

NONCREDIT CURRICULUM COMMITTEE AGENDA

October 18, 2022

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 Applen – Kinesiology, Physical Education & Athletics; Chris Boltz – Visual and Performing Arts; Fiorella Chauca – Humanities; Christina Chung – Business; Justin Hunt – Applied Technologies; Jennifer Paris – Social and Behavioral Sciences; Jeremey Patrich – Mathematics, Sciences and Engineering; Erika Torgeson – Enrollment Services

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.BUS-117A | Introduction to Entrepreneurship | Mirrored version of BUS-117A: Introduction to Entrepreneurship will give students the opportunity to develop an understanding of the complex tasks faced by individuals engaged in ethical and legal entrepreneurial activities. Identifies the methods for developing a business idea, the process of starting a business, how to acquire resources, and analyze key parts of a business plan. | G. Quire | TBD |
| NC.BUS-117B | Developing a Business Plan for Entrepreneurs | Mirrored version of BUS-117B: Developing a Business Plan for Entrepreneurs will give students the skills of Business Plan development and creation. Utilizing skills and resources available to assist entrepreneurs in developing and launching a business including; ethics, legal business structures, entrepreneurial marketing, sources of funding, networking, and pitching. | | |

| Subject & Number | Title | Rationale for New Course Proposal | Author | Effective |
|------------------|---------------------|--|----------------------------|-----------|
| NC.HLTH-249 | Medical Terminology | <p>NC.HLTH-249: Mirrored Version of HLHSC-249.</p> <p>NC.HLTH-250: As the health care sector continues to adopt electronic medical records while serving the increasingly aging population, it looks to improve efficiencies by hiring medical scribes. Scribes serve as first hand assistants to physicians and primarily document physician/patient interactions and complete all patient medical records generated from the encounter. Evidence shows more and more hospitals and doctor's clinics are hiring scribes to document doctor/patient care interactions as well as much of the patient care details. As a matter of fact, conversations around this course were initiated based on a request from an industry partner and further supported by Advisory Board members. Minutes of the meeting are available for review. In addition, labor market data supports the development of this course. For example, in a 2018 report on titled "Health Care Services in The Los Angeles Basin - A High-Growth Industry" funded by the State Chancellor's Office and prepared by the LO Regional Consortium and industry partners, medical scribes, which fall under the Health Information Technology category, is identified as an emerging high growth occupation (the fourth out of 15 occupations). The report states: "Target Middle-Skill Occupations Middle-skill occupations predicted to have significant job prospects over the next five years and that stand to benefit from investment into postsecondary non-degree and career education programs include RNs and LVNs, medical records and health information technicians, and medical and clinical laboratory technicians."</p> | H. Dotter V. Valenziano | TBD |
| NC.HLTH-250 | Medical Scribe | | | |

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 | Description of Action | Author | Effective |
|------------------|-------------------------------------|--|-------------------------|-----------|
| NC.EDUC-100 | Introduction to Teaching Strategies | Title change (Formerly "Teaching Strategies"). | R. Wonser J. Johnson | Fall 2023 |

Discussion Items:

- Noncredit Curriculum Committee Operating Procedures
- Final Read Activity