

NONCREDIT CURRICULUM COMMITTEE AGENDA

April 16, 2024

1:00 pm – 2:50 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.

Noncredit Curriculum Committee Members

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

School Representatives: Brittany Appen – Kinesiology, Physical Education & Athletics; Chris Boltz – Visual and Performing Arts; Fiorella Chauca – Humanities; Christina Chung – Business; Jennifer Paris – Social and Behavioral Sciences; Jeremy Patrich – Mathematics, Sciences and Engineering; Erika Torgeson – Enrollment Services; Vacant – Applied Technologies

At- Large Members: Jessica Crowley – Health Professions & Public Safety; Dora Lozano – Enrollment Services; Graciela Martinez – Enrollment Services

Adjunct Members: Jessica Edmond – Personal and Professional Learning; Yasser Issa – Business/Personal and Professional Learning; Susan Prier – Personal and Professional Learning

Non-Voting Members: Patrick Backes – Articulation Officer & Curriculum Analyst; Lisa Pavik – 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-013A	QuickBooks Online	Many companies have recently transitioned from the desktop application to QuickBooks Online, thus requiring employees to learn QuickBooks Online. This course will meet that need without enrollment in a degree program. This course will also provide students without the means to purchase expensive textbooks and digital supplements with the opportunity to learn real-world business and accounting skills, which will empower them by expanding higher-paying employment options. It will ready our students to join the more than 7 million small businesses currently using <i>QuickBooks Online</i> .	R. Hall	TBD
NC.REC-100	Leadership in a Wilderness Environment	This program will allow students to be introduced to higher education in a low-risk environment where they will develop and demonstrate leadership skills learned through a foundation of psychological and physiological development, group development, group dynamics and conflict management inside a unique wilderness environment. The skills developed inside a wilderness setting translate well to highly dynamic work environments with diverse work forces.	B. Applen	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.CAWT-012A	Keyboarding (Typing)	0 Units (Noncredit) 30-40 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).	M. Markarian	Fall 2024
NC.CSKL-024	Implicit Bias Training	0 Units (Noncredit) 5-8 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).	T. Bathke	Fall 2024

Subject & Number	Title	Description of Action	Author	Effective
NC.VOC-001	Mastering Executive Functioning Skills for Successful Adulthood	0 Units (Noncredit) 8-10 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).	B. Lieberman J. Ryan	Fall 2024
NC.VOC-002	Mastering Executive Functioning Skills for Academic and Career Success	0 Units (Noncredit) 8-10 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).	B. Lieberman J. Ryan	Fall 2024

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
Essential Workplace Skills for Health Professions	Certificate of Completion	Required courses: NC.CSKL-024 and NC.HLTH-011, 13 – 20 total hours. New PSLO. Workforce Preparation Certificate.	T. Bathke G. Rieck	TBD
Keyboarding and Document Processing	Certificate of Completion	Required courses: NC.CAWT-10B and 012A, 46 – 56 total hours. New PSLO. Workforce Preparation Certificate.	M. Markarian	TBD

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.CSKL-012	Job Shadowing	Adding Vocational (short-term): Non-Credit, and Small Business Development (Entrepreneurship) disciplines to faculty requirements. Moving Counseling discipline to Alternative Masters Discipline Preferred.	G. Rieck	Summer 2024
NC.EDUC-106	Teaching Project-Based Learning	Changed title (Formerly “Teaching P5BL for Civic Equity and Inclusion”)	P. Robinson	Summer 2024
NC.LSKL-050	Understanding Your California Criminal Record	Moving Law Discipline to Masters Discipline Preferred. Moving Counseling discipline to Alternative Masters Discipline Preferred.	G. Rieck	Summer 2024

Subject & Number	Title	Type of Delivery	Author	Effective
NC.LSKL-060	Parenting Strategies I	Moving Child Development/Early Childhood Education Discipline to Masters Discipline Preferred. Moving Counseling discipline to Alternative Masters Discipline Preferred.	G. Rieck	Summer 2024
NC.LSKL-061	Parenting Strategies II	Moving Child Development/Early Childhood Education Discipline to Masters Discipline Preferred. Moving Counseling discipline to Alternative Masters Discipline Preferred.	G. Rieck	Summer 2024
NC.LSKL-070	Anger Management I	Moving Psychology and Sociology Disciplines to Masters Discipline Preferred. Moving Counseling discipline to Alternative Masters Discipline Preferred.	G. Rieck	Summer 2024
NC.LSKL-071	Anger Management II	Moving Psychology and Sociology Disciplines to Masters Discipline Preferred. Moving Counseling discipline to Alternative Masters Discipline Preferred.	G. Rieck	Summer 2024
NC.LSKL-080	Domestic Violence I	Moving Psychology and Sociology Disciplines to Masters Discipline Preferred. Moving Counseling discipline to Alternative Masters Discipline Preferred.	G. Rieck	Summer 2024
NC.LSKL-081	Domestic Violence II	Moving Psychology and Sociology Disciplines to Masters Discipline Preferred. Moving Counseling discipline to Alternative Masters Discipline Preferred.	G. Rieck	Summer 2024
NC.LSKL-090	Addiction and Substance Abuse I	Moving Psychology and Sociology Disciplines to Masters Discipline Preferred. Moving Counseling discipline to Alternative Masters Discipline Preferred.	G. Rieck	Summer 2024
NC.LSKL-091	Addiction and Substance Abuse II	Moving Psychology and Sociology Disciplines to Masters Discipline Preferred. Moving Counseling discipline to Alternative Masters Discipline Preferred.	G. Rieck	Summer 2024
NC.LSKL-101	Mindfulness Strategies for Stress Management	Moving Health, Kinesiology, and Psychology Disciplines to Masters Discipline Preferred. Moving Counseling discipline to Alternative Masters Discipline Preferred.	G. Rieck	Summer 2024
NC.WELD-002	Welding Lab	Revised description to read: <i>Provides additional lab hours to practice existing welding and thermal cutting skills. This course is designed for individuals with previous welding course/work experience and/or students who are currently enrolled in a lab-based welding class at College of the Canyons. Students will follow department safety procedures while using all welding and thermal cutting equipment.</i>	T. Baber	Summer 2024

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.CUL-001	Culinary Safety and Sanitation	Revising course outline to match revised mirrored credit version. Course now 30–48 hours.	G. Rieck	Summer 2024

MODIFIED PROGRAMS – 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.

Program	Degree/Certificate	Description of Action	Author	Effective
Teaching Foundation	Certificate of Completion	Adding NC.EDUC-111 to “Take two course from the following” elective section.	J. Johnson R. Wonser	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.CAWT-012A	Keyboarding (Typing)	Fully Online Asynchronous (FOA), Fully Online Synchronous (FOS), Fully Online Combination (FOC), Partially Online Asynchronous (POA), Partially Online Synchronous (POS).	M. Markarian	Fall 2024
NC.CSKL-025	Implicit Bias Training	Fully Online Asynchronous (FOA), Fully Online Synchronous (FOS), Fully Online Combination (FOC), Partially Online Asynchronous (POA), Partially Online Synchronous (POS).	T. Bathke	Fall 2024
NC.VOC-001	Mastering Executive Functioning Skills for Successful Adulthood	Fully Online Asynchronous (FOA), Fully Online Synchronous (FOS), Fully Online Combination (FOC), Partially Online Asynchronous (POA), Partially Online Synchronous (POS).	B. Lieberman J. Ryan	Fall 2024
NC.VOC-002	Mastering Executive Functioning Skills for Academic and Career Success	Fully Online Asynchronous (FOA), Fully Online Synchronous (FOS), Fully Online Combination (FOC), Partially Online Asynchronous (POA), Partially Online Synchronous (POS).	B. Lieberman J. Ryan	Fall 2024