chairs and appropriate deans, following established District procedures for Special Project approval and documentation.

5. Timeline

Both parties acknowledge that SAAM implementation is governed by state-mandated timelines. Accordingly, the District and Association agree to expedite all related approvals and payments to ensure timely completion of work and compensation to faculty.

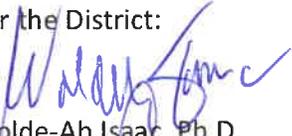
6. Duration and Non-Precedent Clause

This MOU shall remain in effect until June 5, 2026.

This agreement is non-precedential and shall not be interpreted as altering or establishing any ongoing workload or compensation obligations beyond the scope of SAAM compliance.

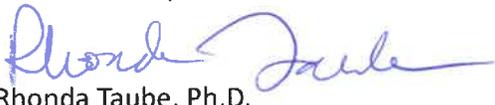
Signatures

For the District:

  
Wolde-Ab Isaac, Ph.D.  
Chancellor, Riverside Community College District

Date: 2/5/26

For the Faculty Association:

  
Rhonda Taube, Ph.D.  
President, RCCD Faculty Association

Date: 2-3-26