Rio Hondo Community College District
Curriculum Committee
Minutes
Wednesday, April 13, 2022 – Remote
Zoom ID# 98838565188

Voting Members Present: Ryan Carey, Janet Cha, Alex DeJean, Cameron English, Mike Garabedian, Nancy Garcia, Alex Gardos, Rose Marie Gaw, Sean Hughes, Ed Izaguirre, Jannine Livingston, Dorali Pichardo-Diaz, Gil Puga, Elizabeth Ramirez, Melissa Rifino-Juarez, Mike Slavich, Stephen Smith

Voting Members Absent: Marius Dornean, Wendy Huang-Jimenez, Sondra Moe, Ted Preston, Claudia Rivas, Michael Saakyan, Student Representative-Mathew De Haro

Non-Voting Members Absent: Rose Sanceda

I. APPROVAL OF THE MINUTES FROM MARCH 23, 2022

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

___X___ Approved  ______Not Approved  _____1___ Abstention

II. PUBLIC COMMENT: N/A

III. ACTION ITEMS

A) Approval of Consent Agenda: No Items

B) Second Readings:

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

Item 2122-388
Credit Course Revision
ANIM 134 Mech and Vehicle Design
Updates to: Advisory, description, textbook, and minor content updates

Item 2122-389
Credit Course Revision
ANIM 135 Environment Design
Updates to: Advisory, description, textbook, and minor content updates

Item 2122-390
Credit Course Revision
BIOL 125 Human Anatomy
Updates to: Description
**Item 2122-391**

New Credit Course  
KIN 136 Pilates Mat Teaching: Foundations  
**Description**  
This course includes foundational information necessary for students interested in teaching Pilates Mat classes. The course will focus on establishing a personal practice in combination with an experiential analysis of the physical fitness system created by Joseph Pilates. The course will also introduce the student to the history and philosophy of Pilates Mat, as well as the methodologies and business of teaching Pilates Mat. This course is designed for students pursuing the proposed Pilates Mat Teacher Training Certificate, a career teaching Pilates Mat in the fitness industry, or for those interested in furthering their understanding of the effects and benefits of Pilates for health, fitness, rehabilitation, and overall physical performance and endurance.

**Item 2122-392**

New Credit Course  
KINA 236 Pilates Mat II  
**Description**  
KINA 236 is a continuation of KINA 136, and builds upon the basic Pilates Mat exercises covered in KINA 136. The exercises in this course are designed to further increase strength in the abdominal and spinal musculature. Students engage in exercises and learn how to utilize props (e.g., magic circles, stretch/exercise bands, mini balls, gliders, and hand weights) designed to further increase awareness of body alignment, torso strength, and spine and limbs as well as to increase endurance while fine-tuning breathing techniques utilized in strength training exercises. Additionally, students advance their coordination and balance, and learn about the muscle groups and their actions being utilized during traditional Pilates Mat work. This course is suitable for students interested in conditioning, dance, athletics, and fitness, or those seeking to increase overall strength to better support the spine in everyday activities. The course is required for the Mat Pilates Teacher Training Certificate.

**Item 2122-393**

Delete from Curriculum  
NBAS 008 Personal Learning Skills

**Item 2122-394**

Delete from Curriculum  
NCOA 013 Current Topics for Older Adults

**Item 2122-395**

Delete from Curriculum  
NCOA 014 Tai Chi Chuan for Older Adults

**Item 2122-396**

Delete from Curriculum  
NESL 034 ESL Multi-Level I

**Item 2122-397**

Delete from Curriculum  
NESL 035 ESL Multi-Level
Item 2122-398
Delete from Curriculum
NESL 036 ESL Family Literacy

Item 2122-399
Delete from Curriculum
NHAN 001 Art Workshop for the Handicapped

Item 2122-400
Delete from Curriculum
NHEC 002 Soap Making as an Art and a Business

Item 2122-401
Delete from Curriculum
NVOC 0029 Effective Supervision

Item 2122-402
Credit Course Revision
POLS 130 Comparative Government
Updates to: Description and textbook

Item 2122-405
Request to Offer a Course via Distance Education - ONLINE
BIOL 125 Human Anatomy

___X___ Approved   ____Not Approved   ____Abstention

C) First Readings: Continued from March 23, 2022

It was moved by Jannine Livingston; seconded by Sean Hughes to review items 2122-408 and 2122-409 as a group.

Item 2122-408
Request to Offer a Course via Distance Education - ONLINE
POLS 130 Comparative Government

Correction needed: 1B

___X___ Approved   ____Not Approved   ____Tabled

Item 2122-409
Request to Offer a Course via Distance Education - ONLINE
POLS 140 International Relations

Correction needed: 1B

___X___ Approved   ____Not Approved   ____Tabled
It was moved by Alex Gardos; seconded by Ryan Carey to review the Course Discipline Assignments as group, (Items 2122-410 through 2122-415)

**Item 2122-410**
Request for Assigning Courses to Discipline
ASTR 137 An Introduction to Cosmology: From the Big Bang to the Multiverse

__X__ Approved  ____Not Approved  ____Tabled

**Item 2122-411**
Request for Assigning Courses to Discipline
BIOT 120, BIOT 130, BIOT 230, BIOT 240

__X__ Approved  ____Not Approved  ____Tabled

**Item 2122-412**
Request for Assigning Courses to Discipline
ENGR 100, ENGR 140, ENGR 240

__X__ Approved  ____Not Approved  ____Tabled

**Item 2122-413**
Request for Assigning Courses to Discipline
MATH 049B, MATH 251

__X__ Approved  ____Not Approved  ____Tabled

**Item 2122-414**
Request for Assigning Courses to Discipline
PHY 160, PHY 212, PHY 213, PHY 220, PHY 299A, PHY 299B, PHY 299C

__X__ Approved  ____Not Approved  ____Tabled

**Item 2122-415**
Request for Assigning Courses to Discipline
NART 285 Graphic Design Skills Development

__X__ Approved  ____Not Approved  ____Tabled

**First Readings – New**

It was moved by Rose Marie Gaw; seconded by Melissa Rifino-Juarez to review items 2122-416 and 2122-417 as a group.

**Item 2122-416**
Credit Course Revision
LIT 145 Introduction to the Short Story
Updates to: Textbook
Item 2122-417
Credit Course Revision
LIT 145H Introduction to the Short Story Honors
Updates to: Textbook

Correction Needed: Description

Item 2122-418
New Noncredit Course
NCOM 285 Journalism and Mass Communications Skills Development
Description
This course complements the RDIO, MSCM, and JOUR lab and lecture courses and is designed to provide an additional opportunity for students to practice concepts covered in the lab and lecture courses and enhance their work in preparation. These instructional activities are not available in the regular lecture/lab courses and are not required for the grade in the courses. It is recommended that students have previously taken or are currently enrolled in any Rio Hondo College Mass Communications course with a prefix of JOUR, RDIO, or MSCM.

It was moved by Rose Marie Gaw; seconded by Jannine Livingston.

Correction Needed: Description

Item 2122-419
Credit Course Revision
MATH 049A How to be a Successful STEM Student
Updates to: Prefix to STEM

Correction Needed: Description

Item 2122-420
Credit Course Revision
MATH 049B Becoming a STEM Researcher
Updates to: Prefix to STEM

Correction Needed: Description

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Approved | Not Approved | Tabled
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It was moved by Jannine Livingston; seconded by Alex Gardos to review items 2122-421 through 2122-427 as a group.

**Item 2122-421**  
Request to Offer a Course via Distance Education - *ONLINE*  
MATH 013E Essential Topics for Statistics

*Correction Needed: #2C add (DE) and (IT), #5 ADD (LMS) acronym*  

___X___ Approved  
____Not Approved  
____Tabled

**Item 2122-422**  
Request to Offer a Course via Distance Education - *ONLINE*  
MATH 015E Essential Topics for Survey of Mathematics

*Correction Needed: #2C add (DE) and (IT), #5 ADD (LMS) acronym*  

___X___ Approved  
____Not Approved  
____Tabled

**Item 2122-423**  
Request to Offer a Course via Distance Education - *ONLINE*  
MATH 016E Essential Topics for College Algebra

*Correction Needed: #2C add (DE) and (IT), #5 ADD (LMS) acronym*  

___X___ Approved  
____Not Approved  
____Tabled

**Item 2122-424**  
Request to Offer a Course via Distance Education - *ONLINE*  
MATH 017E Essential Topics for Plane Trigonometry

*Correction Needed: #2C add (DE) and (IT), #5 ADD (LMS) acronym*  

___X___ Approved  
____Not Approved  
____Tabled

**Item 2122-425**  
Request to Offer a Course via Distance Education - *ONLINE*  
MATH 018E Essential Topics for Pre-Calculus

*Correction Needed: #2C add (DE) and (IT), #5 ADD (LMS) acronym*  

___X___ Approved  
____Not Approved  
____Tabled

**Item 2122-426**  
Request to Offer a Course via Distance Education - *ONLINE*  
MATH 190 Calculus I

*Correction Needed: #2C add (DE) and (IT), #5 ADD (LMS) acronym*
Item 2122-427  
Request to Offer a Course via Distance Education - ONLINE  
MATH 191 Calculus II  

*Correction Needed: #2C add (DE) and (IT), #5 ADD (LMS) acronym*

__X_ Approved _______Not Approved _______Tabled

IV. **UNFINISHED BUSINESS:**

Elizabeth Ramirez announced that CHST 146, HUM 130, and MATH 049A passed the 508 accessibility check. A motion was made by Sean Hughes; seconded by Jannine Livingston to move the items from Unfinished Business to Second Read.

__X_ Approved _______Not Approved _______Tabled

It was moved by Melissa Rifino-Juarez; seconded by Alex Gardos to approve items 2122-065, 2122-181, and 2122-255 for second read.

__X_ Approved _______Not Approved _______Tabled

*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 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

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).

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 2021-362
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 2122-065
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

(First Read 09/29/21)
Item 2122-087
Request to offer a course via Distance Education – ONLINE
OENG 041 Introduction to Apprenticeship

Item 2122-088
Request to offer a course via Distance Education – ONLINE
OENG 042 Grade Checking

Item 2122-089
Request to offer a course via Distance Education – ONLINE
OENG 043 Equipment Operator

Item 2122-090
Request to offer a course via Distance Education – ONLINE
OENG 044 Plan Reading

Item 2122-091
Request to offer a course via Distance Education – ONLINE
OENG 045 Skills Specialization

Item 2122-092
Request to offer a course via Distance Education – ONLINE
OENG 052 Welding

Item 2122-093
Request to offer a course via Distance Education – ONLINE
OENG 053 Introduction to Hydraulics
Item 2122-094
Request to offer a course via Distance Education – ONLINE
OENG 054 Advanced Hydraulics/Pneumatics

Item 2122-095
Request to offer a course via Distance Education – ONLINE
OENG 055 Engines-Gasoline and Diesel

Item 2122-096
Request to offer a course via Distance Education – ONLINE
OENG 056 Component Disassembly and Assembly

Item 2122-097
Request to offer a course via Distance Education – ONLINE
OENG 062 Structural Masonry Inspection

Item 2122-098
Request to offer a course via Distance Education – ONLINE
OENG 063 Reinforced Concrete Inspection

Item 2122-099
Request to offer a course via Distance Education – ONLINE
OENG 064 Structural Steel/Welding

Item 2122-100
Request to offer a course via Distance Education – ONLINE
OENG 065 Prestressed Concrete Inspector

Item 2122-101
Request to offer a course via Distance Education – ONLINE
OENG 066 Soil Testing and Inspection

Item 2122-102
Request to offer a course via Distance Education – ONLINE
OENG 067 Structural Steel/Bolting

Item 2122-103
Request to offer a course via Distance Education – ONLINE
OENG 068 Non-Destructive Testing (NDT)

Item 2122-104
Request to offer a course via Distance Education – ONLINE
WELD 041 Elementary Metallurgy

Item 2122-105
Request to offer a course via Distance Education – ONLINE
PHIL 122 Philosophical Perspectives on Death & Dying
(First Read 10/06/21)
Item 2122-122
Request to Offer a Course via Distance Education - ONLINE
MUST 101 Introduction to Music Technology

Item 2122-123
Request to Offer a Course via Distance Education - ONLINE
MUST 105 Introduction to the Music Business

Item 2122-124
Request to Offer a Course via Distance Education - ONLINE
MUST 151 History of Electronic Music

(First Read 10/13/21)
Item 2122-147
Request to offer a course via Distance Education - ONLINE
NBIZ 007 Introduction to Information Systems

Item 2122-148
Request to offer a course via Distance Education - ONLINE
NBIZ 008 Information Systems for Business

Item 2122-149
Request to offer a course via Distance Education - ONLINE
SOC 110 Human Sexuality from a Cross-Cultural Perspective

(First Read 10/27/21)
Item 2122-181
Request to offer a course via Distance Education - ONLINE
CHST 146 The Mexican American in the History of the United States

(First Read 11/03/21)
Item 2122-202
Request to offer a Course via Distance Education - ONLINE
HIST 325 History of Science and Technology

Item 2122-203
Request to offer a Course via Distance Education - ONLINE
NBAS 030 Biology: Living Earth Systems I

Item 2122-204
Request to offer a Course via Distance Education - ONLINE
NBAS 031 Biology: Living Earth Systems II

(First Read 11/17/21)
Item 2122-255
Request to offer a course via Distance Education - ONLINE
MATH 049A How to be a Successful STEM Student
Item 2122-256
Request to offer a course via Distance Education - **ONLINE**
NBAS 044 American Government

Item 2122-257
Request to offer a course via Distance Education - **ONLINE**
NBAS 045 Principles of Economics

Item 2122-259
Request to offer a course via Distance Education - **HYBRID**
SOC 101H Introduction to Sociology Honors

Item 2122-260
Request to offer a course via Distance Education - **ONLINE**
SOC 120 Perspectives of Sex & Gender

*(First Read 12/01/21)*
Item 2122-304
Request to offer a course via Distance Ed Request – **ONLINE**
ACCT 103 Payroll Accounting

Item 2122-305
Request to offer a course via Distance Ed Request – **ONLINE**
ACCT 108 Volunteer Income Tax Assistance Program I

Item 2122-306
Request to offer a course via Distance Ed Request – **ONLINE**
ACCT 110 Excel for Business and Accounting

Item 2122-307
Request to offer a course via Distance Ed Request – **ONLINE**
ACCT 203 Introduction to Cost Accounting

*(First Read 02/09/22)*
Item 2122-342
Request to Offer a Course via Distance Education - **ONLINE**
NBAS 040 World History I: 1750-1918

Item 2122-343
Request to Offer a Course via Distance Education - **ONLINE**
NBAS 041 World History II: 1918-Present

Item 2122-344
Request to Offer a Course via Distance Education - **ONLINE**
NBAS 042 U.S. History I: Origins of the American Republic - 1945

Item 2122-345
Request to Offer a Course via Distance Education - **ONLINE**
NBAS 043 U.S. History II: 1945 – Present
Item 2122-346
Request to Offer a Course via Distance Education - ONLINE
NBAS 050 English 1A

Item 2122-347
Request to Offer a Course via Distance Education - ONLINE
NBAS 051 English 1B

Item 2122-348
Request to Offer a Course via Distance Education - ONLINE
NBAS 052 English 2A

Item 2122-349
Request to Offer a Course via Distance Education - ONLINE
NBAS 053 English 2B

Item 2122-350
Request to Offer a Course via Distance Education - ONLINE
NBAS 054 English 3A

Item 2122-351
Request to Offer a Course via Distance Education - ONLINE
NBAS 055 English 3B

(First Read 02/23/22)
Item 2122-374
Request to offer a course via Distance Education - ONLINE
CIT 192 Security+

Item 2122-375
Request to offer a course via Distance Education - ONLINE
EGSS 110 Introduction to Ethnic Studies

Item 2122-376
Request to offer a course via Distance Education - ONLINE
KIN 192 Health: Women’s Personal Health

Item 2122-377
Request to offer a course via Distance Education - ONLINE
SOC 120 Perspectives of Sex and Gender

(First Read 03/23/22)
Item 2122-403
Request to Offer a Course via Distance Education - ONLINE
ANIM 134 Mech and Vehicle Design
**Item 2122-404**  
Request to Offer a Course via Distance Education - *ONLINE*  
ANIM 135 Environment Design

**Item 2122-406**  
Request to Offer a Course via Distance Education - *ONLINE*  
MATH 180 Pre-Calculus

**Item 2122-407**  
Request to Offer a Course via Distance Education – *ONLINE*  
PHIL 115 Symbolic Logic

**V. DISCUSSION ITEMS**

**Elizabeth Ramirez – DE Technical Review update**

Elizabeth reported on the recommendation of the Distance Education Technical Review Committee. The committee has recommended that any DE requests in Unfinished Business, reviewed prior to the creation of the Model Distance Education Document, be sent back to the originators for updates using the new DE criteria and for verification that four weeks of the course has been built out in Canvas.

It was brought up that many of the DE requests that were submitted prior to the New Model DE document were submitted on the old paper forms. It was decided that paper requests will be sent back to the originators to be updated in CurrlQunet. The requests that have been approved for First Read prior to the creation of the Model Distance Education document will also be sent back to the originator to revise using the new DE model criteria. In addition to updating CurrlQunet, it will need to be verified that these requests have at minimum, four weeks of the Canvas Shell built and ready for review. It was also decided that if the necessary updates were not made or, if by the end of the Spring semester there was not any communication in regards to the updates, the requests would be dropped from unfinished business.

Elizabeth informed the committee that herself, Mike Slavich and Kathy Burdett would figure out the best process to return the requests to the originators for updates. At the next meeting, Elizabeth will inform the committee of progress in this area.

**Elizabeth Ramirez – Distance Ed Requests in CurrlQunet**

Elizabeth shared that a new process has been created in CurrlQunet for Distance Education requests. The reason this was created was for tracking purposes. She shared her screen to show the committee members how to use the new “Course Revision for Distance Education” tab. It was decided that this tab should be renamed to “Distance Education Request” since when creating a DE Request, faculty are locked out of all other tabs that would be considered a “Course Revision”

**Elizabeth Ramirez – Review of By-laws draft – No report due to time constraints**

**Elizabeth Ramirez - Equitable Placement/AB 705 follow-up discussion – No report due to time constraints**

**VI. ADJOURNMENT**

Elizabeth announced that there will not be a meeting on April 20, 2022.

Meeting adjourned at 12:30 p.m.