

# NORCO COLLEGE

## CURRICULUM COMMITTEE MINUTES

May 12, 2026 - 2:00 pm

ZOOM for non-voting members and OC\*102 for voting members

Brian Johnson chaired the meeting.

### Members Present:

Brian Johnson..... Math, Engineering, Comp. Sci & Game Development –  
Curriculum Chair  
Nicholas Franco..... Articulation Officer  
John Alpay..... Business and Management  
Dr. Suzanne Witmer ..... Natural Sciences, Health and Kinesiology - Alternate  
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  
Dr. Roger Perez ..... Interim Dean of Instruction

### Members Absent:

Nicole C. Brown..... Office of Academic Affairs  
Dr. Quinton Bemiller..... Interim Vice President of Academic Affairs  
Dr. Teresa Friedrich Finnern .... Natural Sciences, Health and Kinesiology  
Dr. Mike Leese ..... Human & Public Services  
Dr. Jessica Dobson..... Communications, Humanities & Languages  
Dr. Courtney Doussett ..... Dean of Instruction  
Kim Kameran ..... Visual and Performing Arts  
Debra Karrer ..... Dean of Instruction Office – IDC  
Jared Noel Evangelista ..... ASNC

### Guest:

Bryan Medina – RCCD Ed. Services

- A. Minutes March 24, 2026. MSC: M/ J. Alpay, S/ J. Mulari, 9-Yeas, 0 Nays, 0 abstain. Paul VanHulle voted via ZOOM from location 4939 Ficus Ct, Riverside, CA. Dr. Melissa Wilson voted via ZOOM from location 13109 Old Myford Road, Irvine, CA. Dr. Roger Perez voted via ZOOM from location Norco College, IT 217, Norco, CA. Nicole Capps voted via ZOOM from location Norco College, LIB 110, Norco, CA.
- B. Agenda March 24, 2026 MSC: M/ J. Alpay, S/ N. Franco, 9-Yeas, 0 Nays, 0 abstain. Paul VanHulle voted via ZOOM from location 4939 Ficus Ct, Riverside, CA. Dr. Melissa Wilson voted via ZOOM from location 13109 Old Myford Road, Irvine, CA. Dr. Roger Perez voted via ZOOM from location Norco College, IT 217, Norco, CA. Nicole Capps voted via ZOOM from location Norco College, LIB 110, Norco, CA.
- C. Discussion Item:
  - 1. Curriculum Chair Elections - Jeff Mulari nominated John Alpay. The committee will vote on curriculum chair at the next meeting.



**G. Program Modification:** DFT-24 was removed from both of these programs

1. ARE- Essential Revit – Certificate \*N MSC: M/ P. Avila, S/ N. Franco, 9-Yeas, 0 Nays, 0 abstain.
2. ARE- Architectural Graphics – Degree & Certificate \*N MSC: M/ J. Mulari, S/ J. Alpay, 9-Yeas, 0 Nays, 0 abstain.

**H. Norco College Information item:** None

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

1. Course Exclusion:

- a) CAT-78A Introduction to Adobe Photoshop
- b) CAT-79 Introduction to Adobe Illustrator
- c) CIS-56A Designing Web Graphics
- d) CIS-76B Introduction to Dreamweaver
- e) CIS-78A Introduction to Adobe Photoshop
- f) CIS-79 Introduction to Adobe Illustrator

2. Discipline Discontinuance:

- a) HET- Health Care Technician

3. Course Major Modification:

- a) CIS-27C Palo Alto Networks Firewall Essentials
- b) CIS-62 Microsoft Access
- c) CIS-72A Introduction to Web Page Creation
- d) CIS-87A Introduction to IT Project Management

4. Distance Education:

- a) ENGL-304DE Writing for Government

5. Program Modification:

- a) BIO- Biology 2.0 - ADT
- b) CIS- Web Master: Web Designer - Certificate
- c) CIS- Web Master: Web Developer – Certificate

**J. Open Forum:**

1. At Tech Review, it was noted that the following disciplines need to provide the correct CIP code that coincides with the TOP code to Cassandra Greene & Bryan Medina by next Monday, May 18:
  - CON – Construction
  - SCT – Supply Chain Technology
  - ELC – Electricity

**Adjourned: 2:43 pm**

**Next Meeting: May 12, 2025 \***

| <b>2025</b> | <b>2026</b>         |
|-------------|---------------------|
| 09/09/25    | <b>JAN- No MTG.</b> |
| 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.

# Activity Course Category

Who wants to hear more?

## Instructional Categories – Units and Hours

The *Program and Course Approval Handbook* explains the standard practice for units to hours ratio for three different course types.

- 1 unit = 3 hours/week of *student learning* for all categories
- Inside and outside-of-class hours vary depending on instructional category

| Instructional Category | In-Class Hours | Outside-of-Class Hours |
|------------------------|----------------|------------------------|
| Lecture                | 1              | 2                      |
| Activity               | 2              | 1                      |
| Lab                    | 3              | 0                      |

^ Instructor in class hours per week per unit

# Activity Course

- RCCD offers lecture and lab courses as well as courses that that draw from both course types (lec/lab).
- We do not have the Activity course type at this time.
- Caution against wide use: “The activity or laboratory with homework category ... **should be used with caution**. In the natural sciences and other disciplines, it is standard practice to base the number of units awarded for laboratory solely on contact hours, even though there may be some expectation of student work or preparation outside-of-class [reflected in RCCD FA Extensive Prep designation]. Any alteration of this relationship for laboratory courses in the natural sciences and clinical hours in many allied health fields can jeopardize programmatic accreditation and acceptability in meeting major or GE requirements when transferred to a baccalaureate degree-granting institution. ” (*PCAH* p. 59)

## Activity Course

- Very specific use option does exist: “Use of this category should be restricted to only those instructional areas where it is **clearly aligned** with accepted practices in higher education. **This category is commonly found in the visual and performing arts, physical education, CTE fields, and other disciplines**” (*PCAH* p. 59).

## Activity Course: Current Barriers

- Need to revise administrative policy with Credit Hour definition to include Activity course type per Title 5 §55002.5 (g).
- Need to check on articulation-related and ASSIST questions. Are Activity courses being used in Transfer courses or are they better for local non-transferable courses?
- Review understanding district-wide: exists in the PCAH, inferred as an option by Title 5 §55001.5(1) and 55002.5(g), but other reference appears to have been eliminated from [§55041](#) (subsection (c)(2)(B) no longer exists) because it equated activity too easily with repeatability. Removed sometime after [2011 Richard Mahon ASCCC resolution](#).

|                        | Lecture Hours | Activity Hours | Lab Hours | OOO (Home work) Hours | Total Student Learning Hours | Total Instructor Hours | Lecture Units | Activity Units | Lab Units | Total Course Units |
|------------------------|---------------|----------------|-----------|-----------------------|------------------------------|------------------------|---------------|----------------|-----------|--------------------|
| Even lec/lab mix- Now  | 36            | 0              | 108       | 72                    | 216                          | 144                    | 2.0           | 0              | 2.0       | 4.0                |
| Proposed – Sample Act. |               | 144            | 0         | 72                    | 216                          | 144                    | 0             | 4.0            | 0         | 4.0                |

This comparison of a 4-unit course that is evenly split between Lecture and Lab illustrates that an Activity course achieves all the same class and student learning hours.

If all our mixed-unit type courses were evenly split, there would be no reason to consider an Activity course type – we can “make” one. (For example, a performance/practice course.)

|                                                | Lecture Hours | Activity Hours | Lab Hours | OOC (Home work) Hours | Total Student Learning Hours | Total Instructor Hours | Lecture Units | Activity Units | Lab Units | Total Course Units |
|------------------------------------------------|---------------|----------------|-----------|-----------------------|------------------------------|------------------------|---------------|----------------|-----------|--------------------|
| Uneven Lec/Lab mix                             | 24            | 0              | 36        | 48                    | 108                          | 60                     | 1.33          | 0              | 0.67      | 2.0                |
| Activity only (less homework; more class time) | 0             | 72             | 0         | 36                    | 108                          | 72                     | 0             | 4.0            | 0         | 2.0                |
| Activity only (more homework; less class time) | 18            | 36             | 0         | 54                    | 108                          | 54                     | 1.0           | 1.0            | 0         | 2.0                |

An uneven mix can be shifted to more practice time with the instructor or more instructor time depending on the nature and needs of the class. Above are two examples that have different priorities, but the same units and hours of student learning.

To be clear: course types are not interchangeable based on homework and class hours; they depend on discipline, transferability, nature of student work in and out of class, and instruction. This is a *sample* meant to show options for a course in which the activity course type and other mixed unit types may be possible. (Here, think hands-on CTE course.)

|                                                                      | Lecture Hours | Activity Hours | Lab Hours | OOC (Home work) Hours | Total Student Learning Hours | Total Instructor Hours | Lecture Units | Activity Units | Lab Units | Total Course Units |
|----------------------------------------------------------------------|---------------|----------------|-----------|-----------------------|------------------------------|------------------------|---------------|----------------|-----------|--------------------|
| All lab                                                              | 0             | 0              | 162       | 0                     | 162                          | 162                    | 0             | 0              | 0         | 3.0                |
| Activity option<br>(provides homework but loses class time)          | 0             | 36             | 108       | 18                    | 162                          | 108                    | 0             | 1.0            | 2.0       | 3.0                |
| Activity option<br>(some loss to class time, but also some homework) | 0             | 18             | 135       | 9                     | 162                          | 135                    | 0             | .5             | 2.5       | 3.0                |

Classes that are currently all lab are not meant to have any homework. An activity class provides an option that is still primarily supervised practice but allows for some homework because of the 2:1 ratio for the 3 hours = 1 unit formula.  
(For example, any physical movement course.)

## Activity Course: Current Barriers

- Faculty Association would have to negotiate to add the category and its different compensation structure; the PCAH illustration of units/hours ratio for the three instructional categories offer clear guidance.
- Curriculum, Academic Senate, and Faculty Association would have to define the activity category clearly for FA contract inclusion and curriculum use.

## Activity Course: Why Bother?

- Some classes that are mixed lec/lab courses are set up that way *because* there is no activity course type but that isn't a true fit for the course.
- **PRO:** Some classes that are all or primarily lab may benefit from an activity option because activity courses produce homework hours and lab courses don't. This shift might right-size some courses and in and out of class learning – especially for mixed course types that are unevenly split or all lab courses that need a homework component.
- **PRO(maybe? Need discipline input):** In some cases where a class is actually an activity course by definition but that is currently constructed as a lecture/lab mix, the activity course might have been helpful in the SAAM adjustments. (It won't be in time for the switch to the new funding model, but courses could be revised again later.)
- **CON:** If the units on a class are *evenly* lecture and lab, all the learning hours, class hours, and faculty load are the same as an all-activity class; this wouldn't be a needed fix and may not be worth the work.

*Is it worth  
exploring?*

- We don't know!
- BUT – if you have courses that you think might fit the activity description and are curious if they could be helpful (in an all-Activity or mixed course type configuration) – we should talk!
- There's no point in going forward to Senate to ask to explore further or to the union unless we have concrete examples of the benefit to students – but we need subject matter experts.
- These are early days! If you are interested in learning more, email Kelly Douglass at RCC to coordinate a conversation with others who are curious.
- From KD: “I *genuinely* don't know if this would be beneficial or not – to explore further requires real input from subject matter experts in appropriate disciplines to give input on what is currently missing (if anything) from their course hours that an activity class could fix. I'm just looking for colleagues interested in learning more.”