

## Meeting Agenda – General Department Meeting

Date: Tuesday, September 9, 2025  
Time: 12:50-2:00 pm  
Room: CIS-A117  
Facilitator(s): J. Lehr and L. Judon

Attendees: J. Lehr, L. Judon, M. Lehr, S. Corbin, K. Bhavsar, J. Corr, S. Berry, S. McLeod, P. Conrad, C. Ishihara, M. McPike

Meeting commenced at 12:55 PM.

Approval of the Agenda – Mark moved to approve. Scott seconded. No discussion, absentions, objections, or edits. Agenda approved by consensus.

Approval of Meeting Minutes 05-13-2025 - Skip moved to approve. Kinnari seconded. No discussion, absentions, objections, or edits. Minutes approved by consensus.

Curriculum Approvals (See Curriculum Addendum)

### Old Business

- Agenda Process
- Department Meeting Procedures (for discussion)
  - Janet discussed the process for prepping for the department meetings. Agenda will be issued 5 days ahead of the meeting for edits/additions. Tentative deadline will be Fridays for additions for the meeting.

### New Business

- TBD

### Committee Reports

- Skip reported that there is a new DE proposal for certification. Look at the Academic Senate 9/8/25 packet, page 2 of 19.

### Announcements

Next Department Meetings-Contractual (tentative in BUS-122 or A117 from 12:50-2:00 PM)

Fall 2025: Tuesday, September 23, 2025 – For Curriculum Only (tentative)

Meeting adjourned at 2:03 PM.

## Curriculum Addendum

**Unless noted each of the following vote categories represents the vote of the RIV IST CAT/CIS/CSC disciplines, the RIV ACC/BUS/ENP/MAG/MKT/PAL/RLE disciplines, as well as the BLC department.**

Approval for updates to ACC courses as listed below in Credit Courses – Minor Modifications, below. Janet moved to approve. Mark seconded. No abstentions or oppositions. Motion carries by consensus.

Approval for updates to BUS 10H course as listed below in Credit Courses – Minor Modifications, below. Chie moved to approve. Mark seconded. No abstentions or oppositions. Motion carries by consensus.

Approval for updates to PAL courses as listed below in Credit Courses – Minor Modifications, below. Paul moved to approve. Kinnari seconded. No abstentions or oppositions. Motion carries by consensus.

Approval for updates to BUS 15 course as listed below in Credit Courses – Minor Modifications, below. Jen moved to approve. Chie seconded. No abstentions or oppositions. Motion carries by consensus.

Approval for updates to BUS 18A and BUS 18B courses as listed below in Credit Courses – Minor Modifications, below. Skip moved to approve. Jen seconded. No abstentions or oppositions. Motion carries by consensus.

### Credit Courses – Minor Modifications:

| COURSE  | TITLE                                    | COMMENT   |
|---------|--|---|
| BUS-10H | Honors Introduction to Business          | Textbook Update   |
| ACC-19  | Volunteer Income Tax Assistance Training | Reviewed; No Updates Needed   |
| ACC 1A  | Principles of Accounting I               | Textbook Update for Corporate book only   |
| ACC 1B  | Principles of Accounting II              | Reviewed; No Updates Needed   |
| ACC 62  | Payroll Accounting                       | Textbook Update   |
| PAL-10  | Introduction to Paralegal Studies        | Course has been reviewed, and no changes are needed. 2-year CTE Cycle Review        |
| PAL-14  | Legal Ethics                             | Casebook update, review of SLOs, Objectives, Content, 2-year CTE Cycle Review       |
| PAL-64  | Legal Research/Comp Appl                 | Textbook edition update. Course has been reviewed. 2-year CTE Cycle Review          |
| PAL-65  | Law Office Technology                    | Course has been reviewed. Updated course materials to notate 2025 and that software |

| COURSE | TITLE                                       | COMMENT  |
|--------|---|--|
|        |   | for the course typically updates yearly. 2-year CTE Cycle Review   |
| PAL-68 | Civil Litigation and Procedures I           | Course has been reviewed. Updated course materials to notate January and July 2025. Course materials are typically updated every January and July of each year. Updated textbooks to 2025. 2-year CTE Cycle Review |
| PAL-70 | Law Office Policies, Procedures and Ethics  | Course has been reviewed, and no changes are needed. 2-year CTE Cycle Review   |
| PAL-72 | Legal Analysis and Writing                  | Textbook update. Course has been reviewed. 2-year CTE Cycle Review   |
| PAL-78 | Civil Litigation and Procedures II          | Course has been reviewed. Updated course materials to notate January and July 2025. Course materials are typically updated in January and July of each year. Updated textbooks to 2025. 2-year CTE Cycle Review    |
| PAL-80 | Internship Project                          | Textbook updates. Course has been reviewed. 2-year CTE Cycle Review  |
| PAL-81 | Bankruptcy Law and Procedures               | Textbook updates, review of SLOs, Objectives, Content, 2-year CTE Cycle Review   |
| PAL-82 | Immigration Law, Practice and Procedures    | Course has been reviewed, and no changes are needed. 2-year CTE Cycle Review   |
| PAL-83 | Estate Planning and Probate Procedures      | Textbook updates, review of SLOs, Objectives, Content, 2-year CTE Cycle Review   |
| PAL-84 | Criminal Law and Procedure                  | Course has been reviewed, and no changes are needed. 2-year CTE Cycle Review   |
| PAL-85 | Family Law and Procedures                   | Textbook edition update. Course has been reviewed. 2-year CTE Cycle Review   |
| PAL-86 | Tort Law and Alternative Dispute Resolution | Textbook updates, review of SLOs, Objectives, Content, 2-year CTE Cycle Review   |
| PAL-87 | Trial Practice Preparation and Procedure    | Textbook updates, Trial Cases, review of SLOs, Objectives,   |

# Business, Law, and Computer Information Systems Department



| COURSE  | TITLE   | COMMENT  |
|---------|---|--|
|         |   | Content, 2-year CTE Cycle Review   |
| PAL-89  | Sports Management and Entertainment Law             | Textbook and edition updates, review of SLOs, Objectives, Content, 2-year CTE Cycle Review |
| PAL-90  | Sports Management and Entertainment Law             | Course has been reviewed, and no changes are needed. 2-year CTE Cycle Review               |
| BUS-15  | Street Law: An Introduction to Law and Legal Issues | Course has been reviewed, and no changes are needed. 2-year CTE Cycle Review               |
| BUS-18A | Business Law I                                      | Textbook updates, review of SLOs, Objectives, Content, 2-year CTE Cycle Review             |
| BUS-18B | Business Law II                                     | Textbook updates, review of SLOs, Objectives, Content, 2-year CTE Cycle Review             |

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Approval for updates to MKT 25 course as listed below in Credit Courses – Major Modifications, below. Paul moved to approve. Kinnari seconded. No abstentions or oppositions. Motion carries by consensus.

Approval for updates to BUS 40, BUS 43, BUS 46, BUS 48 courses as listed below in Credit Courses – Major Modifications, below. Paul moved to approve. Kinnari seconded. No abstentions or oppositions. Motion carries by consensus.

Approval for updates to BUS 22 course as listed below in Credit Courses – Major Modifications, below. Janet moved to approve. Paul seconded. No abstentions or oppositions. Motion carries by consensus.

Approval for updates to MKT 20, MKT 25, MKT 40, MKT 41, MKT 42, MKT 43 course as listed below in Credit Courses – Major Modifications, below. Kinnari moved to approve. Paul seconded. No abstentions or oppositions. Motion carries by consensus.

Approval for updates to MAG 40, MAG 44, MAG 47, BUS 47, MAG 52, MAG 53, MAG 54, MAG 60, MAG 70 courses as listed below in Credit Courses – Major Modifications, below. Jen moved to approve. Steve seconded. No abstentions or oppositions. Motion carries by consensus.

Approval for updates to ACC 67 course as listed below in Credit Courses – Major Modifications, below. Chie moved to approve. Kinnari seconded. No abstentions or oppositions. Motion carries by consensus.

**Credit Courses – Major Modifications:**

| COURSE                               | TITLE  | COMMENT  |
|--------------------------------------|--|--|
| MKT 25                               | Marketing for Professionals  | Change course name to Marketing for Workplace Success                          |
| BUS 40, BUS 43, BUS 46, BUS 48,      | Global Courses:<br>Global Business<br>Global Marketing<br>Global Management<br>Global Trade                              | Added BUS 10 ad Advisory Textbook Updates                                      |
| BUS 22                               | Management Communications  | Added BUS 10 ad Advisory Textbook Updates<br><br>MV and Norco Approval Minutes |
| MKT 20<br>MKT 25<br>MKT 40<br>MKT 41 | Marketing Courses:<br>Principles of Marketing<br>Marketing for Workplace Success<br>Advertising<br>Techniques of Selling | Added BUS 10 ad Advisory Textbook Updates<br><br>MV and Norco Approval Minutes |

| COURSE           | TITLE  | COMMENT   |
|------------------|--|---|
| MKT 42<br>MKT 43 | Retail Management<br>Digital Marketing                                   |   |
| MAG-44           | Principles of Management   | Adding BUS-10: Introduction to Business course as an advisory requisite                                     |
| MAG-47           | Applied Business, Management Ethic                                       | Adding BUS-10: Introduction to Business course as an advisory requisite. Updated textbook & course content. |
| BUS-47           | Applied Business, Management Ethic                                       | Adding BUS-10: Introduction to Business course as an advisory requisite. Updated textbook & course content. |
| MAG-52           | Employee Training, Development   | Adding BUS-10: Introduction to Business course as an advisory requisite                                     |
| MAG-53           | Human Relations  | Adding BUS-10: Introduction to Business course as an advisory requisite. Updated textbook & course content. |
| MAG-54           | HRM: Employee Labor Relations  | Adding BUS-10: Introduction to Business course as an advisory requisite                                     |
| MAG-60           | Introduction to Hospitality Management                                   | Adding BUS-10: Introduction to Business course as an advisory requisite                                     |
| MAG-70           | Introduction to Organization Development                                 | Adding BUS-10: Introduction to Business course as an advisory requisite. Updated textbook & course content. |
| MAG-40           | The American Management Association Certified Professional in Management | Adding BUS-10: Introduction to Business course as an advisory requisite                                     |
| ACC 67           | U.S. and California Income Tax Preparation                               | Textbook updates; added Course Objectives, Diversity  |

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| COURSE | TITLE | COMMENT                              |
|--------|-------|--------------------------------------|
|        |       | SLO, added course content for ethics |

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Approval for creation of ACC 68 course as listed below in Credit Courses – New Course, below. Chie moved to approve. Kinnari seconded. No abstentions or oppositions. Motion carries by consensus.

**Credit Courses – New Course**

| COURSE | TITLE   | COMMENT    |
|--------|---|------------|
| ACC 68 | Taxation of Business Entities and Fiduciaries | New course |

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Approval for deletion or exclusion to/for CAT-200 course as listed below in Credit Courses – Deletions/Exclusions, below. Skip moved to approve. Paul seconded. No abstentions or oppositions. Motion carries by consensus.

Approval for deletion for ACC 61 course as listed below in Credit Courses – Deletions/Exclusions, below. Janet moved to approve. Jen seconded. No abstentions or oppositions. Motion carries by consensus.

**Credit Courses – Course Deletions/Exclusion**

| COURSE  | TITLE   | TYPE     | COMMENT  |
|---------|---|----------|--|
| CAT-200 | Computer Applications and Office Technology Work Experience | DELETION | Consolidating under CIS.<br>Deletion if district approval.<br>Exclusion if MVC and NOR keep.               |
| ACC 61  | Cost Accounting   | DELETION | Previously approved in Fall 24; including as we are deleting it in our ACC program modification requested. |

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Approval for updates to CAT/PDS 808, 809, 810, 811, 812; CAT/BUS 114 and CAT/BUS 117 courses as listed below in Non-Credit Courses – Minor Modifications, below. Mark moved to approve. Scott seconded. No abstentions or oppositions. Motion carries by consensus.

Approval for updates to PDS 801, 802, 809, 816, 817 courses as listed below in Non-Credit Courses – Major Modifications, below. Skip moved to approve. Mark seconded. No abstentions or oppositions. Motion carries by consensus.

Approval for updates to ACC 802 and ACC 803 courses as listed below in Non-Credit Courses – Minor Modifications, below. Skip moved to approve. Mark seconded. No abstentions or oppositions. Motion carries by consensus.

## Noncredit Courses – Minor Modifications

| COURSE      | TITLE  | COMMENT  |
|-------------|--|--|
| CAT/PDS-808 | Critical Thinking, Problem Solving and Decision Making     | CTE Two-year review of materials/content   |
| CAT/PDS-809 | Business Writing in a Technological World                  | CTE Two-year review of materials/content   |
| CAT/PDS-810 | Time Management  | CTE Two-year review of materials/content   |
| CAT/PDS-811 | High Impact Presentations and Proposals For the Work Place | CTE Two-year review of materials/content   |
| CAT/PDS-812 | Workplace Communication Strategies                         | CTE Two-year review of materials/content   |
| CAT/BUS-114 | Business Skills: Professional Communication Basics         | CTE Two-year review of materials/content   |
| CAT/BUS-117 | Business Skills: Professional Self-Management              | CTE Two-year review of materials/content   |
| PDS-801     | Leadership Skills  | *Course Materials update – resources added<br><br><b>*Resource added</b> - Link to OER materials - <a href="https://oercommons.org/">https://oercommons.org/</a> and <a href="https://www.coursesidekick.com/">https://www.coursesidekick.com/</a> |
| PDS-802     | Supervisory Skills   | *Course Materials update – resources added<br><br><b>*Resource added</b> - Link to OER materials - <a href="https://oercommons.org/">https://oercommons.org/</a> and <a href="https://www.coursesidekick.com/">https://www.coursesidekick.com/</a> |
| PDS-809     | Business Writing in a Technological World                  | *Course Materials update – resources added<br><br><b>*Resource added</b> - Link to OER materials - <a href="https://oercommons.org/">https://oercommons.org/</a> and <a href="https://www.coursesidekick.com/">https://www.coursesidekick.com/</a> |
| PDS-816     | Personal Finance   | *Course Materials update – resources added   |

| COURSE  | TITLE                               | COMMENT   |
|---------|-------------------------------------|---|
|         |                                     | <p><b>*Resource added</b> - Link to OER materials - <a href="https://oercommons.org/">https://oercommons.org/</a> and <a href="https://www.coursesidekick.com/">https://www.coursesidekick.com/</a></p>   |
| PDS-817 | Financial Future                    | <p>*Course Materials update – resources added</p> <p><b>*Resource added</b> - Link to OER materials - <a href="https://oercommons.org/">https://oercommons.org/</a> and <a href="https://www.coursesidekick.com/">https://www.coursesidekick.com/</a></p> |
| ACC 802 | Monthly Procedures Using Quickbooks | Reviewed; No Updates Needed   |
| ACC 803 | Year End Procedures With Quickbooks | Reviewed; No Updates Needed   |

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Approval for updates to BUS 840, BUS 843, BUS 846, BUS 848 courses as listed below in Non-Credit Courses – Major Modifications, below. Paul moved to approve. Mark seconded. No abstentions or oppositions. Motion carries by consensus.

## Noncredit Major Modifications

| Course                 | Title   | Comment                                       |
|------------------------|---|---|
| BUS 840, 843, 846, 848 | Global Courses:<br>Global Business<br>Global Marketing<br>Global Management<br>Global Trade | Added BUS 10 add Advisory<br>Textbook Updates |

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Approval for updates to all programs as listed below in Credit Program - Modifications, below. Skip moved to approve. Paul seconded. No abstentions or oppositions. Motion carries by consensus.

**Credit Program – Modifications**

| AS/CE                       | TITLE  | COMMENT   |
|-----------------------------|--|---|
| AS1036<br>AS1036C<br>CE1036 | Business Administration: Global Enterprise – Associates of Science Degree and Certificate of Achievement                 | Name change from Global Enterprise to Business Administration: Global Business Concentration and Certificate of Achievement                               |
| CE1042                      | Global Industry - Certificate of Achievement   | Name change to Business Administration: Global Business Specialized Area Credential   |
| CE1062                      | General Business – Certificate of Achievement  | Name Change to Business Administration: General Specialized Area Credential   |
| CE1062                      | General Business – Certificate of Achievement  | Course Change<br><br>Add MKT 25, delete MKT 20<br>Add BUS 40, delete BUS 48   |
| CE 868                      | Human Resources Locally Approved Certificate   | Name Change to Business Administration: Human Resources Specialized Area Credential   |
| CE1063                      | Management – Certificate of Achievement  | Name Change to Business Administration: Management Specialized Area Credential  |
| CE879                       | Industry Marketing – Certificate of Achievement  | Name Change to Business Administration: Marketing Specialized Area Credential   |
| CE 868<br>CE1063<br>CE1062  | HR Specialized Area Credential<br>Management Specialized Area Credential<br>General Business Specialized Area Credential | Take to Consortia for State Approval  |
| AS524/AS524C/CE524          | General Business Concentration - Associate of Science Degree and Certificate of Achievement                              | Add in electives: MKT 25: Marketing for Workplace Success (new name) and MAG 40: The American Management Association Certified Professional in Management |
| AS521/AS521C/CE521          | Business Administration: Management - Associate of Science Degree and Certificate of Achievement                         | Add in Concentration Requirement: MAG 44: Principles of Management  |

| AS/CE                  | TITLE  | COMMENT  |
|------------------------|--|--|
|                        |  | (existing) OR MAG 40: The American Management Association Certified Professional in Management (new) |
| AS523/<br>AS523C/CE523 | Business Administration: Accounting Concentration – Associate of Science Degree and Certificate of Achievement | Delete ACC 61, Add ACC 19, ACC 19L, ACC 40, ACC 55/CAT 55, ACC 67, and ACC 68 to elective courses.   |

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Approval for updates to all programs as listed below in Non-Credit Program - Modifications, below. Skip moved to approve. Paul seconded. No abstentions or oppositions. Motion carries by consensus.

**Noncredit Program – Modifications**

| AS/CE      | TITLE                                       | COMMENT   |
|------------|---|---|
| Non-Credit | Global Industry - Certificate of Completion | Name change to Business Administration: Global Business Certificate of Completion |