RCCD | RIVERSIDE COMMUNITY COLLEGE DISTRICT

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

District Technical Review Committee
Meeting Minutes

Tuesday, May 19, 2020	**2:30-4:00pm**	**Hosted via Zoom**

Voting Members	Non-Voting Members/Guests
☒ Steven Schmidt (Chair, MUS)	☒ Lijuan Zhai (AVC Ed Services and Institutional Effectiveness, RCCD)
☒ Susan Mills (Co-Chair, VC Ed Services, MATH)	☒ Heather Edberg (Staff, RCCD)
☒ 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)
	☐ Paul Conrad (CIS, RCC)
Additional Guests: Samia Alkam, Madeline Bettencourt, Kinnari Bhavsar, Nicole Brown, Bob Fontaine, Clara Lowden, Joshua Orlando, Sandra Popiden	

Zoom Information
https://cccconfer.zoom.us/j/97116588406
+1 669 900 6833 (US Toll)
Meeting ID: 971 1658 8406

Agenda and Minutes

1. Approval of Agenda
   a. 1st A. Pfeifle, 2nd B. Johnson
   b. Add discussion items – Fall Approval Calendar; Emergency DE Proposal Guidance
   c. Approved, Unanimous
2. Approval of Minutes - May 5, 2020
   a. 1st A. Pfeifle, 2nd B. Johnson
   b. Approved, Unanimous

Action Items

1. Curriculum Proposals

Discussion Items

1. Fall Approval Calendar – Steven Schmidt
   a. Steven Schmidt provided a calendar for the Fall 2020 approval schedule and will send a final version to the committee so it can be reviewed at the next college meeting.
2. Emergency DE Proposal Guidance – Steven Schmidt
   a. Steven Schmidt recommended that Dr. Sheila Pisa be invited to the next Tech Review for a discussion on how to provide faculty guidance on completing the emergency DE addendum.
3. Submitting DE Proposal Forms via Curricunet – Steven Schmidt
   a. Steven Schmidt recommended that Emergency DE Proposals, along with district discipline minutes, be sent to the Tech Review e-mail. A shell for affected courses can then be created in Curricunet with documents attached. The shell will have the acronym DX and will be pushed to the Tech Review level.
   b. For any standard DE approvals, the finalized form will be distributed soon, and faculty should launch proposals in Meta regularly.
   c. Susan Mills – All DE committees have approved the DE addendum form.
   d. **Question:** How soon should the new form be implemented?
      i. Kelly Douglass – The new form should be posted, committee members should be given the form and asked to use it moving forward. If any faculty use the old form, they should be allowed to do so for the duration of 2020.
   e. Steven Schmidt recommended that all DE proposals (standard and emergency) should go to Tech Review e-mail.
4. DE Data Consolidation – Bryan Nicol
   a. In order to consolidate information regarding which courses are approved for DE into a single location, Bryan Nicol recommended that shells for all "legacy" approvals be created in Meta. This would allow staff, faculty, and administrators the ability to identify which courses are approved for DE in a single location.
   b. Additionally, a workflow should be created in Meta to allow for the modification of Distance Education proposals.
   c. The committee agreed on the creation of the shells for legacy approvals and requesting that Meta create a workflow for DE modifications.
   d. After the curriculum meetings for the spring term end, Bryan Nicol agreed to begin working on the shells for legacy approvals. He also requested that the curriculum committees be notified that this would be done, as Meta generates e-mail notifications when proposals are created and pushed forward.
      i. Steven Schmidt indicated that the best way to determine which proposals need to have action taken is to check the specific queue for your approvals. If an item is not there, it has likely been pushed forward.
5. 200 Level Major Modifications – Casandra Greene
   a. Due to the 2-year review required for any CTE courses, faculty are beginning to submit modifications for 200 level work experience courses, but any changes would mean they can no longer be cross listed with WKX 200. Faculty may need

to be informed that modifications to 200 level courses may not be necessary at this point. Is there specific language that should be sent out as a district? How should 2-year review for the 200 level courses be handled?

b. Brian Johnson indicated he would see about arranging a meeting with Gail Zwart and any other individuals who oversee the Work Experience Program to determine if it's appropriate for the discipline specific 200 level courses to be modified and to see how discipline specific 200 level courses would be conducted.

Supporting Documents

1. New Programs
    a. Automotive Engine Performance Specialist
    b. Automotive Undercar Specialist
    c. Family Child Care Provider
    d. Introduction to Basic Computer and IT Careers for ESL Students
2. Program Modifications
    a. Automotive Electrical and Electronics Specialist
    b. Automotive Powertrain Specialist
    c. Automotive Hybrid and Electrical Vehicle Specialist

Notice is Hereby Given That Pursuant to Executive Order N-29-20 the Riverside Community College District Technical Review Committee will meet on May 19, 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 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.

FALL 2020 RCCD CURRICULUM APPROVAL DEADLINES
(for inclusion in the Fall 2021 catalog)

September 2020

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September

1	Technical Review & District Curriculum
8	College Curriculum Meeting
15	Technical Review & District Curriculum
22	College Curriculum Meeting
25	**Last Day to Launch (Originator)**

October 2020

Su	M	Tu	W	Th	F	Sa
			1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October

6	Technical Review & District Curriculum
9	**Discipline Deadline (Discipline Facilitator Approval)**
13	College Curriculum Meeting
20	**Technical Review Penultimate Approval (TRC)**
23	**Dept Chair Approval Deadline; Emergency DE Launch Deadline***
27	**College Curriculum Penultimate Approval (CC)**
28	**Admin Review Deadline (Admin, Articulation, Library)**

November 2020

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November

3	**Technical Review Last Possible Approval (TRC)****
10	**College Curriculum Last Possible Approval (CC)**
17	**District Curriculum Last Possible Approval (DCC)**
18	**Ed Services Prepares Proposals for Cabinet**
23	**Executive Cabinet Last Possible Approval**

December 2020

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December

1	**Committee on Teaching & Learning Last Possible**
8	**Board of Trustees Last Possible Approval**
9	**Ed Services Begins Entry into COCI, Colleague**

***September 25th preferred Emergency DE launch date.**
****Proposals must pass TRC by this date.**

v.05/19/20

Technical Review Notes

Proposals and Notes for 05/19/2020

Courses

Course Deletions

		M	N	R	Action	Douglass	Johnson	Pfeifle
ADJ 23	Criminal Justice Report Writing	☐	☑	☑	Return to Draft	Y	Y	Y
Returning to draft until corresponding certificate is ready for modification.								
CUL 24	Techniques of Garde Manger	☐	☐	☑	Approved	Y	Y	Y
KIN A54	FastPitch Softball Fundamentals	☐	☐	☑	Approved	Y	Y	Y
KIN A62A	Flag Football	☐	☐	☑	Hold	Y	Y	Y
Holding to verify if other colleges offer this course.								
KIN A77	Jogging for Fitness	☐	☐	☑	Approved	Y	Y	Y
NRN 91	Nursing Work Study (BRN Approved)	☐	☐	☑	Return to Draft	Y	Y	Y
Returning to draft at faculty request.								
NRN 94	Nursing Clinical Devel Practicum	☐	☐	☑	Return to Draft	Y	Y	Y
Returning to draft at faculty request.								

Course Inclusions

		M	N	R	Action	Douglass	Johnson	Pfeifle
EAR 810	Family Child Care – Our Business	☐	☐	☑	Approved	Y	Y	Y
EAR 811	Family Child Care – Our Curriculum	☐	☐	☑	Approved	Y	Y	Y
EAR 812	Family Child Care – Our Family and Community	☐	☐	☑	Approved	Y	Y	Y

Course Major Modifications

		M	N	R	Action	Douglass	Johnson	Pfeifle
ADJ 200	Administration of Justice Work Experience	☑	☑	☑	Hold	Y	Y	Y
This is a change from the WKX-200 cross listing. Holding to determine faculty's intent for course.								
ANT 1L	Physical Anthropology Laboratory	☑	☑	☑	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.								
AUT 13A	Hybrid and Electric Vehicle Technology 1	☐	☐	☑	Hold	Y	Y	Y
Holding AUT courses to await two remaining courses that are a part of new and modified AUT programs.								
AUT 1A	Automotive Engine Repair (Upper End)	☐	☐	☑	Hold	Y	Y	Y

Courses

Course Major Modifications

Course	Title	M	N	R	Action	Douglass	Johnson	Pfeifle
AUT 1B	Automotive Engine Repair (Lower End)	☐	☐	☑	Hold	Y	Y	Y
AUT 2	Automotive Automatic Transmission/Transaxles	☐	☐	☑	Hold	Y	Y	Y
AUT 3	Automotive Manual Drivetrain Systems	☐	☐	☑	Hold	Y	Y	Y
AUT 4A	Automotive Steering and Suspension	☐	☐	☑	Approved	Y	Y	Y
AUT 5	Automotive Brakes	☐	☐	☑	Approved	Y	Y	Y
AUT 50	Automotive Principles	☐	☐	☑	Approved	Y	Y	Y
AUT 6A	Automotive Electrical Systems 1	☐	☐	☑	Hold	Y	Y	Y
AUT 7	Automotive Heating and Air Conditioning	☐	☐	☑	Hold	Y	Y	Y
AUT 8A	Automotive Engine Performance 1	☐	☐	☑	Hold	Y	Y	Y
AUT 8B	Automotive Engine Performance 2	☐	☐	☑	Hold	Y	Y	Y
AUT 8C	Automotive Emission Controls	☐	☐	☑	Approved	Y	Y	Y
CAT 78A	Introduction to Adobe Photoshop	☑	☑	☐	Approved	Y	Y	Y
CAT 79	Introduction to Adobe Illustrator	☑	☑	☑	Approved	Y	Y	Y
CIS 78A	Introduction to Adobe Photoshop	☑	☑	☑	Approved	Y	Y	Y
CIS 79	Introduction to Adobe Illustrator	☑	☑	☑	Approved	Y	Y	Y
COS 69D	Mens Hair Design D	☐	☐	☑	Approved	Y	Y	Y
COS 80C	Level III Nail Care Concepts	☐	☐	☑	Approved	Y	Y	Y
CUL 22	Cake Decorating I	☐	☐	☑	Approved	Y	Y	Y
CUL 23	Cake Decorating II	☐	☐	☑	Approved	Y	Y	Y
KIN 14	Athletic and Fitness Organization and Administration	☐	☐	☑	Approved	Y	Y	Y
KIN 26	Foundations of Coaching	☐	☐	☑	Approved	Y	Y	Y
KIN 27	Football Theory	☐	☐	☑	Approved	Y	Y	Y
KIN V21	Volleyball, Varsity, Women	☐	☐	☑	Approved	Y	Y	Y
PSY 35	Abnormal Psychology	☑	☑	☑	Hold	Y	Y	Y

Holding for partner honors course.

Courses

Course Minor Modifications

		M	N	R	Action	Douglass	Johnson	Pfeifle
CUL 46	Fundamentals of Baking and Pastry	☐	☐	☑	Approved	Y	Y	Y
CUL 47	Advanced Baking and Pastry	☐	☐	☑	Approved	Y	Y	Y
WEL 115A	SMAW/GMAW Pipe welding fundamentals Courses should be launched as major modifications.	☐	☐	☑	Return to Draft	Y	Y	Y
WEL 22	Plate and Structural Layout Courses should be launched as major modifications.	☐	☐	☑	Return to Draft	Y	Y	Y

Distance Education

		M	N	R	Action	Douglass	Johnson	Pfeifle
ANT 1LDE	Physical Anthropology Laboratory	☑	☑	☑	Approved	Y	Y	Y
EMS 50DE	Emergency Medical Tech	☑	☐	☐	Approved	Y	Y	Y
EMS 90DE	Assessment Based Management	☑	☐	☐	Approved	Y	Y	Y
ENP 50DE	Introduction to Entrepreneurship	☑	☑	☑	Approved	Y	Y	Y
ENP 51DE	Entrepreneurship Basics	☑	☑	☑	Approved	Y	Y	Y
ENP 52DE	Starting a Business with Limited Resources	☑	☑	☑	Approved	Y	Y	Y
ENP 53DE	Money, Finance and Accounting for Entrepreneurs	☑	☑	☑	Approved	Y	Y	Y
ENP 54DE	Business Model Canvas and Presentations for Entrepreneurs	☑	☑	☑	Approved	Y	Y	Y
ENP 55DE	Entrepreneurial Simulation - Capstone	☑	☑	☑	Approved	Y	Y	Y
ENP 70DE	Building an Entrepreneurial Team	☑	☑	☑	Approved	Y	Y	Y
ENP 71DE	Solopreneurship	☑	☑	☑	Approved	Y	Y	Y
ENP 850DE	Introduction to Entrepreneurship	☑	☑	☑	Approved	Y	Y	Y
ENP 851DE	Entrepreneurship Basics	☑	☑	☑	Approved	Y	Y	Y
ENP 852DE	Starting a Business with Limited Resources	☑	☑	☑	Approved	Y	Y	Y
ENP 853DE	Money, Finance and Accounting for Entrepreneurs	☑	☑	☑	Approved	Y	Y	Y
ENP 854DE	Business Model Canvas and Presentations for Entrepreneurs	☑	☑	☑	Approved	Y	Y	Y
ENP 855DE	Entrepreneurial Simulation - Capstone	☑	☑	☑	Approved	Y	Y	Y
ENP 870DE	Building an Entrepreneurial Team	☑	☑	☑	Approved	Y	Y	Y

Y = "Yea" N = "Nay" A = Abstained Blank = Absent for Vote

Technical Review Notes 05/19/2020

Courses

Distance Education

Course	Title	M	N	R	Action	Douglass	Johnson	Pfeifle
ENP 871DE	Solopreneurship	☑	☑	☑	Approved	Y	Y	Y
KIN 10DE	Introduction to Kinesiology	☑	☑	☑	Approved	Y	Y	Y
KIN 26DE	Foundations of Coaching	☐	☐	☑	Approved	Y	Y	Y
KIN 35DE	Foundation for Fitness and Wellness	☑	☑	☑	Approved	Y	Y	Y
POL 11DE	Political Theory	☑	☑	☑	Approved	Y	Y	Y
POL 13DE	U.S. Foreign Policy	☐	☑	☑	Approved	Y	Y	Y
POL 2DE	Comparative Politics	☑	☑	☑	Approved	Y	Y	Y
POL 4DE2	Introduction to World Politics	☑	☑	☑	Approved	Y	Y	Y
RUS 1DE	Russian 1	☐	☐	☑	Approved	Y	Y	Y
RUS 2DE	Russian 2	☐	☐	☑	Approved	Y	Y	Y
RUS 3DE	Russian 3	☐	☐	☑	Approved	Y	Y	Y
SPA 13DE	Spanish 13	☑	☑	☑	Approved	Y	Y	Y
SPA 1DE	Spanish 1	☑	☑	☑	Approved	Y	Y	Y
SPA 2DE	Spanish 2	☑	☑	☑	Approved	Y	Y	Y
SPA 3DE	Spanish 3	☑	☑	☑	Approved	Y	Y	Y
SPA 3NDE	Spanish for Spanish Speakers	☑	☐	☑	Approved	Y	Y	Y
SPA 4DE	Spanish 4	☑	☑	☑	Approved	Y	Y	Y
SPA 8DE	Intermediate Conversation	☑	☑	☑	Approved	Y	Y	Y

Extensive Labs

Course	Title	M	N	R	Action	Douglass	Johnson	Pfeifle
MAN 36	General Machine Shop and Theory of Machining	☐	☑	☐	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	☐	☑	☐	Approved	Y	Y	Y

Courses

New Courses

		M N R	Action	Douglass	Johnson	Pfeifle
ENP 52	**Starting a Business with Limited Resources**	☑☑☑	**Hold**	Y	Y	Y
MOI and MOE may need further development.						
ENP 852	**Starting a Business with Limited Resources**	☑☑☑	**Hold**	Y	Y	Y
MOI and MOE may need further development.						
ESL 810	**IT Workplace Language Support**	☑☑☑	**Approved**	Y	Y	Y
Need to verify if courses are being adopted by RIV and NOR.						
ESL 811	**Basic Computer and Technology Language Support**	☑☑☑	**Approved**	Y	Y	Y
Need to verify if courses are being adopted by RIV and NOR.						

Programs

New Programs

		M N R	Action	Douglass	Johnson	Pfeifle
Degree & Certificate						
AUT	**Automotive Engine Performance Specialist**	☐☐☑	**Hold**	Y	Y	Y
Holding for courses.						
AUT	**Automotive Undercar Specialist**	☐☐☑	**Hold**	Y	Y	Y
Holding for courses.						
Non-Credit Certificate						
EAR	**Family Child Care Provider**	☐☐☑	**Approved**	Y	Y	Y
Title is missing from narrative. Bryan will add.						
ESL	**Introduction to Basic Computer and IT Careers for ESL Students**	☑☐☐	**Approved**	Y	Y	Y

Program Modifications

		M N R	Action	Douglass	Johnson	Pfeifle
Degree & Certificate						
AUT	**Automotive Electrical and Electronics Specialist**	☐☐☑	**Hold**	Y	Y	Y
Holding for courses.						
AUT	**Automotive Powertrain Specialist**	☐☐☑	**Hold**	Y	Y	Y
Holding for courses.						
AUT	**Automotive Hybrid and Electrical Vehicle Specialist**	☐☐☑	**Hold**	Y	Y	Y
Holding for courses.						