

Riverside City College Curriculum Committee Minutes

<https://www.rcc.edu/about/strategic-planning/tllc/curriculum-committee/resources.html>

February 24, 2026 • 2:30-4:30 pm • Hall of Fame

Zoom link for 2025-2026 public attendees: [https://rccd-](https://rccd-edu.zoom.us/j/84509114251?pwd=vbRhaHTaCtObtbCVNdLM2PWTICCV8S.1)

[edu.zoom.us/j/84509114251?pwd=vbRhaHTaCtObtbCVNdLM2PWTICCV8S.1](https://rccd-edu.zoom.us/j/84509114251?pwd=vbRhaHTaCtObtbCVNdLM2PWTICCV8S.1)

1. Call to Order at 2:35pm

Voting Committee Members Present	Voting Members Absent
Juan Ahumada , <i>Communication Studies Dept. Rep. (25-27)</i>	Parissa Clark , <i>Economics/Geography/Political Science Dept. Rep. (25-26)</i>
Tucker Amidon , <i>English & Media Studies Dept. faculty. (25-27)</i>	Tommy Korn , <i>World Languages Dept. Rep. (25-27)</i>
Nicole Banerjee , <i>Articulation Officer</i>	Karyn Magno , <i>Counseling Dept. Rep. (24-26) (present via Zoom as guest)</i>
Madeline Bettencourt , <i>Cosmetology Dept. Rep. (24-26)</i>	Marc Sanchez , <i>Mathematics Dept. Rep. (25-27)</i>
Paul Conrad , <i>Business Admin/Info Sys Tech Dept. Rep. (25-27)</i>	
Doug Finfrock , <i>Kinesiology/Athletics Dept. Rep. (25-26)***</i>	
Mark Haines , <i>Dance and Theater Dept. Rep. (24-26)</i>	
Shannon Hammock , <i>Library/Learning Resources Dept. Rep. (25-27)</i>	
Robert Jew , <i>Art Dept. Rep. (25-26)***</i>	
Ryan Joseph , <i>Life Sciences Dept. Rep. (25-27)</i>	
Amber Lappin <i>School of Education and Teacher Preparation Dept. Rep. (24-26)</i>	
Skyler Murdock , <i>Applied Technology Dept. Rep. (25-27)</i>	
Doris Namala , <i>History/Humanities/Philosophy/Ethnic Studies Dept. Rep. (25-27)</i>	
Brock Russell , <i>Physical Sciences Dept. Rep. (25-26)***</i>	
Steven Schmidt , <i>Music Dept. Rep. (25-27); Technical Review Com Chair</i>	
Emily Spencer , <i>Chemistry Dept. Rep. (Spring 26 and 26-28)</i>	
Amy Vermillion , <i>Nursing Dept. Rep. (24-26)</i>	
Kweku Williams , <i>Behavioral Science / Psychology Dept. Rep. (25-27)</i>	
Non-Voting Committee Members	Non-Voting Members Absent
Kelly Douglass , <i>Faculty Chair**, Curriculum Committee (24-26); English</i>	Abraham Jefferson , <i>ASRCC Student Representative</i>
Vacant , <i>RCC Curriculum Programs Coordinator</i>	Isabella Semin , <i>ASRCC Student Representative</i>
Lynn Wright , <i>VP of Academic Affairs; Administrative Co-Chair of CC</i>	
Liaisons/Admin/Staff/Guests	
Casandra Greene , <i>RCCD Curriculum Analyst filling in for vacant Program Coordinator</i>	
Kristin Nemecek , <i>Dance and Theater Dept. Faculty</i>	
Mia Timme , <i>Instructional Department Specialist, English Media Studies and World Languages; IDS Liaison</i>	

Riverside City College MISSION: Riverside City College serves a diverse community of learners by offering certificates, degrees, and transfer programs that help students achieve their educational and career goals. The college strives to improve the social and economic mobility of its students and communities by being ready to meet students where they are, valuing and supporting each student in the successful attainment of their goals and promoting an inclusive, equity-focused environment.

VISION: Riverside City College strives to provide excellent educational opportunities that are responsive to the diverse needs of its students and communities, and empowers both to be active participants in shaping the future.

Consistent with Executive Order N-29-20 and Government Code sections 54953.2, 54954.1, 54954.2, and 54957.5, the Riverside City College Curriculum Committee will provide to individuals with disabilities reasonable modification or accommodation including an alternate, accessible version of all meeting materials. To request an accommodation, please contact Office of Diversity, Equity, & Compliance at 951-222-8039 or by email to Georgina Villaseñor-Lee: georgina.villasenor-lee@rccd.edu or Lorraine Jones: lorraine.jones@rccd.edu.

2. **Approval of the Agenda:**
The agenda will be reviewed, discussed, and considered for approval.
 - a. 1st Vermillion / 2nd Conrad
 - b. Request by faculty to remove from agenda until March meeting: CIS 910, 911, and 912 and related DE and program proposal
 - c. Approved by consensus
3. **Approval of Minutes: December 9, 2025:** 1st Amidon; 2nd Williams; approved by consensus
The minutes will be reviewed, discussed, and considered for approval.
4. **Public comment - none**
Public comment period provided for members of the public; Curriculum Committee Chair may limit comment period by a vote of the committee.
5. **Action Items:** See curriculum proposals below
 - a. No updates to any of the holds; no changes or actions on any of the proposals
 - b. Chair Douglass noted that she would reach out to ADM 66DE faculty with December 9 hold notes
6. **Reports**
 - a. Curriculum Chair – Kelly Douglass
 - i. Chair Douglass informed the committee that Curriculum Programs Coordinator, Casandra Greene, has moved to the District office as a Curriculum Analyst. She will continue to support RCC unit her replacement is hired and trained.
 - ii. With Tech Review Chair, Steven Schmidt, joint report on Curricunet updates –
 1. CIP Code field
 - a. This field is now required in Curricunet when updated or starting new proposals
 - b. Please make sure to use the TOP/CIP Crosswalk found here: <https://lookerstudio.google.com/reporting/62925aaa-3c91-48ab-941b-2473c0e17cb7/page/iCRIF>
(Must be logged into Google account to view)
 - c. More information on the District wide transition will be available at the next meeting.
 2. Minor Mod field: On the minor mod field you will be limited to only fields eligible for a minor mod as it should have been
 3. Ad Hoc Reports
 - a. As users, you are now able to run a course board approval date report out of Curriqunet Ad Hoc Reports to determine which of your courses are in compliance.
 - b. There are other reports as well you might find helpful like existing DE course approvals
 4. Historical Entrance Skills – functioning properly again as before the Maverick update

- b. Articulation Officer – Nicole Banerjee: articulation decisions should come out in May
- c. Curriculum Coordinator – *Vacant* (Casandra Greene filling in): If you have a program in your area that needs to go through discontinuance, please reach out to Casanda by March 10, 2026.
- d. Academic Standards – Brock Russell
 - i. Committee feedback on Title 5 update to 55001 (b and c) procedure
 - 1. We need a documented procedure to ensure our CORs meet the Title 5 equity and inclusion requirements.
 - 2. We need the process now (by April), and all courses need to be updated by 2030.
 - 3. Many of the equity and inclusion changes will be in Method of Instructions and Method of Evaluations but could be other places as well; section b change also requires the process to document this.
 - 4. Standards has come up with the idea of a field in curricunet, that would print to committee agendas that would highlight this information to the curriculum committee because it is our charge to review that these items are included.
 - 5. Question on design for committee: Should we have a separate field for the Title 5 information to highlight rationale, where it was updated, and when it was discussed and a separate one for Universal Design (UDL) or should they be combined into one field?
 - a. Motion to approve having two fields – Vermillion/Williams**
 - b. Approval unanimous to have two fields.**
 - ii. Draft Title 5 change document review (attached); sent to provide context; Standards isn't done but complete draft currently under review has resources for faculty to help them meet both new requirements
- e. VPAA – Lynn Wright
 - i. The title 5 process will be great to adding into our Accreditation.
 - ii. Enrollment – 98.4% at start of the semester. We are seeing a decline in enrollment in face to face classes. Fill rate is 98.2%.
 - iii. There are a significant number of memos coming from the state Chancellor's office.
 - iv. CCN phase III is on pause while they determine a path forward with articulation.
 - v. Regional Meeting and Curriculum Institute are coming up. These are a great opportunity to learn more about what is going on.
- f. ASRCC Co-Representatives – Isabella Semin and Abraham Jefferson – no report
- g. SAAM-related tips from the disciplines
 - i. Clarification for disciplines that don't launch in time regarding impact

- ii. Faculty are still paid for their teaching load that includes the overhang, but the college doesn't get apportionment for that lab overhang to pay them with, producing a loss.
- h. Equity-Minded Curriculum
- i. Book: Snafu Edu: Teaching and Learning When Things Go Wrong in the College Classroom by Jessamyn Neuhaus
 - ii. Class cancellation for low enrollment – this is counter the mission statement and what we say. Some classes won't fill, but it may still be important to the students enrolled in it.
 - iii. If more students are choosing online – What is it that is making them prefer a zoom option over a face to face. What can we do better to serve our students?
 - 1. As a HSI are we recognizing the challenges many students face by coming onto campus; this reality impacts student enrollment and also requires engaged support
 - 2. How are we scheduling classes to support students?
 - 3. How does cancelling low enrollment class being cancelled lead to more on-line classes.
 - 4. Enrollment is not the only metric for low enrolled courses – it opens the dialog on what should be offered and what should be cancelled.
 - 5. We need to look at student needs when scheduling.
 - 6. Need to look at cross-discipline conversations to align scheduling. Ex offering African-American History and African-American Literature.
 - iv. Are there options or aid for students who have been impacted by ICE activity? Dr. Wright will follow up with the Dean of Admissions.
 - v. Concern about basic need supplies not being available for students. Dr. Wright with follow up with VP Blount.

7. Curriculum Policy & Procedure:

- a. CCN updates (Phase IIb and Phase III)
 - i. Returning to Phase III pause mentioned by Dr Wright – timeline for resolution unclear
 - ii. Discussion ensued including how the pause impacts ASCCC previously stated need to comply with AB1111 numbering project with built-in timelines; is there an option to move forward with numbering (bill required) without the template piece (later add-on); what is behind UC/CSU reluctance to grant blanket immunity; are there academic freedom issues in play; point noted that UC/CSU system is different and doesn't have CORs to begin with for alignment.
- b. New launch deadline reminder and communication to department
 - i. **Curriculum launch deadline for 27-28 is June 5, 2026.**
 - ii. June 12 is the deadline for chairs and District facilitators.
 - iii. Please share this information right away and repeat often.

8. Open Forum: Question about cell phone policy; Chair noted not a curriculum purview issue but perhaps reach out to Dean and/or Senate President for guidance on where to take the question.
Discussion forum provided for members of the committee to clarify points on agendized topics or request an item be added to a future agenda..
9. Next Meeting: March 10, 2026

Action Items:

1. **Technical/Proofreading edits** from shared spreadsheet – *list ONLY items that are technical/grammar edits and require NO discussion to fix*
2. **Modifications:** Course Major Modifications: pg. 5
3. **RCC Catalog Additions/Removals:** Course Deletions: pg. 5-6
4. **New Curriculum**
 - a. New Courses: pg. 6-7
 - b. New Programs (Certificates/Degrees): pg. 7
5. **Curriculum System Changes:** Distance Education: pg. 7-8

Proposal Link	Long Title	Rationale / Hold notes	Cam- pus	CCRIV Decision
Course Major Modification				
<u>CUL-825</u>	Menu Planning	<i>This course has been re-viewed and requires no changes except for a Text-book update at this time. Held at December 9 meeting to wait for program update because hours changed [Program not on 09 December 2025 agenda]</i>	R	Hold
<u>CUL-826</u>	Food Cost Accounting	<i>This course is required for the RCC Cook & Pastry Apprenticeship Program Held at December 9 meeting to wait for program update because hours changed [Program not on 09 December 2025 agenda]</i>	R	Hold
<u>CUL-827</u>	Culinary Purchasing and Receiving	<i>This course has been re-viewed and requires no changes except for a Text-book update at this time. Held at December 9 meeting to wait for program update because hours changed [Program not on 09 December 2025 agenda]</i>	R	Hold
Course Deletion				
<u>NXN-81</u>	Introduction to Critical Care Nursing	<i>There is no longer a need for this course. The course has not been offered in several</i>	R	Hold

		<i>years. Held at December 9 meeting to wait for program [Program not on 09 December 2025 agenda]</i>		
New Course				
<u>CIS-910</u>	Introduction to Canvas: Essentials for Online Learning	<i>This course is the first of three in a series leading to a non-credit certificate. It has been developed to help students become proficient in navigating and utilizing the platform's features effectively. As Canvas is widely used for managing course materials, assignments, and course navigation, a foundational understanding is essential for academic success. Courses originally held at November 13 meeting because college committee wanted to ask for more info from originator (primarily why it is a three-course series); held again at December 9 meeting with repeated request for originator to join committee. Ongoing concern about three course series with additional concern that content divisions were even more a concern now given that there are DE addenda for the courses on the agenda; material in the third seems necessary for students in the first course if taking online. Second recommendation to re-organize.</i>	R	Hold
<u>CIS-911</u>	Intermediate Canvas: Communicating and Interacting in Canvas	<i>This course is the second of three in a series leading to a non-credit certificate. It has been developed to help students become proficient in navigating and utilizing the platform's features effectively. As Canvas is widely used for managing course materials, assignments, and course navigation, a founda-</i>	R	Hold

		<i>tional understanding is essential for academic success. See above.</i>		
<u>CIS-912</u>	Advanced Canvas: Assignments and Quizzes	<i>This course is the second of three in a series leading to a non-credit certificate. It has been developed to help students become proficient in navigating and utilizing the platform's features effectively. As Canvas is widely used for managing course materials, assignments, and course navigation, a foundational understanding is essential for academic success. See above.</i>	R	Hold
New Program: Non-Credit Certificate				
<u>CIS</u>	Canvas Skills Mastery: From Basics to Advanced	<i>The Canvas Skills Mastery noncredit certificate will equip learners with essential skills to effectively navigate and utilize Canvas for academic success. As the primary platform for web-enhanced, hybrid, and online instruction, mastering Canvas ensures students can fully engage with course materials, submit assignments, and communicate with instructors and peers. This program courses enhance digital literacy and fosters independence in managing learning in an increasingly technology-driven educational environment. Courses not yet passed.</i>	R	Hold
Distance Education Proposal				
<u>ADM-66DE</u>	Visual Storytelling	<i>Held at November 13 RCC CC to request changes to MOI and MOE sections [Revised proposal uploaded in Curricunet with December 1 date in title]; proposal held</i>	R	Hold

		<i>again at December 9 meeting after discussion that MOI and MOE while more detailed are still not related in a clear way to the ADM discipline and course – needs to be more specific.</i>		
<u>CIS-910DE</u>	Introduction to Canvas: Essentials for Online Learning	<i>Held at December 9 meeting because courses not yet approved.</i>	R	Hold
<u>CIS-911DE</u>	Intermediate Canvas: Communicating and Interacting in Canvas	<i>Held at December 9 meeting because courses not yet approved.</i>	R	Hold
<u>CIS-912DE</u>	Advanced Canvas: Assignments and Quizzes	<i>Held at December 9 meeting because courses not yet approved.</i>	R	Hold

Attachments:

- December 9, 2025 minutes
- Draft policy for §55001 b and c changes

Frequent Use Resource Links:

- [CCN finalized ASCCC templates](#)
- [CCN Sample Template with local district COR content included and labeled](#)
- [COR Review Tool](#) – checklist for curriculum proposals (and reminder tool for curriculum reviewers)
- [COR vs. C-ID vs. CCN](#) – an explainer document
- [Handbook](#) – RCCD Curriculum Handbook with explanations and checklists
- [Minutes Report Sheet for all proposals and all other District Curriculum Resources](#)
- [Standardized Attendance Accounting Method \(SAAM\) tool](#)
- [SAAM affected courses \(courses with unit overhang\)](#)
- [RCC Curriculum page](#) and multiple other useful [curriculum resources](#)