NONCREDIT CURRICULUM COMMITTEE AGENDA

November 3, 2026 12:00 pm – 1:50 pm

This meeting will be held via teleconference and can be joined from PC, Mac, Linux, iOS or Android at: https://canyonsonline.zoom.us/j/93343480156, or by calling into the meeting at +1 669 900 9128 or +1 253 215 8782 (US Toll), Meeting ID#: 933 4348 0156. Additional teleconference locations are listed at the end of this agenda.

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Noncredit Curriculum Committee Members

Chairs: Garrett Rieck – Faculty Co-Chair; Dianne Avery – Administrative Co-Chair

School Representatives: Brittany Applen – Kinesiology, Health & Wellness, Fitness & Athletics; Fiorella Chauca – Humanities; Christina Chung – Business; Jessica Crowley – Health Professions & Public Safety; Justin Hunt – Applied Technologies; Graciela Martinez – Enrollment Services; Jennifer Overdevest – Visual and Performing Arts; Jennifer Paris – Social and Behavioral Sciences; Jeremy Patrich – Mathematics, Sciences and Engineering

At- Large Members: Micaela Blain – Mathematics, Sciences and Engineering; Kelly Bronco – Health Professions & Public Safety; Jaya George – Health Professions and Public Safety; Donald Kendall – Applied Technologies

Part-Time Faculty Members: Yasser Issa – Business/Personal and Professional Learning; Maral Markarian – Personal and Professional Learning; Katie Simpson – Personal and Professional Learning

Non-Voting Members: Patrick Backes – Articulation Officer & Senior Curriculum Analyst; Maria Thayer – Noncredit Enrollment Services

NEW COURSE PROPOSALS – DISCUSSION OF NEED

The following new course proposals will be discussed at this meeting with the authors of the proposals to determine the need of adding the course to our curriculum. The course outlines will not be reviewed at this meeting.

Subject & Number	Title	Rationale for New Course Proposal	Author	Effective
NC.ESL-090 NC.ESL-091 NC.ESL-096	Intermediate College Reading & Writing Accent Reduction College Listening and Speaking	Mirrored versions of credit courses.	H. Maclean	TBD
NC.VOC-060 NC.VOC-061	AI Fundamentals and Ethics for the Workplace AI Applications and Productivity for the Workplace	These courses are designed to meet the need for artificial intelligence (AI) skills in the workplace. Our current noncredit AI certificate, Generative AI for Academic and Career Success (NC.BCSK 003 and 004), focuses on AI for academic research and study. These two courses extend that work to employment. The courses will focus on several key aspects: Understanding AI in the Workplace - Students will gain an understanding of what AI is, how it works, which AI tools are available at work and at what cost, and where AI is and is not appropriate. Ethical and Responsible Use - The courses will cover accuracy, bias, hallucinations, privacy and security, and the rules for using AI on the job, including what information should never be shared with an AI tool. Practical Tools for Productivity - Students will use AI for workplace tasks such as email, calendars, spreadsheets, research, writing, graphics, and content creation, and will build simple workflows and automations. Applications - Students will complete a working product such as a web page, a presentation, or a small application using AI tools. Incorporating this certificate program into our curriculum will provide students with AI skills that employers across industries now expect and will give students who complete the academic AI certificate a workforce pathway to continue into.	K. Jacoby G. Rieck	TBD

Subject & Number	Title	Rationale for New Course Proposal	Author	Effective
NC.VOC-062 NC.VOC-063	Adult Workforce Reentry: AI Basics and Digital Safety Adult Workforce Reentry: AI for Daily Life and Work	These courses are designed to serve adults who are returning to the workforce after retirement, caregiving, or a long absence, and students with disabilities. The courses will focus on several key technology aspects: AI Basics - Students will gain an understanding of what AI is, how it works, which AI tools are available, and why AI answers can be wrong; Digital Safety - The first course will cover protecting passwords, credentials, and personal information, what not to share with an AI tool, and recognizing AI-enabled scams, fakes, and voice clones; AI for Daily Life - The second course will cover using an AI assistant for everyday tasks, health benefits and insurance paperwork, budgets and money questions, health and wellness questions, and finding lost photos, files, and messages; AI for Work - Students will learn how hiring software screens a resume, how to prepare a resume and application with AI as an editor, how to prepare for an interview, and which AI use is appropriate in the workplace. Incorporating this certificate program into our curriculum will give returning adults and students with disabilities an accessible entry point to AI and a pathway to the Artificial Intelligence (AI) Skills for the Workplace certificate	K. Jacoby G. Rieck	TBD
NC.OAD-112	Advanced Watercolor for Older Adults	For the last three years, we have been offering NC.OAD 012: Watercolor for Older Adults and NC.OAD 013 Drawing for Older Adults at the Newhall, Canyon Country, and Valencia Community Centers. After a slow start, word has gotten out and the courses consistently have high enrollments. Many students in our older adult classes repeat these classes several times. In the last year, we have received dozens of requests from students and offsite partners for advanced courses. For now, we would like to create an advanced watercolor course and see how it goes. If enrollment is high, then we will return to develop and advanced drawing class as well.	M. McCaffrey G. Rieck	TBD

NEW COURSE PROPOSALS – FINAL READ

The need for the following new course proposals were approved at a previous Noncredit Curriculum Committee meeting, or through the Program Viability process. These course outlines were reviewed through a technical review process and will now be reviewed by Noncredit Curriculum Committee.

Subject & Number	Title	Description of Action	Author	Effective
NC.ADMJ-060	Report Writing for Security Professionals	0 Units (Noncredit) 5 - 8 hours. **New SLO.** Noncredit category: Workforce Preparation. **New Distance Education Addendum: Fully Online Asynchronous (FOA), Fully Online Synchronous (FOS), Fully Online Combination (FOC), Partially Online Asynchronous (POA), Partially Online Synchronous (POS).**	L. Alvarez	TBD
NC.APE-003	Adapted Rhythm and Movement	0 Units (Noncredit) 12 - 36 hours. **New SLO.** Noncredit category: Courses for Persons with Substantial Disabilities.	G. Rieck	TBD
NC.OAD-112	Advanced Watercolor for Older Adults	0 Units (Noncredit) 18 - 54 hours. **New SLO.** Noncredit category: Courses for Older Adults.	M. McCaffrey G. Rieck	TBD

NEW COURSE PROPOSALS – CONSENT CALENDAR

The need for the following new course proposals were approved at a previous Noncredit Curriculum Committee meeting, or through the Program Viability process. These course outlines were reviewed through a technical review process and will now be reviewed by Noncredit Curriculum Committee.

Subject & Number	Title	Description of Action	Author	Effective
NC.MEA-107	Writing the Short Script	0 Units (Noncredit) 45 - 60 hours. **New SLO.** Noncredit category: Workforce Preparation. *Mirrored version of MEA-107.* **New Distance Education Addendum: Fully Online Asynchronous (FOA), Fully Online Synchronous (FOS), Fully Online Combination (FOC), Partially Online Asynchronous (POA), Partially Online Synchronous (POS).**	J. Overdevest	TBD
NC.MEA-131	3-D Modeling and Surfacing	0 Units (Noncredit) 65 -108 hours. **New SLO's (2).** Noncredit category: Workforce Preparation. *Mirrored version of MEA-131.* **New Distance Education Addendum: Partially Online Asynchronous (POA), Partially Online Synchronous (POS).**	J. Overdevest	TBD
NC.MEA-135	Digital Character Animation	0 Units (Noncredit) 65 -108 hours. **New SLO's (2).** Noncredit category: Workforce Preparation. *Mirrored version of MEA-135.* **New Distance Education Addendum: Partially Online Asynchronous (POA), Partially Online Synchronous (POS).**	J. Overdevest	TBD

Subject & Number	Title	Description of Action	Author	Effective
NC.MEA-190	Stop Motion Animation Fundamentals	0 Units (Noncredit) 65 - 108 hours. **New SLO's (2).** Noncredit category: Workforce Preparation. *Mirrored version of MEA-190.*	J. Overdevest	TBD

NEW PROGRAMS – FINAL READ

These program outlines were reviewed through a technical review process and will now be reviewed by the Noncredit Curriculum Committee.

Program	Degree/Certificate	Description of Action	Author	Effective
Digital and Stop Motion Animation	Certificate of Completion	Required courses: NC.MEA-131, 135, 190. 195 – 324 hours. **New PSLO**. Workforce Preparation Certificate.	J. Overdevest	TBD
Professional Security Services Officer	Certificate of Completion	Required courses: NC.ADMJ-060 & NC.CSKL-002. 10 - 16 hours. **New PSLO**. Workforce Preparation Certificate.	J. Overdevest	TBD

MODIFIED PROGRAMS – CONSENT CALENDAR

The following modified programs were reviewed and recommended for approval as part of the Consent Calendar of this agenda and will not be reviewed during this committee meeting. The authors of the following items are not required to attend this meeting.

Program	Degree/Certificate	Description of Action	Author	Effective
Screenwriting	Certificate of Completion	Adding NC.MEA-107 as a required course. Total certificate hours required now 135 – 180 hours.	J. Overdevest	Fall 2027

TECHNICAL CHANGES (COURSES) – CONSENT CALENDAR

The following items are being approved as technical changes and will not be reviewed during this committee meeting. The authors of the following items are not required to attend this meeting.

Subject & Number	Title	Type of Delivery	Author	Effective
NC.ADMJ-001	Police Defensive Tactics and Arrest & Control I	Prefix change (formerly NC.ARCN-001).	L. Alvarez	Fall 2027
NC.ADMJ-002	Police Defensive Tactics and Arrest & Control II	Prefix change (formerly NC.ARCN-002).	L. Alvarez	Fall 2027
NC.ADMJ-010/NC.FIRE-010	Physical Fitness Preparation for Public Safety I	Prefix change (formerly NC.VOC-010). NC.ADMJ & NC.FIRE versions will be cross-listed.	L. Alvarez	Fall 2027
NC.ADMJ-011/NC.FIRE-010	Physical Fitness Preparation for Public Safety I	Prefix change (formerly NC.VOC-011). NC.ADMJ & NC.FIRE versions will be cross-listed.	L. Alvarez	Fall 2027

NEW DISTANCE EDUCATION ADDENDUMS – CONSENT CALENDAR

The following is a summary of new Distance Learning Addendums (DLA's) that are being approved as part of the Consent Calendar of this agenda.

Subject & Number	Title	Type of Delivery	Author	Effective
NC.ADMJ-060	Report Writing for Security Professionals	Fully Online Asynchronous (FOA), Fully Online Synchronous (FOS), Fully Online Combination (FOC), Partially Online Asynchronous (POA), Partially Online Synchronous (POS).	L. Alvarez	TBD
NC.MEA-107	Writing the Short Script	Fully Online Asynchronous (FOA), Fully Online Synchronous (FOS), Fully Online Combination (FOC), Partially Online Asynchronous (POA), Partially Online Synchronous (POS).	J. Overdevest	TBD
NC.MEA-131	3-D Modeling and Surfacing	Partially Online Asynchronous (POA), Partially Online Synchronous (POS).	J. Overdevest	TBD
NC.MEA-135	Digital Character Animation	Partially Online Asynchronous (POA), Partially Online Synchronous (POS).	J. Overdevest	TBD