Curriculum Committee Draft Minutes

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

December 9 • 2:30-4:30 pm • Hall of Fame

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

1. Call to Order at 2:36pm

Voting Committee Members Present (13; quorum is 12)	Voting Committee Members Absent
Juan Ahumada, *Communication Studies Dept. Rep. (25-27)*	**Parissa Clark**, *Economics/Geography/Political Science Dept. Rep. (25-26)****
Tucker Amidon, *English & Media Studies Dept. faculty. (25-27)*	
Nicole Banerjee, *Articulation Officer*	**Doug Finfrock**, *Kinesiology/Athletics Dept. Rep. (25-26)****
Madeline Bettencourt, *Cosmetology Dept. Rep. (24-26)*	
Paul Conrad, *Business Admin/Info Sys Tech Dept. Rep. (25-27)*	**Shannon Hammock,** *Library/Learning Resources Dept. Rep. (25-27)*
Bobbie Grey, *Chemistry Dept. Rep. (23-25 and Fall 25; Emily Spencer will serve Spring 26 and 26-28)*	
Mark Haines, *Dance and Theater Dept. Rep. (24-26)*	**Robert Jew**, *Art Dept. Rep. (25-26)****
Amber Lappin *School of Education and Teacher Preparation Dept. Rep. (24-26)*	**Ryan Joseph**, *Life Sciences Dept. Rep. (25-27) [college business]*
Skyler Murdock, *Applied Technology Dept. Rep. (25-27)*	
Doris Namala, *History/Humanities/Philosophy/Ethnic Studies Dept. Rep. (25-27)*	**Tommy Korn**, *World Languages Dept. Rep. (25-27)*
Brock Russell, *Physical Sciences Dept. Rep. (25-26)****	
Marc Sanchez, *Mathematics Dept. Rep. (25-27)*	**Karyn Magno**, *Counseling Dept. Rep. (24-26)*
Amy Vermillion, *Nursing Dept. Rep. (24-26) via Zoom per Just Cause provision*	**Steven Schmidt**, *Music Dept. Rep. (25-27); Technical Review Com Chair [college business]*
Non-Voting Committee Members	
Kelly Douglass, *Faculty Chair**, Curriculum Committee (24-26); English*	**Kweku Williams**, *Behavioral Science / Psychology Dept. Rep. (25-27)*
Casandra Greene, *RCC Curriculum Instructional Support Coordinator*	
Abraham Jefferson, *ASRCC Student Representative*	
Isabella Semin, *ASRCC Student Representative*	
Lynn Wright, *VP of Academic Affairs; Administrative Co-Chair of CC*	
Liaisons/Admin/Staff/Guests	
Kristin Nemecek, *Dance and Theater Dept. Faculty*	
Mia Timme, *Instructional Department Specialist, English Media Studies and World Languages; IDS Liaison*	

*Voting Committee Members total 22; Quorum for conducting committee business is established as 12.

**Faculty Chair of the Committee votes in the case of a tie vote

*** These single year terms are election cycle correction terms; the next term will be a two-year term aligned with the Senate Revision schedule

2. Approval of the Agenda: 1st Amidon; 2nd Murdock; approved by consensus
   The agenda will be reviewed, discussed, and considered for approval.

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.

3. **Approval of Minutes: November 13, 2025:** 1st Namala; 2nd Amidon; 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

6. Reports

    a. Curriculum Chair – Kelly Douglass

       i. Please check proposals carefully before launching; proposals launched with incomplete sections or missing required documents will be returned to draft for the originator to complete.

       ii. When doing deletions and exclusion please use the "Impact" report function in the reports drop down menu for courses to make sure what programs or cross-listed, mirrored, or honors version of a course should come through at the same time.

       iii. Also, when launching any course-related proposal, be sure to update the rationale field accurately; this is what prints to the agenda.

    b. Articulation Officer – Nicole Banerjee

       i. Time for Assist updates – they will be submitted by Friday for Fall 2026.

       ii. Courses that were approved in the summer for transfer are going forward for CalGETC area approvals now.

    c. Curriculum Coordinator – Casandra Greene

       i. TOPS / CIP code changes: California Community Colleges will be transitioning from TOPs codes (CCC only) to CIP codes (federal codes) This needs to be in place by Fall 2027. No ask of the committee at this time and more information will follow.

       ii. Program Mapper: Almost 90% of Credit programs have had an updated program map turned in.

       iii. Celebrations: Bella's Birthday and the committee thanked Chair Douglass for her continued support; Douglass thanked the committee for their hard work and for the kind recognition.

    d. Tech Review Chair – Steven Schmidt – no report

    e. Academic Standards – Brock Russell

       i. Title 5 changes will require CORs to show equity, inclusion, and accessibility pedagogy strategies and practices for all CORs by 2030.

       ii. Standards working on the process part which we have to have by April; will ask for specifics in MOI and MOE, at minimum

       iii. More in Spring semester.

    f. VPAA – Lynn Wright

       i. VP Wright thanked the committee for their continued work and the meaningful and thoughtful discussions that occur at meetings and thanked Chair Douglass and Curriculum Program Coordinator Greene for their continued work.

      ii.   We are at 90% of our target for 2026 Winter. Spring is also looking good and is on track.

  g. ASRCC Co-Representatives – Isabella Semin and Abraham Jefferson

      i.   Finals survival week – Puppies! In the library and other events happening! – more information to come.

      ii.   Abraham thanked the committee for their work and that the students are benefiting and appreciate the hard work.

  h. SAAM-related tips from the disciplines

      i.   Disciplines that can't change a course or courses because of licensing (ex. NVN-43) or regulations please send the course number to Kelly Douglas and Lynn Wright; the District Office wants to try and advocate for those situations to continue to be funded.

      ii.   The state will no longer compensate the over hang whether the course is changed or not. Ex. If it is a 1.33 unit course, the college will be compensated at 1.0; question and discussion about Pilates courses.

      iii.   The SAAM tool is a great resource, but can be complicated – have discipline faculty groups reach out for quick tutorials so they can see what they should be looking at. You do not have to have the same lecture and lab combos for every course – do what matches the pedagogy of the course content.

  i. Equity-Minded Curriculum

      i.   Podcast suggestion once again: *Tea for Teaching*

      ii.   Books we are excited to read over winter:

          1.   *Snafu Edu: Teaching and Learning When Things Go Wrong in the College Classroom* by Jessamyn Neuhaus

          2.   *Unequal: The Math of When Things Do and Don't Add up* by Eugenia Cheng

7. Curriculum Policy & Procedure:

  a. 2026 Curriculum Calendar

      i.   TR committee discussed this over several meetings. Deadline for the past several years has been end of September/early October. Volume we have dealt with at TR and at the college level is massive. We don't anticipate it will slow down, next year particularly because of SAAM changes, biggest round of CCN, TOP/CIP changes. CCN isn't going to end with Phase 3. Title 5 changes to the COR will also have an impact. We will see every course in our catalog before 2030. We have to have a documented procedure for how the committee will ensure equity, inclusivity in the COR and will guarantee accessibility to all learnings through UDL through the COR. Concerned that title 5 is making us the regulators. Because of all this, the volume to make catalog is going to continue to increase.

      ii.   Our colleagues in the classified positions must process the curriculum through all of the approvals. It has become untenable. It's not possible for Tech Review, the college, or the classified colleagues to do their work. We need to stretch out the

review period across fall so we are looking at those 800 proposals evenly throughout the fall.

iii. **The launch deadline starting in 2026 will be June – specifically the last Friday of regular classes; the discipline and department chairs approval deadline will be June 12 (Friday of Finals week / graduation).**

iv. Benefits:

1. Expand review of catalog proposals over all of fall instead of two massive meetings; We also expect the volume at the college level to increase due to the Title 5 changes – not just increase at Tech Review. This will give more time for college review.

2. Classified colleagues can review over the summer so that when faculty come back in August we have a clean up list.

3. There is also a benefit to faculty in catching things earlier and working with faculty to perform clean up earlier in the fall term.

v. Discussion:

1. Greene – Today is December Board meeting, cannot enter the 30 pages of items until they are approved, then we have winter break, then all of the major modifications have to do their work before the schedule rule. It has become the norm that the classified work over the December closure. The volume we're seeing come through, it is just not sustainable.

2. Conrad – Concerned this was brought forward so late; question about shared governance process. Concern about department that may not meet frequently enough to meet this deadline implemented for 2026.

3. Douglass – Calendar was shared with District Academic Senate who shared with their Senates yesterday. The Tech Review committee has always set the curriculum calendar, and only brought the calendar to a committee for a vote when there was an off-schedule meeting that would impact the college. Also, these are state changes that are impacting the workload. We cannot create additional time in the schedule.

4. Greene– Regarding the compliance report, the report was implemented at a courtesy and Casandra is the only coordinator in the district that does this for her faculty. Additionally, if you had a compliance report in 2024 and you did not update your curriculum, it would be the exact same information the following year.

5. Vermillion – The compliance reports are extremely helpful. Question: We launch in June, when would the classes hit the catalog. We have typically launched in fall to be included in the next academic year. What happens now?

   a. Douglass – The timeline is the same, except for the launch deadline. You launch in June 26 for activation in summer 2027.

   b. Greene – Trying to accomplish that over the summer, we can check minutes, we can check if information is missing and impact reports so faculty return in the fall and you immediately know

what needs to be fixed. At the first TR, there will be a huge agenda. We don't have to finish it in the first meeting – we can work for our two hours of meeting and then return for next meeting.

        c. Vermillion – So we are just submitting 3 months earlier than normal.

    6. Amidon – This deadline will make the work easier. Trying to get deadline of spring work since started as rep because it spills into the fall. English discipline as a district body has not met in person in probably a decade. We have smaller groups that meet over Zoom and do a lot over e-mail between the curriculum reps. This is an improvement.

      vi. Douglass - Before you close up shop for this semester, please send the calendar to your department and inform them of the big change and it's important they understand that curriculum must happen in the spring this year.

    b. Title 5 and other updates coming next year: (see Rep. Russell's Academic Standards report) – more info held until next meeting

8. Discussion Item: Non-Credit Question – Amber Lappin: What questions do you have that the Non-Credit Committee could answer for you? Please email Amber Lappin if you think of any after the meeting. In meeting ideas:

    a. Possible Non-Credit Work Experience?

    b. How many non-credit students do we have?

    c. Concerns about non-credit courses not going forward because of enrollment and them getting cancelled.

    d. Can students do a non-credit certificate for club activities?

    e. Question for the non-credit committee: What does the committee need to know about curriculum and the process; can we provide some info and support?

    f. Does anyone need guidance on looking at non-credit through a new lens?

    g. Faculty load difference between credit and non-credit (mirrored courses are compensated the same. Also if it is part of a certificate.)

    h. How do we know if it is a viable option?

    i. Student perspective:

      i. what is the value of non-credit. If it is not transferable why should they take it.

      ii. Students can get credit for a course if they took a non-credit mirrored course.

      iii. Students who are on Visa's can take non-credit courses – specifically learning English.

9. Open Forum: Chair Douglass thanked Bobbie Grey for her service on the Curriculum Committee and advocacy for student access through curriculum

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

10. Meeting adjourned at 4:30pm

11. Next Meeting: February 24, 2025

Action Items:
1. **Technical/Proofreading edits** from shared spreadsheet – *list ONLY items that are technical/grammar edits and require NO discussion to fix: pg. 6*
2. **Modifications** - Course Major Modifications: pg. 6-7
3. **RCC Catalog Additions/Removals** - Course Deletions: pg. 7
4. **New Curriculum**
    a. New Courses: pg. 7-8
    b. New Programs (Certificates/Degrees): pg. 8-9
5. **Curriculum System Changes**
    a. Distance Education: pg. 9

Information Items: Course Minor Modifications for RCC: pg. 9

Information Items: All Information and Action Items for MVC and NC: pg. 9-11
1. Course Deletions
2. Course Exclusions
3. Distance Education
4. Program Discontinuance
5. Program Modifications

Attachments:
- Minutes from November 13, 2025
- 2026 Curriculum Calendar

Action Items:

Motion to approve the technical edits on committee spreadsheet: 1ˢᵗ Amidon; 2ⁿᵈ Murdock; approved by consensus

COURSE MAJ	FTV-12	History of American Film	Objective #1 change "analyzing" to "analyze" and remove the comma
DE NEW	CIS-910DE	Introduction to Canvas: Essentials for Online Learning	under RSI says Threaded discussions but it is not checked [not addressed; not a technical edit]

Proposal Link	Long_Title	Rationale	Campus	CCRIV Decision
Motion to approve FTV-12, EAR-41, and PHO-23: 1ˢᵗ Haines, 2ⁿᵈ Amidon; approved unanimously by roll call vote.				
Course Major Modifications				
CUL-825	Menu Planning	*This course has been reviewed and requires no changes except for a Textbook update at this time. Hold to wait for program update because hours changed [Program not on 09 December 2025 agenda]*	R	**HOLD**

Course	Title	Description		Status
CUL-826	Food Cost Accounting	*This course is required for the RCC Cook & Pastry Apprenticeship Program* *Hold to wait for program update because hours changed [Program not on 09 December 2025 agenda]*	R	**HOLD**
CUL-827	Culinary Purchasing and Receiving	*This course has been reviewed and requires no changes except for a Textbook update at this time.* *Hold to wait for program update because hours changed [Program not on 09 December 2025 agenda]*	R	**HOLD**
EAR-41	Practicum in Early Intervention/Special Education	*Modifying to update textbook editions*	MNR	**Approved**
FTV-12	History of American Film	*Needs to be updated because of 2 year cycle.*	R	**Approved**
PHO-23	Introduction to Drone Photography	*Rename to Introduction to Drone Photography, in order to make sense with the new program. Removes the statement "Students are expected to supply their own camera equipped drone." Students are no longer required to provide their own drone.*	R	**Approved**

Course Deletions

Course	Title	Description		Status
NXN-81	Introduction to Critical Care Nursing	*There is no longer a need for this course. The course has not been offered in several years.* *Hold to wait for program [Program not on 09 December 2025 agenda]*	R	**HOLD**

Motion to approve new courses: 1st Conrad; 2nd Haines; motion abandoned

Discussion:

- *Originator declined to attend meeting or offer changes at this time.*
- *Discussion on if it was the committee's role to deny curriculum from a discipline. Chair Douglass indicated with auto approval of non-credit, the committee is the oversight, there is no additional state oversight. The role of the curriculum committee is to review elements of a course and typically we don't deny disciplines for content outright, but that isn't the question here. The question raised is amount of time spent across multiple courses; also, Douglass noted that this is trickier as all disciplines use Canvas, so we have some awareness of the content in a way we would never assert over other discipline courses.*
- *Question – if we held could the faculty come in the spring, compared to a no, which would stop the courses from remaining on the agenda? Answer: yes*
- *The question came up across multiple meetings at Tech Review about if this was Workforce Prep. Douglass shared rationale that led Tech Review to approve courses and when it was raised again with certificate, leave the question to the committee.*
- *Student concern if the courses are in three courses – how long to compete the entire course rotation?*
- *Concern noted that content divisions were even more a concern given that there are DE addenda for the courses on the agenda; material is the third course that it would seems students*

would need in order to take the first course online. Reiterated ideas from previous meeting regarding other ways to organize and divide the courses.

- *Motion amended to motion to hold courses for now. 1ˢᵗ Russell; 2ⁿᵈ Amidon; motion to hold approved.*

New Courses

	Introduction to Canvas: Essentials for Online Learning	*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.* *Committee held at November 13 meeting to request more information from discipline. Primary question was why the courses needed to be a three-course series. Committee discussed other formats based on the content like a single variable hour course or a two-course series (beginning and advanced); committee had two other concerns about some of the language in the COR; Chair Douglass will share with originator and invite to next meeting.*	R	**HOLD**
CIS-911	Intermediate Canvas: Communicating and Interacting in Canvas	*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 note.*	R	**HOLD**
CIS-912	Advanced Canvas: Assignments and Quizzes	*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 note.*	R	**HOLD**

New Programs - Non-Credit Certificate

CIS-	Canvas Skills Mastery: From Basics to Advanced	*The Canvas Skills Mastery non-credit 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.*	R	**HOLD**

Motion to approve ADM 66DE; 1ˢᵗ Murdock; 2ⁿᵈ Amidon; motion abandoned
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.

Distance Education Proposals

ADM-66DE	Visual Storytelling	*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]*	R	**HOLD**
CIS-910DE	Introduction to Canvas: Essentials for Online Learning		R	**HOLD**
CIS-911DE	Intermediate Canvas: Communicating and Interacting in Canvas		R	**HOLD**
CIS-912DE	Advanced Canvas: Assignments and Quizzez		R	**HOLD**

RCC Information Items: Minor Modifications approved for RCC

AHS-10	Modern and Contemporary Art History	*Periodic review.*	MNR	
AHS-12	Asian Art History	*Reviewed for up-to-date content.*	MNR	
AHS-3	Islamic Art History	*Periodic review.*	MR	
AHS-5	Arts of Africa, Oceania, and Indigenous North America	*Reviewed to ensure up-to-date content.*	MNR	
AHS-8	Art History of the Photographic Image	*Periodic review.*	MNR	
AHS-9	African Art History	*Reviewed to ensure up-to-date information.*	MNR	
PHO-9	Intermediate Photography	*Course reviewed, and there no updates needed.*	R	

Information Items: Action Items at MVC/NC for December 9, 2025

Course Deletion

CIS-65	Introduction to Microsoft PowerPoint	*Courses has not been offered over the last four years. Course deletion due to sunset policy.*	M

Course Exclusions

BUS-24	Business Communications	*These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.*	M
GUI-845	College Readiness	*Course has not been offered in several years and faculty do not intend to offer the course in the future.*	M
GUI-847A	Career Readiness	*Course has not been offered and faculty do not intend to offer the course.*	M
GUI-847B	Educational Planning	*Course has not been offered and faculty do not intend to offer the course.*	M
GUI-848	Student Success	*Course has not been offered and faculty do not intend to offer the course.*	M

Distance Education Proposal

GUI-47ADE	Introduction to Career Exploration	*See attachments.*	MN

Program Discontinuance - Certificates

GUI	College Career Readiness and Student Educational Planning	*There is universal agreement among regular faculty in a Program that it be merged with or replaced by another related Program.*	M
GUI	College Student Success	*There is universal agreement among regular faculty in a Program that it be merged with or replaced by another related Program.*	M

Program Modification - Certificate

CIS	IT Technician Pathway: IT Systems Support and Sales	*Removal of required course and update to the certificate program.*	M

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**](#)