District Technical Review Committee
Meeting Agenda

Tuesday, December 3, 2024	**2:30-4:00pm**	**CAADO 209/Zoom**

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

Zoom Information
https://rccd-edu.zoom.us/j/86555446612?pwd=R0dDakVkSzNZQitZZEN0Zm1TTlYvQT09
+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 – November 19, 2024
   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. Open Forum
2. Public Comment for all items on or not otherwise on the agenda.

Adjournment:

Technical Review - Curriculum Proposals
Proposals for Review for 12/03/2024

Courses

Course Deletions

			M	N	R	Notes
H	HLS 50	Developing a Personal Philosophy of Leadership and Ethics	☑	☐	☐	

Program is found in the EMHS - Leadership program.

Course Major Modifications

			M	N	R	Notes
H	ELE 73	Electric Motors and Transformers	☐	☑	☐	

Needs to hold for ELC-73.

			M	N	R	Notes
H	MAN 73	Electric Motors and Transformers	☐	☑	☐	

Needs to hold for ELC-73.

Course Minor Modifications

			M	N	R	Notes
H	CIS 41D	Advanced Security Concepts and Practices	☑	☐	☑	

Vote was unclear in minutes.

			M	N	R	Notes
H	ELC 77	Electrical Theory for Electricians	☐	☑	☐	

Waiting for MAN-77

			M	N	R	Notes
	ELE 77	Electrical Theory for Electricians	☐	☑	☐	

			M	N	R	Notes
H	HUM 35	Philosophy of Religion	☑	☑	☑	

Most recent textbook is 2019, this course is UC transferable. Launch PHI-35 as a minor mod to review the textbooks of both courses.

			M	N	R	Notes
	PHI 35	Philosophy of Religion	☑	☑	☑	

New Courses

			M	N	R	Notes
H	CUL 829	Introduction to Food Service	☐	☐	☑	

Content and Methods of Evaluation need to be reviewed.

			M	N	R	Notes
H	ELE 65	Programmable controller troubleshooting 1	☐	☑	☐	

Prereq language needs to be reviewed. Entrance skill links. No SLOs.

			M	N	R	Notes
H	MAT 810	TEAS Mathematics Review	☐	☐	☑	

Holding for certificate development and additional courses.

Programs

New Programs

			M	N	R	Notes

Certificate

			M	N	R	Notes
H	ACC	Income Tax Preparer	☐	☐	☑	

Regional consortium needed.

Programs

New Programs

		M	N	R	Notes

Certificate

			M	N	R	Notes
H BUS	**Cannabis Entrepreneur Professional**		☐	☐	☑	

Holding for regional consortium.

Program Discontinuance

		M	N	R	Notes

ADT

		M	N	R	Notes
H JOU	**Journalism**	☑	☐	☐	

Holding to allow committee to perform additional review of supporting documents.

Program Modifications

		M	N	R	Notes

ADT

		M	N	R	Notes
H ART	**Studio Arts**	☐	☑	☐	

Holding for ART-19 articulation.

Technical Review - Curriculum Proposals

Proposals for Review for 12/03/2024

Courses

Course Deletions

		M N R	Discussion	Action
H	**HLS 50** **Developing a Personal Philosophy of Leadership and Ethics**	☑ ☐ ☐	Program is found in the EMHS - Leadership program.	
	Rationale: This course was being offered in conjunction with the Riverside County Sheriff's Department, who is no longer interested in offering the course. The curriculum was proprietary, and the Sheriff's Department paid for instructors to go to the required instructor training. With the Sheriff's loss of interest, it is no longer feasible to offer this class.			

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

Course Minor Modifications

		M N R	Discussion	Action
H	**CIS 41D** **Advanced Security Concepts and Practices**	☑ ☐ ☑	Vote was unclear in minutes.	
	Rationale: Updating course textbooks.			
H	**ELC 77** **Electrical Theory for Electricians**	☐ ☑ ☐	Waiting for MAN-77	
	Rationale: Updating textbook.			
	ELE 77 **Electrical Theory for Electricians**	☐ ☑ ☐		
	Rationale: Add new book.			
H	**HUM 35** **Philosophy of Religion**	☑ ☑ ☑	Most recent textbook is 2019, this course is UC transferable. Launch PHI-35 as a minor mod to review the textbooks of both courses.	
	Rationale: Updating course materials per curriculum requirements. Other COR elements reviewed by discipline and left unchanged/approved.			
	PHI 35 **Philosophy of Religion**	☑ ☑ ☑		
	Rationale: Updating course materials, paired proposal for cross-listed course HUM-35 held at Tech Review.			

Technical Review Proposals for 12/03/2024
Proposals marked with a red "H" were held at a previous Tech Review meeting.
Documents in the Programs section without an underline have not yet been received by the Tech Review Committee.

Page 1 of 3

Courses

New Courses		M	N	R	Discussion	Action
H **CUL 829**	**Introduction to Food Service**	☐	☐	☑	Content and Methods of Evaluation need to be reviewed.	
Rationale:	This program is designed for those wishing to enter the food service industry as an entry level cook or for those in the Riverside City College Cook and Pastry Apprenticeship Program. This course is also required within the Food Service Career & Certification Preparation - Certificate of Competency - CC8025					
H **ELE 65**	**Programmable controller troubleshooting 1**	☐	☑	☐	Prereq language needs to be reviewed. Entrance skill links. No SLOs.	
Rationale:	This course/program is based on SACA certifications. 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.					
H **MAT 810**	**TEAS Mathematics Review**	☐	☐	☑	Holding for certificate development and additional courses.	
Rationale:	This is a non-credit course designed to review material in order to help students pass the TEAS test for Nursing. Students will complete assignments in order to practice their skills. A completion rate of 70% is considered a "Pass".					

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					

Technical Review Proposals for 12/03/2024
Proposals marked with a red "H" were held at a previous Tech Review meeting.
Documents in the Programs section without an underline have not yet been received by the Tech Review Committee.

Page 2 of 3

Programs

New Programs   M N R   Discussion   Action

Certificate

H	**BUS** Rationale:	**Cannabis Entrepreneur Professional** 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	☐☐☑	Holding for regional consortium.
	Documents:	**Narrative** **LMI** **Advisory Committee** Regional Consortium		

Program Discontinuance   M N R   Discussion   Action

ADT

H	**JOU** Rationale:	**Journalism** Challenges faced by the journalism program since 2021, including declining enrollments and lack of interest from the student body and community, despite efforts to revitalize the program including collaboration with RCC, CTE and the Innovation Center. Based on all of the input and discussions by the program discontinuance task force, the determination was made to discontinue the journalism program. The Task Force also recommends that MVC looks for tangible ways to incorporate student voices through other disciplines, outreach, and marketing.	☑☐☐	Holding to allow committee to perform additional review of supporting documents.

Program Modifications   M N R   Discussion   Action

ADT

H	**ART** Rationale:	**Studio Arts** ART-19 supplements the core classes within the current ADT well. It offers students a course to explore important contemporary methods and materials relevant to art making today. Listing ART-19 as an elective will increase enrollment, as students earning an ADT in Studio Arts will and should receive elective credit toward their degree when taking this course.	☐☑☐	Holding for ART-19 articulation.

Technical Review Proposals for 12/03/2024
Proposals marked with a red "H" were held at a previous Tech Review meeting.
Documents in the Programs section without an underline have not yet been received by the Tech Review Committee.

Page 3 of 3

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 <u>and</u> 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:
(<u>Please be specific</u>! 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.

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

1 | P a g e

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.

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.
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2 | P a g e

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.

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

3 | P a g e

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.

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

4 | P a g e

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.

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

5 | P a g e

    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

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

6 | P a g e

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.

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

7 | P a g e

Program Outline of Record – Credit Degrees and Certificates

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 <u>and</u> 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:
(<u>Please be specific</u>! 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.)

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

1 | Page

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.

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

2 | Page

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.

<u>Learning Outcome:</u>

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.

<u>Learning Outcome:</u>

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.

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

3 | Page

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

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

4 | Page

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

Program Modification: Norco: Studio Arts

Award Type: Associate in Arts for Transfer (ADT)

Program Goals and Objectives

The Associate in Arts in Studio Arts for Transfer provides a solid preparation for transfer majors in the various areas of studio art, including design, drawing, and painting. This Studio Arts degree has an emphasis in Art History. Additionally, the studio courses align well with preparation for transfer majors in related fields such as sculpture, photography, and other areas of study at UC, CSU, and private colleges and universities.

Catalog Description

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Program Learning Outcomes

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

1. Demonstrate proficient technical and creative skills with a variety of art materials.

2. Understand works of art and design and the artistic contributions of diverse peoples through critical discussion and written assignments.

3. Demonstrate, through the analysis of aesthetic and cultural values, an understanding of the contribution of art and design to human experience.

Program Requirements

Required Courses **Units:** 12.00

COURSE	TITLE	UNITS
ART-17	Beginning Drawing	3.00
ART-22	Two Dimensional Design	3.00
ART-24	Three Dimensional Design	3.00
Select one of the following:		3.00
AHS-2	History of Western Art: Renaissance through Contemporary	3.00
AHS-2H	Honors History of Western Art: Renaissance through Contemporary	3.00

Electives - List A **Units:** 3.00

COURSE	TITLE	UNITS

Select one of the following:		3.00
AHS-5	Arts of Africa, Oceania, and Indigenous North America	3.00
AHS-1	History of Western Art: Prehistoric, Ancient, and Medieval	3.00
AHS-9	African Art History	3.00
AHS-12	Asian Art History	3.00

Electives - List B   **Units:** 9.00

COURSE	TITLE	UNITS
Select 9 units from the following:		9.00
ART-18	Intermediate Drawing	3.00
ART-19	Experimental Methods & Materials	3.00
ART-20	Beginning Sculpture	3.00
ART-23	Color Theory and Design	3.00
ART-26	Beginning Painting	3.00
ART-27	Intermediate Painting	3.00
ART-36A	Computer Art-Introduction	3.00
ART-40A	Figure Drawing-Introduction	3.00

Total: 24.00

Associate in Art for Transfer Degree

The Associate in Art in Studio Arts for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) 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).