Rio Hondo Community College District  
Curriculum Committee  
Minutes  
Wednesday, March 8, 2023 – Remote  
Zoom ID#864 9932 8617

Voting Members Present: Janet Cha, Dorali Pichardo-Diaz, Marius Dornean, Joaquin Duran, Mike Garabedian, Nancy Garcia, Alex Gardos, Rose Marie Gaw, Wendy Huang-Jimenez, 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, Cameron English, Student Representative Victoria Reyes

Non-Voting Members: Leigh Ann Unger

Guests: Charlene Jin

I. Call to Order

Meeting called to order at 11:16 a.m.

II. APPROVAL OF THE MINUTES FROM FEBRUARY 22, 2023

It was moved by Rose Marie Gaw; seconded by Dorali Pichardo-Diaz.

___X___ Approved               ____Not Approved               ___1___ Abstention

III. PUBLIC COMMENT: No comment

IV. ACTION ITEMS

A) Approval of Consent Agenda:

Item 2223-350  
Delete from Catalog  
FYS 102 Business and the Cyber Future

Item 2223-351  
Delete from Catalog  
NBAS 004 General Academic Advisement

Item 2223-352  
Delete from Catalog  
NBAS 005 Personal and Career
Item 2223-353
Delete from Catalog
NVOC 062 Introduction to Fabrication Processes

Item 2223-354
Delete from Catalog
NVOC 063 Intermediate Fabrication Processes

Item 2223-355
Delete from Catalog
NVOC 1011 Orientation/Safety

Item 2223-356
Delete from Catalog
NVOC 1012 Health/Safety

Item 2223-357
Delete from Catalog
VOCB 025 Intermediate Vocabulary

It was moved by Alex Gardos; seconded by Gil Puga.

___X___ Approved  ______  Not Approved  ______  Abstention

B) Second 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 during 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.

Item 2223-328
New Credit Course
MUST 100 Pro Tools Fundamentals I
Description
This course introduces fundamental Pro Tools concepts and principles, covering everything students 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.
Item 2223-329
New Credit Course
MUST 110 Pro Tools Fundamentals II
Description
This 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.

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

Item 2223-331
New Credit Course
MUST 130 Pro Tools for Game Audio
Description
This course exposes students to the core skills, workflow, and concepts involved in creating and implementing game audio using Pro Tools systems. The course covers basic sound design techniques along with sample 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.

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

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

Item 2223-334
New Credit Course
MUST 201 Pro Tools Production I
Description
This 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 in 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.

**Item 2223-335**  
New Noncredit Course  
NCOM 012 Academic Enrichment  
**Description**  
This course supports students in developing effective academic study skills and learning strategies to reach 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.

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

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

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

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

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

**Item 2223-343**  
Degree Change  
General Studies with an Emphasis in Social Behavior and Self-Development  
Updates to: Courses and minor description change
Item 2223-344
New Noncredit Certificate of Competency
Precalculus I
Description
This academic preparation certificate is 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 are prepared to begin a course of study in calculus.

Item 2223-345
New Noncredit Certificate of Competency
Precalculus II
Description
This academic preparation certificate is 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 are prepared to begin a course of study in calculus.

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

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

Item 2223-348
Course Discipline Assignment
READ 101 Critical Reading

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

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

__X_ Approved  ____ Not Approved  ____ Abstention

C) First Readings:

Item 2223-358
Credit Course Revision
COUN 103 Introduction to Student Leadership Development
Updates to: Advisory, description, textbook, and minor course updates

It was moved by Jannine Livingston; seconded by Marius Dornean.
Item 2223-359
Credit Course Revision
COUN 104 Stress and Anxiety Management for Emotional Well-Being
Updates to: Advisory, description, textbook, and minor course updates

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

Item 2223-360
Credit Course Revision
COUN 290 Cooperative Work Experience/Internship for Student Services Related Fields
Updates to: Advisory, description, and minor course updates

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

Item 2223-361
New Noncredit Course
NART 001 Art Expressions I: Creative Process and Art Interpretation
Description:
This college preparatory course engages students in creating and understanding expressive works of art. Students develop skills in creative thinking and articulating a vision or point of view through original artistic expressions. Students gain foundational drawing and painting techniques to support their artistic expressions and are introduced to basic aesthetic principles for interpreting works of art.

It was moved by Alex Gardos; seconded by Dorali Pichardo-Diaz.

Item 2223-362
New Noncredit Course
NART 002 Art Expressions II: Art History and Contemporary Imagination
Description:
This college preparatory course engages students in creating and understanding expressive works of art. Students gain an overview of major movements in art history and study important works of art that expand the contemporary imagination. Students learn various techniques and the use of media, materials, and equipment, gaining a broad understanding of art historical references in order to give increased depth to their own creative expression. Students reflect on their own artwork and respond to the artwork of others through writing and discussion.

It was moved by Jannine Livingston; seconded by Sondra Moe.
Item 2223-363
Credit Course Revision
PSY 200 Research Methods in Psychology
Updates to: Advisories, description, and minor course updates

It was moved by Marius Dornean; seconded by Ed Izaguirre.

___X___ Approved  _____ Not Approved  _____ Abstention

It was moved by Jannine Livingston; seconded by Sondra Moe to review item 2223-364, item 2223-365, and item 2223-367 as a group.

Item 2223-364
Request to offer a course via Distance Education - ONLINE
DANC 179H Dance History Honors

Correction needed: Question 2B

___X___ Approved  _____ Not Approved  _____ Abstention

Item 2223-365
Request to offer a course via Distance Education - ONLINE
DANC 199H Dance Appreciation Honors

Correction needed: Question 2B

___X___ Approved  _____ Not Approved  _____ Abstention

Item 2223-366
Request to offer a course via Distance Education - ONLINE
HIST 170 Women in American History

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

Correction needed: Questions, 1B, 2B, 5, and 9

___X___ Approved  _____ Not Approved  _____ Abstention

Item 2223-367
Request to offer a course via Distance Education - ONLINE
KINA 236 Pilates Mat II

Correction needed: Questions 1A, 2A, 2B, and 4

___X___ Approved  _____ Not Approved  _____ Abstention

Item 2223-368
Request to offer a course via Distance Education - ONLINE
KINA 258 Yoga II
It was moved by Alex Gardos; seconded by Jannine Livingston.

**Correction needed: Questions 2A, 2B, 2C and 3**

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**Item 2223-369**  
New Certificate of Achievement  
Automotive EV Specialist  
Description  
The courses in this certificate program are designed for technicians interested in the field of electric vehicles (EVs) in the transportation and equipment industry, and cover the general electrician skills needed to understand and diagnose modern EVs. Usage of the digital volt ohm meter (DVOM), inductive meter, megger meter, and oscilloscope are covered. Emphasis is placed on electrical fundamentals, symbols and circuit diagrams, high-voltage batteries, charging systems, heat pumps for cooling and heating, and LED lighting systems. Students learn the proper use of high voltage electrical diagnostic tools and equipment and how to perform vehicle electrical service and maintenance operations safely. Students also have the opportunity to perform minor repair work on hybrid and high voltage vehicles to complete required tasks. The completion of this certificate requires 75 hours of work experience in the electric automotive industry.

It was moved by Alex Gardos; seconded by Doral Pichardo-Diaz.

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**V. UNFINISHED BUSINESS:**

Elizabeth Ramirez announced that NBIZ 020 has passed the 508 Accessibility check.

A motion was made by Jannine Livingston; seconded by Gil Puga to move item 2022-021 from Unfinished Business to Second Read.

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It was moved by Jannine Livingston; seconded by Marius Dornean to approve item 2021-021 for second read.

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*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 - ONLINE
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 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 2021-276
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 2021-366
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 2022-021
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 2122-306
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 2122-423
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 2223-009
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 2223-032
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 2223-080
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

Item 2223-279
Request to offer a Course via Distance Education - ONLINE
RDIO 236 Advanced Radio Production

(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
Request to offer a course via Distance Education – ONLINE
HUM 145 Women in the Humanities

Request to offer a course via Distance Education – ONLINE
READ 012 Learning Strategies

VI. DISCUSSION ITEMS/ATTACHMENTS

1. Elizabeth Ramirez – AB 361 vote

   It was motioned by Jannine Livingston; seconded by Marius Dornean to continue meeting via teleconferencing due to the current state of emergency for the next 30 days.

   _X_ Approved  ____Not Approved  ____1____Abstention

2. Curriculum Committee Chair Nominations

   Elizabeth Ramirez shared the bylaws document pertaining to Curriculum Chair nominations. According to the new procedures that were established, nominations are to take place at the last meeting in March, with voting in April.

   Mike Slavich nominated Elizabeth Ramirez; Alex Gardos seconded the nomination. Elizabeth Ramirez accepted the nomination. There were no other nominations for the position. The nomination was approved unanimously by the committee.

3. Elizabeth Ramirez – BoardDocs continued discussion

   Elizabeth shared a sample BoardDocs Curriculum Committee Agenda. She demonstrated how to maneuver through the agenda and informed the committee that by switching over to BoardDocs the Curriculum Committee process would not be affected. This would just be a new format for preparing and housing the agendas and minutes. Dorali Pichardo-Diaz asked if each member would be receiving their own logins. Kathy responded that yes, new logins will be sent to each committee member.

   It was moved by Alex Gardos; seconded by Jannine Livingston to begin using the new BoardDocs format beginning with the April 5th, 2023 meeting. The motion was unanimously approved.

4. Elizabeth Ramirez – Governance Manual

   Elizabeth Ramirez informed the committee that PFC has requested that the committee reflect on some questions that they have been given (regarding purpose, charge of the committee, and ways to improve) and that any proposed changes to the Governance Manual be sent to PFC for review by the end of March. Elizabeth shared a document that listed several items to be reviewed for possible updates. The committee did have a few suggested changes. Elizabeth took notes and will email the suggestions to PFC. (Suggested changes attached)

5. Elizabeth Ramirez – Archiving Minutes – No report due to time constraints.
VII. ADJOURNMENT

Elizabeth Ramirez announced that the next meeting will be held on April 5, 2023. Elizabeth adjourned the meeting at 12:32 p.m.
## COUNCIL/COMMITTEE

### Request for Revision to the 2024-2026 Governance Manual

**Directions:** The requestor submits the markup committee grid attached to this request for revision form. On the committee grid please use black strikeouts and add any new text in red based upon the desired revision of the committee. Submit both documents by the deadline for consideration in the next Governance Manual (2 year cycle). Return to the President’s Office.

<table>
<thead>
<tr>
<th>Person Submitting Request</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elizabeth Ramirez (on behalf of the Curriculum Committee)</td>
<td>3/8/23</td>
</tr>
</tbody>
</table>

**Name of Council/Committee:** Curriculum Committee

<table>
<thead>
<tr>
<th>Action Requested (check one box):</th>
<th>New Committee</th>
<th>Revision of Committee</th>
<th>Deletion of Committee in Governance Manual</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Charge of Council/Committee:**

Give a concise description of what the council or committee seeks to accomplish.

**Proposed Meeting Schedule:**

**Committee Composition:**

Identify individuals by position and not names. (Example: Faculty representative from Academic Affairs, representative from Student Services, Classified Representatives, and the number of participants, etc.) Clearly identify chair and/or Co-Chair by position and job title, not name.

It is recommended by the Curriculum Committee that a noncredit representative be added to this committee.
If revision is requested for an existing committee, an attached committee list with detailed proposed changes is required.

Would any other councils or committees be impacted by the formation, change, or rejection of this council or committee?
☐ No  ☐ Yes, What would be the impact?

The Curriculum Committee discussed how well synchronous online meeting modalities have worked for this group. It was the recommendation of the committee that we offer members a hybrid option if possible given Brown Act requirements.