

## District Technical Review Committee Meeting Minutes

**Tuesday, April 21, 2020**

**2:30-4:00pm**

**Hosted via Zoom**

Committee Members	Guests
<input checked="" type="checkbox"/> Steven Schmidt (Chair, MUS)	<input checked="" type="checkbox"/> Lijuan Zhai (AVC Ed Services and Institutional Effectiveness, RCCD)
<input checked="" type="checkbox"/> Susan Mills (Co-Chair, VC Ed Services, MATH)	<input checked="" type="checkbox"/> Heather Edberg (Staff, RCCD)
<input checked="" type="checkbox"/> Kelly Douglass (ENG, RCC)	<input checked="" type="checkbox"/> Bryan Nicol (Staff, RCCD)
<input checked="" type="checkbox"/> Brian Johnson (MATH, NOR)	<input type="checkbox"/> Rebecca Turner (Staff, RCCD)
<input checked="" type="checkbox"/> Ann Pfeifle (HIST, 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 type="checkbox"/> Paul Conrad (CIS, RCC)
	<input type="checkbox"/> Thea Quigley (Director Adult Ed and Community Initiatives, RCCD)
Additional Guests: Kinnari Bhavsar, Michael Bobo, Nicole Brown, Sarah Burnett, Kenneth Cramm, Carol Farrar, Janet Lehr, Carrie Patterson, Sheila Pisa, Ajene Wilcoxson, Patty Worsham	

### **Zoom Information**

<https://cccconfer.zoom.us/j/99123474099>

+1 669 900 6833

Meeting ID: 991 2347 4099

### **Agenda and Minutes**

1. Approval of Agenda
  - a. 1<sup>st</sup> K. Douglass, 2<sup>nd</sup> B. Johnson
  - b. Approved, Unanimous
2. Approval of Minutes - April 7, 2020
  - a. 1<sup>st</sup> A. Pfeifle, 2<sup>nd</sup> B. Johnson
  - b. Approved, Unanimous

### **Action Items**

1. Curriculum Proposals

## Discussion Items

1. District Distance Education Committee DE Addendum – Steven Schmidt
  - a. Sheila Pisa – The DE Addendum draft form is the work of three faculty members who formed a work group representing each of the colleges. The document begins with a review of relevant Title 5 sections regarding course quality standards, approval, instructor contact, etc. Also included are sections on basic course information, preparation to submit the proposal, information on academic integrity, student authentication, privacy, attendance, quality and delivery. Faculty are asked to certify that they have read and understood the guide to best practices and the curriculum handbook. The addendum also asks why the course is particularly suited to be offered in DE, and to identify how it fits in to an overall plan for distance education for a department or program.
  - b. Accessibility is also prominently addressed in the addendum. When faculty routinely use third party learning management systems, they may not be aware that some or all the material may not be accessible to students with disabilities. If faculty are using their own material, the faculty should address how to make the material accessible to students. Students also need to be made aware that they may need to purchase access materials, which should be defined in the syllabus.
  - c. Sarah Burnett – The addendum form also helps faculty understand what is expected when teaching a DE course. There can be a big learning curve in terms of language, terminology, and understanding. The addendum helps create an expected, required standard as there have been some concerns about the consistency in the way courses have been moved online.
    - i. Kelly Douglass – We would like to see consistency when we move out of the emergency time period, but does that consistency infringe on academic freedom?
    - ii. No – There are extremes that have happened with moving to DE due to pandemic. Three-hour Zoom lectures and enormous amount of work assigned to make up for lost face-to-face time are creating confusion.
    - iii. Ann Pfeifle – The district may need to make a clearer statement regarding distance education in normal circumstances and emergency DE.
  - d. Michael Bobo – Those who fill out the addendum and submit it through curriculum are not necessarily the faculty teaching the course. Because of this, a more robust process is vital. The current addendum is very brief and does not have a lot of content for those who are teaching the course to draw from. Whether it's a regular cycle, or a campus closure cycle, a more robust process is a great tool for the faculty teaching the class.
  - e. Steven Schmidt took the draft DE addendum and reviewed the fields in Meta to see what is currently in use and what is missing, along with what can be updated, adjusted, etc. There is a lot missing from our current DE addendum process in the software that we use. Can Meta be updated to reflect the draft DE addendum?
    - i. Heather Edberg – Yes, but one concern is the turn around time when requesting updates from Meta.
  - f. Kelly Douglass – The State Chancellor's Office is requesting that every course

that has been moved to DE due to the emergency closure be put through the local DE process by the end of the year. As we ask faculty to do that work, do we ask them to use the existing form, or do we move forward with the new form?

- i. Rather than creating a whole separate process for emergency only (ex: natural disaster, COVID, etc.), it should be added as an option to the addendum proposal. The Senates and the union should also be made aware of the approval process for courses that are approved for DE for emergency only, so these courses cannot be scheduled as DE otherwise.
  - ii. Ann Pfeifle – I don't think we can mandate the use of the form. The form still needs to be taken through the approval process. The DE draft form could be used, but Meta would still have to be completed.
  - iii. Steven Schmidt – The form could allow faculty to do the process in a non-Meta environment.
  - iv. Brian Johnson – If it is agreed that the draft form is better than the current form, then the new addendum should be used in the summer. When the form is completed, it can be attached in Meta.
- g. **Question:** Would there be any change if a district wide course receives a two-to-one vote to move to DE?
- i. No, the process would remain the same. A two-to-one vote would move forward. The college also has the right to not offer a course in a DE delivery method if they do not want to.
- h. **Question:** If a discipline decides not to offer a course in a DE method even in an emergency situation, then would the course be unable to be scheduled in that situation?
- i. Yes, the course could not be scheduled since it is not approved.
  - ii. Sarah Burnett – EAR offers a practicum course that requires 108 hours direct interaction with children. For now, they will do everything they can to give an alternative experience, but the faculty decided that they will not offer that course in this situation again unless they can guarantee an equivalent experience. There could be other courses that are not offered at all until the emergency situation is over.
- i. **Recommendation:** Disciplines should submit emergency DE proposals for courses in batches, grouping similar courses within the discipline together as appropriate. Courses seeking permanent DE approval will need to move through the normal process as an individual proposal.
- j. **Recommendation:** The DE addendum to approve a DE permanently for a course should be a separate form than the emergency approval in order to reduce confusion. Per the State Chancellor's Office, batch approvals for the emergency closure can be done locally, but course numbers and titles for all courses should be listed.
- i. The curriculum committee is working on modifying its proposal forms now to create a for-emergencies-only proposal modeled on the regular proposal; this will be finalized by DCC and shared with faculty this semester.
- k. **Recommendation:** Disciplines should launch their DE approvals no later than

late September in order to obtain local approval by the end of the year.

### **Information Items**

1. Certificates
  - a. Entrepreneurial Essentials
  - b. Entrepreneurial Foundations
  - c. Entrepreneurship and the Team
2. Non-Credit Certificates
  - a. Entrepreneurial Essentials
  - b. Entrepreneurial Foundations
  - c. Entrepreneurship and the Team
  - d. Introduction to Basic Computer and IT Careers for ESL Students
  - e. Successful Career Transitions
3. ADN Registered Nursing

*Notice is Hereby Given That Pursuant to Executive Order N-29-20 the Riverside Community College District Technical Review Committee will meet on April 21, 2020 via Zoom Conferencing.*

*Consistent with Executive Order N-29-20 and Government Code sections 54953.2, 54954.1, 54954.2, and 54957.5, the Riverside Community College District Technical Review Committee will provide to individuals with disabilities reasonable modification or accommodation including an alternate, accessible version of all meeting materials. To request an accommodation, please contact [techreview@rccd.edu](mailto:techreview@rccd.edu) at least one week prior to the meeting. Requests received after this time will be honored when possible.*

*Members of the public wishing to comment on an agenda item or other topic within the purview of the Riverside Community College District Technical Review Committee will be given the opportunity via Zoom or may submit commentary to [techreview@rccd.edu](mailto:techreview@rccd.edu).*

# Technical Review Notes

Proposals and Notes for 04/21/2020

## Courses

### Course Deletions

		M	N	R	Action	Douclass	Johnson	Pfeifle
<b>ADJ 23</b>	<b>Criminal Justice Report Writing</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
Holding for certificate.								
<b>NRN 91</b>	<b>Nursing Work Study (BRN Approved)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
Faculty requesting hold. The Nursing department may need to resurrect these courses due to COVID-19.								
<b>NRN 94</b>	<b>Nursing Clinical Devel Practicum</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
Faculty requesting hold. The Nursing department may need to resurrect these courses due to COVID-19.								

### Course Major Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
<b>AUB 50</b>	<b>Introduction to Automotive Collision Repair</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
All AUB courses are missing minutes.								
<b>AUB 51</b>	<b>Automotive Non-Structural Collision Repair and Estimating</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
<b>AUB 52</b>	<b>Automotive Refinishing and Paint</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
<b>AUB 53</b>	<b>Automotive Collision Repair Special Projects</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
<b>AUB 54</b>	<b>Automotive Structural Collision Repair and Frame</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
<b>AUB 55</b>	<b>Automotive Advanced Refinishing and Custom Paint</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
<b>AUB 56</b>	<b>Automotive Technology for the Automotive Collision Specialist</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
<b>AUB 57</b>	<b>Antique and Classic Auto Restoration and Fabrication</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
<b>AUB 59A</b>	<b>Automotive Collision Service and Repair</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
<b>AUB 59B</b>	<b>Automotive Refinishing Service and Repair</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
<b>AUB 60</b>	<b>Automotive Trim and Upholstery I</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
<b>AUB 61</b>	<b>Automotive Trim and Upholstery II</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
<b>AUT 13A</b>	<b>Hybrid and Electric Vehicle Technology 1</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
All AUT courses are missing minutes. AUT 13A has advisories with no links.								
<b>AUT 1A</b>	<b>Automotive Engine Repair (Upper End)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
<b>AUT 1B</b>	<b>Automotive Engine Repair (Lower End)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y

## Courses

### Course Major Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
AUT 2	Automotive Automatic Transmission/Transaxles	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
AUT 3	Automotive Manual Drivetrain Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
AUT 4A	Automotive Steering and Suspension Missing TOPs code.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
AUT 5	Automotive Brakes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
AUT 50	Automotive Principles	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
AUT 6A	Automotive Electrical Systems 1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
AUT 7	Automotive Heating and Air Conditioning	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
AUT 8A	Automotive Engine Performance 1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
AUT 8B	Automotive Engine Performance 2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
AUT 8C	Automotive Emission Controls	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
CAT 98B	Advanced Excel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
CIS 78A	Introduction to Adobe Photoshop Hold for cross listed partner.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
CIS 79	Introduction to Adobe Illustrator Hold for cross listed partner.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
CIS 98B	Advanced Excel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
CON 63A	International Building Code	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
KIN 29	Soccer Theory Faculty has requested this proposal be returned to draft.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Return to Draft	Y	Y	Y

### Distance Education

		M	N	R	Action	Douclass	Johnson	Pfeifle
ELE 11DE	DC Electronics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
ELE 13DE	AC Electronics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

### New Courses

		M	N	R	Action	Douclass	Johnson	Pfeifle
ADJ A23A	Law Enforcement on Tribal Lands	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

## Courses

### New Courses

		M	N	R	Action	Douclass	Johnson	Pfeifle
<b>CAT 808</b>	<b>Critical Thinking, Problem Solving and Decision Making</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
These courses were in process prior to PDS adopting them, and the cross listing is consistent with the discipline's previous cross listing practices.								
<b>CAT 809</b>	<b>Business Writing in a Technological World</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
These courses were in process prior to PDS adopting them, and the cross listing is consistent with the discipline's previous cross listing practices.								
<b>CAT 810</b>	<b>Time Management</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
These courses were in process prior to PDS adopting them, and the cross listing is consistent with the discipline's previous cross listing practices.								
<b>CAT 811</b>	<b>High Impact Presentations and Proposals for the Work Place</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
These courses were in process prior to PDS adopting them, and the cross listing is consistent with the discipline's previous cross listing practices.								
<b>CAT 812</b>	<b>Workplace Communication Strategies</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
These courses were in process prior to PDS adopting them, and the cross listing is consistent with the discipline's previous cross listing practices.								

## Programs

### New Programs

		M	N	R	Action	Douclass	Johnson	Pfeifle
<b>Certificate</b>								
<b>ENP</b>	<b>Entrepreneurial Essentials</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
<b>ENP</b>	<b>Entrepreneurial Foundations</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
<b>ENP</b>	<b>Entrepreneurship and the Team</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
<b>ENP</b>	<b>Entrepreneurial Essentials</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
<b>ENP</b>	<b>Entrepreneurial Foundations</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
<b>ENP</b>	<b>Entrepreneurship and the Team</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
<b>ENP</b>	<b>Entrepreneurial Essentials</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
<b>ENP</b>	<b>Entrepreneurial Foundations</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
<b>ENP</b>	<b>Entrepreneurship and the Team</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
<b>Non-Credit Certificate</b>								
<b>ENP</b>	<b>Entrepreneurial Essentials</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
<b>ENP</b>	<b>Entrepreneurial Foundations</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

## Programs

### New Programs

		M	N	R	Action	Douclass	Johnson	Pfeifle
<b>Non-Credit Certificate</b>								
ENP	Entrepreneurship and the Team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
ENP	Entrepreneurial Essentials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
ENP	Entrepreneurial Foundations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
ENP	Entrepreneurship and the Team	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
ENP	Entrepreneurial Essentials	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ENP	Entrepreneurial Foundations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ENP	Entrepreneurship and the Team	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ESL	Introduction to Basic Computer and IT Careers for ESL Students	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Holding for courses. Additionally, concerns regarding whether the course content overlaps with CIS material.								

### Program Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
ADN								
NRN	Registered Nursing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
Norco and Riverside Math departments approved adding the PSY/SOC-48 to Math Competency. Moreno Valley did not approve, creating a two-to-one vote. DCC will agendize Math Competency for next DCC and get it to June Board. Recommendations should also be taken to District Academic Senate.								