

**Rio Hondo Community College District  
Curriculum Committee  
Minutes  
Wednesday, October 23, 2019 – Board Room**

**Voting Members Present:** Dana Arazi, Sharon Bell, Ryan Carey, Janet Cha, Mike Garabedian, Alex Gardos, Rose Marie Gaw, Jannine Livingston, Patti Luna, Moises Mata, Juana Mora, Dorali Pichardo-Diaz, Jim Newman, Elizabeth Ramirez, Melissa Rifino-Juarez, Mutsuno Ryan, Jodi Senk, Mike Slavich, Christian Vaca, Warren Roberts, Student Representative – Eduardo Barrera

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

**Voting Members Absent:** Marius Dornean, Lydia Gonzalez, Michelle Pilati, Claudia Rivas

**Guests:** Bill Curington

**I. APPROVAL OF THE MINUTES FROM THE MEETING ON OCTOBER 16, 2019**

It was moved by Christian Vaca; seconded by Rose Marie Gaw.

X Approved/w 1 abstention                       Not Approved                       Tabled

**II. ACTION ITEMS**

**A) Approval of Consent Agenda: *No Items***

**B) Second Readings:**

It was moved by Mike Slavich; seconded by Jannine Livingston, and approved by the committee to approve **Items 1920-065 thru 1920-073** for second read as a group.

X Approved                       Not Approved                       Tabled

**Item 1920-065**

**Credit Course Revision**

**ANTH 101 Introduction to Physical Anthropology**

**Units 3.0**

**Description**

In this course, people are investigated from the perspective of evolutionary theory. Students will learn about the process of natural selection and related issues including patterns of inheritance. Also included will be an examination of the closest living relatives to humans, primates, with an emphasis on behavior and ape societies. An extensive survey of human ancestors will trace the origins of various life forms and recount how ape-like creatures evolved into modern humans. Students will also discover how natural selection can be used as a tool to understand patterns of human variation. This course is designed for anthropology majors, those with an interest in anthropology, or anyone with a desire to further their understanding of humans from an evolutionary perspective.

**Item 1920-066****Credit Course Revision****ANTH 101H Introduction to Physical Anthropology Honors****Units 3.0****Description**

In this course, people are investigated from the perspective of evolutionary theory. Students will learn about the process of natural selection and related issues including patterns of inheritance. Also included will be an examination of the closest living relatives to humans, primates, with an emphasis on behavior and ape societies. An extensive survey of human ancestors will trace the origins of various life forms and recount how ape-like creatures evolved into modern humans. Students will also discover how natural selection can be used as a tool to understand patterns of human variation. This course is designed for anthropology majors, those with an interest in anthropology, or anyone with a desire to further their understanding of humans from an evolutionary perspective.

**Item 1920-067****Credit Course Revision****ART 299PP Directed Study in Portfolio Preparation****Units 1.0 to 3.0****Description**

The course provides an opportunity for visual arts students to prepare and develop a professional portfolio. The portfolio project will be arranged by agreement between the student and instructor. The student is required to contract with the instructor to determine the scope of the assignment and the unit value assigned for successful completion. Students must possess a 2.5 overall GPA and a 3.0 GPA in the discipline of study being requested, or receive an exception from the instructor. Students may take a maximum of 3 units of directed study within a discipline and 9 units college wide.

**Item 1920-068****Credit Course Revision****CIV 140 Civil Engineering Fundamentals****Units 4.0****Description**

This course is for all students interested in the career fields of civil design drafting and civil engineering. It provides an overview of the various civil engineering sub-disciplines and the common tasks required of civil engineers and their support staff. Students will complete basic level engineering calculations and use hand drafting techniques or computer aided design and drafting (CADD) software to complete projects relating to subdivision development, roadway planning and layout, structural design and detailing, site grading, project scheduling, wastewater management, and similar engineering tasks.

**Item 1920-069****Credit Course Revision****KIN 115 Fitness Specialist Internship****Units 2.0****Description**

This course will provide students with practical experience in the field of health, fitness, and exercise instruction. Emphasis is placed on participant screening, evaluation, fitness assessment, exercise program design, nutrition and health education, and principles of exercise science. The course includes career preparation, self-marketing and social media, trainer-client relationship building, and professional responsibility in a fitness setting. This course is designed for the student pursuing a career in the fitness industry and/or a Certificate of Achievement in the Fitness Specialist Program, as well as those interested in furthering their understanding of the effects of exercise on the mind and body. Instructor approval is required for enrollment.

**Item 1920-070****Credit Course Revision****KINA 172 Women's Intercollegiate Volleyball Team****Units 3.0****Description**

This is an advanced course for students who will be competing at the collegiate level in the sport of women's volleyball. The students will be required to spend a minimum of 10.125 hours a week preparing for competition. This course may be taken once and repeated three times for credit.

**Item 1920-071****Credit Course Revision****MUS 110 College Community Orchestra****Units 1.0****Description**

This course is designed for the instrumental music student who wants to become familiar with the vast body of orchestral music. It provides players an opportunity to develop their own musical capabilities and participate in ensemble playing. Students are expected to provide their own instruments. This course may be taken once and repeated three times for credit.

**Item 1920-072****Credit Course Revision****TCED 054 OSHA Workplace Safety II****Units 4.0****Description**

This course is intended for the individual who needs an intermediate-level overview and/or the number of hours required for certification of both the California and Federal OSHA Safety Regulations for the General Industry and Construction Workplace. The course will cover a detailed overview of the rules and regulations, fire protection and prevention, material handling/storage and disposal, hand and power tools, welding and cutting, electrical safety, fall protection, scaffolds, excavations, concrete and masonry construction, steel erection, demolition, cranes/hoists/elevators and conveyors, lockout/tagout procedures, industrial hygiene, and emergency action plans. Powered industrial trucks will also be covered during the course, meeting the requirement for OSHA Standard 1910.178. Upon completion of this course, (as well as passing the final exam and the powered industrial trucks operator safety training), the student will receive a 30-hour OSHA Training Certificate of Completion, which is good for life, and a powered industrial truck Certified Operator Card, which is good for 3 years.

**Item 1920-073****New Credit Course****TCED 101 Occupational Safety and Health for the 21<sup>st</sup> Century****Units 4.0****Description**

This course provides an overview of the origins of occupational safety and health standards in the United States. The environmental and social justice issues that led to the creation of workplace safety and health standards will be discussed, a detailed overview of required occupational safety and health standards and regulations will be provided, and the impact of current issues in sustaining occupational safety and health on a 21st century workforce will be emphasized. Students will gain insights into the intersection of public safety, public health, and the building and environmental health standards which inform workplace safety policies and procedures. Course activities will include hands-on exercises to demonstrate hazard awareness; the correct use of tools, material handling, and safety equipment; and the development of emergency protocols and safety procedures. Students will have the opportunity at course completion to receive a Department of Labor (DOL) 30-hour Occupational Safety and Health Administration (OSHA) certification card provided all course requirements are met. The DOL card is often an initial certification for industrial

occupational safety and health technicians, first line supervisors and managers, and construction and building inspectors.

**C) First Readings**

**Item 1920-074**

**Credit Course Revision**

**ANTH 101L Physical Anthropology Lab**

**Units 1.0**

**Description**

This laboratory course, designed to complement the lecture course, is for students interested in expanding their knowledge of physical anthropology. Students will be introduced to the methods, techniques, and procedures used in physical anthropology research, gaining practical experience by participating in laboratory activities and experiments using the scientific method. Laboratory exercises will include an assessment of the forces that affect evolutionary change, the observation of primate behavior, the assessment of human variation, and the identification and classification of the skeletal features of humans, non-human primates, and human ancestors. Also included will be an exploration of Mendelian, molecular, and population genetics.

It was moved by Patti Luna; seconded by Jim Newman.

X\_ Approved

Not Approved

Tabled

***Correction: Description edits.***

**Item 1920-075**

**Credit Course Revision**

**ART 290 CWE/Internship for Visual Arts Related Fields**

**Units 1.0 to 4.0**

**Description**

This course supports and reinforces on-the-job training in business, industrial, studio, non-profit and professional art organizations under supervision of a college instructor, facilitated by the use of learning objectives. The student will be working in a skilled- or professional-level assignment in their area of vocational interest and will meet performance objectives related to instruction that are above and beyond the conditions of regular employment. This course is intended for students whose job is related to the field of visual arts and have completed or enrolled in the appropriate coursework. Instructor approval is required to remain in the class. Contact the CWE office regarding re-enrollment procedures.

It was moved by Mike Slavich; seconded by Alex Gardos.

X\_ Approved

Not Approved

Tabled

***Correction: Description edits.***

**Item 1920-076**

**Credit Course Revision**

**ART 299G Directed Study in Gallery and Museum Practices**

**Units 1.0 to 3.0**

**Description**

The course provides an opportunity for students to expand their studies in gallery and museum practices beyond the classroom by completing a project or an assignment arranged by agreement between the student and instructor. The student is required to contract with the instructor to determine the scope of the

assignment and the unit value assigned for successful completion. Students must possess a 2.5 overall GPA, a 3.0 GPA in the discipline of study being requested, or receive an exception from the instructor. Students may take a maximum of 3 units of Directed Study within a discipline and 9 units college-wide.

It was moved by Alex Gardos; seconded by Mike Slavich.

Approved

Not Approved

Tabled

***Correction: Made minor edits to description.***

**Item 1920-077**

**Credit Course Revision**

**AUTO 300 Assessment of the Automotive Industry**

**Units 3.0**

**Description**

This course provides the automotive technology student with a detailed practical study of how to be successful in the automotive service, parts, and sales industry. This is a practical study of current service, parts, and sales practices performed in dealerships and independent repair shops, while also discussing the review and preparation of the theory and skills necessary to successfully pass the National Institute for Automotive Service Excellence (ASE) exams relevant to industry standards. Topics include becoming efficient in the shop, mastering the various pay systems, understanding managers and owners, building customer loyalty, demonstrating workplace and social ethics, and making Customer Satisfaction Index (CSI) values work for all employees. In addition, vehicle engines, transmissions, brakes, suspension, air conditioning, and engine performance systems, parts, and components, and new and emerging technologies that support the service and repair of the modern automobile will be discussed. Emphasis will be placed upon the important tasks of proper repair procedures, the safe use of tools, equipment, technical data, and scan tools, as well as the ins-and-outs of the business of service, parts, and sales. Current automotive industry practices and relevant case studies will be discussed and demonstrated throughout the course. The overall goal of this course is for the student to apply and demonstrate knowledge and skills that will enable them to advance their employment in the vehicle after-sales field operations management spectrum.

It was moved by Alex Gardos; seconded by Mike Slavich.

Approved

Not Approved

Tabled

**Item 1920-078**

**Credit Course Revision**

**GIS 221 Cartography Design and Geographic Information Systems**

**Units 4.0**

**Description**

GIS plays an important role in almost any discipline and improves understanding of information through visual interpretation. This course is designed for students who want a better understanding and methods to effectively portray information spatially using conventions of patterns, colors and symbology. Students are introduced to the history of map interpretation, map projections, scales, map accuracy, and layout conventions for publication in reports or large formats at emergency operations center. Course may include field trips for student to visit industry user meeting.

It was moved by Alex Gardos; seconded by Christian Vaca.

Approved

Not Approved

Tabled

***Correction: Description edits.***

**Item 1920-079**

**Credit Course Revision**

**GIS 230 Geographic Information Systems (GIS) in Environmental Technology**

**Units 3.0**

**Description**

Environmental technicians collect, manage, manipulate and interpret environmental data using Geographic Information Systems (GIS). This course will prepare students to integrate spatial technologies and environmental information in various disciplines in environmental technology, biology, planning, landscape architecture, engineering, geology, archaeology, and related fields. Practical GIS exercises engage the student with industry used technologies including GPS (Global Positioning Systems), remote sensing, and sUAV (small unmanned aerial vehicle) in course activities for increased comprehension of the concepts, and skills they need to become marketable in their chosen environmental fields. This course may be taken once for credit towards the certificate and or degree and repeated once for credit to enhance student skills and proficiency level. Possible day field trips are scheduled to visit local industries and for field work.

It was moved by Jim Newman; seconded by Patti Luna.

\_X\_ Approved

Not Approved

Tabled

***Correction: Description edits Removed repeatability***

**Item 1920-080**

**Credit Course Revision**

**GIS 280 Geospatial Programming and Web Services**

**Units 4.0**

**Description**

Knowledge of a scripting language is a highly desired skill for the Geographic Information System (GIS) technician. This course teaches how to automate GIS tasks by applying industry common scripting language (Python, Model Builder, etc.) Advanced database management methodologies for spatial data analysis and development of GIS applications will also be covered. Upon completion, students will effectively perform programming fundamentals providing easier interface for end users.

It was moved by Alex Gardos; seconded by Doralí Pichardo-Díaz.

\_X\_ Approved

Not Approved

Tabled

***Correction: Description edits.***

**Item 1920-081**

**New Credit Course**

**KIN 110 Introduction to Fitness and Sport Management**

**Units 3.0**

**Description**

This course is designed to introduce the concepts of fitness and sport management, and includes the necessary information needed for those intending to explore the growing industry of administering fitness and sport programs and overseeing small businesses. The course covers areas of managing a facility, membership/sales, business and finance, facility oversight, equipment, and policies and procedures. In addition, the history and evolution of sport management, organizational functions, management levels, rules and compliance oversight, event management, and leadership will be included. This course is designed for the student pursuing a career in fitness and/or sport management and the proposed Fitness and Sport Management Certificate, exploring administration, facility operations, or those interested in furthering their understanding of the business of fitness and sport.

It was moved by Jannine Livingston; seconded by Alex Gardos.

Approved

Not Approved

Tabled

***Correction: Description edits.***

**Item 1920-082**

**Credit Course Revision**

**MUS 119 Advanced College Community Orchestra**

**Units 1.0**

**Description**

This course is designed for the more advanced instrumental music student who wants to become more familiar with the vast body of orchestral music. It provides advanced players an opportunity to further develop their own musical capabilities as well as participate in ensemble playing. Students are expected to provide their own instruments. This course may be taken once and repeated three times for credit.

It was moved by Alex Gardos; seconded by Rose Marie.

Approved

Not Approved

Tabled

***Correction: Description edits.***

**Item 1920-083**

**New Certificate of Achievement**

**Creating Writing**

**Units 21.5 or 22.0**

**Description**

The Creative Writing Certificate provides the student with the academic preparation and exposure of works needed to grow in and pursue his or her own creative writing endeavors, whether it be for personal fulfillment or work in the field of entertainment. Completion of the required courses provides the student with experience in creative writing and study of its various forms.

It was moved by Alex Gardos; seconded by Dorali Pichardo-Diaz.

Approved

Not Approved

Tabled

***Corrections: Description, Unit Total, Block Header Titles, and/or's, Prerequisites***

**Item 1920-084**

**New Certificate of Achievement**

**Finance**

**Units 17.0**

**Description**

This Certificate of Achievement is for students who want to complete a course of study in financial services to gain the skills and knowledge needed to prepare them for entry-level finance positions in small and medium-sized businesses. It will provide students with basic accounting skills combined with training in financial planning and will serve as an excellent foundation for those choosing to take the National Association of Securities Dealers series 6 or 7 examinations. It consists of 17 units and can be completed in 2 semesters if a student is attending full time.

It was moved by Melissa Rifino-Juarez; seconded by Patti Luna.

Approved

Not Approved

Tabled

***Corrections: Block Header Titles, and/or's.***

III. **PUBLIC COMMENT:** *No Report*

IV. **UNFINISHED BUSINESS:**

***Pending originator clarification of advisories/prerequisites and updates to course content for possible CSU GE approval (First Read 10/2/19)***

**Item 1920-028**

**Credit Course Revision**

**GIS 120 Introduction to Geographic Information Systems and Spatial Analysis**

**Units 4.0**

**Description**

This course will introduce fundamental concepts of geographic information and spatial analysis using industry standard geospatial application tools including geographic information systems (GIS), global positioning systems (GPS), and small unmanned aerial vehicle (sUAVs), to perform spatial analysis in various disciplines including but not limited to business, public safety, health, politics, civil engineering, and environmental, social, biological and geological sciences. Students will learn how to organize geospatial data; visualize spatial patterns by aggregating numbers by areas, analyzing ratios and proportions, generating scatterplots, qualifying volumes and areas, and performing map algebra; and interpreting correlations or suitable locations based on provided or researched criteria.

**Pending Web Accessibility Approvals (First Read 10/2/19)**

**Item 1920-033**

**Request to offer a course via Distance Education - *ONLINE***

**GDSN 162 Introduction to Web Design**

**Item 1920-034**

**Request to offer a course via Distance Education - *ONLINE***

**GDSN 163 Intermediate Web Design**

**Item 1920-036**

**Request to offer a course via Distance Education - *ONLINE***

**GDSN 172 Publication Design**

**Item 1920-037**

**Request to offer a course via Distance Education - *ONLINE***

**GDSN 174 Packaging Design**

**Item 1920-038**

**Request to offer a course via Distance Education - *ONLINE***

**GDSN 178 Digital Imaging Design**

**Item 1920-039**

**Request to offer a course via Distance Education - *ONLINE***

**GDSN 179 Advanced Digital Imaging Design**



***Pending Web Accessibility Approvals (First Read 10/9/19)***

**Item 1920-063**

**Request to offer a course via Distance Education - *HYBRID***

**JAPN 101 Japanese I**

**(All necessary changes per committee recommendations on 10/9/19)**

**Item 1920-064**

**Request to offer a course via Distance Education - *HYBRID***

**JAPN 102 Japanese II**

**(All necessary changes per committee recommendations on 10/9/19)**

**V. DISCUSSION ITEMS/ATTACHMENT**

- 1.) A motion was made by Alex Gardos; seconded by Jim Newman, to grant Mike Garabedian editing access to CurriQunet for the purpose of minor grammatical changes to course descriptions. To ensure edits are included in the catalog, Mike will forward a list of corrections to the Curriculum Specialist on a weekly basis.

X Approved

Not Approved

Tabled

- 2.) Dana Arazi informed the committee that “Credit by Exam” is an area that the curriculum committee is required to establish rules and procedures for. He stated that it will be necessary to recommend updates to Academic Senate for the current AP policy. Dana asked that the committee think about this subject as it will be addressed at a future meeting.
- 3.) Dana spoke of the need to standardize our current certificates, degrees, and course outlines of records for CurriQunet and catalog purposes. The areas that he would like to address first are:
  - a.) Fonts
  - b.) Headings
  - c.) Block Header Titles – (choose/select)

It was suggested to make a cheat sheet for faculty to use while creating new programs in CurriQunet and to also show examples on each tab of CurriQunet for ease of use.

**VI. ADJOURNMENT**

Dana Arazi adjourned the meeting at 12:20 p.m.