

District Academic Standards

Meeting Minutes

Thursday, May 2, 2024; 3:00-5:00pm

<https://rccd-edu.zoom.us/j/82506905881?pwd=ejYySWlrGjzRGoxa1k5YVJiT0dQQT09>

Riverside City College CAK 224	Moreno Valley College SAS 303	Norco College OC 116	District Office CAADO 209
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Committee Members	Guests
<input checked="" type="checkbox"/> Ann Pfeifle (DCC Chair, HIS, MOV)	<input checked="" type="checkbox"/> Bryan Medina (CPRO, RCCD)
<input checked="" type="checkbox"/> Susan Mills (DCC Co-Chair, VC Ed Services)	<input checked="" type="checkbox"/> Sabina Fernandez (CPRO, MOV)
<input type="checkbox"/> Brian Johnson (MAT, NOR)	<input type="checkbox"/> Casandra Greene (CPRO, RIV)
<input checked="" type="checkbox"/> Kelly Douglass (ENG, RIV)	<input checked="" type="checkbox"/> Nicole Brown (CPRO, NOR)
<input checked="" type="checkbox"/> Ellen Brown-Drinkwater (AO, RCC)	
<input checked="" type="checkbox"/> Nick Franco (AO, NOR)	
<input checked="" type="checkbox"/> Deanna Murrell (AO, MVC)	
<input checked="" type="checkbox"/> Clara Lowden (KIN, RIV)	
<input checked="" type="checkbox"/> Nick Sinigaglia (PHI, MOV)	
<input type="checkbox"/> Lisa Martin (GUI, NOR)	
Additional Guests: Antonio Curtis	

Call to Order: 3:05pm

Agenda and Minutes

1. Approval of Agenda
Motion: K. Douglass; Second: C. Lowden
Approved, Unanimous

2. Approval of Minutes – April 18, 2024
Motion: E. Brown-Drinkwater; Second: D. Murrell
Approved, Unanimous

Discussion Items

1. Interdisciplinary Council Proposal Final Reading – Kelly Douglass
 - a. Kelly Douglass provided an overview of the edits made since the last meeting.
 - b. Nick Franco – Does the originator still need to obtain discipline and department approval?
 - i. After some discussion, the committee established that for an originator proposing an addition or removal of a course, the originator must obtain district-discipline and originating department approval before submitting the proposal to the council. Once reviewed, the council can then submit it to Tech Review. For a council proposing to modify the catalog description or learning outcomes, the council votes on the proposal and forwards it to Tech Review.

- c. Nick Sinigaglia – What if a discipline wants to see a modification to the program description?
 - i. Kelly Douglass – An individual discipline would not do the description or outcome modification. It would be the council. The council would have to be assembled to assess.
 - ii. Ann Pfeifle – One discipline or one person should not be able to change the program. It needs to be via the interdisciplinary council.
 - d. Kelly Douglass – The Law and Public Policy ADT was originated by a faculty member from the PAL discipline, but that discipline is not CSU/UC transferable, and so it is not an option for any courses on the ADT. How do we handle a faculty member with the knowledge related to the area not being a part of the council due to not having any courses in the program?
 - i. The committee agreed that advisement from the PAL discipline should be recommended in the documentation to allow the faculty member to participate.
 - e. Kelly Douglass – Where does information about council formation formally live so that future chairs know how to form them?
 - i. Ann Pfeifle – There should be a note on the form with a link to the larger document. The council formation information should live in that document.
 - f. Next Steps: The finalized documentation will be brought to Tech Review under open forum, then taken to the Curriculum Committee and Senate. Once there is concept approval, then the timeline can be established.
 - g. Motion by Kelly Douglass to forward the documents to Tech Review and the curriculum committees across the next two weeks. Second by Ann Pfeifle.
 - i. Approved by consensus.
2. Open Forum
- a. Ann Pfeifle – Interested in changing the District Academic Standards committee to a workgroup of curriculum to allow for easier meeting via Zoom. We may need to vote on that process.
 - i. Kelly Douglass – We should meet with District Counsel to figure out what the differences are between a workgroup and a formal subcommittee, and then we could propose that to Senate.
 - ii. Ann Pfeifle – Will reach out to counsel to see if he is available to meet later this month.
3. Public Comment for all items on or not otherwise on the agenda.
- a. None

Adjournment: 3:48pm

Proposal for Curriculum* “Ownership” of Interdisciplinary Degrees (ADT and AoE)

*to share with Assessment and Program Review committees
as potentially helpful to ownership issues there

How to determine course additions and removals from interdisciplinary degrees:

The timeline and structure should follow existing AoE and GE type modifications with two additions:

- Disciplines who want to add or remove a course from an interdisciplinary degree should include the degree program description and program objectives from the catalog and explain which one (or more) of the program objectives their course will contribute to students achieving and how the course fits (or no longer fits) with the program description. Specifically, we recommend that the proposal rationale include the following:
 - Course number and course name
 - The text of the degree program description or outcomes with the parts that relate to your course highlighted
 - A list of the course SLOs, with the ones that address the program description or outcomes highlighted
 - A list of the course objectives, with the ones that address the program description or outcomes highlighted
 - Since the link between an item in the COR and an item in the program description or outcomes may not be clear and obvious to someone outside your discipline, please include a brief written explanation of how items in the COR relate to specific language in the program narrative or outcomes
- When a council assembles to review proposals and/or do program review or assessment of an interdisciplinary degree, the council could also propose changes to a program, such as to the narrative for example, in the same way that a single discipline does (though this typically happens as a result of program review and/or assessment first) and make their own recommendations **or proposals** about additional course inclusions or removals, but only with careful consideration from all disciplines with a stake in the degree whether they have a vote or not.
- Faculty should be instructed that while the initial program modification is due at a specific date to techreview@rcc.edu, they will be collected with any other modification proposals for that specific degree and distributed to the specific degree council for review as “acting discipline” to tech review in place of a traditional discipline and department.

Who are the councils?

- Curriculum committee chairs across the district will coordinate and communicate to request one current curriculum committee member to serve as the lead for the council to be formed to review that degree. The lead for the degree must be someone from a discipline (or representing a department with that discipline in it) with a course in the degree (ideally someone with the most or many of the courses in that degree) though they don't have to be from among the voting members list (but they can be).

- Along whatever annual timeline we decide, the council lead will assemble a council to review all modifications to that degree if any have been forwarded by tech review.
- The assembled council should have representation **for the purpose of review, consultation, and discussion** from each discipline with a course in the degree; council members don't have to be on the curriculum committee. There should be clear written and multiple outreach to disciplines with a course in the program to invite participation. Council discussion will happen with members who participate, so it is imperative to communicate the invitation and that the work will go on if it is declined and a discipline is not represented in discussion.
- For ADTs, which are college degrees, the final proposal or decision of the council, acting in place of a single discipline, will be made by a vote of participating voting members serving on the council **and if approved move forward through the regular curriculum process.**
- For AOE's, which are district degrees, the final recommendation of the council, acting in place of a single discipline, will be made by a vote of participating voting members serving on the council **and forwarded to the full college curriculum committee's as a recommendation and if approved move forward through the regular curriculum process.**
- Voting members of the council will be identified according to degree type and composition as described below based on degree at the time council is formed for specific proposal or program review:
 - Interdisciplinary ADTs (college councils):
 - For already built ADTs: One vote per discipline represented in required core courses in the ADT narrative at lowest common denominator that preserves the ratio of representation
 - For new ADTs under construction: One vote per discipline represented in required core courses in TMC at lowest common denominator that preserves the ratio of representation
 - Interdisciplinary AOE's that have required core courses (district council):
 - Proportional representation by discipline at lowest common denominator that preserves the ratio of representation and allows for equal representation from all three colleges
 - Interdisciplinary AOE's that have no required core courses (district council):
 - The Curriculum Rep council lead will request volunteers for a voting membership of six, each from the disciplines with the most courses represented in the degree.
 - The council will also be equally represented with two reps from each college (this may require some orchestration from curriculum chairs to make sure the six council members cover the six most represented disciplines as well as the three colleges equally).
- The degree council lead should distribute all proposals to the council and schedule a zoom or in-person meeting for any needed discussion and voting **by XXX date.**
- Once voting members vote on the proposals, the lead will provide a summary of the council votes (which can include any relevant points of discussion if they consider them important or can just be the tally) as a document to their college Curriculum Chairs to add as a document to a collated proposal of modifications to go to tech review, then the college committees, and then DCC and the final curriculum approval process.

- For college-specific interdisciplinary degrees (ADTs) this process happens as described above.
- For district interdisciplinary degrees (AOEs), the council will forward their votes on a proposal or their proposal, like a college discipline, to techreview@rccd.edu.
- Additional note: for any degrees with overlapping and similar discipline membership, there is no requirement for separate degree chairs and council members; for example, RCC has several Social Justice Studies ADTs many of which include most of the same disciplines with only slight variation. The assembled members could serve as council for all of the degrees with outlier disciplines participating in votes and discussion relevant to their degrees only.

Note to Academic Standards, College Curriculum Committees, and Academic Senate reviewers of proposed process: the actual timeline for this process should be left to the Tech Review committee to determine in order to maximize and balance faculty involvement and catalog deadlines, a conversation best had among the Tech Review committee membership.

Appendix for discussion for Standards Committee:

- **Interdisciplinary ADTS (sample council voting membership based on 23-24 catalog):**
 - RCC degrees and disciplines in Required Core on ADT and TMC:
 - Law, Public Policy, and Society (24-25 Revision)
 - ENG (2; 1 ENG specific and 1 as option with COM in ADT)
 - PHI (1 in ADT)
 - POL (1 in ADT)
 - ADJ area course (1 from 3 choices in ADT)
 - COM (2; 1 COM specific and 1 as option with ENG in ADT)
 - HIS (1 from 4 choices in ADT)
 - MAT/PSY/SOC (1 to represent Statistics)
 - 3 ADTs: Social Justice Studies: Asian American Studies; Social Justice Studies: Black Studies; Social Justice Studies: Native American and Indigenous Studies
 - ETS (2 in ADT)
 - SOC (1 in ADT; 1 course slot with choice btwn 2 courses)
 - Social Justice Studies: Chicanx and Latinx Studies
 - ETS (2 in ADT; 1 course slot of ETS and 1 of ETS or HIS)
 - SOC (1 in ADT; 1 course slot with choice btwn 2 courses)
 - HIS (1 in ADT; 1 slot of ETS or HIS)
 - Social Justice Studies: Ethnic Studies
 - ETS (2 in ADT; 1 course slot of ETS; 1 with choice of 3 ETS or 1 HIS)
 - SOC (1 in ADT; 1 course slot with choice btwn 2 courses)
 - HIS (1 in ADT; 1 with choice of 3 ETS or 1 HIS)
 - Social Justice Studies: General
 - ETS (1 in ADT)
 - SOC (3 in ADT)
 - Social Justice Studies: LGBTQ Studies
 - ETS (1 in ADT)
 - SOC (1 in ADT; 1 course slot with choice btwn 2 courses)
 - PHI (1 in ADT)
- **Interdisciplinary District AOE that HAVE required core courses (sample council voting membership based on 23-24 catalog):**
 - AOE AA in Admin and Info Systems, 9 unit core from
 - ACC (1)
 - BUS (2)
 - CAT (1)
 - CIS (2)
 - ECO (2)
 - POL (1)
 - AOE AA in American Studies, 6 unit core from
 - ENG (2)
 - ETS (4)
 - HIS (8)

- MIL (2)
 - AOE AA in Kinesiology, Health and Wellness; 3 units each from (note that this council will be six members; two from disciplines as listed below from each of the colleges to ensure district representation)
 - HES or BIO (1 class option in either discipline – x-listed same course)
 - KIN (1 class from 20 choices)
 - AOE AS in Math and Science, one course each from three major areas, which means one vote from one rep from each of three areas
 - MAT (6 options)
 - Phys. Sciences (15 options total): AST (1); CHE (4); GEG (2); GEO (3); OCE (1); PHS (1); PHY (3)
 - BIO (15 options)
- **Interdisciplinary District AOE**s that have no required core courses (sample council voting membership based on 23-24 catalog):
 - AOE AA in Communication, Media, and Languages:
 - 19 disciplines, some with one course and one with 26
 - 18 units required;
 - 6 reps from most represented courses:
 - ENG (26)
 - ASL (12)
 - JOU (12)
 - COM (10)
 - SPA (8)
 - ARA, FST, FRE, or JPN (5)
 - AOE AA in Fine and Applied Arts
 - 10 disciplines, some with four courses and some with 20+
 - 18 units required;
 - 6 reps from most represented courses:
 - MUS (62)
 - ART (44)
 - DAN (34)
 - THE (23)
 - FTV (17)
 - AHS (14)
 - AOE AA in Humanities, Philosophy and Arts
 - 26 disciplines, some with one course and some with 20+
 - 18 units required;
 - 6 reps from most represented courses:
 - ENG (21)
 - AHS (14)
 - HIS (14)
 - ASL (12)
 - HUM (10)
 - PHI (10)

- (Doesn't include count of applicable studio courses and disciplines but these are only 3 units of applicability and courses are less than 3 units; to count distorts more towards Fine and Applied Arts)
- AOE AA in Social and Behavioral Sciences
 - 15 disciplines
 - 18 units required;
 - 6 reps from most represented courses:
 - POL (14)
 - ADJ (13)
 - HMS (10)
 - ANT (9)
 - ECE (9)
 - SOC (9)

Program:

Proposal Originator:

Program Type: Choose an item.

College or District: Choose an item.

Instructions for Program Modifications:

1. Interdisciplinary councils proposing a modification to program descriptions or learning outcomes must complete this form and submit it to techreview@rccd.edu.
2. ADT Interdisciplinary Councils are voting bodies and should only submit approved proposals to Tech Review for review. All ADT proposals must also submit the [ADT modification form](#), a completed TMC, and any required articulation documentation.
3. AOE Interdisciplinary Councils are recommending bodies and must submit all proposals, whether approved or rejected, to Tech Review for review.
4. Councils must submit all completed documentation to TechReview@rccd.edu by the October program submission deadline for any changes to be included in the subsequent catalog. Incomplete documentation may cause delays in proposal approval and catalog publication. To see the most up to date Curriculum Calendar, please visit https://www.rccd.edu/admin/ed_services/curr/cc/index.html.
 - a. **This only allows for one TR, one college, one DCC.**

Program:

Proposal Originator:

Program Type: Choose an item.

College or District: Choose an item.

Instructions for Program Modifications:

1. Originators proposing a course addition or removal for an interdisciplinary AOE or ADT must complete items #1 through 6 on page 2 of this form and submit it to the interdisciplinary council who oversees the program.
2. After reviewing the proposal, the interdisciplinary council should complete the items on page 3 of this form.
3. ADT Interdisciplinary Councils are voting bodies and should only submit approved proposals to Tech Review for review. All ADT proposals must also submit the [ADT modification form](#), a completed TMC, and any required articulation documentation.
4. AOE Interdisciplinary Councils are recommending bodies and must submit all proposals, whether approved or rejected, to Tech Review for review.
5. Once the council has reviewed, discussed, and voted on the proposal, the form can be submitted to TechReview@rccd.edu.
6. Councils must submit all completed documentation to TechReview@rccd.edu by the October program submission deadline for any changes to be included in the subsequent catalog. Incomplete documentation may cause delays in proposal approval and catalog publication. To see the most up to date Curriculum Calendar, please visit https://www.rccd.edu/admin/ed_services/curr/cc/index.html.
 - a. **This only allows for one TR, one college, one DCC.**

Proposal Information

Course Proposal

(If proposing more than one modification, copy, paste, and complete items 1 through 7 below for each course).

1. Course Discipline, Number, and Title:

2. Proposal Type: Choose an item.

3. Program Description and Learning Outcomes:

[Copy and paste the program's description and learning outcomes from the catalog here. Then, **highlight the sections that relate to the course proposal.**]

4. Course SLOs:

[Copy and paste the course's student learning outcomes from the COR here. Then, **highlight the outcomes that relate to the program's learning outcomes.**]

5. Course Objectives:

[Copy and paste the course's objectives from the COR here. Then, **highlight the objectives that relate to the program's learning outcomes.**]

6. Rationale *(Explain the link between the course objectives/outcomes and program description/outcomes):*

**Interdisciplinary AOE / ADT
Course Inclusion or Exclusion**

Council Use Only

Meeting Date:

Location:

Council Members in Attendance:

<u>Representative</u>	<u>Name</u>	<u>Discipline</u>
Council Lead	Click or tap here to enter text.	Enter Discipline.
Council Members	Click or tap here to enter text.	Enter Discipline.
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1. Proposal Discussion Notes:

2. Council Vote: