NORCO COLLEGE
CURRICULUM COMMITTEE MINUTES
December 9, 2025 - 2:00 pm
ZOOM for non-voting members and OC*116 for voting members

Brian Johnson chaired the meeting.
Members Present:
Brian Johnson.......................... Math, Engineering, Comp. Sci & Game Development –
                                              Curriculum Chair
Dr. Quinton Bemiller................ Interim Vice President of Academic Affairs
Nicole C. Brown....................... Office of Academic Affairs
Nicholas Franco....................... Articulation Officer
Dr. Teresa Friedrich Finnern .... Natural Sciences, Health and Kinesiology
Jeff Mulari .... Math, Engin.Comp. Sci.& Game Dvlpmnt - Alternate
Vivian Harris........................... Library
John Alpay.............................. Business and Management
Dr. Melissa Wilson .... Social and Behavioral Sciences
Nikki Capps .... Communications, Humanities & Languages - Alternate
Dr. Patricia Avila .... Counseling – Guidance Department
Paul VanHulle .... Applied Technologies and Apprenticeships

Members Absent:
Kim Kamerin .... Visual and Performing Arts
Dr. Courtney Doussett .... Dean of Instruction
Dr. Mike Leese .... Human & Public Services
Debra Karrer .... Dean of Instruction Office – IDC
Jared Noel Evangelista .... ASNC

Guest: NONE

A. Minutes November 13, 2025. MSC: M/ J. Mulari, S/ T. Friedrich Finnern, 8-Yeas, 0 Nays, 1 abstain. Paul VanHulle voted via ZOOM from location Norco College, office IT 124. Vivian Harris voted via ZOOM from location 1145 Newfield Circle, Corona, CA. John Alpay voted via ZOOM from location 33702 Callie Miramar, San Juan Capistrano, CA.

B. Agenda December 9, 2025 MSC: M/ J. Mulari, S/ T. Friedrich Finnern, 8-Yeas, 0 Nays, 0 abstain. Paul VanHulle voted via ZOOM from location Norco College, office IT 124. Vivian Harris voted via ZOOM from location 1145 Newfield Circle, Corona, CA. John Alpay voted via ZOOM from location 33702 Callie Miramar, San Juan Capistrano, CA.

C. Discussion Item:

1. 2026 curriculum calendar and new launch deadline: Brian Johnson went over the 2026 RCCD Curriculum calendar and the changes made. June 5th is the new Launch Deadline for all courses and programs. Curriculum is being heavily impacted with an exponential amount of work due to AB1111 CCN courses and other state mandated curriculum updates. This allows curriculum to be reviewed over the summer to review submissions for Tech Review. **Please relay these updates to your departments**. See new calendar attached.

2. COR review tool: This is a checklist that will assist faculty when writing up a COR outline. See attachment.

3. Title 5 Requirement: Brian Johnson went over the policy for complying with Title 5. Policy for complying with Title 5 §55001 relating to equity and inclusion: "§55001 (b) Curriculum committees shall have a documented procedure for ensuring that course outlines of record for all courses approved pursuant to section 55002 describe approaches that would accommodate and engage diverse student bodies, advance equitable student outcomes, and promote the inclusion of all students." See attachment for additional information. Still in discussion with Academic Senate.

Action Items:

D. Course Major Modification:
  1. EAR-41   Practicum in Early Intervention/Special Education *MNR MSC: M/ J. Mulari, S/ T. Friedrich Finnern V. Harris, 8-Yeas, 0 Nays, 0 abstain.

E. Distance Education:
  1. GUI-47ADE   Introduction to Career Exploration *MN MSC: M/ J. Mulari, S/ T. Friedrich Finnern, 8-Yeas, 0 Nays, 0 abstain.

F. Norco College Information item:
  A) Course Minor Modification:
      1. AHS-10 Modern and Contemporary Art History   *MNR
      2. AHS-12 Asian Art History *MNR
      3. AHS-5 Arts of Africa, Oceania, and Indigenous North America   *MNR
      4. AHS-8 Art History of the Photographic Image   *MNR
      5. AHS-9 African Art History   *MNR

G. RCC and MVC Information Items:
  1. Distance Education:
     a) GUI-47ADE Introduction to Career Exploration *MN

  2. Course Deletion:
     a) CIS-65   Introduction to Microsoft PowerPoint

  3. Course Exclusion:
     a) ACC-55   Applied Accounting and Bookkeeping
     b) BUS-24   Business Communications
     c) GUI-845   College Readiness
     d) GUI-847A   Career Readiness
     e) GUI-847B   Educational Planning
     f) GUI-848   Student Success

  4. Course Major/Minor Modifications:
     a) FTV-12   History of American Film
     b) PHO-23   Introduction to Drone Photography
     c) AHS-3   Islamic Art History
     d) PHO-9   Intermediate Photography

5. Distance Education:
   a) CIS-910DE   Introduction to Canvas: Essentials for Online Learning
   b) CIS-911DE   Intermediate Canvas: Communicating and Interacting in Canvas
   c) CIS-912DE   Advanced Canvas: Assignments and Quizzes

6. Program Modification:
   a) CIS   IT Technician Pathway: IT Systems Support and Sales

7. Program Discontinuance:
   a) GUI   College Career Readiness and Student Educational Planning
   b) GUI   College Student Success

8. New Program:
   a) CIS   Canvas Skills Mastery: From Basics to Advanced

H. Open Forum:
1. Discussion about the other Work Experience courses that have not been modified? Brian Johnson will ask RCCD Tech Review, and the courses that affect Norco College, Nicole Brown will send the remaining list to Brian Johnson so he can work on notifying the departments to reflect the new Title 5 requirement.

Wishing everyone a very Merry Christmas and happy and healthy New Year in 2026!

Adjourned: 2:49 pm

Next Meeting: February 24, 2025 *

2025	2026
~~09/09/25~~	**JAN- No MTG**.
~~09/23/25~~	02/24/26
~~10/14/25~~	03/10/26
~~10/28/25~~	03/24/26
~~11/13/25~~*	04/28/26
~~12/09/25~~	05/12/26
	05/26/26

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.

2026 Riverside Community College District Curriculum Calendar

January 2026

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January
- 1 Legal Holiday/Day of Observance
- 19 Legal Holiday/Day of Observance

February 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

February
- 13 Legal Holiday/Day of Observance
- 16 Legal Holiday/Day of Observance
- 24 College Curriculum Committee

March 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March
- 3 Tech Review and DCC
- 10 College Curriculum Committee
- 17 Tech Review and DCC
- 24 College Curriculum Committee
- 31 Legal Holiday/Day of Observance

April 2026

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April
- 7 Tech Review and DCC
- 13-19 Spring Break
- 21 Tech Review and DCC
- 28 College Curriculum Committee

May 2026

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May
- 5 Tech Review and DCC
- 12 College Curriculum Committee
- 19 Tech Review and DCC
- 25 Legal Holiday/Day of Observance
- 26 College Curriculum Committee

June 2026

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June
- 2 Tech Review and DCC
- 5 *Launch Deadline - All Courses and Programs*
- 12 Deadline for Department Chairs and Facilitators
- 19 Legal Holiday/Day of Observance

July 2026

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July
- 3 Legal Holiday/Day of Observance

August 2026

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

September 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September
- 1 Tech Review and DCC
- 7 Legal Holiday/Day of Observance
- 8 College Curriculum Committee
- 15 Tech Review and DCC
- 22 College Curriculum Committee

October 2026

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October
- 2 June Submission Clean Up Deadline*^
- 6 Tech Review and DCC
- 9 Jun Sub Clean Up Dept Chair/Facilitator Deadline*
- 13 College Curriculum Committee
- 20 Tech Review and DCC
- 27 College Curriculum Committee

November 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November
- 3 **Tech Review - Last Possible***
- 10 **College Curric/Special DCC - Last Possible***
- 11 Legal Holiday/Day of Observance
- 16 Chancellor's Cabinet - Last Possible*
- 17 Tech Review and DCC
- 23-27 Classes not in session

December 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December
- 1 Tech Review and DCC
- 1 Board Committee - Last Possible*
- 8 College Curriculum Committee
- 8 Board Regular Meeting - Last Possible*

*Anticipated dates. Final dates TBD.

^Clean-Up Proposals are those impacted by proposal submissions in June, such as cross-listed counterparts, program modifications due to title changes or unit increases, etc.

TR/DCC meet 1st 3rd Tues; College Comm. meet 2nd 4th Tues

No mtngs: 1st week of term, finals week, or WIN/SUM

Questions to Consider about the COR:

- ☐ Has the discipline had a conversation about how to ensure that equity is visible in the COR as a priority? (Two more comprehensive resources you might consider: Glendale Community College's *Guide for Creating Equitable Curriculum*; Portland State University's *Culturally Responsive and Inclusive Curriculum Resources* which includes both general guiding questions and discipline specific resources)
- ☐ Do the course materials reflect multiple perspectives and contributions to the field, including those of scholars from previously minoritized groups as well as representative of RCCD's student population?
- ☐ Do methods of instruction and sample assignments offer opportunities for students to build on existing knowledge or experience as relevant to the class and provide opportunities to explore culturally relevant and inclusive texts and topics?
- ☐ Do methods of instruction and evaluation and sample assignments offer opportunities for students to develop and practice skills needed for later advanced academic tasks on which they will be evaluated?

COR Requirements to Check:
(See the RCCD Curriculum Handbook for complete information on developing a new course or modifying an existing course. **Below is a checklist of often-missed and misunderstood elements that can slow down approval processes** – this is not a comprehensive checklist; please see the handbook for complete process.)

- ☐ Curricunet COVER tab:
  - o Use the rationale box to give a short explanation to curriculum reviewers of changes made (if a modification) or reason for the new or deleted course.
  - o Make sure you've selected the discipline-appropriate TOPS code.
  - o If the course is taught at more than one college, have discipline members across the district weighed in on the proposal and voted to approve?
  - o If the course belongs to a single discipline but you want to enable it to be taught other disciplines, please select that discipline under cross-listed discipline. (This is not the same as a cross-listed course; that is a separate Curricunet tab. See next bullet.)
- ☐ Curricunet CROSS LISTED tab: If the course is cross-listed, please select the other discipline, and make sure that an identical version of this course is being launched/modified by that other discipline so the proposals go through together.
- ☐ Curricunet UNITS/HOURS tab:
  - o Units/hours calculation:
    - ▪ 18 lecture hours requires 2x outside-of-class hours = 1 unit
    - ▪ 54 lab hours (typically no outside-of-class hours)* = 1 unit
    - ▪ CHECK your units and hours for accuracy with this formula: (lecture hours + lab hours + outside-of-class hours) / 54 = units of class*
    - ▪ If hours don't match listed units, adjust.

- ▪ *you might occasionally calculate a unit value that is slightly over the units of the course, especially in the case of a course that has a small number of lab hours or small amount above a 54 hour increment; as long as the units don't calculate to the next multiple of .5, it is acceptable; units are awarded in .5 increments, but courses must meet that threshold. (.25 unit courses exist for POST classes as long as they meet the hours minimum for .25 and don't meet .5; after .5, ALL classes only award units in .5 increments.)
  - o Select from the repeatability drop down menu; this defines the number of times a student can take a course they have PASSED. Most **credit** courses need to have a repeatability of zero unless they meet the Title 5 (§55041) rules for repeatability.
- ☐ Curricunet OBJECTIVES tab:
  - o All courses must have objectives.
  - o Enter each objective in a separate field.
- ☐ Curricunet ENTRANCE SKILLS tab:
  - o Entrance skills are required of any course with a requisite or advisory selected at the requisite tab (no entrance skills if there are no requisites or advisory).
  - o Fill in the blank field with the entrance skill.
  - o Link it to the student learning outcome from the requisite course.
  - o The text for the entrance skill and the linked skill may be the same, but this is two separate actions and blocks of text.
- ☐ Curricunet COURSE SLO tab:
  - o All courses must have outcomes.
  - o Enter each outcome in a separate field.
- ☐ Curricunet COURSE CONTENT tab:
  - o Courses should have content that is detailed to at least a second level (content should not just be areas 1-5; there should be 1A. 1B. etc.)
  - o Content areas that are at a second level (or more) need two items (otherwise it is still the same level); this is to say, if your outline has an "A" it needs a "B."
- ☐ Curricunet METHODS tabs: these should be as discipline specific as possible.
- ☐ Curricunet SAMPLE ASSIGNMENTS tab:
  - o Provide an indication of the types of assignments that faculty could offer that would address course content and SLOs (identification of specific SLOs not needed).
  - o Reading assignments entered here should in addition to the textbook.
- ☐ Curricunet COURSE MATERIALS tab:
  - o UC transferable courses need a text published within the last 5 years.
  - o Provide OER options where possible and approved by discipline.
- ☐ Curricunet ATTACHED FILES tab:
  - o Attach minutes or an email vote tally showing discipline approval (including discipline members from all colleges that have the course in their catalogs).
  - o Attach minutes or an email vote tally showing department approval from the department where the new, modified, or deleted course originated.

Sources reflected in the creation of this document: *Equity Now* October 2020 cohort webinar series by CUE/USC; *Culturally Responsive Teaching and the Brain* by Zaretta Hammond; From *Equity Talk to Equity Walk* by Tia Brown McNair, Estela Mara Bensimon, and Lindsey Malcolm-Piquex

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Policy for complying with Title 5 §55001 relating to equity and inclusion:

"§55001 (b) Curriculum committees shall have a documented procedure for ensuring that course outlines of record for all courses approved pursuant to section 55002 describe approaches that would accommodate and engage diverse student bodies, advance equitable student outcomes, and promote the inclusion of all students."

Faculty will engage in a robust discipline-wide process/discussion to ensure that all courses approved under §550021 describe pedagogy approaches faculty may use to engage and support all students and advance equitable student outcomes.

At RCCD, the results of these discussions will be reflected in the methods of instruction and evaluation on the Course Outline of Record (and potentially other sections such as content or course materials as well) in the context of the discipline and specific course in which they are included.

Faculty originators will record in a required field in Curriqunet2 what areas of the COR, which must include Methods of Instruction and Evaluation, directly address §55001 (b) [and(c), Nick?] and by what process the discipline arrived at these approaches.

All courses in RCCD catalogs must reflect these changes and additional components by the Fall 2030 catalog (Fall 2029 launch deadline)