

# NONCREDIT CURRICULUM COMMITTEE SUMMARY

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.*

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**Members Present:** Dianne Avery – Administrative Co-Chair; Patrick Backes – Articulation Officer & Curriculum Analyst; Fiorella Chauca – Humanities; Christina Chung – Business; Jessica Edmond – Personal and Professional Learning; Jaya George – Health Professions; Justin Hunt – Applied Technologies; Jennifer Paris – Social and Behavioral Sciences; Jeremy Patrich – Mathematics, Sciences and Engineering; Garrett Rieck – Faculty Co-Chair; Erika Torgeson – Enrollment Services/Counseling

**Members Absent:** Brittany Applen – Kinesiology, Health & Wellness; Fitness & Athletics; Jessica Crowley – Public Safety; Yasser Issa – Business/Personal and Professional Learning; Graciela Martinez – Enrollment Services/Counseling; Souhaila Elmoukari - Personal and Professional Learning; Tony Sanchez – Noncredit Enrollment Service

## 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	<del>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.</del>	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. <b>New SLO. New DLA:</b> 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. <b>New SLO. New DLA:</b> 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. <b>New SLO. New DLA:</b> 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. <b>New SLO. New DLA:</b> 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

- Motion to approve NC.COMM-002; Motion by Erika Torgeson, second Christina Chung. All in favor: Unanimous
- Motion to approve NC.COMM-003; Motion by Jennifer Paris, second Christina Chung. All in favor: Unanimous
- Motion to approve NC.SURV-100A; Motion by Jeremy Patrich, second Justin Hunt. All in favor: Unanimous
- Motion to approve NC.SURV-100B; Motion by Jennifer Paris, second Christina Chung. All in favor: Unanimous

## 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 Preparation	Certificate of Completion	Required courses: NC.SURV-100A & 100B, 32 – 48 total hours. <b>New PSLO.</b> Short-Term Vocational Certificate.	R. Blasberg X. Stack	TBD
<del>Public Speaking Essentials for Interviews and Social Media</del>	<del>Certificate of Completion</del>	<del>Required courses: NC.COMM-002 &amp; 003, 16 – 32 total hours. <b>New PSLO.</b> Workforce Preparation Certificate.</del>	<del>A. Kaminsky P. Melikidse</del>	<del>TBD</del>

**-Motion to approve the NCEES Fundamentals of Surveying (FS) Exam Test Preparation Certificate of Completion; Motion by Jusitn Hunt, second Jennifer Patrich. All in favor: Unanimous**

## 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
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

**-Motion to approve 10/29/2024 Consent Calendar as presented above; Motion by Erika Torgeson, second Jeremy Patrich. All in favor: Unanimous**

Discussion Items:

-Chair Reports