NORCO COLLEGE
CURRICULUM COMMITTEE MINUTES
September 24, 2019 - 2:00 pm
OC 116

Brian Johnson chaired the meeting.
Members Present:

Brian Johnson.......................... Math
Nicole C. Brown.......................Office of Academic Affairs
Dr. Samuel Lee....................... Vice President of Academic Affairs
Dr. Teresa Friedrich Finnern .... Sciences and Kinesiology
Suzanne Witmer .... Sciences and Kinesiology
Rex Beck................................. Business, Engineering & Information Technologies
Ashlee Johnson........................ Business, Engineering & Information Technologies
Jeff Warsinski.......................... Math
Janet Frewing .... Math
Nicholas Franco....................... Social and Behavioral Sciences/ Articulation Officer
Lisa Martin .... Social and Behavioral Sciences/Counseling
Michael Bobo .... Arts, Humanities and World Languages
Nicole Capps .... Communications
Mitzi Sloniger .... Communications
Andrea Meza............................ASNC

Members Absent:
Dr. Jason Parks....................... Dean of Instruction
Vivian Harris........................... Library

Guest: Dr. Gail Zwart......BEIT
　　　　Jessica Dobson.....Communications

A. Agenda Approval: MSC: MSC: N. Capps/ L. Martin *Approved. 15-Yays, 0 Nays.
B. Minutes 9/10/19 Approval MSC: T. Friedrich Finnern/ L. Martin *Approved.* 15-Yays, 0 Nays.
C. Discussion items:
　　1. ISER Section pertaining to curriculum: Attachments sent to curriculum committee to review and to submit feedback to Brian Johnson. We have 23 ADT's. Need to add non-credit certificates.
　　2. Curriculum page updated: The current program modification form needs sections for to be revised to reflect outline of program. The deadline page isn't listing the addendum. District Ed. Services would need to add that.
　　3. DE updated documents (first read): Brian received a new document from Dr. Pisa that will be distributed to the committee members. Schedule to be voted on next meeting. Then it needs to go to senate for approval.
　　4. Discipline 10 day hold to 5 day hold: Discussion in changing the META 10 day Hold to a 5 day hold. Please let Brian Johnson know of any concerns your department might have.

D. New Discipline: NONE
E. New Courses:

Discussion on ENP courses and that they are done in positive attendance.

1. ENP-801   Facebook for Business *MNR Part of a Social Media noncredit certificate *MSC: T. FriedrichFinnern/ M. Bobo 15-Yays, 0 Nays. *Approved.
2. ENP-802   Pinterest and Instagram for Business *MNR   Non Credit education. Part of a noncredit social marketing certificate. * MSC: T. FriedrichFinnern/ M. Bobo 15-Yays, 0 Nays. *Approved.
3. ENP-803   YouTube for Business *MNR Noncredit education * MSC: T. FriedrichFinnern/ M. Bobo 15-Yays, 0 Nays. *Approved.
4. ENP-804   Twitter for Business *MNR Noncredit education- part of a noncredit certificate in social marketing * MSC: T. FriedrichFinnern/ M. Bobo 15-Yays, 0 Nays. *Approved.
5. ENP-805   LinkedIn for Business *MNR Part of a Social Media noncredit certificate * MSC: T. FriedrichFinnern/ M. Bobo 15-Yays, 0 Nays. *Approved.
6. PDS 801   Leadership Skills   MNR   Courses are part of a noncredit certificate. * MSC: R. Beck/ T. FriedrichFinnern 15-Yays, 0 Nays. *Approved.
7. PDS 802   Supervisory Skills   MNR   * MSC: R. Beck/ T. FriedrichFinnern 15-Yays, 0 Nays. *Approved.
8. PDS 803   Increasing Productivity   MNR   * MSC: R. Beck/ T. FriedrichFinnern 15-Yays, 0 Nays. *Approved.
9. PDS 804   Motivating Yourself and Others   MNR   * MSC: R. Beck/ T. FriedrichFinnern 15-Yays, 0 Nays. *Approved.
10. PDS 805   Difficult Conversations   MNR   * MSC: R. Beck/ T. FriedrichFinnern 15-Yays, 0 Nays. *Approved.
11. PDS 806   The Art of Negotiating and Collaborating   MNR   * MSC: R. Beck/ T. FriedrichFinnern 15-Yays, 0 Nays. *Approved.
12. PDS 807   Personality Styles and Difficult Relationships   MNR   * MSC: R. Beck/ T. FriedrichFinnern 15-Yays, 0 Nays. *Approved.
13. PDS 808   Critical Thinking, Problem Solving and Decision Making   MNR   * MSC: R. Beck/ T. FriedrichFinnern 15-Yays, 0 Nays. *Approved.
14. PDS 809   Business Writing in a Technological World   MNR   * MSC: R. Beck/ T. FriedrichFinnern 15-Yays, 0 Nays. *Approved.
15. PDS 810   Time Management MNR   * MSC: R. Beck/ T. FriedrichFinnern 15-Yays, 0 Nays. *Approved.
16. PDS 811   High Impact Presentations and Proposals for the Work Place MNR * MSC: R. Beck/ T. FriedrichFinnern 15-Yays, 0 Nays. *Approved.
17. PDS 812   Workplace Communication Strategies   MNR   * MSC: R. Beck/ T. FriedrichFinnern 15-Yays, 0 Nays. *Approved.
18. PDS 813   Best Practices in Customer Service   MNR   * MSC: R. Beck/ T. FriedrichFinnern 15-Yays, 0 Nays. *Approved.
19. PDS 814   Closing Techniques That Win the Sale   MNR   * MSC: R. Beck/ T. FriedrichFinnern 15-Yays, 0 Nays. *Approved.
20. PDS 815   Winning Sales Scripts   MNR   * MSC: R. Beck/ T. FriedrichFinnern 15-Yays, 0 Nays. *Approved.

F. New Stand Alone Courses: NONE
G. Course Inclusions: NONE
H. Course Exclusions: NONE

I. Course Deletions:
1. ENE 22   Engineering Drawing   N * MSC: T. FriedrichFinnern/ M. Sloniger 15-Yays, 0 Nays. *Approved.
2. ENE 28   Technical Design   N * MSC: T. FriedrichFinnern/ M. Sloniger 15-Yays, 0 Nays. *Approved.

J. Distance Education: NONE

K. Major Course Modifications:
1. ENE-35   Statics *NR   COR update to include objectives and align with C-ID ENGR-130 MSC: T. FriedrichFinnern/ M. Sloniger 15-Yays, 0 Nays. *Approved.
2. ENE-38   Introduction to Programming Concepts and Methodologies for Engineers *NR Augmenting COR for Cal Poly transfer acceptance. Brian Johnson will remove the SLO's. * MSC: R. Beck /T. FriedrichFinnern 15-Yays, 0 Nays. *Approved.
3. ENG-4   Writing Tutor Training *MNR Separating course content into lecture and lab to explain student activity during TBA hours. * MSC: M. Sloniger / N. Capps 15-Yays, 0 Nays. *Approved.
4. ENG-885   Writing Clinic *NR Course materials need to be updated. * MSC: N. Capps/ M. Bobo ***HOLD.**
5. ~~MUS 36   Instrumental Chamber Ensembles   MR   Add objectives. Update description, SLOs, and textbook. Prepare for C-ID 185 approval.~~ * **MOVED TO INFO ITEM. Not a NORCO Course**.
6. SOC-10   Race and Ethnic Relations *MNR Course update as part of program review. * MSC: M. Sloniger / N. Capps 15-Yays, 0 Nays. *Approved.

L. New State Approved Certificates/Degrees <u>Additions</u>:
1. **PDS-CERT CRN   Customer Relations** * Non-Credit Certificate (N) Knowledge of customer relations is needed across the board in all areas of business, but especially for those involved in dealing with the public on a day to day basis. Jobs such as sales, retail, government, education and those in private industry all need customer service skills to be successful in the workplace. * MSC: R. Beck/S. Witmer 15-Yays, 0 Nays. *Approved.
2. **PDS-CERT ECN   Enterprise Communication** * Non-Credit Certificate (N) Labor market data for enterprise communications is extensive. One could say that all occupations have a need to communicate better in the workplace. These skills are not limited to one occupational group or industry. In order to provide labor market data you would need to look at a variety of occupations. * MSC: R. Beck/S. Witmer 15-Yays, 0 Nays. *Approved.
3. **PDS-CERT ELN   Emerging Leaders** * Non-Credit Certificate (N) Knowledge of leadership is needed across all industries as every industry and occupational field has those who provide leadership to their organizations. In order to meet this area of emphasis, there is a need to provide leadership training for those who are emerging leaders and those who aspire to be leaders in the future. * MSC: R. Beck/S. Witmer 15-Yays, 0 Nays. *Approved.
4. **PDS-CERT STN   Sales Techniques** * Non-Credit Certificate (N) Data from the Economic Development Agency predicts that sales and related occupations will increase 10.8% from 2014-2024. That increase nets an increase of 15,870 jobs in the Inland Empire. The increase, along with positions vacated by retirements will create a need for

qualified sales individuals who have the skills to write a winning sales script and have the knowledge to close a sale. As positions open in sales and related occupations so will the need for individuals who have skills in sales. * MSC: R. Beck/S. Witmer 15-Yays, 0 Nays. *Approved.

5. **PDS-CERT WEN   Workplace Essentials** * Non-Credit Certificate (N) The need for workplace essentials spans all occupations but is especially appropriate for new managers and those who are seeking management or supervision positions and/or clerical personnel who need the skills prescribed in the certificate. The Economic Development Agency data indicates there will be 11,510 new openings for managers between 2014-2024 for a 17.2% change. This does not include the already 66,840 estimated management positions as of 2014 that are filled. According to the Economic Development Agency's employment projections, there will be an increase of 22,520 Office and Administrative Support jobs by 2024. These individuals would also benefit from the information in the certificate. This certificate also has broader implications for the workforce as the skills prescribed in the content cross over occupations and employment positions and are valuable to almost anyone who is employed in the marketplace today. * MSC: R. Beck/S. Witmer 15-Yays, 0 Nays. *Approved.

6. **ENP-CERT SMBN   Social Media for Business** * <u>Non-Credit Certificate</u> (N) In 2017, there were nearly 25,100 jobs in the social media marketing occupational group in the Inland Empire/Desert Region. Across the region, employment related to this group is expected to increase 9% through 2022. Employers will need to more than 15,100 workers over the next five years to fill new jobs and to backfill positions that workers are leaving - including retirements. Employment for the social media marketing occupational group is expected to increase by 9% between 2017 and 2022 in the Inland Empire/Desert Region. More than 15,100 job openings will be available over the five-year timeframe. * MSC: R. Beck/S. Witmer 15-Yays, 0 Nays. *Approved.

M. State/Locally Approved Certificate/Degree <u>Modifications</u>:
1. Drafting Technology AS   N   Removal of ENE-22 and ENE-28 **Need to fix counting of units and cross-listing. * MSC: M. Sloniger/T. FriedrichFinnern 15-Yays, 0 Nays. *Approved.

N. State Certificate/Degree <u>Deletions</u>: NONE
O. AOE/GE Inclusions: NONE
P. Information Items:
1. New Courses:
    i.   AUT 96   Advanced Hybrid and Electric Vehicle Technology   R This course is being developed to prepare students to be competitive in today's workforce. Changes in vehicle technology and emissions standards are driving the automotive industry to rely upon hybrid and electric vehicle propulsion systems.
    ii. MUS 854 Jazz Ensemble for Older Adults   R
    iii. MUS 855 Concert Band for Older Adults   R
    iv. MUS 868 Symphony Orchestra for Older Adults   R
2. New Stand Alone Courses: NONE
3. Course Inclusions:
    i.   BIO 19   Environmental Science   M
    ii. KIN A62 Flag Football M
    iii. KIN A81C   Advanced Physical Fitness M
4. Course Exclusions: NONE

5. Course Deletions:
   i. ADJ K1A Code Enforcement Basics M
   ii. ADJ K1B Code Enforcement Officer Intermediate M
   iii. ADJ K1C Code Enforcement Officer Advanced Code   M
   iv. ADJ W7A   Rangemaster Course   M
   v. WEL 25 Introduction to Oxyacetylene Welding   R
   vi. WEL 60 Advanced Pipe and Plate Laboratory   R

6. Distance Education: NONE.
7. Minor Course Modifications:
   i. MUS 36   Instrumental Chamber Ensembles   MR   Add objectives. Update description, SLOs, and textbook. Prepare for C-ID 185 approval.
   ii. ADJ A10A   Vice Operations   M   CTE requirement of updating curriculum every 2 years.
   iii. ADJ A11A   Effective Writing for Law Enforcement   M   CTE requirement of updating curriculum every 2 years.
   iv. ADJ A42A   Crime Scene Inv./video taping, Advanced   M   CTE requirement of updating curriculum every 2 years.
   v. ADJ A5A Bicycle Patrol   M   CTE requirement of updating curriculum every 2 years.
   vi. ADJ T3A Driving Under the Influence   M   CTE requirement of updating curriculum every 2 years.

8. Major Course Modifications:
   i. ADJ D1C Communications Training Officer Course   M

9. New State/Locally Approved Certificates/Degrees:
   i. **Social Media for Business**   MR   Employment for the social media marketing occupational group is expected to increase by 9% between 2017 and 2022 in the Inland Empire/Desert Region. More than 15,100 job openings will be available over the five-year timeframe.
   ii. **Customer Relations**   R   Knowledge of customer relations is needed across the board in all areas of business, but especially for those involved in dealing with the public on a day to day basis. Jobs such as sales, retail, government, education and those in private industry all need customer service skills to be successful in the workplace.
   iii. **Emerging Leaders**   R   Knowledge of leadership is needed across all industries as every industry and occupational field has those who provide leadership to their organizations. In order to meet this area of emphasis, there is a need to provide leadership training for those who are emerging leaders and those who aspire to be leaders in the future.
   iv. **Enterprise Communication** R   Labor market data for enterprise communications is extensive. One could say that all occupations have a need to communicate better in the workplace. These skills are not limited to one occupational group or industry. In order to provide labor market data you would need to look at a variety of occupations.
   v. **Workplace Essentials** R   The need for workplace essentials spans all occupations but is especially appropriate for new managers and those who are seeking management or supervision positions and/or clerical personnel who need the skills prescribed in the certificate. The Economic Development Agency data

indicates there will be 11,510 new openings for managers between 2014-2024 for a 17.2% change. This does not include the already 66,840 estimated management positions as of 2014 that are filled. According to the Economic Development Agency's employment projections, there will be an increase of 22,520 Office and Administrative Support jobs by 2024. These individuals would also benefit from the information in the certificate. This certificate also has broader implications for the workforce as the skills prescribed in the content cross over occupations and employment positions and are valuable to almost anyone who is employed in the marketplace today.

10. State/Locally Approved Certificate/Degree Modifications: NONE.
11. State Certificate/Degree Deletions: NONE
12. Discipline Inclusion: NONE.

Q. Open Forum: None
R. Adjourned: 3:29 p.m.

Next Meeting: October 8, 2019 in OC*116

Statement of Purpose

The curriculum committee, a sub-committee of the academic senate, has two primary purposes: to review and approve new curriculum including new courses, course modifications, new programs and program modifications, and to review and approve the curriculum approval process. The college curriculum committee is the sole approving body for Norco College only curriculum. For district shared curriculum it has one vote in the district curriculum committee. The curriculum committee is also responsible for keeping abreast with state mandated curriculum changes and reporting those changes to faculty. Committee members report on curriculum at their department meetings and solicit suggestions and recommendations when needed.

Academic year 19/20 DECISIONS				
Proposal Type	**Course/Program**	**COURSE/Program TITLE**	**Action Taken**	**NORCO Curriculum Committee (DATE)**
Course Deletion	ENE-22	Engineering Drawing	HOLD * Moved to 9/24 agenda	**9/10/2019**
Course Deletion	ENE-28	Technical Design	HOLD * Moved to 9/24 agenda	**9/10/2019**
Course Major Modification	CON-60	Introduction to Construction	**Course moved back to DRAFT in CurricQNet.**	**9/10/2019**
Course Major Modification	CON-62	Blueprint Reading	**Course moved back to DRAFT in CurricQNet.**	**9/10/2019**
Course Major Modification	CON-63A	International Building Code	**Course moved back to DRAFT in CurricQNet.**	**9/10/2019**
Course Major Modification	CON-64	Office Procedures and Field Inspection	**Course moved back to DRAFT in CurricQNet.**	**9/10/2019**
Course Major Modification	CON-70	Fundamentals of Soil Technology	**Course moved back to DRAFT in CurricQNet.**	**9/10/2019**
Course Major Modification	ENE-60	Math for Engineering Technology	**Course moved back to DRAFT in CurricQNet.**	**9/10/2019**

Course Major Modification	MUS-32A	Class Piano I	Approved and sent to district for approval process.	**9/10/2019**
Course Major Modification	MUS-32B	Class Piano II	Approved and sent to district for approval process.	**9/10/2019**
Course Major Modification	MUS-32C	Class Piano III	Approved and sent to district for approval process.	**9/10/2019**
Course Major Modification	MUS-32D	Class Piano IV	Approved and sent to district for approval process.	**9/10/2019**
Distance Education	CHI-1DE	Chinese 1DE	Approved and sent to district for approval process.	**9/10/2019**
Distance Education	CHI-2DE	Chinese 2DE	Approved and sent to district for approval process.	**9/10/2019**
New Course	APP-450	Apprenticeship Work Experience	Approved and sent to district for approval process.	**9/10/2019**
New Course	PDS-801	Leadership Skills	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**
New Course	PDS-802	Supervisory Skills	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**
New Course	PDS-803	Increasing Productivity	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**
New Course	PDS-804	Motivating Yourself and Others	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**
New Course	PDS-805	Difficult Conversations	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**
New Course	PDS-806	The Art of Negotiating and Collaborating	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**
New Course	PDS-807	Personality Styles and Difficult Relationships	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**
New Course	PDS-808	Critical Thinking, Problem Solving and Decision Making	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**
New Course	PDS-809	Business Writing in a Technological World	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**
New Course	PDS-810	Time Management	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**
New Course	PDS-811	High Impact Presentations and Proposals for the Work Place	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**
New Course	PDS-812	Workplace Communication Strategies	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**

New Course	PDS-813	Best Practices in Customer Service	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**
New Course	PDS-814	Closing Techniques That Win the Sale	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**
New Course	PDS-815	Winning Sales Scripts	HOLD – Issues with cross-listed CAT courses.	**9/10/2019**
New Program	PDS-CERT CRN	Customer Relations	HOLD * Moved to 9/24 agenda	**9/10/2019**
New Program	PDS-CERT ECN	Enterprise Communication	HOLD * Moved to 9/24 agenda	**9/10/2019**
New Program	PDS-CERT ELN	Emerging Leaders	HOLD * Moved to 9/24 agenda	**9/10/2019**
New Program	PDS-CERT STN	Sales Techniques	HOLD * Moved to 9/24 agenda	**9/10/2019**
New Program	PDS-CERT WEN	Workplace Essentials	HOLD * Moved to 9/24 agenda	**9/10/2019**
Program Modification	ENE-NCE796	Engineering Graphics	Approved and sent to district for approval process.	**9/10/2019**
New Course	ENP 801	Facebook for Business		**9/24/2019**
New Course	ENP 802	Pinterest and Instagram for Business		**9/24/2019**
New Course	ENP 803	YouTube for Business		**9/24/2019**
New Course	ENP 804	Twitter for Business		**9/24/2019**
New Course	ENP 805	LinkedIn for Business		**9/24/2019**
New Course	PDS 801	Leadership Skills		**9/24/2019**
New Course	PDS 802	Supervisory Skills		**9/24/2019**
New Course	PDS 803	Increasing Productivity		**9/24/2019**
New Course	PDS 804	Motivating Yourself and Others		**9/24/2019**
New Course	PDS 805	Difficult Conversations		**9/24/2019**
New Course	PDS 806	The Art of Negotiating and Collaborating		**9/24/2019**
New Course	PDS 807	Personality Styles and Difficult Relationships		**9/24/2019**
New Course	PDS 808	Critical Thinking, Problem Solving and Decision Making		**9/24/2019**
New Course	PDS 809	Business Writing in a Technological World		**9/24/2019**
New Course	PDS 810	Time Management		**9/24/2019**
New Course	PDS 811	High Impact Presentations and Proposals for the Work Place		**9/24/2019**

New Course	PDS 812	Workplace Communication Strategies		**9/24/2019**
New Course	PDS 813	Best Practices in Customer Service		**9/24/2019**
New Course	PDS 814	Closing Techniques That Win the Sale		**9/24/2019**
New Course	PDS 815	Winning Sales Scripts		**9/24/2019**
Course Deletion	ENE 22	Engineering Drawing		**9/24/2019**
Course Deletion	ENE 28	Technical Design		**9/24/2019**
Course Major Modification	ENE 35	Statics		**9/24/2019**
Course Major Modification	ENE 38	Introduction to Programming Concepts and Methodologies for Engineers		**9/24/2019**
Course Major Modification	ENG 4	Writing Tutor Training		**9/24/2019**
Course Major Modification	ENG 885	Writing Clinic		**9/24/2019**
Course Major Modification	MUS 36	Instrumental Chamber Ensembles		**9/24/2019**
Course Major Modification	SOC 10	Race and Ethnic Relations		**9/24/2019**
New State Certificates/Degrees		Customer Relations		**9/24/2019**
New State Certificates/Degrees		Enterprise Communication		**9/24/2019**
New State Certificates/Degrees		Emerging Leaders		**9/24/2019**
New State Certificates/Degrees		Sales Techniques		**9/24/2019**
New State Certificates/Degrees		Workplace Essentials		**9/24/2019**
New State Certificates/Degrees		Social Media for Business		**9/24/2019**
State/Locally Approved Certificate/Degree Modifications:		Drafting Technology AS		**9/24/2019**