

**Rio Hondo Community College District
Curriculum Committee
Minutes
Wednesday, March 11, 2020 – Board Room**

Voting Members Present: Dana Arazi, Janet Cha, Mike Garabedian, Alex Gardos, Lydia Gonzalez, Sean Hughes, Patti Luna, Jim Newman, Dorali Pichardo-Diaz, Elizabeth Ramirez, Melissa Rifino-Juarez, Claudia Rivas, Mutsuno Ryan, Jennifer Tanaka, Christian Vaca, Chloe Placencia, Student Representative

Non-Voting Members Present: Rose Sanceda

Voting Members Absent: Sharon Bell, Ryan Carey, Rose Marie Gaw, Jannine Livingston, Juana Mora, Moises Mata, Warren Roberts, Mike Slavich

Guests: Michaela Brehm, Yolanda Emerson, Greg Grano, Charlene Jin, Francisco Suarez

I. APPROVAL OF THE MINUTES FROM THE MEETING ON FEBRUARY 26, 2020

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

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 1920-362

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 appropriate use of assessment and observation strategies 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 Classification Indicator DS 3 and applies toward the State of California Title V requirement for the Child Development Permit.

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

Correction Needed: Minor description edits.

Approved Not Approved Tabled

Item 1920-363

Credit Course Revision

KIN 126 Principles of Strength and Conditioning

Units 3.0

Description

This course is designed to include the necessary information needed for those intending 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 the student pursuing a career in the fitness industry, a certificates in the Fitness Specialist, Strength and Performance Coach, Coaching of Sport, and A.S. in Sports Medicine, or those interested in furthering their understanding of the effects of exercise on the body and mind.

It was moved by Alex Gardos; seconded by Patti Luna.

Approved

Not Approved

Tabled

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 fundamental skills necessary to enjoy the game of golf. The goal of this class is for the student to have a positive experience, learning valuable skills needed to play the game of golf.

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

Correction Needed: Description rewrite/Update text

Approved

Not Approved

Tabled

Item 1920-365

Credit Course Revision

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

Units 3.0

Description

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

It was moved by Alex Gardos; seconded by Patti Luna.

Approved

Not Approved

Tabled

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 the

pathway to gain and apply practical skills in warehouse design, layout planning, safe storage of inventory, identifying appropriate material handling equipment and quality control of warehouse services. Topics will include industry terminology, modern warehouse management system tools, industry quality standards and warehouse contracting.

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

Approved

Not Approved

Tabled

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 needed 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. This course is open-entry/open-exit.

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

Approved

Not Approved

Tabled

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 simulation of patient interactions, applying customer service skills, and the use of computers in a medical/clinical setting. Students gain hands-on experience in scheduling appointments, working with electronic medical records, and establishing a fee schedule. Student receive orientation to Microsoft Office software, electronic billing software, electronic medical record software, telephone, fax, and email systems.

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

Approved

Not Approved

Tabled

Item 1920-369

New Noncredit Course

NHSN 044 Medical Insurance Claims

Hours 48.0

Description

This course presents common health insurance terminology and selected 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.

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

Approved

Not Approved

Tabled

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 will receive practical guidance in resume and cover letter writing, interviewing, and navigating job search resources.

It was moved by Patti Luna; seconded by Sean Hughes.

Correction Needed: Course Title/Health care specific content

Approved

Not Approved

Tabled

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.

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

Correction Needed: Title/Description

Approved

Not Approved

Tabled

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.

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

Lengthy discussion involving the revision of this course and the effect it will have on the existing Mass Communication/Mass Media degree and certificate. It was agreed that this course will be a

bridge course and will remain TV 135 until the new CINE courses are originated with industry advisory recommendation.

Approved w/1 abstention

Not Approved

Tabled

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.

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

A motion was made by Patti Luna; seconded by Jim Newman to move Item 1920-374 to Unfinished Business pending Industry Advisory recommendation.

Approved

Not Approved

Tabled

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 and is facilitated by the use of learning objectives. The student will be working in a skilled or professional level assignment in the area of Wildland Fire Technology and will meet performance objectives related to instruction that are required for the conditions of regular employment. This course is intended for students whose job is related to the field of wildland fire technology and have completed or enrolled in the appropriate coursework. Contact the CWE office regarding re-enrollment procedures.

It was moved by Alex Gardos; seconded by Patti Luna.

A motion was made by Patti Luna; seconded by Jim Newman to move Item 1920-372 to Unfinished Business pending originator clarification of advisory removal.

Approved

Not Approved

Tabled

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 will 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. This course is designed for students eligible for the Honors Program.

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***

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

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***

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

Overview of the Noncredit Process – Moved to April 8th meeting.

Curriculum Training and Updates – Training postponed due to time restraints.

VI. ADJOURNMENT

Dana Arazi announced that the next meeting will be April 1st, 2020. The meeting adjourned at 12:32 p.m.