District Curriculum Committee
Meeting Minutes

Tuesday, September 20, 2022	4:00-5:00pm	CAADO 209/Zoom

Committee Members	Guests
☒ Kelly Douglass (Chair, ENG, RCC)	☐ Lijuan Zhai (AVC Ed Services and Institutional Effectiveness, RCCD)
☒ Susan Mills (Co-Chair, VC Ed. Services)	☒ Steven Schmidt (MUS, RCC)
☐ Brian Johnson (MAT, NOR)	☒ Bryan Medina (Staff, RCCD)
☒ Ann Pfeifle (HIS, MVC)	☒ Ellen Brown-Drinkwater (AO, RCC)
	☒ Nick Franco (AO, NOR)
	☒ Jeanne Howard (AO, MVC)
	☒ Sabina Fernandez (Staff, MVC)
	☐ Casandra Greene (Staff, RCC)
	☐ Nicole Brown (Staff, NOR)
Additional Guests:	

Zoom Information

https://rccd-edu.zoom.us/j/81658659020?pwd=aHhIUVhONEVacFBpeGkyandLK1pIdz09
+1 669 900 6833 US
Meeting ID: 816 5865 9020
Passcode: 226071

Agenda and Minutes

1. Approval of Agenda
   a. 1st A. Pfeifle, 2nd K. Douglass
   b. Approved, 1 absence (B. Johnson)
2. Approval of Minutes – September 6, 2022
   a. 1st A. Pfeifle, 2nd K. Douglass
   b. Approved, 1 absence (B. Johnson)

Reports from Colleges

1. Moreno Valley
   a. Held a workshop to help faculty who need assistance with drafting and launching curriculum. The workshop was held in a hybrid fashion, which worked very well as Sabina and Ann were able to assist faculty separately.
   b. The new Moreno Valley Interim Vice President of Academic Affairs is Anna Marie Amezquita. She has been very helpful in starting the program discontinuance committee, which has not been held in several years.

2. Norco
   a. No Norco report.

3. Riverside
   a. The Riverside Committee continues to meet in hybrid form.
   b. For Academic Standards, Clara Lowden will continue to be the representative for Riverside.
   c. Ines Solis and Susan Mills provided the BP and AP materials to be discussed at Standards, and those items will go out attached to the Academic Standards agenda when it comes out for October.
   d. As a note, the Academic Standards committee has 9 voting members, but there may be additional attending participants who join the discussion.
   e. The following question regarding non-credit repeatable has been brought to Kelly's attention. There are courses that are non-credit and are repeatable because they fit the category of repeatable. Because many of the non-credit courses have unlimited repeatability, is there any issue with a student taking two sections of a non-credit course in the same term? Is there an issue with indicating on the COR that a course may be repeatable, but not concurrently? Are there potential FTES or funding concerns if a student does take two sections concurrently?
        i. The examples that were brought up were ESL-801, which is a support course that has a corresponding credit course that may be different for each section of ESL-801, as well as an instance of a student wanting to enroll into two sections of the same CIS non-credit course.
        ii. Ann Pfeifle – What's the rationale from the student?
            1. Kelly Douglass – The ESL instance was because of content support. In the case of the CTE course, not sure why a student would want to take multiple sections in the same term. It may be related to content reinforcement.
        iii. Steven Schmidt – Would assume the intention is that you would not ever want enrollment in concurrent sections.
        iv. Kelly Douglass – Is there a Title 5 issue with putting on a course outline that the course is 'repeatable but only consecutively'?
        v. Ann Pfeifle – What is the harm if the student does enroll in the same term? The course is free to the student.
        vi. Steven Schmidt – This may also be good to ask regarding sections of concert band. We may have enough demand for multiple sections, but not enough equipment.
   f. An additional question was raised regarding prerequisites on a course outside of the discipline. The ALR discipline is seeking to add an ENG discipline course as a prerequisite in order to meet the CALGETC requirements. Is it correct that this can only be done through content validation? If so, how do we perform content validation?
        i. Ann Pfeifle – This topic was discussed in the listserv, so it may be that other colleges are trying to find answers to this exact question.

      ii. Jeanne Howard – The ENG prerequisite is required in order for GE approval in the critical thinking area. There also needs to be a certain amount of written work in the course. CHE also placed a MAT requisite on a course so it was appropriate for GE approval. If the UC says the requisite is required for GE, then the requisite is required.

     iii. Ellen Brown-Drinkwater – The stipulation is "A requisite is exempt from verification of its necessity if it is required by four year institutions." The requisite is required for the general education area.

     iv. Kelly Douglass – Is there a difference between being required for transfer, and being required for general education? The ALR course is already approved for transferability.

      v. Steven Schmidt – There are two different requirements: one for transferability, and one for GE.

     vi. Nick Franco – If a prerequisite has been required for a course to get C-ID, we've allowed it. You can make the same case that our courses are already transferable, but they need a prerequisite for C-ID approval. In this case, for IGETC, it's an admission requirement for the UC.

     vii. Ann Pfeifle – Let's launch the course with the changes and with the prerequisite and have all of the parties that are impacted by that in the meeting to discuss it. In DEA, for example, there was the desire to enforce a prerequisite of ENG-1A. Faculty were asked to provide data on why it was necessary.

    viii. Kelly – Ultimately, what is meant by the regulation? Is it the requirement for transferability? Is it more? If it doesn't require validation to be approved for any area. Want to ensure we have the correct interpretation of the regulation. Additionally, there appears to be a paper written by the Academic Senate on this issue. Will do more investigation on this topic.

Action Items

1. Curriculum Proposals

Discussion Items

1. Interdisciplinary Studies – Kelly Douglass
   a. In December 2021, District Academic Standards looked at the issue of interdisciplinary studies and decided it was a topic for DCC, not Standards. It is coming up now because there are some ILAs that need to be revised.
   b. There are two separate issues:
      i. First is the course set up issue. Some of the ILA courses have no disciplines marked as cross disciplines that can teach it, and yet they are taught. There may be the assumption that anyone can use it, but ILA-800 specifically is supervised tutoring.
      ii. Ann Pfeifle – This requires that students go to the writing center.
         1. Kelly Douglass – Which seems appropriate.

    iii.   Kelly Douglass – The other ILA courses, such as ILA 5, have multiple crosslisted disciplines, which then defines them as it only belonging to those disciplines. ILA 5 has disciplines listed such as BUS, SOC, EAR, EDU, and others, but not POL. However, POL is the only discipline at Riverside that actually wants to use ILA 5 because it's a service learning course. The simple fix to that specific situation is that ILA 5 goes through a course modification and we add POL to it. For most of the ILAs, like 800, it's being used in the writing center lab, but ILA 5 may be based on program use.

    iv.   Kelly Douglass – A solution to this may be that the curriculum chairs should be the owner of the ILAs because then we can manage who the disciplines are and facilitate the modifications.

    v.   Kelly Douglass - For interdisciplinary courses, should they have no disciplines listed, disciplines that are actively using the course and it gets revised every time there's a need for a change?

    vi.   Ann Pfeifle – If a discipline is using the course, it should be listed. If a different discipline would like to use the course, it should be revised and added.

    vii.   Kelly Douglass – Who approves it, each listed discipline? Perhaps this is why the curriculum chair 'owns' the course, and can send a notification email to the discipline leads to find out if there's a problem with revising it to include a new discipline.

    viii.   Ann Pfeifle – This seems like a good work around, but the curriculum chairs should further discuss.

    ix.   Kelly Douglass – For now, Kelly will facilitate the update.

    x.   Bryan Medina – Will see which disciplines are using ILA-800.

c.   Kelly Douglass - The second issue is the discipline set up issue. Interdisciplinary Studies is a field in the minimum quals book and when we created SJS and MIL, there were equated to interdisciplinary studies. However, we need to define the specific disciplines that make up the interdisciplinary field.

    i.   In order to teach a course in SJS, one must have a master's in the named area of the discipline or an FSA in two of the areas that are listed as interdisciplinary areas for that subject matter.

    ii.   Kelly Douglass – As a proposal, if this is a way to fix the issue in theory, we can identify the specific disciplines for SJS, MIL, etc., and from there revise the new discipline form with notes regarding interdisciplinary studies.

2.   Non-Credit Music Courses: 854, 855, 868 – Steven Schmidt

   a.   These three courses went through the process, but were not entered into COCI because there were concerns about repeatability. Other colleges have offered these and are currently in their catalog.

   b.   Kelly Douglass – Is one of the model colleges Santa Barbara?

    i.   Steven Schmidt – Yes, but also Palomar and Santa Monica. Santa Monica has a large music program, so they have a demand like RCCD to have

older community members to play in the ensemble.

 c. Kelly Douglass – What in the course was specific to older adults?
  i. Steven Schmidt – Did one revision after that initial conversation, and used examples from the CORs of the other colleges. In some ways, the RCCD has more specific content for older adults.

 d. The committee agreed to agendize the three courses for the next Tech Review and, once passed, to send them directly to the Board of Trustees.

3. Lab at Lecture Rate Courses – Bryan Medina

 a. After the discussion at the last meeting, Bryan was able to generate a list of sections configured as lab at lecture rate by working with IT, many of which were first offered in 2007.

 b. Additionally, there is language in the faculty association contract that states "all current designated extensive preparation laboratories will retain their status unless changes occur via the curriculum approval process."

 c. The committee agreed that this then grandfathers in the courses that have been offered as lab at lecture rate.

 d. One course, GEO-32, has never had a section offered. Kelly Douglass offered to discuss with faculty if that is a course that should be deleted.

 e. Bryan Medina – There is additional language in the contract that states that lab at lecture rate courses must be approved through the curriculum process. MAT-1AH has not gone through the approval process, but MAT-1A is paid at lab at lecture rate currently. Is it correct that because of the language in the contract and because these are separate courses that there is no automatic approval for MAT-1AH?
  i. The committee agreed there is no automatic approval and courses must be proposed and approved for lab at lecture rate through the curriculum approval process.

 f. Bryan Medina will investigate if there are other honors courses in a similar situation.

Program Documentation

 a. New Programs
  i. Python Programming
  ii. Acting
  iii. Entrepreneurship

 b. Program Modifications
  i. Music
  ii. Management
  iii. General Business

District Curriculum Committee Notes
Votes by Member for 09/20/2022

Courses

Course Deletions

		M N R	Action	Douglass	Johnson	Pfeifle
HIS 4	History of Western Civilization I	☑ ☐ ☐	**Approved**	Y		Y
HIS 5	History of Western Civilization II	☑ ☐ ☐	**Approved**	Y		Y

Course Exclusions

		M N R	Action	Douglass	Johnson	Pfeifle
CIS 4	Practical Computer Security	☐ ☐ ☑	**Approved**	Y		Y

Course Major Modifications

		M N R	Action	Douglass	Johnson	Pfeifle
BIO 10	Life Science Principles	☐ ☑ ☑	**Approved**	Y		Y
BIO 18	Human Genetics	☑ ☑ ☑	**Approved**	Y		Y
BIO 19	Environmental Science	☑ ☑ ☑	**Approved**	Y		Y
BIO 21	California Naturalist	☐ ☑ ☐	**Approved**	Y		Y
BIO 3	Field Botany	☐ ☑ ☑	**Approved**	Y		Y
BIO 4	Human Biology	☑ ☑ ☑	**Approved**	Y		Y
BIO 5	General Botany	☐ ☑ ☑	**Approved**	Y		Y
BIO 61	Introduction to Organismal and Population Biology	☑ ☑ ☑	**Approved**	Y		Y
BIO 7	Marine Biology	☐ ☑ ☑	**Approved**	Y		Y
BIO 8	Principles of Ecology	☐ ☑ ☑	**Approved**	Y		Y
CUL 20	Fundamentals of Baking I	☐ ☐ ☑	**Approved**	Y		Y
DAN 13	Pilates Methodology	☐ ☐ ☑	**Approved**	Y		Y
DAN 14	Internship in Pilates Education and Teaching	☐ ☐ ☑	**Approved**	Y		Y
KIN 28	Basketball Theory	☐ ☐ ☑	**Approved**	Y		Y
KIN A20	Golf, Beginning	☐ ☐ ☑	**Approved**	Y		Y
KIN A21	Golf, Intermediate	☐ ☐ ☑	**Approved**	Y		Y
KIN A57A	Basketball, Beginning	☐ ☐ ☑	**Approved**	Y		Y

Courses

Course Major Modifications

		M	N	R	Action	Douglass	Johnson	Pfeifle
KIN A57B	Basketball, Intermediate	☐	☐	☑	**Approved**	Y		Y
KIN A57C	Basketball, Advanced	☐	☐	☑	**Approved**	Y		Y
KIN A89A	Beginning Body Sculpting Holding to clarify repeatability against A81 series.	☑	☐	☑	**Hold**	Y		Y
KIN A89B	Intermediate Body Sculpting Holding to clarify repeatability against A81 series.	☑	☐	☑	**Hold**	Y		Y
KIN A89C	Advanced Body Sculpting Holding to clarify repeatability against A81 series.	☑	☐	☑	**Hold**	Y		Y
MUS 37	Class Guitar	☑	☑	☑	**Approved**	Y		Y
MUS 56	Intersession Concert Band	☐	☐	☑	**Approved**	Y		Y
MUS 68	Community Symphony	☐	☐	☑	**Approved**	Y		Y
MUS 73	Vocal Jazz Singers	☐	☐	☑	**Approved**	Y		Y
MUS 76	Advanced Instrumental Chamber Ensembles	☐	☐	☑	**Approved**	Y		Y
MUS 81	Consort Singers	☐	☑	☑	**Approved**	Y		Y
MUS 82	Wind Symphony	☐	☐	☑	**Approved**	Y		Y
MUS 84	Jazz Orchestra	☐	☐	☑	**Approved**	Y		Y
MUS 85	Intersession Chamber Ensembles	☐	☑	☑	**Approved**	Y		Y
MUS 86	Intersession Jazz Ensemble	☐	☐	☑	**Approved**	Y		Y
MUS P77	Advanced Guitar Ensemble	☐	☐	☑	**Approved**	Y		Y
PSY 33	Theories of Personality	☑	☑	☑	**Approved**	Y		Y
PSY 50	Research Methods in Psychology	☑	☑	☑	**Approved**	Y		Y
PSY 8	Social Psychology	☑	☑	☑	**Approved**	Y		Y

Course Minor Modifications

		M	N	R	Action	Douglass	Johnson	Pfeifle
CAT 1A	Business Etiquette	☑	☑	☑	**Approved**	Y		Y
CAT 30	Business English	☑	☐	☑	**Approved**	Y		Y
CAT 30A	Business English 30A	☐	☐	☑	**Approved**	Y		Y

Courses

Course Minor Modifications

		M N R	Action	Douglass	Johnson	Pfeifle
CAT 31	Business Communication Fundamentals	☑☑☑	**Approved**	Y		Y
CAT 34A	Introduction to Word	☐☐☑	**Approved**	Y		Y
CAT 36A	Legal Office Procedures I	☐☐☑	**Approved**	Y		Y
CAT 36B	Legal Office Procedures II	☐☐☑	**Approved**	Y		Y
CAT 37	Legal Terminology	☐☐☑	**Approved**	Y		Y
CAT 38	Legal Word Processing and Forms	☐☐☑	**Approved**	Y		Y
CAT 50	Beginning Computer Keyboarding	☑☐☑	**Approved**	Y		Y
CAT 51	Intermediate Keyboarding/Document Formatting	☑☑☑	**Approved**	Y		Y
CAT 53	Keyboarding Fundamentals	☑☐☑	**Approved**	Y		Y
CAT 61	Professional Office Procedures	☑☐☑	**Approved**	Y		Y
CAT 62	Records Management	☑☐☑	**Approved**	Y		Y
KIN 27	Football Theory	☐☐☑	**Approved**	Y		Y
KIN 33	Baseball Theory	☐☐☑	**Approved**	Y		Y
KIN 45	Group Fitness Instructor	☑☐☑	**Approved**	Y		Y
KIN A11	Tennis, Beginning	☐☐☑	**Approved**	Y		Y
KIN A12	Tennis, Intermediate	☐☐☑	**Approved**	Y		Y
KIN A13	Tennis, Advanced	☐☐☑	**Approved**	Y		Y
KIN A67	Volleyball, Beginning	☐☐☑	**Approved**	Y		Y
KIN A68	Volleyball, Intermediate	☐☐☑	**Approved**	Y		Y
KIN A69	Volleyball, Advanced	☐☐☑	**Approved**	Y		Y
KIN V05	Baseball, Varsity, Men	☐☐☑	**Approved**	Y		Y
WEL 115A	SMAW/GMAW Pipe welding fundamentals	☐☐☑	**Approved**	Y		Y
WEL 20	Blueprint Reading for Welders	☐☐☑	**Approved**	Y		Y
WEL 22	Plate and Structural Layout	☐☐☑	**Approved**	Y		Y
WEL 24	Pipe Fitting for the trades.	☐☐☑	**Approved**	Y		Y
WEL 26	Pipe Layout	☐☐☑	**Approved**	Y		Y

Courses

Distance Education

		M	N	R	Action	Douglass	Johnson	Pfeifle
ARE 63DE	3D Tour, Virtual, Mixed, Augmented and Extended Reality	☐	✔	☐	**Approved**	Y		Y
SOC 21DE	Introduction to Deviance	✔	☐	✔	**Hold**	Y		Y

New Courses

		M	N	R	Action	Douglass	Johnson	Pfeifle
MUS P87	Applied Music Training II	✔	✔	✔	**Approved**	Y		Y

Programs

New Programs

		M	N	R	Action	Douglass	Johnson	Pfeifle
Certificate								
CIS	Python Programming	☐	✔	☐	**Approved**	Y		Y
THE	Acting	☐	☐	✔	**Hold**	Y		Y
Degree								
ENP	Entrepreneurship	✔	☐	☐	**Approved**	Y		Y

Program Modifications

		M	N	R	Action	Douglass	Johnson	Pfeifle
ADT								
MUS	Music	✔	☐	☐	**Approved**	Y		Y
AOE								
HUM	Humanities, Philosophy and Art	✔	✔	✔	**Approved**	Y		Y
MAT	Math and Science	✔	✔	✔	**Approved**	Y		Y
Certificate								
BUS	Management	☐	☐	✔	**Approved**	Y		Y
BUS	General Business	☐	☐	✔	**Approved**	Y		Y