

# NONCREDIT CURRICULUM COMMITTEE SUMMARY

February 25, 2025

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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**Members Present:** Dianne Avery – Administrative Co-Chair; Patrick Backes – Articulation Officer & Curriculum Analyst; Fiorella Chauca – Humanities; Jessica Crowley – Public Safety; Jessica Edmond – Personal and Professional Learning; Souhaila Elmoukari - Personal and Professional Learning; Jaya George – Health Professions; Yasser Issa – Business/Personal and Professional Learning; Aivee Ortega – Enrollment Services/Counseling (Substitute for Erika Torgeson); Jennifer Paris – Social and Behavioral Sciences; Jeremy Patrich – Mathematics, Sciences and Engineering; Garrett Rieck – Faculty Co-Chair; Tony Sanchez – Noncredit Enrollment Service;

**Members Absent:** Brittany Applen – Kinesiology, Health & Wellness; Fitness & Athletics; Christina Chung – Business; Justin Hunt – Applied Technologies; Graciela Martinez – Enrollment Services/Counseling

## 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.ADMJ-199A	Public Safety Entry Level & Promotional Written Exam Workshop	The interview and promotional processes for law enforcement positions is competitive and extensive, and at times can be intimidating and intense. This workshop is offered to prepare our criminal justice students, and the community at large, for various stages of both the entry level and promotional processes.	L. Alvarez	TBD
NC.ADMJ-199B	Public Safety Entry Level & Promotional Interviewing Workshop			

Subject & Number	Title	Rationale for New Course Proposal	Author	Effective
NC.COUN-061	Introduction to UC	Designed for students who are interested in transferring to a University of California (UC) school. This course will help students understand the transfer process to the UC system. Topics are specific to UC information and resources that include UC transfer credits, minimum admission requirements, major preparation, general education breadth, UC transfer pathways, UC application, personal insight questions, and developing a plan for UC transfer.	A. Ortega	TBD
NC.DINÉ-001 NC.DINÉ-002	Diné Language for the Workforce I Diné Language for the Workforce II	<p>Courses will provide students with the ability to connect to a Native heritage and language while also learning about the vast culture of the Navajo (the endonym term is Diné), one of the largest Native American tribes in the US.</p> <p>The Native American Student Support &amp; Success Program currently has an enrollment of 597 American Indian/Native American/Alaskan Native students. Many of these students identify as Diné and would like to learn their Native language. Native students whose language has gone extinct, because there are no more speakers of their indigenous language, are eager to learn an Indigenous language in a way to connect to the broader diaspora of the Native American community.</p> <p>In addition, the population of Diné people in Los Angeles County alone currently sits around 111, 096. In fact, Los Angeles County has the largest concentration of people who identify solely as American Indian or Alaskan Native.</p>	L. Solis G. Rieck	TBD

-Motion to adopt the need for and conduct a full review of NC.ADMJ-199A & 199B; Motion by Jessie Crowley, second Jessica Edmond. All in favor: Unanimous

-Motion to adopt the need for and conduct a full review of NC.DINÉ-001 & 002; Motion by Jeremy Patrich, second Aivee Ortega. All in favor: Unanimous

### DELETED COURSES – CONSENT CALENDAR

The following items are being approved 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	Type of Delivery	Author	Effective
NC.VOC-004	Hotel Front Desk Training	Course will no longer be offered.	M. Razzano	Fall 2025

### DELETED PROGRAMS – CONSENT CALENDAR

The following items are being approved 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
Hotel Front Office Training	Certificate of Completion	Certificate will no longer be offered. Required certificate course has been archived.	M. Razzano	Fall 2025

### 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.PLGL-001	Test Preparation for Certified Paralegal Exam: Knowledge Section	Adding the following line to the end of the course description: “The NALA CP® Exam creators do not develop or deliver any CP® Exam study materials. Producers of study materials do not have access to actual CP® Exam content. Use of any suggested study materials does not guarantee success on the CP® Exam.”	L. Young	Summer 2025
NC.PLGL-002	Test Preparation for Certified Paralegal Exam: Skills Section	Adding the following line to the end of the course description: “The NALA CP® Exam creators do not develop or deliver any CP® Exam study materials. Producers of study materials do not have access to actual CP® Exam content. Use of any suggested study materials does not guarantee success on the CP® Exam.”	L. Young	Summer 2025

**-Motion to approve 02/25/2025 Consent Calendar as presented above; Motion by Jeremy Patrich, second Jessie Crowley. All in favor: Unanimous**

Discussion Items:

- Chair Reports
- Five Year Revision List