

District Curriculum Committee Meeting Agenda

Tuesday, September 1, 2020 **2:30-4:00pm** **Hosted Via Zoom**

Committee Members	Guests
<input checked="" type="checkbox"/> Ann Pfeifle (Chair, MVC)	<input checked="" type="checkbox"/> Lijuan Zhai (AVC Ed Services and Institutional Effectiveness, RCCD)
<input checked="" type="checkbox"/> Jeannie Kim (Co-Chair, VC Ed. Services)	<input checked="" type="checkbox"/> Steven Schmidt (MUS, RCC)
<input checked="" type="checkbox"/> Kelly Douglass (ENG, RCC)	<input checked="" type="checkbox"/> Heather Edberg (Staff, RCCD)
<input checked="" type="checkbox"/> Brian Johnson (MAT, NOR)	<input checked="" type="checkbox"/> Bryan Nicol (Staff, RCCD)
	<input type="checkbox"/> Rebecca Turner (Staff, RCCD)
	<input checked="" type="checkbox"/> Ellen Brown-Drinkwater (AO, RCC)
	<input checked="" type="checkbox"/> Nick Franco (AO, NOR)
	<input checked="" 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"/> Nicole Brown (Staff, NOR)
	<input type="checkbox"/> Paul Conrad (CIS, RCC)

Zoom Information

<https://cccconfer.zoom.us/j/94211720379>

+1 669 900 6833 (US Toll)

Meeting ID: 942 1172 0379

Agenda and Minutes

1. Approval of Agenda
 - a. 1st B. Johnson; 2nd K. Douglass
 - b. Discussion Item Additions
 - i. 21-22 Addendum – Bryan Nicol
 - ii. Courses without DE Approvals by Deadline – Bryan Nicol
 - iii. Curriculum Review Efficiency and Rubric – Jeannie Kim
 - iv. DE Designations for Winter/Spring 2021 – Jeannie Kim
 - v. New US Department of Education DE Regulations – Jeannie Kim
 - vi. Winter/Spring 2021 Schedule – Jeannie Kim
 - c. Approved; Unanimous
2. Approval of Minutes - June 2, 2020
 - a. 1st K. Douglass; 2nd B. Johnson
 - b. Approved; Unanimous

Reports from Colleges

1. Moreno Valley – No Report
2. Norco – No report
3. Riverside
 - a. Riverside Curriculum Committee met on August 25 to review action items. Any items that were Riverside only and do not need a vote of approval from Moreno Valley or Norco appear on the agenda today.
 - b. These items can still proceed to Moreno Valley and Norco as Info Items next week, and any concerns can be brought to the DCC meeting on September 15, 2020.

Action Items

1. Curriculum Proposals
2. Additional Curriculum Items
 - a. Apprenticeship: Manufacturing Technician 2
 - i. A discrepancy in the documentation was discovered after being approved at the State Chancellor’s Office. Bryan Nicol, Nicole Brown, and Brian Johnson worked with faculty to identify and correct the discrepancies. Bryan would like to forward the final documentation to the Board of trustees so that there is a clear approval on the final documentation.
 - ii. The committee agreed it was appropriate to forward the documentation to the Board.

Discussion Items

1. General Education: Whole Discipline and Approval Process – Kelly Douglass
 - a. The topic of whole discipline inclusion in the general education pattern was discussed last academic year at the Riverside Curriculum Committee and DCC. The way GE courses are currently listed in the catalog is not uniform across all disciplines. Some disciplines list the entire discipline as approved for GE, some list specific courses, and PSY lists “Any, but not PSY-2.”
 - b. This creates an issue when any discipline that is listed as “whole discipline” creates a new course, as that course is automatically approved for GE based on the language as written in the catalog.
 - c. **Issue** – How do we clearly communicate what is approved for GE in the catalog?
 - i. Listing out every single course in the catalog may be the ideal solution. Courses are clearly listed out entirely in programs and on CORs for GESLOs.
 - ii. Previously, GE courses were listed out in the catalog. Jeanne Howard recommended checking the 2008 catalog as a sample.
 - d. **Issue** – How do we address what is already allowed? Are these courses “grandfathered” in as approved?
 - i. Disciplines should be provided with a list of the courses / language as it appears in the catalog to confirm that the courses are approved for GE. Based on what the discipline indicates, those courses should be clearly

- listed in the catalog.
- ii. Faculty should also be sure to consider if the courses as currently indicated in the catalog are in fact appropriate for GE. They should be provided with a rubric or the information necessary to properly evaluate if a course is appropriate for GE. In the future, the curriculum committees should also be able to evaluate if a course is appropriate for GE.
 - iii. GESLOs must also be attached to the course and must be assessed.
- e. We currently de facto have two processes for approving DE. Whole disciplines, such as English, are automatically approved through the curriculum process for GE. Other disciplines such as COM, which has specific courses listed in the catalog as GE, need to submit courses through a GE inclusion process in order to be approved for GE. Listing each course in that catalog that has been approved for GE individually would make the process uniform for all disciplines, requiring each discipline to propose a GE inclusion for any courses they believe should be approved for GE.
- f. **Issue** – Is this a DCC issue, or is this a standards issue?
- i. Kelly Douglass recommended that the Curriculum Chairs poll their committees to identify a curriculum representative who would be willing to also serve on the Academic Standards Committee. The committee would be comprised of the Chairs, the Articulation Officers, and the representatives.
 - ii. Kelly Douglass will also draft an initial message that would go out to the disciplines that are included in GE in the catalog.
- g. **Question** – Is there no GE committee that addresses the issue from a standards perspective?
- i. There is no longer a GE specific committee. In the past it was an ad hoc committee with members of the curriculum committee. Academic Standards was also involved, but has since been reorganized. A GE specific committee may be too narrow.
2. Curriculum Review Efficiency and Rubric – Jeannie Kim
- a. The Chancellor is focused on the efficiency, effectiveness, accountability, and transparency portion of the RCCD Strategic Plan. Because of this, there's a need to evaluate the existing committees for any redundancy, review the scope of work of the existing committees that need to exist, and strengthen existing relationships. Additionally, there's a need to build and implement a system that can outlast historical memory. Regarding curriculum, there is a need to review the flow of documentation, any existing rubrics to help with efficiency, and the creation of artifacts that impact academic standards to inform accreditation. We may need to create new processes given the circumstance of COVID and new ERP.
 - b. **Question** – When reviewing GE, curriculum, articulation, military credit, etc., and ensuring we are reviewing these things in an efficient manner?
 - i. Kelly Douglass – We may be in a position that we are well equipped to do that. We may be able to streamline the review of CORs and DE at the Tech Review and College levels.

1. Ann Pfeifle – Sabina, Casandra, and Nicole have developed check lists for programs that have been implemented and have been helpful in reviewing program documentation as it comes through curriculum. One of the issues, however, may be technological limitations. Faculty sometimes are unaware of how a new course fits into their programs, or how changes to an existing course can impact programs.
 - ii. The DE committee played a major role in the redesign of the DE addendum forms, which are a substantial improvement from what was used previously. The DE committee is an active part of the curriculum discussion, although not regular.
 - iii. At the college curriculum levels as a part of curriculum review, the question that is routinely asked is whether the COR is informative enough that it can be given to a part-time faculty member and that faculty member understands how to deliver the course. If not, more content is requested.
 - c. Jeannie Kim – These efficiencies also needs to feed the program review process so that we can be more responsive to industries or the community post-COVID. Ultimately, this will help to ensure transparency and accountability, and will drive the accreditation process.
 - d. It would be helpful if the curriculum chairs could begin to have conversations about efficiency at the college levels and to see if there are any suggestions for models on how to improve.
3. New US Department of Education DE Regulations – Jeannie Kim
 - a. The US Department of Education has established new DE regulations that must be adopted by July 2021. There is also a push by the State Chancellor's Office to adopt these changes by November 2020. Where does a review of these regulations go? Is it the purview of the DE committee? It may be an issue that should involve the curriculum committee as well.
 - i. Kelly indicated that it is unclear how the DE committee specifically communicates with the curriculum committee. However, the Academic Standards Committee may have been reorganized to be more efficient, as the curriculum chairs, articulation officers, and curriculum representatives are typically involved in conversations related to academic standards.
4. Winter/Spring 2021 Schedule – Jeannie Kim
 - a. On September 8 we will have a decision whether the winter term will be majority online with limited hybrid situations or returning to face-to-face to a greater degree.
 - b. The governor's new guidelines are very specific and are tied to metrics that thus far Riverside county has not been able to meet. We should be prepared for an online environment.
 - c. The decision for spring is more complex. In our plan, we are looking at making a decision by October 23, although we hope to have a decision sooner.
 - d. Currently, our FTES targets are about 10% below targets. We have never been in this situation in the past, and while it may not be a concern for the next budget year, it will be a concern due to the three-year rolling average that targets are

based on.

- e. We are still waiting to roll the schedule for 21WIN and 21SPR. IT has been working to see if we can develop backend solutions. We are hoping to roll by Friday, but may way until September 8.
- f. Additional information will be coming from the Board of Governors on policies regarding student grades, EWs, etc.
- g. **Question** – Other colleges have indicated their plan for winter and spring terms significantly earlier. Why has RCCD yet to make a decision?
 - i. There are a number of factors. Students that have been polled have indicated that an online environment can be extremely challenging due to the situation at home (internet issues, only one computer in the home, children also in school in an online environment). This causes problems for students when they are trying to plan their schedule.
 - ii. Additionally, communication to students was not clear regarding synchronous and asynchronous instructions, which has also caused confusion for students.
 - iii. We are attempting to be as equitable as possible, and the institutional effectiveness team is performing analysis on the data available that will help to inform decisions. The district recognizes the need to make a decision as soon as possible.
- h. Kelly Douglass – Regarding synchronous and asynchronous instruction, it was very clear that faculty could have synchronous instruction as long as they were during the time period originally indicated on the schedule, that the faculty would reach out to students, and that the instruction would be recorded so that students could review the recordings. Was the issue with communication with the schedule publication or with faculty following up with their students?
 - i. Jeannie Kim - It's a combination of both, and other issues. There were technological issues with Canvas, which led to mass confusion, but faculty may have not followed the agreement that was understood.
- i. Casandra Greene – Many IDSs had serious concerns about faculty and deans asking them to remove times and dates, as this can cause MIS issues. The IDSs then have to review courses from 8 months previously due to MIS errors to document why changes were made. The IDS workflow does not get considered in a lot of these decisions. The IDSs many concerns regarding the tasks they're being assigned and the proper procedures.
 - i. **Question** - If the roll is performed on September 8, can it be performed earlier in the day as the coordinators need to attend curriculum meetings in the afternoon.
 - 1. Jeannie Kim – Conversations will take place Thursday evening to better understand the solutions available. We are investigating the online component and the synchronous/asynchronous component.
- j. Ann Pfeifle – Ann had agreed she would do asynchronous, but students were contacting her saying that EduNav has an assigned time. Where are students getting that information?
 - i. Jeannie Kim – That information was probably being drawn from the

- schedule.
- ii. Kelly Douglass – Indicated she had a similar situation, and suspects it was pulling from the schedule.
 - iii. Jeannie Kim – IT is pressing on to find solutions and requested that if anyone hears any issues affecting colleagues, faculty, or students, to e-mail her directly.
5. DE Process for Courses without Approval by December Deadline – Bryan Nicol
- a. For any courses that do not receive DE approval by the deadline, how will courses that are scheduled for winter or spring be handled, and who will be the authority behind that process?
 - b. Jeannie Kim – The State Chancellor’s Office has been very clear that for 21WIN/21SPR that courses without a distance education approval cannot be offered in a distance education modality. Dr. Kim will be the authority on this issue, but a way to identify these issues well in advance is needed.
 - c. Kelly Douglass – The coordinators may need to run comparative lists and touch base with VPAAAs as they identify any issues.
 - d. Casandra Greene indicated she met with the IDSs and explained the difference between standard and emergency approval. She will be sending them lists regularly so they can flag items in case they’re being asked to schedule something without a proposal. If we can find a way to identify this in Colleague, that would be ideal.
 - i. Bryan Nicol will work with Scott Tracy to identify a process in Colleague to flag emergency approvals in some way.
 - e. Ann Pfeifle - Deans will also need to tell faculty if their courses have not been approved for DE that they cannot be offered as DE.

Program Documentation

1. New Programs
 - a. RIV – Data Quick Start
 - b. NOR – Optoelectronics
 - c. RIV – Automotive Engine Performance Specialist
 - d. RIV – Automotive Undercar Specialist
2. Program Modifications
 - a. RIV – Investigative Technician
 - b. RIV – Automotive Electrical and Electronics Specialist
 - c. RIV - Automotive Powertrain Specialist
 - d. RIV - Automotive Hybrid and Electrical Vehicle Specialist

Notice is Hereby Given That Pursuant to Executive Order N-29-20 the Riverside Community College District Curriculum Committee will meet on September 1, 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.

District Curriculum Committee Notes

Votes by Member for 09/01/2020

Courses

Course Deletions

		M	N	R	Action	Doulass	Johnson	Pfeifle
ADJ 23	Criminal Justice Report Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
CAT 57	Creating and Managing the Virtual Office	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
CIS 23	Software End User Support	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
KIN A62A	Flag Football	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

Course Major Modifications

		M	N	R	Action	Doulass	Johnson	Pfeifle
AUT 13A	Hybrid and Electric Vehicle Technology 1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
AUT 13B	Advanced Hybrid and Electric Vehicle Technology	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
AUT 1A	Automotive Engine Repair (Upper End)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
AUT 1B	Automotive Engine Repair (Lower End)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
AUT 2	Automotive Automatic Transmission/Transaxles	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
AUT 3	Automotive Manual Drivetrain Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
AUT 50	Automotive Principles	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
AUT 6A	Automotive Electrical Systems 1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
AUT 7	Automotive Heating and Air Conditioning	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
AUT 8A	Automotive Engine Performance 1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
AUT 8B	Automotive Engine Performance 2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
CAT 36A	Legal Office Procedures I	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
CAT 36B	Legal Office Procedures II	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
CAT 37	Legal Terminology	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
CAT 38	Legal Word Processing and Forms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
CUL 41	Fundamentals of Exploring Wine	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
ECO 10	Economics and Personal Decision-Making	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ECO 9	Economics of Poverty, Inequality and Discrimination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

Courses

Course Major Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
ECO 9H	Honors Economics of Poverty, Inequality and Discrimination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

Distance Education

		M	N	R	Action	Douclass	Johnson	Pfeifle
ASL 10DE	ASL 10DE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ASL 11DE	ASL 11DE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ASL 12DE	ASL 12DE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ASL 13DE	ASL 13DE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ASL 14DE	ASL 14DE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ASL 20DE	ASL 20DE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ASL 3DE	ASL 3DE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ASL 4DE	ASL 4DE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ASL 5DE	ASL 5DE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
CAT 831DE	Word Processing Skills: Editing and Formatting Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
CAT 832DE	Spreadsheet Skills: Creating and Formatting Workbooks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
CAT 833DE	Presentation Software Skills: Creating and Formatting Presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
CAT 846DE	Access Skills: Creating and Using Tables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
CAT 898DE	Windows, File Management, Internet, and Canvas Basics	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
CAT 92DE	Adobe Acrobat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ECO 10DE	Economics and Personal Decision-Making	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ECO 9DE	Economics of Poverty and Discrimination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

New Courses

		M	N	R	Action	Douclass	Johnson	Pfeifle
AUT 4B	Advanced Suspension and Brake Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
AUT 6B	Automotive Electrical Systems 2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

Courses

New Courses

		M	N	R	Action	Doulass	Johnson	Pfeifle
CIS 21C	Red Hat Linux System Administration I	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
CIS 27C	Palo Alto Networks Firewall Essentials	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
CIS 94	Data Analysis Using Excel and Access	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

Programs

New Programs

		M	N	R	Action	Doulass	Johnson	Pfeifle
Certificate								
CAT	Data Quick Start	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	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.								

Degree & Certificate

AUT	Automotive Engine Performance Specialist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
AUT	Automotive Undercar Specialist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

Program Modifications

		M	N	R	Action	Doulass	Johnson	Pfeifle
Certificate								
ADJ	Investigative Technician	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
Degree & Certificate								
AUT	Automotive Electrical and Electronics Specialist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
AUT	Automotive Powertrain Specialist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
AUT	Automotive Hybrid and Electrical Vehicle Specialist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y