

**Rio Hondo Community College District
Curriculum Committee
Minutes
Wednesday, April 8, 2020 – Remote**

Voting Members Present: Dana Arazi, Ryan Carey, Janet Cha, Mike Garabedian, Alex Gardos, Rose Marie Gaw, Lydia Gonzalez, Jannine Livingston, Patti Luna, Jim Newman, Dorali Pichardo-Diaz, Michele Pilati, Elizabeth Ramirez, Melissa Rifino-Juarez, Claudia Rivas, Mutsuno Ryan, Mike Slavich, Jennifer Tanaka, Christian Vaca, Chloe Placencia, Student Representative

Non-Voting Members Absent: Rose Sanceda

Voting Members Absent: Sharon Bell, Sean Hughes, Juana Mora, Moises Mata, Warren Roberts

Guests: Siraaj Muhammad

I. APPROVAL OF THE MINUTES FROM THE MEETING ON APRIL 1, 2020

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

 X Approved/1 abstention Not Approved Tabled

II. PUBLIC COMMENT: *No comments*

III. DISCUSSION ITEMS/ATTACHMENT

1. Discussion of contingency plan for online course delivery Summer/Fall 2020.

Dana Arazi reminded the committee that the emergency online course delivery approval provided by the Chancellor’s office was only effective for spring 2020. Therefore, it is the duty of the curriculum committee to establish a plan for Distance Ed approval for those courses that will be offered in summer or fall 2020 that previously have not been approved by the committee for Distance Ed. He provided a draft proposal and asked the committee for changes and suggestions.

A motion was made by Jannine Livingston; seconded by Alex Gardos; to provide each division a list of courses not already approved for online delivery broken out in three different categories:

1. Courses that the Curriculum Committee find may be challenging to offer online.
2. Courses that the Curriculum Committee find could be offered online but have not received prior approval.
3. Pending courses that have been approved by the Curriculum Committee but are missing 508 compliance approval.

 14 Approved 5 Abstentions Not Approved

Dana Arazi stated that a process needs to be put in place as soon as possible. His suggestion was to have several committee members wordsmith the draft proposal based on the committee’s recommendations.

A motion was made by Jannine Livingston; seconded by Ryan Carey; to have the finalized Distance Education approval process sent to the committee members electronically for review/approval.

 16 Approved

 3 Abstentions

 Not Approved

IV. ACTION ITEMS

A) Approval of Consent Agenda: *No action taken due to time constraints*

Item 1920-395

Course Change

FAC 4305, 4326, 4327, 4328, 4329, 4330, 4331, 4335

Delete from Catalog

B) Second Readings: *No action taken due to time constraints*

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.

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/Chicano Literature

Units 3.0**Description**

This course explores a range of Chicana/o/x 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 the 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 the 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.

C) First Readings: *Due to time constraints only Items 1920-402 and Items 1920-403 were reviewed. Other items will be moved to the April 15th agenda.*

Item 1920-396

Credit Course Revision

ADN 251 Medical/Surgical Nursing II

Units 2.0

Description

This course focuses on the aging process as it relates to normal aging, changing biological, interpersonal and intrapersonal needs. It also focuses on the application of the nursing process in caring for patients with disturbances in perception, coordination and mobility. The pathophysiology of disease processes, as well as medical and nursing interventions and rehabilitative approaches to restoring and maintaining optimum health are discussed. This course is designed for students in the Associate Degree Nursing Program. The Board of Registered Nursing requires that students must be concurrently enrolled in both ADN251 and ADN251L, and pass both courses together. They cannot be taken individually for credit.

Item 1920-397**Credit Course Revision****FAC 050 Fire Instructor 1A****Units 2.5****Description**

This course provides the skills and knowledge needed for the entry level professional instructor to perform his or her duties safely, effectively, and competently. The curriculum is based on the 2012 edition of NFPA 1041 Standard for Fire Service Instructor Professional Qualifications. At the end of this course, candidates for Instructor I certification will be able to teach and deliver instruction from a prepared lesson plan utilizing instructional aids and evaluation instruments. The Instructor I will also be able to adapt a lesson plan and complete the reporting requirements to the local jurisdiction.

Item 1920-398**Credit Course Revision****FAC 051 Fire Instructor 1B****Units 2.5****Description**

This course provides the skills and knowledge needed for the intermediate level professional instructor to perform his or her duties safely, effectively, and competently. The curriculum is based on the 2012 edition of NFPA 1041 Standard for Fire Service Instructor Professional Qualifications and the 2012 edition of NFPA 1403 Standard on Live Fire Training Evolutions. At the end of this course, candidates for Instructor II certification will be able to develop lesson plans and evaluation instruments, teach and deliver instruction, and evaluate and coach other instructors. The Instructor II will also be able to analyze resources and formulate a program budget.

Item 1920-399**Credit Course Revision****FAC 054 Fire Investigator****Units 2.5****Description**

This course provides information on securing the fire scene and determining the origin and cause of the fire. Topics include responsibilities of a fire investigator, securing the fire ground, conducting an exterior and interior survey, analyzing fire patterns, interpreting individual fire patterns, discriminating the effects of explosions, examining and removing fire debris, reconstructing the area of origin, inspecting the performance of building systems. The 2014 edition of NFPA 1033 Standard Professional Qualifications for Fire Investigators the basis for this course.

Item 1920-400**Credit Course Revision****FAC 055 Arson Scene Investigator**

Units 2.0

Description

This course provides information on scene documentation and evidence collection/preservation. Topics include photographing the scene, diagramming the scene, constructing investigative notes, processing evidence and establishing chain of custody, processing victims and fatalities, selecting evidence for analysis, maintaining a chain of custody, preparing a fire investigation report, and disposing of evidence. The 2014 edition of NFPA 1033 Standard for Fire Investigator Professional Qualifications is the basis for this course.

Item 1920-401

Credit Course Revision

FAC 118 Firefighter I, Basic Fire Academy

Units 18.0

Description

This course is designed for recently employed firefighters and other interested students. Topics covered include organization of the public and private fire service, characteristics and behavior of fire, fire hazards and firefighter safety, extinguishing agents and related extinguishing equipment, fire protection systems and water supply, incident command system, confined-space rescue awareness, building construction and assemblies, basic firefighting tactics and strategy, fire prevention, hazardous materials, emergency care, wildland firefighting, Rapid Intervention, Rescue Systems and physical fitness. This course meets the State Board of Fire Services requirements for designation as a "California Fire fighter I Accredited Academy" (ARA or Accredited Regional Academy by the California State Fire Marshal). Students who complete this course also receive California certification in Vehicle Extrication, Fire Control I & II, Hazardous Materials First Responder Operational, Confined-Space Rescue Awareness, Rescue Systems I, S-110, S-130, S-190, Rapid Intervention Crew Tactics and ICS-200. This course requires completion of a medical physical examination and includes arduous physical activity.

Item 1920-402

Credit Course Revision

KIN 197 Prevention and Treatment of Athletic Injuries

Units 3.0

Description

This course introduces the most salient concepts of athletic training, including the instruction for prevention, recognition, management and treatment of common injuries in a physically active population. The skills of basic strapping, bracing, padding and taping for the prevention and management of injuries will be presented and practiced. This class is recommended for those interested in becoming a certified athletic trainer, physical therapist or occupational therapist.

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

X_ Approved

Not Approved

Tabled

Item 1920-403

Credit Course Revision

KIN 290 Cooperative Work Experience/Internship for Athletic Training

Units 1.0 to 2.0

Description

This course supports and reinforces on-the-job training in the field of athletic training 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 related to the field of athletic training and have completed or enrolled in the appropriate coursework. "Contact the CWE office regarding re-enrollment procedures".

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

Correction Needed: Update handbook date to "Most recent version"

X Approved

Not Approved

Tabled

V. UNFINISHED BUSINESS:

Pending industry advisory minutes

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 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

VI. ADJOURNMENT

Dana Arazi adjourned the meeting at 12:32 pm.

