

**CRAFTON HILLS COLLEGE
CURRICULUM COMMITTEE
MINUTES
November 8, 2021
Online Meeting**

VOTING MEMBERS:

Note: ✓ If Present

| | |
|----------------------------------|--------------------|
| Gwen DiPonio (Co-Chair) ✓ | Troy Dial✓ |
| Kim Salt (Co-Chair) ✓ | Wendy Goliff✓ |
| Angela Baccari | Rick Hogrefe |
| Eva Bell | David Liu✓ |
| Debbie Bogh✓ | Lisa Mills |
| Jeff Burke | Shohreh Rahbarnia✓ |
| Kristen Clements✓ | Nick Reichert |
| Melissa Cline✓ | Joshua Robles✓ |

NON-VOTING MEMBERS:

Note: ✓If Present

| | |
|--------------------|--------------|
| Joe Cabrales | Ivan Peña✓ |
| Kristin Flores✓ | Reyna Uribe✓ |
| Kristina Heilgeist | Kay Weiss✓ |
| Elizabeth Lopez | Dan Word✓ |
| Van Muse✓ | Keith Wurtz✓ |

VISITOR:

Renee Azenaro
Kenny George
Anthony Guaderrama
Sam Truong

1. Approval of Minutes October 25, 2021

The minutes were approved.

2. Action Items

COURSE MODIFICATIONS

- A. CIS 113 Java Programming

The committee approved CIS 113 as a six-year revision.

Note: Course is not currently equated with SBVC

Student Learning Outcomes: New

B. CIS 121 Android Application Development

The committee approved CIS 121 with a prerequisite of CIS 113 or CIS 114 or CSCI 110 as a six-year revision. The emergency remote statement will be added to the course outline.

Note: Course is not currently equated with SBVC

Student Learning Outcomes: New

C. CIS 140 Introduction to Networks (Cisco CCNA 1)

The committee approved CIS 140 as a six-year revision. The DE component was also approved (hybrid and 100% online). The emergency remote statement will be added to the course outline.

- **New Catalog Description:** First in a three-course sequence that qualifies students to take the Cisco Certified Network Associate (CCNA) examinations. Topics include: Local Area and Wide Area Networks (LAN's and WAN's), network devices, the Open System Interconnect (OSI) model, media, cable installation, network design, routing, switching, Network IPv4 & V6 addressing, security, documentation, and basic wireless. Meets latest CCNA certification.
- **New Schedule Description:** First in a three-course sequence that qualifies students to take the Cisco Certified Network Associate (CCNA) examination. Introduction to media, cable installation, network design, network IPv4 & v6 addressing, routing, switching, addressing, security, documentation, and basic wireless. Meets latest CCNA certification requirements.

Note: Course is currently equated with CIT 091 at SBVC

Student Learning Outcomes: Revised

D. CIS 141 Routing and Switching Essentials (Cisco CCNA 2)

The committee approved CIS 141 with a prerequisite of CIS 140 as a six-year revision. The DE component was also approved (hybrid and 100% online). The emergency remote statement will be added to the course outline.

- **New Course Title:** Switching, Routing and Wireless Essentials (Cisco CCNA 2)
- **New Catalog Description:** Second in a three-course sequence that qualifies students to take the newest Cisco CCNA examinations. Topics include: implementing LAN and WAN connectivity using routers, switches and wireless access points, IPv4/IPv6 addressing, network security, access-lists, static and dynamic routing. Students gain skills through configuring Cisco devices and managing the software.

- **New Schedule Description:** Second in a three-course sequence that qualifies students to take the newest Cisco CCNA examinations. Introduction to the operations of Cisco routers, switches and wireless access points in a small network, network security, static and dynamic routing and wireless LAN Technology. Development of skills through configuring Cisco devices and managing the software.

Note: Course is currently equated with CIT 092 at SBVC

Student Learning Outcomes: Revised

E. CIS 142 Scaling Networks (Cisco CCNA 3)

The committee approved CIS 142 with a prerequisite of CIS 141 as a six-year revision. The DE component was also approved (hybrid and 100% online). The emergency remote statement will be added to the course outline.

- **New Course Title:** Enterprise Networking, Security and Automation (Cisco CCNA 3)
- **New Catalog Description:** Third course of a three courses sequence that qualifies students to take the newest Cisco CCNA Certification examinations. In this course students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement Cisco ACLs and security in a small-to medium sized network as well as troubleshoot Network connectivity issues using network monitoring and management tools.
- **New Schedule Description:** Third course of a three courses sequence that qualifies students to take the newest Cisco CCNA certification examinations. Students learn how to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement Cisco ACLs and security in a small-to medium sized network, as well troubleshoot network issues using network monitoring and management tools.

Note: Course is currently equated with CIT 093 at SBVC

Student Learning Outcomes: Revised

NEW COURSES

F. WFP/N 621, 622, 623 Workforce Preparation Noncredit

The Certified Nursing Assistant (CNA) role is considered an essential critical infrastructure occupation. Employment is expected to increase by 13% between 2019 and 2024, with 1156 open jobs over the five years. The demand before the pandemic was over 200 CNAs per year yet there were 89 awards offered by community colleges from 2017-2020 (Centers of Excellence, October 2020). The pandemic has significantly increased the need for CNAs in the Inland Empire. Students who successfully complete the Nursing Assistant course will be eligible to take the state exam to become certified. Once certified, they are eligible for full-time positions with benefits in long-term care, skilled nursing facilities, home care, assisted living and hospitals.

It was recommended that the courses be taught under Vocational Education. Certificate to follow. Dan will check with Kristina to see if the Course ID numbers will remain the same. Keith is overseeing the Noncredit courses. There was a concern about marketing; we want to make sure students are able to find these courses.

The committee approved VOC/N 621 as a new course. The emergency remote statement will be added to the course outline.

VOC/N 621 Nursing Assistant Theory

- **Discipline:** Short Term Vocational Noncredit (Vocational)
- **Department:** Business, Economics and Noncredit
- **Course Title:** Nursing Assistant Theory
- **Course ID:** VOC/N 621
- **Prerequisite:** None
- **Corequisite:** None
- **Departmental Recommendation:** None
- **Semester Units:**
- **Minimum Semester Hours:**
Lecture: 60
- **Catalog Description:** This noncredit course focuses on the fundamental principles of basic nursing care necessary to meet the hygiene, comfort, and safety needs of residents. The identification and reporting of resident abuse along with development of skills in communication and interpersonal relations will be discussed. The role of the CNA as part of the health care team and practice of skills to pass the state certification exam are highlighted. The course follows the guidelines established by the California Department of Public Health (CDPH). Successful completion of the course does not ensure certification, which is obtained through the CDPH. Application and related forms are provided at the information session.
- **Schedule Description:** Fundamental principles of providing basic nursing care to meet hygiene, comfort, and safety needs of residents. Focus on developing effective communication, respecting resident's rights, and preventing and reporting resident abuse. The class follows the guidelines established by the California Department of Public Health (CDPH), Title 22, Chapter 5, Section 2.5.

Note: Course is not currently equated with SBVC

Student Learning Outcomes: New

The committee approved VOC/N 622 as a new course. The emergency remote statement will be added to the course outline.

VOC/N 622 Nursing Assistant Skills Lab

- **Discipline:** Short Term Vocational Noncredit (Vocational)
- **Department:** Business, Economics and Noncredit
- **Course Title:** Nursing Assistant Skills Lab
- **Course ID:** VOC/N 622
- **Prerequisite:** None
- **Corequisite:** None
- **Departmental Recommendation:** None
- **Semester Units:**
- **Minimum Semester Hours:**
Lab: 32
- **Catalog Description:** This noncredit course focuses on the practice of skills on the state certification test. Focuses on professional behavior, dress and communication.
- **Schedule Description:** Practice of the core skills in a skills lab environment. Demonstration of skills competency in preparation of the state competency exam.

Note: Course is not currently equated with SBVC

Student Learning Outcomes: New

The committee approved VOC/N 623 as a new course. The emergency remote statement will be added to the course outline. The following prerequisite and corequisite were also approved.

VOC/N 623 Nursing Assistant Clinical

- **Discipline:** Short Term Vocational Noncredit (Vocational)
- **Department:** Business, Economics and Noncredit
- **Course Title:** Nursing Assistant Clinical
- **Course ID:** VOC/N 623
- **Prerequisite:** Must attend a mandatory information session, once provisionally accepted, must attend a mandatory orientation, meet all health requirements, and clear livescan fingerprinting. Must be 16 years or older. No high school or GED required.
- **Corequisite:** Nursing Assistant Theory, Nursing Assistant Lab
- **Departmental Recommendation:** None
- **Semester Units:**
- **Minimum Semester Hours:**
Lecture: 60
Lab: 32
Clinical: 104

- **Catalog Description:** This noncredit course focuses on the application of fundamental principles of basic nursing care necessary to meet the hygiene, comfort, and safety needs of residents in the long-term care environment. The identification and reporting of resident abuse along with development of skills in communication and interpersonal relations will be practiced. The role of the CAN as part of the health care team and practice of skills to pass the state certification exam are highlighted. The course follows the guidelines established by the California Department of Public Health (CDPH). Successful completion of the course does not ensure certification, which is obtained through the CDPH Application and related forms are provided at the information session.
- **Schedule Description:** Clinical application of the basic nursing care required to provide for the hygiene, comfort, and safety needs of clients in long-term health care settings. Focus on roles and responsibilities, knowledge of and adherence to federal and state regulations and demonstration of safe and competent nursing skills and practice in communication.

Note: Course is not currently equated with SBVC

Student Learning Outcomes: New

COURSE DELETIONS

G. ANTHRO 136 Arab Culture and Civilization

- Course has never been offered.

The committee approved ANTHRO 136 as a course deletion.

H. CHEM 150H General Chemistry I – Honors

- Course does not work as an Honors course

Kim stated only 2 or 3 people take this class which requires them to be in the Lab to do the project. We would have to schedule all the other sections around three people. If done correctly we would need an entire section that is Honors. Most of the time, the students do not have enough Chemistry background.

The committee approved CHEM 150H as a course deletion.

I. CHEM 151H General Chemistry II – Honors

- Course does not work as an Honors course

The committee approved CHEM 151H as a course deletion.

J. COMMST 246ABC Special Studies in Communication

- The courses are no longer offered.

The committee approved COMMST 246ABC as course deletions. “D” has already been deleted.

K. (This is a duplicate of “J” on the agenda)

L. COMMST 247AB Special Studies in Communication

- The courses are no longer offered.

The committee approved COMMST 247AB as course deletions. “C” has already been deleted.

M. COMMST 248A Special Studies in Communication

- The course is no longer offered.

The committee approved COMMST 248A as a course deletion. “B” has already been deleted.

PROGRAM MODIFICATIONS

N. Associate of Arts Degree Arts

- The degree is being modified due to course deletions. Also, since the last meeting the department has added Program Learning Outcomes and Proposed Sequence of Courses.

The committee approved the Associate of Arts Degree as a program modification.

ASSOCIATE OF ARTS DEGREE ART

Areas of study in studio arts training, art fundamentals, and portfolio development will prepare students for transfer or to pursue a career in the arts. The core program provides an introduction to various aspects of studio art and art history, from traditional to contemporary art.

REQUIRED COURSES:

| | | Units |
|-----------|--|-------|
| ART 100 | Art History I: Prehistoric Art to Medieval Art | 3 |
| or | | |
| ART 100H | Art History I: Prehistoric Art to Medieval Art-Honors | 3 |
| ART 102 | Art History II: Renaissance Art to Modern Art | 3 |
| or | | |
| ART 102H | Art History II: Renaissance Art to Contemporary Art-Honors | 3 |
| ART 120 | Foundations of Two-Dimensional Design | 3 |
| ART 121 | Foundations of Three-Dimensional Design | 3 |
| ART 124 | Drawing I | 3 |
| ART 126 | Painting I | 3 |
| ART 132 | Life Drawing I | 3 |

Students must complete at least six units from the following courses:

| | | Units |
|--------------------|-----------------------------------|-----------|
| ART 105 | History of Modern Art | 3 |
| ART 125 | Drawing II | 3 |
| ART 175 | Sculpture 3 | |
| ART 226 | Painting II 3 | |
| ART 232 | Life Drawing II 3 | |
| ART 247A | Special Projects in Art | 1 - 3 |
| ART 247B | Special Projects in Art | 1 - 3 |
| ART 247C | Special Projects in Art | 1 - 3 |
| ART 247D | Special Projects in Art | 1 - 3 |
| ART 275 | Contemporary Sculpture Techniques | 3 |
| Total Units | | 27 |

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org.

O. Associate in Arts in Studio Arts for Transfer

- The degree is being modified due to course deletions. Also, since the last meeting the department has added Program Learning Outcomes and Proposed Sequence of Courses.

The committee approved the Associate in Arts in Studio Arts for Transfer as a program modification.

ASSOCIATE IN ARTS IN STUDIO ARTS FOR TRANSFER

The Associate in Arts-Transfer (AA-T) degree in Studio Art at Crafton Hills College is designed to meet the needs of students transferring to a California State University who intend to major in art, studio art or a related field of study.

REQUIRED CORE COURSES

| | | Units |
|-----------|--|--------------|
| ART 102 | Art History II: Renaissance Art to Contemporary Art | 3 |
| or | | |
| ART 102H | Art History II: Renaissance Art to Contemporary Art-Honors | 3 |
| ART 120 | Foundations of Two-Dimensional Design | 3 |
| ART 121 | Foundations of Three-Dimensional Design | 3 |
| ART 124 | Drawing I | 3 |

REQUIRED LIST A COURSES

Students must complete at least three units from the following list:

| | | Units |
|-----------|---|--------------|
| ART 100 | Art History I: Prehistoric Art to Medieval Art | 3 |
| or | | |
| ART 100H | Art History I: Prehistoric Art to Medieval Art-Honors | 3 |
| ART 113 | Survey of Asian Art | 3 |

REQUIRED LIST B COURSES

Students must complete at least nine additional units from the following list:

| | | Units |
|-----------|----------------|--------------|
| ART 125 | Drawing II | 3 |
| or | | |
| ART 132 | Life Drawing I | 3 |
| ART 126 | Painting I | 3 |
| ART 175 | Sculpture | 3 |

| | | |
|--------------------|--|-----------|
| Total Units | | 24 |
|--------------------|--|-----------|

NEW PROGRAMS

P. Associate in Science Business Information Worker

The degree in Associate in Science Business Information Worker is designed to fulfill the demand for understanding business and technology requirements to be gainfully employed. Certificate to follow.

The committee approved the Associate in Science Business Information Worker as a new program.

ASSOCIATE IN SCIENCE BUSINESS INFORMATION WORKER

The Associate in Science degree in Business Information Worker at Crafton Hills College is designed to meet the needs of the students to have skills to be a productive entry-level employee or to transfer to major business-related fields of study.

| | | Units |
|--------------------|---|--------------|
| BUSAD 102 | Introduction to Business Information Worker | 4 |
| BUSAD 039 | Introduction to a Business Career | 3 |
| BUSAD 105 | Entrepreneurship and Small Business Management | 3 |
| CIS 101 | Introduction to Computer and Information Technology | 3 |
| CIS 106 | Spreadsheet Concepts and Application with Excel | 3 |
| MULTI 100 | Multimedia Foundations | 3 |
| CIS 109 | Operating Systems and Environments | 3 |
| ACCT 105 | Accounting with QuickBooks and Excel | 4 |
| Total Units | | 26 |

Q. Associate in Science Sports Management

The AS Degree in Sport Management provides a lower division major preparation for students wishing to major in business sports management. There are many universities in the local area that provide sports management degrees.

ASSOCIATE IN SCIENCE SPORTS MANAGEMENT

The Associate of Science degree in Sport Management at Crafton Hills College is designed to meet the needs of students transferring to four-year Universities who intend to major in Sport Management or other business-related fields of study.

| | | Units |
|--------------------|------------------------------------|--------------|
| BUSAD 100 | Introduction to Business | 3 |
| BUSAD 131 | The Business of Sports | 3 |
| MARKET100 | Marketing Principles | 3 |
| BUSAD 210 | Business Law | 3 |
| MARKET 183 | Sports and Entertainment Marketing | 3 |
| BUSAD 200 | Business Management | 3 |
| ECON 201 | Principles of Microeconomics | 3 |
| Total Units | | 21 |

R. Associate of Science Multimedia: Web Development and Interface Design

The department requested to table the program.

S. Virtual Reality Design Certificate of Achievement

The department requested to table the certificate.

3. Operational Issues

- Troy indicated that Cal State has provided more information on the requirements for Ethnic Studies courses and course descriptions are more important than first indicated. Troy is recommending sending Ethnic Studies/Literature courses to Board as Information only (ETHS 162/ENGL 162, ETHS 163/ENGL 163, ETHS 164/ENGL 164, ETHS 165/ENGL 165) to meet the December deadline.
- To meet the December deadline, Troy is recommending the approval of ETHS 141H which is in the queue for approval. Since SOC 141H was already approved by the committee, the committee agreed to approve the modifications to ETHS 141H with the condition that it matches SOC 141H.
- An email approval for ANTHRO 107/HIST 107/ETHS 107 will be sent out to the committee to meet Troy's December deadline.
- Kim stated that we are getting ready to sign off on the new course template and new program template and soon they will begin to start importing our course data. Kim showed the committee the screens in CurriQunet (Meta) and ask the committee to start thinking about workflow and how it goes through the approval process. Kim will be sending out an email with our current workflows in Curricunet and will asked the committee if anything should be revised or adjusted – do we need to add or remove people from the workflow?
- To access CurriQunet (Meta)

<https://sbccd.sandbox.curriqunet.com>

Crafton Hills – USER ID:

admin@craftonhills.edu

Password: test

The next Curriculum meeting will be held on **Monday, December 13 at 2 p.m. online. The link will be sent with the agenda.**