

## District Curriculum Committee Meeting Minutes

**Tuesday, March 15, 2022**

**4:00-5:00pm**

**CAADO 209/Zoom**

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 type="checkbox"/> Jeannie Kim (Co-Chair, VC Ed. Services)	<input type="checkbox"/> Steven Schmidt (MUS, RCC)
<input checked="" type="checkbox"/> Kelly Douglass (ENG, RCC)	<input checked="" type="checkbox"/> Bryan Nicol (Staff, RCCD)
<input checked="" type="checkbox"/> Ann Pfeifle (HIS, MVC)	<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)
Additional Guests:	

### Zoom Information

<https://rccd-edu.zoom.us/j/96719360422?pwd=RFcydlJKUWlGZHFcmlUSDJrSFErZz09>

+1 669 900 6833 US

Meeting ID: 967 1936 0422; Passcode: 766873

### Agenda and Minutes

1. Approval of Agenda
  - a. 1<sup>st</sup> A. Pfeifle; 2<sup>nd</sup> K. Douglass
  - b. Removing discussion on Revising DX Criteria
  - c. Approved, Unanimous
2. Approval of Minutes – March 1, 2022
  - a. 1<sup>st</sup> A. Pfeifle, 2<sup>nd</sup> K. Douglass
  - b. Correction of the header from ‘Agenda’ to ‘Minutes.’
  - c. Approved, Unanimous

### Reports from Colleges

1. Moreno Valley
  - a. The committee is gathering names for Curriculum Institute in July. One or two individuals may also attend the ASCCC Career and Non-Credit Institute in May taking place 5/12-5/14 in Costa Mesa. Registration deadline is April 29.
2. Norco
  - a. No report.

3. Riverside
  - a. No report.

### **Action Items**

1. Curriculum Proposals

### **Discussion Items**

1. Material Fees – Kelly Douglass
  - a. Riverside has a wine course with material fees that seemed somewhat arbitrary. The fees are listed in the proposal in Meta, but not in a field that prints to the COR.
  - b. Brian Johnson – Normally, don't we list fees in the course description?
  - c. Kelly Douglass – Yes, although in the past we have discussed not stating a specific amount as the amount may change over time. We still need to notify students that there is a material fee so students are aware when they go to register. We need to decide on uniform language on the COR for when there is a material fee, and the amount should be justified.
  - d. Casandra Greene – When the course was modified, the fee was removed from the description, and placed instead on the course fees field, which does not print to the COR.
  - e. Brian Johnson – The cost should be listed in the description. If there is a course with a fee, students should know how much it is going to cost. It may change year to year, but then we have to go in and change it.
  - f. Ann Pfeifle – We've also discussed how material fees apply for courses, like culinary, where students are required to have knives. The cost of knives can be very different depending on where they are purchased.
  - g. Kelly Douglass – There is Title 5 language about materials fees and there are some very strict rules. There is a set of rules for when students can obtain the materials themselves, and another set of rules for when they cannot. While reading through the language, you can charge a fee if there is a legal or safety issue, which may be why it would apply to this course. You can't ask student to buy an entire bottle of wine when they are only sipping a small amount. There should be a checklist for course materials that ensures the course fulfills the requirement.
  - h. Casandra Greene – For this course, faculty indicated a justification that faculty will need to purchase the wine.
  - i. Kelly Douglass – Will attempt to get all of the language and bring it forward along with a template of suggestions.
  - j. Sabina Fernandez – At Ben Clark, there is language for some courses indicating a specific cost along with a comment stating that the cost may change.
  - k. Casandra Greene – KIN 30 states there is a fee that will not be covered by California Promise Grant. There's another KIN course that has a statement about the BOG waiver, which no longer exists.

2. AB 1111 – Kelly Douglass
  - a. AB 1111 is the common course numbering law that passed in October 2021. A senate officer wanted to begin discussing a plan to address the changes. However, the state will indicate what we need to do and we still don't know what the template for the numbering is going to be or what the process will be.
  - b. Ann Pfeifle – Because we are not changing courses or content, there is no need for a vote. The process would be under our purview due to local control.
  - c. Casandra Greene – All degrees and certificates will also need to be updated and submitted to the state.
  - d. Kelly Douglass – The updates may be clerical, however, one area of concern will be if a course is renumbered to a course number already in use at RCCD. What do we do with that second course?
  - e. Ann Pfeifle – Faculty will need to be notified, but how we present this process will be important. This doesn't need to be a big deal, as we are changing the numbers we are mandated by the state to change.
  - f. Nick Franco – What about courses with the same CID descriptor?
  - g. Bryan Nicol – In one of the updates from the Sate Chancellor's Office, they said this was one of the issues they were aware of.
  - h. Bryan Nicol – Recommends pushing modifications through Meta directly to Active in order to maintain the history of the course data. Bryan is happy to perform the work to do so.

### **Program Documentation**

1. Program Modifications
  - a. Fire Service Leadership

# District Curriculum Committee Notes

Votes by Member for 03/15/2022

## Courses

### Course Inclusions

		M	N	R	Action	Douclass	Johnson	Pfeifle
MAT 125	Corequisite Support for MAT-25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
MAT 25	Mathematics for the Liberal Arts Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

### Course Major Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
ACC 63	Income Tax Accounting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ACC 65	QuickBooks Accounting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ACC 819	Volunteer Income Tax Assistance Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ART 40B	Figure Drawing-Intermediate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
BUS 67	Business Practices for Photographers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
FIT 15	Firefighter Refresher - Core Competencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
ILA 1	Introduction to Tutor Training	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
KIN 36	Wellness: Lifestyle Choices	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
PHO 67	Business Practices for Photographers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

### Course Minor Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
ACC 801	Setting up QuickBooks for Small Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ACC 802	Monthly Procedures using QuickBooks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ACC 803	Year End Procedures with QuickBooks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ADJ 9	Law In American Society	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ADJ 9H	Honors Law in American Society	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
PHY 2A	General Physics I	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
PHY 2B	General Physics II	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

## Courses

### Distance Education

		M	N	R	Action	Douclass	Johnson	Pfeifle
KIN 25DE	Sports Officiating - Spring Sports	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
KIN 28DE	Basketball Theory	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
SCE 804DE	Engaging Topics for Lifelong Learners	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
SCE 809DE	Computer Basics for Lifelong Learners	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
SCE 811DE	Drawing and Painting for Lifelong Learners	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
SCE 813DE	Healthy Aging for Lifelong Learners	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
SCE 830DE	Mature Driver Improvement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
SCE 840DE	Craft Design for Lifelong Learners	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

### New Courses

		M	N	R	Action	Douclass	Johnson	Pfeifle
ADJ 801	Community Emergency Response Team (CERT)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
MAT 109	Corequisite Support for MAT-9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
MAT 9	BSTEM College Algebra	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

## Programs

### Program Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
<b>Degree &amp; Certificate</b>								
FIT	Fire Service Leadership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y