

## District Technical Review Committee Meeting Minutes

**Tuesday, May 5, 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)
Additional Guests: Nicole Brown, Farshid Mirzaei, Sheila Pisa, Paul Van Hulle, Sigrid Williams	

### **Zoom Information**

<https://cccconfer.zoom.us/j/96602791830>

+1 669 900 6833 (US Toll)

Meeting ID: 966 0279 1830

### **Agenda and Minutes**

1. Approval of Agenda
  - a. 1<sup>st</sup> A. Pfeifle, 2<sup>nd</sup> B. Johnson
  - b. Approved, Unanimous
2. Approval of Minutes - April 21, 2020
  - a. 1<sup>st</sup> A. Pfeifle, 2<sup>nd</sup> B. Johnson
  - b. Approved, Unanimous

### **Action Items**

1. Curriculum Proposals

### **Supporting Documents**

1. Non-Credit Certificate
  - a. Introduction to Basic Computer and IT Careers for ESL Students
2. Program Modifications

- a. Architectural Graphics
- b. Drafting Technology
- c. 3D Mechanical Drafting

*Notice is Hereby Given That Pursuant to Executive Order N-29-20 the Riverside Community College District Technical Review Committee will meet on May 5, 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 05/05/2020

## Courses

### Course Deletions

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

### Course Exclusions

		M	N	R	Action	Douclass	Johnson	Pfeifle
ADJ 23	Criminal Justice Report Writing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

### Course Inclusions

		M	N	R	Action	Douclass	Johnson	Pfeifle
ADJ 19	Introduction to Policing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

### Course Major Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
ANT 1L	Physical Anthropology Laboratory	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
No 2020 minutes attached. Additionally, there is a DE proposal also on the agenda, and the rationale for this proposal mentions the course being appropriate for DE. It is not clear what the modification is.								
AUB 50	Introduction to Automotive Collision Repair	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
AUB 51	Automotive Non-Structural Collision Repair and Estimating	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
AUB 52	Automotive Refinishing and Paint	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
AUB 53	Automotive Collision Repair Special Projects	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
AUB 54	Automotive Structural Collision Repair and Frame	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
AUB 55	Automotive Advanced Refinishing and Custom Paint	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

# Courses

## Course Major Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
AUB 56	Automotive Technology for the Automotive Collision Specialist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
AUB 57	Antique and Classic Auto Restoration and Fabrication	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
AUB 59A	Automotive Collision Service and Repair	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
AUB 59B	Automotive Refinishing Service and Repair	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
AUB 60	Automotive Trim and Upholstery I	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
AUB 61	Automotive Trim and Upholstery II	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
AUT 13A	Hybrid and Electric Vehicle Technology 1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Holding to verify if any of the courses are a part of programs. Any renumbered courses will need to have their associated programs also modified.								
AUT 1A	Automotive Engine Repair (Upper End)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
AUT 1B	Automotive Engine Repair (Lower End)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
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	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Missing TOPs code.								
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
CIS 78A	Introduction to Adobe Photoshop	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Cross listed versions have been launched and will be at the next Tech Review.								
CIS 79	Introduction to Adobe Illustrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Cross listed versions have been launched and will be at the next Tech Review.								
ENG 16	Introduction to Linguistics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ESL 801	ESL Support for Career and Technical Programs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

## Courses

### Course Minor Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
<b>WEL 115A</b>	<b>SMAW/GMAW Pipe welding fundamentals</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
SLOs are structured like questions. This may need to be major mods.								
<b>WEL 22</b>	<b>Plate and Structural Layout</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
Content is single layer. This may need to be a major mod.								
<b>WEL 34</b>	<b>Metal Joining Process</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Approved</b>	Y	Y	Y
For the remaining WEL courses, many of the sample assignments refer to texts, referring to 2015, but the text itself is 2020.								
<b>WEL 65A</b>	<b>Beginning Shielded Metal Arc Welding</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Approved</b>	Y	Y	Y
<b>WEL 65B</b>	<b>Advanced Shielded Metal Arc Welding</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Approved</b>	Y	Y	Y
<b>WEL 75A</b>	<b>Gas Metal Arc Welding</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Approved</b>	Y	Y	Y
<b>WEL 75B</b>	<b>Flux Cored Arc Welding (FCAW)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Approved</b>	Y	Y	Y
<b>WEL 85A</b>	<b>American Welding Society/Los Angeles City Welding I</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Approved</b>	Y	Y	Y
<b>WEL 85B</b>	<b>American Welding Society/Los Angeles City Welding II</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Approved</b>	Y	Y	Y
<b>WEL 95A</b>	<b>Introduction to Gas Tungsten Arc Welding</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Approved</b>	Y	Y	Y
<b>WEL 95B</b>	<b>Advanced Gas Tungsten Arc Welding (GTAW)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Approved</b>	Y	Y	Y

### Distance Education

		M	N	R	Action	Douclass	Johnson	Pfeifle
<b>ANT 1LDE</b>	<b>Physical Anthropology Laboratory</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
Brian will work faculty to further develop proposal.								
<b>ENP 50DE</b>	<b>Introduction to Entrepreneurship</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
For all ENP DE proposals, minutes attached did not mention distance education. All the proposals are the same language and there are no ties to the course SLOs.								
<b>ENP 51DE</b>	<b>Entrepreneurship Basics</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
<b>ENP 52DE</b>	<b>Starting a Business with Limited Resources</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
<b>ENP 53DE</b>	<b>Money, Finance and Accounting for Entrepreneurs</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
<b>ENP 54DE</b>	<b>Business Model Canvas and Presentations for Entrepreneurs</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
<b>ENP 55DE</b>	<b>Entrepreneurial Simulation - Capstone</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
<b>ENP 70DE</b>	<b>Building an Entrepreneurial Team</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
<b>ENP 71DE</b>	<b>Solopreneurship</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y

## Courses

### Distance Education

		M	N	R	Action	Douclass	Johnson	Pfeifle
ENP 850DE	Introduction to Entrepreneurship	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
ENP 851DE	Entrepreneurship Basics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
ENP 852DE	Starting a Business with Limited Resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
ENP 853DE	Money, Finance and Accounting for Entrepreneurs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
ENP 854DE	Business Model Canvas and Presentations for Entrepreneurs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
ENP 855DE	Entrepreneurial Simulation - Capstone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
ENP 870DE	Building an Entrepreneurial Team	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
ENP 871DE	Solopreneurship	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
KIN 30DE	First Aid and CPR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
	The Textbook is from 2015, but it appears that the Red Cross has a version from 2020.							
MDA 50DE	Medical Assisting Core	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

### Extensive Labs

		M	N	R	Action	Douclass	Johnson	Pfeifle
MAN 36	General Machine Shop and Theory of Machining	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
	The proposal does not appear to address if the lab has additional homework that is separate from the lecture. The proposal also does not appear to address what new concepts are presented in the lab that are separate from the lecture.							
MAN 56	CNC Machine Set-Up and Operation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
	The proposal does not appear to address if the lab has additional homework that is separate from the lecture. The proposal also does not appear to address what new concepts are presented in the lab that are separate from the lecture.							

### New Courses

		M	N	R	Action	Douclass	Johnson	Pfeifle
ENP 52	Starting a Business with Limited Resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
	MOI and MOE may need further development.							
ENP 852	Starting a Business with Limited Resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
	MOI and MOE may need further development.							
ESL 810	IT Workplace Language Support	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
	Course has activity hours listed. Ann will work with faculty to correct. Course is listed as a RIV/NOR, but proposal is missing RIV/NOR department minutes.							

## Courses

### New Courses

		M	N	R	Action	Douclass	Johnson	Pfeifle
ESL 811	Basic Computer and Technology Language Support	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Course has activity hours listed. Ann will work with faculty to correct. Course is listed as a RIV/NOR, but proposal is missing RIV/NOR department minutes.								

## Programs

### New Programs

		M	N	R	Action	Douclass	Johnson	Pfeifle
<b>Non-Credit Certificate</b>								
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. Minor typo in first sentence of program; missing a period.								

### Program Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
<b>Degree &amp; Certificate</b>								
ARE	Architectural Graphics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
DFT	Drafting Technology	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
ENE	3D Mechanical Drafting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y