

# NORCO COLLEGE CURRICULUM COMMITTEE MINUTES

November 22, 2016 - 2:00 pm  
ST 107

Brian Johnson chaired the meeting.

## Members Present:

Brian Johnson.....Math and Sciences  
Rex Beck.....Business, Engineering & Information Technologies  
Mitzi Sloniger.....Communications  
Vivian Harris.....Library  
Dr. Teresa Friedrich Finfern.....Math and Sciences  
Ladylyn Dominguez.....Social and Behavioral Sciences  
Nicholas Franco.....Social and Behavioral Sciences  
Dr. Monica Gutierrez.....Math and Sciences  
Quinton Bemiller..... Arts, Humanities & World Languages  
Dr. Dominique Hitchcock.....Arts, Humanities and World Languages  
Dr. Kevin Fleming.....Dean of Instruction, Career & Technical Education

## Members Absent:

Dr. Carol Farrar.....Dean of Instruction  
Melissa Bader ..... Communications (Alternative)  
Cherise Ortiz ..... ASNC  
Dr. Diane Dieckmeyer.....Vice President of Academic Affairs

## Guests:

**Cathy Brotherton**..... Business, Engineering & Information Technologies

## Committee Support:

Nicole C. Brown.....Office of the Dean of Instruction

- A. Meeting called to order at 2:05pm
- B. Motion to approve November 22, 2016 agenda – Added in discussion items: #2: META Update. MSC: M. Sloniger/ R. Beck. Abstained: M. Bader \*Committee approves.
- C. Motion to approve November 8, 2016 minutes – MSC: R. Beck/ M. Sloniger. Abstained: D. Hitchcock. Committee approves.
- D. Norco Action Items: Norco College Approval Items for 11/22/16
  1. New Courses: None.
  2. New Stand Alone Courses: None.
  3. Course Inclusions: Rationale for inclusion of the courses below: This course is part of the new Business Information Worker program which Norco would like to adopt and can help fill the 20K job openings projected for the next five years.
    - a) CAT-1A Business Etiquette (N) MSC: R. Beck/Q. Bemiller  
\*\*APPROVED\*\*
    - b) CAT-51 Intermediate Typewriting/Document Formatting (N) MSC: R. Beck/Q. Bemiller \*\*APPROVED\*\*
    - c) CAT-90 Microsoft Outlook (N) MSC: R. Beck/Q. Bemiller  
\*\*APPROVED\*\*

4. Distance Education: None.
5. Minor Course Modifications: None.
6. Major Course Modifications:

Rationale for modification to course below: Changing prerequisite to reflect prior completion of or concurrent enrollment in CON-62.

- a) CON-74 Construction Estimating (N) MSC: R. Beck/V. Harris  
\*\*APPROVED\*\*

Rationale for modification to course below: Changing from a 2 unit course to a 3 unit course so that the course can be part of an ADT in English, revising SLOs, expanding content, breaking up lecture and lab, adding sample assignments, and updating texts. The lab hours should be listed as 36, but it is still showing as 18 hours lab in the COR in META. Brian Johnson will check ENG-17A,B,C to make sure that all the COR's are correctly listing the new updated lab and lecture hours.

- b) ENG-17A Literary Magazine Production: Beginning (NR) MSC: M. Sloniger/V. Harris \*\*APPROVED\*\*

Rationale for modification to course below: 3 unit course so that the course can be part of an ADT in English, revising SLOs, expanding content, breaking up lecture and lab, adding sample assignments, and updating texts.

- c) ENG-17B Literary Magazine Production: Intermediate (NR) MSC: M. Sloniger/V. Harris \*\*APPROVED\*\*

Rationale for modification to course below: 3 unit course so that the course can be part of an ADT in English, revising SLOs, expanding content, breaking up lecture and lab, adding sample assignments, and updating texts.

- d) ENG-17C Literary Magazine Production: Advanced (NR) MSC: M. Sloniger/V. Harris \*\*APPROVED\*\*

Rationale for modifications to courses below: To comply with the Course Identification Numbering System (C-ID) to ease the transfer and articulation burdens in California's higher educational institutions.

- e) ENE-10 Introduction to Engineering (NR) MSC: R. Beck/ M. Sloniger  
\*\*APPROVED\*\*
- f) ENG-60B English Fundamentals (MNR) The original issue was that there were no links to the prerequisites, but it is actually listed. This is glitch in META that TECH Review is aware of and is working with the IT people on fixing that issue. The way to see that it is correctly linked is to go to the Proposal, click on the course links. IT will be listed in the Entrance Skills, but not in the outline itself because it has not gone through the final approval process. MSC: Q. Bemiller/V. Harris \*\*APPROVED\*\*

7. Course Exclusions: None.

8. Course Deletions: None.

9. New State Approved Certificates/Degrees:

a) Construction Management N -Certificate and A.S. MSC: D. Hitchcock/V. Harris \*\*APPROVED\*\*

b) ~~Facility Maintenance N — Certificate and A.S.~~ \* Removed. Missing course numbers that are still in the process of approval.

10. State/Locally Approved Certificate/Degree Inclusions:

a) Business Information Worker N -Certificate and A.S. degree  
These electives feed into the other related programs. MSC: R. Beck/Q. Bemiller  
\*\*APPROVED\*\*

11. State Certificate/Degree Deletions: None.

12. New Discipline:

a. Drafting Technology (DFT) (N) MSC: M. Sloniger/R. Beck \*\*APPROVED\*\*  
Brian Johnson will make sure that this goes to the senate for approval.

#### **E. Information Items:**

a. Moreno Valley College Curriculum Committee Agenda:

i. New Courses: None.

ii. New Stand Alone Courses: None.

iii. Course Inclusions: None.

iv. Distance Education: None.

v. Minor Course Modifications: None.

vi. Major Course Modifications:

Rationale for modification to course below: to meet CI-D compliance

- ADJ-12 Introduction to Criminalistics MR

vii. Course Exclusions: None.

viii. Course Deletions: None.

ix. New State Approved Certificates/Degrees: None.

x. State/Locally Approved Certificate/Degree Modifications: None.

xi. State Certificate/Degree Deletions: None.

b. Riverside City College

- i. New Courses: None.
- ii. New Stand Alone Courses: None.
- iii. Course Inclusions: None.
- iv. Distance Education: None.
- v. Minor Course Modifications: None.
- vi. Major Course Modifications:

Rationale for modification to course below: to meet CI-D compliance

- ADJ-12 Introduction to Criminalistics MR

Rationale for modification of the course below: for lecture hour increase: the amount of information added to the course has dramatically increase since the last course revision. The technological advances and changes made by Ford Motor Company to their vehicles in last 10 years has prompt them to revise and increase their own Master Technician Certification Curriculum. This course is part of a new proposed certificate pattern, and must meet industry standards.

- AUT-41 Ford Advanced Electronics R

Rationale for modification of course below: The content and objectives of this course has significantly changed due to technical advancements in the automotive industry. This course needs to be modified to reflect those changes.

- AUT-43 Ford Automotive Brakes R

Rationale for modification of course below: Update curriculum

- AUT-51A Internal Combustion Engines Rebuilding, Gas and Diesel (Upper End) R

Rationale for modification of course below: update curriculum

- AUT-53B Automotive Brakes R

Rationale for modification of course below: Update the course.

- AUT-54 Automotive Electrical Systems R

Rationale for modification of course below: Course has not been updated in some time; needs to be made current.

- AUT-55A Automotive Automatic Transmission/Transaxles R

Rationale for modification of course below: update curriculum

- AUT-55B Automotive Manual Drivetrain Systems R

Rationale for modification of course below: curriculum update

- AUT-57 Automotive Heating and Air Conditioning R

Rationale for modification to course below: Changing from a 2 unit course to a 3 unit course so that the course can be part of an ADT in English, revising SLOs, expanding content, breaking up lecture and lab, adding sample assignments, and updating texts.

- ENG-17A Literary Magazine Production: Beginning NR

Rationale for modification to course below: 3 unit course so that the course can be part of an ADT in English, revising SLOs, expanding content, breaking up lecture and lab, adding sample assignments, and updating texts.

- ENG-17B Literary Magazine Production: Intermediate NR

Rationale for modification to course below: 3 unit course so that the course can be part of an ADT in English, revising SLOs, expanding content, breaking up lecture and lab, adding sample assignments, and updating texts.

- ENG-17C Literary Magazine Production: Advanced NR

Rationale for modification to course below: Update to support inclusion in History ADT.

- PHI-14 Survey of Black Thought R

Rationale for modifications to courses below: To comply with the Course Identification Numbering System (C-ID) to ease the transfer and articulation burdens in California's higher educational institutions.

- ENE-10 Introduction to Engineering NR

vii. Course Exclusions: None.

viii. Course Deletions: None.

ix. New State Approved Certificates/Degrees: None.

x. State/Locally Approved Certificate/Degree Modifications: None.

xi. State Certificate/Degree Deletions: None.

**E: Discussion: NONE**

**G. Announcements: None**

**H. Other Business-Open Hearing: NONE**

**Next Meeting: February 28, 2017. \* Room ST 107**

PROGRAM OUTLINE OF RECORD  
NEW CERTIFICATE OF ACHIEVEMENT

**BUSINESS INFORMATION WORKER**

**COLLEGE: NORCO COLLEGE**

**TOP CODE: 0514**

The Business Information Worker Certificate of Achievement is designed to prepare students for entry-level and administrative support in a variety of fields and businesses.

**Certificate Program**

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate computer literacy with respect to computer hardware and software applications
- Apply standard rules of business conduct and customer service.
- Develop specialized keyboarding skills at an employable level of accuracy and speed.
- Use word processing, spreadsheet, presentation graphics, and scheduling software to perform business and office tasks.
- Apply oral and written communication skills in various business and office environments.
- Design, modify, query, and manipulate lists (database and information in workbooks using common formulas, data and what if scenario tools to organize and convey information.

Required Courses (19 units)		Units
CAT-1A	Business Etiquette	1
CAT/CIS/BUS-3	Computer Applications for Business	3
CAT-31	Business Communications	3
CAT-51	Intermediate Keyboarding/Document Formatting	3
CAT/CIS-90	Microsoft Outlook	3
CAT 93	Computers for Beginners	3
CAT/CIS-98A	Introduction to Excel	1.5
CAT/CIS-98B	Advanced Excel	1.5