

## **District Technical Review Committee Meeting Minutes**

<b>Committee Members</b>	Guests
⊠ Steven Schmidt (Chair, MUS)	☐ Lijuan Zhai (AVC Ed Services and
	Institutional Effectiveness, RCCD)
	☐ Heather Edberg (Staff, RCCD)
MATH)	
⊠ Kelly Douglass (ENG, RCC)	□ Bryan Nicol (Staff, RCCD)
☐ Brian Johnson (MATH, NOR)	☐ Rebecca Turner (Staff, RCCD)
☑ Ann Pfeifle (HIST, MVC)	☐ Ellen Brown-Drinkwater (AO, RCC)
	⊠ Nick Franco (AO, NOR)
	☐ Jeanne Howard (AO, MVC)
	☐ Sabina Fernandez (Staff, MVC)
	☐ Casandra Greene (Staff, RCC)
Additional Guests: Robert Baradaran, Sarah Bu	rnett, Carol Farrar, Samuel Lee, Clara Lowden,

**Agenda and Minutes** 

- 1. Approval of Agenda
  - a. 1<sup>st</sup> A. Pfeifle, 2<sup>nd</sup> K. Douglass

Kacey Nguyen, Melissa Thompson, Jennifer Willey, Gail Zwart

- b. Approved, Unanimous
- 2. Approval of Minutes March 3, 2020
  - a. 1st K Douglass, 2nd A. Pfeifle
  - b. Approved, Unanimous
- 3. Approval of Minutes March 17, 2020
  - a. 1st K. Douglass, 2nd B. Johnson
  - b. Approved, Unanimous

#### **Action Items**

- 1. Curriculum Proposals
- 2. Curriculum Handbook Approval Cycle
  - a. The committee agreed that they would collect and make any edits to the handbook during the summer term in order to publish an updated handbook at the start of the academic year.

#### **Discussion Items**

- 1. District Distance Education Committee DE Addendum Steven Schmidt
  - a. The committee agreed to postpone discussion of this item to the next Tech Review and invite Dr. Pisa to attend in order to discuss the addendum.



- 2. Blanket DE Addendum Susan Mills
  - a. The three colleges completed the blanket DE addendum for spring 2020 which was submitted to State Chancellor's Office. A memo for summer 2020 and fall 2020 addenda has also been released by the State Chancellor's Office. The district received a template from the State Chancellor's Office that asks why a blanket DE addendum is being requested, along with other information. The district cannot request a blanket summer and fall addendum on the same form; the requests must be submitted separately. The district is required to submit information on the total number of sections being affected and total number of sections not being affected.
    - i. The addendum also requests that the colleges/district submit a plan for the local approval for all courses in the addendum. The plan should include a summary of local approval procedures including the committees involved, frequency of committee meetings, and a schedule for the number of courses that will be approved monthly. Any programs, certificates, or degrees where 50% or more of the courses are distance education must also be submitted. The colleges/district must also submit a plan for how faculty and staff will convert to DE, including how faculty and staff will be trained.
    - ii. VPAAs can work with their curriculum coordinators to identify programs, degrees, or certificates that can now be awarded via distance education due to the emergency.
  - b. **Question:** Does the 50% rule apply in the case of emergency online approval, even if the course will return to face-to-face?
    - i. It appears so, yes. In a state-wide meeting, Vice Chancellor Alvarado with the State Chancellor's Office stated that they understand that colleges will be offering courses via distance education that they anticipate returning to face-to-face as soon as possible. Perhaps in the submission, information specific to RCCD can be included in the additional notes section.
    - ii. It appears that if the district moves to offering all courses online for the summer, that the State Chancellor's Office is requesting that the colleges be thoughtful in their approach to scheduling, training, etc., and that they outline the plan in the submission.
    - iii. Due to the emergency, it is possible now that students are able to complete 50% or more of their program online, even though under normal circumstances that would not be possible, and it appears that the State Chancellor's Office is requesting that information.
  - c. **Question:** Is the State Chancellor's Office asking for an expedited process beyond the normal process and the emergency blanket addenda? Are they asking for a third process to take care of other courses for future unforeseen events?
    - i. Kelly Douglass requested that the following questions be asked during the next state-wide meeting:
    - ii. For #5 regarding the 50% online instruction, do we have to identify programs that will go above 50% with any permanent approvals or do we have to identify those that change in response to the emergency approvals too?
    - iii. For #4, regarding the plan for obtaining local approval for all courses in the addendum, do they want a plan for our approval process of any DE



approvals that we want to be permanent, or is it ALSO for the emergency period only, are they saying that it can't be CIOs, CC Chairs and AS Presidents who approve the emergency addendum but now that we have time, it has to go through a more committee driven process?

- d. There are faculty finding that some classes that they had never considered offering courses online are working well online, and they now want to submit a proposal for DE. Other faculty are finding their courses should never be offered online once the district is able to return to face-to-face instruction.
- e. The submissions for additional blanket DE addendum are due May 20 for summer and July 1 for fall.
- 3. ADT Review Susan Mills
  - a. The Articulation Offers developed a document that more clearly explains the ADTs offered by each of the colleges and how they are accepted by the local CSU campuses. There may have been a misconception that local colleges did not accept ADTs.
  - b. ADTs are designed based on the TMC developed by the State Chancellor's Office. If a CSU has a similar major, the CSU can choose to accept the ADT or not accept it. That decision is made by the directors of the programs at the CSU campus. The major must be similar, and a student who earns the ADT must also be able to graduate from the major by taking 60 units after transfer. If that's not possible, the major may not be deemed similar. If the major is deemed similar, the student receives the guarantee. If a major is not deemed similar, the student must complete the major prep required by the major in order to transfer.
  - c. The document developed by the AOs lists all ADTs offered by RCCD colleges and if the CSU campuses listed have a similar major.
  - d. The courses the CSU campuses accept are also dependent on decisions made by the CSU Chancellor's Office. All of the information in the chart is subject to change.
- 4. AP 4020 Brian Johnson
  - a. Brian Johnson compiled the edits he received into a draft of AP4020. Kelly Douglass stated she had a minor edit that she would forward to Brian Johnson.
  - b. **Question:** Where does AP4020 go next for approval?
    - i. Normally, the document would be sent to district legal counsel to ensure it meets Title 5 regulations, and then it would be sent to the appropriate bodies, such as Academic Senate or any other groups to review as appropriate. It would then be taken to the Chancellor's Cabinet, the Committee on Teaching and Learning, and the Board of Trustees.
    - ii. At this time, it can be forwarded to Dr. Mills, who will bring it to Chancellor Isaac's attention.
- 5. Proposal Forms Bryan Nicol
  - a. Bryan Nicol will follow up with the Chairs via e-mail regarding the proposal forms.

#### **Supporting Documents**

1. Certificates



- MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE
  - a. Entrepreneurial Essentials
  - b. Entrepreneurial Foundations
  - c. Entrepreneurship and the Team
  - 2. Non-Credit Certificates
    - a. Family Child Care Provider
    - b. Entrepreneurial Essentials
    - c. Entrepreneurial Foundations
    - d. Entrepreneurship and the Team
    - e. Advanced American College English
    - f. Beginning American College English
    - g. Introduction to Basic Computer and IT Careers for ESL Students
    - h. Successful Career Transitions
  - 3. ADN Registered Nursing

### **Technical Review Notes**

Proposals and Notes for 04/07/2020

Julac De	letions	MNR	Action	D	٦	
AISC DC	<u>1001010</u>	IVI IV IV	ACHOII	Douglass	Johnson	Pfeifle
<b>ADJ 23</b> Holding for	Criminal Justice Report Writing certificate.		Hold	Υ	Υ	Υ
AUB 1	Survey of Automotive Body Technology		Approved	Υ	Υ	Υ
AUB 70	Automotive Cooperative Training-Entry		Approved	Υ	Υ	Υ
AUB 71	Automotive Cooperative Training-Intermediate		Approved	Υ	Υ	Υ
AUB 72	Automotive Cooperative Training-Refinishing		Approved	Υ	Υ	Υ
AUB 73	Automotive Cooperative Training-Advanced		Approved	Υ	Υ	Υ
AUB 74	Automotive Cooperative Training-Mechanical		Approved	Υ	Υ	Υ
AUT 71	Ford Electrical and Electronic Systems		Hold	Υ	Υ	Υ
moved back	ons still awaiting the discontinuance process to start. Proposals to Admin Review, and RIV will follow up with District Educati en they are ready to return to Tech Review.					
AUT 72	Ford Applied Electronics		Hold	V	Υ	Υ
				Υ	Y	
AUT 73	Ford Engine Performance		Hold	Y	Y	Υ
AUT 73 AUT 74	Ford Engine Performance  Ford Brakes, Steering, and Suspension Systems		Hold Hold			
				Υ	Υ	Υ
AUT 74	Ford Brakes, Steering, and Suspension Systems		Hold	Y	Y	Y
AUT 74 AUT 75	Ford Brakes, Steering, and Suspension Systems  Ford Engine Repair		Hold Hold	Y Y Y	Y Y Y	Y Y Y
AUT 74 AUT 75 AUT 76	Ford Brakes, Steering, and Suspension Systems  Ford Engine Repair  Ford Advanced Chassis Systems		Hold Hold	Y Y Y	Y Y Y	Y Y Y
AUT 74 AUT 75 AUT 76 AUT 78	Ford Brakes, Steering, and Suspension Systems  Ford Engine Repair  Ford Advanced Chassis Systems  Ford Manual Transmissions and Drive-Train Systems		Hold Hold Hold	Y Y Y Y	Y Y Y Y	Y Y Y Y Y
AUT 74 AUT 75 AUT 76 AUT 78 AUT 79	Ford Brakes, Steering, and Suspension Systems  Ford Engine Repair  Ford Advanced Chassis Systems  Ford Manual Transmissions and Drive-Train Systems  Ford Automatic Transmissions and Transaxles		Hold Hold Hold Hold	Y Y Y Y Y Y	Y Y Y Y Y	Y Y Y Y Y Y
AUT 74 AUT 75 AUT 76 AUT 78 AUT 79 AUT 80	Ford Brakes, Steering, and Suspension Systems  Ford Engine Repair  Ford Advanced Chassis Systems  Ford Manual Transmissions and Drive-Train Systems  Ford Automatic Transmissions and Transaxles  GM Minor Services and Pre-Delivery		Hold Hold Hold Hold Hold	Y Y Y Y Y Y Y	Y Y Y Y Y Y Y	Y Y Y Y Y Y Y
AUT 74 AUT 75 AUT 76 AUT 78 AUT 79 AUT 80 AUT 81	Ford Brakes, Steering, and Suspension Systems  Ford Engine Repair  Ford Advanced Chassis Systems  Ford Manual Transmissions and Drive-Train Systems  Ford Automatic Transmissions and Transaxles  GM Minor Services and Pre-Delivery  GM Electrical and Electronics Systems		Hold Hold Hold Hold Hold Hold	Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y Y
AUT 74 AUT 75 AUT 76 AUT 78 AUT 79 AUT 80 AUT 81 AUT 82	Ford Brakes, Steering, and Suspension Systems  Ford Engine Repair  Ford Advanced Chassis Systems  Ford Manual Transmissions and Drive-Train Systems  Ford Automatic Transmissions and Transaxles  GM Minor Services and Pre-Delivery  GM Electrical and Electronics Systems  GM Applied Electronics		Hold Hold Hold Hold Hold Hold Hold Hold	Y Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y Y Y
AUT 74 AUT 75 AUT 76 AUT 78 AUT 79 AUT 80 AUT 81 AUT 82 AUT 83	Ford Brakes, Steering, and Suspension Systems  Ford Engine Repair  Ford Advanced Chassis Systems  Ford Manual Transmissions and Drive-Train Systems  Ford Automatic Transmissions and Transaxles  GM Minor Services and Pre-Delivery  GM Electrical and Electronics Systems  GM Applied Electronics  GM Engine Performance		Hold Hold Hold Hold Hold Hold Hold Hold	Y Y Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y Y Y Y
AUT 74 AUT 75 AUT 76 AUT 78 AUT 79 AUT 80 AUT 81 AUT 82 AUT 83 AUT 84	Ford Brakes, Steering, and Suspension Systems  Ford Engine Repair  Ford Advanced Chassis Systems  Ford Manual Transmissions and Drive-Train Systems  Ford Automatic Transmissions and Transaxles  GM Minor Services and Pre-Delivery  GM Electrical and Electronics Systems  GM Applied Electronics  GM Engine Performance  GM Brakes, Steering and Suspension Systems		Hold Hold Hold Hold Hold Hold Hold Hold	Y Y Y Y Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y Y Y Y Y Y

jurse Dei	<u>etions</u>	MNR	Action	Do	Jo	
				Douglass	Johnson	Pfeifle
AUT 88	GM Manual Transmissions and Drivetrains		Hold	Υ	Υ	Υ
AUT 89	GM Automatic Transmissions and Transaxles		Hold	Υ	Υ	Υ
NRN 13	Acute and Chronic Illness I/Pathophysiology II/Pharmacology III		Approved	Υ	Υ	Υ
NRN 20	National Council Licensure Examination for Registered Nurses (NCLEX-RN)		Approved	Υ	Υ	Υ
	Nursing Work Study (BRN Approved) esting hold. The Nursing department may need to resurrect the to COVID-19.	□ □ <b>✓</b> ese	Hold	Υ	Υ	Υ
	Nursing Clinical Devel Practicum esting hold. The Nursing department may need to resurrect the COVID-19.	□ □ ✔ ese	Hold	Υ	Υ	Υ
ourse Inc	<u>lusions</u>	MNR	Action	Douglass	Johnson	Pfeifle
ASL 22	American Deaf Culture		Approved	Υ	Υ	Υ
ourse Ma	jor Modifications	MNR	Action	D		
				Douglass	Johnson	Pfeifle
AUT 2 Holding for	Automotive Automatic Transmission/Transaxles missing minutes.		Hold	ouglass >	Johnson >	Pfeifle >
Holding for a			Hold Hold			
AUT 3 Holding for a	Automotive Manual Drivetrain Systems			Y	Υ	Υ
AUT 3 Holding for a AUT 5 Holding for a AUT 50	Automotive Manual Drivetrain Systems missing minutes.  Automotive Brakes		Hold	Y	Y	Y
AUT 3 Holding for the AUT 5 Holding for the AUT 50 Holding for the AUT 7	Automotive Manual Drivetrain Systems missing minutes.  Automotive Brakes missing minutes.  Automotive Principles		Hold Hold	Y	Y Y	Y Y Y
AUT 3 Holding for 1 AUT 5 Holding for 1 AUT 50 Holding for 1 AUT 7 Holding for 1	Automotive Manual Drivetrain Systems missing minutes.  Automotive Brakes missing minutes.  Automotive Principles missing minutes.  Automotive Heating and Air Conditioning		Hold Hold	Y Y Y	Y Y Y	Y Y Y
AUT 3 Holding for I AUT 5 Holding for I AUT 50 Holding for I AUT 7 Holding for I CAT 95A CAT 98B	Automotive Manual Drivetrain Systems missing minutes.  Automotive Brakes missing minutes.  Automotive Principles missing minutes.  Automotive Heating and Air Conditioning missing minutes.		Hold Hold Hold	Y Y Y Y	Y Y Y Y	Y Y Y Y

ourses						
ourse Ma	ajor Modifications	MNR	Action	Douglass	Johnson	Pfeifle
<b>CIS 79</b> Hold for cro	Introduction to Adobe Illustrator ass listed partner.	<b>V V</b>	Hold	Υ	Υ	Υ
CIS 95A	Introduction to the Internet Living Online	<b>V V</b>	Approved	Υ	Υ	Υ
CIS 98B Does not ap	Advanced Excel opear to match cross listed partner.	<b>V V</b>	Hold	Υ	Υ	Υ
CON 63A Missing TOF	International Building Code Ps code and sample assignments.		Hold	Υ	Υ	Υ
CUL 20 Methods of	Fundamentals of Baking I  Evaluation are generic. CUL faculty will e-mail updates to	☐ <b>☑</b> Steven.	Approved	Υ	Υ	Υ
Material fee	Fundamentals of Baking II  ote on the proposal regarding a material fee that should be es should only be indicated if the college is collecting the facility cive language should be updated (remove "learning" in fro	ee in some	Approved	Υ	Υ	Υ
<b>CUL 36</b> Remove "St	Introduction to Culinary Arts udents will" language in objectives. Steven will remove.		Approved	Υ	Υ	Υ
CUL 37	Intermediate Culinary Arts		Approved	Υ	Υ	Υ
DAN 6	Dance Appreciation	<b>V V</b>	Approved	Υ	Υ	Υ
•	Soccer Theory ook like SLOs. Clara will work with Tim who will send edits d TOPs code are missing. Marked as Norco only, but shoul RIV.		Hold	Υ	Υ	Υ
KIN 30	First Aid and CPR	<b>V V</b>	Approved	Υ	Υ	Υ
KIN 36	Wellness: Lifestyle Choices		Approved	Υ	Υ	Υ
KIN 4	Nutrition	<b>V V</b>	Approved	Υ	Υ	Υ
	Theatre Arts Work Experience e made was addition of Pass/No Pass option, which would th other 200 level CORs. This update may have been unint		Hold	Υ	Υ	Υ
THE 34	Scene Study in Various Theatrical Styles		Approved	Υ	Υ	Υ
<b>THE 4</b> Font inside	Play Practicum-Special Projects Lab II of content needs editing.		Approved	Υ	Υ	Υ
THE 55	Beginning Musical Theatre I		Approved	Υ	Υ	Υ
THE 56	Beginning Musical Theatre II		Approved	Υ	Υ	Υ
THE 6	Advanced Theater Practicum		Approved	Υ	Υ	Υ

Courses						
ourse Min	or Modifications	MNR	Action	Douglass	Johnson	Pfeifle
<b>CUL 38</b>	Advanced Culinary Arts		Approved	Υ	Υ	Υ
THE 57 Text is from 2 proposal.	Intermediate Musical Theatre I 2015. Kelly received information on the updated text and will	edit the	Approved	Υ	Υ	Υ
THE 58 Text is from 2 proposal.	Intermediate Musical Theatre II 2015. Kelly received information on the updated text and will	edit the	Approved	Υ	Υ	Υ
Pistance Ec	lucation	MNR	Action	Douglass	Johnson	Pfeifle
ELE 11DE Language is t	<b>DC Electronics</b> oo generic. Some sections are missing. Brian will follow up.		Hold	Υ	Υ	Υ
ELE 13DE Language is t	AC Electronics oo generic. Some sections are missing. Brian will follow up.		Hold	Υ	Υ	Υ
lew Course	<u>es</u>	MNR	Action	Douglass	Johnson	Pfeifle
CAT 808 Holding for c	Critical Thinking, Problem Solving and Decision Making larity on cross listing rationale.		Hold	Υ	Υ	Υ
CAT 809 Holding for c	Business Writing in a Technological World larity on cross listing rationale.		Hold	Υ	Υ	Υ
CAT 810 Holding for c	Time Management larity on cross listing rationale.		Hold	Υ	Υ	Υ
CAT 811 Holding for c	High Impact Presentations and Proposals for the Work Place larity on cross listing rationale.		Hold	Υ	Υ	Υ
CAT 812	Workplace Communication Strategies larity on cross listing rationale.		Hold	Υ	Υ	Υ
	Advanced Security Concepts and Practices sare not yet used at RCCD and should be changed to lab hours should be reduced to 108. Advisory links needed in entrance		Approved	Υ	Υ	Υ
EAR 810	Family Child Care – Our Business	<b>V</b>	Approved	Υ	Υ	Υ
EAR 811	Family Child Care – Our Curriculum	<b>V</b>	Approved	Υ	Υ	Υ
EAR 812	Family Child Care – Our Family and Community	✓ 🗆 🗆	Approved	Υ	Υ	Υ

Courses						
New Cours	<u>ses</u>	MNR	Action	Douglass	Johnson	Pfeifle
	Introduction to Entrepreneurship rses should be non-transferable. Content has been updated. ding forwarding ENP courses, but holding certificates for an account of the courses.	<b>✓ ✓ ✓</b>	Approved	Υ	Υ	Υ
ENP 51	Entrepreneurship Basics	<b>V V</b>	Approved	Υ	Υ	Υ
ENP 53	Money, Finance and Accounting for Entrepreneurs	<b>V V</b>	Approved	Υ	Υ	Υ
ENP 54	Business Model Canvas and Presentations for Entrepreneurs	<b>V V</b>	Approved	Υ	Υ	Υ
ENP 55	Entrepreneurial Simulation - Capstone	<b>V V</b>	Approved	Υ	Υ	Υ
ENP 70 Should be n	Building an Entrepreneurial Team narked as all three colleges.	<b>V V</b>	Approved	Υ	Υ	Υ
ENP 71	Solopreneurship	<b>V V</b>	Approved	Υ	Υ	Υ
ENP 850	Introduction to Entrepreneurship	<b>V V</b>	Approved	Υ	Υ	Υ
ENP 851	Entrepreneurship Basics	<b>V V</b>	Approved	Υ	Υ	Υ
ENP 853	Money, Finance and Accounting for Entrepreneurs		Approved	Υ	Υ	Υ
ENP 854	Business Model Canvas and Presentations for Entrepreneurs	<b>V V</b>	Approved	Υ	Υ	Υ
ENP 855	Entrepreneurial Simulation - Capstone	<b>V V</b>	Approved	Υ	Υ	Υ
ENP 870	Building an Entrepreneurial Team	<b>V V</b>	Approved	Υ	Υ	Υ
ENP 871	Solopreneurship	<b>V V</b>	Approved	Υ	Υ	Υ
Programs	S					
New Progr	<u>rams</u>	MNR	Action	Douglass	Johnson	Pfeifle
Certificate ENP Holding all E	Entrepreneurial Essentials ENP certificates for an additional review.		Hold	Υ	Υ	Υ
ENP	Entrepreneurial Foundations	✓ 🗆 🗆	Hold	Υ	Υ	Υ
ENP	Entrepreneurship and the Team	✓ 🗆 🗆	Hold	Υ	Υ	Υ
ENP	Entrepreneurial Essentials		Hold	Υ	Υ	Υ
ENP	Entrepreneurial Foundations		Hold	Υ	Υ	Υ

rogram	ns					
ew Prog	grams	MNR	Action	Douglass	Johnson	Pfeifle
ENP	Entrepreneurship and the Team		Hold	Υ	Υ	Υ
ENP	Entrepreneurial Essentials		Hold	Υ	Υ	Υ
ENP	Entrepreneurial Foundations		Hold	Υ	Υ	Υ
ENP	Entrepreneurship and the Team		Hold	Υ	Υ	Υ
on-Credit (	Certificate					
EAR	Family Childcare Provider		Approved	Υ	Υ	Υ
EAR	Family Child Care Provider		Approved	Υ	Υ	Υ
ENP Holding all	Entrepreneurial Essentials I ENP certificates for an additional review.	<b>V</b>	Hold	Υ	Υ	Υ
ENP	Entrepreneurial Foundations	<b>V</b>	Hold	Υ	Υ	Υ
ENP	Entrepreneurship and the Team		Hold	Υ	Υ	Υ
ENP	Entrepreneurial Essentials		Hold	Υ	Υ	Υ
ENP	Entrepreneurial Foundations		Hold	Υ	Υ	Υ
ENP	Entrepreneurship and the Team		Hold	Υ	Υ	Υ
ENP	Entrepreneurial Essentials		Hold	Υ	Υ	Υ
ENP	Entrepreneurial Foundations		Hold	Υ	Υ	Υ
ENP	Entrepreneurship and the Team		Hold	Υ	Υ	Υ
ESL	Noncredit Advanced American College English	<b>V</b>	Approved	Υ	Υ	Υ
ESL	Noncredit Beginning American College English	<b>V</b>	Approved	Υ	Υ	Υ
ESL	Introduction to Basic Computer and IT Careers for ESL Students		Hold	Υ	Υ	Υ
Holding fo	r courses.					
PDS	Successful Career Transitions		Approved	Υ	Υ	Υ
PDS	Successful Career Transitions		Approved	Υ	Υ	Υ
PDS	Successful Career Transitions		Approved	Υ	Υ	Υ

# Program Modifications MNR Action NRN Registered Nursing Holding for minutes regarding if Math discipline approved adding PSY/SOC-48 to the math competency requirement.