**Rio Hondo Community College District**

**Curriculum Committee**

**Minutes - DRAFT**

**Wednesday, September 9, 2020 – Remote**

**Voting Members Present:** Dana Arazi, Michelle Bean, Wendy Carrera, Ryan Carey, Janet Cha, Marius Dornean, Mike Garabedian, Alex Gardos, Rose Marie Gaw, Lydia Gonzalez, Lukas Gunderson, Sean Hughes, Jannine Livingston, Patti Luna, Jim Newman, Dorali Pichardo-Diaz, Elizabeth Ramirez, Melissa Rifino-Juarez, Claudia Rivas, Mutsuno Ryan, Mike Slavich, Jennifer Tanaka, Christian Vaca

**Voting Members Absent:** Michelle Pilati, Jennifer Tanaka, Student Representative

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

**Guests:** John Frala

1. **APPROVAL OF THE MINUMTES FROM AUGUST 26, 2020**

It was moved by Alex Gardos; seconded by Wendy Carrera.

\_\_X\_ Approved/3 abstention \_\_\_\_\_Not Approved \_\_\_\_\_Tabled

1. **PUBLIC COMMENT:**

Dorali Pichardo Diaz expressed concern that SLO’s were once again being addressed in Curriculum and that we had voted last year not to include SLO’s as a curriculum committee responsibility. Melissa Rifino Juarez stated that the vote last year was to keep SLO’s out of curriculum and that we should honor that vote. Other members had the same concern. She asked that the minutes from last year’s discussion/vote be sent to committee members for review. Melissa also stated that our Tech Review meetings should have an agenda and follow Roberts Rules as well.

Dana suggested that due to time constraints we should continue this discussion at the next meeting.

1. **ACTION ITEMS**
2. **Approval of Consent Agenda: *No Items***
3. **Second Readings:**

508 Compliance has been approved and received for Items 1920-211 and 1920-212. A motion was made by Alex Gardos; seconded by Jim Newman to approve these items for second read.

\_\_X\_ Approved \_\_\_\_\_Not Approved \_\_\_\_\_Tabled

1. **First Readings:**

 **Item 2021-001**

**Credit Course Revision**

**MATH 033 Mathematical Foundations**

**Units 5.0**

**Description**

This course combines topics from both Basic Math and Prealgebra, including operations with whole numbers, integers, fractions, decimals, rates, ratios, and proportional thinking, percent problems and applications to percents, and an introduction to algebraic thinking using fundamental principles of expressions and solving linear equations.  This course serves as a foundational course for all students.

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

\_\_X\_ Approved \_\_\_\_\_Not Approved \_\_\_\_\_Tabled

**Item 2021-002**

**Credit Course Revision**

**MATH 260 Linear Algebra**

**Units 4.0**

**Description**

This course is an introductory study of linear algebra with applications to problems in the physical and social sciences. It includes the solution of systems of linear equations, matrix algebra with inverses, determinants, vectors and vector spaces, linear transformations, Eigenvalues and Eigenvectors, orthogonality and diagonalization. This course is required for Engineering, Physics, Computer Science and Mathematics majors.

***Correction Needed: Remove capitals from subject matter in description.***

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

\_\_X\_ Approved \_\_\_\_\_Not Approved \_\_\_\_\_Tabled

**Item 2021-003**

**New Noncredit Course**

**NBIZ 003 Microsoft Word Essentials**

**Hours 24 to 48**

**Description**

This course prepares students for independent and confident use of Microsoft Word. Students will create documents applying to a variety of editing features including the following: adjusting margins and tab settings; copying, pasting, moving texts; formatting layout; running the integrated grammar and spelling review; modifying header and footer areas; creating tables and graphs. Students will prepare a variety of documents for school and office environments, including creating a professional resume.

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

\_\_X\_ Approved \_\_\_\_\_Not Approved \_\_\_\_\_Tabled

**Item 2021-004**

**New Noncredit Course**

**NBIZ 004 Microsoft Excel Essentials**

**Hours 24 to 48**

**Description**

This course is an orientation to the primary functions of spreadsheets for data management using Microsoft® Excel®. Topics include creating cell data, formatting cells and worksheets, and applying formulas and functions. Students will learn how to analyze and organize data, present data visually by creating charts, and manage the worksheet and workbook environment.

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

\_\_X\_ Approved \_\_\_\_\_Not Approved \_\_\_\_\_Tabled

***A motion was made by Jim Newman; seconded by Jannine Livingston to review/approve Items 2021-005 thru 2021-012 for first read as a group.***

**Item 2021-005**

**Request to offer a course via Distance Education – HYBRID**

**AUTO 300 Assessment of the Automotive Industry**

**Item 2021-006**

**Request to offer a course via Distance Education – HYBRID**

**AUTO 310 The Global Development and Advancement of the Automobile**

**Item 2021-007**

**Request to offer a course via Distance Education – HYBRID**

**AUTO 320 The Progressive growth of Automotive Technology**

**Item 2021-008**

**Request to offer a course via Distance Education – HYBRID**

**AUTO 340 Analyzing Vehicle Electrical/Electronic Systems**

**Item 2021-009**

**Request to offer a course via Distance Education – HYBRID**

**AUTO 360 Analyzing Vehicle Fuels, Lubricants, and Combustion**

**Item 2021-010**

**Request to offer a course via Distance Education – HYBRID**

**AUTO 400 Analyzing Stability, Dynamics, and NVH**

**Item 2021-011**

**Request to offer a course via Distance Education – HYBRID**

**AUTO 420 Analyzing Dynamic Functions of Vehicle Drivetrain Systems**

**Item 2021-012**

**Request to offer a course via Distance Education – HYBRID**

**AUTO 440 Analyzing Vehicle Safety, Comfort, and Security Systems**

\_\_X\_ Approved \_\_\_\_\_Not Approved \_\_\_\_\_Tabled

***A motion was made by Sean Hughes; seconded by Alex Gardos to table item 2021-013 until the curriculum meeting on September 23, 2020.***

**Item 2021-013**

**Certificate of Achievement Change**

**Civil Drafting**

**Units 17.0 to 18.0**

**Description**

This program provides a focused course of study to ready students for careers in the preparation of construction documents for Civil Engineering projects.  The coursework provides a focus on the preparation of common civil project drawings using industry-standard drawing techniques and conventions with hand and/or computer-aided drafting tools.  Additionally, the coursework includes exposure to the broad range of sub-disciplines within the field of Civil Engineering.

\_\_\_\_ Approved \_\_\_\_\_Not Approved \_\_X\_\_Tabled

**Item 2021-014**

**New Noncredit Certificate of Completion**

**Computer Fundamentals**

**Description**

This certificate prepares students for effective use of the personal computer for essential household, educational, and business-related tasks. Students gain basic knowledge of computer hardware/software, files management, and IT literacy. Key competencies include the following: accessing and safely navigating the Internet, creating and managing a personal email account, keyboarding conventions, and producing basic word processing documents (including professional resumes).

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

\_\_X\_ Approved \_\_\_\_\_Not Approved \_\_\_\_\_Tabled

A motion was made by Jannine Livingston; seconded by Lydia Gonzalez to table item 2021-014 until the curriculum meeting on September 23, 2020.

**Item 2021-015**

**GE Request**

**CHST 101, CHST/SOC 148, CHST/POLS 150**

**AREA: RHC GE 7B**

**AREA: CSU GE C2**

**AREA: IGETC 3B**

\_\_\_\_ Approved \_\_\_\_\_Not Approved \_\_X\_\_Tabled

1. **UNFINISHED BUSINESS:**

***Pending Clarification of Approval for Honors courses to be taught via Distance Education.***

**Item 1920-474**

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

**LIT 130H Women and Literature Honors**

***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 1920-298**

 **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**

***Pending Web Accessibility Approvals (First Read 04/01/20)***

**Item 1920-392**

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

**LOG 110 Warehouse Management**

***Pending Web Accessibility Approvals (First Read 04/22/20)***

**Item 1920-431**

**Request to offer a Course via Distance Education - O*NLINE***

**LOG 105 Purchasing Management**

**Item 1920-432**

**Request to offer a Course via Distance Education - O*NLINE***

**LOG 115 Inventory Management**

1. **DISCUSSION ITEMS/ATTACHMENT**

Dana Arazi shared a “Cheat Sheet” that was created by Christian Vaca for faculty use when creating/revising courses and programs in CurrIQunet. The committee thanked Christian for his work on this. The document will be uploaded on the Curriculum webpage for faculty access.

1. **ADJOURNMENT**

Dana Arazi announced that the next meeting will be held on September 23, 2020.

Meeting adjourned at 12:22 p.m.