**Rio Hondo Community College District**

**Curriculum Committee**

**Minutes - DRAFT**

**Wednesday, September 23, 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, Jim Newman, Dorali Pichardo-Diaz, Elizabeth Ramirez, Melissa Rifino-Juarez, Claudia Rivas, Mutsuno Ryan, Mike Slavich, Jennifer Tanaka, Christian Vaca

**Voting Members Absent:** Patti Luna, Michelle Pilati, Student Representative

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

**Guests:** John Frala

1. **APPROVAL OF THE MINUTES FROM SEPTEMBER 9, 2020**

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

\_\_X\_ Approved/1 abstention \_\_\_\_\_Not Approved \_\_\_\_\_Tabled

1. **PUBLIC COMMENT:**

Dana Arazi informed the committee that Spring 2021 will be taught remotely. The Chancellor’s Office has not yet announced if the temporary Distance Ed approvals will remain in effect for Spring. He will keep us informed with updates as they unfold.

Jennifer Tanaka made a suggestion regarding all of the Distance Ed Requests that are still pending 508 Compliance checks. Her suggestion was to possibly hire a 508 Compliance Officer to review all Distance Ed Requests campus wide. Other members thought that was good idea and also suggested that all departments should include a 508 Compliance Officer in their program plan submissions.

1. **ACTION ITEMS**
2. **Approval of Consent Agenda:**

**Item 2021-016**

**Emergency DE Approvals – No changes**

**ADN 154, 250, 252**

**ANIM 101**

**ARCH 115, 215, 260, 261**

**AUTO 045, 106, 115, 125, 160, 230, 290, 300, 310, 390, 499**

**ENGL 201**

**ENLA 034, 100**

**ENGT 101, 170, 270**

**HET 122, 123, 124, 290**

**HUSR 120**

**JOUR 230, 231, 290**

**KINA 109, 110, 130, 209, 210, 230**

**MUS 106, 140, 142, 148, 156, 240**

**MSCM 128**

**NUTR 110**

**PSY 200**

**VN 074, 075, 076**

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

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

1. **Second 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.

**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.

**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.

**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.

**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**

**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 Jannine Livingston; seconded by Alex Gardos.

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

1. **First Readings:**

**Item 2021-017**

**Credit Course Revision**

**ENGL 131 Creative Writing**

**Description**

This course of expression is for students interested in various forms of writing. It offers students a workshop setting in which to develop their writing skills in various genres such as fiction, poetry, and playwriting. Students will learn to "read as writers" by analyzing published writings in various genres with a focus on authorial techniques and effectiveness. Students also will be required to write regularly, present their own work in class for discussion, and develop critical standards for evaluating the merit of their own work and the work of their peers.

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

***Corrections Needed: Description/Contact originator to find out if Latina/o/x authors should be included.***

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

**Item 2021-018**

**Credit Course Revision**

**MATH 049 Introduction to MESA**

**Description**

This standalone, one-unit course is designed for students entering the Mathematics, Engineering, Science Achievement (MESA) and/or TRIO Student Support Services STEM Program. The course will introduce the student to the science, technology, engineering, and mathematics (STEM) career paths, transfer and graduation requirements, effective STEM study skills, priority and time management, and the importance of participating in internships and appropriate extracurricular activities. Students are expected to be concurrently enrolled in at least one mathematics or science course in order to apply skills covered in this course.

It was moved by Ryan Carey; seconded by Jim Newman.

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

**Item 2021-019**

**Credit Course Revision**

**MATH 170 Elements of Calculus**

**Description**

This is a one-semester course in the fundamentals of algebra-based calculus and its applications to the fields of business, economics, social sciences, biology, and technology. Course topics include graphing of functions; applications of derivatives and integrals of functions including polynomials; rational, exponential, and logarithmic functions; multi-variable derivatives; and differential equations.

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

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

**Item 2021-020**

**Degree Change**

**Electric Vehicle and Fuel Cell Technology Technician**

**Units 28.0**

**Description**

The Electric Vehicle and Fuel Cell Technology Technician Associate of Science Degree is designed to prepare students to meet the emerging field of service and diagnosis of vehicles powered by electricity generated by any of the following sources, plug-in electric/hybrid-powertrain/fuel cell generation. The green technology can be transferred from vehicles to stationary back-up power systems. Students will need to apply for ASE L-3 testing and pay all applicable fees to take the final ASE exam. This Degree is intended to be the capstone of the Hybrid/Electric/Fuel Cell program.

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

***Correction Needed: Description/Complete Goals and Requirements/CTE tabs***

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

**Item 2021-021**

**Certificate of Achievement Change**

**Electric Vehicle and Fuel Cell Technology Technician**

**Units 14.0**

**Description**

The Electric Vehicle and Fuel Cell Technology Technician Certificate of Achievement is designed to prepare students to meet the emerging field of service and diagnosis of vehicles powered by electricity generated by any of the following sources, plug-in electric/hybrid-powertrain/fuel cell generation. The green technology can be transferred from vehicles to stationary back-up power systems. Hydrogen safety and NFPA 2 regulations will be discussed within this course. Students will need to apply for ASE L-3 testing and pay all applicable fees to take the final ASE exam.

It was moved by Jim Newman; seconded by Jannine Livingston.

***Correction Needed: Description/Complete Goals and Requirements/CTE tabs***

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

***A motion was made by Alex Gardos; seconded by Jannine Livingston to review/approve Items 2021-022 thru 2021-025 for first read as a group.***

**Item 2021-022**

**Degree Change**

**General Studies with an emphasis in Arts and Human Expression**

**Course Additions**

**Item 2021-023**

**Degree Change**

**General Studies with an emphasis in Social Behavior and Self Development**

**Course Additions**

**Item 2021-024**

**Degree Change**

**General Studies with an emphasis in Social Sciences**

**Course Additions**

**Item 2021-025**

**Degree Change**

**General Studies with an emphasis in Science and Mathematics**

**Course Additions**

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

**Item 2021-026**

**Emergency DE Approvals - With Changes**

**ADN 150**

**BIOL 200, 201**

**THTR 105, 105H, 110, 159, 170**

It was moved by Alex Gardos; seconded by Jim Newman to review all Distance Ed courses as a group.

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

1. **UNFINISHED BUSINESS:**

***Tabled Items from September 9, 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.

**A motion was made to move Item 2021-015 from unfinished business to First Read for review by Jannine Livingston; seconded by Melissa Rifino-Juarez.**

**Item 2021-015**

**GE Request**

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

**AREA: RHC GE 7B**

**AREA: CSU GE C2**

**AREA: IGETC 3B**

**Unanimously approved by committee members for First Read.**

***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**
2. **Continuation of Student Learning Outcomes discussion.**

Dana Arazi began the discussion by sharing an email received from Alyson Cartagena stating that she does not want her attendance at the curriculum meetings to slow down the Curriculum process. Jim Newman stated that SLO’s come after curriculum approval and therefore should never hold up the curriculum process. Several members stated that our committee is open to the public and anyone can attend.

Lydia Gonzalez stated that sometimes courses are revised/originated by faculty members other than the lead for that course. This can cause a problem when that faculty member is called upon to update the SLO’s for those courses since the Lead is responsible for SLO updates. She suggested that the Outcomes Coordinator contact the Division SLO Representative when SLO’s are missing or in need of update and then the representative can either contact the proper faculty member or let the Outcomes Coordinator know who to contact directly.

An idea was brought forward by Melissa Rifino-Juarez. Her suggestion is to have the Committee, not only the Chair, decide who should be on the Tech Review Committee. Everyone agreed with this and it was decided to have a motion brought forward at our next curriculum meeting to finalize who should be active members on the Tech Review committee.

1. **General Education deadline date**

Elizabeth Ramirez announced that the deadline for GE request submissions is November 4th.

1. **ADJOURNMENT**

Meeting adjourned at 12:52 p.m.