NORCO COLLEGE
CURRICULUM COMMITTEE MINUTES

September 28, 2021 - 2:00 pm
Zoom Online

Brian Johnson chaired the meeting.
Members Present:

Brian Johnson..... Math
Dr. Samuel Lee..... Vice President of Academic Affairs
Nicole C. Brown.....Office of Academic Affairs
Dr. Jason Parks..... Dean of Instruction
Michael Bobo ..... Arts, Humanities and World Languages
Rex Beck..... Business, Engineering & Information Technologies
John Alpay..... Business, Engineering & Information Technologies
Dr. Teresa Friedrich Finnern .... Sciences and Kinesiology
Suzanne Witmer ..... Sciences and Kinesiology
Elisa Chung ..... Math
Janet Frewing ..... Math
Vivian Harris..... Library
Nicholas Franco..... Social and Behavioral Sciences/ Articulation Officer
Lisa Martin..... Social and Behavioral Sciences/Counseling
Jessica Dobson..... Communications
Nicole Capps ..... Communications
Debra Karrer..... Dean of Instruction Office – IDS
Aracely Bello .....ASNC

Members Absent: None

Guest: None

A. Agenda September 28, 2021 Approval: MSC: M/J. Alpay, S/V. Harris * 13-Yeas, 0-Nays.

B. Minutes September 14, 2021 Approval: MSC: M/J. Alpay, S/V, Harris * 13-Yeas, 0 Nays.

C. Discussion items:

1. DX and DE Outline – Attachment sent out. Brian Johnson brought this outline to the DCC last week and went over the details of the outline. The DX no longer apply after WIN22, it must be DE proposals. DE Proposals for SPR22 must be submitted by October 8th, SUM/FALL22 send DE proposals by end of Fall 2021 to Brian Johnson.

Action Items:

D. Major Course Modification: Items 1-6 Approval: MSC: M/R. Beck, S/S. Witmer * 13-Yeas, 0 Nays.

1. BUS-82 Freight Claims *N
2. BUS-83 Contracts *N
3. BUS-85 Warehouse Management *N
4. BUS-86 Transportation and Traffic Management *N
5. BUS-87 Purchasing and Supply Management *N
6. BUS-90 International Logistics *N

7. ~~ESL-65 American Classroom Culture~~ *MNR MSC: M/N. Capps, S/R. Beck * 13-Yeas, 0 Nays. **Not a Norco Course.** Substitute motion to remove from agenda. Approval: MSC: M/J. Alpay, S/N. Capps * 13-Yeas, 0 Nays.
8. ESL-95 Pronunciation and Accent Reduction *MNR Approval: MSC: M/N. Capps, S/R. Beck * 13-Yeas, 0 Nays.

E. New Course:

1. ARE-63 3D Tour, Virtual, Mixed, Augmented and Extended Reality *N Approval: MSC: M/J. Dobson, S/R. Beck * 13-Yeas, 0 Nays.
2. DFT-31 Advanced Computer Aided Drafting (CAD) *N Approval: MSC: M/V. Harris, S/R. Beck * 13-Yeas, 0 Nays. *Need DFT-30 to be cross-listed with ENE-30
3. DFT-62 Basic Fusion 360 *N Approval: MSC: M/V. Harris, S/R. Beck * 13-Yeas, 0 Nays. Need DFT-30 to be cross-listed with ENE-30, DFT-21 to be cross-listed with DFT-21.
4. DFT-63 Advanced Fusion 360 *N Approval: MSC: M/V. Harris, S/R. Beck * 13-Yeas, 0 Nays.

F. New Program:

1. ARE-E3DT *N Essential 3D Tour *Certificate To provide short certificate for continuing education and professionals with program focus to job market. Approval: MSC: M/J. Dobson, S/J. Alpay * 13-Yeas, 0 Nays.

2. ARE-ER *N Essential Revit *Certificate To provide short certificate for continuing education and professionals with program focus to job market. Approval: MSC: M/V. Harris, S/L. Martin * 13-Yeas, 0 Nays.
3. DFT-ECAD *N Essential CAD *Certificate To provide short certificate for continuing education and professionals with program focus to job market. Approval: MSC: M/V. Harris, S/L. Martin * 13-Yeas, 0 Nays.

4. DFT-EF360 *N Essential Fusion 360 *Certificate To provide short certificate for continuing education and professionals with program focus to job market. Approval: MSC: M/V. Harris, S/N. Capps * 13-Yeas, 0 Nays.

5. DFT-ESW *N Essential SolidWorks *Certificate To provide short certificate for continuing education and professionals with program focus to job market. Approval: MSC: M/N. Capps, S/J. Alpay * 13-Yeas, 0 Nays.

G. Information Items:

1. Course Major Modification:
   a) CIS-30A Introduction to Python Programming *MR
   b) CIS-30B Python Programming in Networking *M
   c) CIS-30C Python Programming in Cybersecurity *M
   d) CIS-30D Python Programming for Internet of Things (IoT) *M
   e) CIS-30E Advanced Python Programming *M
   f) FIT-CFO3A Human Resources Management Chief Fire Officer *M
   g) FIT-CFO3B Budget and Fiscal Responsibilities Chief Fire Officer *M
   h) FIT-CFO3C General Administration Functions Chief Fire Officer *M
   i) FIT-CFO3D Emergency Service Delivery Responsibilities *M

j) FIT-CO2A Human Resource Management *M
k) FIT-CO2B General Administrative Functions *M
l) FIT-CO2C Fire Inspections and Investigations *M
m) FIT-CO2D All Risk Command Operations *M
n) FIT-CO2E Wildland Incident Operations *M
o) FIT-S21 Public Safety Honor Guard Academy *M
p) FIT-S3 Basic Fire Fighter Academy *M
q) FIT-S3A Introduction to Fire Academy and Physical Conditioning for Fire Academy Students *M
r) FIT-S3B Firefighter I Academy Skills Review and Certification *M
s) HLS-50 Developing a Personal Philosophy of Leadership and Ethics *M
t) HLS-51 Leading Others Ethically *M
u) HLS-52 Ethical Leadership in Organizations *M
v) HLS-53 Ethics and the Challenge of Leadership *M

2. New Course:
   a) CIS-68A Introduction to Machine Learning *MR
   b) CIS-68B Big Data Fundamentals *MR
   c) CIS-87A Introduction to IT Project Management *M
   d) CIS-87B IT Project Management Framework *MR

3. New Discipline:
   a) INT- Industrial Automation *M

4. New Program:
   a. HLS-EMHS-L M Emergency Management and Homeland Security – Leadership *M

5. Program Modification:
   a. AUB-AT-ATU R Automotive Technology - Automotive Trim and Upholstery *R
   b. COS-CIT R Cosmetology Instructor Training *R
   c. THE-MT R Musical Theatre *R
   d. WEL-AS WT R Welding Technology *R

H. Open Forum: NONE
I. Adjourned: 2:35 pm

Next Meeting: October 12, 2021 * Zoom Online

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 thecurriculum 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 21/22 DECISIONS			Updated as of 09/28/2021	
Proposal Type	**Course/ Program**	**COURSE/Program TITLE**	**Action Taken**	**NORCO Curriculum Committee (DATE)**
Course Deletion	ESL-51	Basic Writing and Grammar	Approved - Sent to BOT	**9/14/2021**
Course Deletion	ESL-52	Low-intermediate Writing and Grammar	Approved - Sent to BOT	**9/14/2021**
Course Deletion	ESL-53	Intermediate Writing and Grammar	Approved - Sent to BOT	**9/14/2021**
Course Deletion	ESL-54	High-intermediate Writing and Grammar	Approved - Sent to BOT	**9/14/2021**
Course Deletion	ESL-55	Advanced Writing and Grammar	Approved - Sent to BOT	**9/14/2021**
Course Deletion	ESL-90A	Special Topics in ESL: Improving Note Taking Skills	Approved - Sent to BOT	**9/14/2021**
Course Inclusion	AHS-11	Visual Description: Writing About Art	Approved - Sent to BOT	**9/14/2021**
Course Major Modification	ESL-46	Beginning American College English	Approved - Sent to BOT	**9/14/2021**
Course Major Modification	ESL-47	Low-Intermediate American College English	Approved - Sent to BOT	**9/14/2021**
Course Major Modification	ESL-48	Intermediate American College English	Approved - Sent to BOT	**9/14/2021**
Course Major Modification	ESL-49	High-Intermediate American College English	Approved - Sent to BOT	**9/14/2021**
Course Major Modification	ESL-50	Advanced American College English	Approved - Sent to BOT	**9/14/2021**
Course Major Modification	ESL-71	Basic Reading and Vocabulary	Approved - Sent to BOT	**9/14/2021**
Course Major Modification	ESL-72	Intermediate Reading and Vocabulary	Approved - Sent to BOT	**9/14/2021**
Course Major Modification	ESL-73	High Intermediate Reading and Vocabulary	Approved - Sent to BOT	**9/14/2021**
Course Major Modification	ESL-846	Beginning American College English	Approved - Sent to BOT	**9/14/2021**
Course Major Modification	ESL-847	Low-Intermediate American College English	Approved - Sent to BOT	**9/14/2021**
Course Major Modification	ESL-848	Intermediate American College English	Approved - Sent to BOT	**9/14/2021**
Course Major Modification	ESL-849	High-Intermediate American College English	Approved - Sent to BOT	**9/14/2021**
Course Major Modification	ESL-850	Advanced American College English	Approved - Sent to BOT	**9/14/2021**
Course Major Modification	ESL-90D	Special Topics in ESL: Verb Tense Review	Approved - Sent to BOT	**9/14/2021**

Course Major Modification	ESL-91	Oral Skills I: Beginning Oral Communication	Approved - Sent to BOT	**9/14/2021**
Course Major Modification	ESL-92	Oral Skills II: Intermediate Oral Communication	Approved - Sent to BOT	**9/14/2021**
Course Major Modification	ESL-93	Oral Skills III: Advanced Oral Communication	Approved - Sent to BOT	**9/14/2021**
Program Modification	ENG-ADT	English	Approved - Sent to BOT	**9/14/2021**
Course Major Modification	BUS-82	Freight Claims	Approved - Sent to BOT	**9/28/2021**
Course Major Modification	BUS-83	Contracts	Approved - Sent to BOT	**9/28/2021**
Course Major Modification	BUS-85	Warehouse Management	Approved - Sent to BOT	**9/28/2021**
Course Major Modification	BUS-86	Transportation and Traffic Management	Approved - Sent to BOT	**9/28/2021**
Course Major Modification	BUS-87	Purchasing and Supply Management	Approved - Sent to BOT	**9/28/2021**
Course Major Modification	BUS-90	International Logistics	Approved - Sent to BOT	**9/28/2021**
Course Major Modification	ESL-65	American Classroom Culture	**DENIED - Not a NORCO Course**	**9/28/2021**
Course Major Modification	ESL-95	Pronunciation and Accent Reduction	Approved - Sent to BOT	**9/28/2021**
New Course	ARE-63	3D Tour, Virtual, Mixed, Augmented and Extended Reality	Approved - Sent to BOT	**9/28/2021**
New Course	DFT-31	Advanced Computer Aided Drafting (CAD)	Approved - Sent to BOT	**9/28/2021**
New Course	DFT-62	Basic Fusion 360	Approved - Sent to BOT	**9/28/2021**
New Course	DFT-63	Advanced Fusion 360	Approved - Sent to BOT	**9/28/2021**
New Program	ARE-E3DT N	Essential 3D Tour	Approved - Sent to BOT	**9/28/2021**
New Program	ARE-ER N	Essential Revit	Approved - Sent to BOT	**9/28/2021**
New Program	DFT-ECAD N	Essential CAD	Approved - Sent to BOT	**9/28/2021**
New Program	DFT-EF360 N	Essential Fusion 360	Approved - Sent to BOT	**9/28/2021**
New Program	DFT-ESW N	Essential SolidWorks	Approved - Sent to BOT	**9/28/2021**

Guidance for the Application of Emergency-Only Distance Ed (DX) Delivery

- The DX were never intended for use as permission to schedule classes online; rather, their original intent was to allow courses to be moved online in an emergency situation: "…in the case of a campus/college/district closure emergency; this form does not otherwise authorize online or hybrid course delivery" (Emergency-Only Proposal form).
- In Spring 2021, the curriculum chairs made two statements in a message that went out to rccd-all on March 18, 2021 and that was co-signed by the Academic Senate Presidents, effectively temporarily amending that use:
    - Fall 21 should be a transitional semester and allow DX to be used for scheduling in order to allow faculty to get their DE in on time: "Our Emergency-Only approvals authorize DE delivery of any classes that start on campus but are forced back online or hybrid at any point by a site closure; as outlined in the original process, courses with emergency-only approvals are authorized for online delivery for any future RCCD emergency that prohibits onsite instruction (partial or total). It is the position of the District Curriculum Committee and Senate Presidents that the Emergency-Only approvals also cover courses for Fall 2021 deemed appropriate by the discipline to continue offering online or hybrid as we transition out of the emergency. This additional semester of coverage allows departments who may wish to submit permanent DE proposals in time for regular Winter/Spring 2022 scheduling to do so."
    - Faculty should submit standard DE proposals to cover them for Winter/Spring 22: "[F]or Winter and Spring 22, faculty are advised to submit DE proposals to techreview@rccd.edu by April 9, 2021."
- The Curriculum Chairs re-affirm that the purpose of DX approvals was never to allow for scheduling of online courses (except in the case of total campus closure) but rather for courses forced to move online. We acknowledge now in Fall of 21, they also cover classes when a whole class has been temporarily "closed" because of a local quarantine of that class and its students as this is an emergency, though temporary, and this allows instruction to continue uninterrupted.
- The Curriculum Chairs also understand that the pandemic has gone on longer and in varied waves no one anticipated; **in light of this and to create clear guidelines going forward, our view regarding the use of DX approvals going forward is as follows:**
    - **Winter 2022** may be considered an extension of the same "transition out of emergency" period as Fall 21, allowing DX to be used to schedule Winter 2022 if necessary.
    - **From Spring 22 forward, DX can no longer be used for regular planned scheduling of courses** unless we are in a shutdown mode as in 2020.
        - To support faculty who may not have met the original April 9 deadline for DE or still not have submitted DE for courses they wish to continue offering online or hybrid in Spring 22 and for which no DE approval exists, **DE proposals submitted with required district discipline and originating department minutes to techreview@rccd.edu by October 8 should be able to move through the curricular process in time before the Spring schedule is published and be offered with DE delivery.**
        - Courses scheduled online or hybrid for Spring 22 without DE approved in time should **revert to face-to-face delivery or be cancelled, per consultation with VPAA, Deans, and faculty.**
    - Note that **Summer and Fall 22 DE proposals** may make approval deadlines if launched by the first day of Spring 22 at the very latest, but since they require discipline and department conversation, it is better to **complete and launch them by the end of Fall 21.**