

**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.

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.

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.

Approved

Not Approved

Abstention

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.

Approved

Not Approved

Abstention

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.

Approved

Not Approved

Abstention

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.

Approved

Not Approved

Abstention

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.

Approved

Not Approved

Abstention

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.

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

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

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

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

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

Approved

Not Approved

Abstention

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 Dorali Pichardo-Diaz.

Approved

Not Approved

Tabled

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.

Approved

Not Approved

Tabled

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

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 - *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 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 2021-366

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

(First Read 02-22-23)

Item 2223-338

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

Item 2223-339

**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.

Person Submitting Request: Elizabeth Ramirez (on behalf of the Curriculum Committee)

Date: 3/8/23

Name of Council/Committee: Curriculum Committee

**Action Requested
(check one box):**

New Committee

Revision of Committee

Deletion of Committee in Governance Manual

X

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.

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.

If revision is requested for an existing committee, an attached committee list with detailed proposed changes is required.