

# ***Rio Hondo Community College District***

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## **Curriculum Committee**

### **Minutes**

**Wednesday, March 5, 2008, Board Room**

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**Members Present:** Voiza Arnold, Sharon Bell, Gail Biesemeyer, Ryan Bronkar, Fran Cummings (Chair), Steve Hebert, Edward Ibarra, Jennifer Lee (Student Representative), Jannine Livingston, Katie Louie, Judy Sevilla-Marzona, Charlie McFarlin, Firouz Mosharraf, Irma Valdivia, Colin Young

**Members Absent:** Loretta Canett-Bailes, Ron Christie, Antonio Flores, Julie Huang, Cynthia Lewis, Michelle Pilati, Jim Newman, Tracy Rickman, Mike Slavich

**Guests:** Steve Tomory, Lydia Corrales

#### **I. MOTION:**

Approval of the minutes for the last meeting on February 27, 2008.

It was moved by Jannine Livingston; seconded by Gail Biesemeyer.

**X** Approved       Not Approved       Tabled

#### **II. ACTION ITEMS:**

##### **A. Approval of Consent Agenda:**

It was moved by Charlie McFarlin; seconded by Jannine Livingston, and approved by the Committee to approve items **0708-469** through **0708-478** as a group:

- 1) **Delete from Catalog**  
**Item 0708-469**      **MGMT 070A: Customer Service-Attitude in the Workplace**
- 2) **Delete from Catalog**  
**Item 0708-470**      **MGMT 070B: Customer Service-Communicating with People**
- 3) **Delete from Catalog**  
**Item 0708-471**      **MGMT 070C: Customer Service-Conflict Resolution**
- 4) **Delete from Catalog**  
**Item 0708-472**      **MGMT 070D: Customer Service-Dealing with the Customer**

- 5) **Delete from Catalog**  
**Item 0708-473**     **MGMT 070E: Customer Service-Decision Making/Problem Solving**
- 6) **Delete from Catalog**  
**Item 0708-474**     **MGMT 070F: Customer Service-Managing Organizational Change**
- 7) **Delete from Catalog**  
**Item 0708-475**     **MGMT 070G: Customer Service-Stress Management**
- 8) **Delete from Catalog**  
**Item 0708-476**     **MGMT 070H: Customer Service-Team Building**
- 9) **Delete from Catalog**  
**Item 0708-477**     **MGMT 070I: Customer Service-Time Management**
- 10) **Delete from Catalog**  
**Item 0708-478**     **MGMT 070J: Customer Service-Values and Ethics**

Approved      Not Approved      Tabled

**B. Second Readings:**

It was moved by Steve Hebert; seconded by Voiza Arnold, and approved by the Committee to approve items **0708-439** through **0708-468** as a group:

- 1) **Request to Offer a Course via Distance Education**  
**Item 0708-439**     **AUTOT 045: Honda/Acura Proformance I**
- 2) **Course Change**  
**Item 0708-440**     **BIOL 203: Principles of Zoology**  
**Unit Change:** To: 5 Units
- 3) **Course Change**  
**Item 0708-441**     **BIOL 204: Principles of Botany**  
**Unit Change:** To: 5 Units
- 4) **Course Revision**  
**Item 0708-442**     **ENGL 030W: Writing Workshop**  
**New Advisory:** READ 023 or appropriate assessment  
**New Description**  
Revise content and update text

- 5) **Course Revision**  
**Item 0708-445** **ENGL 035W: Writing Workshop**  
**New Advisory:** READ 023 or appropriate assessment  
**New Description**  
Revise content and update text
- 6) **Program Change**  
**Item 0708-448** **Fire Technology Associate Degrees**  
**New Elective Option:** Addition of FTECH 121
- 7) **Program Change**  
**Item 0708-449** **Fire Technology Certificate**  
**New Elective Option:** Addition of FTECH 121
- 8) **New Course**  
**Item 0708-450** **HS 045: Math for the Health Care Professional**  
**Advisory:** MATH 030 or appropriate assessment; READ 023 or appropriate assessment; ENGL 035 or 198 or appropriate assessment  
Non-Degree Applicable; (1 Unit)
- 9) **Course Revision**  
**Item 0708-453** **PSY 118: Chemical Dependency: Intervention, Treatment & Recovery**  
**Course Prefix Change:** To: HUSER 118  
**Advisory Change:** To: READ 023 or appropriate assessment; ENGL 035 or 198 or appropriate assessment  
Revise content and update text
- 10) **Course Revision**  
**Item 0708-456** **PSY 122: Introduction to Group Leadership and Process**  
**Course Prefix Change:** To: HUSER 122  
**Advisory Change:** To: READ 023 or appropriate assessment; ENGL 035 or 198 or appropriate assessment  
Revise content and update text
- 11) **Course Revision**  
**Item 0708-459** **PSY 230: Drug Studies Seminar and Internship**  
**Course Prefix Change:** To: HUSER 230  
**Unit Change:** To: 3 Units  
**Advisory Change:** To: READ 023 or appropriate assessment; ENGL 035 or 198 or appropriate assessment  
**Prerequisite or Corequisite Change:** To: HUSER 122, HUSER 124, HUSER 130  
**Description Change**  
Revise content and update text

- 12) **Course Revision**  
**Item 0708-462**     **READ 023: Reading College Textbooks**  
Revise content and update text
- 13) **Request to Offer a Course via Distance Education**  
**Item 0708-465**     **READ 023: Reading College Textbooks**
- 14) **New Certificate of Achievement**  
**Item 0708-466**     **Surveying, Mapping & Drawing Certificate**  
**(24 Units)**
- 15) **Program Change**  
**Item 0708-467**     **Wildland Fire Technology Associate Degree**  
**New Elective Option:** Addition of FTECH 121
- 16) **Program Change**  
**Item 0708-468**     **Wildland Fire Technology Certificate**  
**New Elective Option:** Addition of FTECH 121

Approved      Not Approved      Tabled

**C. First Readings:**

- 1a) **New Course**  
**Item 0708-479**     **AUTOT 045.1: Honda/Acura Proformance II**  
**Advisory:** ENGL 035 or ESL 198 or appropriate  
assessment; READ 023 or appropriate assessment  
**Corequisite:** AUTOT 150 and AUTOT 160  
Degree Applicable; (4 Units)

***Correction Needed: Under Texts/Instructional Materials, update text.***

It was moved by Irma Valdivia; seconded by Steve Hebert.

Approved      Not Approved      Tabled

- 1b) **Content Review**  
**Item 0708-480**     **AUTOT 045.1: Honda/Acura Proformance II**

It was moved by Irma Valdivia; seconded by Firouz Mosharraf.

Approved      Not Approved      Tabled

- 1c) **Prereq/Coreq/Advisory**  
**Item 0708-481**     **AUTOT 045.1: Honda/Acura Proformance II**

It was moved by Edward Ibarra; seconded by Gail Biesemeyer.

Approved      Not Approved      Tabled

2) **Request to Offer a Course via Distance Education**  
**Item 0708-482 AUTOT 045.1: Honda/Acura Performance II**

It was moved by Steve Hebert; seconded by Jannine Livingston.

Approved       Not Approved       Tabled

3a) **Course Revision**  
**Item 0708-483**

**AUTOT 046: Honda Performance III**  
**Title Change:** To: Honda/Acura Performance III  
**New Corequisite:** AUTOT 200 and AUTOT 220  
**New Advisory:** ENGL 035 or ESL 198 or appropriate assessment; READ 023 or appropriate assessment  
**Description Change**  
Revise content and update text

It was moved by Charlie McFarlin; seconded by Voiza Arnold.

Approved       Not Approved       Tabled

3b) **Content Review**  
**Item 0708-484**

**AUTOT 046: Honda Performance III**

It was moved by Judy Sevilla-Marzona; seconded by Charlie McFarlin.

Approved       Not Approved       Tabled

3c) **Prereq/Coreq/Advisory**  
**Item 0708-485**

**AUTOT 046: Honda Performance III**

It was moved by Voiza Arnold; seconded by Charlie McFarlin.

Approved       Not Approved       Tabled

4) **Request to Offer a Course via Distance Education**  
**Item 0708-486 AUTOT 046: Honda/Acura Performance III**

It was moved by Steve Hebert; seconded by Jannine Livingston.

Approved       Not Approved       Tabled

5a) **New Course**  
**Item 0708-487**

**AUTOT 046.1: Honda/Acura Performance IV**  
**Advisory:** ENGL 035 or ESL 198 or appropriate assessment; READ 023 or appropriate assessment  
**Corequisite:** AUTOT 230 and AUTOT 240  
Revise content and update text  
Degree Applicable; (4 Units)

It was moved by Charlie McFarlin; seconded by Gail Biesemeyer.

Approved       Not Approved       Tabled

**5b) Content Review**  
**Item 0708-488 AUTOT 046.1: Honda/Acura Proformance IV**

It was moved by Steve Hebert; seconded by Irma Valdivia.

Approved       Not Approved       Tabled

**5c) Prereq/Coreq/Advisory**  
**Item 0708-489 AUTOT 046.1: Honda/Acura Proformance IV**

It was moved by Charlie McFarlin; seconded by Gail Biesemeyer.

Approved       Not Approved       Tabled

**6) Request to Offer a Course via Distance Education**  
**Item 0708-490 AUTOT 046.1: Honda/Acura Proformance IV**

It was moved by Charlie McFarlin; seconded by Colin Young.

Approved       Not Approved       Tabled

**7a) New Course**  
**Item 0708-491 AUTOT 106: Automotive Electrical Tools and Diagnostic Procedures**  
**Advisory:** ENGL 035 or ESL 198 or appropriate assessment; READ 023 or appropriate assessment Degree Applicable; (3 Units)

***Correction Needed: On matrix page revise Assignment (E) to correspond with Course Objective (D).***

It was moved by Edward Ibarra; seconded by Gail Biesemeyer.

Approved       Not Approved       Tabled

**7b) Content Review**  
**Item 0708-492 AUTOT 106: Automotive Electrical Tools and Diagnostic Procedures**

***Correction Needed: Revise Assignment (5).***

It was moved by Steve Hebert; seconded by Voiza Arnold.

Approved       Not Approved       Tabled

**7c) Prereq/Coreq/Advisory**  
**Item 0708-493 AUTOT 106: Automotive Electrical Tools and Diagnostic Procedures**

It was moved by Firouz Mosharraf; seconded by Voiza Arnold.

Approved       Not Approved       Tabled

**8a) Course Revision**  
**Item 0708-494 ED DEV 020: Literacy Skills I**  
**Description Change**  
Revise content and update text

It was moved by Steve Hebert; seconded by Voiza Arnold.

Approved       Not Approved       Tabled

**8b) Content Review**  
**Item 0708-495 ED DEV 020: Literacy Skills I**

It was moved by Voiza Arnold; seconded by Gail Biesemeyer.

Approved       Not Approved       Tabled

**8c) Prereq/Coreq/Advisory**  
**Item 0708-496 ED DEV 020: Literacy Skills I**

It was moved by Colin Young; seconded by Voiza Arnold.

Approved       Not Approved       Tabled

**9a) Course Revision**  
**Item 0708-497 ED DEV 021: Literacy Skills II**  
**Description Change**  
Revise content and update text

It was moved by Steve Hebert; seconded by Ryan Bronkar.

Approved       Not Approved       Tabled

**9b) Content Review**  
**Item 0708-498 ED DEV 021: Literacy Skills II**

It was moved by Voiza Arnold; seconded by Gail Biesemeyer.

Approved       Not Approved       Tabled

**9c) Prereq/Coreq/Advisory**  
**Item 0708-499 ED DEV 021: Literacy Skills II**

It was moved by Voiza Arnold; seconded by Ryan Bronkar.

Approved       Not Approved       Tabled

**10a) Course Revision**  
**Item 0708-500 ESL 197: English as a Second Language (ESL) –  
Composition**  
**Description Change**  
Revise content and update text

***Corrections Needed: Revise format of Course Content; possible new READ advisory.***

It was moved by Charlie McFarlin; seconded by Katie Louie.

Approved       Not Approved       Tabled

**10b) Content Review**  
**Item 0708-501 ESL 197: English as a Second Language (ESL) –  
Composition**

***Corrections Needed: Insert course prefix and number; revise course number to 037. Obtain curriculum committee member signature.***

It was moved by Voiza Arnold; seconded by Gail Biesemeyer.

Approved       Not Approved       Tabled

**10c) Prereq/Coreq/Advisory**  
**Item 0708-502 ESL 197: English as a Second Language (ESL) –  
Composition**

It was moved by Voiza Arnold; seconded by Gail Biesemeyer.

Approved       Not Approved       Tabled

**11) New Non-Credit Course**  
**Item 0708-503 NCVOC 250: Parametric Modeling 3D Applications  
for Mechanical Design**

***Corrections Needed: Delete units and include TOPS code.***

It was moved by Charlie McFarlin; seconded by Steve Hebert.

Approved       Not Approved       Tabled

- 12) **New Non-Credit Course**  
**Item 0708-504 NCVOC 270: SolidWorks for 3D Modeling and Prototype Applications**

***Corrections Needed: Delete units and include TOPS code.***

It was moved by Voiza Arnold; seconded by Irma Valdivia.

Approved       Not Approved       Tabled

- 13a) **Course Revision**  
**Item 0708-505 PE/TH 194: Introduction to Kinesiology**  
Revise content and update text

***Correction Needed: On Academic Level page, revise CSU/UC campus list of schools.***

It was moved by Charlie McFarlin; seconded by Jannine Livingston.

Approved       Not Approved       Tabled

- 13b) **Content Review**  
**Item 0708-506 PE/TH 194: Introduction to Kinesiology**

***Corrections Needed: Insert "Advisory" for READ and ENGL advisories.***

It was moved by Voiza Arnold; seconded by Gail Biesemeyer.

Approved       Not Approved       Tabled

- 13c) **Prereq/Coreq/Advisory**  
**Item 0708-507 PE/TH 194: Introduction to Kinesiology**

***Corrections Needed: Move READ and ENGL advisories to Advisory preparation.***

It was moved by Steve Hebert; seconded by Gail Biesemeyer.

Approved       Not Approved       Tabled

- 14a) **Course Revision**  
**Item 0708-508 PSY 126: Counseling the Family of the Addicted Person**  
**Course Prefix Change:** To: HUSER 126  
**Advisory Change:** To: READ 023 or appropriate assessment; ENGL 035 or ESL 198 or appropriate assessment  
Revise content and update text

***Correction Needed: Under Texts/Instructional Materials, update text.***

It was moved by Voiza Arnold; seconded by Gail Biesemeyer.

Approved       Not Approved       Tabled

- 14b) Content Review**  
**Item 0708-509      PSY 126: Counseling the Family of the Addicted Person**

It was moved by Edward Ibarra; seconded by Gail Biesemeyer.

Approved       Not Approved       Tabled

- 14c) Prereq/Coreq/Advisory**  
**Item 0708-510      PSY 126: Counseling the Family of the Addicted Person**

It was moved by Colin Young; seconded by Voiza Arnold.

Approved       Not Approved       Tabled

- 15a) Course Revision**  
**Item 0708-511      PSY 130: Effective Counseling Skills**  
**Course Prefix Change:** To: HUSER 130  
**Advisory Change:** To: READ 023 or appropriate assessment; ENGL 035 or ESL 198 or appropriate assessment  
**Description Change**  
Revise content and update text

It was moved by Voiza Arnold; seconded by Charlie McFarlin.

Approved       Not Approved       Tabled

- 15b) Content Review**  
**Item 0708-512      PSY 130: Effective Counseling Skills**  
***Correction Needed: Revise "Advisory" preparation.***

It was moved by Voiza Arnold; seconded by Gail Biesemeyer.

Approved       Not Approved       Tabled

- 15c) Prereq/Coreq/Advisory**  
**Item 0708-513      PSY 130: Effective Counseling Skills**

It was moved by Charlie McFarlin; seconded by Judy Sevilla-Marzona.

Approved       Not Approved       Tabled

**III. UNFINISHED BUSINESS**

**IV. DISCUSSION ITEMS/ATTACHMENTS**

Fran informed the Committee members that no one has volunteered to serve as the Curriculum Chairperson while she is on sabbatical. She stated that one solution to consider is having Jennette Noriega (part-time counselor) work on the paperwork and have a fulltime faculty member direct the curriculum meetings. Charlie McFarlin volunteered for this position and the Committee agreed to take a vote on this matter when a two-third membership is present.

**V. ADJOURNMENT**

The meeting adjourned at 12:15 p.m.