

**Rio Hondo Community College District
Curriculum Committee
Minutes**

Wednesday, February 12, 2020 – Board Room

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

Non-Voting Members Present: Rose Sanceda

Voting Members Absent: Sharon Bell, Patti Luna, Juana Mora, Moises Mata, Student Representative

I. APPROVAL OF THE MINUTES FROM THE MEETING ON FEBRUARY 5, 2020

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

X_ 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:

It was moved by Mike Slavich; seconded by Alex Gardos and approved by the committee to approve **Items 1920-248 thru 1920-260, 1920-262, 1920-263, 1920-267 thru 1920-269** for second read as a group.

X_ Approved/w 1 abstention Not Approved Tabled

Item 1920-248

Credit Course Revision

ELEC 100 DC and AC Fundamentals

Units 3.0

Description

This introductory course in direct current (DC) and alternating current (AC) electricity is for students and for those contemplating a career in the electrical/electronics industry. Course content includes basic theories, resistance, capacitance, inductance, simple DC and AC circuits, transformers, measuring instruments, batteries, motors, and generators.

Item 1920-249

Credit Course Revision

ELEC 108 Introduction to Solid State Devices and Circuits

Units 4.0

Description

This course is an introduction to solid state devices used in the field of electronics. Emphasis is on the theory of operation, methods of fabrication, physical properties, and characteristics of semiconductor devices and circuits. Devices considered include diodes, bipolar junction transistors (BJTs) and field effect transistors (FETs), special diodes, thyristors (i.e., silicon-controlled rectifiers, or SCRs), digital and analog integrated circuits (ICs), and typical applications of each device in amplifier, regulator, oscillator, timer, and digital circuits. Students analyze circuits and solve problems utilizing basic network analysis methods. Laboratory work provides experience with the design and testing of basic solid state device circuits, including signal tracing and troubleshooting, use of meters, schematic diagrams, oscilloscopes, and common laboratory equipment. This course is for students who are contemplating a career in the electrical/electronics industry, and is part of the preparation leading to an A.S. degree or a Certificate in Electronics Technology.

Item 1920-250

Credit Course Revision

ELEC 109 Linear Analog Circuits and Devices

Units 4.0

Description

This course focuses on linear analog circuits and devices used in the field of electronics. Emphasis is on the theory of operation, methods of fabrication, physical properties, and characteristics of operational amplifiers, other discrete circuits, and external circuitry. The course builds on the foundations students have learned in previous electronics courses, continuing the study of solid state devices and circuits with an emphasis on integrated circuits (ICs) and applications. Students analyze circuits and solve problems utilizing basic network analysis methods, exploring IC device characteristics and considering the topics of input/output impedance, drift, offset, bias current, gain, frequency response, and simple modeling. Device data sheets and application notes are introduced to provide training in the selection of devices for specific purposes. Laboratory work provides experience with the design and testing of basic solid state device circuits, including signal tracing and troubleshooting, use of meters, schematic diagrams, oscilloscopes, and common laboratory equipment. This course is for students who are contemplating a career in the electrical/electronics industry and is part of the preparation leading to an A.S. degree in Electronics Technology.

Item 1920-251

Credit Course Revision

ELEC 111 Introduction to Digital Electronics

Units 4.0

Description

This course is an introduction to digital electronic principles common to all areas of electronics. The course emphasizes the study of number systems and representations such as binary codes, hexadecimal codes, and Boolean algebra; and covers topics including analysis and design of combinational and sequential logic circuits, gates, adders, transistor-transistor logic (TTL), small- and medium-scale integrated devices, programmable logic, simulation of digital circuits and complementary metal-oxide-semiconductors (CMOSs), and emitter-coupled logic (ECL) families. Laboratory work also provides experience with the design and testing of basic digital circuits, use of meters, schematic diagrams, oscilloscopes, and common laboratory equipment. This course is for students who are contemplating a career in the electrical/electronics industry and is part of the preparation leading to an A.S. degree or a Certificate in Electronics Technology.

Item 1920-252

Credit Course Revision

ELEC 208 Advanced Solid State Devices and Circuits

Units 4.0

Description

This course is a continuation of the study of solid state devices used in the field of electronics presented in the introductory course ELEC 108. Emphasis is on the theory of operation, physical properties and characteristics of advanced semiconductor devices and circuits. Devices considered are advanced design transistors, silicon controlled rectifiers (SCRs) and other digital and analog integrated circuits (ICs), typical applications of each device in inverters, converters, and switching power supplies. Students analyze circuits and solve problems utilizing basic network analysis methods with an emphasis on advanced biasing, cascading, coupling, and phase shifting. Laboratory work provides experience with the design and testing of advanced solid state device circuits including signal tracing and troubleshooting, schematic diagrams, and common laboratory equipment. This course is for students who are contemplating a career in the electrical/electronics industry and is part of the preparation leading to an A.S. degree or a Certificate in Electronics Technology.

Item 1920-253

Credit Course Revision

ELEC 211 Advanced Digital Electronics

Units 4.0

Description

This course is a continuation of introduction to electronic digital principles common to all areas of electronics. Building on the foundations covered in ELEC 111, emphasis will be placed on the study of various types of Counters, A/D and D/A Converters, I-O Devices, Memories and an introduction to Micro Computers. Through laboratory work, students learn applications by constructing various circuits and devices. Advanced analysis and design of combinational and sequential Logic Circuits, Gates, Adders, TTL: small and medium scale integrated devices, programmable logic and simulation of digital circuits and ECL families will be covered. Laboratory work will also provide experience with the design and test of basic digital circuits, use of meters, schematic diagrams, oscilloscopes, and common laboratory equipment. This course is for students that are contemplating a career in the electrical/electronics industry and is part of the preparation leading to an A.S. degree or a Certificate in Electronics Technology.

Item 1920-254

Credit Course Revision

ELEC 240 Microprocessors and Microcomputing

Units 4.0

Description

This course provides a fundamental knowledge of the general architecture of microcomputers. Emphasis is on the study of organization and structuring of the major hardware and software components of computers, including the central processing unit (CPU) and some of the input/output (I/O) devices used to interface the CPU to various peripheral devices. The course considers the physical aspects of information transfer and control within a digital computer, and emphasizes network architecture, communication protocol, microprogramming instruction sets, and assembly language programming. Laboratory exercises focus on construction and deconstruction of a basic computer and testing and troubleshooting critical functions. This course is for students who are contemplating a career in the electrical/electronics industry and is part of the preparation leading to an A.S. degree or a Certificate in Electronics Technology.

Item 1920-255

Credit Course Revision

MUS 138 Masterworks Chorale

Units 2.0

Description

This advanced-level course is for students who seek to broaden their choral repertoire by performing major choral works from various musical periods accompanied by orchestra or other instrumental ensemble. Attention is given to the refinement and polishing of choral vocal technique. Public performance is required. Enrollment criteria requires an audition.

Item 1920-256

Credit Course Revision

MUS 140 Beginning Voice I

Units 1.5

Description

This course is for students who wish to learn the foundations of singing, including proper posture, breath support, healthy vocal fold vibration, optimal resonance, articulation, diction, and stage presence. Students are given appropriate repertoire from the standard vocal literature throughout the semester. No previous musical experience is necessary.

Item 1920-257

Credit Course Revision

MUS 142 Intermediate Voice I

Units 1.5

Description

This course is for students who wish to further develop the voice and technique acquired in MUS 140 (Beginning Voice I) through more advanced vocal exercises and repertoire. A comprehensive study of style and interpretation is included.

Item 1920-258

Credit Course Revision

MUS 158 Masterworks Chorale II

Units 2.0

Description

This advanced-level course is designed for students who seek in-depth study of choral literature by performing complex choral works such as Beethoven's *Mass in C*, Orff's *Carmina Burana*, and Britten's *War Requiem* accompanied by orchestra or other instrumental ensemble, or sung a cappella. Attention is given to every detail of musical development through rehearsal and performance of choral music from various musical periods and styles. Public performance is required. Enrollment criteria requires successful completion of MUS 138 (Masterworks Chorale) and an audition.

Item 1920-259

Credit Course Revision

MUS 178 Masterworks Chorale III

Units 2.0

Description

This advanced-level course is designed for students who seek in-depth study of choral literature by performing complex choral works like Bach's sacred and secular cantatas, masses by Mozart and Haydn, renaissance madrigals and sacred pieces, and contemporary choral works accompanied by orchestra or other instrumental ensemble, or sung a cappella. Attention is given to every detail of musical development through rehearsal and performance of choral music. Public performance is required. Students are expected to take on leadership roles as section leaders, mentors to new singers, and committee work for the choral

organization. Enrollment criteria requires successful completion of MUS 158 (Masterworks Chorale) and an audition.

Item 1920-260

Credit Course Revision

MUS 240 Advanced Voice I

Units 2.0

Description

This course is for students interested in further developing the vocal technique, musical interpretation, and performance skills appropriate for advanced vocal performance. Attention is given to details including specific vowels, clarity of tone, and interpretation. Public performance will be required.

Item 1920-262

Credit Course Revision

THTR 172 Performing/Preparing Comedy

Units 3.0

Description

This course is for students who want to study theatre productions as they are created and expressed through comedic drama. The class will explore comedy genres, acting techniques, physical communication, and comic objectives. Students are part of a full-length or one-act production (or a combination of both), and may participate in a variety of activities including acting, directing, production, and management; auditions will determine the specific assignment.

Item 1920-263

Credit Course Revision

THTR 173 Rehearsal and Performance: The Style Play

Units 3.0

Description

This course is for students who want to learn how to use performance styles and acting techniques in the preparation and performance of a play with a specific style of theatricality. These plays could include the styles of comedy of manners, melodrama, surrealism, realism, expressionism, futurism and more. Students will be involved in rehearsing a full-length or short play and then presenting it to a public audience. Students may participate in a variety of activities including acting, directing, management, dramaturg, etc. Auditions and/or interview will determine most of the specific assignments.

Item 1920-267

Request for Course addition to Advanced Placement Examination Program

PSY 101 Introductory Psychology

Item 1920-268

Degree Change

A.S. in Alternative Fuels and Advanced Transportation Technology

Course Changes

Item 1920-269

Degree Change

AA-T in Economics

Course Changes

C) First Readings:

Item 1920-270

Credit Course Revision

AET 121 Photovoltaic Systems Design and Installation

Units 3.0

Description

This is an introductory course that will examine and implement the design and installation of solar photovoltaic power systems which will include the installation of a working solar photovoltaic power system. Students will learn how to perform solar site evaluations, electrical load calculations, solar system size calculations, and installation techniques for grid-tie and off-the-grid photovoltaic systems. This course is designed to prepare the student for the North American Board of Certified Energy Practitioners (NABCEP) Entry Level Exam. This course is intended for students that are contemplating a career in the solar photovoltaic energy industry.

It was moved by Alex Gardos; seconded by Sean Hughes.

Approved

Not Approved

Tabled

Item 1920-271

Credit Course Revision

ET 121 Photovoltaic Systems Design and Installation

Units 3.0

Description

This is an introductory course that will examine and implement the design and installation of solar photovoltaic power systems which will include the installation of a working solar photovoltaic power system. Students will learn how to perform solar site evaluations, electrical load calculations, solar system size calculations, and installation techniques for grid-tie and off-the-grid photovoltaic systems. This course is designed to prepare the student for the North American Board of Certified Energy Practitioners (NABCEP) Entry Level Exam. This course is intended for students that are contemplating a career in the solar photovoltaic energy industry.

It was moved by Alex Gardos; seconded by Sean Hughes.

Approved

Not Approved

Tabled

Item 1920-272

Credit Course Revision

AET 122 Advanced Photovoltaic Systems Design and Installation

Units 3.0

Description

This is the second course in the photovoltaic series that will further examine and implement the design and installation of solar photovoltaic power systems. Students will learn how to interpret the National Electrical Code (NEC) specifics concerning photovoltaic installations. The topics include code compliant wiring of modules, inverters, charge controllers, batteries, grounding techniques and related topics. Additional topics include the design and installation of large commercial photovoltaic systems. This course is intended for students that are contemplating a career in the solar photovoltaic energy industry.

It was moved by Mike Slavich; seconded by Ryan Carey.

Minor Description Change – Specifics to Specifications

Approved

Not Approved

Tabled

Item 1920-273

Credit Course Revision

ET 122 Advanced Photovoltaic Systems Design and Installation

Units 3.0

Description

This is the second course in the photovoltaic series that will further examine and implement the design and installation of solar photovoltaic power systems. Students will learn how to interpret the National Electrical Code (NEC) specifics concerning photovoltaic installations. The topics include code compliant wiring of modules, inverters, charge controllers, batteries, grounding techniques and related topics. Additional topics include the design and installation of large commercial photovoltaic systems. This course is intended for students that are contemplating a career in the solar photovoltaic energy industry.

It was moved by Mike Slavich; seconded by Ryan Carey.

Minor Description Change – Specifics to Specifications

Approved

Not Approved

Tabled

Item 1920-274

Credit Course Revision

AET 123 Wind Energy Systems Design and Installation

Units 3.0

Description

This is an introductory course that will examine and implement the design and installation of wind power systems which will include the installation of a working wind generation power system. Students will learn how to perform wind site evaluations, electrical load calculations, wind system size calculations, hydraulics fundamentals, basic aerodynamics, and installation techniques for wind power generation systems. Students will learn how to design and install wind power generation system and obtain skills for employment. This course is intended for students that are contemplating a career in the wind turbine power generation industry.

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

Justification to match Justification from ET 123

Approved

Not Approved

Tabled

Item 1920-275

Credit Course Revision

ET 123 Wind Energy Systems Design and Installation

Units 3.0

Description

This is an introductory course that will examine and implement the design and installation of wind power systems which will include the installation of a working wind generation power system. Students will learn how to perform wind site evaluations, electrical load calculations, wind system size calculations, hydraulics fundamentals, basic aerodynamics, and installation techniques for wind power generation systems. Students will learn how to design and install wind power generation system and obtain skills for employment. This course is intended for students that are contemplating a career in the wind turbine power generation industry.

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

Approved

Not Approved

Tabled

Item 1920-276

Credit Course Revision

AET 124 Advanced Wind Energy Systems Design and Installation

Units 3.0

Description

This is the second course in the wind energy series that will further examine and implement the design and installation of wind power systems. Students will learn how to interpret the National Electrical Code (NEC) specifics concerning wind power installations. The topics include code compliant wiring of modules, inverters, charge controllers, grounding techniques and related topics. Additional topics include wind site evaluations, electrical load calculations, wind system size calculations, hydraulic fundamentals, basic aerodynamics, and installation techniques for large wind power generation systems. This course is intended for students that are contemplating a career in the wind turbine power generation industry.

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

Minor Description Change – Specifics to Specifications

Approved

Not Approved

Tabled

Item 1920-277

Credit Course Revision

ET 124 Advanced Wind Energy Systems Design and Installation

Units 3.0

Description

This is the second course in the wind energy series that will further examine and implement the design and installation of wind power systems. Students will learn how to interpret the National Electrical Code (NEC) specifics concerning wind power installations. The topics include code compliant wiring of modules, inverters, charge controllers, grounding techniques and related topics. Additional topics include wind site evaluations, electrical load calculations, wind system size calculations, hydraulic fundamentals, basic aerodynamics, and installation techniques for large wind power generation systems. This course is intended for students that are contemplating a career in the wind turbine power generation industry.

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

Minor Description Change – Specifics to Specifications

Approved

Not Approved

Tabled

Item 1920-278

Credit Course Revision

AET 181 Home Energy Management and Auditing

Units 3.0

Description

This course is designed to provide individuals, who are working in or seeking employment in the green energy field, with an overview of home energy management and auditing. Specifically, this course will assist students in their preparation of a comprehensive home energy audit and energy management program. Emphasis is placed on the following topics: Appliances, Insulation, Designing/Remodeling, Electricity, Landscaping, Lighting, Space Heating and Cooling, Water Heating, Doors/Windows/Skylights, and Home Energy Audits.

It was moved by Ryan Carey; seconded by Mike Slavich.

Approved

Not Approved

Tabled

Item 1920-279

Credit Course Revision

ET 181 Home Energy Management and Auditing

Units 3.0

Description

This course is designed to provide individuals, who are working in or seeking employment in the green energy field, with an overview of home energy management and auditing. Specifically, this course will assist students in their preparation of a comprehensive home energy audit and energy management program. Emphasis is placed on the following topics: Appliances, Insulation, Designing/Remodeling, Electricity, Landscaping, Lighting, Space Heating and Cooling, Water Heating, Doors/Windows/Skylights, and Home Energy Audits.

It was moved by Ryan Carey; seconded by Mike Slavich.

Approved

Not Approved

Tabled

Item 1920-280

Credit Course Revision

AET 182 Industrial Energy Management and Auditing

Units 3.0

Description

This course is designed to provide individuals, who are working in or seeking employment in the green energy field, with an overview of the industrial energy management and auditing. Specifically, this course will assist students in their preparation of a comprehensive energy audit and energy management program. Emphasis is placed on the following topics: Types of Energy Audits, Energy Management and Cost, Benchmarking, Energy Performance, Energy Use Requirements, Maximizing System Efficiencies, Optimizing Energy Input Requirements, Fuel and Energy Substitution and Energy Audit Instruments.

It was moved by Ryan Carey; seconded by Jannine Livingston.

Approved

Not Approved

Tabled

Item 1920-281

Credit Course Revision

ET 182 Industrial Energy Management and Auditing

Units 3.0

Description

This course is designed to provide individuals, who are working in or seeking employment in the green energy field, with an overview of the industrial energy management and auditing. Specifically, this course will assist students in their preparation of a comprehensive energy audit and energy management program. Emphasis is placed on the following topics: Types of Energy Audits, Energy Management and Cost, Benchmarking, Energy Performance, Energy Use Requirements, Maximizing System Efficiencies, Optimizing Energy Input Requirements, Fuel and Energy Substitution and Energy Audit Instruments.

It was moved by Ryan Carey; seconded by Jannine Livingston.

Approved

Not Approved

Tabled

Item 1920-282

Credit Course Revision

AET 280 Green Building Design Principles

Units 3.0

Description

This course is designed to provide individuals, who are working in or seeking employment in the green building field, with an overview of the green building industry and its components. Specifically, this course will assist students in their preparation for the LEED Accredited Professional (LEED AP) Examination, which is the most recognized professional accreditation for green building in the nation. Emphasis is placed on the six categories of design that green buildings must address for LEED Certification: Sustainable Sites, Water Efficiency, Energy & Atmosphere, Materials & Resources, Indoor Environmental Quality, and Innovation & Design Process. Each of these categories will be studied, with a focus on the significance of each particular credit.

It was moved by Ryan Carey; seconded by Jannine Livingston.

X Approved

Not Approved

Tabled

Item 1920-283

Credit Course Revision

ET 280 Green Building Design Principles

Units 3.0

Description

This course is designed to provide individuals, who are working in or seeking employment in the green building field, with an overview of the green building industry and its components. Specifically, this course will assist students in their preparation for the LEED Accredited Professional (LEED AP) Examination, which is the most recognized professional accreditation for green building in the nation. Emphasis is placed on the six categories of design that green buildings must address for LEED Certification: Sustainable Sites, Water Efficiency, Energy & Atmosphere, Materials & Resources, Indoor Environmental Quality, and Innovation & Design Process. Each of these categories will be studied, with a focus on the significance of each particular credit.

It was moved by Ryan Carey; seconded by Jannine Livingston.

X Approved

Not Approved

Tabled

Item 1920-284

Credit Course Revision

AUTO 310 The Global Development and Advancement of the Automobile

Units 3.0

Description

This course provides the automotive technology student with a detailed practical study of the development of the automobile from its beginnings to the present day. This is a practical study of the invention of the first suitable power source to be adopted to self-propel a road vehicle and how it resulted in a major paradigm shift to revolutionize transportation and mobility. Topics include the development of animal-drawn transportation devices and the quest for a prime mover, the pioneering era of the automobile and how it leads to being an industrial product, mass-production of the automobile and how it became a consumer product, and new and emerging technologies that support the automobile and motorized traffic and transportation systems. Emphasis will be placed upon the global perspective, particularly the developments that occurred in the United States, Europe, and Asia, and the numerous technological and business revolutions of the first and second half of the 20th century. 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 Ryan Carey.

Approved

Not Approved

Tabled

Item 1920-285

Credit Course Revision

AUTO 320 The Progressive Growth of Automotive Technology

Units 3.0

Description

This course provides the automotive technology student with a detailed practical study of the development of automotive technology from its beginnings to the present day, focusing on the basics and its long-term development. This is a practical and contextualized study of the importance of the automotive technological changes that have evolved from both engineering improvements and cultural changes. Topics include the development of vehicle layout and design, the needs and behaviors of drivers, producers, non-users, and other stakeholders, and the ever-changing computerized control of its systems and other emerging technologies. Emphasis will be placed upon the systematic overview of the mechanization and electrification of the automobile, not only as machines, but as a testimony of their important role in the way we live today. 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 Ryan Carey.

Approved

Not Approved

Tabled

Item 1920-286

Credit Course Revision

AUTO 340 Analyzing Vehicle Electrical/Electronic Systems

Units 3.0

Description

This course provides the automotive technology student with a detailed practical application of electrical and electronic systems of the modern automobile. This is a practical study of computerized vehicle controls and diagnostic strategies as it pertains to the function, operation, and vehicle on-board diagnostic and communication systems of the engine, powertrain, brakes, suspension, safety, convenience, and emission control systems. Topics include emerging technologies, such as modern instrumentation, navigation, and telematics, and the use of vehicle network configuration systems used by late-model automotive manufacturers. Emphasis will be placed upon the design of system parts, components, subsystems, and their operational characteristics, including programmed microprocessors, microcontrollers, and computer-language protocol. Current Industry-approved diagnostic, troubleshooting, and reprogramming techniques 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 Lydia Gonzalez.

Approved

Not Approved

Tabled

Item 1920-287

Credit Course Revision

AUTO 350 Principles of Automotive Service Management

Units 3.0

Description

This course provides automotive technology students with a detailed practical study of the management of an automotive and/or transportation-related business. This is a practical and contextualized study of the importance of business practices of the automotive industry that have evolved from dealerships, franchises, and independently-owned service operations. Topics include automotive business regulations in the areas of competition, labor laws, securities regulation, consumer protection, and environmental laws. Emphasis will be placed on automotive service basic business structures, ownership, and facilities, as well as service operations and management, financial and marketing issues, and customer/employee relations. 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 sales and service fixed operations management spectrum.

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

Approved

Not Approved

Tabled

Item 1920-288

Credit Course Revision

AUTO 360 Analyzing Vehicle Fuels, Lubricants, and Combustion

Units 3.0

Description

This course provides the automotive technology student with a detailed practical application of fuels, lubricants, and combustion of the modern automobile. This is a realistic study of the physical and chemical properties of fuels, lubricants, and combustion, including diagnostic strategies as it pertains to the function, operation, and every-day use of the systems and sub-systems of the automotive internal combustion engine and related powertrain components. Topics include emerging technologies, such as modern fuel and lubricant requirements and how they affect combustion, emissions, and maintenance schedules used by late-model automotive manufacturers. Emphasis will be placed upon the design of system parts, components, subsystems, and their operational characteristics, including failure analysis. Current industry-approved diagnostic and troubleshooting techniques 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 Rose Marie Gaw; seconded by Ryan Carey.

Approved

Not Approved

Tabled

Item 1920-289

Credit Course Revision

AUTO 370 Standard Accounting Systems of the Automotive Industry

Units 3.0

Description

This course provides the automotive technology student with a detailed practical application of accounting fundamentals and business management principles, and the adaptation of them to factory-to-store and day-to-day operations. This is a practical study of the theory, principles, and practice of the preparation and interpretation of accounting statements and business management reports. Topics include an overview of

computerized accounting information systems, and practices in business management techniques, such as the importance of strong financial and management control, financial statements and statement analysis. Emphasis will be placed upon the concepts of using accounting fundamental principles, cash and contracts, short-term and long-term liabilities and assets, and stockholders' equity of reporting documents, which are essential to a successful automotive business operation. 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 sales and service fixed operations management spectrum.

It was moved by Ryan Carey; seconded by Rose Marie Gaw.

Approved

Not Approved

Tabled

Item 1920-290

Credit Course Revision

AUTO 400 Analyzing Vehicle Stability, Dynamics, and NVH

Units 3.0

Description

This course provides the automotive technology student with a detailed practical application of stability, dynamics, and noise-vibration-harshness (NVH) of the modern automobile. This is a practical study of the systems that provide vehicle operation safety, including diagnostic strategies as it pertains to the function, operation, and every-day use of the automotive tires, brakes, steering, and suspension systems. Topics include emerging technologies, such as modern antilock brakes, traction control, electronic stability assist, electronic power steering, active suspension, and tire construction and pressure monitoring systems used by late-model automotive manufacturers. Emphasis will be placed upon the design of system parts, components, subsystems, and their operational characteristics, including techniques in reducing NVH. Current industry-approved diagnostic and troubleshooting techniques 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 Melissa Rifino-Juarez.

Approved

Not Approved

Tabled

Item 1920-291

Credit Course Revision

AUTO 410 Digital Marketing for the Automotive Industry

Units 3.0

Description

This course provides the automotive technology student with a detailed practical application of the various internet and social media marketing strategies, including category-based guidelines impacting the operations of the automotive wholesale and retail business. This is a practical study of the policies and practices of digital marketing, and the necessary tools, templates, and checklists needed to develop a strategic and successful marketing campaign. Topics include in-sourcing and out-sourcing, responsive and adaptive website technologies, developing content, and policies and processes. Emphasis will be placed upon the use of on-line and off-line media to increase customer satisfaction, including the preparation of business management and marketing reports. 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 sales and service fixed operations management spectrum.

It was moved by Rose Marie Gaw; seconded by Elizabeth Ramirez.

Approved

Not Approved

Tabled

Item 1920-292

Credit Course Revision

AUTO 420 Analyzing Dynamic Functions of Vehicle Drivetrain Systems

Units 3.0

Description

This course provides the automotive technology student with a detailed practical application of electro-mechanical and hydraulic functions of transmission and drivetrain systems of the modern automobile. It provides a practical study of the systems that provide vehicle mobility, including diagnostic strategies as it pertains to the function, operation, and every-day use of the automotive transmission, differential, and drive axle systems. Topics include emerging technologies, such as modern dual-clutch transmissions, continuously-variable transmissions, real-time gear shifting mechanisms and controls, torque convertor and convertor clutch designs, torque-management strategies, and innovative designs of gears, bearings, seals, and friction materials used by late-model automotive manufacturers. Emphasis will be placed upon the design of system parts, components, subsystems, and their operational characteristics, including techniques in reducing noise-vibration-harshness (NVH). Current Industry-approved diagnostic and troubleshooting techniques 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 Rose Marie Gaw; seconded by Melissa Rifino-Juarez.

Approved

Not Approved

Tabled

Item 1920-293

Credit Course Revision

AUTO 430 Finance and Insurance Regulations for the Automotive Industry

Units 3.0

Description

This course provides the automotive technology student with a detailed practical application of the numerous federal, state, and local agencies and their laws and regulations pertaining to the operation of an automotive wholesale and retail business. This is a practical study of a broad scope of regulatory agencies and regulations such as Department of Motor Vehicles, Internal Revenue Service, Franchise Tax Board, OSHA, EPA, AQMD, NHTSA, Federal Trade Commission, fair labor standards, truth in advertising, truth in lending, Consumer Leasing Act, Equal Credit Opportunity Act, Fair Credit Reporting Act, and other related agencies and regulations. Topics include an in-depth study of automotive business finance, insurance, and new and certified used vehicle departments within an organization. Emphasis will be placed upon the services offered in these departments and their potential of generating profits and improving customer satisfaction. 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 sales and service fixed operations management spectrum.

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

Approved

Not Approved

Tabled

Item 1920-294

Credit Course Revision

AUTO 440 Analyzing Vehicle Safety, Comfort, and Security Systems

Units 3.0

Description

This course provides the automotive technology student with a detailed practical application of vehicle occupant protection, comfort, and security systems of the modern automobile. It provides a practical study of the systems that provide integrated vehicle and driving protection against hazardous and inadvertent situations, as well as occupant amenities, including diagnostic strategies as it pertains to the function, operation, and every-day use of active/passive safety, comfort, and convenience systems. Topics include emerging technologies, such as modern airbag systems, accident avoidance and pre-crash/post-crash mitigation of injuries, vehicle-to-vehicle (V2V) infrastructure technology, and innovative driver assistance, infotainment, and occupant contentment and security systems used by late-model automotive manufacturers. Emphasis will be placed upon the design of system parts, components, subsystems, and their operational characteristics, including techniques in reducing vehicle crashes and improving occupant/pedestrian protection. Current industry-approved diagnostic and troubleshooting techniques 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 Ryan Carey; seconded by Jannine Livingston.

Approved

Not Approved

Tabled

Item 1920-295

Credit Course Revision

AUTO 450 Variable and Fixed Operations of the Automotive Industry

Units 3.0

Description

This course provides the automotive technology student with a detailed practical application of successful automotive business models of new and used vehicle operations, as well as the operations of service and parts. Topics include an in-depth study of facilities and shop utilization, scheduling of work, sales promotions, using advertising media, inventory control, repair order generation and control, selecting and motivating employees, and directing sales, parts and service staff. Emphasis will be placed upon maximizing and balancing inventory turnaround, wholesale practices, trade-in appraising, vehicle reconditioning, the role that auctions play, the important relationship between the parts and service departments, technician productivity and efficiency, wholesale and retail parts sales, stock and non-stock parts inventory and ordering practices, and part phase-in/phase-out criteria. 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 sales and service fixed operations management spectrum.

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

Approved

Not Approved

Tabled

A motion was made by Ryan Carey; seconded by ALEX Gardos and approved by the committee to review and approve **Items 1920-296 thru 1920-305** as a group.

Item 1920-296

**Request to offer a Course via Distance Education
ASL 101 American Sign Language I – *ONLINE***

Item 1920-297

**Request to offer a Course via Distance Education
ASL 102 American Sign Language II – *ONLINE***

Item 1920-298

**Request to offer a Course via Distance Education
ASL 120 Introduction to Deaf Studies– *ONLINE***

Item 1920-299

**Request to offer a Course via Distance Education
ASL 124 Deaf Culture– *ONLINE***

Item 1920-300

**Request to offer a Course via Distance Education
ASL 201 American Sign Language III – *ONLINE***

Item 1920-301

**Request to offer a Course via Distance Education
ASL 202 American Sign Language IV – *ONLINE***

Item 1920-302

**Request to offer a Course via Distance Education
ASL 220 Pathways to Interpreting Careers – *ONLINE***

Item 1920-303

**Request to offer a Course via Distance Education
ASL 250 ASL Linguistics – *ONLINE***

Item 1920-304

**Request to offer a Course via Distance Education
ASL 270 ASL Literature – *ONLINE***

Item 1920-305

**Request to offer a Course via Distance Education
ASL 280 ASL Storytelling – *ONLINE***

IV. UNFINISHED BUSINESS:

Pending Originator explanation of number of hours/units that will be scheduled per each course offering.

Item 1920-261

Credit Course Revision

THTR 159 Stage Crew Activity

Units 1.0 – 3.0

Description

This course is for students who want to gain practical, hands-on, technical experience working backstage. Students will gain experience working as part of a stage crew supporting public performances of theatrical, musical, or dance productions. This course may be taken once and repeated three times for credit.

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***

Pending Web Accessibility Approvals (First Read 02/05/20)

Item 1920-264

**Request to offer a Course via Distance Education
FIN 101 Introduction to Financial Planning – *ONLINE***

Item 1920-265

**Request to offer a Course via Distance Education
FIN 102 Fundamentals of Finance Management and Investment – *ONLINE***

Item 1920-266

**Request to offer a Course via Distance Education
TCED 044 OSHA Workplace Safety – *ONLINE***

V. DISCUSSION ITEMS/ATTACHMENT

- 1. New and Seasoned Curriculum Training – Dana Arazi - *No report***
- 2. ADT Revisions – Elizabeth Ramirez**

Elizabeth asked the committee how they would like to handle adding newly approved Honors courses to ADT's. Currently the process has been that when an honors course is approved herself and Kathy Burdett automatically add the Honors course to the catalog and update the program at the Chancellor's office for local degrees and certificates. However, with ADT's the faculty member was required to do a formal revision and resubmit to the curriculum committee for approval. Elizabeth's suggestion was to follow the same procedure for ADT's as our local process. She did stress that there may be a lag time in updating the ADT since the Honors course requires C-ID approval before it can be added. The committee agreed that automating this procedure was a good idea and a time saver. Process will be adopted immediately.

VI. ADJOURNMENT

Dana Arazi reminded the committee that the last day to launch a course is April 20, 2020 in order to make the last agenda of May 6, 2020.

Dana Arazi adjourned the meeting at 12:05 p.m.