Rio Hondo Community College District
Curriculum Committee
Minutes
Wednesday, February 22, 2023 – Remote
Zoom ID#864 9932 8617

Voting Members Present: Janet Cha, Dorali Pichardo-Diaz, Marius Dornean, Joaquin Duran, Cameron English, Mike Garabedian, Nancy Garcia, Alex Gardos, Rose Marie Gaw, Sean Hughes, Ed Izaguirre, Jannine Livingston, Sondra Moe, Abbie Perry, Gil Puga, Elizabeth Ramirez, Claudia Rivas, Michael Saakyan, Mike Slavich, Stephen Smith, Ralph Velazquez

Voting Members Absent: Ryan Carey, Wendy Huang-Jimenez, Student Representative Victoria Reyes

Non-Voting Members Absent: Leigh Ann Unger

Guests: Jim Engen, Yolanda Emerson, Charlene Jin, Claudia Romo, George Wheeler

I.   Call to Order

Meeting called to order at 11:15 a.m.

II.   APPROVAL OF THE MINUTES FROM FEBRUARY 8, 2023

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

__X_ Approved   ____Not Approved   __1__Abstention

III.   PUBLIC COMMENT: *No comment*

IV.   ACTION ITEMS

   A) **Approval of Consent Agenda:** *No Items*

   B) **Second Readings:**

   Item 2223-314
   Credit Course Revision
   MATH 160 College Algebra
   Updates to: Prerequisite, advisory, and updated textbook

   Item 2223-316
   Request to Offer a Course via Distance Education – *ONLINE*
   PSY 127 Introduction to the Physiological Effects of Drugs of Abuse

   Item 2223-317
   Degree Change
   A.S. Alternative Fuels & Advanced Transportation Technology

Updates to: Courses and units

Item 2223-318
New Certificate of Achievement
Crime Scene Investigations and Forensics
Description
The Certificate of Achievement in Crime Scene Investigations and Forensics offers instruction in the areas of crime scene processing and documentation, evidence preservation, blood spatter, DNA, fingerprints, photography, report writing, and legal issues relating to physical evidence. The curriculum prepares students with a foundation in crime scene investigations and forensics and is designed to meet the needs of students desiring an entry-level civilian position working crime scenes or handling evidence, or enhancing the credentials of law enforcement officers interested in CSI.

Item 2223-319
Degree Change
A.S. Electric Vehicle and Fuel Cell Technology
Updates to: Courses and units

Item 2223-320
New Associate in Science for Transfer
Film, Television, and Electronic Media
Description
The **Associate in Science in Film, Television, and Electronic Media for Transfer (AS-T) Degree** is designed for students interested in communicating stories and ideas through moving images and recorded sound. Students in this program will gain an aesthetic appreciation for social and cultural phenomena and a critical understanding of film, television, and visual mediums, as well as practical skills in writing, directing, filming, editing, and producing work in these and other electronic media. It is intended to meet the lower division requirements for Radio, Television, Film, Video, and Electronic Arts majors (or similar majors) at a CSU campus that offers a Film, Television, and Electronic Media baccalaureate degree.

Item 2223-321
Degree Change
A.A. Music
Updates to: Courses, title, units and description

Item 2223-322
Degree Change
A.A. Photography
Updates to: Courses

Item 2223-323
Certificate Change
Spanish
Updates to: Units From: 18 TO: 16.50 – 18

Item 2223-324
New Noncredit Certificate of Competency
Pre-Algebra

Description

This is an academic preparation certificate for a course of study in essential algebra skills for successful achievement in secondary math education. Students gain foundational knowledge of algebra and practice applying quantitative thinking processes to solving basic algebraic equations using the order of operations.

Item 2223-325
Course Discipline Assignment
ENGR 141 Materials Science and Engineering

Item 2223-326
Course Discipline Assignment
ENGR 141L Materials Science and Engineering Lab

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

__X_ Approved   ____Not Approved   ____Abstention

C) First Readings:

Item 2223-327
New Credit Course
ART 147 Ceramic 3D Printing
Description

This course is an introduction to exploring 3D ceramic concepts through art and design using digital tools. Students are introduced to a digital workflow in the process of producing traditional forms of art. Students learn software, hardware, and other aspects of the production process utilized in ceramic 3D printing. This course is beneficial for all students interested in studio arts, entertainment design, and industrial design.

It was moved by Rose Marie Gaw; seconded by Marius Dornean.

__X_ Approved   ____Not Approved   __1__Abstention

Item 2223-328
New Credit Course
MUST 100 Pro Tools Fundamentals I
Description

The Pro Tools Fundamentals I course introduces fundamental Pro Tools concepts and principles, covering everything an individual will need to know to complete a basic Pro Tools project, from initial setup to final mixdown. Students also learn to build sessions that include multi-track recordings of live audio, MIDI sequences and virtual instruments. Hands-on exercises and projects introduce essential techniques for creating sessions, recording and importing audio and MIDI, editing session media, navigating sessions and arranging media on tracks, and using basic processing and mixing techniques to finalize a production.

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

__X_ Approved   ____Not Approved   ____Tabled

Item 2223-329
New Credit Course
MUST 110 Pro Tools Fundamentals II
Description
The Pro Tools Fundamentals II course expands upon the basic principles taught in the Pro Tools Fundamentals I course and introduces the core concepts and techniques students need to competently operate a Pro Tools system running mid-sized sessions. Students learn to build sessions designed for commercial purposes and improve the results of their recording, editing, and mixing efforts.
Guided exercises provide experience in setting up sessions, importing media, working with digital video, spotting sound effects, using loop recording and MIDI Merge techniques, and working with virtual instruments. Additional topics include warping with Elastic Audio, applying Real-Time Properties, creating clip loops, applying signal processing, using automation, and using submixes and track groups to simplify a final mix. Together with the first course in the series, Pro Tools Fundamentals I, this course provides the training required to prepare for the Avid Certified User: Pro Tools certification exam.

It was moved by Rose Marie Gaw; seconded by Marius Dornean.

  __X_ Approved   ____Not Approved   ____Tabled

Item 2223-330
Credit Course Revision
MUST 125 Sound Design I
Updates to: Advisory, prerequisite, title, and minor description changes

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

  __X_ Approved   ____Not Approved   ____Tabled

Item 2223-331
New Credit Course
MUST 130 Pro Tools for Game Audio
Description
The Pro Tools for Game Audio course provides students with exposure to the core skills, workflow, and concepts involved in creating and implementing game audio using Pro Tools systems. It covers basic sound design techniques along with example workflows. Session time is divided between demonstration and guided practice, with ample time to experiment with sample material. Together with the Pro Tools Fundamentals I course, this course provides the training required to prepare for the Avid Certified User: Pro Tools for Game Audio certification exam.

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

  __X_ Approved   ____Not Approved   ____Tabled

Item 2223-332
Credit Course Revision
MUST 141 Recording Studio I
Updates to: Advisory, prerequisite, and minor description updates.

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

   __X_ Approved   ____Not Approved   ____Tabled

Item 2223-333
Credit Course Revision
MUST 145 Live Sound Reinforcement I
Updates to: Advisory, prerequisite and minor description updates.

 It was moved by Rose Marie Gaw; seconded by Sondra Moe.

   __X_ Approved   ____Not Approved   ____Tabled

Item 2223-334
New Credit Course
MUST 201 Pro Tools Production I
Description
The Pro Tools Production I course covers the core concepts and skills needed to operate an Avid Pro Tools Ultimate system with HD-series hardware in a professional studio environment. This course builds on the Pro Tools Fundamentals I and II series of courses, providing intermediate and advanced-level Pro Tools concepts and techniques. Students learn to customize the configuration of Pro Tools | HD Native systems to maximize results and improve recording, editing, and mixing workflows. Guided exercises provide experience optimizing system resources, configuring I/O, navigating and color-coding sessions, managing session media, using advanced selection and auditioning techniques, working with clip gain, applying advanced automation techniques, creating submixes and applying parallel processing, advanced mixing and finishing techniques for a final mixdown. This course provides the foundational training for the Avid Certified Operator: Pro Tools | Music, and Avid Certified Operator: Pro Tools | Post certification exams.

It was moved by Jannine Livingston; seconded by Ed Izaguirre.

   __X_ Approved   ____Not Approved   ____Tabled

Item 2223-335
New Noncredit Course
NCOM 012 Academic Enrichment
Description
This course supports students in developing effective academic study skills and learning strategies for reaching their educational goals. Students gain various techniques for note-taking, test-taking, text reading, memorizing, time planning, and communicating. The course provides resources for managing stress, maintaining personal well-being, and community building in diverse settings.

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

   __X_ Approved   ____Not Approved   ____Tabled

It was motioned by Dorali Pichardo-Diaz; seconded by Alex Gardos to review **item 2223-336** and **Item 2223-337 as a group.**

Item 2223-336
Request to offer a course via Distance Education – *ONLINE*
ECON 101H Principles of Macroeconomics Honors

Correction needed: Question 1A

__X_ Approved   ____Not Approved   ____Tabled

Item 2223-337
Request to offer a course via Distance Education – *ONLINE*
ECON 102H Principles of Microeconomics Honors

__X_ Approved   ____Not Approved   ____Tabled

Item 2223-338
Request to offer a course via Distance Education – *ONLINE*
HUM 145 Women in the Humanities

It was moved by Alex Gardos; seconded by Marius Dornean.

Correction needed: Questions 2B, 2C, 3, 5

__X_ Approved   ____Not Approved   ____Tabled

Item 2223-339
Request to offer a course via Distance Education – *ONLINE*
READ 012 Learning Strategies

It was moved by Alex Gardos; seconded by Marius Dornean.

Correction Needed: Question 5

__X_ Approved   ____Not Approved   ____Tabled

Item 2223-340
Request to offer a course via Distance Education – *ONLINE*
SOC 101H Introduction to Sociology Honors

It was moved by Jannine Livingston; seconded by Marius Dornean.

Correction Needed: Question 1B, 3

__X_ Approved   ____Not Approved   ____Tabled

It was moved by Alex Gardos; seconded by Marius Dornean to review **item 2223-341** thru **item 2223-343** as a group.

Item 2223-341
Degree Change
General Studies with an Emphasis in Arts and Human Expression
Updates to: Course additions and minor description change

__X_ Approved   ____Not Approved   ____Tabled

Item 2223-342
Degree Change
General Studies with an Emphasis in Science and Mathematics
Updates to: Course additions and minor description change

__X_ Approved   ____Not Approved   ____Tabled

Item 2223-343
Degree Change
General Studies with an Emphasis in Social Behavior and Self-Development
Updates to: Course additions and minor description change

__X_ Approved   ____Not Approved   ____Tabled

Item 2223-344
New Noncredit Certificate of Competency
Precalculus I
Description
This is an academic preparation certificate for a course of study in math analysis and trigonometry for successful achievement in advanced secondary math education. Students achieve proficiency in conceptual analyses of algebraic, polynomial, rational, logarithmic, exponential, trigonometric functions and their application to calculations. Students who complete the program will be prepared to begin a course of study in calculus.

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

__X_ Approved   ____Not Approved   ____Tabled

Item 2223-345
New Noncredit Certificate of Competency
Precalculus II
Description
This is an academic preparation certificate for a precalculus course of study in advanced integrated secondary math education. Students achieve proficiency in conceptual analyses of algebraic, polynomial, rational, logarithmic, exponential, trigonometric functions and their application to calculations. Students who complete the program will be prepared to begin a course of study in calculus.

It was moved by Ed Izaguirre; seconded by Sondra Moe.

__X_ Approved   ____Not Approved   ____Tabled

Item 2223-346
Course Discipline Assignment
HUSR 135 Law and Ethics in Human Services

  It was moved by Alex Gardos; seconded by Ed Izaguirre.

__X_ Approved   ____Not Approved   ____Tabled

Item 2223-347
Course Discipline Assignment
HUSR 136 Diverse Populations in Human Services

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

__X_ Approved   ____Not Approved   ____Tabled

It was moved by Jannine Livingston; seconded by Marius Dornean to review **item 2223-348** and **item 2223-349** as a group.

Item 2223-348
Course Discipline Assignment
READ 101 Critical Reading

__X_ Approved   ____Not Approved   ____Tabled

Item 2223-349
Course Discipline Assignment
READ 134 Academic Success and Lifelong Learning

__X_ Approved   ____Not Approved   ____Tabled

V.   UNFINISHED BUSINESS:

Elizabeth Ramirez announced that EGSS 130, HIST 157, LOG 125, LOG 130, LOG 135, and MATH 015E have passed 508 Accessibility checks.

A motion was made by Alex Gardos; seconded by Ed Izaguirre to move items 2021-363, 2021-364, 2022-020, 2122-422, 2223-007, 2223-029 from Unfinished Business to Second Read.

__X_ Approved   ____Not Approved   ____Tabled

It was moved by Alex Gardos; seconded by Sean Hughes to approve **items 2021-363, 2021-364, 2022-020, 2122-422, 2223-007, 2223-029** 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 11/20/2019)
Item 1920-209
Request to Offer a Course via Distance Education
KIN 110 Introduction to Fitness and Sport Management – *ONLINE*

(First Read 02/12/20)
Item 1920-298
Request to offer a Course via Distance Education
ASL 120 Introduction to Deaf Studies– *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 05/20/20)
Item 1920-495
Request to offer a Course via Distance Education - O*NLINE*
KIN 115 Fitness Specialist Internship

(First Read 03/17/21)
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 2021-268
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 2021-276
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 2021-363
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 2021-366
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 2122-061
Request to offer a course via Distance Education - *ONLINE*
CIT 180 PC Maintenance – A+ Certification

(*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

(*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

(First Read 11/03/21)
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 2122-256
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 2122-260
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 2122-306
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 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

(First Read 04/13/22)
Item 2122-421
Request to Offer a Course via Distance Education - *ONLINE*
MATH 013E Essential Topics for Statistics

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

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

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

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

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

(First Read 4/27/21)
Item 2122-433
Request to offer a course via Distance Education – *ONLINE*
MUS 101 Fundamentals of Music

Item 2122-434
Request to offer a course via Distance Education – *ONLINE*
PHTO 110 Introduction to Digital Photography

(First Read 08/31/22)
Item 2223-007
Request to offer a course via Distance Education – *ONLINE*
EGSS 130 Introduction to LBGTQ+ Studies

Item 2223-009
Request to offer a course via Distance Education – *ONLINE*
NBAS 032 Chemistry I

Item 2223-010
Request to offer a course via Distance Education – *ONLINE*
NBAS 033 Chemistry II

(First Read 09/07/22)
Item 2223-026
Request to Offer a Course via Distance Education – *ONLINE*
ENGL 010S English Composition Support

Item 2223-027
Request to Offer a Course via Distance Education – *ONLINE*
ENGL 010SP English Composition Support Plus

Item 2223-028
Request to Offer a Course via Distance Education – *ONLINE*
HIST 156 Black American Experience to 1865

Item 2223-029
Request to Offer a Course via Distance Education – *ONLINE*
HIST 157 Black American Experience Since 1865

Item 2223-032
Request to Offer a Course via Distance Education – *ONLINE*
MUS 132 History of Rock and Roll

Item 2223-033
Request to Offer a Course via Distance Education – *ONLINE*
NESL 001 ESL Beginning I

Item 2223-034
Request to Offer a Course via Distance Education – *ONLINE*
NESL 015 ESL Beginning II

Item 2223-035
Request to Offer a Course via Distance Education – *ONLINE*
NESL 016 ESL Intermediate I

Item 2223-036
Request to Offer a Course via Distance Education – *ONLINE*
NESL 017 ESL Intermediate II

Item 2223-037
Request to Offer a Course via Distance Education – *ONLINE*
NESL 018 ESL Advanced I

Item 2223-038
Request to Offer a Course via Distance Education – *ONLINE*
NESL 019 ESL Advanced II: College Preparation

(First Read 09/14/22)
Item 2223-060
Request to offer a course via Distance Education - *ONLINE*
CIT 128 Python Programming II

(First Read 09/28/22)
Item 2223-079
Request to offer a Course via Distance Education - *ONLINE*
CD 114 Observation and Assessment

Item 2223-080
Request to offer a Course via Distance Education - *ONLINE*
CIT 173 Compute Engines in Amazon Web Services

Item 2223-081
Request to offer a Course via Distance Education - *ONLINE*
CIT 174 Security in Amazon Web Services

Item 2223-082
Request to offer a Course via Distance Education - *ONLINE*
CIT 175 DevOps Engineering in Amazon Web Services

Item 2223-083
Request to offer a Course via Distance Education - *ONLINE*
CIT 200 Systems Analysis and Design

Item 2223-086
Request to offer a Course via Distance Education - *ONLINE*
NBIZ 001 Introduction to Computers

Item 2223-087
Request to offer a Course via Distance Education - *ONLINE*
NBIZ 002 Keyboarding and Word Processing

Item 2223-088
Request to offer a Course via Distance Education - *ONLINE*
NBIZ 003 Microsoft Word Essentials

Item 2223-089
Request to offer a Course via Distance Education - *ONLINE*
NBIZ 004 Microsoft Excel Essentials

Item 2223-090
Request to offer a Course via Distance Education - *ONLINE*
NBIZ 005 Microsoft Outlook and Powerpoint

Item 2223-091
Request to offer a Course via Distance Education - *ONLINE*
NHSN 040 Healthcare Careers Exploration

Item 2223-092
Request to offer a Course via Distance Education - *ONLINE*
NHSN 042 Medical Office Procedure and Customer Service

Item 2223-093
Request to offer a Course via Distance Education - *ONLINE*
NHSN 043 Medical Office Administration

Item 2223-094
Request to offer a Course via Distance Education - *ONLINE*
NHSN 044 Medical Insurance Claims

Item 2223-095
Request to offer a Course via Distance Education - *ONLINE*
NHSN 045 Health Care Industry Employment Readiness

(First Read 10/05/22)
Item 2223-120
Request to offer a Course via Distance Education - *Online*
NBIZ 006 Microsoft Access Essentials

(First Read 10/12/22)
Item 2223-136
Request to offer a Course via Distance Education – *ONLINE*
AUTO 410 Digital Marketing for the Automotive Industry

Item 2223-137
Request to offer a Course via Distance Education – *ONLINE*
CIT 117 Microsoft Excel

Item 2223-138
Request to offer a Course via Distance Education – *ONLINE*
CIT 119 Microsoft Access

Item 2223-139
Request to offer a Course via Distance Education – *ONLINE*
CIT 130 Windows Configuration

Item 2223-140
Request to offer a Course via Distance Education – *ONLINE*
CS 152 Discrete Structures

Item 2223-141
Request to offer a Course via Distance Education – *ONLINE*
NCOA 001 Painting for Older Adults

Item 2223-142
Request to offer a Course via Distance Education – *ONLINE*
NSCI 041 Basic Anatomy for Health Care

(First Read 10/19/22)
Item 2223-167
Request to Offer a Course via Distance Education - *ONLINE*
ART 120 Two Dimensional Design

(First Read 11/02/22)
Item 2223-184
Request to Offer a Course via Distance Education - *ONLINE*
BIOL 206 Principles of Genetics

(First Read 11/09/22)
Item 2223-224
Request to offer a course via Distance Education – *ONLINE*
JOUR 110 Digital Photojournalism I

Item 2223-225
Request to offer a course via Distance Education – *ONLINE*
JOUR 115 Writing for TV and Film

Item 2223-226
Request to offer a course via Distance Education – *ONLINE*
JOUR 120 Communications Reporting and Writing

Item 2223-227
Request to offer a course via Distance Education – *ONLINE*
JOUR 147 Broadcast News

Item 2223-228
Request to offer a course via Distance Education – *ONLINE*
JOUR 220 Advanced Reporting and Writing

Item 2223-229
Request to offer a course via Distance Education – *ONLINE*
JOUR 241 Newspaper Production I

Item 2223-230
Request to offer a course via Distance Education – *ONLINE*
JOUR 242 Digital Newspaper Production I

Item 2223-231
Request to offer a course via Distance Education – *ONLINE*
JOUR 243 Newspaper Production II

Item 2223-232
Request to offer a course via Distance Education – *ONLINE*
JOUR 244 Digital Newspaper Production II

Item 2223-233
Request to offer a course via Distance Education – *ONLINE*
JOUR 290 CWE/Internship for Journalism Related Fields

Item 2223-234
Request to offer a course via Distance Education – *ONLINE*
JOUR 299 Directed Study: Journalism

Item 2223-236
Request to offer a course via Distance Education – *ONLINE*
MSCM 134 Documentary Film

Item 2223-239
Request to offer a course via Distance Education – *ONLINE*
RDIO 104 Radio Broadcasting

Item 2223-240
Request to offer a course via Distance Education – *ONLINE*
RDIO 136 Radio Production

Item 2223-241
Request to offer a course via Distance Education – *ONLINE*
RDIO 290 CWE/Internship for Radio Related Fields

(First Read 11/16/22)
Item 2223-274
Request to offer a Course via Distance Education - *ONLINE*
NCOA 010 Principles of Mind and Body Health for Older Adults I: Flexibility and Balance

Item 2223-275
Request to offer a Course via Distance Education - *ONLINE*
NCOA 012 Principles of Mind and Body Health for Older Adults II: Strength and Balance

(First Read 11/30/22)
 Item 2223-299
 Request to Offer a Course via Distance Education - *ONLINE*
 JOUR 230 Magazine Production

 Item 2223-300
 Request to Offer a Course via Distance Education - *ONLINE*
 JOUR 231 Digital Magazine Production

 Item 2223-301
 Request to Offer a Course via Distance Education - *ONLINE*
 MSCM 128 Mass Media in Modern Society

 Item 2223-302
 Request to Offer a Course via Distance Education - *ONLINE*
 NCOM 285 Journalism and Mass Communications Skills Development

 Item 2223-303
 Request to Offer a Course via Distance Education - *ONLINE*
 RDIO 105 Introduction to Radio News Writing

 Item 2223-304
 Request to Offer a Course via Distance Education - *ONLINE*
 RDIO 119 Sports Radio Broadcasting

 Item 2223-305
 Request to Offer a Course via Distance Education - *ONLINE*
 RDIO 122 Introduction to Radio Announcing

 Item 2223-306
 Request to Offer a Course via Distance Education - *ONLINE*
 RDIO 299 Directed Study: Radio

 (First Read 02-08-23)
 Item 2223-315
 Request to Offer a Course via Distance Education – *ONLINE*
 BIOL 105L Human Biology Laboratory

VI.   DISCUSSION ITEMS/ATTACHMENTS

1. **Elizabeth Ramirez – BoardDocs continued discussion –** *No report due to time constraints*

2. **Elizabeth Ramirez – Honors/Non-Honors 508 Compliance**

   Elizabeth shared with the committee the DE approval process for honors courses that have non-honors courses already approved for 508 compliance. The procedure will be to complete a Request for Distance

Education proposal in CurrIQunet to the Curriculum Committee. The honors course will be approved based on the 508 compliance approval for the non-honors course.

Mike Slavich suggested that in the future, the committee may want to discuss re-reviewing DE Requests on a 5-year cycle, as we do with courses.

3. **Elizabeth Ramirez – Permanent DE Listing on Curriculum webpage**

Elizabeth informed the committee that a Permanent Distance Ed list is now uploaded on the Curriculum webpage. This list shows all courses that have been permanently approved for hybrid/online delivery.

4. **Elizabeth Ramirez – Red Notebook/How to Update your COR**

Elizabeth asked the committee if anyone still used the "Red Notebook" on the Curriculum webpage as a reference? Since this notebook has not been updated since 2008/2009 she wondered if any committee members would have concerns about removing this from the website since in the past few years we have shifted to having a digital curriculum handbook. The committee agreed to the removal of the Red Notebook from the webpage but decided to have it archived on SharePoint. Claudia Rivas volunteered to save the notebook to SharePoint for future reference if needed.

Elizabeth then informed the committee that a recommendation was made to update our current document "How to Update Your Course Outline of Record (COR)" to include a section for Student Learning Outcomes. The suggested language to add is "It is the responsibility of the department or division faculty to ensure that SLO's are present". Elizabeth asked the committee for input since this guide was made for the curriculum committee as a reference. After discussion, it was decided to not add this language to the current document in order to avoid faculty members contacting curriculum committee members for guidance with SLO questions. Instead it was suggested to add something like, "Please refer to the Outcomes Committee for support and guidance in regards to Student Learning Outcomes."

5. **Elizabeth Ramirez – Spring 2024 DE Request Deadline**

Elizabeth proposed to the committee the Distance Education deadline for Spring 2024. All Distance Education requests must be granted second read approval at the last curriculum meeting of the Spring 2023 semester in order to be offered online/hybrid in Spring 2024. This deadline was agreed upon by the committee and it was requested that Curriculum representatives share this deadline with their divisions.

It was requested that a document for yearly curriculum deadlines be created. Elizabeth agreed that this was a good idea and will work on this for future use. Once complete, she will share with the committee and post it on the curriculum webpage.

6. **Elizabeth Ramirez – Governance Manual –** *No report due to time constraints.*

VII. <u>ADJOURNMENT</u>

Elizabeth Ramirez announced that the next meeting will be held on March 8, 2023.
Elizabeth adjourned the meeting at 12:32 p.m.