NORCO COLLEGE
CURRICULUM COMMITTEE MINUTES

October 8, 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. Jason Parks..... Dean of Instruction
Dr. Teresa Friedrich Finnern .... Sciences and Kinesiology
Suzanne Witmer ..... Sciences and Kinesiology
Rex Beck..... Business, Engineering & Information Technologies
Ashlee Johnson..... Business, Engineering & Information Technologies
Vivian Harris..... Library
Jeff Warsinski..... Math
Janet Frewing ..... Math
Nicholas Franco..... Social and Behavioral Sciences/ Articulation Officer
Lisa Martin ..... Social and Behavioral Sciences/Counseling
Michael Bobo ..... Arts, Humanities and World Languages
Jessica Dobson..... Communications
Andrea Meza.....ASNC

Members Absent:

Nicole Capps ..... Communications

Guest: NONE

A. Agenda Approval: MSC: MSC: V. Harris/ L. Martin *Approved. 12-Yays, 0 Nays.
B. Minutes 9/10/19 Approval MSC: J. Dobson/ R. Beck *Approved.* 12-Yays, 0 Nays.
C. Discussion items: NONE
D. Action Items:
1. Approval of updated DE documents. MSC: V. Harris/ L. Martin *Approved. 12-Yays, 0 Nays. Mr. Bobo spoke and provided an update of the summary of Federal and State regulations. This is also listed on the curriculum webpage. Provided an update to the Best Practices document regarding how to define what is regular and what is substantive contact as well as what is meaningful contact with the students.
2. Approval of 10 day hold to 5 day hold discipline wait. MSC: T. Friedrich Finnern/ A. Johnson *Approved.* 12-Yays, 0 Nays. The department chair is to be notified the same time the discipline facilitator receives it to improve turn-around times.

E. New Discipline: NONE
F. New Courses:
1. SOC-10H Honors Race and Ethnic Relations *MNR Course update as part of program review. Need to correct numbering in Course Content section. Listing #4 twice. MSC: R. Beck/ T. Friedrich Finnern. Approved. 12-Yays, 0 Nays.

G. New Stand Alone Courses: NONE

H. Course Inclusions: **Items 1-3 taken as a whole. MSC: R. Beck/ T. Friedrich Finnern. Approved. 12-Yays, 0 Nays.**

1. KIN A43 Beginning T'ai-Chi Ch'uan (N) Add to ADT options.
2. KIN A44 Intermediate T'ai-Chi Ch'uan (N) Add to ADT options.
3. KIN A62 Flag Football (N) Add to ADT options.

I. Course Exclusions: NONE

J. Course Deletions: NONE

K. Distance Education: NONE

L. Major Course Modifications:

1. ARE 24 Architectural Drafting *N SLO, Objectives, description and Textbook update. Is also cross listed with DFT-24. MSC: V. Harris/ L. Martin. Approved. 12-Yays, 0 Nays.
2. ARE 25 Advanced Architectural Drafting *N SLO, Objectives, description and Textbook update. Need to add prereq DFT-24 and fix the entrance links. MSC: V. Harris/ L. Martin. Approved. 12-Yays, 0 Nays.
3. ARE 35 History of Architecture-Beginnings through Gothic *N SLO, Objectives, description and Textbook update. Need to take out GE links. MSC: V. Harris/ L. Martin. Approved. 12-Yays, 0 Nays.
4. ARE 36 History of Architecture: Renaissance to Modern *N SLO, Objectives, description and Textbook update. MSC: V. Harris/L. Martin. Approved. 12-Yays, 0 Nays.
5. ARE 37 Architectural Design I *N SLO, Objectives, description and Textbook update. MSC: V. Harris/ L. Martin. Approved. 12-Yays, 0 Nays.
6. ELE 63 LabVIEW Visual Programming for Automated Systems *N Transfer to ELE 63. MSC: R. Beck/ L. Martin. Approved. 12-Yays, 0 Nays
7. ENE 60 Math for Engineering Technology *N Include the addition of course objectives and update textbooks. MSC: R. Beck/ S. Witmer. Approved. 12-Yays, 0 Nays
8. ENG-885 Writing Clinic *NR Course materials need to be updated. MSC: J. Dobson /A. Johnson. Approved. 12-Yays, 0 Nays
9. MAN 63 LabVIEW Visual Programming for Automated Systems *N The technologies presented in this course represent the newest evolution of programmable control systems. During the previous industry advisory council meeting (The Dacum) the participants stated that the new trends in the field is the movement towards digital technologies and visual programming. These new technologies are represented in this course. MSC: R. Beck/ L. Martin. Approved. 12-Yays, 0 Nays
10. DFT-24 ARCHITECTURAL DRAFTING *N MSC: V. Harris/ L. Martin. Approved. 12-Yays, 0 Nays.

M. New State Approved Certificates/Degrees Additions: NONE

N. State/Locally Approved Certificate/Degree Modifications: **Taken items 1-3. MSC: T. Friedrich Finnern/ J. Dobson. MOVED TO HOLD. Issues with unit count.**

1. **ELE** NAS408 Supply Chain Automation *N **Change ELE to SCA**. We would like to start teaching Siemens Programmable logic control systems. There are at least two possible ways of teaching PLC's. One is Siemens and the other is Allen Bradley. Siemens is well respected throughout the world and Allen Bradley is used throughout the United States. Currently we are teaching Allen Bradley only. One of our previous industry advisory councils recommended that we have the capability of teaching both. With this proposal we would like to purchase Siemens Programmable Logic Control systems, software and human machine interface panels. For only $12,000 we would be able to equip the entire classroom with Siemens devices giving us the capability of teaching Siemens controls. Siemens is much more friendly for education because they are so inexpensive and their software can program anything they sell. Whereas, Allen Bradley requires a different software for everything they sell which gets really expensive. With this proposal we would like to purchase Siemens controls for the entire classroom.

2. ELE NAS656 Digital Electronics *N We would like to start teaching Siemens Programmable logic control systems. There are at least two possible ways of teaching PLC's. One is Siemens and the other is Allen Bradley. Siemens is well respected throughout the world and Allen Bradley is used throughout the United States. Currently we are teaching Allen Bradley only. One of our previous industry advisory councils recommended that we have the capability of teaching both. With this proposal we would like to purchase Siemens Programmable Logic Control systems, software and human machine interface panels. For only $12,000 we would be able to equip the entire classroom with Siemens devices giving us the capability of teaching Siemens controls. Siemens is much more friendly for education because they are so inexpensive and their software can program anything they sell. Whereas, Allen Bradley requires a different software for everything they sell which gets really expensive. With this proposal we would like to purchase Siemens controls for the entire classroom.

3. ENE NAS737 Industrial Automation *N We would like to start teaching Siemens Programmable logic control systems. There are at least two possible ways of teaching PLC's. One is Siemens and the other is Allen Bradley. Siemens is well respected throughout the world and Allen Bradley is used throughout the United States. Currently we are teaching Allen Bradley only. One of our previous industry advisory councils recommended that we have the capability of teaching both. With this proposal we would like to purchase Siemens Programmable Logic Control systems, software and human machine interface panels. For only $12,000 we would be able to equip the entire classroom with Siemens devices giving us the capability of teaching Siemens controls. Siemens is much more friendly for education because they are so inexpensive and their software can program anything they sell. Whereas, Allen Bradley requires a different software for everything they sell which gets really expensive. With this proposal we would like to purchase Siemens controls for the entire classroom.

O. State Certificate/Degree Deletions: NONE

P. AOE/GE Inclusions:
1. KIN 38 Stress Management *MNR Course SLO's demonstrate that the instructional focus is directly related to examination of lifestyle choices, behavioral patterns, and methods for effectively coping with distress. The final SLO identifies the link between knowledge gained and application in daily life (SELF-DEVELOPMENT). MSC: T. Friedrich Finnern/ V. Harris. Approved. 12-Yays, 0 Nays.

Q. Information Items:
1. New Courses:
   i. CIS-833C Designing Internet of Things (IoT) *M This course introduces business and technical concepts of Internet of Things (IoT) that will benefit learners who pursue system development, industrial manufacturing and IT related careers. It also supports Adult Education and Community Initiatives and Ca
   ii. CUL-850 ServSafe Food Safety *R This noncredit course will provide an in depth study of the current requirements for food service workers and the 30 hour requirement will fulfill the certification requirement of the American Culinary Federation (ACF).
2. New Stand Alone Courses: NONE
3. Course Inclusions: NONE
4. Course Exclusions: NONE
5. Course Deletions: NONE
6. Distance Education: NONE.
7. Minor Course Modifications: NONE

8. Major Course Modifications:
   i. BUS-814 Business Skills: Professional Communication Basics *R Change course number from 114 to 814 and match cross-listed course number.
   ii. BUS-815 Business Skills: Professional Online Presence *R Change 115 to 815.
   iii. BUS-816 Business Skills: Managing the Customer Experience *R 116 to 816.
   iv. BUS-817 Business Skills: Professional Self-Management *R 117 to 817 and match cross-listed number.
   v. CAT-814 Business Skills: Professional Communication Basics *R Change course number from 114 to 814 and match cross-listed course number.
   vi. CAT-817 Business Skills: Professional Self-Management *R 117 to 817 and match cross-listed number.
   vii. CIS-8 Fundamentals: Information Systems Security Auditing *M This course was approved 2018 but it has a prerequisite of CIS 21 - Introduction to Operating Systems. After review it was determined that this prerequisite was not helping student's enrollment in CIS 8. The course is currently offered one time a year so students would have to wait a year to get the course. An easy fix would be to change the prerequisite for CIS 8 to advisory.
   viii. FIT-1 Fire Protection Organization *M Revise course outline of record to meet Title V review requirements.
   ix. FIT-3 Fire Protection Equipment and Systems *M Update to the SLOs, Course materials and sample assignments.
   x. FIT-5 Fire Prevention *M To revise and add course assignments to meet Title V review requirements.
   xi. FIT-7 Principles of Fire and Emergency Services Safety and Survival *M This course need sample assignments and to integrate instiutional SLO's.
   xii. KIN-A28 Swimming, Beginning *R Addition of Course learning objectives along with updating course materials and SLO's
   xiii. KIN-A29 Swimming, Intermediate *R Adding course learning objectives and updating course materials and course SLO's.
   xiv. KIN-A30 Swimming, Advanced Skills and Conditioning *R Adding course learning objectives and update Course Materials and course SLO's.

9. New State/Locally Approved Certificates/Degrees:
   i. CIS-CERT ITMC Information Technology Model Curriculum (Certificate/State) The goal of this program is to increase diversity in the technical workforce by providing an education platform for entry-level Information Technology support specialists, network technician, infrastructure support, and network security specialist. This program aims to develop quality and quantity of technical professionals to fulfill business needs and generate greater economic impact in the greater Inland Empire region.
   ii. GEO-AST R Associate in Science in Geology Degree for Transfer The Associate in Science in Geology Degree for Transfer provides Riverside City College (RCC) students pursuing degrees in Geology with a well-defined academic pathway for transfer to a California State University (CSU) and eventual completion of the Geology baccalaureate degree. This program will also provide a broad technical foundation surrounding fundamental geologic concepts central to supporting the personal, academic, and/or vocational needs of students. The Associate in Science in Geology Degree for Transfer will thus: 1) provide students with a well-defined pathway to the Geology major at CSU; 2) grant guaranteed admission to a CSU in a similar major, with junior standing; and, 3) allow students to complete their remaining transfer course requirements within 60 semester or 90 quarter units.
10. State/Locally Approved Certificate/Degree Modifications:
   i. SPA-AA707 Spanish Remove Spanish 1H/2H from the RCC Spanish ADT. (Rationale: 1H and 2H are no longer in RCC's curriculum.)Add the following statement: If a student has taken the AP Spanish Literature and Culture exam and

obtained a score of 3, 4, or 5, three units of credit can be applied under List A. (Rationale: It benefits the students mentioned, obviating the need for them to take an extra course. Additionally, Norco added the same statement a few years ago and we voted in favor of it. We should keep our ADTs as consistent as possible.) Correct a few typos: Note: If a student places out of any required courses and is not awarded units for that course, the student will have to take additional units to compensate for the course/units needed to reach at least 18 total units un (should be ""in"") the major (per Title 5 regulations) . (There's an extra space after the sentence.) Appropriate course substitutions may (insert "be chosen from List A or the courses listed below. Any other course substitution must be approved by the Spanish faculty of World Languages. (Rationale: The need to have the statement as accurate as possible.)

11. State Certificate/Degree Deletions: NONE
12. Discipline Inclusion: NONE.

R. Open Forum: NONE
S. Adjourned: 3:11 p.m.

Next Meeting: October 22, 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)	COMMENTS
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**	
Major Course Modification	CON-60	Introduction to Construction	**Course moved back to DRAFT in CurricQNet.**	**9/10/2019**	
Major Course Modification	CON-62	Blueprint Reading	**Course moved back to DRAFT in CurricQNet.**	**9/10/2019**	
Major Course Modification	CON-63A	International Building Code	**Course moved back to DRAFT in CurricQNet.**	**9/10/2019**	

Major Course Modification	CON-64	Office Procedures and Field Inspection	**Course moved back to DRAFT in CurricQNet.**	**9/10/2019**	
Major Course Modification	CON-70	Fundamentals of Soil Technology	**Course moved back to DRAFT in CurricQNet.**	**9/10/2019**	
Major Course Modification	ENE-60	Math for Engineering Technology	**Course moved back to DRAFT in CurricQNet.**	**9/10/2019**	
Major Course Modification	MUS-32A	Class Piano I	Approved and sent to district for approval process.	**9/10/2019**	
Major Course Modification	MUS-32B	Class Piano II	Approved and sent to district for approval process.	**9/10/2019**	
Major Course Modification	MUS-32C	Class Piano III	Approved and sent to district for approval process.	**9/10/2019**	
Major Course 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**	Non-Credit Certificate
New Course	PDS-802	Supervisory Skills	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**	Non-Credit Certificate
New Course	PDS-803	Increasing Productivity	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**	Non-Credit Certificate
New Course	PDS-804	Motivating Yourself and Others	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**	Non-Credit Certificate
New Course	PDS-805	Difficult Conversations	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**	Non-Credit Certificate

New Course	PDS-806	The Art of Negotiating and Collaborating	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**	Non-Credit Certificate
New Course	PDS-807	Personality Styles and Difficult Relationships	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**	Non-Credit Certificate
New Course	PDS-808	Critical Thinking, Problem Solving and Decision Making	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**	Non-Credit Certificate
New Course	PDS-809	Business Writing in a Technological World	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**	Non-Credit Certificate
New Course	PDS-810	Time Management	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**	Non-Credit Certificate
New Course	PDS-811	High Impact Presentations and Proposals for the Work Place	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**	Non-Credit Certificate
New Course	PDS-812	Workplace Communication Strategies	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**	Non-Credit Certificate
New Course	PDS-813	Best Practices in Customer Service	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**	Non-Credit Certificate
New Course	PDS-814	Closing Techniques That Win the Sale	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**	Non-Credit Certificate
New Course	PDS-815	Winning Sales Scripts	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**	Non-Credit Certificate
New Program	PDS-CERT CRN	Customer Relations	HOLD * Moved to 9/24 agenda	**9/10/2019**	Non-Credit Certificate
New Program	PDS-CERT ECN	Enterprise Communication	HOLD * Moved to 9/24 agenda	**9/10/2019**	Non-Credit Certificate
New Program	PDS-CERT ELN	Emerging Leaders	HOLD * Moved to 9/24 agenda	**9/10/2019**	Non-Credit Certificate
New Program	PDS-CERT STN	Sales Techniques	HOLD * Moved to 9/24 agenda	**9/10/2019**	Non-Credit Certificate
New Program	PDS-CERT WEN	Workplace Essentials	HOLD * Moved to 9/24 agenda	**9/10/2019**	Non-Credit Certificate
Program Modification	ENE-NCE796	Engineering Graphics	Approved and sent to district for approval process.	**9/10/2019**	
New Course	ENP 801	Facebook for Business		**9/24/2019**	Courses are part of a noncredit certificate.
New Course	ENP 802	Pinterest and Instagram for Business		**9/24/2019**	
New Course	ENP 803	YouTube for Business		**9/24/2019**	

New Course	ENP 804	Twitter for Business		**9/24/2019**	
New Course	ENP 805	LinkedIn for Business		**9/24/2019**	
New Course	PDS 801	Leadership Skills		**9/24/2019**	Courses are part of a noncredit certificate.
New Course	PDS 802	Supervisory Skills		**9/24/2019**	
New Course	PDS 803	Increasing Productivity		**9/24/2019**	
New Course	PDS 804	Motivating Yourself and Others		**9/24/2019**	
New Course	PDS 805	Difficult Conversations		**9/24/2019**	
New Course	PDS 806	The Art of Negotiating and Collaborating		**9/24/2019**	
New Course	PDS 807	Personality Styles and Difficult Relationships		**9/24/2019**	
New Course	PDS 808	Critical Thinking, Problem Solving and Decision Making		**9/24/2019**	
New Course	PDS 809	Business Writing in a Technological World		**9/24/2019**	
New Course	PDS 810	Time Management		**9/24/2019**	
New Course	PDS 811	High Impact Presentations and Proposals for the Work Place		**9/24/2019**	
New Course	PDS 812	Workplace Communication Strategies		**9/24/2019**	
New Course	PDS 813	Best Practices in Customer Service		**9/24/2019**	
New Course	PDS 814	Closing Techniques That Win the Sale		**9/24/2019**	
New Course	PDS 815	Winning Sales Scripts		**9/24/2019**	
Course Deletion	ENE 22	Engineering Drawing		**9/24/2019**	
Course Deletion	ENE 28	Technical Design		**9/24/2019**	
Major Course Modification	ENE 35	Statics		**9/24/2019**	COR update to include objectives and align with C-ID ENGR-130
Major Course Modification	ENE 38	Introduction to Programming Concepts and Methodologies for Engineers		**9/24/2019**	Augmenting COR for Cal Poly transfer acceptance.
Major Course Modification	ENG 4	Writing Tutor Training		**9/24/2019**	Separating course content into lecture and lab to

					explain student activity during TBA hours.
Major Course Modification	ENG 885	Writing Clinic		**9/24/2019**	Course materials need to be updated.
Major Course Modification	MUS 36	Instrumental Chamber Ensembles		**9/24/2019**	Add objectives. Update description, SLOs, and textbook. Prepare for C-ID 185 approval.
Major Course Modification	SOC 10	Race and Ethnic Relations		**9/24/2019**	Course update as part of program review.
New State Certificates/Degrees		Customer Relations		**9/24/2019**	
New State Certificates/Degrees		Enterprise Communication		**9/24/2019**	
New State Certificates/Degrees		Emerging Leaders		**9/24/2019**	
New State Certificates/Degrees		Sales Techniques		**9/24/2019**	
New State Certificates/Degrees		Workplace Essentials		**9/24/2019**	
New State Certificates/Degrees		Social Media for Business		**9/24/2019**	
State/Locally Approved Certificate/Degree Modifications:	Drafting Technology AS	Drafting Technology AS	Approved and sent to district for approval process.	**9/24/2019**	Removal of ENE-22 and ENE-28. Need to fix counting of units and cross-listing
New Course	SOC-10H	Honors Race and Ethnic Relations	Approved and sent to district for approval process.	**10/8/2019**	
Course Inclusions	KIN A43	Beginning T'ai-Chi Ch'uan	Approved and sent to district for approval process.	**10/8/2019**	

Course Inclusions	KIN A44	Intermediate T'ai-Chi Ch'uan	Approved and sent to district for approval process.	**10/8/2019**	
Course Inclusions	KIN a62	Flag Football	Approved and sent to district for approval process.	**10/8/2019**	
Major Course Modification	ARE 24	Architectural Drafting	Approved and sent to district for approval process.	**10/8/2019**	
Major Course Modification	ARE 25	Advanced Architectural Drafting	Approved and sent to district for approval process.	**10/8/2019**	
Major Course Modification	ARE 35	History of Architecture-Beginnings through Gothic	Approved and sent to district for approval process.	**10/8/2019**	
Major Course Modification	ARE 36	History of Architecture: Renaissance to Modern	Approved and sent to district for approval process.	**10/8/2019**	
Major Course Modification	ARE 37	Architectural Design I	Approved and sent to district for approval process.	**10/8/2019**	
Major Course Modification	ELE 63	LabVIEW Visual Programming for Automated Systems	Approved and sent to district for approval process.	**10/8/2019**	
Major Course Modification	ENE 60	Math for Engineering Technology	Approved and sent to district for approval process.	**10/8/2019**	
Major Course Modification	ENG 885	Writing Clinic	Approved and sent to district for approval process.	**10/8/2019**	
Major Course Modification	MAN 63	LabVIEW Visual Programming for Automated Systems	Approved and sent to district for approval process.	**10/8/2019**	
Major Course Modification	DFT 24	ARCHITECTURAL DRAFTING	Approved and sent to district for approval process.	**10/8/2019**	
State/Locally Approved Certificate/Degree Modifications:	ELE NAS408 Supply Chain Automation	ELE NAS408 Supply Chain Automation	**MOVED TO HOLD. Issues with unit count**	**10/8/2019**	

State/Locally Approved Certificate/Degree Modifications:	ELE NAS656 Digital Electronics	ELE NAS656 Digital Electronics	**MOVED TO HOLD. Issues with unit count**	**10/8/2019**	
State/Locally Approved Certificate/Degree Modifications:	ENE NAS737 Industrial Automation	ENE NAS737 Industrial Automation	**MOVED TO HOLD. Issues with unit count**	**10/8/2019**	
AOE/GE Inclusions	KIN 38	Stress Management	Approved and sent to district for approval process.	**10/8/2019**	