NONCREDIT CURRICULUM COMMITTEE AGENDA

October 29, 2024   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.*

If you need a disability-related modification or accommodation (including auxiliary aids or services) to participate in this public meeting, or if you need an agenda in an alternate form, please contact the Instruction Office at (661) 362-5479 at least 48 hours before the scheduled meeting. If you would like copies of any of the proposals on this agenda, please contact Patrick Backes at patrick.backes@canyons.edu. These meetings may be audio recorded for note taking purposes. These recordings are deleted once the meeting summary is approved by the Academic Senate.

<u>Noncredit Curriculum Committee Members</u>

<u>Chairs:</u> Garrett Rieck – Faculty Co-Chair; Dianne Avery – Administrative Co-Chair

<u>School Representatives:</u> Brittany Applen – Kinesiology, Health & Wellness, Fitness & Athletics; Fiorella Chauca – Humanities; Christina Chung – Business; Jessica Crowley – Public Safety Justin Hunt – Applied Technologies; Jennifer Paris – Social and Behavioral Sciences; Jeremy Patrich – Mathematics, Sciences and Engineering; Erika Torgeson – Enrollment Services/Counseling

<u>At- Large Members:</u> Jaya George – Health Professions; Graciela Martinez – Enrollment Services/Counseling

<u>Adjunct Members:</u> Jessica Edmond – Personal and Professional Learning; Souhaila Elmoukari - Personal and Professional Learning; Yasser Issa – Business/Personal and Professional Learning

<u>Non-Voting Members:</u> Patrick Backes – Articulation Officer & Curriculum Analyst; Tony Sanchez – 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.CAWT-110	Keyboarding and Document Processing	Keyboarding/Document Processing is a fundamental skill in today's digital age. Learning proper typing techniques ensures students can accurately and efficiently input information into computers, laptops, and various electronic devices. This basic skill will improve with time towards higher accuracy and speed. Learning proper keyboarding can help students avoid repetitive strain injuries. Not only will students gain proficiency in mastering the computer keyboard by touch, but they will also gain proficiency in producing business letters, reports, tables, memos, and other documents using Microsoft Word.	M. Markarian	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.COMM-002	Public Speaking for Social Media	0 Units (Noncredit) 8 -16 hours. **New SLO. New DLA:** Fully Online Asynchronous (FOA), Fully Online Synchronous (FOS), Fully Online Combination (FOC), Partially Online Asynchronous (POA), Partially Online Synchronous (POS).	A. Kaminsky P. Melikidse	TBD
NC.COMM-003	Public Speaking for Interviews	0 Units (Noncredit) 8 -16 hours. **New SLO. New DLA:** Fully Online Asynchronous (FOA), Fully Online Synchronous (FOS), Fully Online Combination (FOC), Partially Online Asynchronous (POA), Partially Online Synchronous (POS).	A. Kaminsky P. Melikidse	TBD
NC.SURV-100A	Fundamentals of Surveying (FS) Exam Review I	0 Units (Noncredit) 16 – 24 hours. **New SLO. New DLA:** Fully Online Asynchronous (FOA), Fully Online Synchronous (FOS), Fully Online Combination (FOC), Partially Online Asynchronous (POA), Partially Online Synchronous (POS).	R. Blasberg X. Stack	TBD
NC.SURV-100B	Fundamentals of Surveying (FS) Exam Review I	0 Units (Noncredit) 16 – 24 hours. **New SLO. New DLA:** Fully Online Asynchronous (FOA), Fully Online Synchronous (FOS), Fully Online Combination (FOC), Partially Online Asynchronous (POA), Partially Online Synchronous (POS).	R. Blasberg X. Stack	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
NCEES Fundamentals of Surveying (FS) Exam Test Preparation	Certificate of Completion	Required courses: NC.SURV-100A & 100B, 32 – 48 total hours. **New PSLO**. Short-Term Vocational Certificate.	R. Blasberg X. Stack	TBD
Public Speaking Essentials for Interviews and Social Media	Certificate of Completion	Required courses: NC.COMM-002 & 003, 16 – 32 total hours. **New PSLO**. Workforce Preparation Certificate.	A. Kaminsky P. Melikidse	TBD

MODIFIED COURSES – CONSENT CALENDAR

The following modified courses 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.

Subject & Number	Title	Description of Action	Author	Effective
NC.COMM-001	Strategies and Tactics of Public Relations	Revised description, objectives and content.	C. Stevenson	Spring 2025

NEW DISTANCE LEARNING 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.COMM-002	Public Speaking for Social Media	Fully Online Asynchronous (FOA), Fully Online Synchronous (FOS), Fully Online Combination (FOC), Partially Online Asynchronous (POA), Partially Online Synchronous (POS).	A. Kaminsky P. Melikidse	TBD
NC.COMM-003	Public Speaking for Interviews	Fully Online Asynchronous (FOA), Fully Online Synchronous (FOS), Fully Online Combination (FOC), Partially Online Asynchronous (POA), Partially Online Synchronous (POS).	A. Kaminsky P. Melikidse	TBD
NC.SURV-100A	Fundamentals of Surveying (FS) Exam Review I	Fully Online Asynchronous (FOA), Fully Online Synchronous (FOS), Fully Online Combination (FOC), Partially Online Asynchronous (POA), Partially Online Synchronous (POS).	R. Blasberg X. Stack	TBD

Subject & Number	Title	Type of Delivery	Author	Effective
NC.SURV-100B	Fundamentals of Surveying (FS) Exam Review I	Fully Online Asynchronous (FOA), Fully Online Synchronous (FOS), Fully Online Combination (FOC), Partially Online Asynchronous (POA), Partially Online Synchronous (POS).	R. Blasberg X. Stack	TBD

Discussion Items:

-Chair Reports