

District Technical Review Committee Meeting Agenda

Tuesday, April 1, 2025

2:30-4:00pm

CAADO 209/Zoom

Committee Members	Guests
<input type="checkbox"/> Steven Schmidt (Chair, MUS)	<input type="checkbox"/> Lijuan Zhai (AVC ES&IE, RCCD)
<input type="checkbox"/> Eric Bishop (Co-Chair, Int. VC Ed. Services)	<input type="checkbox"/> Bryan Medina (CPRO, RCCD)
<input type="checkbox"/> Kelly Douglass (ENG, RCC)	<input type="checkbox"/> Nicole Banerjee (AO, RCC)
<input type="checkbox"/> Brian Johnson (MAT, NOR)	<input type="checkbox"/> Nick Franco (AO, NOR)
<input type="checkbox"/> Nick Sinigaglia (PHI, MVC)	<input type="checkbox"/> Deanna Murrell (AO, MVC)
	<input type="checkbox"/> Sabina Fernandez (CPRO, MVC)
	<input type="checkbox"/> Casandra Greene (CPRO, RCC)
	<input type="checkbox"/> Nicole Brown (CPRO, NOR)
Additional Guests:	

Zoom Information

<https://rccd-edu.zoom.us/j/86555446612?pwd=R0dDakVkSzNZQitZZEN0Zm1TTIYvQT09>

+1 669 900 6833 US

Meeting ID: 865 5544 6612

Passcode: 627472

Call to Order:

Agenda and Minutes

1. Approval of Agenda
The agenda will be reviewed, discussed, and considered for approval.
2. Approval of Minutes – March 18, 2025
The minutes will be reviewed, discussed, and considered for approval.

Action Items

1. Curriculum Proposals
Curriculum proposals will be reviewed, discussed, and considered for forwarding to the College Curriculum Committees.

Discussion Items and Public Comment

1. Request for Update on Title 5 Language and Accounting Method Changes and Timeline
2. CCN Frequently Asked Questions
3. Course Submissions to State (CO and Articulation) – Kelly Douglass
4. “Cannot receive credit” Statement on CCN Courses – Kelly Douglass
5. Curriquet User Maintenance – Bryan Medina
6. Open Forum
7. Public Comment for all items on or not otherwise on the agenda.

Adjournment:

Technical Review - Curriculum Proposals

Proposals for Review for 04/01/2025

Courses

Course Exclusions

M N R Notes

SCE 804 Engaging Topics for Lifelong Learners

SCE 809 Computer Basics for Lifelong Learners

SCE 811 Drawing and Painting for Lifelong Learners

SCE 813 Healthy Aging for Lifelong Learners

SCE 830 Mature Driver Improvement for Lifelong Learners

SCE 840 Craft Design for Lifelong Learners

Course Major Modifications

M N R Notes

H ELE 73 Electric Motors and Transformers
Needs to hold for ELC-73.

H MAN 73 Electric Motors and Transformers
Needs to hold for ELC-73.

Course Minor Modifications

M N R Notes

H ELC 77 Electrical Theory for Electricians
Waiting for MAN-77

H ELE 77 Electrical Theory for Electricians

H GEG 30A Field Studies in Geography
Waiting on feedback from faculty regarding textbooks.

JOU 2 Intermediate Reporting/Newswriting

Distance Education

M N R Notes

COMM C1000DE Introduction to Public Speaking

Distance Education Modifications

M N R Notes

HUM 9DE American Voices

Programs

New Programs

M N R Notes

Certificate

H ACC [Income Tax Preparer](#)

Regional consortium needed.

H BUS [Cannabis Entrepreneur Professional](#)

Holding for regional consortium.

Program Modifications

M N R Notes

ADT

KIN [Kinesiology](#)

Certificate

H MAN [Control Systems Specialist](#)

Holding for courses ELE/MAN-73 and ELE/ELC-77. ELC-77 needs to be added to the narrative as a crosslisted option.

Technical Review - Curriculum Proposals

Proposals for Review for 04/01/2025

Courses

Course Exclusions

M N R Discussion

Action

SCE 804 **Engaging Topics for Lifelong Learners**
Rationale: No SCE courses have been scheduled at MVC in over five years, with no plans for future offerings. As SCE is not housed by any MVC department, the MVC Curriculum Chair is submitting this batch exclusion proposal.

SCE 809 **Computer Basics for Lifelong Learners**
Rationale: No SCE courses have been scheduled at MVC in over five years, with no plans for future offerings. As SCE is not housed by any MVC department, the MVC Curriculum Chair is submitting this batch exclusion proposal.

SCE 811 **Drawing and Painting for Lifelong Learners**
Rationale: No SCE courses have been scheduled at MVC in over five years, with no plans for future offerings. As SCE is not housed by any MVC department, the MVC Curriculum Chair is submitting this batch exclusion proposal.

SCE 813 **Healthy Aging for Lifelong Learners**
Rationale: No SCE courses have been scheduled at MVC in over five years, with no plans for future offerings. As SCE is not housed by any MVC department, the MVC Curriculum Chair is submitting this batch exclusion proposal.

SCE 830 **Mature Driver Improvement for Lifelong Learners**
Rationale: No SCE courses have been scheduled at MVC in over five years, with no plans for future offerings. As SCE is not housed by any MVC department, the MVC Curriculum Chair is submitting this batch exclusion proposal.

SCE 840 **Craft Design for Lifelong Learners**
Rationale: No SCE courses have been scheduled at MVC in over five years, with no plans for future offerings. As SCE is not housed by any MVC department, the MVC Curriculum Chair is submitting this batch exclusion proposal.

Course Major Modifications

M N R Discussion

Action

H **ELE 73** **Electric Motors and Transformers** Needs to hold for ELC-73.
Rationale: Updating textbooks and add objective(s).

Courses

Course Major Modifications

M N R Discussion Action

H **MAN 73** **Electric Motors and Transformers**
Rationale: Updating textbooks and add objective(s).

Needs to hold for ELC-73.

Course Minor Modifications

M N R Discussion Action

H **ELC 77** **Electrical Theory for Electricians**
Rationale: Updating textbook.

Waiting for MAN-77

H **ELE 77** **Electrical Theory for Electricians**
Rationale: Add new book.

H **GEG 30A** **Field Studies in Geography**
Rationale: Ensuring COR is up-to-date, less than 4 years old, and has relevant materials updated.

Waiting on feedback from faculty regarding textbooks.

JOU 2 **Intermediate Reporting/Newsriting**
Rationale: Updating the textbook version from 2016 to 2024

Distance Education

M N R Discussion Action

COMM **Introduction to Public Speaking**
C1000DE
Rationale:

Distance Education Modifications

M N R Discussion Action

HUM 9DE **American Voices**
Rationale:

Programs

New Programs

M N R Discussion

Action

Certificate

H ACC [Income Tax Preparer](#) Regional consortium needed.

Rationale: This tax preparer preparation program provides students with the knowledge to prepare individual, small business, and payroll tax returns and obtain entry-level positions as tax preparers or bookkeepers.

Documents: [Narrative](#) [LMI](#) [Advisory Committee](#) [Regional Consortium](#)

H BUS [Cannabis Entrepreneur Professional](#) Holding for regional consortium.

Rationale: The cannabis industry is booming, and the need for trained professionals and entrepreneurs continues to rise. The certificate will provide foundational knowledge and skills for entrepreneurs interested in starting their own business or working at a dispen

Documents: [Narrative](#) [LMI](#) [Advisory Committee](#) [Regional Consortium](#)

Program Modifications

M N R Discussion

Action

ADT

KIN [Kinesiology](#)

Rationale: Now that KIN-36 has been C-ID approved (C-ID: PHI 100), we would like to add this class as a new elective for the ADT in Kinesiology. Update to program learning outcomes.

Certificate

H MAN [Control Systems Specialist](#) Holding for courses ELE/MAN-73 and ELE/ELC-77. ELC-77

Rationale: Removing ELE-65 from the course requirements; MAN-33 is already required as an alternative. needs to be added to the narrative as a crosslisted option.

Program Outline

Title: Income Tax Preparer Certificate

Originator: Jennifer Corr

Date 9/10/2024

Department: Business, Law, and Computer Information Systems

College/Learning Pathway/Engagement Center: Riverside - Business, Information Systems, and Technology

Moreno Valley College Norco College Riverside City College

(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 0502

CIP Code: 52.0301

Type of Program:

- Certificate of Achievement only Locally approved certificate (8-units or less) only
 Associate Degree only Certificate of Achievement and Degree

Type of Associate Degree:

- Associate of Arts Associate of Science

This is a: New certificate/degree* Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

- Yes, minutes attached Approval Pending
 No Capital or Budgetary Impacts

If this is a modification to an existing certificate/degree, please specify the changes being made:

(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

Rationale:

This tax preparer preparation program provides students with the knowledge to prepare individual, small business, and payroll tax returns and obtain entry-level positions as tax preparers or bookkeepers.

Required Documentation

Please submit this form and the documents outlined below to your college's Instructional Program Support Coordinator (IPSC) and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- Evidence of district-wide discipline communication
- Department minutes showing approval
- Narrative (*see following page*)
- Transfer preparation documentation (*only if applicable*)

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*

- Labor Market Information and Analysis (*Required for new programs and modifications.*)
- Advisory Committee Recommendation (*Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.*)
- Regional Consortium Recommendation (*Required for new programs only.*)

**Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

This certificate prepares students for the workforce by enabling students to complete the requirements to obtain their CTEC Registered Tax Preparer certification, the skills to complete their QuickBooks Certified User certification, enter the bookkeeping and tax professions, and enable them to perform bookkeeping functions and tax returns for the general public. In addition, hands-on experience in the form of supervised tax preparation through RCC's annual Volunteer Income Tax Assistance (VITA) program provides real-world experience with tax clients.

The Accounting Program's Program Learning Outcomes (PLO) are listed, below, along with the courses in the tax certificate and the relevant Student Learning Outcomes (SLO). Upon successful completion of these courses, students will accomplish the Student Learning Outcomes (SLO) required by the courses comprising the tax certificate and therefore accomplishing the PLO:

1. PLO: Use technology to analyze business decisions and to enhance business communications.

- a. ACC 19L, Volunteer Income Tax Assistance Lab: Students will utilize tax software to accurately interview, prepare, and file individual federal and state income tax returns within the score of the VITA program.
- b. ACC 62, Payroll Accounting: Students will accurately apply accounting principles to computerized and manual payroll systems.
- c. ACC 65, QuickBooks Accounting: Students will be able to use accounting software to calculate accounting formulas to analyze and solve problems.
- d. ACC 67, U.S. and California Income Tax Preparation: Students will conduct tax research on client issues using both manual and computerized methods.

- 2. PLO: Apply basic business and accounting calculations and analyses. Have an understanding of legal practices relating to business.**
 - a. ACC 1A, Principles of Accounting I: Students will Analyze and utilize knowledge for financial reporting.
 - b. ACC 19, Volunteer Income Tax Assistance: Students will demonstrate knowledge and ability in preparing income tax returns, through analysis and preparation of financial documents.
 - c. ACC 19L, Volunteer Income Tax Assistance Lab: Students will utilize tax software to accurately interview, prepare, and file individual federal and state income tax returns within the score of the VITA program.
 - d. ACC 62, Payroll Accounting: Students will analyze and solve problems associated with the calculation and reporting of payroll.
 - e. ACC 65, QuickBooks Accounting: Students will demonstrate the ability to apply accounting principles used in manual accounting to computerized accounting systems.
 - f. ACC 67, U.S. and California Income Tax Preparation: Students will conduct tax research on client issues using both manual and computerized methods.
- 3. PLO: Apply sound management practices.**
 - a. ACC 19, Volunteer Income Tax Assistance: Interpret and analyze financial information for internal controls and re-evaluation of returns.
- 4. PLO: Apply accounting principles related to a variety of accounting specialties, such as payroll accounting, cost accounting, income tax accounting, and computerized accounting.**
 - a. ACC 1A, Principles of Accounting I: Students will Demonstrate knowledge of the accounting cycle and financial statements through analysis, preparation, and interpretation of accounting data.
 - b. ACC 19, Volunteer Income Tax Assistance: Students will demonstrate knowledge and ability in preparing income tax returns, through analysis and preparation of financial documents.
 - c. ACC 19L, Volunteer Income Tax Assistance Lab: Students will utilize tax software to accurately interview, prepare, and file individual federal and state income tax returns within the score of the VITA program.
 - d. ACC 62, Payroll Accounting: Students will Accurately apply accounting principles to computerized and manual payroll systems.
 - e. ACC 65, QuickBooks Accounting: Students will demonstrate the ability to apply accounting principles used in manual accounting to computerized accounting systems.
 - f. ACC 67, U.S. and California Income Tax Preparation: Students will prepare federal and state income tax returns for individuals, sole proprietorships, and other business entities.

- 5. PLO: Analyze and solve accounting issues and problems for a variety of business entities.**
- a. ACC 1A, Principles of Accounting I: Students will demonstrate knowledge of the accounting cycle and financial statements through analysis, preparation, and interpretation of accounting data.
 - b. ACC 19, Volunteer Income Tax Assistance: Students will demonstrate knowledge and ability in preparing income tax returns, through analysis and preparation of financial documents.
 - c. ACC 19L, Volunteer Income Tax Assistance Lab: Students will utilize tax software to accurately interview, prepare, and file individual federal and state income tax returns within the score of the VITA program.
 - d. ACC 62, Payroll Accounting: Students will Analyze and solve problems associated with the calculation and reporting of payroll.
 - e. ACC 65, QuickBooks Accounting: Students will be able to use accounting software to calculate accounting formulas to analyze and solve problems.
 - f. ACC 67, U.S. and California Income Tax Preparation:
 - i. Students will prepare federal and state income tax returns for individuals, sole proprietorships, and other business entities.
 - ii. Students will evaluate and propose strategies that minimize income tax obligations.
- 6. PLO: Analyze and interpret data and reports for a variety of business entities.**
- a. ACC 1A, Principles of Accounting I: Students will analyze and utilize knowledge for financial reporting.
 - b. ACC 19, Volunteer Income Tax Assistance: Students will demonstrate knowledge and ability in preparing income tax returns, through analysis and preparation of financial documents.
 - c. ACC 19L, Volunteer Income Tax Assistance Lab: Students will utilize tax software to accurately interview, prepare, and file individual federal and state income tax returns within the score of the VITA program.
 - d. ACC 62, Payroll Accounting:
 - i. Students will Analyze, synthesize, and evaluate payroll principles as defined by Social Security Act and understand laws relating to the payment of wages and salaries.
 - ii. Students will Analyze and solve problems associated with the calculation and reporting of payroll.
 - e. ACC 67, U.S. and California Income Tax Preparation:
 - i. Students will prepare federal and state income tax returns for individuals, sole proprietorships, and other business entities.
 - ii. Students will evaluate and propose strategies that minimize income tax obligations.
- 7. PLO: Develop and apply principles of moral judgment and ethical behavior to business situations.**
- a. ACC 1A, Principles of Accounting I: Students will recognize the role and importance of ethics in accounting.

- b. ACC 19, Volunteer Income Tax Assistance Training: Students will demonstrate high ethical and legal standards by recognizing and preventing inaccurate entries of false information gathering when interviewing clients.
- c. ACC 62, Payroll Accounting: Students will Analyze, synthesize, and evaluate payroll principles as defined by Social Security Act and understand laws relating to the payment of wages and salaries.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

This program is intended for individuals to complete the requirements to obtain their CTEC Registered Tax Preparer certification, the skills to complete their QuickBooks Certified User certification, enter the bookkeeping and tax professions, and enable them to perform bookkeeping functions and tax returns for the general public. In addition, hands-on experience in the form of supervised tax preparation through RCC’s annual Volunteer Income Tax Assistance (VITA) program provides real-world experience with tax clients.

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Required Courses: 15 units

Course	Title	Units	Sequencing
ACC 1A	Principles of Accounting I	3	Semester 1, Fall
ACC 67	U.S. and California Income Tax Preparation	4	Semester 1, Fall
ACC 19	Volunteer Income Tax Preparation	1	Semester 2, Winter
ACC 19L	Volunteer Income Tax Preparation lab	1	Semester 3, Spring
ACC 65	QuickBooks Accounting	3	Semester 3, Spring
ACC 62	Payroll Accounting	3	Semester 3, Spring

Elective Courses: 0 units

Course	Title	Units	Sequencing

Total Program Units: 15 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

This program is intended for individuals to complete the requirements to obtain their CTEC Registered Tax Preparer certification, QuickBooks Certified User certification, enter the bookkeeping and tax professions, and enable them to perform bookkeeping functions and tax returns for the general public. In addition, hands-on experience in the form of supervised tax preparation through RCC’s annual Volunteer Income Tax Assistance (VITA) program provides real-world experience with tax clients.

Item 5. Enrollment and Completer Projections

We expect 10 students to complete this certificate annually, anticipating a 2% growth annually.

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college’s existing inventory.

The program utilizes tax and accounting courses that we currently teach in the Business Administration/Accounting Concentration.

Item 7. Similar Programs at Other Colleges in Service Area

- Chaffey College, Payroll and Income Tax Preparer Certificate of Achievement
- San Bernardino Valley College, Entrepreneurship Tax Certificate of Achievement

Item 8. Transfer Preparation Information (if applicable)

If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.

Program Outline

Title: Cannabis Entrepreneur Professional

Originator: Ajene Wilcoxson

Date 05/01/20245

Department: Business

College/Learning Pathway/Engagement Center: Riverside - Business, Information Systems, and Technology

Moreno Valley College **Norco College** **Riverside City College**
(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 0109.00 CIP Code: 01.0601

Type of Program:

Certificate of Achievement only Locally approved certificate (8-units or less) only
 Associate Degree only Certificate of Achievement and Degree

Type of Associate Degree:

Associate of Arts Associate of Science

This is a: New certificate/degree* Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

Yes, minutes attached Approval Pending
 No Capital or Budgetary Impacts

If this is a modification to an existing certificate/degree, please specify the changes being made:
(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

Rationale: The cannabis industry is booming, and the need for trained professionals and entrepreneurs continues to rise. The certificate will provide foundational knowledge and skills for entrepreneurs interested in starting their own business or working at a dispensary. The cannabis industry is creating thousands of job opportunities. The certificate will help launch a rewarding career in cannabis.
(Please note: This information will be presented to the Board of Trustees.)

Required Documentation

Please submit this form and the documents outlined below to your college's Instructional Program Support Coordinator (IPSC) and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- Evidence of district-wide discipline communication
- Department minutes showing approval
- Narrative (*see following page*)
- Transfer preparation documentation (*only if applicable*)

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*

- Labor Market Information and Analysis (*Required for new programs and modifications.*)
- Advisory Committee Recommendation (*Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.*)
- Regional Consortium Recommendation (*Required for new programs only.*)

**Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

Learning Outcome:

Identify and then relate the basic biological properties of the chemistry of life, cell theory, and Mendelian genetics to the study of plants.

Explain modern plant biology techniques including genetic modification and modern breeding techniques and how these techniques influence modern agriculture.

Identify, obtain, and integrate knowledge about entrepreneurship and the skills relevant to starting or managing a small business.

Recognize opportunities and ethical dilemmas associated with the entrepreneurial mindset.

Demonstrate the ability to use QuickBooks Online to complete monthly bookkeeping/accounting tasks for a small business.

Item 2. Catalog Description

The cannabis industry is witnessing unprecedented growth, offering numerous career opportunities for aspiring entrepreneurs and professionals. Our Cannabis Entrepreneur Professional certificate equips individuals with foundational knowledge and skills essential for thriving in this dynamic industry. Whether you aspire to start your own business or contribute to a dispensary, this certificate provides a solid framework for success.

Learning Outcome:

Identify and then relate the basic biological properties of the chemistry of life, cell theory, and Mendelian genetics to the study of plants.

Explain modern plant biology techniques including genetic modification and modern breeding techniques and how these techniques influence modern agriculture.

Identify, obtain, and integrate knowledge about entrepreneurship and the skills relevant to starting or managing a small business.

Recognize opportunities and ethical dilemmas associated with the entrepreneurial mindset.

Demonstrate the ability to use QuickBooks Online to complete monthly bookkeeping/accounting tasks for a small business.

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Required Courses: 16 units

Course	Title	Units	Sequencing
BIO 5	General Botany	4	Semester 1, Fall
BIO 20	Plants and Human Affairs	3	Semester 2, Winter
BUS 30	Entrepreneurship: Foundations and Fundamentals	3	Semester 1, Fall
BUS 73	Exploring the Entrepreneurial Mindset	3	Semester 1, Fall
ENP 30	QuickBooks Online for Entrepreneurs	3	Semester 2, Winter

Total Program Units: 16 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

The cannabis industry is booming, and the need for trained professionals and entrepreneurs continues to rise. The certificate will provide foundational knowledge and skills for entrepreneurs interested in starting their own business or working at a dispensary. The cannabis industry is creating thousands of job opportunities. The certificate will help launch a rewarding career in cannabis.

Item 5. Enrollment and Completer Projections

We are expecting 25 students to complete in the first two years, with an expected increase of 3% annually.

Item 6. Place of Program in Curriculum/Similar Programs

Both Biology and Business courses are currently being offered. The program does not require additional resources.

Item 7. Similar Programs at Other Colleges in Service Area

College of the Desert

Item 8. Transfer Preparation Information (if applicable)

N/A

Program Outline

Title: Kinesiology

Originator: Tanya Brown

Date 2/27/2025

Department: Human and Health Services

College/Learning Pathway/Engagement Center: Moreno Valley - Business, Health and Human Services Engagement Center

TOPs Code: 1270.00 Kinesiology CIP Code: 31.0505 Exercise Science and Kinesiology

College: Moreno Valley College Norco College Riverside City College

(Please note: ADTs are college specific. If multiple colleges wish to adopt this program, a separate proposal and college specific supporting documents are required.)

Type of ADT: Associate in Arts for Transfer Associate in Science for Transfer

This is a: New ADT* Modification to an existing ADT

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

- Yes, minutes attached Approval Pending
 No Capital or Budgetary Impacts

If this is a modification to an existing ADT, please specify the changes being made:

(Please be specific! Indicate any changes such as title, description, learning outcomes, courses, unit values, etc.)

- Add KIN 36 Wellness to LIST A:

Rationale:

Now that KIN-36 has been C-ID approved {C-ID: PHI 100}, we would like to add this class as a new elective for the ADT in Kinesiology.

Required Documentation:

Please submit this form and the documents outlined below to your college's Instructional Program Support Coordinator (IPSC) and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All new and modified ADTs must include the following:

- Evidence of district-wide discipline communication
- Department minutes showing approval
- Narrative *(See next page)*

C-ID or Assist Articulation Information, and the most current TMC Template (*Work with your Articulation Officer to obtain this documentation*)

Program Narrative

Item 1. Program Goals and Objectives

Must address a valid transfer preparation purpose.

The Associate Degree for Transfer in Kinesiology is designed to prepare students from Moreno Valley College transfer to a California State University for a bachelor’s degree in Kinesiology. This degree will satisfy lower division requirements and facilitate Kinesiology majors to transfer to a four-year university and pursue a Bachelor of Arts or Bachelor of Science in Kinesiology. In this degree students will be exposed to diverse topics including the history and philosophy of Kinesiology, team sports, fitness, dance, and combatives.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal. The language list below is required at the end of the catalog description. Please replace the highlighted text with the language appropriate for this specific ADT. Course titles and unit values must be exact.

The Associate Degree for Transfer in Kinesiology is designed to help facilitate students planning to transfer to a California State University for a bachelor’s degree in Kinesiology. The degree satisfies lower division requirements for a Bachelor's degree in Kinesiology. After completion of the Associate Degree for Transfer in Kinesiology, the students’ knowledge will be diverse in topics such as; health and fitness, wellness, the history and philosophy of Kinesiology, team sports, fitness, dance, and combatives.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

1. Identify and explore career pathways in the discipline of Kinesiology.
2. Demonstrate an understanding of human anatomy and physiological principles.
3. Utilize fitness principles to develop and practice a program for personal development that focuses on cardiorespiratory endurance, strength training and flexibility.

Required Core Courses: 11 units

Course	Title	Units
KIN-10	Introduction to Kinesiology	3
BIO-50A	Anatomy and Physiology I	4
BIO-50B	Anatomy and Physiology II	4

Movement Based Courses: 3 units

Program Outline of Record – Associate Degree for Transfer (ADT)

Select a maximum of one (1) course from any three of the following areas.

Course	Title	Units
Combatives:		
KIN-A40	Karate, Beginning	1
KIN-A41	Karate, Intermediate	1
Dance:		
DAN-D21	Ballet, Beginning	1
DAN-D31	Hip-Hop Dance, Beginning	1
Fitness:		
KIN-A46	Yoga, Beginning	1
KIN-A47	Yoga, Intermediate	1
KIN-A75A	Walking for Fitness: Beginning	1
KIN-A75B	Walking for Fitness: Intermediate	1
KIN-A81A	Cardio and Strength Training, Beginning	1
KIN-A81B	Cardio and Strength Training, Intermediate	1
KIN-A86	Step Aerobics	1
KIN-A87	Step Aerobics, Intermediate	1
KIN-A89A	Beginning Body Sculpting	1
KIN-A89B	Intermediate Body Sculpting	1
Team Sports:		
KIN-A62	Flag Football	1
KIN-A64A	Soccer, Beginning	1
KIN-A64B	Soccer, Intermediate	1

List A:- Select 2 courses : 6-9 .units

Course	Title	Units
STAT-C1000/STAT-C1000H	Introduction to Statistics / Introduction to Statistics	4
OR	Honors OR	4
PSYC-48/SOC-48	Statistics for the Behavioral Sciences	
CHE-1A/ CHE-1AH	General Chemistry, I / Honors General Chemistry, I	5
PHY-4A	Mechanics	4
KIN-30	First Aid and CPR	3
KIN 36	Wellness: Lifestyle Choices	3
PSYC-C1000/ PSYC-C1000H	Introduction to Psychology/ Introduction to Psychology Honors	3
OR	OR	
SOC-1	Introduction to Sociology	3

Total Units: 20-23

ASSOCIATE IN [ARTS] FOR TRANSFER DEGREE

The Associate in Art in Kinesiology for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the California General Education Transfer Curriculum (Cal-GETC) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of 'C' or better (or a 'P' if taken as Pass/No Pass).

Program Outline

Title: Control Systems Specialist

Originator: Paul Van Hulle

Date 2/26/2025

Department: AT&A/Manufacturing

College/Learning Pathway/Engagement Center: Choose an item.

Moreno Valley College **Norco College** **Riverside City College**
(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 0956.00 and 945.00

CIP Code: 15.0405

Type of Program:

Certificate of Achievement only Locally approved certificate (8-units or less) only
 Associate Degree only Certificate of Achievement and Degree

Type of Associate Degree:

Associate of Arts Associate of Science

This is a: New certificate/degree* Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

Yes, minutes attached Approval Pending
 No Capital or Budgetary Impacts

If this is a modification to an existing certificate/degree, please specify the changes being made:
(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

SACA certifications are industry-driven, developed for industry by industry. They are developed through a rigorous process that begins with the creation of truly international skill standards, endorsed by leading experts in Industry 4.0 technologies throughout the world. Certification examinations are created based on these standards, pilot tested, and statistically analyzed to ensure quality. Each certification includes a proctored hands-on evaluation and an online test to ensure that candidates for certification can "do" as well as "know." SACA uses an annual review process for all certifications to ensure that standards and examinations remain current and relevant in the fast-changing world of Industry 4.0.

Experts from well-known industry leaders, such as Rockwell Automation, FANUC, Ashley Furniture, Kohler, Foxconn, Boeing, and Hershey, were instrumental in making sure SACA's Industry 4.0 certifications reflect the competencies that industry needs. A list of companies that SACA and Amatrol

worked with to develop the certification is included on this website: <https://www.saca.org/about-us-smart-automation-certification-alliance/acknowledgments/>

SACA sits at the forefront of the effort to certify students and workers who demonstrate the required knowledge and hands-on smart automation skills employers so desperately need. SACA's certifications were developed in conjunction with industry partners who could speak from experience about their needs when it comes to workers able to work alongside a variety of advanced automation technologies.

SACA offers a wide variety of certifications in popular industrial skill areas, including certifications at the Associate, Specialist, and Professional level. For those wishing to focus on building a strong foundation of skills employers need, SACA also offers many micro-credentials that allow students and workers to add certifications as they master new areas.

For workers, SACA certifications can help market their smart automation skills to potential employers. For those employers, SACA certifications represent confirmation that a worker has the skills to hit the ground running in the workplace. To learn more about Industry 4.0 certifications and how SACA can help both future workers and industrial employers begin the task of bridging the Industry 4.0 skills gap, contact SACA for more information.

<https://www.saca.org/smart-automation-certifications/#:~:text=SACA%20certifications%20are%20industry%2Ddriven,4.0%20technologies%20throughtout%20the%20world.>

Required Documentation

Please submit this form and the documents outlined below to your college’s Instructional Program Support Coordinator (IPSC) and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- Evidence of district-wide discipline communication
- Department minutes showing approval
- Narrative (*see following page*)
- Transfer preparation documentation (*only if applicable*)

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor’s Office for approval.*

- Labor Market Information and Analysis (*Required for new programs and modifications.*)
- Advisory Committee Recommendation (*Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.*)
- Regional Consortium Recommendation (*Required for new programs only.*)

**Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor’s Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

Upon successful completion of this program, students should be able to:

- **Demonstrate knowledge of control systems used in industry and manufacturing environments.**
- **Apply problem-solving and analytical thinking in the maintenance, testing, troubleshooting, and repair of industrial mechanical/electrical equipment, industrial controls systems and robotics.**
- **Describe basic electrical circuits and PLC/VFD control theory.**
- **Apply technical math skills to solve problems involving electrical loads/wire sizing, gear ratios.**

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Required Courses: 31 units

Course	Title	Units	Sequencing
MAN 10	Manufacturing Basic Operations	4	Fall 1
MAN/ELE 64	Programmable Logic Controllers	3	Winter 1
ELE/ELC 77	Electrical Theory for Electricians	3	Spring 1
ELE/MAN 73	Electric motors and transformers	4	Spring 1
MAN 27	Variable Frequency Drive Systems	2	Summer 1
MAN 28	Motor Control Troubleshooting 1	3	Fall 2
ELE/ELC/MAN 74	Industrial Wiring and Controls	4	Fall 2
ELE/ELC 75	Solid State Devices and Lighting Controls	3	Fall 1
MAN 15	Industry 4.0 Total Productive Maintenance	2	Winter 2
MAN 33	Programmable Controller Troubleshooting 1	4	Spring 2

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Total Program Units: 32_ units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

Considering the mission of the college the robotics program and the controls certificate serves the college well by creating more opportunities for student success such as “application of emerging technologies” technologies that the community desperately needs so that students can get a head start on their careers. These certificates “provide foundational skills and pathways to technical educational certificates.”

Further, in the years to come, we will develop apprenticeships in the two programs which will meet objective 6.1 “expand access to registered apprenticeships, work experience classes and work-based learning opportunities” and Goal 8 “become the regional college of choice by offering a comprehensive range of programs that prepare students for the future and meet employer workforce needs.”

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

We have LMI data for two different programs including: “Industrial Maintenance and Automation” and “Industrial Automation Technology”. This data is the most recent on the COE website (2-26-2025) Norco College is one of three colleges that teaches automation. According to the COE (Center of Excellence for Labor Market Research document from February 2023 Norco College had nine graduates in 0956.00 Manufacturing and Industrial Technology, Industrial Automation/Supply Chain Automation. With this proposal we hope to increase these numbers. Further, this program is highly recommended within the LMI data document. Industrial Maintenance and Automation annual job openings is 434 which represents an increase of 13%. It should also be noted from the graphics below that there is a great demand for control systems technicians in our area.

During the 2017-20 we had 24 students receive awards for manufacturing and industrial technology programs related to robotics and control systems in the Inland Empire/Desert region. By creating this certificate we are hoping to increase the number of students in the industrial automation program.

Exhibit 1. Five-year projections for the industrial maintenance and automation occupational group, Inland Empire/Desert Region, 2022-2027

Industrial Maintenance and Automation Occupational Group	2022 Jobs	2027 Jobs	5-Yr Job Change	5-Yr % Job Growth	Annual Openings (New + Replacement Jobs)	% of workers age 55+
Industrial Machinery Mechanics	3,429	3,862	433	13%	403	32%
Industrial Engineering Technologists and Technicians	155	181	26	17%	22	30%
Electro-Mechanical and Mechatronics Technologists and Technicians	70	77	7	10%	9	36%
Total	3,654	4,120	466	13%	434	32%

Source: Lightcast 2023.3

Below are two charts showing completion data for “industrial automation technology” and “industrial maintenance and automation”

Exhibit 13: Annual average community college awards for manufacturing and industrial technology programs related to industrial automation technology, Inland Empire/Desert Region, Academic Years 2019-2022

TOP 0956.00 – Manufacturing and Industrial Technology	Academic Year 2019-20	Academic Year 2020-21	Academic Year 2021-22	Total CC Annual Average Awards, Academic Years 2019-22
Norco				
Associate Degree	2	3	-	2
Certificate 16 < 30-semester units	10	4	2	5
Certificate 6 < 18-semester units	3	1	2	2
San Bernardino				
Associate Degree	1	-	2	1
Certificate 30 < 60-semester units	1	-	1	1

Industrial Maintenance and Automation in the Inland Empire/Desert Region, September 2023

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TOP 0956.00 – Manufacturing and Industrial Technology	Academic Year 2019-20	Academic Year 2020-21	Academic Year 2021-22	Total CC Annual Average Awards, Academic Years 2019-22
Total	17	8	7	11

Source: COE Supply Resource, May 2023

Exhibit 14: Annual average community college awards for manufacturing and industrial technology programs related to industrial automation technology, Inland Empire/Desert Region, Academic Years 2019-2022

TOP 0956.00 – Manufacturing and Industrial Technology (Local Program Title)	Academic Year 2019-20	Academic Year 2020-21	Academic Year 2021-22	Total CC Annual Average Awards, Academic Years 2019-22
Norco (Industrial Automation/Supply Chain Automation)				
Associate Degree	2	3	0	2
Certificate 16 < 30-semester units	10	4	2	5
Certificate 6 < 18-semester units	3	1	2	2
Total	15	8	4	9

Source: MIS Data Mart, COCI

Exhibit 6 displays the employers posting the most job ads for the industrial automation occupational group during the last 12 months. Showing employer names provides insight into where students may find employment after completing a program. Anheuser-Busch posted the most job ads for the industrial machinery mechanics occupation. Cushman & Wakefield, and FedEx posted the most job ads seeking industrial engineering technologists and technicians industrial engineering technologists and technicians workers.

Exhibit 6. Employers posting the most job ads for the industrial maintenance and automation occupational group, Inland Empire/Desert Region, September 2022 through August 2023

Industrial Machinery Mechanics Employers	Unique Job Ads
Anheuser-Busch	22
BlueTriton Brands	8
Niagara Bottling	7
Industrial Engineering Technologists and Technicians Employers	Unique Job Ads
Cushman & Wakefield	21
FedEx	21
Flag Solutions	16
Burrtec	16
CalPortland	13
Harbor Freight Tools	11
Electrical and Electronics Repairers, Commercial and Industrial Equipment Employers	Unique Job Ads
N/A	

Source: Lightcast 2023.3

Summary of Findings & Recommendation

The knowledge, skills, and abilities trained by three industrial maintenance and automation-related community college programs leads to three middle-skill occupations. These three occupations are projected to have 434 annual job openings, increasing employment by 13% over the next five years. The median hourly earnings for these occupations are between \$29.05 and \$29.86, above the regional living wage standard of \$21.82 per hour.

Four regional community colleges offer three TOP program codes related to industrial maintenance and automation program training: electro-mechanical technology (0935.00), industrial systems technology and maintenance (0945.00), and manufacturing and industrial technology (0956.00). Over the last three academic years (2019-2022), these programs issued an annual average of 34 awards: 11 associate degrees and 23 certificates of achievement. Other regional postsecondary education institutions have not issued any known awards in related programs over the previous three academic years.

The Centers of Excellence recommends expanding industrial maintenance and automation programs to meet the regional demand for more workers in this field. Colleges considering this program should partner with relevant employers and confirm their demand for workers and the skills students need to secure work and self-sustainable earnings in this field shortly after exiting the program.

Contact

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Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

The Industrial Automation program should be shown in the Manufacturing, Electronics and Electrician programs.

Many of the courses that are in this program are also in the Supply Chain Automation, Digital Electronics, and the Electrician programs. We will also be creating a new robotics program that will have some of the courses that are in the Industrial Automation program.

Item 7. Similar Programs at Other Colleges in Service Area

*For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk.
Revised November 2022*

Justification of need for certificate/degree in the region.

Justification of need for certificate/degree in the region.

Examining the graphic shown below from the Centers of excellence for labor market research.

Exhibit 10: Industrial maintenance and automation programs, Inland Empire/Desert Region, 2022-23 academic year

TOP Program (TOP Code)	College	Local Program Title	Award
Electro-Mechanical Technology (0935.00)	Chaffey	Mechatronics	A.S. Degree
		Mechatronics Level I	Certificate
		Mechatronics Level II	Certificate
		Electromechanical Technology	Certificate
Industrial System Technology and Maintenance (0945.00)	Barstow	Industrial Maintenance Electrical and Instrumentation	Associate Degree
		Industrial Maintenance Mechanic	Associate Degree/Certificate
		Industrial Maintenance Mechanic, Level 2	Certificate
		Industrial Maintenance Mechanic Technology, Level 3	Certificate
		Trade Technician	Noncredit
	San Bernardino Valley	Industrial Automation	Certificate
		Mechanical Hydraulics/Pneumatics	Certificate
Manufacturing and Industrial Technology (0956.00)	Norco	Industrial Automation	Associate Degree/Certificate
		Industrial Automation Non-Credit	Noncredit
		Supply Chain Automation	Associate Degree/Certificate
		Supply Chain Technology	Associate Degree/Certificate
		Manufacturing Tech-Automated Systems	Associate Degree/Certificate
	San Bernardino Valley	Computer Numerical Control - CAD & CAM	Associate Degree/Certificate

Source: COCI, 2022-23 Community College Catalogs

Exhibits 11 – 13 display student completions for electro-mechanical technology (TOP 0935.00), industrial systems technology and maintenance (0945.00), and manufacturing and industrial technology (0956.00) programs related to industrial maintenance and automation programs over the last three academic years, 2019-2022. Over the last three academic years, these programs issued an annual average of 34 awards; 11 awards were associate degrees, and 23 were certificates of achievement. Program completion and student outcome methodologies can be found in the appendix.

Item 8. Transfer Preparation Information (if applicable)

If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.

None, this certificate does not transfer to any other colleges/universities currently.