

**Rio Hondo Community College District
Curriculum Committee
Minutes
Wednesday, September 29, 2021 – Remote
Zoom ID# 93640745658**

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

Voting Members Absent: Claudia Rivas, Mike Slavich, Student Representative – Jahira Reynoso

Non-Voting Members Absent: Rose Sanceda

Guests: Dr. Don Miller, Gita Runkle, Henry Tran

I. APPROVAL OF THE MINUTES FROM SEPTEMBER 22, 2021

It was moved by Jannine Livingston; seconded by Dorali Pichardo-Diaz.

X_ Approved Not Approved Tabled

II. PUBLIC COMMENT: *No comments*

III. ACTION ITEMS

A) Approval of Consent Agenda:

Item 2122-076

Delete from catalog
COUN 101A College and Life Success

Item 2122-077

Delete from catalog
COUN 101B College and Life Success

It was moved by Jannine Livingston; seconded by Ted Preston to approve **Items 2122-076 through 2122-077.**

X_ Approved Not Approved Tabled

B) Second Readings:

It was moved by Jannine Livingston; seconded by Rose Marie Gaw to approve items **2122-050 thru 2122-052 and 2122-069 thru 2122-075** for second read.

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 cultures worldwide 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 healthy manner.

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.

Item 2122-052

New Noncredit Course

NBIZ 008 Information Systems for Business

Description

This course provides a 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.

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

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. The certificate comprises four courses: 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.

Approved

Not Approved

Tabled

C) First Readings:

Item 2122-078

Credit Course Revision

ACCT 100 Introduction to Accounting

Advisory, updated textbook

It was moved by Alex Gardos; seconded by Rose Gaw.

Approved

Not Approved

Tabled

Item 2122-079

**Credit Course Revision
ACCT 103 Payroll Accounting
Updated textbook**

It was moved by Melissa Rifino-Juarez; seconded by Wendy Carrera.

Approved Not Approved Tabled

Item 2122-080

**Credit Course Revision
ACCT 105 Income Tax Accounting
Updated textbook**

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

Approved Not Approved Tabled

Item 2122-081

**Credit Course Revision
ACCT 107 Accounting Ethics
Updated textbook**

It was moved by Janet Cha; seconded by Gil Puga.

Approved Not Approved Tabled

Item 2122-082

**Credit Course Revision
ACCT 108 Volunteer Income Tax Assistance Program I
Updated textbook**

It was moved by Janet Cha; seconded by Ryan Carey.

Approved Not Approved Tabled

Item 2122-083

**Credit Course Revision
ACCT 203 Introduction to Cost Accounting
Advisory, updated textbook**

It was moved by Christian Vaca; seconded by Alex Gardos.

Approved Not Approved Tabled

Item 2122-084

**Credit Course Revision
ACCT 299 Directed Study: Accounting
Minor revisions to content**

It was moved by Janet Cha; seconded by Dorali Pichardo-Diaz.

Approved Not Approved Tabled

Item 2122-085

Credit Course Revision

**COUN 100 Introduction to College Survival
Advisory, minor revisions to content**

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

Approved Not Approved Tabled

Item 2122-086

Credit Course Revision

**COUN 101 College and Life Success
Updated text, minor revisions to content**

It was moved by Ted Preston; seconded by Melissa Rifino-Juarez.

Corrections Needed: Assignments/Course Content

Approved Not Approved Tabled

Item 2122-087

**Request to offer a course via Distance Education – ONLINE
OENG 041 Introduction to Apprenticeship**

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

Corrections Needed: Items 1A, 2B, 3, 8, 9, 10

Approved Not Approved Tabled

It was moved by Ted Preston; seconded by Alex Gardos to review **items 2122-088 thru 2122-103** as a group.

Corrections Needed: Items 1A, 2B, 3, 8, 9, 10

Item 2122-088

**Request to offer a course via Distance Education – ONLINE
OENG 042 Grade Checking**

Approved Not Approved Tabled

Item 2122-089

**Request to offer a course via Distance Education – ONLINE
OENG 043 Equipment Operator**

Approved Not Approved Tabled

Item 2122-090

**Request to offer a course via Distance Education – ONLINE
OENG 044 Plan Reading**

Approved Not Approved Tabled

Item 2122-091

**Request to offer a course via Distance Education – ONLINE
OENG 045 Skills Specialization**

Approved Not Approved Tabled

Item 2122-092

**Request to offer a course via Distance Education – ONLINE
OENG 052 Welding**

Approved Not Approved Tabled

Item 2122-093

**Request to offer a course via Distance Education – ONLINE
OENG 053 Introduction to Hydraulics**

Approved Not Approved Tabled

Item 2122-094

**Request to offer a course via Distance Education – ONLINE
OENG 054 Advanced Hydraulics/Pneumatics**

Approved Not Approved Tabled

Item 2122-095

**Request to offer a course via Distance Education – ONLINE
OENG 055 Engines-Gasoline and Diesel**

Approved Not Approved Tabled

Item 2122-096

**Request to offer a course via Distance Education – ONLINE
OENG 056 Component Disassembly and Assembly**

Approved Not Approved Tabled

Item 2122-097

**Request to offer a course via Distance Education – ONLINE
OENG 062 Structural Masonry Inspection**

Approved Not Approved Tabled

Item 2122-098

**Request to offer a course via Distance Education – ONLINE
OENG 063 Reinforced Concrete Inspection**

Approved Not Approved Tabled

Item 2122-099

**Request to offer a course via Distance Education – ONLINE
OENG 064 Structural Steel/Welding**

Approved Not Approved Tabled

Item 2122-100

**Request to offer a course via Distance Education – ONLINE
OENG 065 Prestressed Concrete Inspector**

Approved Not Approved Tabled

Item 2122-101

**Request to offer a course via Distance Education – ONLINE
OENG 066 Soil Testing and Inspection**

Approved Not Approved Tabled

Item 2122-102

**Request to offer a course via Distance Education – ONLINE
OENG 067 Structural Steel/Bolting**

Approved Not Approved Tabled

Item 2122-103

**Request to offer a course via Distance Education – ONLINE
OENG 068 Non-Destructive Testing (NDT)**

Approved Not Approved Tabled

Item 2122-104

**Request to offer a course via Distance Education – ONLINE
WELD 041 Elementary Metallurgy**

It was moved by Alex Gardos; seconded by Christian Vaca.

Corrections Needed: 1B, 2A, 2B, 2C, 2D, 3, 5, 6, 7, 8, 9, 10

Approved Not Approved Tabled

Item 2122-105

**Request to offer a course via Distance Education – ONLINE
PHIL 122 Philosophical Perspectives on Death & Dying**

It was moved by Ted Preston; seconded by Ryan Carey.

Corrections Needed: 1A and 3

Approved Not Approved Tabled

Item 2122-106

**GE Request
PHIL 122 Philosophical Perspectives on Death & Dying
RHC Area 7B
CSU Area C2, E
IGETC Area 3B**

It was moved by Ryan Carey; seconded by Christian Vaca.

Approved Not Approved Tabled

Item 2122-107

**Degree Change
General Studies with an Emphasis in Science and Mathematics
Course Additions**

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

Approved Not Approved Tabled

Item 2122-108

**Degree Change
General Studies with an Emphasis in Social Behavior and Self-Development
Course Additions**

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

Approved Not Approved Tabled

Item 2122-109

**Degree Change
General Studies with an Emphasis in Social Sciences
Course Additions**

It was moved by Christian Vaca; seconded by Ted Preston.

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 Programing 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

(First Read 09/22/21)

Item 2122-053

Request to offer a course via Distance Education - ONLINE
CIT 111 Introduction to Programming

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

Item 2122-063

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

Item 2122-064

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

Item 2122-065

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

Item 2122-066

**Request to offer a course via Distance Education - ONLINE
MRKT 172 Advertising and Promotion**

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**

V. DISCUSSION ITEMS

1. Elizabeth Ramirez – How to cite OER in the COR.

Elizabeth Ramirez shared a document with examples of how to properly site OER in CurriQunet under the textbook tab. The document will be available on the Curriculum Webpage for reference.

2. Elizabeth Ramirez – Emergency Distance Ed approval for Spring 2022.

It was moved by Gil Puga; seconded by Wendy Carrera to extend the Emergency Distance Ed Requests through Spring 2022. The motion was approved unanimously.

3. Elizabeth Ramirez – Follow up on FYS courses

Elizabeth reported back to the committee that Barbara Salazar confirmed that the Title V Avance grant ended in Fall 2020. Due to this information, she asked that the committee members get feedback from their divisions as to whether the courses should be deleted from the catalog or from curriculum.

Melissa Rifino-Juarez reported there was a possibility that Guided Pathways may be revising these courses to be used for incoming Freshman in the Summer Bridge program. Ted Preston heard that it was possible the courses would be reduced to 1 unit.

Elizabeth then asked Division Members to discuss with their divisions and confirm whether the courses will be revised or removed from curriculum.

Other Discussion Items

Elizabeth shared a document prepared by Christian Vaca and Mike Garabedian that provides instruction on the preparation of Course Revisions in CurriQunet. Elizabeth will be forwarding the document to all Division Reps as well as uploading to the Curriculum webpage.

Elizabeth announced that Program Review will be in December. It is required that one Curriculum Committee member volunteer to serve on this committee per day. Program review will be the week of December 6th.

VI. ADJOURNMENT

Elizabeth announced that there may not be a meeting on October 6th. She will email the committee members by end of day Friday, October 1st with confirmation. Meeting adjourned at 12:30 p.m.