

NONCREDIT CURRICULUM COMMITTEE SUMMARY

November 19, 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.

Members Present: Dianne Avery – Administrative Co-Chair; Patrick Backes – Articulation Officer & Curriculum Analyst; Fiorella Chauca – Humanities; Christina Chung – Business; Jessica Crowley – Public Safety; Jessica Edmond – Personal and Professional Learning; Souhaila Elmoukari - Personal and Professional Learning; Jaya George – Health Professions; Justin Hunt – Applied Technologies; Graciela Martinez – Enrollment Services/Counseling; 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; Yasser Issa – Business/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	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

-Motion to adopt the need for and conduct a full review of NC.CAWT-110; Motion by Christina Chung, second Souhaila Elmoukari. All in favor: Unanimous

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.ARCN-001	Police Defensive Tactics and Arrest & Control 1	0 Units (Noncredit) 8 hours. New SLO.	L. Alvarez	TBD
NC.ARCN-002	Police Defensive Tactics and Arrest & Control 2	0 Units (Noncredit) 56 hours. New SLO. New recommended preparation of NC.ARCN-001.	L. Alvarez	TBD
NC.DMS-100	Introduction to the Field of Sonography	0 Units (Noncredit) 8-12 hours. New SLO. New DLA: Partially Online Asynchronous (POA), Partially Online Synchronous (POS).	L. Dhillon	TBD

-Motion to approve NC.ARCN-001; Motion by Christina Chung, second Jessie Crowley. All in favor: Unanimous

-Motion to approve NC.ARCN-002; Motion by Justin Hunt, second Jaya George. All in favor: Unanimous

-Motion to approve NC.DMS-100; Motion by Christina Chung, second Erika Torgeson. All in favor: Unanimous

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.OTA-232	Exam Preparation for Occupational Therapy Assistants	0 Units (Noncredit) 16-24 hours. New SLO. New DLA: Partially Online Asynchronous (POA), Partially Online Synchronous (POS). Mirrored noncredit course with credit version of OTA-232.	A. Hillary R. Macias	TBD

NEW/MODIFIED PREREQUISITES – CONSENT CALENDAR

The following is a summary of new and modified prerequisites that are being approved as part of the Consent Calendar of this agenda.

Subject & Number	Title	Suggested Enrollment Limitation	Author	Effective
NC.ARCN-002	Police Defensive Tactics and Arrest & Control 2	New recommended preparation of NC.ARCN-001.	L. Alvarez	TBD

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.DMS-100	Introduction to the Field of Sonography	Partially Online Asynchronous (POA), Partially Online Synchronous (POS).	L. Dhillon	TBD
NC.OTA-232	Exam Preparation for Occupational Therapy Assistants	Partially Online Asynchronous (POA), Partially Online Synchronous (POS).	A. Hillary R. Macias	TBD

-Motion to approve 11/19/2024 Consent Calendar as presented above; Motion by Fiorella Chauca, 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
Fundamental Skills in Diagnostic Medical Sonography	Certificate of Completion	Required courses: NC.DMS-100 & NC.HLTH-011, 16-24 total hours. New PSLO. Workforce Preparation Certificate.	L. Dhillon	TBD
Career Preparation for Occupational Therapy Assistants	Certificate of Completion	Required courses: NC.OTA-232 & NC.HLTH-011, 24-36 total hours. New PSLO. Workforce Preparation Certificate.	A. Hillary R. Macias	TBD
Police Defensive Tactics and Arrest & Control	Certificate of Completion	Required courses: NC.ARCN-001 & 002, 64 total hours. New PSLO. Workforce Preparation Certificate.	L. Alvarez	TBD
Public Speaking for Interviews and the Workplace	Certificate of Completion	Required courses: NC.COMM-003 & NC.CSKL-014, 16-32 total hours. New PSLO. Workforce Preparation Certificate.	A. Kaminsky P. Melikidse	TBD
Public Speaking for Social Media and the Workplace	Certificate of Completion	Required courses: NC.COMM-002 & NC.CSKL-014, 16-32 total hours. New PSLO. Workforce Preparation Certificate.	A. Kaminsky P. Melikidse	TBD

-Motion to approve the Fundamental Skills in Diagnostic Medical Sonography Certificate of Completion; Motion by Erika Torgeson, second Jessica Edmond. All in favor: Unanimous.

-Motion to approve the Career Preparation for Occupational Assistants Certificate of Completion; Motion by Jessie Crowley, second Jessica Edmond. All in favor: Unanimous

-Motion to approve the Police Defensive Tactics and Arrest & Control Certificate of Completion; Motion by Fiorella Chauca, second Jessie Crowley. All in favor: Unanimous

-Motion to approve the Public Speaking for Interviews and the Workplace Certificate of Completion; Motion by Christina Chung, second Justin Hunt. All in favor: Unanimous

-Motion to approve the Public Speaking for Social Media and the Workplace Certificate of Completion; Motion by Jennifer Paris, second Graciela Martinez. All in favor: Unanimous

Discussion Items:

- Chair Reports
- Five Year Revision List