**Rio Hondo Community College District**

**Curriculum Committee**

**Minutes**

**Wednesday, February 17, 2021 - Remote**

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

**Voting Members Absent:** Sean Hughes, Student Representative

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

**Guests:** *N/A*

1. **APPROVAL OF THE MINUTES FROM DECEMBER 2, 2020**

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

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

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

It was moved by Jennifer Tanaka; seconded by Jannine Livingston to approve item **2021-144**

for second read.

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

**Item 2021-144**

**Credit Course Revision**

**ASTR 112 Observational Astronomy**

**Description**

This course is designed to acquaint the student with the methods, techniques, and tools of the astronomer.  Indoor labs will demonstrate classical methods and techniques of science.  Student s will learn the critical thinking processes needed to acquire and analyze scientific data.  Students will become familiar with visible objects including constellations, planets, star clusters, galaxies, meteor, and the phases of the moon. Students will learn to locate objects visually and use astronomical coordinate systems.  The development of skill in the operation of optical telescopes is emphasized. This course is designed for those with an interest in learning night skies and the tools astronomers use to explore the cosmos.  Observatory facilities will be utilized often, weather permitting.

**C.) First Readings:**

Dana Arazi informed the committee that the course revisions for the following carpentry courses on this agenda consisted of advisory and minor description changes only.

***A motion was made by Alex Gardos; seconded by Jannine Livingston to approve items 2021-156 thru 2021-167 as a group.***

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

**Item 2021-156**

**Credit Course Revision**

**CARP 040A Orientation**

**Description**

This course is designed to meet the needs of indentured apprentices with the State of California who are interested in the carpentry industry. The course covers fundamental trade skills, employee/employer roles and responsibilities, and safe work practices needed for entry-level positions in the construction industry. While emphasis is placed on attaining industry-standard safety credentials, the course is designed to provide students with practical experience using construction terminology, math operations, basic measuring techniques, and tool identification and proper usage. Safety topics will cover Occupational Safety and Health Administration (OSHA) training for jobsite hazard recognition, accident prevention, and safe tool and equipment operation. Upon successful completion, students receive an OSHA 10-Hour Certification Card.

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

**Item 2021-157**

**Credit Course Revision**

**CARP 040B Safety and Health Certifications**

**Description**

This course is designed to meet the needs of indentured apprentices with the State of California who are interested in the carpentry industry. The course covers the safe and appropriate use of hazardous communication systems, fall protection, fork lifts, and emergency response procedures. Students learn how to assess danger, employ prevention measures, and take appropriate action in emergencies. This training exposes students to various health emergency scenarios, and provides students with ample opportunities to practice cardiopulmonary resuscitation (CPR) and first aid. Upon successful completion, students are issued an American Red Cross First Aid/CPR Certification Card, and United Brotherhood of Carpenters (UBC) Fall Protection, Hazard Communication and Chemical Safety, and Forklift Qualification Cards.

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

**Item 2021-158**

**Credit Course Revision**

**CARP 040C Print Reading**

**Description**

This course is designed to meet the needs of indentured apprentices with the State of California who are interested in the carpentry industry. The course covers the basic skills needed for reading and interpreting construction prints. Material focuses on developing students’ ability to interpret two-dimensional views to convey the shape and characteristics of construction elements and to provide an overview of the scope of the project. Students learn how to recognize standard drawing methods and pictorial views, and how to read visual and verbal communication cues.

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

**Item 2021-159**

**Credit Course Revision**

**CARP 040D Transit level/Laser**

**Description**

This course is designed to meet the needs of indentured apprentices with the State of California who are interested in the carpentry industry. The course covers the terminology, optical principles and operating procedures for transit laser levels. The conventional methods for measuring angles and using degrees, minutes, and seconds on veneer scales are included in the transit portion of the course. Students set up levels, determine benchmarks, and take and record elevation readings.

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

**Item 2021-160**

**Credit Course Revision**

**CARP 040E Foundations and Flatwork**

**Description**

This course is designed to meet the needs of indentured apprentices with the State of California who are interested in the carpentry industry. The course covers required and supplemental instruction for the design and function of several types of foundations and concrete flatwork; as well as the methods, techniques and procedures for formwork layout, elevation, and construction. Topics like jobsite safety, print interpretation, material identification, and basic use of the builders’ level are included in the training.

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

**Item 2021-161**

**Credit Course Revision**

**CARP 040F Wall Forming**

**Description**

This course is designed to meet the needs of indentured apprentices with the State of California who are interested in the carpentry industry. The course covers skills and procedures required to form reinforced concrete walls using single and double waler systems. Identification of the characteristics and applications of built-in-place, prefabricated, and specialty forms are covered. Practical exercises prepare students for locating wall forming information on project plans, calculating layout dimensions, and estimating material requirements. Topics like basic wall panel forming and reinforcement methods, material preparation, and hardware installation are included in this course.

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

**Item 2021-162**

**Credit Course Revision**

**CARP 040G Stair and Ramp Forming**

**Description**

This course is designed to meet the needs of indentured apprentices with the State of California who are interested in the carpentry industry. The course covers methods, procedures, and practices used to form stair and ramp structures. Students review project plans to determine stair and ramp configuration and overall dimensions. Stinger riser and stair thread calculations are explained and practiced; and state and federal building codes pertaining to stairs, ramps, and handrail requirements covered.

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

**Item 2021-163**

**Credit Course Revision**

**CARP 040H Commercial Floor Framing**

**Description**

This course is designed to meet the needs of indentured apprentices with the State of California who are interested in the carpentry industry. The course covers procedures for floor joist construction and the various installation techniques used in the commercial industry. Students interpret floor plans for job planning, identify floor joist systems, and calculate material take offs. Topics like integration of wall plating, joist layout, and floor sheathing methods are included. Students learn measuring skills, the use of math operations, specialty hardware applications, and how to identify appropriate building codes.

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

**Item 2021-164**

**Credit Course Revision**

**CARP 040I Basic Roof Framing**

**Description**

This course is designed to meet the needs of indentured apprentices with the State of California who are interested in the carpentry industry. The course is an introduction to basic gable roof framing, including terminology, characteristics, and construction methods. Students interpret print views and drawing elevations for job planning, and also to determine rafter systems and layout details. Basic rise, run, rafter angles, and length calculations are practiced. Framed wall construction is undertaken to facilitate the gable roof assembly techniques and installation procedures that are the focus of the course.

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

**Item 2021-165**

**Credit Course Revision**

**CARP 040P Basic Wall Framing**

**Description**

This course is designed to meet the needs of indentured apprentices with the State of California who are interested in the carpentry industry. The course presents the theory, methods, and procedures required to frame basic walls. Hands-on practice using proper tool techniques and appropriate materials enhance fundamental skills development. Beginning with an introduction to print reading, students perform basic wall layout, plating procedures, and framing assembly and bracing before aligning and completing selected wall construction projects according to industry standards.

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

**Item 2021-166**

**Credit Course Revision**

**CARP 040R Tool/Equipment Applications**

**Description**

This course is designed to meet the needs of indentured apprentices with the State of California who are interested in the carpentry industry. The course covers hand/power tool and equipment skill development for various construction applications. Students identify correct practices for handling and preparing materials. Training includes how to select, use, and operate tools and aerial lifts correctly to prevent accidents and injuries. Scaffold safety and the proper procedures to erect and dismantle welded frame scaffold also are covered. Upon successful completion, students are issued a United Brotherhood of Carpenters (UBC) Aerial Lift and Scaffold Erector-Welded Frame Qualification Card.

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

**Item 2021-167**

**Credit Course Revision**

**CARP 040S Moldings and Trims**

**Description**

This course is designed to meet the needs of indentured apprentices with the State of California who are interested in the carpentry industry. The course covers how moldings and trims are utilized to finish exterior and interior construction design features. Product styles, characteristics, applications, and installation methods are covered. Students learn about and practice with tools in order to learn cutting techniques, coping, and the installation of various molding and trim types.

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

**Item 2021-168**

**Credit Course Revision**

**CD 103 Parenting**

**Description**

This course is designed for students interested in learning how to understand and work effectively with parents, and to understand the parent-child relationships in their own lives. The course provides a framework for topics pertinent to current parenting concepts. Topics include understanding the parenting process from infancy to adulthood, parenting in diverse cultures, various lifestyles and family structures, alternatives to biological parenting, and understanding high-risk families.

It was moved by Jannine Livingston; seconded by Melissa Rifino-Juarez.

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

**Item 2021-169**

**Credit Course Revision**

**SOC 299 Directed Study in Sociology**

**Description**

This course provides an opportunity for students to expand their studies in Sociology beyond the classroom by completing a project or an assignment arranged by an agreement between students and an instructor. Independent study/directed study is intended for students able to assume responsibility for independent work, and to prepare written or oral reports and/or appropriate projects. To enroll in an independent study/directed study course, students must possess a 2.5 overall grade point average, a 3.0 grade point average in the discipline of study being requested, or receive an exception from the instructor. Independent studies/directed studies may be developed from any topic arising from or related to a course of study that will result in developing depth and breadth in that subject area. Students are expected to meet on a regular basis with their faculty sponsor and submit a final report or project, and student progress are evaluated at regular intervals. Academic standards for independent studies/directed studies shall be the same as those for other courses. Units are awarded in accordance to Title V regulations, with one unit (1) of credit awarded for 54 hours of Directed Studies, six (6) hours of which must be with an instructor. The instructor is responsible for monitoring student progress through the semester. Students may take directed study courses for a maximum of four (4) units within a discipline, and may not accumulate more than a total of 12 units college wide.

It was moved by Melissa Rifino-Juarez; seconded by Elizabeth Ramirez.

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

***Due to time constraints Items 2021-170 through 2021-172 will be moved to the March 3rd Agenda.***

**Item 2021-170**

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

**COUN 104 – Stress and Anxiety Management for Emotional Well-Being**

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

The following discussion entailed in regards to COUN 104 – Request for Distance Ed Request:

Jennifer Tanaka expressed concerns on behalf of the KDA division. This course has been a source of frustration for the department. In November, 2018, the CSU GE approval was brought before the committee for approval. At that time, approval was granted for the GE request with the stipulation that Student Services Vice President and Deans of both Kinesiology and Counseling would meet to discuss the number of course sections that would be offered by both departments.

Several committee members remembered this issue. Some committee members felt that KDA had a valid point and stated that in the future maybe the committee should not approve an item until a resolution is determined. Mike Slavich stated that the correct procedure would have been to table the item until a resolution was agreed upon. That resolution should have then been presented to the curriculum committee before approval and notated in the curriculum minutes.

Other committee members stated that one division cannot determine how many sections of a course can be offered by another division. This is a management issue, not a curriculum committee issue. Curriculum should be reviewing the current item on the agenda, the Distance Ed Request.

It was moved by Mike Slavich; seconded by Alex Gardos to table the Request for Distance Education until the new Vice President of Student Services and the Deans from Kinesiology and Counseling can meet and agree upon a resolution. This resolution will then be notated in the Curriculum Committee Minutes for future reference.

Vote: Yes – 9 No – 3 Abstained – 8

***Motion to Table denied. Review and discussion to be continued at the March 3, 2021 meeting.***

**Item 2021-171**

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

**EGSS 135 Philosophy of Social Justice**

**Item 2021- 172**

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

**SPCH 140 Argumentation and Debate**

Dana Arazi informed the committee that the following CIT program changes consisted of a course change

only. Removal of CIT 211/addition of CIT 214.

***A motion was made by Lydia Gonzalez; seconded by Jannine Livingston to approve items 2021-173 through 2021-178 as a group.***

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

**Item 2021-173**

**Degree Change**

**Computer Information Technology/Cybersecurity**

**Description**

The following curriculum meets the requirement for a degree in Computer Information Technology/Cybersecurity. The courses needed for the degree are designed for those wishing to pursue a career in Computer Information Technology with emphasis in Cybersecurity.

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

**Item 2021-174**

**Certificate Change**

**Computer Information Technology/Cybersecurity**

**Description**

The following curriculum meets the requirement for a Certificate of Achievement in Computer Information Technology/Cybersecurity. The courses needed for the certificate are designed for those wishing to pursue a career in cybersecurity.

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

**Item 2021-175**

**Degree Change**

**Computer Information Technology/Information Systems and Technology**

**Description**

The following curriculum meets the requirement for a Degree in Computer Information Technology/ Information Systems and Technology. The courses needed for the degree are designed for those wishing to pursue a career in cybersecurity.

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

**Item 2021-176**

**Degree Change**

**Computer Information Technology/Network Administrator**

**Description**

The following curriculum meets the requirement for an Associate of Science Degree in Computer Information Technology/Network Administrator. The courses needed for the degree are designed for those who wish to pursue a career in Information Technology as a Network Administrator.

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

**Item 2021-177**

**Certificate Change**

**Computer Information Technology/Network Administrator**

**Description**

The following curriculum meets the requirement for a Certificate of Achievement in Computer Information Technology/Network Administrator. The courses needed for the certificate are designed for those who wish to pursue a career in Information Technology as a Network Administrator.

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

**Item 2021-178**

**Certificate Change**

**Computer Information Technology/Network Technician**

**Description**

The following curriculum meets the requirement for a Certificate of Achievement in Computer Information Technology/Network Technician. The courses needed for the certificate are designed for those who wish to pursue a career in Information Technology as a Network Technician.

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

**Item 2021-179**

**Career Certificate Change**

**Entry Network Technician**

**Description**

This curriculum is the designed to prepare students for employment as entry level network technicians. Students that successfully complete the Entry Network Technician certificate will be able to install, operate and troubleshoot small enterprise networks and perform basic network security.

It was moved by Jannine Livingston; seconded by Elizabeth Ramirez.

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

***Note: This program will not be submitted to CCCCO until LAOCRC approval is granted.***

**Item 2021-180**

**New Noncredit Certificate of Completion**

**Computer Skills for Business I**

**Description**

This certificate prepares students to use Microsoft Word and Microsoft Excel proficiently in business office support settings. Students gain the knowledge and practical skills needed to apply different functions in these computers programs to complete a variety of word processing and database-related tasks, including formatting business letters, creating mailing tools, producing informational and graphic flyers, generating tables and graphs, organizing and maintaining data on spreadsheets, and setting basic formulas for numeric calculations.

It was moved by Jannine Livingston; seconded by Elizabeth Ramirez.

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

***Due to the Board Agenda deadline, it was motioned by Mike Slavich; seconded by Marius Dornean to approve items 2021-156 through 2021-169 and items 2021-173 through 2021-180 for second read.***

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

1. **UNFINISHED BUSINESS:**

***Tabled Item from October 7, 2020***

**Item 2021-028**

**New Credit Course**

**ENGR 101 Introduction to Engineering**

**Description**

This introductory course takes up different branches of engineering, engineering industries, and the functions of an engineer. Topics include the methods and tools of engineering problem-solving and design, the place of engineers in society, and engineering ethics. Students learn about the educational requirements for a career in engineering and effective strategies to be academically successful in engineering programs; practice developing communication skills pertinent to the engineering profession; and explore a variety of engineering career pathways to plan and shape career goals.

***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.

***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 1920-145**

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

**CD 211 Infants and Toddlers**

**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***

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

**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 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**

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

**Item 1920-491**

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

**ASL 212 Beginning Interpreting +Ethics 2**

**Item 1920-495**

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

**KIN 115 Fitness Specialist Internship**

***Pending Web Accessibility Approvals (First Read 09/09/20)***

**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**

***Pending Web Accessibility Approvals (First Read 11/04/20)***

**Item 2021-077**

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

**SPCH 101 Public Speaking**

**Item 2021-078**

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

**SPCH 101H Public Speaking Honors**

***Pending Web Accessibility Approvals (First Read 11/11/20)***

**Item 2021-114**

**Request to offer a Course via Distance Education**

**PHIL 101H Critical Thinking Honors – Hybrid**

**Item 2021-115**

**Request to offer a Course via Distance Education**

**PHIL 128H Critical Thinking Honors – Hybrid**

**Item 2021-116**

**Request to offer a Course via Distance Education**

**POLS 128H Introduction to Political Philosophy Honors – Hybrid**

1. **DISCUSSION ITEMS/ATTACHMENT**
2. **ADJOURNMENT**

Meeting adjourned by Dana Arazi at 12:33 p.m.