



Curriculum Committee Draft Minutes

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

February 25, 2025 • 2:30-4:30 pm • Hall of Fame

Zoom link for 2024-2025 public attendees: <https://rccd-edu.zoom.us/j/85853955664?pwd=RkbwNevZVDdkWtWEGcaWXbNvgvVZ9.1>

1. Call to Order at 2:37pm

Voting Committee Members Present* (Reps highlighted in yellow need to have a department election for rep this year; those in gray, can but are not required to due to cycle correction.)	Absent Members
Juan Ahumada , <i>Communication Studies Dept. Rep. (23-25)</i>	Karyn Magno , <i>Counseling Dept. Rep. (24-26)</i>
Tucker Amidon , <i>English & Media Studies Dept. faculty. (24-26; will need a 25-27 or 26-27 term to correct) (not required but you could have an election to resolve the Senate term length change)</i>	Pierre Ortanez , <i>Applied Technology Dept. Rep. (24-25) (next cycle for regular length term 25-27)</i>
Nicole Banerjee , <i>Articulation Officer</i>	
Madeline Bettencourt , <i>Cosmetology Dept. Rep. (24-26)</i>	
Parissa Clark , <i>Economics/Geography/Political Science Dept. Rep. (23-25; need a 1-year 25-26 term to correct)</i>	
Paul Conrad , <i>Business Admin/Info Sys Tech Dept. Rep. (24-25) (next cycle for regular length term 25-27)</i>	
Doug Finfrock , <i>Kinesiology/Athletics Dept. Rep. (25-26)</i>	
Bobbie Grey , <i>Chemistry Dept. Rep. (23-25; need a 1-year 25-26 cycle correction term)</i> – via Zoom per Emergency Circumstances	
Mark Haines , <i>Dance and Theater Dept. Rep. (24-26)</i>	
Shannon Hammock , <i>Library/Learning Resources Dept. Rep. (24-25) (next cycle for regular length term 25-27)</i>	
Robert Jew , <i>Art Dept. Rep. (23-25; need a 25-26 term to correct)</i>	
Ryan Joseph , <i>Life Sciences Dept. Rep. (24-25) (next cycle for regular length term 25-27)</i>	
Tommy Korn , <i>World Languages Dept. Rep. (24-25) (next cycle for regular length term 25-27)</i>	
Amber Lappin <i>School of Education and Teacher Preparation Dept. Rep. (24-26)</i>	
Valerie Merrill , <i>Mathematics Dept. Rep. (24-26; will need a 25-27 or 26-27 term to correct) (not required but you could have an election to resolve the Senate term length change)</i>	
Doris Namala , <i>History/Humanities/Philosophy/Ethnic Studies Dept. Rep. (24-25) (next cycle for regular length term 25-27)</i>	
Brock Russell , <i>Physical Sciences Dept. Rep. (23-25) (need a 25-26 term to correct)</i>	
Steven Schmidt , <i>Music Dept. Rep. (23-25); Technical Review Com Chair</i>	
Amy Vermillion , <i>Nursing Dept. Rep. (24-26)</i>	
Kweku Williams , <i>Behavioral Science / Psychology Dept. Rep. (Spring 25 & 25-27)</i>	
Non-Voting Committee Members	
Kelly Douglass , <i>Faculty Chair**</i> , Curriculum Committee (24-26); English	Harley Glenn , <i>ASRCC Student Representative</i>
Casandra Greene , <i>RCC Curriculum Instructional Support Coordinator</i>	
Lynn Wright , <i>VP of Academic Affairs; Administrative Co-Chair of CC</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.villaseñor-lee@rccd.edu or Lorraine Jones: lorraine.jones@rccd.edu.

Liaisons/Admin/Staff/Guests	
Rosa Frazier , <i>Assessment Committee Co-Chair and Dance Faculty – via Zoom</i>	
Jeanine Gardner , <i>Admissions and Records – via Zoom</i>	
Denise Kruizenga-Muro , <i>Assessment Committee Co-Chair and English Faculty</i>	
Mia Timme , <i>Instructional Department Specialist, English Media Studies and World Languages; IDS Liaison</i>	

2. **Approval of the Agenda: 1st Amidon; 2nd Russell;**
The agenda will be reviewed, discussed, and considered for approval.
 - a. Move reports from Kruizenga-Muro and Wright to before action items
 - b. Approved by consensus

3. **Approval of Minutes from November 12, 2024: 1st Conrad; 2nd Williams; approved by consensus**
The minutes will be reviewed, discussed, and considered for approval.

4. **Motion to approve a standard time allotment on public comments to be limited to 10 minutes in total, and no more than 3 minutes per comment; can vote at individual meetings to adjust if needed given number of commenters**
 - a. 1st Amidon; 2nd Merrill
 - b. Approved – unanimous by roll call vote; member Grey not yet approved for participation via zoom; no vote counted

5. **Motion to approve member Bobbie Grey’s attendance via zoom using Emergency Circumstances clause for a health issue**
 - a. 1st Merrill; 2nd Amidon
 - b. Approved – unanimous by roll call vote without member Grey participating

6. **Public comment**
Public comment period provided for members of the public; Curriculum Committee Chair may limit comment period by a vote of the committee.
 - a. Chair Douglass explained that the public may comment on items not included on the agenda during the “Public Comments” agenda item only. Total time for public comments will be limited to 10 minutes. Time limits for each individual speaker will be 3 minutes, unless there are several speakers in which case time may be reduced to ensure public comment is limited to 10 minutes. Public comment is to be germane to the duties of the body, relate to current or new items for discussion and decision by the body, be respectful, and avoid the use of names or pejoratives. Curriculum committee members may not discuss, nor may they take action on public comments associated with items not on the agenda. If a Curriculum Committee Representative determines that the issue needs further discussion, the member may submit an agenda item dedicated to the issue at a subsequent meeting
 - b. No public comments

7. **Reports (section 1, adjusted from original agenda)**
 - a. **Guest Report from Assessment on ILO Revision: Denise Kruizenga-Muro**
 - i. The District assessment group created a process for assessing GESLO I and worked with other colleges Senate and Curriculum committees
 - ii. Would like to take revision 3.0 to Senate (colleges and then District).

- iii. Discussion of language regarding solving problems, noting from the committee that not all disciplines have definitive solutions to the problems they explore, and clarified the hope that this was a broad umbrella.
 - iv. Kruienga-Muro explained the charge was to clarify the language and NOT change the language.
 - v. Committee members noted their concern that not all of the language works for the arts and hope assessment committee more generally interpreted ILO language, but given that the charge did not allow changing the meaning of the ILO, we agreed it is clearer.
 - vi. (See attached files)
- b. VPAA – Lynn Wright
- i. Dr. Wright talked the committee through the attached PPT on CCN updates that include an updated timeline and its local work implications
 - ii. Phase I – RCCD has completed.
 - iii. Phase II – Part A and Part B
 - 1. Part A – colleges receive templates March 25; faculty launch September 2025; goes student facing Fall 26
 - 2. Part B – colleges receive templates May 25; faculty launch September 2026; goes student facing Fall 27
 - iv. Phase III – list is now 29 courses.
 - 1. New dates to be sent out when available, but for now appears to be colleges receive templates Feb. 26; faculty launch September 2026; goes student facing Fall 27
 - v. Discussion:
 - 1. Note that Phase II, Part B and Phase III both have to launch by September 2026, but templates will be received in May of 2025 and February 2026; advice to work on Phase II, Part B courses through Fall 2025 and launch at start of 2026 before Phase III arrive
 - 2. Please read communications that come through about your discipline and fill out the surveys regarding template content when available

8. Action Items

- a. **Spreadsheet technical approvals (see below)**
Review of items added to open spreadsheet of technical, no-discussion-needed minor corrections to curriculum proposals.
 - b. **Curriculum proposals (see below)**
Curriculum proposals will be reviewed, discussed, and considered for approval and forwarding to the District Curriculum Committee.
9. Reports (section 2, remaining reports from original agenda)
- a. Curriculum Chair – Kelly Douglass
 - i. Committee Updates:

1. Kweku Williams has re-joined the committee to represent Behavioral Sciences/Psychology Department
 2. Two new members – Doug Finfrock (KIN); Nicole Banerjee (AO)
- ii. Chair Douglass wants members to be mindful of making sure to have regular reports and information sharing to departments they represent. This provides opportunities to support and communicate with department. It is the committee members discretion as to how you are relaying committee information (fwd minutes; create a report from minutes with items relevant to only your department and include updates on where proposals are in the process; share via email and/or report at meetings – these are all great options.)
 1. Many initiatives happening that affect departments in new ways; important that departments get info and brief education on how the curriculum works and their role
 2. Please encourage your department colleagues to come to you with curriculum needs, and also remind them about our local handbook and the PCAH (Program and Course Approval Handbook from the state) that are both linked on our curriculum page on the college website.
- b. Articulation Officer – Nicole Banerjee
 - i. Still waiting for CalGETC decisions – will not get them until May
 - ii. COMM C1000/C1000H – all colleges have been approved for CalGETC area – there was great rejoicing throughout the land
 - c. Curriculum Coordinator – Casandra Greene: Operational Update re: AB1111/AB928 – *tabled until March 11 meeting*
 - d. Tech Review Chair – Steven Schmidt: Update on Curricunet interface
 - i. Please see the curriculum website for resources useful in curriculum generally
 - ii. Curricunet update to Maverick –
 1. Stephen is working on updating videos; you should see a popup that directs you to instructional videos
 2. The interface looks different, but the information is all the same.
 3. If you run into issues, please take a screen shot of the issue and send to Steven
 - e. ASRCC Representative – Harley Glenn – not present; no report
 - f. Equity-Minded Curriculum (Contributions from Ahumada, Amidon, Haines, Merrill)
 - i. ESCALA training was eye-opening and beneficial. Others encouraged to participate.
 - ii. Students are going through a lot, specifically undocumented students. Encourage faculty to consider the role they play in the classroom and be mindful of the challenges facing students. There are a lot of resources available.
 - iii. Dance dept student concert (student led) are doing a collaboration concert, with other disciplines coming in. Will provide updates as available.

- iv. Regarding the wave of “bots” that has impacted some enrollments (essentially fake students that take up an enrollment space, primarily but not exclusively in online courses, but are actually bots designed around a fraud scheme): We have been warned and perhaps heard of a few cases with high numbers but concern over that seems to be spreading beyond the reach of the problem and creating issues for students. Be mindful and investigate before dropping or refusing readmission of a student

10. Curriculum Policy & Procedure

- a. Common Course Numbering FSAs (needed to be added because of name change from three characters to four or Math to Stat)–
 - i. Full time faculty in the five disciplines are now in the system as of 2/25/25.
 - ii. PT faculty will be in by the end of the week.
- b. Phase III course list is out –
 - i. Disciplines ACC, ADJ, AHS, BIO, BUS, CDEV, ETS, COM, BUS STAT/PSYC STAT, ECE, HIS, KIN, MAT, MUS, Micro Bio, PHI, POLS, PSYC, SOC (see attached)
 - ii. Your course will be involved if it currently has articulation for the C-ID number listed
- c. If your name was in yellow on the sign in list – you need to have an election in your department for the curriculum rep. for the next academic year.
 - i. Chairs are working on fall schedule. If you are the rep, then you would need to be available Tuesdays from 230-430.
 - ii. If your name was in gray (Amidon and Merrill) you can have an election this year for a two-year term, or next year for a one-year term) to align with the Senate changes to our election cycle.

11. Open Forum - none

Discussion forum provided for members of the committee to clarify points on agenda items or request an item be added to a future agenda..

12. Meeting adjourned at 4:32pm

13. Next Meeting: March 11, 2025

Action Items:

1. Course Major Modifications: pg. 7
2. Distance Education: pg. 7
3. Distance Education Modification: pg.7
4. Extensive Lab Proposals: pg. 7

Information Items: Course Minor Modifications for RCC : pg. 8

Information Items: All Information and Action Items for MVC and NC: pg. 8-10

1. Course Inclusions
2. Course Minor Modifications
3. New State/Locally Approved Certificates/Degrees
4. State/Locally Approved Certificate/Degree Discontinuance

Attachments:

- Minutes from November 12, 2024
- ILO process and revision related documents (2)
- PPT on CCN Updates
- Phase III course list
- Crosswalk of above course list from Curriculum Coordinator, Casandra Greene

Spreadsheet of Technical Approvals:

RCC Curriculum Committee Proposal Review Spreadsheet: February 25, 2025 Meeting			
			COMMENTS/CONCERNS
MAJ	ACC-55	Applied Accounting/Bookkeeping	SLO #4 needs to be deleted, it is a duplicate of #5 [KD or SS will fix]
MAJ	CAT-55	Applied Accounting/Bookkeeping	SLO #4 needs to be deleted, it is a duplicate of #5, match Course Description to ACC-55 - [KD or SS will fix]
MAJ	ACC-819	Volunteer Income Tax Assistance Training	This is listed as a major here but on the curriculum approval sheet and Maverick it is a minor mod [noted in meeting and addressed when voting]
DE	CHE-2ADE	Introductory Chemistry, I	No publisher documentation for "online platforms for homework" Only states Title V compliant under "Required Instruction Materials." [not a technical edit; requires discussion; moved to discussion under motion to approve]
DE	CHE-2BDE	Introductory Chemistry II	Check date on addendum. No publisher documentation for "online platforms for homework" Only states Title V compliant under "Required Instruction Materials." [not a technical edit; requires discussion; moved to discussion under motion to approve]
DE	CHE-3DE	Fundamentals of Chemistry	No publisher documentation for "online platforms for homework" Only states Title V compliant under "Required Instruction Materials." [not a technical edit; requires discussion; moved to discussion under motion to approve]
DE	MUS-37DE	Class Guitar	Description of "how" regular effective contact" will occur is missing [not a technical edit; requires discussion; moved to discussion under motion to approve]
DE MOD	PSY-35DE	Abnormal Psychology	This is missing accessibility info for online platforms like the other PSYC courses have and just states "Title V compliant" [not a technical edit; requires discussion; moved to discussion under motion to approve]

Action Items:

Course	Long Title	Rationale	Cam- pus	Action at RCC CC
Course Major Modification; noted that ACC 819 was erroneously listed as a major mod but it is in fact a minor mod; Motion to approve both major mods and the minor mod: 1st Conrad; 2nd Amidon; Motion approved by roll call vote, unanimous				
ACC-55	Applied Accounting/Bookkeeping	Course requires update for our discipline's Equity SLO and textbook update review. <i>Discussion of committee regarding equity objective and how content leads to objective which leads to SLO</i>	MNR	Approved
CAT-55	Applied Accounting/Bookkeeping	Update for changes to ACC-55, major modification (cross-listed course); <i>Noted that the descriptions of cross-listed courses are not quite identical; minor grammar edit needed; Douglass will fix</i>	MR	Approved
ACC-819	Volunteer Income Tax Assistance Training	The discipline has reviewed the current COR and found it up to date. We are submitting this as an 'empty' minor mod seeking a refreshed BOT approval date.	MR	Approved
Distance Education; Motion to approve new and modified Distance Ed proposals except MUS 37DE: 1st Amidon; 2nd Joseph; Discussion regarding CHE DE statements from publishers regarding Section 508 compliance; Douglass and/or Schmidt will get clarity prior to approval at DCC; Douglass will follow up with PSY faculty regarding PSY 35 DE that needs more info similar to other PSY DE mods. Approved by roll call vote, unanimous				
CHE-2ADE	Introductory Chemistry, I		MNR	Approved
CHE-2BDE	Introductory Chemistry II		MNR	Approved
CHE-3DE	Fundamentals of Chemistry		MNR	Approved
				HOLD To address missing regular effective contact statement; Schmidt will work with faculty
MUS-37DE	Class Guitar		MNR	
Distance Education Modification				
PSY-1DE	General Psychology		MNR	Approved
PSY-2DE	Biological Psychology		MNR	Approved
PSY-35DE	Abnormal Psychology		MNR	Approved
PSY-9DE	Developmental Psychology		MNR	Approved

Extensive Lab: Motion to approve: 1st Amidon; 2nd Merrill; Item #6 should include language from the COR and the reference statement back to the COR –note for correct proposal format and info; Approved by roll call vote, unanimous

MAT-39	Foundations of Calculus I	<i>The Riverside Community College District Math Discipline believes the 54 hours of lab for Math 39 meets the criteria outlined in Article X Section J 2c of the Faculty Association Agreement. Therefore, this proposal is to request the classification of Math 39 lab hours as lab hours requiring extensive preparation and student evaluation.</i>	MNR	Approved
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**Information Items:
RCC Minor Modifications approved at Tech Review for Board Submission**

CIS-62	Microsoft Access	<i>Review of content and books for currency-2 year review 9/2024</i>	R	
CSC-62	Microsoft Access	<i>Review of content and books for currency-2 year review 9/2024</i>	R	
HUM-35	Philosophy of Religion	<i>Updating course materials per curriculum requirements. Other COR elements reviewed by discipline and left unchanged/approved.</i>	MNR	
PHI-35	Philosophy of Religion	<i>Updating course materials, paired proposal for cross-listed course HUM-35 held at Tech Review.</i>	MNR	

**Information Items:
MVC and NC Proposals at their February 25 College Curriculum Meeting**

Course Inclusions

BIO-14	Soil Science and Management	<i>BIO-14 and BIO-15 are required courses for the new Associate of Science in Agriculture Plant Science for Transfer.</i>	N	
BIO-15	Soil Science and Management Laboratory	<i>BIO-14 and BIO-15 are required courses for the new Associate of Science in Agriculture Plant Science for Transfer.</i>	N	

Course Minor Modifications

FIT-DO1C	Aerial Apparatus Operations	<i>CTE two-year review.</i>	M	
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FIT-DO1D	Tillered Apparatus Operations	CTE two-year review.	M
FIT-DO1E	Wildland Fire Apparatus Driver/Operator	CTE two-year review.	M
FIT-DO1F	Water Tender Operations	CTE two-year review.	M
FIT-R7	Trench Rescue Technician	CTE two-year review.	M

New Programs - ADT

The Associate in Science in Agriculture Plant Science for Transfer offers students a solid foundation in environmental horticulture, preparing them for advanced coursework in agriculture and environmental plant sciences. This program is specifically designed to facilitate a smooth transfer to California State University (CSU) within the agricultural science field, ensuring students can complete their bachelor's degree with guaranteed admission to a similar major at a CSU, entering with junior standing, and fulfilling remaining requirements within 60 semester or 90 quarter units.

Career opportunities in agriculture and plant sciences are abundant in California's expanding horticulture and agronomic sectors. Graduates in these fields are increasingly sought after as agriculture adopts more high-tech approaches and embraces sustainable practices. Pursuing a degree in Agriculture Plant Sciences can lead to careers in soil science and conservation, agricultural biology, entomology, plant biotechnology, postharvest physiology, and the environmental protection of water resources, farmlands, open spaces, and landscaped areas.

BIO	Agriculture Plant Science		N
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Program Discontinuance - ADT

Challenges faced by the journalism program since 2021, including declining enrollments and lack of interest from the student body and community, despite efforts to revitalize the program including collaboration with RCC, CTE and the Innovation Center. Based on all of the input and discussions by the program discontinuance task force, the determination was made to discontinue the journalism program. The Task Force also recommends that MVC looks for tangible ways to incorporate student voices through other disciplines, outreach, and marketing.

JOU	Journalism		M
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New Certificate

In alignment with RCCD Board Policy 5775, item 6 ("Encouragement of curriculum in environmental sustainability"), and the District Strategic Plan 2019-24, Objective 6.1 ("Establish and expand relationships with regional educational institutions"), Norco College proposes the introduction of a Biology Field Technician Certificate. A survey of local educational institutions revealed that there are no certificates of this type in our region. This certificate is structured to provide skills needed to assist professional Biologists in field work as a biology field technician. The selected courses will ensure that Norco College students are well-equipped for field work in the environment.

The Resolution of the Board of Governors, California Community Colleges (No. 2019-11), emphasizes the importance of prioritizing sustainability within the CCCs, including the provision of valuable education for our students. A recent report indicates that the global green technology and sustainability market is projected to grow from \$11.2 billion in 2020 to \$36.6 billion by 2025. Additionally, the U.S. Bureau of Labor Statistics forecasts that more than half of the job growth expected by 2026 will occur in eco-friendly occupations. Offering a Biology Field Technician Certificate will equip our students with experience for rewarding careers and contribute to a more stable future.

BIO Biology Field Technician

N

TIGER PRIDE VALUES

Tradition and Innovation: We work collaboratively to develop flexible and creative solutions to meet the evolving needs of our community and embrace change while respecting our tradition and legacy of strong partnerships.

Integrity and Transparency: We promote an environment of trust by being honest, fair, transparent, and equitable. We honor our commitments to our students, staff, and communities.

Growth and Continual Learning: We commit to intellectual inquiry, reflection, professional development, and growth for all stakeholders. We adjust our teaching practices to provide equitable opportunities and outcomes and to encourage continual learning for our students, faculty, and staff.

Equity-Mindedness: We promote social justice and equity.

Responsiveness: We respond to the needs of our students and communities through engagement and collaboration.

Student-Centeredness: We create meaningful learning environments that value the strengths and experiences our students bring and that support students in developing and accomplishing their personal, education, and career goals.