NORCO COLLEGE
CURRICULUM COMMITTEE MINUTES
October 24th, 2017 - 2:00 pm
ST 107

Brian Johnson chaired the meeting.
Members Present:

Brian Johnson………..……………..Math
Nicole C. Brown……..…………..Office of the Dean of Instruction
Dr. Samuel Lee……..………….. Interim Vice President of Academic Affairs
Dr. Kevin Fleming….….…………… Dean of Instruction, Career & Technical Education
Dr. Jason Parks……….……….……Interim Dean of Instruction
Rex Beck……….……….………….. Business, Engineering & Information Technologies
Jeffrey Mulari……….……….………Math
Jeff Warsinski ..……….……………Math
Mitzi Sloniger…….…………...……Communications
Dr. Teresa Friedrich Finnern …......Sciences and Kinesiology
Starlene Justice…….………….….. Sciences and Kinesiology
Nicole Capps …….……….……..Communications
Celia Brockenbrough..……………Library
Quinton Bemiller….….…………. Arts, Humanities & World Languages
Nicholas Franco…….…………..Social and Behavioral Sciences/ Articulation Officer
Isaae M. Nunez..……..………….. ASNC

Members Absent:
Marissa Iliscupidez …..…………. Social and Behavioral Sciences
Glen Graham …….……………….. Business, Engineering & Information Technologies
Dr. Dominque Hitchcock….……… Arts, Humanities and World Languages

Guests: NONE

   A.   Agenda and Minutes Approval:
        Motion to approve October 10, 2017 minutes –MSC: Q. Bemiller/ T. Friedrich Finnern. 1
        abstained. *Committee approves.
        Motion to approve October 24, 2017 agenda –MSC: T. Friedrich Finnern/ J. Mulari. 1
        abstained. *Committee approves.

   B.   New Courses: None.

   C.   New Stand Alone Courses: None.

   D.   Course Inclusions: None

   E. Course Deletions: CIS courses 1-5 MSC: M. Sloniger/ T. Friedrich Finnern *APPROVED*

        1. CIS   67

G. Major Course Modifications: CAT 3, 65, 80, 90, 98A & 98B. These CAT courses are cross listed with CIS courses.The committee questioned who is responsible for updating the cross listed course and it was stated that it is the department's responsibility. The Computer Sci Dept feels it is not their responsibility to update the cross listed course because the district used to do it, but they are no longer performing that task. The department cannot make a modification to a course without making the exact modification to the cross listed course. Another issue is that the cross listed course are not showing in the COR's in META.
   1. CAT   1A Business Etiquette (MNR) MSC: M. Sloniger/ T. Friedrich Finnern *APPROVED*
   2. CAT   3 Computer Applications for Business   (MNR) MSC: Q. Bemiller/ R. Beck   1 abstained *DENIED* They are crosslisted courses with CIS and it is not reflected.
   3. ~~CAT   30 Business English~~ (MNR) Not Norco. Moved to Information Items Section.
   4. CAT   30A Business English 30A (MNR) Not Norco. Moved to Information Items

L. Informat n Items:

    i. New urses:

Type	Col	Sub	Title	Hold
NEW	R	BUS		

MAJ	MR	CAT	61 Professional Office Procedures	No
MAJ	MR	CAT	62 Records Management	No
MAJ	R	CAT	84 Word Processing: WordPerfect for Windows	No
MAJ	R	CAT	91 Microsoft Project	No
MAJ	R	CIS	4 Practical Computer Security	No
MAJ	R	CUL	21 Fundamentals of Baking II	No
MAJ	M	FIT	E2A First Responder Medical	No

    vii.   Course Exclusions: NONE

    viii.   Course Deletions: NONE

    ix.   New State/Locally Approved Certificates/Degrees:

AD-T	M		Administration of Justice	no
Type	Col	Sub	Title	Hold
AS	MR		Human Services	no

    x.   State/Locally Approved Certificate/Degree Modifications:

Type	Col	Sub	Title	Hold
AD-T	R		Kinesiology	yes

    xi.   State Certificate/Degree Deletions: NONE

M. Discussion items:
- META levels. Brian Johnson received the outline from the Tech. Review chair and shared it with the committee members. Level 3 causes the most problems. If it is Norco specific, the other colleges need to also sign off on it so it can move to the next level. Must relay to departments to check to make sure what level their submission it at and to notify Brian Johnson is there is an issue. The minutes can be attached at any stage as well as emailed to Brian Johnson. Paperwork that has old names needs to be updated. One draft per course is allowed.
    - Question: Can we have an expiration date on the drafts? So once it expires, another faculty member can start again on submitting a draft. Faculty can't update a course because another college is upholding it because they are not addressing it or that faculty person has now retired/left.
    - Answer: Brian will look into that.
  Nick Franco asked Brian Johnson to send him the GE AOE Inclusions and Exclusions form. We need to separate Student Learning outcomes from the Curriculum process. There isn't a review committee. The field would have to come off the process. Suggestion to invite the Assessment Coordinator Dr. Burnett.

  1. Level #1: Moves after Originator launch (0 days hold)
  2. Level #2: Moves after 10 business days from reaching level #2 AND after Discipline Facilitator approves (10 day hold)
  3. Level #3: Moves after NOR, MOV, and RIV department chairs approve (0 days hold). Level #4: Moves after 2 business days from reaching level #4 AND after District Admin (Heather) approves (2 day hold)
  4. Level #5: Moves after Tech Review char approves (0 days hold)
  5. Level #6: Moves after NOR, MOV, and RIV CC chairs approve (0 days hold)
  6. Level #7: Moves after District CC chair approves (0 days hold)
  7. Level #4: Moves to active after Ed Services approve (0 days hold)

- Brian Johnson is a proactive genius: Rex Beck talked about how Brian Johnson has been wanting to get the SLO's off the COR's because he feels that we will eventually have a bigger problem down the line if we don't start working on them now. In a few years we are