



## Curriculum Committee Draft Minutes

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

May 13, 2025 • 2:30-4:30 pm • Hall of Fame

### 1. Called to Order at 2:32pm

<b>Voting Committee Members Present</b>
<b>Juan Ahumada</b> , <i>Communication Studies Dept. Rep. (23-25; 25-27)</i>
<b>Tucker Amidon</b> , <i>English &amp; Media Studies Dept. faculty. (24-25; 25-27)</i>
<b>Nicole Banerjee</b> , <i>Articulation Officer</i>
<b>Madeline Bettencourt</b> , <i>Cosmetology Dept. Rep. (24-26)</i>
<b>Paul Conrad</b> , <i>Business Admin/Info Sys Tech Dept. Rep. (24-25 and 25-27)</i>
<b>Doug Finfrock</b> , <i>Kinesiology/Athletics Dept. Rep. (25-26)</i>
<b>Bobbie Grey</b> , <i>Chemistry Dept. Rep. (23-25 and Fall 25; Emily Spencer will serve Spring 26 and 26-28)</i>
<b>Shannon Hammock</b> , <i>Library/Learning Resources Dept. Rep. (24-25 and 25-27) (next cycle for regular length term 25-27)</i>
<b>Robert Jew</b> , <i>Art Dept. Rep. (23-25; 25-26)</i>
<b>Ryan Joseph</b> , <i>Life Sciences Dept. Rep. (24-25; 25-27)</i>
<b>Tommy Korn</b> , <i>World Languages Dept. Rep. (24-25; 25-27)</i>
<b>Amber Lappin</b> , <i>School of Education and Teacher Preparation Dept. Rep. (24-26)</i>
<b>Karyn Magno</b> , <i>Counseling Dept. Rep. (24-26)</i>
<b>Valerie Merrill</b> , <i>Mathematics Dept. Rep. (24-26 amended to 24-25; Marc Sanchez for 25-27)</i>
<b>Skyler Murdock</b> , <i>Applied Technology Dept. Rep. (Spring 25)</i>
<b>Doris Namala</b> , <i>History/Humanities/Philosophy/Ethnic Studies Dept. Rep. (24-25) (next cycle for regular length term 25-27)</i>
<b>Brock Russell</b> , <i>Physical Sciences Dept. Rep. (23-25; 25-26)</i>
<b>Steven Schmidt</b> , <i>Music Dept. Rep. (23-25 and 25-27); Technical Review Com Chair</i>
<b>Amy Vermillion</b> , <i>Nursing Dept. Rep. (24-26)</i>
<b>Kweku Williams</b> , <i>Behavioral Science / Psychology Dept. Rep. (Spring 25 &amp; 25-27)</i>
<b>Non-Voting Committee Members</b>
<b>Kelly Douglass</b> , <i>Faculty Chair**, Curriculum Committee (24-26); English</i>
<b>Harley Glenn</b> , <i>ASRCC Student Representative</i>
<b>Casandra Greene</b> , <i>RCC Curriculum Instructional Support Coordinator</i>
<b>Lynn Wright</b> , <i>VP of Academic Affairs; Administrative Co-Chair of CC</i>
<b>Liaisons/Admin/Staff/Guests</b>
<b>Jeanine Gardner</b> , <i>Admissions and Records</i>
<b>Bryan Medina</b> , <i>District Curriculum Analyst</i>
<b>Mia Timme</b> , <i>Instructional Department Specialist, English Media Studies and World Languages; IDS Liaison</i>
<b>Voting Committee Members Absent</b>
<b>Parissa Clark</b> , <i>Economics/Geography/Political Science Dept. Rep. (23-25; need a 1-year 25-26 term to correct)</i>
<b>Mark Haines</b> , <i>Dance and Theater Dept. Rep. (24-26)</i>

2. **Approval of the Agenda: 1<sup>st</sup> Conrad; 2<sup>nd</sup> Amidon; approved unanimously**  
*The agenda will be reviewed, discussed, and considered for approval.*
3. **Approval of Minutes from April 8, 2025: 1<sup>st</sup> Amidon; 2<sup>nd</sup> Joseph; approved unanimously**  
*The minutes will be reviewed, discussed, and considered for approval.*
4. **Public comment**  
*Public comment period provided for members of the public; Curriculum Committee Chair may limit comment period by a vote of the committee.*

Jeanine Gardner – Evaluator at RCC. The evaluators are seeing an increase in course substitutions – some are required as a core courses but are cut for low enrollment. Some courses are listed to comply with a TMCs. Also a problem for courses only offered in Fall or Spring and students have to wait a year to take them.

## 5. **Action Item:**

### 6. Reports

- a. Curriculum Chair – Kelly Douglass – Please see attached document with complete details
  - i. CCN Phase I: courses are active and students are enrolling for Summer and Fall; if you have students who have trouble accessing, please get a screen shot or screen record if possible; biggest struggle has been students looking for a non-CCN class in a CCN discipline and not realizing the 4-digit discipline abbreviation applies to all courses in the discipline.
  - ii. CCN Phase IIA Check-in: Templates are available and should be worked on; launch date is September 19, but please try to get them in sooner.
  - iii. CCN Phase IIB update:
    1. Convening has met, final surveys closed May 7.
    2. Templates should be ready by the end of May. [see handout with updated info: June]
    3. While these don't have to be launched until Fall 2026, Phase III will also launched at the same time. Faculty are encouraged to get Phase IIB in before Phase III, late Fall 25 or early Spring 26
    4. For Phase IIB and III course disciplines: Remember, you can't do anything until the template is available.
    5. Questions about Chem CCN course templates that still require lab. Advice to attend ASCCC CCN office hours and summer Curriculum Institute.

**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](mailto:georgina.villasenor-lee@rccd.edu) or Lorraine Jones: [lorraine.jones@rccd.edu](mailto:lorraine.jones@rccd.edu).*

6. For Early Childhood, the discipline is being split into two different discipline names. Where the CCN courses will go, but Amber needs guidance on how to assign the rest of their courses.
- iv. CCN Phase III: Convenings will take place this summer; we will likely get templates in mid-fall; we may not locally offer every course in this phase, but we have most of them.
- b. Articulation Officer – Nicole Banerjee: have not received CalGETC updates yet
- c. Curriculum Coordinator – Casandra Greene
  - i. Compliance Reports (with advice from Chair Douglass)
    1. Reports have been sent out.
    2. Be sure to check whether the course needs a minor mod or a major mod.
    3. All proposals need to be submitted by Oct 3, 2025.
  - ii. WKX COR info and updates
    1. Work Experience guidance has been sent out.
    2. For disciplines that have work experience, please ensure the appropriate proposal is submitted by Oct 3.
  - iii. Catalog: If there are sections of the catalog you need printed, please reach out to Casandra.
- d. Tech Review Chair – Steven Schmidt – No report
- e. Academic Standards – Brock Russell: Standards reviewed APs (Administrative Policies) 2100 on grad requirements (unsure about applicability to ADT and future baccalaureate degrees; waiting for response) and 2102 on CTE programs (concerned about language; waiting for revision)
- f. VPAA – Lynn Wright
  - i. Curriculum Institute – Currently have a few people. Are others attending? Elena will send to committee. If you want to attend, please reach out to Lynn and Elena.
  - ii. Program Discontinuance: We will be convening the taskforce in alignment with AP2021.
  - iii. Vision 2030 Regional event – heavily attended by RCCD.
  - iv. We have funding from the state for CCN. We typically don't pay SPRs for curriculum, but as this is a mandate, there may be opportunities for work over the summer or next winter if needed to meet deadlines.
  - v. Discussion of some concerns about CCN course glitches in our systems; ongoing work to address
  - vi. Summer enrollment at 28% with priority registration. This morning it had increased by 3%. Fall was 18% yesterday and grew 1% over night.
  - vii. We did advertising for CCN to help students be aware of the changes coming. Posters and flyers have gone up. If you would like additional flyers, please reach out to Elena.
  - viii. RCC will be getting Program Mapper to help with instructional pathways.

- ix. A short-term course list has been added to the schedule of classes page to help students enroll in short term classes. The intention is to increase the pathways for students for completion.
  - g. ASRCC Representative – Harley Glenn
    - i. One question raised about an individual course and ability to meet SLOs; determined not the forum for addressing
    - ii. As of right now, students have been able to register for CCN courses. Signage has been effective.
  - h. Report on New Program Exploration: Rep. Amy Vermillion
    - i. Exploring the opportunity of Anesthesia Technology program to be offered as a Baccalaureate Degree.
    - ii. Will need to be approved by Senate. Was sunshined at the May 12 RCC Senate meeting.
  - i. Equity-Minded Curriculum
    - ii. Drop deadline is Friday – info to make sure students have
      - a. if students approach you about how to still pass, please be mindful that they may need additional guidance for next steps – “you may not pass this class, but next semester you can . . . “
      - b. Students don’t always understand that a W doesn’t count towards their GPA.
      - c. Students may not know that if they pass a course they cannot repeat a course to get a higher grade.
      - d. Some students think being on Promise Program they are better to fail than to withdrawal – not the case
      - e. Recent high school students may not realize a D does not count towards requirements in college in most cases.
    - iii. Academic Renewal can help students.
    - iv. FAFSA deadline is approaching – please let your students know. There are overrides for students who do not have contact with parents. Have them reach out to RCC Financial Services.
7. Curriculum Policy & Procedure:
- a. Curriculum Institute Reminders: July 9-12; email Lynn and Elena if you want to attend
  - b. Updates on Curriculum Rep Elections
    - i. Chemistry – Fall 23 will be Bobbie Grey / Spring 26 will be Emily Spencer. Both should attend the Fall training.
    - ii. Rep. Namala’s department voting next week
  - c. VC Bishop visit on IETTC

- i. Inland Empire Technical Trade Center is being built in Jurupa Valley
- ii. Will be a learning center of the District – Senate RCC and District are asking questions. If you have questions reach out to your Senator or Senate President.
- iii. Programs there should not overlap with what is already offered.
- iv. Q: Do we know how they will determine which disciplines have? A: No; Could be a space issue, but unsure.
- v. Watch minutes, old and new, from Academic Senate and CTA for conversation and information

8. **Open Forum**

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

a. **Addressing Evaluator Jeanine Gardner’s question:**

- i. Courses not being offered is interfering with student completion. ETS-40 is getting cancelled for low enrollment. It is in a few ADTs, but students have to get a course substitution in order to complete. Possible solution is to make an or option with other courses.
- ii. Q: Is it possible to identify courses only offered Fall or Spring. Many course subs for FTV. A: Can’t put in catalog for a variety of reasons, but can provide to counselors and put in other places.

- b. Q: CCN – what determines which unit value you use? A: For CCN you must have the minimum. Can have additional units but not less (especially if already approved at that unit value).

9. Next Meeting: May 27, 2025 (last college meeting of 24-25 curriculum year)

10. Meeting adjourned at 4:29pm

**Action Items:**

- 1. Technical/Proofreading edits from shared spreadsheet – no info or discussion needed to fix - NONE
- 2. New State/Locally Approved Certificates/Degrees: pg. 4

**Information Items: All Information and Action Items for MVC and NC: pg. 5**

- 1. Course Inclusions
- 2. Course Major Modifications
- 3. State/Locally Approved Certificate/Degree Modifications

**Attachments:** Minutes from April 8, 2025

**Action Items:**

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**New Program – Certificate**

***Motion to approve: 1<sup>st</sup> Conrad; 2<sup>nd</sup> Williams; approved unanimously***

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ACC

Income Tax Preparer

*This tax preparer preparation program provides students with the knowledge to prepare individual, small business, and payroll tax returns and obtain entry-level positions as tax preparers or bookkeepers.*

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## Information Items - Action items at MVC and NC for May 13, 2025

### Course Inclusion

ENGL-8	Introduction to Mythology	<i>English 8 is cross-listed with Humanities 8, a course which already exists in the MVC Catalog. Including English 8 will enhance enrollment, and make the course to interested English instructors. The Humanities discipline has adequate staffing to ensure regular offerings as necessary.</i>	M
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### Course Major Modification

ELC-73	Electric Motors and Transformers	<i>Adding the new book.</i>	N
ELE-73	Electric Motors and Transformers	<i>Updating textbooks and add objective(s).</i>	N
MAN-73	Electric Motors and Transformers	<i>Updating textbooks and add objective(s).</i>	N

### Program Modification - ADT

MAT	Mathematics 2.0	<i>There is an updated version of the TMC (Transfer Model Curriculum) template available, updating the ADT in Mathematics program to the most current version template.</i>	M
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#### 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.