

**Rio Hondo Community College District  
Curriculum Committee  
Agenda  
Wednesday, April 1, 2020 – REMOTE**

- I. **APPROVAL OF THE MINUTES FROM MARCH 11, 2020**
- II. **PUBLIC COMMENT:** *Although the Curriculum Committee always welcomes the participation of guests in any discussion, this agenda item is provided to allow a member of the public to speak to an item not on the agenda.*

III. **ACTION ITEMS**

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

B) **Second Readings:**

**Item 1920-362**

**Credit Course Revision**

**CD 114 Observation and Assessment**

**Units 3.0**

**Description**

This course is designed for students working towards a Child Development Permit. The course focuses on the appropriate use of assessment and observation strategies applied to document development, growth, play, and learning in order to join with families and professionals in promoting children's success and maintaining quality programs. Recording strategies, rating systems, portfolios, and multiple assessment methods are explored. Advantages and disadvantages of observation techniques, observer bias, and cultural considerations are discussed. This course meets the Department of Social Services (DSS) Classification Indicator DS3 and applies toward the State of California Title 5 requirement for the Child Development Permit.

**Item 1920-363**

**Credit Course Revision**

**KIN 126 Principles of Strength and Conditioning**

**Units 3.0**

**Description**

This course includes information needed for students who intend to teach strength and conditioning. The course covers anatomy and physiology, bioenergetics, biomechanics, training adaptations, exercise and equipment selection, training techniques, program design, and safety factors. This course is designed for students pursuing a career in the fitness industry; Fitness Specialist, Strength and Performance Coach, or Coaching of Sport Certificates; or an AS in Sports Medicine; and/or students interested in furthering their understanding of the effects of exercise on the body and mind.

**Item 1920-364**

**Credit Course Revision**

**KINA 113 Golf I**

**Units 1.0**

**Description**

Golf I is designed for the beginning golfer who wants to gain the essential skills necessary to enjoy the game of golf. Students will learn the fundamentals of a proper grip, stance and swing that will allow them to perform a basic golf swing.

**Item 1920-365**

**Credit Course Revision**

**KINA 185 Men's and Women's Intercollegiate Swim Team**

**Units 3.0**

**Description**

This advanced course is designed for students who will be competing at the collegiate level in the sport of men's swimming. Students are required to spend a minimum of 10.125 hours per week preparing for competition with other colleges. The course may be repeated three times for credit.

**Item 1920-366**

**Credit Course Revision**

**LOG 110 Warehouse Management**

**Units 3.0**

**Description**

This course is intended for students seeking a career in logistics or supply chain management. The course provides warehouse managers, supervisors, distribution center leaders, and warehouse personnel with a pathway to gain and apply practical skills in warehouse design, layout planning, the safe storage of inventory, identifying appropriate material handling equipment, and quality control of warehouse services. Topics include industry terminology, modern warehouse management system tools, industry quality standards, and warehouse contracting.

**Item 1920-367**

**Non Credit Course Revision**

**NBAS 009 Supervised Tutoring in College Courses**

**Hours 1.0 to 360.0**

**Description**

This course provides students with the tools they need to excel in their courses. Trained tutors individually help students attain higher levels of comprehension and competency by providing supplemental instruction for pre-approved subjects. Workshops enhance student learning. The course is open-entry/open-exit.

**Item 1920-368**

**New Noncredit Course**

**NHSN 043 Medical Office Administration**

**Hours 48.0**

**Description**

This course is a practicum to complement NHSN 042 - Medical Office Procedures and Customer Service. Students engage in patient interaction simulations, applying customer service skills, and using computers in a medical/clinical setting. Students gain hands-on experience in scheduling appointments, working with electronic medical records, and establishing a fee schedule, and receive orientation to the Microsoft Office suite, electronic billing software, electronic medical record software, and telephone, fax, and email systems.

**Item 1920-369**

**New Noncredit Course**

**NHSN 044 Medical Insurance Claims**

**Hours 48.0**

**Description**

This course provides an overview of common health insurance terminology and selected aspects of private and government insurance coverage. The course introduces basic principles of diagnostic and outpatient procedural coding of physician/provider documentation. Students learn how to originate accurate and efficient reimbursement medical insurance claims for services provided.

**Item 1920-370****New Noncredit Course****NHSN 045 Employment Readiness****Hours 24.0****Description**

This course equips students with skills and strategies for successful job placement in the health care industry. Course topics include interpersonal skills development, business communication, professional dress, and time management. Students receive practical guidance in resume and cover letter writing, interviewing, and navigating job search resources.

**Item 1920-371****New Noncredit Course****NSCI 041 Introduction to Human Anatomy****Hours 48.0****Description**

This course provides a basic overview of the structure and systems of the human body. Students are introduced to the body structures and functions of integumentary, musculoskeletal, nervous, sensory, endocrine, circulatory, lymphatic, respiratory, digestive, and genitourinary systems. The course covers the various ways by which human body structures maintain normal, healthy functions and includes an introduction to anatomical and physiological functions related to various disorders and diseases in each body system. This course does not satisfy the human anatomy requirement for credit.

**Item 1920-373****Credit Course Revision****TV 135 Digital Filmmaking I: Introduction****Units 3.0****Description**

This is an introductory course in film production techniques for narrative, documentary, and music video, and may be of interest to students interested in both film and television production. Topics include creating a story treatment, screenwriting, storyboarding, camera operation, lighting, introductory production sound, and non-linear editing. Students work in teams and crew all positions, including writer, producer, director, assistant director, cinematographer, boom operator, and editor. Emphasis is placed on defining the content, structure, and style of the production. Students implement these skills with projects in documentary, music video, and narrative filmmaking traditions.

**C) First Readings:****Item 1920-375****Credit Course Revision****ARCH 110 Construction Document Reading and Estimating****Units 3.0****Description**

This course is beneficial for apprentices, students of architecture and employees in all areas of the construction industry, and covers residential, light commercial and industrial building construction. An introduction to the use of prints, construction documents and the theory of construction estimating, as used in the building industry will be presented. Principles of reading working drawings, plans, H.V.A.C. specifications, details, elevations and electrical specifications are included as well as material estimating, estimating rules, tables and procedures.

**Item 1920-376****Credit Course Revision****ARCH 290 Cooperative Work Experience/Internship for Architecture Related Fields****Units 1.0 to 4.0****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. 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 in architectural design / drafting related fields and have completed or enrolled in the appropriate coursework. Instructor approval is needed to enroll in the class. Contact the CWE office regarding re-enrollment procedures.

**Item 1920-377****Credit Course Revision****ARCH 299 Directed Study in Architecture Design & Drawing****Units 1.0 to 3.0****Description**

The course provides an opportunity for the student to expand their studies in Architectural Design and Drawing beyond the classroom by completing projects and/or assignments arranged by agreement between the student and instructor. The student is required to contract with the instructor to determine the scope of the assignments and the unit value assigned for successful completion of the course. 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.

**Item 1920-378****Credit Course Revision****CIV 290 Cooperative Work Experience/Internship for Civil Related Fields****Units 1.0 to 4.0****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. 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 in civil design / drafting related fields and have completed or enrolled in the appropriate coursework. Instructor approval is needed to enroll in the class. Contact the CWE office regarding re-enrollment procedures.

**Item 1920-379****Credit Course Revision****CIV 299 Directed Study in Civil Design Technology****Units 1.0 to 3.0****Description**

This course provides an opportunity for the student to expand their studies in Civil Design Technology beyond the classroom by completing a project or an assignment arranged by an 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.

**Item 1920-380****Credit Course Revision****ENGT 101 Introduction to Technical Drawing & Graphics****Units 3.0****Description**

This is a basic course in technical drawing and graphics for students with no previous drafting skills or training. The course is designed for students who wish to pursue training in fields and careers related to architecture, civil and engineering design drafting. Practical application will be provided with the tools, techniques, standards, and practices used in the industries that need technical drawings and graphics.

**Item 1920-381****Credit Course Revision****ENGT 290 Cooperative Work Experience/Internship for Drafting Related Fields****Units 1.0 to 4.0****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. 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 in drafting-related fields and have completed or enrolled in the appropriate coursework. Instructor approval is needed to enroll in the class. Contact the CWE office regarding re-enrollment procedures.

**Item 1920-382****Credit Course Revision****ENGT 299 Directed Study in Engineering Design Drafting****Units 1.0 to 3.0****Description**

This course provides an opportunity for the student to expand their studies in Engineering Design Drafting beyond the classroom by completing a project or an assignment arranged by an 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.

**Item 1920-383****Credit Course Revision****KIN 192 Health: Women's Personal Health****Units 3.0****Description**

This course is designed for all students interested in expanding their knowledge regarding health problems and social issues unique to women. Physiological and psychological aspects of nutrition, hygiene, sexuality and reproduction, drugs and chemicals, and common diseases are among the many topics covered. Guest speakers, videos, current events, web and text readings will assist the student in developing sound health principles for use in everyday life.

**Item 1920-384****Credit Course Revision****KINA 101 Tennis I****Units 1.0****Description**

This is a beginning tennis class designed to take the student to a recreational level in skills. Instruction in the serve, groundstroke, volley, and rules are taught. The student will also learn how to play doubles and singles matches so that the student can compete on a recreational level.

**Item 1920-385****Credit Course Revision****KINA 134 Cardio Boot Camp****Units 1.0****Description**

This course is designed for the student who wishes to improve their cardiovascular and core fitness. The student will learn lifelong skills to improve their health. Workout skills such as core strengthening, cardiovascular fitness, step aerobics and flexibility training will be covered. Instruction in proper diet, heart rate monitoring, skills proficiency and fitness program planning will be provided to each student.

**Item 1920-386****Credit Course Revision****LIT 149 Introduction to Chicana/o/x Literature****Units 3.0****Description**

This course explores a range of Chicana/Chicano literature, with a focus on major texts from 1848 to the present. Course reading and writing assignments explore major cultural themes, including identity issues. Assigned readings may be from a variety of genres including essays, poetry, fiction, oral histories, corridos, and autobiography by writers throughout the Southwest. This course is designed for students interested in exploring various genres of literature, students interested in learning more about Chicana/o cultural expression, and students majoring in Chicano Studies.

**Item 1920-387****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.

**Item 1920-388****Credit Course Revision****READ 021 Basic Reading****Units 3.0****Description**

This course is designed for students who want to improve their reading skills in order to succeed in other college classes. Students will learn how to read and understand short works of fiction and nonfiction as well as key vocabulary words associated with college and everyday life through context clues, word parts, and dictionary usage. Students will also learn to recognize transitions, main ideas and supporting details. This is a non-degree applicable course and is offered on a pass/no pass basis. All students are required to concurrently enroll in the Reading Lab, READ 021L.

**Item 1920-389**

**Credit Course Revision**

**READ 021L Reading Lab**

**Units .50**

**Description**

This course is a skills class designed to assist students in improving reading comprehension and vocabulary through individually prescribed lab work. Students will complete reading tasks intended to complement the activities of their reading course. All READ 021 students must enroll. This is a non-degree applicable course offered on a pass/no pass basis.

**Item 1920-390**

**Credit Course Revision**

**READ 022L Reading Lab**

**Units .50**

**Description**

This course is a skills class intended to assist students in improving reading comprehension and vocabulary through individually prescribed lab work. Students will complete reading tasks designed to complement the activities of their reading course. All READ 022 students must enroll. This is a non-degree applicable course offered on a pass / no pass basis.

**Item 1920-391**

**Credit Course Revision**

**VOCB 025 Intermediate Vocabulary**

**Units 3.0**

**Description**

This course is intended for students who want to develop precollegiate-level reading, writing, and speaking vocabulary. Students will learn the meaning of new words commonly used in college textbooks and lectures, and they will use them in written and spoken sentences. Students will also gain knowledge of word roots to reinforce their understanding of words. This is a non-degree course and is offered on a pass/no pass basis.

**Item 1920-392**

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

**LOG 110 Warehouse Management**

**Item 1920-393**

**New Certificate of Achievement**

**French**

**Units 18.0**

**Description**

The Certificate of Achievement in French is designed to provide students with a strong foundation in the essentials of French language: reading, listening, speaking, and writing skills. This certificate is intended for students pursuing other degrees or careers not necessarily related to the French language but who still want to learn the language. With this certificate, the student can petition their employer for any benefits that may be available for those who have skills in French. Students who successfully complete the certificate will be able to communicate competently in French at a basic conversational level. While students will not be able to act as an interpreter, they will be able to communicate directly with clients, customers, coworkers, or community members who are French speakers and whose English proficiency may be limited.

**Item 1920-394**

**New Certificate of Achievement**

**Spanish**

**Units 18.0**

**Description**

The Certificate of Achievement in Spanish is designed to provide students with a strong foundation in the essentials of Spanish language: reading, listening, speaking, and writing skills. This certificate is intended for students pursuing other degrees or careers not necessarily related to the Spanish language but who still want to learn the language. With this certificate, the student can petition their employer for any benefits that may be available for those who have skills in Spanish. Students who successfully complete the certificate will be able to communicate competently in Spanish at a basic conversational level. While students will not be able to act as an interpreter, they will be able to communicate directly with clients, customers, coworkers, or community members who are Spanish speakers and whose English proficiency may be limited.

**IV. UNFINISHED BUSINESS:**

*Pending originator clarification of Honors requirements and course units*

**Item 1920-346**

**Credit Course Revision**

**LIT 143 Exploring Authors**

**Units 1.0**

**Description**

This one-unit course is designed for students who wish to study the literary works of one author in depth. Students will compare and contrast all genres and literary criticism of the author's works in class discussions and in essay form. Students should consult the class schedule for the author selection as it varies each semester.

**Item 1920-347**

**Credit Course Revision**

**LIT 143H Exploring Authors Honors**

**Units 1.0**

**Description**

This one-unit course is designed for students who would like the opportunity to study the literary works of one author in depth. Students compare and contrast the author's works in class discussions and in essay form. Students should consult the class schedule for the author selection as it varies each semester. This course may be taken once and repeated two times for credit, and is designed for students eligible for the Honors Program.

*Pending originator clarification of advisory removal*

**Item 1920-372**

**Credit Course Revision**

**WFT 290 CWE/Internship for WFT**

**Units 1.0 to 4.0**

**Description**

This course supports and reinforces on-the-job training in the wildland fire technology (WFT) field under supervision of a college instructor, facilitated by learning objectives. Students work in a skilled or professional-level assignment in the area of wildland fire technology, and meet performance objectives related to instruction required for the conditions of regular employment. The course is intended for students whose job is related to the wildland fire technology field and who have completed or enrolled in the appropriate coursework. Contact the CWE office regarding re-enrollment procedures.



***Pending Industry Advisory recommendation***

**Item 1920-374**

**New Credit Course**

**TV 136 Digital Filmmaking II: Intermediate**

**Units 3.0**

**Description**

This is an intermediate course in film production techniques for narrative, music video, and branded content. The course may be of interest to students interested in both film and television production. Topics include screenwriting, storyboarding, camera operation, lighting, production sound, and non-linear editing. Students work in teams and crew all positions, including writer, producer, director, first assistant director, cinematographer, camera assistant, gaffer, grip, boom operator, production sound mixer, and editor. The course incorporates career pathways in the contemporary media landscape, including branded content, social media, and new media. Emphasis is placed on personal storytelling, crew collaboration, professionalism, and building a professional resume and portfolio.

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

**Item 1920-210**

Request to Offer a Course via Distance Education - *ONLINE*  
KIN 126 Principles of Strength and Conditioning

**Item 1920-211**

Request to Offer a Course via Distance Education - *ONLINE*  
KIN 170 Sport & Exercise Psychology

**Item 1920-212**

Request to Offer a Course via Distance Education - *ONLINE*  
KIN 193 Standard First Aid and CPR

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

**Item 1920-264**

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

**Item 1920-265**

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

**Item 1920-266**

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

*Pending Web Accessibility Approvals (First Read 02/12/20)*

**Item 1920-296**

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

**Item 1920-297**

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

**Item 1920-298**

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

**Item 1920-299**

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

**Item 1920-300**

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

**Item 1920-301**

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

**Item 1920-302**

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

**Item 1920-303**

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

**Item 1920-304**

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

**Item 1920-305**

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

***Pending Web Accessibility Approvals (First Read 02/19/20)***

**Item 1920-326**

**Request to Offer a Course via Distance Education - *ONLINE*  
KIN 120 Sports Law and Ethics**

**Item 1920-327**

**Request to Offer a Course via Distance Education - *HYBRID*  
ENGL 325 Technical and Professional Writing**

***Pending Web Accessibility Approvals (First Read 02/19/20)***

**Item 1920-352**

**Request to offer a course via Distance Education - *ONLINE*  
WFT 101 Wildland Fire Behavior**

**Item 1920-353**

**Request to offer a course via Distance Education - *ONLINE*  
WFT 102 Wildland Firefighter Safety and Survival**

**Item 1920-354**

**Request to offer a course via Distance Education - *ONLINE*  
WFT 103 Wildland Fire Operations**

**Item 1920-355**

**Request to offer a course via Distance Education - *ONLINE*  
WFT 104 Wildland Fire Investigation, Prevention, and Public Information**

**Item 1920-356**

**Request to offer a course via Distance Education - *ONLINE*  
WFT 105 Wildland Fire Logistics, Finance, and Planning**

**V. DISCUSSION ITEMS/ATTACHMENT**

**VI. ADJOURNMENT**