Rio Hondo Community College District  
Curriculum Committee  
Minutes  
Wednesday, September 22, 2021 – Remote  
Zoom ID# 93640745658  

Voting Members Present: Wendy Carrera, Janet Cha, Alex DeJean, Cameron English, Mike Garabedian, Nancy Garcia, Alex Gardos, Rose Marie Gaw, Sean Hughes, Jannine Livingston, Dorali Pichardo-Diaz, Gil Puga, Ted Preston, Elizabeth Ramirez, Melissa Rifino-Juarez, Mike Slavich, Stephen Smith, Christian Vaca

Voting Members Absent: Ryan Carey, Marius Dornean, Wendy Huang, Claudia Rivas, Student Representative – Jahira Reynoso

Non-Voting Members Absent: Rose Sanceda

Guests: Dr. Don Miller, Gita Runkle

I. **APPROVAL OF THE MINUTES FROM SEPTEMBER 15, 2021**

   It was moved by Ted Preston; seconded by Jannine Livingston.

   ___X___ Approved  __Not Approved  ______Tabled

II. **PUBLIC COMMENT:** No comments

III. **ACTION ITEMS**

   A) Approval of Consent Agenda: No Items

   B) Second Readings:

      It was moved by Alex Gardos; seconded by Jannine Livingston to approve items 2022-023, 2122-027 thru 2122-049 for second read.

      **Item 2022-023**  
      GE Request  
      ENGL 231 Advanced Creative Writing  
      RHC GE Area 7b Humanities  
      CSU GE Area C2 Humanities

      **Item 2122-027**  
      Credit Course Revision  
      OENG 041 Introduction to Apprenticeship  
      Revisions – Course number change, units, description, and minor technical changes
Item 2122-028
Credit Course Revision
OENG 042 Grade Checking
Revisions – Course number change, units, advisory, description, and minor technical changes

Item 2122-029
Credit Course Revision
OENG 043 Equipment Operator
Revisions – Course number change, units, advisory, description, and minor technical changes

Item 2122-030
Credit Course Revision
OENG 044 Plan Reading
Revisions – Course number change, units, advisory, description, and minor technical changes

Item 2122-031
Credit Course Revision
OENG 045 Skills Specialization
Revisions – Course number change, units, advisory, description, and minor technical changes

Item 2122-032
Credit Course Revision
OENG 052 Welding
Revisions – Course number change, units, advisory, description, and minor technical changes

Item 2122-033
Credit Course Revision
OENG 053 Introduction to Hydraulics
Revisions – Course number change, units, advisory, description, and minor technical changes

Item 2122-034
Credit Course Revision
OENG 054 Advanced Hydraulics/Pneumatics
Revisions – Course number change, units, advisory, description, and minor technical changes

Item 2122-035
Credit Course Revision
OENG 055 Engines-Gasoline and Diesel
Revisions – Course number change, units, advisory, description, and minor technical changes

Item 2122-036
Credit Course Revision
OENG 056 Component Disassembly and Assembly
Revisions – Course number change, units, advisory, description, and minor technical changes
Item 2122-037
Credit Course Revision
OENG 062 Structural Masonry Inspection
Revisions – Course number change, advisory, description, and minor technical changes

Item 2122-038
Credit Course Revision
OENG 063 Reinforced Concrete Inspection
Revisions – Course number change, advisory, description, and minor technical changes

Item 2122-039
Credit Course Revision
OENG 064 Structural Steel/Welding
Revisions – Course number change, advisory, description, and minor technical changes

Item 2122-040
Credit Course Revision
OENG 065 Prestressed Concrete Inspector
Revisions – Course number change, advisory, description, and minor technical changes

Item 2122-041
Credit Course Revision
OENG 066 Soil Testing and Inspection
Revisions – Course number change, advisory, description, and minor technical changes

Item 2122-042
New Credit Course
OENG 067 Structural Steel/Bolting
Description
This course provides the related and supplemental instruction for operating engineer apprentices. The course covers codes and duties, structural bolting inspection, report writing, and personal skills. Apprentices will gain the knowledge, research skills, and confidence needed to pass their written and oral exams.

Item 2122-043
New Credit Course
OENG 068 Non-Destructive Testing (NDT)
Description
This course provides the related and supplemental instruction for operating engineer apprentices. The course covers Ultrasonic, Magnetic Particle, and Liquid Penetrant Testing codes and duties, welding procedures, report writing, people skills, and testing equipment orientation. Students will gain the knowledge, research skills, and confidence needed to pass their written and oral exams as applicable to the Non-Destructive Testing requirements.

Item 2122-044
Credit Course Revision
WELD 041 Elementary Metallurgy (Course number change from TCED 060)
Revisions – Course prefix/number change, description, and minor technical changes
Item 2122-045
New Credit Course
TESL 100A Tesla Student Automotive Technician (START) Program - A
Description
This course is the first of a two-part course for students in the Tesla START program. The course is intended to teach entry-level technicians about the technology used in Tesla motors. Topics include safety when working in or around high voltage, maintenance, regeneration braking, inverter power transfer, battery technologies, battery management systems, high voltage bus and charging, pack connector and penthouse controls, and autonomous technology. Electric vehicle applications and their integrated systems from Tesla motors are used to discuss physics of battery storage, material composition, and high-voltage generation systems. This course is suitable for students already working in the battery electric/hybrid vehicle and energy technology field; the Tesla START program provides students the skills necessary for a successful career with Tesla.

Item 2122-046
New Credit Course
TESL 100B Tesla Student Automotive Technician (START) Program - B
Description
This course is the second of a two-part course intended to teach entry-level technicians the technology used in Tesla motors. Topics include safety when working in or around high voltage, maintenance, regeneration braking, inverter power transfer, battery technologies, battery management systems, high voltage bus and charging, pack connector and penthouse controls, and autonomous technology. Electric vehicle applications and their integrated systems from Tesla motors are used to discuss physics of battery storage, material composition, and high-voltage generation systems. This course is suitable for students already working in the battery electric/hybrid vehicle and energy technology field; the Tesla START program provides students with the skills necessary for a successful career with Tesla.

Item 2122-047
New Associate of Science Degree
Social Services Assistant
Description
The Social Services Assistant Associate of Science Degree provides a foundation for students interested in the fields of social services, human services, community outreach, and related areas. The degree also offers a basis for students interested in paraprofessional jobs in social service fields.

Item 2122-048
New Certificate of Achievement
Social Services Assistant
Description
The Social Services Assistant Certificate of Achievement provides a foundation for students interested in the fields of social services, human services, community outreach, and related areas. The certificate also offers a foundation for students interested in paraprofessional jobs in social service fields.

Item 2122-049
Degree Change
AA-T Sociology for Transfer
Changes – Removed ANTH 110, minor verbiage changes
C) First Readings:

Item 2122-050
New Credit Course
PHIL 122 Philosophical Perspectives on Death & Dying
Description
This course introduces students to a broad array of themes associated with death and dying. Students consider both practical and philosophical aspects of death, comparing the concept of death historically, socially, psychologically, and cross-culturally. Current legal, medical, and ethical issues related to death and dying will be explored through the lens of philosophy, with topics that may include suicide, euthanasia, moral and social issues stemming from modern medical technology, hospice and palliative care, end-of-life issues, violent deaths, mass killings, and the beliefs and customs of various world-wide cultures concerning death and the possibility of an afterlife. This course is well suited for students interested in the humanities, law, medicine, politics, social science and related fields, or for those seeking to improve their ability to process and respond to death and dying in a healthier manner.

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

Correction Needed: Format course content

Item 2122-051
New Noncredit Course
NBIZ 007 Introduction to Information Systems
Description
This course introduces students to computer concepts and information systems that support the productive use of digital technology for a variety of personal and work-related tasks. Designed for students with limited computer experience, the course provides orientation to common operating systems and applications useful for online communication, digital media sharing, and personal data organization, including personal finance management. Attention is given to Internet navigation safety, information privacy, and digital security protections.

It was moved by Jannine Livingston; seconded by Wendy Carrera.

Correction Needed: Format course content

Item 2122-052
New Noncredit Course
NBIZ 008 Information Systems for Business
Description
This course provides fundamental understanding of how information technology is used in business to develop and maintain efficient, accessible, and strategic operations. Students are introduced to essential concepts in business information systems and gain familiarity with data management systems for supporting
communication, networking, and business planning. The course also provides practical orientation to career entry in the technology industry and guidance for exploring opportunities for training, certification, and job placement.

It was moved by Mike Slavich; seconded by Jannine Livingston.

**Correction Needed: Format course content**

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**Item 2122-053**
Request to offer a course via Distance Education - ONLINE
CIT 111 Introduction to Programming

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

An amended motion was made by Alex Gardos; seconded by Mike Slavich to review items **2122-053 thru 2122-062** as a group. The motion was approved unanimously.

**Corrections needed to all CIT DE Requests: 2C, 5, 6, 8**

**Item 2122-054**
Request to offer a course via Distance Education - ONLINE
CIT 114 Introduction to Cloud Computing with DevOps

**Item 2122-055**
Request to offer a course via Distance Education - ONLINE
CIT 127 Python Programming I

**Item 2122-056**
Request to offer a course via Distance Education - ONLINE
CIT 139 Linux I

**Item 2122-057**
Request to offer a course via Distance Education - ONLINE
CIT 140 Linux II

**Item 2122-058**
Request to offer a course via Distance Education - ONLINE
CIT 170 Server+

**Item 2122-059**
Request to offer a course via Distance Education - ONLINE
CIT 171 Network+

**Item 2122-060**
Request to offer a course via Distance Education - ONLINE
CIT 172 Database Essentials in Amazon Web Services
Item 2122-061
Request to offer a course via Distance Education - ONLINE
CIT 180 PC Maintenance – A+ Certification

Item 2122-062
Request to offer a course via Distance Education - ONLINE
CIT 221 Ethical Hacking

___X___ Approved  _____Not Approved  _____Tabled

Item 2122-063
Request to offer a course via Distance Education - ONLINE
ENGL 131 Creative Writing

It was moved by Christian Vaca; seconded by Gil Puga.

An amended motion was made by Wendy Carrera; seconded by Melissa Rifino-Juarez to review items 2122-063 thru 2122-064 as a group. The motion was approved unanimously.

Corrections Needed to both ENGL DE Requests: C, 8

Item 2122-064
Request to offer a course via Distance Education - ONLINE
ENGL 231 Advanced Creative Writing

___X___ Approved  _____Not Approved  _____Tabled

Item 2122-065
Request to offer a course via Distance Education - ONLINE
HUM 130 Contemporary Mexican-American Culture

It was moved by Sean Hughes; seconded by Jannine Livingston.

Corrections Needed: 1B, 2B, 2C, 3, 5, 6, 8, 9

___X___ Approved  _____Not Approved  _____Tabled

Item 2122-066
Request to offer a course via Distance Education - ONLINE
MRKT 172 Advertising and Promotion

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

An amended motion was made by Alex Gardos; seconded by Mike Slavich to review items 2122-066 thru 2122-068 as a group. The motion was approved unanimously.

Corrections Needed to all MRKT DE Requests: 2C, 5, 8
Item 2122-067
Request to offer a course via Distance Education - ONLINE
MRKT 173 Principles of Selling

Item 2122-068
Request to offer a course via Distance Education - ONLINE
MRKT 174 Small Business Marketing and Advertising

___X___ Approved  ______Not Approved  ______Tabled

It was moved by Gil Puga; seconded by Christian Vaca to review items 2122-069 thru 2122-074 as a group. The motion was approved unanimously.

Item 2122-069
Revised Certificate of Achievement
Creative Writing
Changes – Units from 22 to 21.5, removal of ENGL 201/201H – addition of ENGL 231 & LIT 140H

Item 2122-070
Revised Certificate of Achievement
Novel Writing
Changes – Units from 16 to 15.5, removal of ENGL 201/201H – addition of ENGL 231

Item 2122-071
Revised Certificate of Achievement
Playwriting and Screenwriting
Changes – Units from 16 to 15.5, removal of ENGL 201/201H – addition of ENGL 231

Item 2122-072
Revised Certificate of Achievement
Poetry Writing
Changes – Units from 16 to 15.5, removal of ENGL 201/201H – addition of ENGL 231

Item 2122-073
Revised Certificate of Achievement
Short Story Writing
Changes – Units from 16 to 15.5, removal of ENGL 201/201H – addition of ENGL 231

Item 2122-074
Revised Certificate of Achievement
Writing for Children
Changes – Units from 16 to 15.5, removal of ENGL 201/201H – addition of ENGL 231

___X___ Approved  ______Not Approved  ______Tabled
Item 2122-075
New Noncredit Certificate of Completion
California Property Taxation and Appraisal

Description
The Noncredit Certificate of Completion in California Property Taxation and Appraisal certifies educational preparation for a specialized segment of the industry: property appraisal and assessment. Four courses comprise this certificate: NBIZ 020 Workforce Preparation, NBIZ 040 Real Estate Principles, NBIZ 041 Real Estate Appraisal, and NBIZ 050 California Property Taxation and Assessment. The certificate program was designed in consultation with the Los Angeles County Office of the Assessor (LACOA) and Workforce Development for Aging and Community Services (WDACS) to meet the ongoing hiring needs for appraisers in public and private sectors.

It was moved by Jannine Livingston; seconded by Christian Vaca.

__X__ Approved  ______Not Approved  ______Tabled

IV. **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.

*Distance Education Requests pending 508 compliance and review prior to 2nd read approval. (These items have not been evaluated to follow our DE model guidelines.)*

*(First Read 10/30/19)*
*Item 1920-107*
Request to offer a course via Distance Education – HYBRID
KIN 297 Advanced Athletic Training

*(First Read 11/6/19)*
*Item 1920-147*
Request to offer a course via Distance Education - ONLINE
ED 110 Introduction to Teaching

*(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
(First Read 02/05/20)
Item 1920-266
Request to offer a Course via Distance Education
TCED 044 OSHA Workplace Safety – ONLINE

(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

(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

(First Read 04/01/20)
Item 1920-392
Request to Offer a Course via Distance Education - ONLINE
LOG 110 Warehouse Management

(First Read 04/22/20)
Item 1920-431
Request to offer a Course via Distance Education - ONLINE
LOG 105 Purchasing Management

Item 1920-432
Request to offer a Course via Distance Education - ONLINE
LOG 115 Inventory Management

(First Read 05/20/20)
Item 1920-495
Request to offer a Course via Distance Education - ONLINE
KIN 115 Fitness Specialist Internship

(First Read 09/09/20)
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

(First Read 11/04/20)
Item 2021-078
Request to offer a course via Distance Education – HYBRID
SPCH 101H Public Speaking Honors

(First Read 03/03/21)
Item 2021-170
Request to Offer a Course via Distance Education – ONLINE
COUN 104 – Stress and Anxiety Management for Emotional Well-Being

(First Read 03/17/21)
Item 2021-224
Request to offer a course via Distance Education - ONLINE
ANIM 101 Introduction to Digital 3-D Animation

Item 2021-225
Request to offer a course via Distance Education - ONLINE
ANIM 105 Principles of 3-D Digital Animation

Item 2021-226
Request to offer a course via Distance Education - ONLINE
ANIM 110 Digital Character Animation

Item 2021-227
Request to offer a course via Distance Education - ONLINE
ANIM 130 Modeling for Games

Tabled Item from March 24, 2021
Item 2021-248
Request to offer a course via Distance Education – ONLINE
BIOL 125 Human Anatomy

Item 2021-267
Request to offer a course via Distance Education – ONLINE
ENGT 150 AutoCAD for Basic CADD Applications

(First Read 05/12/21)
Item 2021-266
Request to offer a course via Distance Education – ONLINE
ED 110 Introduction to Teaching
Item 2021-268
Request to offer a course via Distance Education – ONLINE
GIS 130 Field Data Applications for GIS

Item 2021-269
Request to offer a course via Distance Education – ONLINE
GIS 221 Cartography Design and Geographic Information Systems

Item 2021-270
Request to offer a course via Distance Education – ONLINE
GIS 222 GIS for Civil Engineering and Public Works

Item 2021-271
Request to offer a course via Distance Education – ONLINE
GIS 230 GIS for Geographic Information Systems (GIS) in Environmental Technology

Item 2021-272
Request to offer a course via Distance Education – ONLINE
GIS 280 Geospatial Programming and Web Services

Item 2021-273
Request to offer a course via Distance Education – ONLINE
GIS 281 Crime Mapping and Analysis

Item 2021-274
Request to offer a course via Distance Education – ONLINE
KINA 136 Pilates Mat I

Item 2021-275
Request to offer a course via Distance Education – ONLINE
KINA 140 Walking for Fitness

Item 2021-276
Request to offer a course via Distance Education – ONLINE
KINA 148 Strength Training

Distance Ed Requests pending 508 compliance approval only (These items have been evaluated to follow the DE model guidelines).

(First Read 05/12/21)
Item 2021-348
Request to offer a course via Distance Education – ONLINE
CHIN 101 Chinese I

Item 2021-349
Request to offer a course via Distance Education – ONLINE
CHIN 102 Chinese II
Item 2021-350
Request to offer a course via Distance Education – ONLINE
ENGT 105 Introduction to Technical Freehand Sketching

Item 2021-351
Request to offer a course via Distance Education – ONLINE
ENGT 122 Engineering Design Graphics

Item 2021-352
Request to offer a course via Distance Education – ONLINE
ENGT 131 Engineering and Manufacturing Applications of Technical Drawing

Item 2021-353
Request to offer a course via Distance Education – ONLINE
ENGT 170 MicroStation for Basic CADD Applications

Item 2021-354
Request to offer a course via Distance Education – ONLINE
ENGT 200 Intermediate CAD Modeling for Design & Production

Item 2021-355
Request to offer a course via Distance Education – ONLINE
ENGT 231 Technical Product Design and Presentation

Item 2021-356
Request to offer a course via Distance Education – ONLINE
ENGT 250 Parametric Modeling 3D Applications for Mechanical Design

Item 2021-357
Request to offer a course via Distance Education – ONLINE
ENGT 270 SolidWorks for 3D Modeling and Prototype Applications

Item 2021-358
Request to offer a course via Distance Education – ONLINE
FR 201 French III

Item 2021-359
Request to offer a course via Distance Education – ONLINE
FR 202 French IV

Item 2021-360
Request to offer a course via Distance Education – ONLINE
JAPN 101 Japanese I

Item 2021-361
Request to offer a course via Distance Education – ONLINE
JAPN 102 Japanese II
Item 2021-362
Request to offer a course via Distance Education – ONLINE
KINA 158 Yoga I

Item 2021-363
Request to offer a course via Distance Education – ONLINE
LOG 130 Computerized Logistics

Item 2021-364
Request to offer a course via Distance Education – ONLINE
LOG 135 Quality Management Concepts

Item 2021-365
Request to offer a course via Distance Education – ONLINE
SPCH 140 Argumentation and Debate

Item 2021-366
Request to offer a course via Distance Education – ONLINE
NVOC 150 AutoCAD for Basic CADD Applications

Item 2021-367
Request to offer a course via Distance Education – ONLINE
NVOC 170 Microstation Basic CADD

Item 2021-368
Request to offer a course via Distance Education – ONLINE
NVOC 250 Parametric Modeling 3D Applications

Item 2021-369
Request to offer a course via Distance Education – ONLINE
NVOC 270 SolidWorks for 3D Modeling and Prototype Applications

(First Read 09/15/21)
Item 2022-019
Request to offer a course via Distance Education – ONLINE
KIN 190 Women in Sports

Item 2022-020
Request to offer a course via Distance Education – ONLINE
LOG 125 Contract Management

Item 2022-021
Request to offer a course via Distance Education – ONLINE
NBIZ 020 Workforce Preparation: 21st Century Skills

Item 2022-022
Request to offer a course via Distance Education – ONLINE
NBIZ 050 California Property Taxation and Assessment
V. **DISCUSSION ITEMS**

Dr. Don Miller, VP of Academic Affairs, introduced himself and stated that he is excited to be working with the Curriculum Committee. He stated that in the past, he was a faculty member for over 20+ years and that he also had served on Curriculum Committees as well as Academic Senate Committees.

Mike Slavich informed the committee that the First Year Seminar courses had not been offered in quite a while. He asked the Division Representatives to discuss the FYS course offerings with their divisions. If there are not plans to offer these courses in the future, then his suggestion is to remove them from the catalog. Melissa Rifino-Juarez commented that these courses had been originally written for a Title 5 Grant. She suggested that Sheila Lynch and/or Barbara Salazar be contacted about the status of the grant before any final decision is made to delete the courses. Elizabeth Ramirez said she will follow up on this and report back at the next curriculum meeting.

Mike Slavich reminded the committee that we have approved the use of the Emergency DE requests only through Fall 2021. If the intent is to use the Emergency DE for Spring 2022 we will need to approve that. Don Miller added that the Chancellor’s Office will accept whatever we decide to do locally. It was decided to vote on the extension of Emergency Distance Ed for Spring 2022 at the next meeting.

Elizabeth announced that AB 361 had been approved by Governor Newsome. This will allow our committee to continue to meet via teleconferencing through December 2021 as long as certain criteria continue to be met.

VI. **ADJOURNMENT**

Elizabeth announced that the next meeting will be September 29, 2021. Meeting adjourned at 12:10 p.m.