

RCCD | RIVERSIDE COMMUNITY
COLLEGE DISTRICT
DISTRICT CURRICULUM COMMITTEE

Meeting Minutes

Tuesday, September 2, 2025

4:00-5:00pm

CAADO 209/Zoom

Committee Members	Guests
☒ Kelly Douglass (Chair, ENGL, RIV)	☒ Lijuan Zhai (AVC ES&IE, RCCD)
☐ <i>Vacant</i> (Co-Chair, VC Ed. Services)	☒ Steven Schmidt (MUS, RCC)
☒ Brian Johnson (MAT, NOR)	☒ Bryan Medina (CPRO, RCCD)
☒ Nick Sinigaglia (PHI, MOV)	☒ Nicole Banerjee (AO, RCC)
	☒ Nick Franco (AO, NOR)
	☐ Deanna Murrell (AO, MVC)
	☒ Sabina Fernandez (CPRO, MVC)
	☒ Casandra Greene (CPRO, RCC)
	☒ Nicole Brown (CPRO, NOR)
Additional Guests: Jo Scott-Coe	

Zoom Information

<https://rccd-edu.zoom.us/j/86555446612?pwd=R0dDakVkSzNZQitZZEN0Zm1TTiYvQT09>

+1 669 900 6833 US

Meeting ID: 865 5544 6612

Passcode: 627472

Call to Order: 4:42pm

1. Greeting and Introduction from District Academic Senate President Jo Scott-Coe. Academic Senate President Scott-Coe thanked the committee for their hard work and affirmed the Senate's support for their work.

Agenda and Minutes

1. Approval of Agenda
Motion: Johnson; Second: Sinigaglia
Approved, Unanimous
2. Approval of Minutes – June 3, 2025
Motion: Sinigaglia; Second: Johnson
Brian Johnson noted the GAM discontinuance proposals should be placed on the next agenda.
Approved, Unanimous

Reports from Colleges

1. Moreno Valley
 - a. Committee has not yet met. CCN Phase 2A courses are coming forward.
2. Norco
 - a. Committee has not yet met. Training will take place during the first meeting.

3. Riverside
 - a. Committee also has not yet met. Performed training during week 1. There were many questions regarding the accounting method.

Discussion Items and Public Comment

1. Board Policy 2020 Credit Hour Language – Kelly Douglass
 - a. In 2022, the curriculum chairs at the time developed language for the credit hour BP/AP that specified the actual credit hour calculation. It was approved locally, but it appears the BP/AP was never updated. The language stated that the District awards units in increments of .5, except for the BCTC courses that do not meet that threshold. What do we do to move the language forward?
 - i. Jo Scott-Coe – Keith Dobyns is working on the 2000 series in the spring. It can be forwarded to him.
 - ii. Kelly Douglass will forward the language to Keith Dobyns, Jo Scott-Coe, and Lijuan Zhai.
2. Standardized Accounting Method – Brian Johnson
 - a. This item was discussed in Tech Review.
3. Open Forum
 - a. Kelly Douglass – Discussed with Keith Dobyns if Academic Standards is required to adhere to the Brown Act. Keith confirmed that it does, meaning voting members need to meet at the locations listed on the agenda. The voting members are the three curriculum chairs, the three articulation officers, and the three representatives from the curriculum committee.
 - b. Kelly Douglass – Who do the curriculum chairs contact for administrative support while the Vice Chancellor position is vacant?
 - i. Lijuan Zhai for the time being.
4. Public Comment for all items on or not otherwise on the agenda.
 - a. None.

Adjournment: 4:55