

**DISTRICT TECHNICAL REVIEW COMMITTEE**

**Meeting Agenda**

**Tuesday, December 2, 2025**

**2:30-4:00pm**

**CAADO 209/Zoom**

<b>Committee Members</b>	<b>Guests</b>
<input type="checkbox"/> Steven Schmidt (Chair, MUS)	<input type="checkbox"/> Lijuan Zhai (AVC ES&IE, RCCD)
<input type="checkbox"/> <i>Vacant</i> (Co-Chair, VC Ed. Services)	<input type="checkbox"/> Bryan Medina (CPRO, RCCD)
<input type="checkbox"/> Kelly Douglass (ENGL, 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 – November 18, 2025  
*The minutes will be reviewed, discussed, and considered for approval.*

**Action Items**

1. 2026 Curriculum Calendar  
*The 2026 Curriculum Calendar will be reviewed, discussed, and considered for approval.*
2. Curriculum Proposals  
*Curriculum proposals will be reviewed, discussed, and considered for forwarding to the College Curriculum Committees.*

**Discussion Items and Public Comment**

1. COR Review Tool – Kelly Douglass
2. FSA and Originator Permissions Exceptions – Kelly Douglass
3. WKX-200 – Kelly Douglass
4. Curriculum Process and Proposal Volume – Bryan Medina
5. Curriqunet “Clone” Feature – Bryan Medina
6. TOP/CIP Transition and Curriqunet – Bryan Medina

7. Open Forum
8. Public Comment for all items on or not otherwise on the agenda.

**Adjournment:**

# 2026 Riverside Community College District Curriculum Calendar

January 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January	
1	Legal Holiday/Day of Observance
19	Legal Holiday/Day of Observance

July 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July	
3	Legal Holiday/Day of Observance

February 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

February	
13	Legal Holiday/Day of Observance
16	Legal Holiday/Day of Observance
24	College Curriculum Committee

August 2026						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August	
--------	--

March 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March	
3	Tech Review and DCC
10	College Curriculum Committee
17	Tech Review and DCC
24	College Curriculum Committee
31	Legal Holiday/Day of Observance

September 2026						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September	
1	Tech Review and DCC
7	Legal Holiday/Day of Observance
8	College Curriculum Committee
15	Tech Review and DCC
22	College Curriculum Committee

April 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April	
7	Tech Review and DCC
13-19	Spring Break
21	Tech Review and DCC
28	College Curriculum Committee

October 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October	
2 <sup>*A</sup>	<i>Follow-Up Proposal Launch Deadline</i>
6	Tech Review and DCC
9 <sup>*</sup>	<i>Deadline for Department Chairs and Facilitators</i>
13	College Curriculum Committee
20	Tech Review and DCC
27	College Curriculum Committee

May 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May	
5	Tech Review and DCC
12	College Curriculum Committee
19	Tech Review and DCC
25	Legal Holiday/Day of Observance
26	College Curriculum Committee

November 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November	
3 <sup>*</sup>	<i>Tech Review - Last Possible</i>
10 <sup>*</sup>	<i>College Curriculum/Special DCC - Last Possible</i>
11	Legal Holiday/Day of Observance
16 <sup>*</sup>	Chancellor's Cabinet - Last Possible
17	Tech Review and DCC
23-27	Classes not in session

June 2026						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June	
2	Tech Review and DCC
5	<i>Launch Deadline - All Courses and Programs</i>
12	<i>Deadline for Department Chairs and Facilitators</i>
19	Legal Holiday/Day of Observance

December 2026						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December	
1	Tech Review and DCC
1 <sup>*</sup>	Board Committee - Last Possible
8	College Curriculum Committee
8 <sup>*</sup>	Board Regular Meeting - Last Possible

\*Anticipated dates. Final dates TBD.

<sup>A</sup>Follow-Up Proposals are those impacted by proposal submissions in June, such as cross-listed counterparts, program modifications due to title changes or unit increases, etc.

# Technical Review - Curriculum Proposals

Proposals for Review for 12/02/2025

## Courses

### Course Deletions

		M	N	R	Notes	
H	CIS 65	Introduction to Microsoft PowerPoint	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H	CIS 897A	Windows Operating System and Internet Literacy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H	CIS 897B	Linux Operating System and Internet Literacy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H	CIS 897C	Mac Operating System and Internet Literacy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H	CUL 842	International Cuisine	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
H	EDU 200	Education Work Experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	In MOV Education Paraprofessional					
H	ETS 50	Introduction to African American Families and Populations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Need HMS mods to remove the cross-listing.					
H	ETS 51	Introduction to Latina and Latino American Families and Populations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Need HMS mods to remove the cross-listing.					
H	ETS 52	Introduction to Asian American Families and Populations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Need HMS mods to remove the cross-listing.					
H	ETS 53	Introduction to Native American Families and Populations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Need HMS mods to remove the cross-listing.					
H	FTV 200	Telecommunications Work Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

### Course Exclusions

		M	N	R	Notes	
H	BUS 24	Business Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H	CAT 30	Business English	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H	CAT 78A	Introduction to Adobe Photoshop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H	CAT 79	Introduction to Adobe Illustrator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H	CIS 56A	Designing Web Graphics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H	CIS 72A	Introduction to Web Page Creation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H	CIS 72B	Intermediate Web Page Creation Using Cascading Style Sheets (CSS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H	CIS 76B	Introduction to Dreamweaver	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Courses

### Course Exclusions

		M	N	R	Notes		
H	CIS 78A	Introduction to Adobe Photoshop		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H	CIS 79	Introduction to Adobe Illustrator		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H	CIS 834	Historical Perspective: Napier to Torvalds		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H	CIS 835	Foundational Approach: Word Problems to Work Flow		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H	CIS 836	Computational Tools: Calculators to Spreadsheets		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H	CIS 837	Boolean Formulation: Logic to Relationships		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H	CIS 838	Pseudocode and Flowcharts: Descriptive to Visual		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H	CIS 839	Tools of the trade: IDE's to Backup		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H	GUI 845	College Readiness		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H	GUI 847A	Career Readiness		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H	GUI 847B	Educational Planning		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H	GUI 848	Student Success		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H	PDS 814	Closing Techniques That Win the Sale		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H	PDS 815	Winning Sales Scripts		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H	POLS 20	Latin American Politics		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	In two ADTs.						

### Course Major Modifications

		M	N	R	Notes		
	ADJ 801	Community Emergency Response Team (CERT)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
H	ARE 24	Revit I-Architectural Drafting		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Waiting for mirrored and crosslisted counterparts.						
H	ARE 25	Revit II-Advanced Architectural Drafting		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Waiting for mirrored and crosslisted counterparts.						
H	CIS 70A	Foundations of Data Science		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Hold for MAT-70A.						
H	ENP 871	Solopreneurship		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Mirrored to 71, no entry skills, not listed on minutes.						
H	FTV 48	Short Film Production		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Content format issues. Lists a \$160 fees in the materials section, is this appropriate? Is this an instructional cost? SLOs and Objectives are the same.						
H	FTV 65	The Director's Art in Filmmaking		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Content is single level. SLOs and objectives are the same.						

## Courses

### Course Minor Modifications

		M	N	R	Notes
<b>H</b>	<b>ANT 4</b>				
	<b>Native American Cultures</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Hold for ETS-27.				
<b>H</b>	<b>ASL 22</b>				
	<b>American Deaf Culture</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Online DE components in methods of instruction.				
<b>H</b>	<b>PHO 27</b>				
	<b>Forensic &amp; Crime Scene Photography</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Assignments could be further developed.				

### Distance Education

		M	N	R	Notes
<b>H</b>	<b>PSYC 9HDE</b>				
	<b>Developmental Psychology Honors</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

### New Courses

		M	N	R	Notes
<b>H</b>	<b>ALR 803</b>				
	<b>Reading for Academic and Lifelong Literacy</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	States that this meets the requirement for reading, which is not correct. ALR-3 needs to come forward as a major mod.				
<b>H</b>	<b>PHO 24</b>				
	<b>Creative Drone Photography</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Missing entry skill links.				
<b>H</b>	<b>PHO 25</b>				
	<b>Drone Photography for Public Service</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>H</b>	<b>PHO 30</b>				
	<b>Storytelling and Composition in Photography</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>H</b>	<b>PHO 31</b>				
	<b>Photography Presentation and Gallery Prep</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	More SLOs than objectives.				
<b>H</b>	<b>PHO 32</b>				
	<b>Practical Visual Effects for Photography</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Missing prereq links.				
<b>H</b>	<b>PHO 33</b>				
	<b>Food and Product Photography</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Missing prereq links. MOE/MOI/Assignments.				
<b>H</b>	<b>PHO 38</b>				
	<b>Creative Photography</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	No entry skills.				
<b>H</b>	<b>PHO 6</b>				
	<b>Experimental and Alternative Process Photography</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Description needs to be changed. Missing prereq links.				
<b>H</b>	<b>PHO 66</b>				
	<b>Self-Promotion For Photographers</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Description needs to be changed.				
<b>H</b>	<b>PSYC 9H</b>				
	<b>Developmental Psychology - Honors</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

## Programs

### New Programs

M N R Notes

#### Degree & Certificate

H PHO Creative Photography

H PHO Drone Photography

#### Non-Credit Certificate

CIS Canvas Skills Mastery: From Basics to Advanced

### Program Discontinuance

M N R Notes

#### Certificate

GUI College Career Readiness and Student Educational Planning

GUI College Student Success

### Program Modifications

M N R Notes

#### Certificate

CIS IT Technician Pathway: IT Systems Support and Sales

H PHO Crime Scene Photography Essentials

Hold for minutes.

#### Degree & Certificate

H PHO Entrepreneurial Photography

Hold for minutes.

H PHO Photography

Hold for minutes.

# Technical Review - Curriculum Proposals

Proposals for Review for 12/02/2025

## Courses

### Course Deletions

		M	N	R	Discussion	Action
<b>H</b>	<b>CIS 65</b> Rationale: Courses has not been offered over the last four years. Course deletion due to sunset policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>H</b>	<b>CIS 897A</b> Rationale: Course has not been offered in the last three years. The course is on the sunset list and needs to be deleted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>H</b>	<b>CIS 897B</b> Rationale: Course has not been offered in the last three years. The course is on the sunset list and needs to be deleted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>H</b>	<b>CIS 897C</b> Rationale: Course has not been offered in the last three years. The course is on the sunset list and needs to be deleted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>H</b>	<b>CUL 842</b> Rationale: This course is no longer being offered.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
<b>H</b>	<b>EDU 200</b> Rationale: This class is no longer offered, instead will be cross- disciplined with EAR 200	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	In MOV Education Paraprofessional	
<b>H</b>	<b>ETS 50</b> Rationale: Upon review of the Course Outline of Record for ETS 50, we respectfully request that this course be removed from the MVC catalog. At this time, we do not intend to offer ETS 50, as it does not align with the epistemologies, theories, or practices central to Ethnic Studies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Need HMS mods to remove the cross-listing.	
<b>H</b>	<b>ETS 51</b> Rationale: Upon review of the Course Outline of Record for ETS 51, Ethnic Studies faculty request that this course be removed from the MVC catalog. At this time, we do not intend to offer ETS 51, as it does not align with the epistemologies, theories, or practices central to Ethnic Studies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Need HMS mods to remove the cross-listing.	

# Courses

## Course Deletions

		M	N	R	Discussion	Action
<b>H</b>	<b>ETS 52</b> Rationale: Upon review of the Course Outline of Record for ETS 52, Ethnic Studies faculty request that this course be removed from the MVC catalog. At this time, we do not intend to offer ETS 52, as it does not align with the epistemologies, theories, or practices central to Ethnic Studies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Need HMS mods to remove the cross-listing.	
<b>H</b>	<b>ETS 53</b> Rationale: Upon review of the Course Outline of Record for ETS 53, Ethnic Studies faculty request that this course be removed from the MVC catalog. At this time, we do not intend to offer ETS 53, as it does not align with the epistemologies, theories, or practices central to Ethnic Studies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Need HMS mods to remove the cross-listing.	
<b>H</b>	<b>FTV 200</b> Rationale: Course not offered in years	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

## Course Exclusions

		M	N	R	Discussion	Action
<b>H</b>	<b>BUS 24</b> Rationale: These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>H</b>	<b>CAT 30</b> Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>H</b>	<b>CAT 78A</b> Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>H</b>	<b>CAT 79</b> Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

# Courses

## Course Exclusions

M N R Discussion

Action

**H** **CIS 56A**      **Designing Web Graphics**          
Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

**H** **CIS 72A**      **Introduction to Web Page Creation**          
Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

**H** **CIS 72B**      **Intermediate Web Page Creation Using Cascading Style Sheets (CSS)**          
Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

**H** **CIS 76B**      **Introduction to Dreamweaver**          
Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

**H** **CIS 78A**      **Introduction to Adobe Photoshop**          
Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

**H** **CIS 79**      **Introduction to Adobe Illustrator**          
Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

# Courses

## Course Exclusions

M N R Discussion

Action

**H** **CIS 834** **Historical Perspective: Napier to Torvalds**     
Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

**H** **CIS 835** **Foundational Approach: Word Problems to Work Flow**     
Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

**H** **CIS 836** **Computational Tools: Calculators to Spreadsheets**     
Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

**H** **CIS 837** **Boolean Formulation: Logic to Relationships**     
Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

**H** **CIS 838** **Pseudocode and Flowcharts: Descriptive to Visual**     
Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

**H** **CIS 839** **Tools of the trade: IDE's to Backup**     
Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

**H** **GUI 845** **College Readiness**     
Rationale: Course has not been offered in several years and faculty do not intend to offer the course in the future.

## Courses

### Course Exclusions

		M	N	R	Discussion	Action
<b>H</b>	<b>GUI 847A</b> Rationale: <b>Career Readiness</b> Course has not been offered and faculty do not intend to offer the course.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>H</b>	<b>GUI 847B</b> Rationale: <b>Educational Planning</b> Course has not been offered and faculty do not intend to offer the course.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>H</b>	<b>GUI 848</b> Rationale: <b>Student Success</b> Course has not been offered and faculty do not intend to offer the course.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>H</b>	<b>PDS 814</b> Rationale: <b>Closing Techniques That Win the Sale</b> These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>H</b>	<b>PDS 815</b> Rationale: <b>Winning Sales Scripts</b> These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>H</b>	<b>POLS 20</b> Rationale: <b>Latin American Politics</b> At RCC, we feel that POLS 2 (Comparative), offered each semester and taught by our new faculty dedicated to that course, covers these specialized topics. We also don't want students to become confused between POLS 20 Latin American Politics and the high demand POLS 21 Latinx politics. POLS 22, Politics of the Middle East, has never been taught at RCC before. These courses are occasionally taught at MVC and Norco so we need to go the exemption route.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	In two ADTs.	

### Course Major Modifications

		M	N	R	Discussion	Action
	<b>ADJ 801</b> Rationale: <b>Community Emergency Response Team (CERT)</b> Add cross listing to PSF-801	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>H</b>	<b>ARE 24</b> Rationale: <b>Revit I-Architectural Drafting</b> To update lab hours to 81 hrs, match with the offered 3.0 units.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Waiting for mirrored and crosslisted counterparts.	
<b>H</b>	<b>ARE 25</b> Rationale: <b>Revit II-Advanced Architectural Drafting</b> To update lab hours to 81, match the offered 3 units.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Waiting for mirrored and crosslisted counterparts.	
<b>H</b>	<b>CIS 70A</b> Rationale: <b>Foundations of Data Science</b> SAAM modifications for Lecture/Lab Hours - 54/18 to 45/27	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold for MAT-70A.	
<b>H</b>	<b>ENP 871</b> Rationale: <b>Solopreneurship</b> This proposal is being submitted to add an advisory to the COR.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mirrored to 71, no entry skills, not listed on minutes.	

Technical Review Proposals for 12/02/2025

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.

## Courses

### Course Major Modifications

		M	N	R	Discussion	Action
<b>H</b>	<b>FTV 48</b> Rationale: Two year update.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Content format issues. Lists a \$160 fees in the materials section, is this appropriate? Is this an instructional cost? SLOs and Objectives are the same.	
<b>H</b>	<b>FTV 65</b> Rationale: Needs to year update		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Content is single level. SLOs and objectives are the same.	

### Course Minor Modifications

		M	N	R	Discussion	Action
<b>H</b>	<b>ANT 4</b> Rationale: At this time the discipline is doing a minor modification to update the course materials. We will be working with ETS later this year since the course is cross-listed with ETS-27 to discuss updating course content. MVC has hired a new ETS instructor who does have expertise in Native American Studies and I have had some discussion with her about it but she just arrived at MVC so now is not the right time. We will revisit a major modification later in Academic Year 25-26.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold for ETS-27.	
<b>H</b>	<b>ASL 22</b> Rationale: ASL 22 has been updated with minor modifications to maintain currency, inclusivity, and alignment with program and transfer goals. The new, updated textbook and supplementary resources support course objectives, while instructional and evaluation methods ensure student engagement and success.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Online DE components in methods of instruction.	
<b>H</b>	<b>PHO 27</b> Rationale: Course reviewed and there are no changes needed at this time.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Assignments could be further developed.	

### Distance Education

		M	N	R	Discussion	Action
<b>H</b>	<b>PSYC 9HDE</b> Rationale:		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

### New Courses

		M	N	R	Discussion	Action
<b>H</b>	<b>ALR 803</b> Rationale: This course is the noncredit version of ALR 3 and will provide students with an academic support and reading strategies course at no cost.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	States that this meets the requirement for reading, which is not correct. ALR-3 needs to come forward as a major mod.	

# Courses

## New Courses

		M	N	R	Discussion	Action
H	<b>PHO 24</b> Rationale: This class will teach students to creatively analyze and make creative drone images using professional drone standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Missing entry skill links.	
H	<b>PHO 25</b> Rationale: This drone photography course will teach students skills and protocols needed for drone photography skills and strategies in public service sectors.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
H	<b>PHO 30</b> Rationale: This class will teach students how to professionally analyze composition in their photography and add narrative to their images.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
H	<b>PHO 31</b> Rationale: This course will teach students how to professionally prepare their final images for presentation to the public.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	More SLOs than objectives.	
H	<b>PHO 32</b> Rationale: This course will prepare students to use visual effects in their photography to creatively enhance photographs before they reach post production.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Missing prereq links.	
H	<b>PHO 33</b> Rationale: This course will teach students how to professionally photograph food and products for small businesses.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Missing prereq links. MOE/MOI/Assignments.	
H	<b>PHO 38</b> Rationale: This course will teach students how to look at the photographic image with a creative approach and a technical background and understanding.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No entry skills.	
H	<b>PHO 6</b> Rationale: This course will teach students professional concepts with problem solving by experimenting with different photographic medias and printing strategies.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Description needs to be changed. Missing prereq links.	
H	<b>PHO 66</b> Rationale: This course will teach students how to professionally promote themselves in the field of photography.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Description needs to be changed.	
H	<b>PSYC 9H</b> Rationale: Expanding honors offerings.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

# Programs

## New Programs

M N R Discussion

Action

### Degree & Certificate

**H** **PHO** **Creative Photography**

Rationale: This would be a new certificate to provide a professional context and background for students in conjunction with the fortification of photography knowledge and creative photography to prepare the students for transfer. Students will be prepared to start and run a successful photography business as well as participate in photography related professional duties in other fields, as well as be prepared with an advanced level of photographic analysis to transfer to four year institutions.

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

**H** **PHO** **Drone Photography**

Rationale: This would be a new program to provide professional training in drone photography for students to prove aptitude and skillset to potential employers. Students will become proficient in the core concepts of the camera as well as the ability to fly, operate, and photograph with a drone. Students will gain experience with varying styles of drones from consumer to professional.

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

### Non-Credit Certificate

**CIS** **Canvas Skills Mastery: From Basics to Advanced**

Rationale: The Canvas Skills Mastery noncredit certificate will equip learners with essential skills to effectively navigate and utilize Canvas for academic success. As the primary platform for web-enhanced, hybrid, and online instruction, mastering Canvas ensures students can fully engage with course materials, submit assignments, and communicate with instructors and peers. This program courses enhance digital literacy and fosters independence in managing learning in an increasingly technology-driven educational environment.

Documents: [Narrative](#)

## Program Discontinuance

M N R Discussion

Action

### Certificate

**GUI** **College Career Readiness and Student Educational Planning**

Rationale: There is universal agreement among regular faculty in a Program that it be merged with or replaced by another related Program.

## Programs

### Program Discontinuance

M N R Discussion

Action

#### Certificate

**GUI**      **College Student Success**     

Rationale:      There is universal agreement among regular faculty in a Program that it be merged with or replaced by another related Program.

---

### Program Modifications

M N R Discussion

Action

#### Certificate

**CIS**      **IT Technician Pathway: IT Systems Support and Sales**     

Rationale:      Removal of required course and update to the certificate program.

---

**H** **PHO**      **Crime Scene Photography Essentials**              Hold for minutes.

Rationale:      This is an updated to Crime Scene Photography Essentials CE 1026 by updating the name of PHO 23 to Introduction to Drone Photography.

---

#### Degree & Certificate

**H** **PHO**      **Entrepreneurial Photography**              Hold for minutes.

Rationale:      This is an update to an existing Entrepreneurial Photography Certificate and degree (AS1037/AS1037B/AS1037C/CE1037) that adds the new class PHO-68 Self-Promotion for Photographers and updates the name of PHO 18 to Photoshop, Lightroom, and Editing for Photographers.

---

**H** **PHO**      **Photography**              Hold for minutes.

Rationale:      The Photography department is adding 8 new classes and creating two new certificates. One of the new classes is being added the Photography Certificate/Associates to strengthen the education that students will receive.

---

**Program Outline**

**Title: Creative Photography**

**Originator: Matthew Brabant**

**Date 10/3/2025**

**Department: Photography**

**College/Learning Pathway/Engagement Center: Riverside - Advanced Technical Arts and Trades**

**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: 1012.00**

**CIP Code: 10.0201**

**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:**

I am moving PHO 7 from the Photography Certificate and Associates (AS592/AS592B/AS592C/CE592) to this certificate and degree pattern (to the elective list).

*(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.)*

This would be a new certificate to provide a professional context and background for students in conjunction with the fortification of photography knowledge and creative photography to prepare the students for transfer. Students will be prepared to start and run a successful photography business as well as participate in photography related professional duties in other fields, as well as be prepared with an advanced level of photographic analysis to transfer to four year institutions.

**Required Documentation**

Please submit this form and the documents outlined below to your college's Curriculum Program Coordinator and the District Technical Review committee via [TechReview@rccd.edu](mailto: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
- College discipline minutes showing approval
- 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**

This program focuses on the principles and techniques of contemporary photography and the preparation of professional photographic practices. The goal is to prepare individuals for a professional photographic environment, where they will be able to create a photography business, participate in photography related fields, or complete freelance work. All with adding creativity to their workflow, editing, photographing, and final photographs. Students will learn how to create individual creative and professional photographic work, how to identify trends in photography, an analysis of contemporary photography, how to start and manage a photography business, use photographic lighting equipment, professionally edit photographs using Adobe software, and to create a professional level portfolio.

**Item 2. Catalog Description**

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

This program focuses on the final output of creating professional level photographs and expanding creative thought. The goal is to prepare individuals to be independently creative to pursue freelance careers, create gallery exhibitions, and experiment creatively in the field of photography. Students will learn how to photograph with professional cameras in manual settings, work in a digital environment, and create a digital asset management system to manage their photographs. Students may choose to work with all digital photography or a blend of digital and film photography, depending on the courses that they choose. By the time they complete, students will have the opportunity to create a professional level portfolio that they may use to show prospective clients, employers, or galleries.

**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:   12   units

Course	Title	Units	Sequencing
PHO-8 or PHO-20	Introduction to Film Photography Introduction to Digital Photography	3 3	1
PHO-9	Intermediate Photography	3	1
PHO-38	Creative Photography	3	2
PHO-19	Color Correction and the Photographic Portfolio	3	3

Elective Courses:   6   units

Course	Title	Units	Sequencing
PHO-7	Medium and Large Format Film Photography	3	2
PHO 6	Experimental and Alternative Process Photography	3	2
PHO 30	Storytelling and Composition in Photography	3	2

PHO 31	Photography Presentation and Gallery Prep	3	2
PHO 32	Practical Visual Effects for Photography	3	2

Total Program Units:   18   units

**Item 4. Master Planning**

This certificate will become part of the Photography department offered in the CTE Division at Riverside City College.

**Item 5. Enrollment and Completer Projections**

15-20

**Item 6. Place of Program in Curriculum/Similar Programs**

*This certificate will be placed in the Photography program students will be able to complete this degree with the new courses that are being created in order to complete this certificate and degree.*

**Item 7. Similar Programs at Other Colleges in Service Area**

*Cypress college offers a Creative Photo Arts certificate. North Orange County Community College offers a Creative Photo Arts certificate.*

**Item 8. Transfer Preparation Information (if applicable)**

*California State University, Fullerton offers a Creative and Experimental Media Bachelor of Fine Arts degree. Many of our graduates will transfer to CSUF for this degree. A Creative Photography certificate would give the students preparation for the four year degree at colleges such as CSUF.*

**Program Outline**

**Title: Drone Photography**

**Originator: Matthew Brabant**

**Date 10/3/2025**

**Department: Photography**

**College/Learning Pathway/Engagement Center: Riverside - Advanced Technical Arts and Trades**

**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: 1012.00**

**CIP Code: 10.0201**

**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:**

I am moving PHO 23 (Drone Photography) from the Photography Certificate and Associates (AS592/AS592B/AS592C/CE592) to this certificate and degree pattern (to the required courses list).  
*(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.)*

This would be a new certificate to provide professional training in drone photography for students to prove aptitude and skillset to potential employers. Students will become proficient in the core concepts of the camera as well as the ability to fly, operate, and photograph with a drone. Students will gain experience with varying styles of drones from consumer to professional.

**Required Documentation**

Please submit this form and the documents outlined below to your college's Curriculum Program Coordinator and the District Technical Review committee via [TechReview@rccd.edu](mailto: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
- College discipline minutes showing approval
- 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**

This program focuses on the preparation and training of drone photography. The goal is to prepare students for the professional drone photography field or supplement their professional photography practice with drone photography skills. More and more photography jobs are looking for or requiring drone photography. Major publications such as The LA Times, National Geographic, and the Orange County Register include drone photographs in every issue. When students join the program, they learn the core information of how to work a camera professionally which leads into the ability to control the camera on the drone. Students will use Adobe software that include Photoshop and Lightroom Classic to maintain a data asset management system to professionally manage a photographic catalog and also edit photographs. Students will also learn how to print on commercial printers. In the end of the program, students will be more marketable to professional employers.

**Program Learning Outcomes**

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

- Fly a drone for professional and creative purposes
- Understand how to use professional editing photography software to edit photos
- Understand how to maintain a consistent photographic style throughout different photographic practices
- Create a creative, consistent, and professional portfolio of drone photographs
- Manage and maintain a photographic digital asset management system
- Analyze contemporary trends in drone photography and understand how to creatively create work for creative and professional use

**Item 2. Catalog Description**

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

The drone photography program focuses on training the future professional drone photographers from first flight, to adding creativity, and preparing students for a field in public service. Individuals are taught how to work a camera professionally in manual mode at the start of the program, which prepares them to fly a drone and create professional quality final images. Drone photography is growing as a field, and students will learn how to become professionals in this field. Students will also learn how to create a digital asset management system and edit in Adobe Photoshop and Lightroom Classic. As students complete the program, they will have the opportunity to complete a professional level portfolio of their work to show to potential clients or employers.

**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:   12   units

Course	Title	Units	Sequencing
PHO-20			1

	Introduction to Digital Photography	3	
PHO-9	Intermediate Photography	3	1
PHO-23	Intro to Drone Photography	3	2
PHO-19	Color Correction and the Photographic Portfolio	3	3

Elective Courses: 6 units

Course	Title	Units	Sequencing
PHO-25	Drone Photography for Public Service	3	2
PHO 24	Creative Drone Photography	3	3

Total Program Units: 18 units

**Item 4. Master Planning**

This certificate will become part of the Photography department offered in the CTE Division at Riverside City College.

**Item 5. Enrollment and Completer Projections**

15-20

**Item 6. Place of Program in Curriculum/Similar Programs**

*This certificate will be placed in the Photography program students will be able to complete this degree with the new courses that are being created in order to complete this certificate and degree.*

**Item 7. Similar Programs at Other Colleges in Service Area**

Glendale Community College, Las Positas College, Orange Coast College, Coastline College, and Santiago Canyon College offer Drone Photography certificates.

**Item 8. Transfer Preparation Information (if applicable)**

N/A

**Program Outline**

**Title: Canvas Skills Mastery: From Basics to Advanced**

**Originator: Janet Lehr**

**Date 9/9/2024**

**Department: Business, Law, and Computer Information Systems**

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

**College:**  Moreno Valley College  Norco College  Riverside City College

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

**TOPs Code:** 0701.00

**CIP Code:**

**Certificate is being proposed as:**

**Certificate of Completion (CDCP Eligible)**

**Certificate of Competency (CDCP Eligible)**

*Please specify non-credit category:*

Short-Term Vocational

Workforce Preparation

English as a Second Language

Elementary and Secondary Basic Skills

**Local Non-Credit Certificate (Not CDCP Eligible; Not Submitted to State Chancellor’s Office)**

*Please specify non-credit category:*

Citizenship for Immigrants

Health and Safety

Parenting

Courses for Persons with Substantial Disabilities

Home Economics

Courses for Older Adults

**This is a:**  New non-credit certificate\*  Modification to an existing non-credit certificate

**\*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 non-credit certificate, please specify the changes being made:**  
*(Please be specific! Indicate any changes to title, description, learning outcomes, courses, contact hour values, etc.)*

**Rationale:**

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

The Canvas Skills Mastery noncredit certificate will equip learners with essential skills to effectively navigate and utilize Canvas for academic success. As the primary platform for web-enhanced, hybrid, and online instruction, mastering Canvas ensures students can fully engage with course materials, submit assignments, and communicate with instructors and peers. This program courses enhance digital literacy

and fosters independence in managing learning in an increasingly technology-driven educational environment.

**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](mailto:TechReview@rccd.edu). Please do not submit your proposal until all of the documentation below is complete.

**All new and modified programs must include the following:**

- Evidence of district-wide discipline communication
- Department minutes showing approval
- Narrative (*See following page*)
- Labor Market Information and Analysis (*For certificates in the Short-Term Vocational category only*)

## Program Narrative

### **Item 1. Program Goals and Objectives**

The **Canvas Skills Mastery Certificate of Completion** is a comprehensive noncredit program designed to guide learners from basic to advanced proficiency in using the Canvas Learning Management System (LMS) used in for-credit college distance education courses. The program provides detailed instruction on navigating Canvas, managing course materials, and utilizing advanced features such as Canvas Studio for video content and interactive assessments. Participants will learn to effectively communicate and collaborate with peers through Canvas Discussions and Groups while mastering the submission and feedback process for assignments and quizzes. This program aims to enhance online learning experiences by equipping students with the skills needed to confidently manage and excel in a digital learning environment.

### **Item 2. Catalog Description**

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

This noncredit program provides a comprehensive journey from basic to advanced proficiency in Canvas. Covering essential topics such as navigation, course management, and communication tools, the program equips you with the skills to effectively utilize Canvas Studio, manage assignments and assessments, and interpret feedback. Whether you're new to Canvas or seeking to enhance your existing skills, this certificate will help you navigate and excel in the digital learning environment, fostering a more engaging and productive online educational experience.

### **Program Learning Outcomes**

- Demonstrate the ability to effectively navigate Canvas, manage course materials, and utilize both basic and advanced features, including Canvas Studio and assignment tools.
- Utilize Canvas communication tools, such as Inbox, Discussions, and Groups, to engage effectively with peers and instructors, fostering a collaborative online learning environment.
- Use assignments and assessments, and interpret instructor feedback to improve performance and learning outcomes.

**Item 3. Program Requirements**

*Includes course requirements and sequencing that reflect program goals. The courses specified must coincide with the courses associated with the certificate proposal record. Within the program requirements table, specify the total student contact hours of each course. Course titles and contact hours must be exact.*

Required Courses: 27-54 hours

Course	Title	Hours	Sequencing
CIS-910	Introduction to Canvas: Essentials for Online Learning	9-18	Semester 1 and 2, Fall/Spring
CIS-911	Intermediate Canvas: Communicating and Interacting in Canvas	9-18	Semester 1 and 2, Fall/Spring
CIS-912	Advanced Canvas: Assignments and Quizzes	9-18	Semester 1 and 2, Fall/Spring

Total Program Units: 0 units

**Item 4. Master Planning**

*Describe how the certificate program fits into the mission, curriculum, and master planning of the college and higher education in California.*

The Canvas Skills Mastery Certificate aligns with Riverside City College's mission and master planning by enhancing digital literacy and supporting effective online learning. It complements the college's commitment to providing accessible, high-quality education and training, preparing students and professionals to excel in a digital environment. This program supports RCC's goal of offering relevant, practical skills that meet the evolving needs of the community and workforce by enabling students to learn and apply skills needed in all distance education credit courses.

**Program Outline**

**Title: IT Technician Pathway: IT Systems Support and Sales**

**Originator: Kasey Nguyen**

**Date 10/27/2025**

**Department: Mathematics and Computer Information Systems**

**College/Learning Pathway/Engagement Center: Moreno Valley - Science, Technology, Engineering and Math Engagement Center**

**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: \*0701.00**

**CIP Code: 11.0103**

**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.)*

Removal of BUS 24 required course, replace course with COMM-9

**Rationale:**

Removal of required course and updated the certificate program.

**Required Documentation**

Please submit this form and the documents outlined below to your college's Curriculum Program Coordinator and the District Technical Review committee via [TechReview@rccd.edu](mailto: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
- College discipline minutes showing approval
- 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**

The goal of this program is to increase diversity in the technical workforce by providing an education platform for entry-level Information Technology support specialists and technical retail representatives. This program aims to develop quality and quantity of technical professionals to fulfill business needs and generate greater economic impact in the greater Inland Empire region. Students will gain soft and technical skills necessary to become entry-level IT support specialists or technical systems sales agents in a business environment.

**Item 2. Catalog Description**

The IT Systems Support and Sales certificate will provide students with proficiency in the areas of computer hardware and software troubleshooting, operating systems configuration, practical networking and security, customer service, user support, business retail practices.

**Program Learning Outcomes**

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

1. Troubleshoot computer hardware and software issues.
2. Install and configure systems for personal and business usage.
3. Configure home and small business networking and security settings.
4. Provide user support and customer service with technical problems.
5. Apply business and communication practices in technical system services, maintenance and support.

**Item 3. Program Requirements**

Required Courses:   16   units

Course	Title	Units	Sequencing
BUS-10	Introduction to Business	3	Semester 1, Fall
BUS-47	Applied Business and Management Ethics	3	Semester 2, Spring
COMM-9/COMM-9H	Interpersonal Communication/Honors	3	Semester 1, Fall
CIS-1A	Introduction to Computer Information Systems	3	Semester 1, Fall
CIS-25	Information and Communication Technology Essentials	4	Semester 2, Spring

Total Program Units:   16   units

**Item 4. Master Planning**

This program supports MVC’s mission as it provides Career Technical Education curriculum and training to help learners gain relevant skills for career development in the local community and region. The current resources at MVC are adequate to support this program.

**Item 5. Enrollment and Completer Projections**

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

This program is expected to have 50 – 100 students' growth annually.

**Item 6. Place of Program in Curriculum/Similar Programs**

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

This is an active program that provides IT Technician pathway that helps prepare students for entry level positions in the IT field, which is emphasized in Information Technology certificate, and A.S. of IT Cybersecurity program.

**Item 7. Similar Programs at Other Colleges in Service Area**

Similar to RCC's Information Technology certificate, but this program aims to build business and IT skillsets that will help students seek entry level positions in IT sales and support in business environments.

**Item 8. Transfer Preparation Information (if applicable)**

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

As an active program, some courses in this program are transferable to UC/CSU institutions.

**Program Outline**

**Title: Crime Scene Photography Essentials**

**Originator: Matthew Brabant**

**Date 10/3/2025**

**Department: Photography**

**College/Learning Pathway/Engagement Center: Riverside - Advanced Technical Arts and Trades**

**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: 1012.00**

**CIP Code: 10.0201**

**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:**

I am updated the name of PHO 23 to Introduction to Drone Photography.

*(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.)*

This is an updated to Crime Scene Photography Essentials CE 1026 by updating the name of PHO 23 to Introduction to Drone Photography.

**Required Documentation**

Please submit this form and the documents outlined below to your college's Curriculum Program Coordinator and the District Technical Review committee via [TechReview@rccd.edu](mailto: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
- College discipline minutes showing approval
- 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**

This program focuses on the principles and techniques of contemporary photography and the preparation of professional photographic practices. The goal is to prepare individuals for a photographic entrepreneurial environment, where they will be able to create a photography business, participate in photography related fields, or complete freelance work. Students will learn how to create individual creative and professional photographic work, how to identify trends in photography, an analysis of contemporary photography, how to start and manage a photography business, use photographic lighting equipment, professionally edit photographs using Adobe software, use photography as an art form, and to create a professional level portfolio.

**Item 2. Catalog Description**

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

The Crime Scene Photography Essentials certificate provides students with the necessary skills to become a professional special event photographer. They will learn important needed skills from the understanding of how to manually operate a camera in a vast array of lighting situations, how to start and operate a photographic business, how to create a cohesive photographic style, professionally edit photographs, and create a photographic portfolio that is needed to enter the field of photography.

**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:   6   units

Course	Title	Units	Sequencing
ADJ/PHO-27	Crime Scene Photography	3	1
PHO-20	Introduction to Digital Photography	3	1

Elective Courses:   3   units

Course	Title	Units	Sequencing
PHO 9	Intermediate Photography	3	2
PHO 23	Introduction to Drone Photography	3	2

Total Program Units:   9   units

**Item 4. Master Planning**

This certificate will become part of the Photography department offered in the CTE Division at Riverside City College.

**Item 5. Enrollment and Completer Projections**

15-20

**Item 6. Place of Program in Curriculum/Similar Programs**

*This certificate exists in the Photography program students will be able to complete this degree with the new courses that are being created in order to complete this certificate and degree.*

**Item 7. Similar Programs at Other Colleges in Service Area**

*This is an existing certificate and degree in our program.*

Cypress College – Creative Photo Arts Certificate, Digital Photography Certificate, Photography A.A., Photography Certificate, Portrait and Wedding Photography Certificate, UAV/UAS Drone Photography and Video Certificate

Mount San Jacinto – Photography A.S., Photography Certificate

The community colleges listed above offer a variety of different photography certificates and Associates

degrees. The proposed certificate for Riverside City College will set this offering apart from other colleges by bringing the theory and practice of contemporary photography to technical and professional skillsets. Students will be able to take this knowledge and go directly into the photographic professional field of choosing or transfer to four-year institutions. This knowledge will provide a service to students seeking modern and professional photography knowledge in the Inland Empire.

**Item 8. Transfer Preparation Information (if applicable)**

*N/A*

**Program Outline**

**Title: Entrepreneurial Photography**

**Originator: Matthew Brabant**

**Date 10/3/2025**

**Department: Photography**

**College/Learning Pathway/Engagement Center: Riverside - Advanced Technical Arts and Trades**

**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: 1012.00**

**CIP Code: 10.0201**

**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:**

I am moving PHO 7 from the Photography Certificate and Associates (AS592/AS592B/AS592C/CE592) to this certificate and degree pattern (to the elective list).

*(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.)*

This is an update to an existing Entrepreneurial Photography Certificate and degree (AS1037/AS1037B/AS1037C/CE1037) that adds the new class PHO-66 Self-Promotion for Photographers.

**Required Documentation**

Please submit this form and the documents outlined below to your college's Curriculum Program Coordinator and the District Technical Review committee via [TechReview@rccd.edu](mailto: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
- College discipline minutes showing approval
- 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**

This program focuses on the principles and techniques of contemporary photography and the preparation of professional photographic practices. The goal is to prepare individuals for a photographic entrepreneurial environment, where they will be able to create a photography business, participate in photography related fields, or complete freelance work. Students will learn how to create individual creative and professional photographic work, how to identify trends in photography, an analysis of contemporary photography, how to start and manage a photography business, use photographic lighting equipment, professionally edit photographs using Adobe software, use photography as an art form, and to create a professional level portfolio.

**Item 2. Catalog Description**

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

This program focuses on the principles and techniques of contemporary photography and the preparation of professional photographic practices. The goal is to prepare individuals for a photographic entrepreneurial environment, where they will be able to create a photography business, participate in photography related fields, or complete freelance work. Students will learn how to create individual creative and professional photographic work, how to identify trends in photography, an analysis of contemporary photography, how to start and manage a photography business, use photographic lighting equipment, professionally edit photographs using Adobe software, use photography as an art form, and to create a professional level portfolio.

**Program Learning Outcomes**

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

- Demonstrate the ability to create and run a photography business
- Practice advanced business topics required for a photographic freelance environment
- Understand how to maintain a consistent photographic style throughout professional photography packages to present to clients and to complete assignments
- Create a creative and consistent brand of photography that addresses the geographic need of the photographic market
- Manage photographic lighting such as portable flashes and strobes as appropriate for freelance requirements
- Analyze contemporary trends in photography and understand how to creatively create work that is original and desirable

**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:   12   units

Course	Title	Units	Sequencing
PHO-8	Introduction to Film Photography	3	1

or PHO-20	Introduction to Digital Photography	3	
PHO-9	Intermediate Photography	3	1
PHO-14	Lighting for Photographers	3	3
PHO-19	Color Correction and the Photographic Portfolio	3	3

Elective Courses: 6 units

Course	Title	Units	Sequencing
PHO 15	Wedding and Event Photography	3	2
PHO 18	Photoshop, Lightroom, and Printing for Photographers	3	2
PHO 22	Photography for Social Media	3	2
PHO 67	Business Practices for Photographers	3	2
PHO 66	Self-Promotion for Photographers	3	2

Total Program Units: 18 units

**Item 4. Master Planning**

This certificate will become part of the Photography department offered in the CTE Division at Riverside City College.

**Item 5. Enrollment and Completer Projections**

15-20

**Item 6. Place of Program in Curriculum/Similar Programs**

*This certificate exists in the Photography program students will be able to complete this degree with the new courses that are being created in order to complete this certificate and degree.*

**Item 7. Similar Programs at Other Colleges in Service Area**

*This is an existing certificate and degree in our program.*

Cypress College – Creative Photo Arts Certificate, Digital Photography Certificate, Photography A.A., Photography Certificate, Portrait and Wedding Photography Certificate, UAV/UAS Drone Photography and Video Certificate

Mount San Jacinto – Photography A.S., Photography Certificate

The community colleges listed above offer a variety of different photography certificates and Associates

degrees. The proposed certificate for Riverside City College will set this offering apart from other colleges by bringing the theory and practice of contemporary photography to technical and professional skillsets. Students will be able to take this knowledge and go directly into the photographic professional field of choosing or transfer to four-year institutions. This knowledge will provide a service to students seeking modern and professional photography knowledge in the Inland Empire.

**Item 8. Transfer Preparation Information (if applicable)**

N/A

**Program Outline**

**Title: Photography**

**Originator: Matthew Brabant**

**Date 10/3/2025**

**Department: Photography**

**College/Learning Pathway/Engagement Center: Riverside - Advanced Technical Arts and Trades**

**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: 1012.00**

**CIP Code: 10.0201**

**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:**

I am adding PHO 33 Food and Product Photography to the Photography Certificate and Associates (AS592/AS592B/AS592C/CE592). I am moving PHO 23 Introduction to Drone Photography to the Drone Certificate/Associates (also submitted) and PHO 7 Medium and Large Format Film Photography to the new Creative Photography Certificate/Associates.

*(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.)*

Food and Product Photography (PHO 33) is being added to the Photography Certificate/Associates as an elective course to broaden the skillsets of the students completing this Certificate/Associates. Food and Product photography are valuable skills for students to be able to use in their photographic career.

**Required Documentation**

Please submit this form and the documents outlined below to your college's Curriculum Program Coordinator and the District Technical Review committee via [TechReview@rccd.edu](mailto: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
- College discipline minutes showing approval
- 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**

This program focuses on the principles and techniques of contemporary photography and the preparation of professional photographic practices. The goal is to prepare individuals for professional photographic industries, where they will be able to stand out from the competition with cutting-edge contemporary experience and knowledge. Students will learn how to create individual creative and professional photographic work, how to identify trends in photography, an analysis of contemporary photography, use photographic lighting equipment, professionally edit photographs using Adobe software, use photography as an art form, and to create a professional-level portfolio. They will have the chance to explore modern technology such as drones and blend this knowledge with fortifying skills from commercial and advertising photography. Students also have the choice to learn about photojournalism, crime scene photography, or even advanced film photography with alternative processes.

**Item 2. Catalog Description**

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

This program focuses on the principles and techniques of contemporary photography and the preparation of professional photographic practices. The goal is to prepare individuals for professional photographic industries, where they will be able to stand out from the competition with cutting-edge contemporary experience and knowledge. Students will learn how to create individual creative and professional photographic work, how to identify trends in photography, an analysis of contemporary photography, use photographic lighting equipment, professionally edit photographs using Adobe software, use photography as an art form, and to create a professional-level portfolio. They will have the chance to explore modern technology such as drones and blend this knowledge with fortifying skills from commercial and advertising photography. Students also have the choice to learn about photojournalism, crime scene photography, or even advanced film photography with alternative processes.

**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:   12   units

Course	Title	Units	Sequencing
PHO-8 or PHO-20	Introduction to Film Photography Introduction to Digital Photography	3 3	1
PHO-9	Intermediate Photography	3	1
PHO-14	Lighting for Photographers	3	3
PHO-19	Color Correction and the Photographic Portfolio	3	3

Elective Courses:   6   units

Course	Title	Units	Sequencing
PHO 11	Commercial and Advertising Photography	3	2
PHO 12	Photojournalism	3	2
ADJ/PHO-27	Forensic & Crime Scene Photography	3	2
PHO 33	Food and Product Photography	3	2

--	--	--

Total Program Units:   18   units

**Item 4. Master Planning**

This certificate will become part of the Photography department offered in the CTE Division at Riverside City College.

**Item 5. Enrollment and Completer Projections**

*15-20*

**Item 6. Place of Program in Curriculum/Similar Programs**

*This certificate exists in the Photography program students will be able to complete this degree with the new courses that are being created in order to complete this certificate and degree.*

**Item 7. Similar Programs at Other Colleges in Service Area**

*This is an existing certificate and degree in our program.*

Mount San Jacinto – Photography A.S., Photography Certificate

The community colleges listed above offer a variety of different photography certificates and Associates

The proposed certificate for Riverside City College will set this offering apart from other colleges by bringing the theory and practice of contemporary photography to technical and professional skillsets. Students will be able to take this knowledge and go directly into the photographic professional field of choosing or transfer to four-year institutions. This knowledge will provide a service to students seeking modern and professional photography knowledge in the Inland Empire.

**Item 8. Transfer Preparation Information (if applicable)**

*N/A*