

## District Curriculum Committee Meeting Minutes

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**Tuesday, April 21, 2020**                      **4:00pm-5:00pm**                      **Hosted via Zoom**

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| Committee Members  | Guests  |
|--|---|
| <input checked="" type="checkbox"/> Brian Johnson (Chair, MAT, NOR)        | <input checked="" type="checkbox"/> Lijuan Zhai (AVC Ed Services and Institutional Effectiveness, RCCD) |
| <input checked="" type="checkbox"/> Susan Mills (Co-Chair, VC Ed Services) | <input checked="" type="checkbox"/> Heather Edberg (Staff, RCCD)  |
| <input checked="" type="checkbox"/> Kelly Douglass (ENG, RCC)              | <input checked="" type="checkbox"/> Bryan Nicol (Staff, RCCD)   |
| <input checked="" type="checkbox"/> Ann Pfeifle (HIST, MVC)                | <input type="checkbox"/> Rebecca Turner (Staff, RCCD)   |
|  | <input type="checkbox"/> Ellen Brown-Drinkwater (AO, RCC)   |
|  | <input type="checkbox"/> Nick Franco (AO, NOR)  |
|  | <input type="checkbox"/> Jeanne Howard (AO, MVC)  |
|  | <input checked="" type="checkbox"/> Sabina Fernandez (Staff, MVC)                                       |
|  | <input checked="" type="checkbox"/> Casandra Greene (Staff, RCC)  |
|  | <input checked="" type="checkbox"/> Steven Schmidt (MUS, RCC, Chair/District Technical Review Comm.)    |
| Additional Guests: Nicole Brown, Carol Farrar                              |   |

### **Zoom Information**

<https://cccconfer.zoom.us/j/99123474099>

+1 669 900 6833

Meeting ID: 991 2347 4099

### **Agenda and Minutes**

1. Approval of Agenda
  - a. 1<sup>st</sup> A. Pfeifle, 2<sup>nd</sup> K. Douglass
  - b. Request to add remaining discussion items from Tech Review as well as a discussion on Pass/No Pass options for the COVID emergency.
  - c. Approved, Unanimous
2. Approval of Minutes - April 7, 2020
  - a. 1<sup>st</sup> A. Pfeifle, 2<sup>nd</sup> K. Douglass
  - b. Approved, Unanimous

### **Reports from Colleges**

- a. Nothing to report.

## Action Items

1. Curriculum Proposals
2. Additional Curriculum Proposals
  - a. MDA-50DE
    - i. A DE proposal was supposed to go through Tech Review and DCC back in 2018-19, but got dropped from the process at some point. Faculty now want to offer this as Hybrid, but it has not yet been officially approved.
    - ii. Agendize this for the next Tech Review.
  - b. KIN-30DE
    - i. This proposal was voted on and approved by the Riverside committee, but missed a Tech Review, Moreno Valley, and Norco approval.
    - ii. Agendize for the next Tech Review.

## Discussion Items

1. Pass/No Pass Option due to COVID Emergency – Kelly Douglass
  - a. A question was raised at the Riverside Senate meeting regarding what steps need to be taken to allow students to elect for the Pass/No Pass option for their courses. Mark Sellick provided an e-mail that indicated that the Pass/No Pass option applies to all courses – including those not originally approved as Pass/No Pass – during the emergency. What steps need to be taken? What is the timeframe to allow students to elect for Pass/No Pass?
    - i. Ann Pfeifle – The district should communicate the options clearly to all faculty, students, and staff to eliminate confusion. At Mt. San Antonio College, a policy was developed that allowed students to drop classes through the 15<sup>th</sup> week of the semester. Students can also elect to change their grading option to Pass/No Pass or an Excused Withdrawal within two days of their final grade being posted. If faculty assign a Pass/No Pass option without consulting with counselors, for example, this could have a devastating impact on students in certain programs.
  - b. Susan Mills – The District is working on a communication to students, faculty, and staff. The Academic Senates have indicated that the Title 5 language regarding Pass/No Pass has been suspended for every course due to the emergency. The District has been working with the Senate Presidents and the Chancellor to develop communication regarding deadlines.
    - i. Carol Farrar – Chancellor Oakley’s March 27 Executive Order suspends the Pass/No Pass language and drives it to a local decision.
2. Distance Education and Curriculum Organization – Susan Mills
  - a. Susan Mills – Historically in District Educational Services there was a Vice Chancellor and two Associate Vice Chancellors, one of which was responsible for curriculum, the catalog, etc. An idea has been proposed to have the interim Dean of Distance Education also oversee curriculum, which could also involve identifying additional DE coordinators at the colleges. This would allow the colleges to have more responsibility and control over DE at their college directly.

This was discussed with Dr. Isaac, who recommended discussing it with the curriculum chairs and the senate presidents.

- b. Sheila Pisa – This was also discussed with the VPAAAs. Additionally, the faculty DE coordinator at each college would get reassigned time because of the increased responsibilities.
  - c. Kelly Douglass – Both DE and curriculum can both be very specific and very consuming responsibilities. Curriculum may not benefit from losing a Vice Chancellor as the administrative co-chair to Tech Review and DCC, which could result in losing a voice to the Board, Chancellor, and college presidents.
    - i. Sheila Pisa – Currently, the Dean of Distance Education attends the DE meetings at each college, which may not be something the new Dean would do. The new dean would probably take a bigger role in planning and looking at coordinating support offered at each college, while the DE coordinators at the college could take on the faculty development that is currently done by the dean.
    - ii. Susan – The Vice Chancellor would still report to the Board or could call on an Associate Vice Chancellor or Dean at the Board meeting or do it themselves if they felt comfortable. Because of the responsibilities of the Vice Chancellor are huge, having an additional person could allow for more support given to curriculum.
3. Summer and Fall DE Addenda – Kelly Douglass
- a. **Recommendation:** Make any final modifications necessary to the DE addendum form created by the DE group in order to create two forms: one for emergency approval only, and one for permanent approval. Agendize both forms at the next DCC to vote to approve. Then, provide the forms to faculty along with a notification so that they can begin work potentially as early as the end of May. Additionally, report back to the senates regarding these recommendations, along with the option for faculty to do batch proposals for the emergency only addendum.
  - b. **Question:** One of the pieces of information needed for the emergency addenda is the programs that are now available to be completed 50% or more online. Is that list being compiled?
    - i. Susan Mills – A greater conversation may need to be had with the DE team and the curriculum coordinators to determine a process to identify those programs. A question that still remains is whether we need to identify programs that are now 50% or more online due to the emergency. The State Chancellor’s Office as stated they will reach out to the ASCCC for clarification, but does not have the answer yet.
    - ii. Until we have that clarification, we may not be able to answer that question.
    - iii. Sheila Pisa – Other colleges ask their faculty as a part of the DE approval process to identify if moving a course to DE would cause a substantive change to their program.
      1. Ann Pfeifle – Faculty may not have this information, and asking them to identify it could cause confusion, especially if they are

unaware that other faculty are also proposing a DE addendum to a course.

4. DE Approval Discrepancies – Bryan Nicol
  - a. Several DE discrepancies were identified when comparing course approvals to their set up in Colleague. How should the coordinators approach these discrepancies?
  - b. **Recommendation:** The DE approval spreadsheet and the proposals in Meta should be considered the true record regarding which courses have been approved for DE.
5. Proposal Forms – Bryan Nicol
  - a. The proposal forms have been redesigned to streamline information and processes. The committee agreed the coordinators can move forward with using the new forms.
6. Entire disciplines listed in catalog for GE – Kelly Douglass
  - a. Postponed to next DCC
7. Riverside Non-Credit Music Courses – Kelly Douglass
  - a. Postponed to next DCC
8. Non-Credit Certificate Set Up in Colleague – Kelly Douglass
  - a. Postponed to next DCC
9. Curriculum Work Prioritization – Kelly Douglass
  - a. Postponed to next DCC
10. WKX 200 Name Change Clarification – Bryan Nicol
  - a. Postponed to next DCC

### **Information Items**

1. Certificates
  - a. IT Technician Pathway: Cybersecurity Analyst
  - b. IT Technician Pathway: Cybersecurity Specialist
2. Non-Credit Certificates
  - a. Business Information Worker Essential Preparation: Workplace Communication
  - b. Business Information Worker Essential Preparation: Workplace Decision Making and Time Management
3. Program Modifications
  - a. Fire Technology

*Notice is Hereby Given That Pursuant to Executive Order N-29-20 the Riverside Community College District Curriculum Committee will meet on April 21, 2020 via Zoom Conferencing.*

*Consistent with Executive Order N-29-20 and Government Code sections 54953.2, 54954.1, 54954.2, and 54957.5, the Riverside Community College District Curriculum Committee will provide to individuals with disabilities reasonable modification or accommodation including an alternate, accessible version of all meeting materials. To request an accommodation, please contact techreview@rccd.edu at least one week prior to the meeting. Requests received after this time will be honored when possible.*

*Members of the public wishing to comment on an agenda item or other topic within the purview of the Riverside Community College District Curriculum Committee will be given the opportunity via Zoom or may submit commentary to [techreview@rccd.edu](mailto:techreview@rccd.edu).*

# District Curriculum Committee Notes

Votes by Member for 04/21/2020

## Courses

### Course Major Modifications

|         |   | M                                   | N                                   | R                                   | Action | Douclass | Johnson | Pfeifle |
|---------|---|-------------------------------------|-------------------------------------|-------------------------------------|--------|----------|---------|---------|
| DAN D20 | Introduction to Social Dance                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Hold   | Y        | Y       | Y       |
| DAN D21 | Ballet, Beginning                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Hold   | Y        | Y       | Y       |
| DAN D22 | Ballet, Intermediate                                  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Hold   | Y        | Y       | Y       |
| DAN D23 | Ballet, Advanced                                      | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Hold   | Y        | Y       | Y       |
| DAN D32 | Jazz, Beginning                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Hold   | Y        | Y       | Y       |
| DAN D37 | Modern Dance, Beginning                               | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Hold   | Y        | Y       | Y       |
| DAN D38 | Modern Dance, Intermediate                            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Hold   | Y        | Y       | Y       |
| DAN D39 | Modern Dance, Advanced                                | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Hold   | Y        | Y       | Y       |
| THE 2   | Play Practicum-Special Projects Laboratory I          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Hold   | Y        | Y       | Y       |
| THE 25  | Makeup for the Stage                                  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Hold   | Y        | Y       | Y       |
| THE 26  | Directing for the Stage                               | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Hold   | Y        | Y       | Y       |
| THE 29  | Musical Theater Appreciation                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Hold   | Y        | Y       | Y       |
| THE 3   | Introduction to the Theater                           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Hold   | Y        | Y       | Y       |
| THE 30  | Voice and Movement for the Stage                      | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Hold   | Y        | Y       | Y       |
| THE 32  | Acting Fundamentals - Theater Games and Exercises     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Hold   | Y        | Y       | Y       |
| THE 33  | Scene Acting-Creating a Role                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Hold   | Y        | Y       | Y       |
| THE 35  | Classical Acting with Emphasis in Shakespearean Verse | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Hold   | Y        | Y       | Y       |
| THE 36  | Improvitational Acting                                | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Hold   | Y        | Y       | Y       |
| THE 37  | Musical Theater Techniques                            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Hold   | Y        | Y       | Y       |
| THE 38  | Auditioning for the Stage                             | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Hold   | Y        | Y       | Y       |
| THE 39  | Acting for the Camera                                 | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Hold   | Y        | Y       | Y       |
| THE 41  | Elementary Stagecraft                                 | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Hold   | Y        | Y       | Y       |
| THE 44  | Theatrical Set Design                                 | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Hold   | Y        | Y       | Y       |
| THE 46  | Theatrical Costume Design                             | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Hold   | Y        | Y       | Y       |

## Courses

### Course Major Modifications

|        |                                  | M                        | N                                   | R                                   | Action | Douclass | Johnson | Pfeifle |
|--------|----------------------------------|--------------------------|-------------------------------------|-------------------------------------|--------|----------|---------|---------|
| THE 48 | Theatrical Lighting Design       | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Hold   | Y        | Y       | Y       |
| THE 49 | Scenic Painting for the Theater  | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Hold   | Y        | Y       | Y       |
| THE 5  | Theater Practicum                | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Hold   | Y        | Y       | Y       |
| THE 54 | Introduction to Stage Management | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Hold   | Y        | Y       | Y       |

### New Courses

|        |                             | M                        | N                        | R                                   | Action | Douclass | Johnson | Pfeifle |
|--------|-----------------------------|--------------------------|--------------------------|-------------------------------------|--------|----------|---------|---------|
| POL 10 | International Organizations | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Hold   | Y        | Y       | Y       |

## Programs

### New Programs

|   |  | M                        | N                                   | R                                   | Action | Douclass | Johnson | Pfeifle |
|---|--|--------------------------|-------------------------------------|-------------------------------------|--------|----------|---------|---------|
| <b>Certificate</b>                          |  |                          |                                     |                                     |        |          |         |         |
| CIS   | IT Technician Pathway Certificate in Cybersecurity Analyst | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Hold   | Y        | Y       | Y       |
| CIS   | IT Technician Pathway: Cybersecurity Specialist            | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Hold   | Y        | Y       | Y       |
| LOT   | Optoelectronics  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Hold   | Y        | Y       | Y       |
| Will be brought back to Norco to vote down. |  |                          |                                     |                                     |        |          |         |         |

### **Non-Credit Certificate**

|                            |  |                                     |                          |                                     |      |   |   |   |
|----------------------------|--|-------------------------------------|--------------------------|-------------------------------------|------|---|---|---|
| CAT                        | Business Information Worker Essential Preparation: Workplace Communication Certificate of Completion                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Hold | Y | Y | Y |
| Holding for documentation. |  |                                     |                          |                                     |      |   |   |   |
| CAT                        | Business Information Worker Essential Preparation: Workplace Communication Certificate of Completion                       | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Hold | Y | Y | Y |
| Holding for documentation. |  |                                     |                          |                                     |      |   |   |   |
| CAT                        | Business Information Worker Essential Preparation: Workplace Decision Making and Time Management Certificate of Completion | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Hold | Y | Y | Y |
| Holding for documentation. |  |                                     |                          |                                     |      |   |   |   |
| CAT                        | Business Information Worker Essential Preparation: Workplace Decision Making and Time Management Certificate of Completion | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Hold | Y | Y | Y |
| Holding for documentation. |  |                                     |                          |                                     |      |   |   |   |

# Programs

## Program Modifications

M N R Action

Douclass  
Johnson  
Pfeifle

### Degree & Certificate

**FIT**      **Fire Technology**

**Hold**

Y    Y    Y

Due to revised State Chancellor's Office requirements, an updated LMI and Advisory committee recommendation are needed to submit this proposal to COCI.

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