

**Rio Hondo Community College District  
Curriculum Committee  
Minutes  
Wednesday, January 29, 2020 – Board Room**

**Voting Members Present:** Dana Arazi, Sharon Bell, Ryan Carey, Janet Cha, Mike Garabedian, Alex Gardos, Rose Marie Gaw, Lydia Gonzalez, Sean Hughes, Jannine Livingston, Moises Mata, Juana Mora, Jim Newman, Doralí Pichardo-Díaz, Elizabeth Ramirez, Melissa Rifino-Juarez, Claudia Rivas, Mutsuno Ryan, Jennifer Tanaka, Christian Vaca

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

**Voting Members Absent:** Patti Luna, Warren Roberts, Mike Slavich, Student Representative

**Guests:** George Wheeler

**I. APPROVAL OF THE ELECTRONIC MINUTES FROM THE MEETING ON DECEMBER 3, 2019**

It was moved by Alex Gardos seconded by Jannine Livingston.

Approved/w 1 abstention                       Not Approved                       Tabled

**II. PUBLIC COMMENT: *No Report***

**III. ACTION ITEMS**

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

**B) Second Readings:** *No Items*

**C) First Readings**

**Item 1920-215**

**Credit Course Revision**

**AJ 041 Effective Written Communication for Public Service Personnel**

**Units 3.0**

**Description**

This course provides Administration of Justice students an overview of writing techniques for the communication of facts and information in a criminal justice setting, including the correct usage of words and proper sentence structure. Emphasis is placed on law enforcement-specific terms, phrases, and spelling. Topics include but are not limited to crime reports, investigative follow-up reports, traffic collision reports, background investigative summations and recommendations, internal investigative summations and recommendations, press releases, and interagency criminal activity crime bulletins.

It was moved by Alex Gardos; seconded by Jim Newman.

Approved                       Not Approved                       Tabled

**Item 1920-216**

**Credit Course Revision**

**AJ 105 Community Relations/Multicultural Issues Within Public Service**

**Units 3.0**

**Description**

This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. Topics covered may include crime prevention, restorative justice, conflict resolution, and ethics.

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

X Approved

Not Approved

Tabled

**Item 1920-217**

**Credit Course Revision**

**AJ 215 Vice and Narcotics Control**

**Units 3.0**

**Description**

This course provides students with an in-depth understanding of code and case law of vice and narcotics. The course will focus on detection, suppression, apprehension, and prosecution of violators. Special emphasis will be placed on laws dealing with gambling, prostitution, sex crimes, narcotic identification, and search and seizure.

It was moved by Ryan Carey; seconded by Alex Gardos.

X Approved

Not Approved

Tabled

**Item 1920-218**

**Credit Course Revision**

**AJ 228 Police Field Operations**

**Units 3.0**

**Description**

This course is designed to provide students with an in-depth understanding of the history and development of police field operations. Particular emphasis is placed on planning field activities. Topics include the functions of patrol, traffic, and other preliminary investigative duties of the field officer. The techniques of planning for patrol operations and handling requests for service, vehicular traffic-related problems, and civil and domestic disturbances are also presented.

It was moved by Alex Gardos; seconded by Ryan Carey.

X Approved

Not Approved

Tabled

**Item 1920-219**

**Credit Course Revision**

**ANTH 103 Introduction to Archaeology**

**Units 3.0**

**Description**

This course is a survey of human world history and prehistory as identified by the archaeological record. Emphasis is placed on major changes in human technological, economic, and social development over the course of two million years of the human material record, including topics such as the history of archaeology, research ethics, data types, theory and methodology, dating techniques, survey and site

excavation methods, analysis and interpretations, and reasons to preserve the past. Case studies from the excavation of major archaeological sites around the world are examined and discussed as examples. This course is for students who are interested in ancient history or the field of archaeology, or who plan to major in anthropology.

It was moved by Alex Gardos; seconded by Ryan Carey.

Approved

Not Approved

Tabled

**Item 1920-220**

**Credit Course Revision**

**ANTH 104 Introduction to Language and Culture**

**Units 3.0**

**Description**

This course is for students majoring in anthropology or anyone interested in learning about the diversity of communication forms and language systems around the world. The course investigates the development and evolution of language, the structure and sound systems of different languages, language loss and conservation, and the variations in different languages such as dialects and the social situations in which they are used. The different forms of verbal and non-verbal communication are studied across cultures with special attention paid to the use of technology like social media and the problems that arise in communication between people of different classes, genders, and ethnicities in our globalized world.

It was moved by Jim Newman; seconded by Alex Gardos.

Approved

Not Approved

Tabled

**Item 1920-221**

**Credit Course Revision**

**ANTH 110 Human Sexuality from a Cross-Cultural Perspective**

**Units 3.0**

**Description**

This course is for students interested in human sexuality from a cross-cultural perspective. Sexual anatomy, development, response, and behavior are examined, along with historical and cultural patterns. Students learn about the development and expression of gender and orientation from both Western and non-Western perspectives, with an emphasis on the influence of culture on individuals.

It was moved by Melissa Rifino-Juarez; seconded by Alex Gardos.

A motion was made by Jim Newman; seconded by Ryan Carey and approved by the committee to table **Item 1920-221** until the course revision for the cross-listed course, SOC 110, can be brought through curriculum concurrently for review.

Approved

Not Approved

Tabled

**Item 1920-222**

**Credit Course Revision**

**ANTH 115 Introduction to Medical Anthropology**

**Units 3.0**

**Description**

Medical anthropology explores the perceptions of disease, health, and healing in different cultures around the world. Sociocultural, biological, and ecological perspectives are used to understand the origins of illness and disease and medical practices across cultures. Topics include diagnosis and therapies, the role of healers

like witch doctors and shamans, stress and mental health, unequal access to medical care, and medical anthropology applied to global health problems.

It was moved by Alex Gardos; seconded by Ryan Carey.

Approved

Not Approved

Tabled

**Item 1920-223**

**Credit Course Revision**

**ANTH 125 Religion, Magic, Witchcraft, and the Supernatural**

**Units 3.0**

**Description**

This course is for students interested in learning about the diverse religious beliefs and practices that exist around the world. As an introduction to the anthropological study of religion, the course includes an overview of the various forms of religious belief systems; the variety of gods and other supernatural forces; the use of myths, rituals, and ceremonies in religious practice; and the types of shamans, priests, and other religious specialists found in religious systems. The religious use of drugs is explored, along with traditional healing practices and folk medicine remedies used in many Western cultures. A survey of witchcraft, sorcery, the occult, demons, exorcism rites, sacrificial practices, and magic is included. Additionally, concepts relating to death and the afterlife (e.g., souls, ghosts, reincarnation, and zombies) are explored.

It was moved by Jim Newman; seconded by Alex Gardos.

Approved

Not Approved

Tabled

**Item 1920-224**

**Credit Course Revision**

**CHST 146 The Mexican American in the History of the United States**

**Units 3.0**

**Description**

This course is a survey of the history of the Mexican/Mexican-American people in the United States presented in the context of U.S. history and government. The course begins with a discussion of the Mexican-American War and the Treaty of Guadalupe Hidalgo, and goes on to examine the Mexican-American struggle for full integration into U.S. society. Key topics include repatriation, unionism, Mexican-American soldiers on the Pacific and European war front, postwar struggles for economic and social justice, and radicalism. It concludes with an examination of the dramatic growth of the Mexican/Mexican-American population in the United States. Students interested in this course may include individuals with familial or personal connections to the Chicana/o/x (Mexican-American) community and/or those intending to work in environments with high concentrations of this population.

It was moved by Alex Gardos; seconded by Melissa Rifino-Juarez.

Approved

Not Approved

Tabled

**Item 1920-225**

**Credit Course Revision**

**CIT 111 Introduction to Programming**

**Units 3.0**

**Description**

This course is for students who want to develop the problem-solving abilities required to work in the computer field. Programming concepts are discussed through a variety of techniques including hierarchy

diagrams, flow-charting, data diagrams, and pseudocode. The course will also include information on integrated development environments (IDEs).

It was moved by Janet Cha; seconded by Ryan Carey.

Approved

Not Approved

Tabled

**Item 1920-226**

**Credit Course Revision**

**CIT 155 Introduction to E-Commerce**

**Units 3.0**

**Description**

This course provides a hands-on, problem-solving approach to learning both basic and more advanced aspects of doing business on the Internet. Students learn how to use electronic commerce effectively, including selling and marketing on the Internet, developing business-to-business online strategies, using online auctions, identifying the hardware and software required to support security for e-commerce, selecting electronic payment systems, and planning for e-commerce. Additionally, students learn how and why e-commerce is an important part of our economy and society.

It was moved by Janet Cha; seconded by Alex Gardos.

Approved

Not Approved

Tabled

**Item 1920-227**

**Credit Course Revision**

**CIT 290 Cooperative Work Experience/Internship for Computer Information Technology Related Fields**

**Units 1 – 4**

**Description**

This course supports and reinforces on-the-job training in business and industrial establishments under supervision of a college instructor and is facilitated by the use of learning objectives. Students in a skilled or professional-level assignment in their area of vocational interest and 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 computer information technology and who have completed or enrolled in the appropriate coursework. Contact the CWE office regarding re-enrollment procedures.

It was moved by Jim Newman; seconded by Alex Gardos.

Approved

Not Approved

Tabled

**Item 1920-228**

**Credit Course Revision**

**CORR 101 Introduction to Corrections**

**Units 3.0**

**Description**

This course provides students with an overview of the history and trends of adult and juvenile corrections. It focuses on probation, parole, legal issues, specific laws and the general operation of correctional institutions. The relationship between corrections and other components of the justice system is also examined. This course has been identified by the Correctional Peace Officer Standards and Training (CPOST) Board of the Peace Officers Association as fulfilling the educational requirements of the CPOST Certificate for newly-hired officers after July 1, 1995 by the California Department of Corrections and Rehabilitation (CDCR) and California Youth Authority (CYA).

It was moved by Alex Gardos; seconded by Ryan Carey.

Approved

Not Approved

Tabled

**Item 1920-229**

**Credit Course Revision**

**CORR 104 Control and Supervision in Corrections**

**Units 3.0**

**Description**

This course provides students with an overview of supervision of inmates in local, state, and federal correctional institutions. The issues of control in a continuum form of institutional daily living through crisis situations are introduced and discussed. The course emphasizes the role played by the offender and the correctional worker. Topics include inmate subculture, violence and the effects of crowding on inmates and staff, and coping techniques for correctional officers in a hostile prison environment. The causes and effects of abusive tactics are also discussed. This course has been identified by the Correctional Peace Officer Standards and Training (CPOST) Board of the California Department of Corrections and Rehabilitation (CDCR), California Youth Authority (CYA), and California Correctional Peace Officers Association as fulfilling the educational requirements of the CPOST Certificate for newly-hired officers after July 1, 1995 by CDCR and CYA.

It was moved by Ryan Carey; seconded by Melissa Rifino-Juarez.

Approved

Not Approved

Tabled

**Item 1920-230**

**Credit Course Revision**

**CORR 106 Legal Aspects of Corrections**

**Units 3.0**

**Description**

This course provides students with an awareness of the historical framework, concepts, and precedents that guide correctional practice. Course material broadens students' perspectives of the corrections environment, civil rights of prisoners, and responsibilities and liabilities of corrections officials. The course has been identified by the Correctional Peace Officer Standards and Training (CPOST) Board of the California Department of Corrections and Rehabilitation (CDCR), California Youth Authority (CYA), and California Correctional Peace Officers Association as fulfilling the educational requirements of the CPOST Certificate for newly hired officers after July 1, 1995 by CDC and CYA.

It was moved by Ryan Carey; seconded by Alex Gardos.

Approved

Not Approved

Tabled

**Item 1920-231**

**Credit Course Revision**

**KINA 159 Cross Training for Intercollegiate Athletics**

**Units 1.0**

**Description**

This cross-training course is designed for advanced intercollegiate athletes who want to increase all aspects of their fitness levels through a variety of strength, flexibility, aerobic and anaerobic activities in order to prepare for intercollegiate athletic competition. The specific physical fitness routines required by intercollegiate athletes during the off-season will be addressed. The purpose of the course is to develop levels of physical fitness, strength, and conditioning that will enhance athletes' abilities to be successful in intercollegiate competition. The course may be taken once and repeated two times for credit.

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

Approved

Not Approved

Tabled

**Item 1920-232**

**Credit Course Revision**

**MATH 062 Pre-Statistics**

**Units 5.0**

**Description**

This course surveys a variety of mathematical topics to prepare students for college-level statistics. Topics include data analysis using ratios, rates and proportional reasoning, graphical and tabular displays of data, measures of central tendency and spread, computing probabilities, describing associations of two variables graphically, graphing equations of lines and linear models, and solving linear equations and inequalities. The course is for students in liberal arts, humanities, and social sciences majors. It should not be taken by students majoring in science, technology, engineering, math, or business.

It was moved by Christian Vaca; seconded by Mutsuno Ryan.

Approved

Not Approved

Tabled

**Item 1920-233**

**Credit Course Revision**

**MGMT 125 Managerial Computer Applications**

**Units 3.0**

**Description**

This course is an introduction to computer technology as it applies to the business management environment. The course prepares managers to leverage current technology, in both theory and application, to meet the needs of the global business environment. Managerial issues and ethical standards are explored, and web-based, hands-on modules prepare students to become proficient in Microsoft Word, Excel, and PowerPoint.

It was moved by Janet Cha; seconded by Alex Gardos.

Approved

Not Approved

Tabled

**Item 1920-234**

**Credit Course Revision**

**MGMT 208 Business Communications**

**Units 3.0**

**Description**

This course covers the principles of effective writing in business. The course provides extensive experience using the different forms of business writing: memorandums, letters, reports, and resumes. Cultural differences and their impact on communicating in business are studied. This course satisfies the business communications component for the Associate in Science in Business Administration for Transfer degree.

It was moved by Ryan Carey; seconded by Alex Gardos.

Approved

Not Approved

Tabled

**Item 1920-235**

**Credit Course Revision**

**MRKT 171 Consumer Behavior**

**Units 3.0**

**Description**

This class investigates and analyzes the reasons consumers select, purchase, use, and dispose of goods and services to satisfy their personal and household needs. Topics include consumer culture, group influence, consumption patterns, and consumer attitudes and lifestyles. This class is appropriate for marketing majors and anyone who wants to know why people buy.

It was moved by Jim Newman; seconded by Melissa Rifino-Juarez.

Approved

Not Approved

Tabled

**Item 1920-236**

**Credit Course Revision**

**MRKT 172 Advertising and Promotion**

**Units 3.0**

**Description**

This course introduces students to the creative and competitive field of advertising and promotion. Topics include understanding the target audience, developing marketing and advertising plans, engaging in the creative process through strategy and execution, and integrating marketing communications elements as they relate to personal selling, sales promotion, direct marketing, and electronic, digital, and print media. This course is appropriate for marketing majors or anyone interested in advertising and promotion.

It was moved by Alex Gardos; seconded by Jim Newman.

Approved

Not Approved

Tabled

**Item 1920-237**

**Credit Course Revision**

**MRKT 174 Small Business Marketing and Advertising**

**Units 3.0**

**Description**

This class provides useful and effective marketing and advertising tools and techniques to students who have or would like to own a small business. A special emphasis is placed on the fundamentals of marketing and guerilla marketing and advertising techniques. Topics will include marketing plan strategies, marketing research, marketing channel management, retail and pricing strategies, and cost-effective guerilla advertising techniques for small businesses.

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

Approved

Not Approved

Tabled

**Item 1920-238**

**Credit Course Revision**

**POLS 150 Chicana/o/x Politics**

**Units 3.0**

**Description**

This course examines United States history and political issues relevant to the Chicana/o/x and Latina/o/x communities. The course provides an overview of demographic changes in the U.S. and examines political activism and political leadership. Students interested in this course may include individuals with familial or

personal connections to the Chicana/o/x (Mexican-American) community and/or those intending to work in environments with high concentrations of this population.

It was moved by Sean Hughes; seconded by Melissa Rifino-Juarez.

A motion was made by Alex Gardos; seconded by Rose Marie and approved by the committee to table **Item 1920-238** until the course revision for the cross-listed course, CHST 150, can be brought through curriculum concurrently for review.

Approved

Not Approved

Tabled

**Item 1920-239**

**New Certificate of Achievement**

**Advanced Songwriting and Arranging**

**Units 17.0**

**Description**

This certificate is focused on intermediate and advanced approaches to songwriting and arranging. Through a course of study, students find their professional writing voice in order to create original, commercially-viable songs. The culmination of this certificate requires a professional portfolio as the final project.

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

Approved

Not Approved

Tabled

**Item 1920-240**

**New Certificate of Achievement**

**Advanced Sound Design**

**Units 13.0**

**Description**

This certificate of achievement is for students who are interested in learning intermediate and advanced elements of sound design. This course of study will focus on how to design, create, and program sound events and objects successfully in a surround environment in the service of various music and media industries (e.g., the music, television/film, and video game industries). Emphasis is placed on building technical skills and interpersonal skills required for entry-level work in various collaborative situations.

It was moved by Jim Newman; seconded by Ryan Carey.

Approved

Not Approved

Tabled

**Item 1920-241**

**New Certificate of Achievement**

**Introductory Sound Design**

**Units 15.0**

**Description**

This certificate of achievement is for students interested in learning the basics of sound design. This course of study will introduce the physics of sound and how to manipulate, modulate, and record sound successfully in the service of various music and media industries (e.g., the music, television/film, and video game industries). Emphasis is placed on building technical skills and interpersonal skills required for various collaborative situations.

It was moved by Jim Newman; seconded by Rose Marie.

Approved

Not Approved

Tabled

**Item 1920-242**

**New Certificate of Achievement**

**Music Composition**

**Units 18.0**

**Description**

This certificate of achievement provides a focused course of study for students who want to learn the processes and techniques of composing. Emphasis is placed on preparing a music composition portfolio that can be used to prepare for further study at a baccalaureate-granting institution. This course of study also works in tandem with the Music and Integrated Technology program to teach music composition to students for the purpose of training to work as composers in the music, television/film, video game, and other media industries.

It was moved by Alex Gardos; seconded by Melissa Rifino-Juarez.

Approved

Not Approved

Tabled

**Item 1920-243**

**New Certificate of Achievement**

**Music Production**

**Units 21.0**

**Description**

This certificate of achievement is for students who want to learn about the process of making successful recordings. Emphasis is placed on the interpersonal skills required to interact with other musicians, songwriters, and engineers; as well as the technical skills required to make professional decisions while leading a production team. A final production portfolio is part of the capstone class and a requirement for completion of the certificate.

It was moved by Jim Newman; seconded by Alex Gardos.

Approved

Not Approved

Tabled

**Item 1920-244**

**New Certificate of Achievement**

**Recording Engineer**

**Units 18.0**

**Description**

This certificate of achievement teaches students proper and creative recording and audio editing techniques in a hands-on learning environment. This certificate will prepare students for entry-level work in the music and media industries.

It was moved by Jim Newman; seconded by Rose Marie Gaw.

Approved

Not Approved

Tabled

**IV. UNFINISHED BUSINESS:**

***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

**Item 1920-064**

Request to offer a course via Distance Education - *HYBRID*  
JAPN 102 Japanese II

*Pending Web Accessibility Approvals (First Read 10/30/19)*

**Item 1920-107**

Request to offer a course via Distance Education – *HYBRID*  
KIN 297 Advanced Athletic Training

*Pending Web Accessibility Approvals (First Read 11/6/19)*

**Item 1920-144**

Request to offer a course via Distance Education - *ONLINE*  
BIOL 120 Environmental Biology

**Item 1920-145**

Request to offer a course via Distance Education - *ONLINE*  
CD 211 Infants and Toddlers

**Item 1920-146**

Request to offer a course via Distance Education - *ONLINE*  
CD 224 Diversity Issues During Early Childhood School Age and Adolescence

**Item 1920-147**

Request to offer a course via Distance Education - *ONLINE*  
ED 110 Introduction to Teaching

*Pending Web Accessibility Approvals (First Read 11/20/2019)*

**Item 1920-209**

Request to Offer a Course via Distance Education

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

**Item 1920-210**

**Request to Offer a Course via Distance Education**

**KIN 126 Principles of Strength and Conditioning - *ONLINE***

**Item 1920-211**

**Request to Offer a Course via Distance Education**

**KIN 170 Sport & Exercise Psychology - *ONLINE***

**Item 1920-212**

**Request to Offer a Course via Distance Education**

**KIN 193 Standard First Aid and CPR – *ONLINE***

**V. DISCUSSION ITEMS/ATTACHMENT**

Dana Arazi updated the committee on the Distance Education approval process. He stated that a consultant is in the process of being retained to evaluate accessibility of DE courses. He did not have a date as to when the reviews would take place but did know that all requests would be reviewed prior to the end of the Spring 2020 semester.

**VI. ADJOURNMENT**

Dana Arazi adjourned the meeting at 12:27 p.m.