

# **Rio Hondo Community College District**

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## **Curriculum Committee**

### **Minutes**

**Wednesday, April 9, 2008, Board Room**

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**Voting Members Present:** Voiza Arnold, Loretta Canett-Bailes, Sharon Bell, Pam Boyd, Ryan Bronkar, Ron Christie, Fran Cummings (Chair), Steve Hebert, Julie Huang, Edward Ibarra, Cynthia Lewis, Jannine Livingston, Katie Louie, Judy Sevilla-Marzona, Charlie McFarlin, Firouz Mosharraf, Tracy Rickman, Irma Valdivia, Colin Young

**Non-Voting Members Present:** Rose Sanceda

**Members Absent:** Antonio Flores, Jennifer Lee (Student Representative), Jim Newman, Michelle Pilati, Mike Slavich

**Guests:** Steve Katnik, Rodney Lineweber, Jennette Noriega, Jon Whitford

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

Approval of the amended minutes for the last meeting on March 19, 2008.

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

Approved       Not Approved       Tabled

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

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

It was moved by Edward Ibarra; seconded by Irma Valdivia, and approved by the Committee to approve item **0708-566**:

##### **1) Course Change**

##### **Item 0708-566**

**ADN 290, AJ 290, ARCH 290, ART 290,  
CIVIL 290, COUNS 290, DRAF 290, EMT 290,  
ET 290, FTECH 290, GIS 290, MGMT 290,  
MUSIC 290, THEAT 290, TV 290, WFT 290:**

**Cooperative Work Experience/Internship**

**Corequisite Change:** Delete "Enrollment in 7 or more units, including work experience/internship, during the semester in which the work experience/internship instruction is provided."

**Description Change:** To: "This course may be taken once and repeated for a maximum of 16 units."

Approved       Not Approved       Tabled

**B. Second Readings:**

It was moved by Tracy Rickman; seconded by Firouz Mosharraf, and approved by the Committee to approve items **0708-515** through **0708-565** as a group:

- 1) **Major Revision**  
**Item 0708-515**      **AUTOT 107: Introduction to Automotive Light Service**  
**Number Change:** (Previously AUTOT 060)  
**Unit Change:** To: 3 Units  
**Advisory Change:** To: ENGL 035 or ESL 198 or appropriate assessment; READ 023 or appropriate assessment; AUTOT 101 and AUTOT 103  
**Description Change**  
**Transferable**
  
- 2) **Major Revision**  
**Item 0708-518**      **AUTOT 180: Advanced Automotive Diagnosis**  
**Unit Change:** To: 3 Units  
**Prerequisite Change:** Delete prerequisite  
**Advisory Change:** To: ENGL 035 or ESL 198 or appropriate assessment; READ 023 or appropriate assessment; AUTOT 120  
**Description Change**
  
- 3) **Course Revision**  
**Item 0708-521**      **AUTOT 200: Suspension, Steering, and Alignment Service**  
**Advisory Change:** To: ENGL 035 or ESL 198 or appropriate assessment; READ 023 or appropriate assessment; AUTOT 101 and AUTOT 103  
Revise content and update text
  
- 4) **Course Revision**  
**Item 0708-524**      **AUTOT 210: Automotive Brake Systems**  
**Advisory Change:** To: ENGL 035 or ESL 198 or appropriate assessment; READ 023 or appropriate assessment; AUTOT 101 and AUTOT 103  
Revise content and update text
  
- 5) **Course Revision**  
**Item 0708-527**      **AUTOT 240: Heating and Air Conditioning**  
**Advisory Change:** To: ENGL 035 or ESL 198 or appropriate assessment; READ 023 or appropriate assessment; AUTOT 103  
Revise content and update text
  
- 6) **Catalog Change**  
**Item 0708-530**      **CONTINUOUS ENROLLMENT:**  
Change in definition of Continuous Enrollment in catalog

- 7) **Course Revision**  
**Item 0708-531**      **ED DEV 021L: Literacy Skills Lab**  
**Description Change**  
Revise content and update text
- 8) **Course Revision**  
**Item 0708-534**      **ED DEV 030: English Skills**  
**Description Change**  
Revise content and update text
- 9) **Course Revision**  
**Item 0708-537**      **ED DEV 030W: English Skills Workshop**  
**Description Change**  
Revise content and update text
- 10) **Course Revision**  
**Item 0708-540**      **ED DEV 101: College and Career Exploration**  
**Advisory Change:** To: READ 023 or appropriate  
assessment; ENGL 030 or ESL 197 or appropriate  
assessment  
Revise content and update text
- 11) **New Course**  
**Item 0708-543**      **ELEC 061: Fundamentals of Wire and Cabling**  
**Advisory:** ENGL 035 or ESL 198 or appropriate  
assessment; READ 023 or appropriate assessment  
Degree Applicable; (2 Units)
- 12) **New Course**  
**Item 0708-546**      **ELEC 062: Fundamentals of Fiber Optics**  
**Advisory:** ENGL 035 or ESL 198 or appropriate  
assessment; READ 023 or appropriate assessment  
Degree Applicable; (2 Units)
- 13) **New Course**  
**Item 0708-549**      **ELEC 063: Fundamentals of Wireless**  
**Communication**  
**Advisory:** ENGL 035 or ESL 198 or appropriate  
assessment; READ 023 or appropriate assessment  
Degree Applicable; (2 Units)
- 14) **New Course**  
**Item 0708-552**      **ELEC 064: Home Technology Integration**  
**Technologies**  
**Advisory:** ENGL 035 or ESL 198 or appropriate  
assessment; READ 023 or appropriate assessment  
Degree Applicable; (4 Units)
- 15) **Course Revision**  
**Item 0708-555**      **ESL 025: ESL Basic Grammar**  
**Description Change**  
Revise content and update text

- 16) **Course Revision**  
**Item 0708-558** **ESL 030: Intermediate Grammar for ESL Students**  
**Description Change**  
Revise content and update text
- 17) **Course Revision**  
**Item 0708-561** **ESL 029A, 029B, 029C: Modular Grammar**  
**Number Change:** (Previously ESL 030A, 030B, 030C)  
**New Advisory:** ESL 037 or appropriate assessment  
**Description Change**  
Revise content and update text
- 18) **Non-Credit Course Revision**  
**Item 0708-564** **NCVOC 008: Fundamentals of Law Enforcement/ Individual Study**  
**Description Change**
- 19) **Non-Credit Course Revision**  
**Item 0708-565** **NCVOC 015: Practical Experience in Fire Suppression**  
**Description Change**

Approved       Not Approved       Tabled

**C. First Readings:**

- 1a) **New Course**  
**Item 0708-567** **ADN 250: Advanced Pharmacology**  
**Advisory:** ENGL 101, MATH 070 or appropriate assessment, READ 023 or appropriate assessment  
**Prerequisite:** ADN 155 and ADN 156 or ADN 075 (for LVN students) with a grade "C" or better  
Degree Applicable; (1 Unit)

***Correction Needed: Insert appropriate English language under Entering Skills on Title V Requirements page.***

It was moved by Steve Hebert; seconded by Pam Boyd.

Approved       Not Approved       Tabled

- 1b) **Content Review**  
**Item 0708-568** **ADN 250: Advanced Pharmacology**

***Corrections Needed: Insert appropriate English language under Entering Skills; insert missing Exiting Skills.***

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

Approved       Not Approved       Tabled

**1c) Prereq/Coreq/Advisory**  
**Item 0708-569     ADN 250: Advanced Pharmacology**

It was moved by Charlie McFarlin; seconded by Pam Boyd.

Approved      Not Approved      Tabled

The following items **0708-570** through **0708-572** were tabled due to further review of the course content:

**2a) Course Revision**  
**Item 0708-570     ART 101: Introduction to Art**  
**Unit Change:** To: 3 Units  
**Advisory Change:** To: READ 022 or appropriate assessment (remove ENGL advisory)  
**Description Change**  
Revise content and update text

**2b) Content Review**  
**Item 0708-571     ART 101: Introduction to Art**

**2c) Prereq/Coreq/Advisory**  
**Item 0708-572     ART 101: Introduction to Art**

Approved      Not Approved      Tabled

**3a) New Course**  
**Item 0708-573     ART 113: The History of Photography**  
**Advisory:** ENGL 035 or ESL 198 or appropriate assessment;  
READ 023 or appropriate assessment  
Degree Applicable; (3 Units)

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

Approved      Not Approved      Tabled

**3b) Content Review**  
**Item 0708-574     ART 113: The History of Photography**

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

Approved      Not Approved      Tabled

**3c) Prereq/Coreq/Advisory**  
**Item 0708-575     ART 113: The History of Photography**

It was moved by Pam Boyd; seconded by Tracy Rickman.

Approved      Not Approved      Tabled

- 4a) **New Course**  
**Item 0708-576**      **CIT 187: Customer Service for Help Desk Professionals**  
**Advisory:** READ 023 or appropriate assessment  
**Prerequisite:** CIT 101  
Degree Applicable; (3 Units)

It was moved by Pam Boyd; seconded by Jannine Livingston.

Approved       Not Approved       Tabled

- 4b) **Content Review**  
**Item 0708-577**      **CIT 187: Customer Service for Help Desk Professionals**

***Correction Needed: Insert "Advisory" in Reading preparation.***

It was moved by Steve Hebert; seconded by Charlie McFarlin

Approved       Not Approved       Tabled

- 4c) **Prereq/Coreq/Advisory**  
**Item 0708-578**      **CIT 187: Customer Service for Help Desk Professionals**

It was moved by Ryan Bronkar; seconded by Tracy Rickman.

Approved       Not Approved       Tabled

- 5a) **New Course**  
**Item 0708-579**      **CIT 290: Cooperative Work Experience/Internship for Computer Information Technology related fields**  
**Advisory:** READ 023 or appropriate assessment; ENGL 035 or ESL 198 or appropriate assessment  
Degree Applicable; (1-4 Units)

***Correction Needed: Insert appropriate Advisory on New Course page.***

It was moved by Colin Young; seconded by Jannine Livingston.

Approved       Not Approved       Tabled

- 5b) **Content Review**  
**Item 0708-580**      **CIT 290: Cooperative Work Experience/Internship for Computer Information Technology related fields**

It was moved by Tracy Rickman; seconded by Steve Hebert.

Approved       Not Approved       Tabled

- 5c) **Prereq/Coreq/Advisory**  
**Item 0708-581**     **CIT 290: Cooperative Work Experience/Internship  
for Computer Information Technology related fields**

It was moved by Jannine Livingston; seconded by Pam Boyd.

Approved      Not Approved      Tabled

- 6a) **Course Revision**  
**Item 0708-582**     **ENGL 030: Introductory Composition for  
Developing Writers**  
**New Advisory:** READ 023 or appropriate assessment  
**Description Change**  
Revise content and update text

***Correction Needed: Revise Course Description***

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

Approved      Not Approved      Tabled

- 6b) **Content Review**  
**Item 0708-583**     **ENGL 030: Introductory Composition for  
Developing Writers**

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

Approved      Not Approved      Tabled

- 6c) **Prereq/Coreq/Advisory**  
**Item 0708-584**     **ENGL 030: Introductory Composition for  
Developing Writers**

It was moved by Colin Young; seconded by Steve Hebert.

Approved      Not Approved      Tabled

- 7a) **New Course**  
**Item 0708-585**     **ENGT 266: Pressure Piping Applications**  
**Advisory:** ENGT 265, DRAF 150 or DRAF 170 or  
industry experience in CAD applications; READ 023  
or appropriate assessment and ENGL 035 or  
appropriate assessment  
Degree Applicable; (3 Units)

**Corrections Needed: Insert appropriate English and Reading language under Entering Skills on Title V Requirements page. Under Instructional Materials, insert year of textbook.**

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

Approved       Not Approved       Tabled

**7b) Content Review**  
**Item 0708-586      ENGT 266: Pressure Piping Applications**

**Corrections Needed: Insert appropriate English and Reading language under Entering Skills. Revise English and Reading advisories.**

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

Approved       Not Approved       Tabled

**7c) Prereq/Coreq/Advisory**  
**Item 0708-587      ENGT 266: Pressure Piping Applications**

It was moved by Edward Ibarra; seconded by Tracy Rickman.

Approved       Not Approved       Tabled

**8a) New Course**  
**Item 0708-588      **ET 271: Wastewater Treatment Plan Operations II****  
**Advisory:** MATH 020 or appropriate assessment,  
ENGL 035 or ESL 198 or appropriate assessment,  
READ 023 or appropriate assessment  
**Prerequisite:** ET 270  
Degree Applicable; (3 Units)

It was moved by Charlie McFarlin; seconded by Tracy Rickman.

Approved       Not Approved       Tabled

**8b) Content Review**  
**Item 0708-589      **ET 271: Wastewater Treatment Plan Operations II****

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

Approved       Not Approved       Tabled

**8c) Prereq/Coreq/Advisory**  
**Item 0708-590      **ET 271: Wastewater Treatment Plan Operations II****

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

Approved       Not Approved       Tabled

- 9) **Certificate Change**  
**Item 0708-591** **Health Information Technology Coding Certificate of Achievement**  
Delete from curriculum

It was moved by Charlie McFarlin; seconded by Pam Boyd.

Approved       Not Approved       Tabled

- 10a) **Course Revision**  
**Item 0708-592** **HUMAN 110: Survey of Humanities**  
**Advisory Change:** To: 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 Irma Valdivia.

Approved       Not Approved       Tabled

- 10b) **Content Review**  
**Item 0708-593** **HUMAN 110: Survey of Humanities**

***Correction Needed: Revise course prefix under Course Title.***

It was moved by Colin Young; seconded by Tracy Rickman.

Approved       Not Approved       Tabled

- 10c) **Prereq/Coreq/Advisory**  
**Item 0708-594** **HUMAN 110: Survey of Humanities**

It was moved by Colin Young; seconded by Irma Valdivia.

Approved       Not Approved       Tabled

- 11a) **Course Revision**  
**Item 0708-595** **LIT 145H: Readings in the Short Story**  
**Advisory Change:** To: READ 023 or appropriate assessment  
**Prerequisite Change:** To: ENGL 101 with a grade "C" or better  
**Description Change**  
Revise content and update text

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

Approved       Not Approved       Tabled

**11b) Content Review**  
**Item 0708-596 LIT 145H: Readings in the Short Story**

It was moved by Colin Young; seconded by Sharon Bell.

Approved       Not Approved       Tabled

**11c) Prereq/Coreq/Advisory**  
**Item 0708-597 LIT 145H: Readings in the Short Story**

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

Approved       Not Approved       Tabled

**12) New Certificate of Skill Proficiency**  
**Item 0708-598 Logistic Management Certificate  
(17 Units)**

It was moved by Colin Young; seconded by Julie Huang.

Approved       Not Approved       Tabled

**13a) Course Revision**  
**Item 0708-599 MGMT 146: Human Resource Management**  
**Advisory Change:** To: READ 023 or appropriate  
assessment; ENGL 030 or ESL 197 or appropriate  
assessment (remove MGMT 101)  
Revise content and update text

***Correction Needed: On Academic Level page, insert “Business Management & Supervision”.***

It was moved by Pam Boyd; seconded by Voiza Arnold.

Approved       Not Approved       Tabled

**13b) Content Review**  
**Item 0708-600 MGMT 146: Human Resource Management**

It was moved by Sharon Bell; seconded by Pam Boyd.

Approved       Not Approved       Tabled

**13c) Prereq/Coreq/Advisory**  
**Item 0708-601 MGMT 146: Human Resource Management**

It was moved by Voiza Arnold; seconded by Tracy Rickman.

Approved       Not Approved       Tabled

The following items **0708-602** through **0708-604** were tabled due to further consideration of proposed revisions:

**14a) Course Revision**

**Item 0708-602**

**MRKT 043: Principles of Selling**

**Number Change:** To: MRKT 173

**Advisory Change:** To: READ 023 or appropriate assessment; ENGL 030 or ESL 197 or appropriate assessment (remove MGMT 101)

**Description Change**

**Transferable**

**14b) Content Review**

**Item 0708-603**

**MRKT 043: Principles of Selling**

**14c) Prereq/Coreq/Advisory**

**Item 0708-604**

**MRKT 043: Principles of Selling**

Approved

Not Approved

Tabled

**15a) Course Revision**

**Item 0708-605**

**PE/TH 122: Nutrition for Sport and Fitness**

Revise content and update text

***Corrections Needed: On Academic Level page, insert “No” under #2 and delete “Fitness Specialist”. Revise Course Description and Need/Justification Goals on Title V Requirement page. Insert Minimum Required for a “C”. Under Text/Instructional Materials, insert year for all textbooks.***

It was moved by Colin Young; seconded by Steve Hebert.

Approved

Not Approved

Tabled

**15b) Content Review**

**Item 0708-606**

**PE/TH 122: Nutrition for Sport and Fitness**

It was moved by Firouz Mosharraf; seconded by Charlie McFarlin.

Approved

Not Approved

Tabled

**15c) Prereq/Coreq/Advisory**

**Item 0708-607**

**PE/TH 122: Nutrition for Sport and Fitness**

It was moved by Colin Young; seconded by Steve Hebert.

Approved

Not Approved

Tabled

**16) Request to Offer a Course via Distance Education**  
**Item 0708-608 PE/TH 122: Nutrition for Sport and Fitness**

***Correction Needed: On Addendum page, revise Course Prefix.***

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

Approved       Not Approved       Tabled

**III. UNFINISHED BUSINESS**

**Consent Agenda 3/19/08:**

**Course Change**

**Item 0708-514**

**ADN 254: Leadership and Management in Nursing**

**Lab/Lecture Hour Change:** Decrease to:  
Lab: 144 hours/Lecture: 26 hours

**IV. DISCUSSION ITEMS/ATTACHMENTS**

Loretta informed the committee members of the following items:

- Faculty should always include the TOPS Code when submitting items for curriculum. These codes can be obtained from their Division Dean and noted on the first page of any new course or revision form.
- The timeline for completion of any course going through the curriculum process is approximately 1 month. Members were advised to inform their faculty and Division Dean.

Fran informed committee members there will be no meeting next week.

**V. ADJOURNMENT**

The meeting adjourned at 12:15 p.m.