RCCD | **RIVERSIDE COMMUNITY COLLEGE DISTRICT**

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

District Technical Review Committee
Meeting Agenda

Tuesday, March 2, 2021　　　　**2:30-4:00pm**　　　　**Hosted Via Zoom**

Committee Members	Guests
☐ Steven Schmidt (Chair, MUS)	☐ Lijuan Zhai (AVC Ed Services and Institutional Effectiveness, RCCD)
☐ Jeannie Kim (Co-Chair, VC Ed Services)	☐ Bryan Nicol (Staff, RCCD)
☐ Kelly Douglass (ENG, RCC)	☐ Ellen Brown-Drinkwater (AO, RCC)
☐ Brian Johnson (MAT, NOR)	☐ Nick Franco (AO, NOR)
☐ Ann Pfeifle (HIS, MVC)	☐ Jeanne Howard (AO, MVC)
	☐ Sabina Fernandez (Staff, MVC)
	☐ Casandra Greene (Staff, RCC)
	☐ Nicole Brown (Staff, NOR)
Additional Guests:	

Zoom Information
https://cccconfer.zoom.us/j/94092871087
+1 669 900 6833 (US Toll)
Meeting ID: 940 9287 1087

Agenda and Minutes

1. Approval of Agenda
2. Approval of Minutes – December 1, 2020

Action Items

1. Curriculum Proposals

Discussion Items

1. Curriculum Handbook Update – Steven Schmidt
2. Out of Class Hours for Select Lab Classes – Kelly Douglass
3. Emergency Only DE Status for Fall 21 – Kelly Douglass
4. Programs Impacted by Course Unit Value Change – Casandra Greene
5. Meta Follow Up – Bryan Nicol
   a. Workflow when not a RIV/MOV/NOR Course
   b. Workflow Level Combining

Notice is Hereby Given That Pursuant to Executive Order N-29-20 the Riverside Community College District Technical Review Committee will meet on March 2, 2021 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.

Technical Review - Curriculum Proposals
Proposals for 03/02/2021

Courses

Course Inclusions

			M	N	R	Notes
H	APP 450	Apprenticeship Work Experience	☑	☐	☐	

MOV may need to do a discipline inclusion. Additionally, on the minutes for the approval it states this is 'for all disciplines' but the proposal itself says it is for the already approved apprenticeship programs. Is this for programs that Moreno Valley already has? Does this come under the work experience umbrella? Ann will investigate.

			M	N	R	Notes
	MAT 12H	Honors Statistics	☑	☐	☐	

Course Major Modifications

			M	N	R	Notes
H	CMI 61	Introduction to Spanish English Translation	☑	☐	☐	

For the CMI courses, minutes are from 2014 or are the DE approval minutes. The entrance skills are not linked to courses. There is an advisory, and in this circumstance the committee agreed it would be fine to proceed without a class advisory. If there is a perception that we are favoring or predisposing "native speakers," it could be problematic. The word "native" in the advisory may need to be changed. Ann will work with faculty.

			M	N	R	Notes
H	CMI 71	Bilingual Interpretation for the Medical Professions	☑	☐	☐	
H	CMI 81	Introduction to Court Interpreting	☑	☐	☐	
H	CMI 91	Introduction to Translation and Interpretation for Business	☑	☐	☐	
H	FTV 45A	Beginning Television News Production	☐	☐	☑	

Objectives are the same as SLOs.

Course Minor Modifications

			M	N	R	Notes
H	FIT CFO3A	Human Resources Management Chief Fire Officer	☑	☐	☐	

Holding for course relaunch as major mods.

			M	N	R	Notes
H	FIT CFO3B	Budget and Fiscal Responsibilities Chief Fire Officer	☑	☐	☐	
H	FIT CFO3C	General Administration Functions Chief Fire Officer	☑	☐	☐	
H	FIT CFO3D	Emergency Service Delivery Responsibilities	☑	☐	☐	
H	FIT CO2A	Human Resource Management	☑	☐	☐	
H	FIT CO2B	General Administrative Functions	☑	☐	☐	
H	FIT CO2C	Fire Inspections and Investigations	☑	☐	☐	
H	FIT CO2D	All Risk Command Operations	☑	☐	☐	
H	FIT CO2E	Wildland Incident Operations	☑	☐	☐	

Courses

Course Minor Modifications

			M	N	R	Notes
H	FIT S21	Public Safety Honor Guard Academy	☑	☐	☐	
H	FIT S3A	Introduction to Fire Academy and Physical Conditioning for Fire Academy Students	☑	☐	☐	
H	FIT S3B	Firefighter I Academy Skills Review and Certification	☑	☐	☐	

New Courses

			M	N	R	Notes
H	FTV 16	Chicanas/os in Film and Media	☐	☐	☑	

No minutes and formatting issues. The rationale states it's to be crosslisted with ETS, but this is no longer the case. Kelly will follow up with faculty on how to proceed forward with this course.

			M	N	R	Notes
	MAG 40	The American Management Association Certified Professional in Management	☐	☐	☑	
H	MAT 805	Corequisite Support for MAT-5	☑	☑	☑	

For the MAT support courses below, entrance skill links may need to be adjusted. No minutes attached. The credit version of these courses are not coded as Basic Skills, which creates an issue for non-credit eligibility. The intent was to mirror the support courses. For ENG, ENG-91 was purposefully written as not a Basic Skills course, but ENG wrote a non-credit version that pulls some curriculum from ENG-91 and ENG-50, which was basic skills, in order to make it eligible for non-credit approval.

			M	N	R	Notes
H	MAT 812	Corequisite Support for Math 12	☑	☑	☑	
H	MAT 825	Corequisite Support for MAT-25	☑	☑	☑	
H	MAT 836	Corequisite Support for MAT-36	☑	☑	☑	

Disciplines

New Disciplines

			M	N	R	Notes
	APP	Apprenticeship	☑	☐	☐	

Programs

New Programs

Non-Credit Certificate

			M	N	R	Notes
	CIS	Remote Work Productivity Essentials	☐	☐	☑	

Technical Review Committee
Proposals for Review for Meeting: 03/02/2021

Courses

Course Inclusions

		M N R	Discussion	Action

H **APP 450**   **Apprenticeship Work Experience**   ☑ ☐ ☐

Rationale: Course adoption is needed to support MVC registered and approved apprenticeship programs, IT Support and Cybersecurity Specialist.

Discussion: MOV may need to do a discipline inclusion. Additionally, on the minutes for the approval it states this is 'for all disciplines' but the proposal itself says it is for the already approved apprenticeship programs. Is this for programs that Moreno Valley already has? Does this come under the work experience umbrella? Ann will investigate.

MAT 12H   **Honors Statistics**   ☑ ☐ ☐

Rationale: The MVC Math department wants honors students to get the opportunity to challenge themselves with Honors Statistics and take advantage of the many program benefits, such as: transfer agreements including priority admission; honors-to-honors admission; and access to special scholarships available only to honors transfer students –especially those intended for programs requiring Statistics or Mathematics. Students will be more prepared for their upper division undergraduate work and make their application more competitive when they are ready to transfer. By once again offering Honors Statistics at MVC, students who complete the course will have a better chance of getting into and succeeding in their preferred programs of study when they transfer.

Technical Review Proposals for 03/02/21
Proposals marked with a red "H" were held at a previous Tech Review meeting.
Documents in the Programs section without an underline have not yet been received by the Tech Review Committee.

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Courses

Course Major Modifications

			M	N	R	Discussion	Action

H **CMI 61** — **Introduction to Spanish English Translation**
Rationale: Update COR, add objectives, update texts.
☑ ☐ ☐
Discussion: For the CMI courses, minutes are from 2014 or are the DE approval minutes. The entrance skills are not linked to courses. There is an advisory, and in this circumstance the committee agreed it would be fine to proceed without a class advisory. If there is a perception that we are favoring or predisposing "native speakers," it could be problematic. The word "native" in the advisory may need to be changed. Ann will work with faculty.

H **CMI 71** — **Bilingual Interpretation for the Medical Professions**
Rationale: Updating of COR to include objectives and recent textbooks.
☑ ☐ ☐

H **CMI 81** — **Introduction to Court Interpreting**
Rationale: Updating of COR to include objectives and recent textbooks.
☑ ☐ ☐

H **CMI 91** — **Introduction to Translation and Interpretation for Business**
Rationale: Update COR to include objectives and recent textbooks.
☑ ☐ ☐

H **FTV 45A** — **Beginning Television News Production**
Rationale: Revision
☐ ☐ ☑
Discussion: Objectives are the same as SLOs.

Course Minor Modifications

			M	N	R	Discussion	Action

H **FIT CFO3A** — **Human Resources Management Chief Fire Officer**
Rationale: This program and courses will replace the current Chief Officer certification courses we are now offering. These courses will allow us to continue to meet the career development needs of our Fire Technology students. Also to meet Title V requirements.
☑ ☐ ☐
Discussion: Holding for course relaunch as major mods.

H **FIT CFO3B** — **Budget and Fiscal Responsibilities Chief Fire Officer**
Rationale: This program and these courses will replace the current Chief Officer certification courses we are now offering. These courses will allow us to continue to meet the career development needs of our Fire Technology students. Also to meet Title V requirements.
☑ ☐ ☐

Technical Review Proposals for 03/02/21
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Courses

Course Minor Modifications

M N R   Discussion   Action

H **FIT CFO3C**   **General Administration Functions Chief Fire Officer**   ☑ ☐ ☐

Rationale: This program and these courses will replace the current Chief Fire Officer certification courses we are now offering. These courses will allow us to continue to meet the career development needs of our Fire Technology students. Also to meet Title V requirements.

H **FIT CFO3D**   **Emergency Service Delivery Responsibilities**   ☑ ☐ ☐

Rationale: This program and these courses will replace the current Chief Fire Officer certification course we are now offering. These courses will allow us to continue to meet the career development needs of our Fire Technology students. Also to meet Title V requirements.

H **FIT CO2A**   **Human Resource Management**   ☑ ☐ ☐

Rationale: This course is one of six courses in the new California State Fire Marshals Company Officer certification program that starts in December 2016. This program and courses will replace the current Fire Officer certification courses we are now offering. These courses will allow us to continue to meet the career development needs of our Fire Technology students. Also to meet Title V requirements.

H **FIT CO2B**   **General Administrative Functions**   ☑ ☐ ☐

Rationale: This course is one of six courses in the new California State Fire Marshals Company Officer certification program that starts in December 2016. This program and courses will replace the current Fire Officer certification courses we are now offering. These courses will allow us to continue to meet the career development needs of our Fire Technology students. Also to meet Title V requirements.

H **FIT CO2C**   **Fire Inspections and Investigations**   ☑ ☐ ☐

Rationale: This course us one of six courses in the new California Sate Fire Marshals Company Officer certification program that starts in December 2016. This program and courses will replace the current Fire Officer certification courses we are now offering. These courses will allow us to continue to meet the career development needs of our Fire Technology students. Also to meet Title V requirements.

Technical Review Proposals for 03/02/21
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Courses

Course Minor Modifications

			M	N	R	Discussion	Action

H **FIT CO2D** — **All Risk Command Operations** ☑ ☐ ☐

Rationale: This course us one of six courses in the new California State Fire Marshals Company Officer certification program that starts in December 2016. This program courses will replace the current Fire Officer certification course we are now offering. These courses will allow us to continue to meet the career development needs of our Fire Technology students. Also to meet Title V requirements.

H **FIT CO2E** — **Wildland Incident Operations** ☑ ☐ ☐

Rationale: This course us one of six courses in the new California State Fire Marshals Company Officer certification program that starts in December 2016. This program courses will replace the current Fire Officer certification course we are now offering. These courses will allow us to continue to meet the career development needs of our Fire Technology students. Also to meet Title V requirements.

H **FIT S21** — **Public Safety Honor Guard Academy** ☑ ☐ ☐

Rationale: Update to add sample assignments.

H **FIT S3A** — **Introduction to Fire Academy and Physical Conditioning for Fire Academy Students** ☑ ☐ ☐

Rationale: Update and align student learning outcomes and course content

H **FIT S3B** — **Firefighter I Academy Skills Review and Certification** ☑ ☐ ☐

Rationale: Mandated for certified Firefighter I with the Office of State Fire Marshal.

New Courses

			M	N	R	Discussion	Action

H **FTV 16** — **Chicanas/os in Film and Media** ☐ ☐ ☑

Rationale: New course needed to cover this area in FTV and ethnic studies.

Discussion: No minutes and formatting issues. The rationale states it's to be crosslisted with ETS, but this is no longer the case. Kelly will follow up with faculty on how to proceed forward with this course.

MAG 40 — **The American Management Association Certified Professional in Management** ☐ ☐ ☑

Rationale: Creating a new course that is affiliated with the American Management Association.

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Courses

New Courses

			M N R	Discussion	Action

H   **MAT 805**   **Corequisite Support for MAT-5**   ☑☑☑

Rationale: This is the noncredit (mirrored) version of MAT-105.

Discussion: For the MAT support courses below, entrance skill links may need to be adjusted. No minutes attached. The credit version of these courses are not coded as Basic Skills, which creates an issue for non-credit eligibility. The intent was to mirror the support courses. For ENG, ENG-91 was purposefully written as not a Basic Skills course, but ENG wrote a non-credit version that pulls some curriculum from ENG-91 and ENG-50, which was basic skills, in order to make it eligible for non-credit approval.

H   **MAT 812**   **Corequisite Support for Math 12**   ☑☑☑

Rationale: MAT-812 is a noncredit course that mirrors MAT-112. MAT-812 allows students to take this support course indefinitely and without cost.

H   **MAT 825**   **Corequisite Support for MAT-25**   ☑☑☑

Rationale: This is a noncredit version of MAT-125. MAT-825 is a noncredit mirror of MAT-125.

H   **MAT 836**   **Corequisite Support for MAT-36**   ☑☑☑

Rationale: This course is the noncredit version of MAT-136. It is designed to strengthen students' skills in the algebra necessary for success in learning the concepts and skills of Trigonometry. It is to be offered concurrently with MAT-36, Trigonometry.

Disciplines

New Disciplines

		M N R	Discussion	Action

APP   **Apprenticeship**   ☑☐☐

Rationale: Adoption of APP discipline and APP-450 are necessary to support the approved IT Support and Cybersecurity Special apprenticeship programs, in which students will obtain job-training experience with local employers and course work.

Technical Review Proposals for 03/02/21
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Programs

New Programs

M N R   Discussion   Action

Non-Credit Certificate

CIS   **Remote Work Productivity Essentials**   ☐ ☐ ☑

Rationale: This certificate is designed to prepare students for the CIS program.

Documents: **Narrative**

Technical Review Proposals for 03/02/21
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Program Outline of Record –
Non-Credit Certificates

Program Outline

Title: Remote Work Productivity Essentials

College: ☐ **Moreno Valley College**   ☐ **Norco College**   ☒ **Riverside City College**
(Please note: Programs are college specific. If multiple colleges wish to include this program, a separate proposal and college specific supporting documents are required.)

TOPs Code: 070100   **CIP Code:** **110101**

Certificate is being proposed as:
☒ **Certificate of Completion (CDCP Eligible)**
  Please specify non-credit category:
    ☐ Short-Term Vocational   ☒ Workforce Preparation

☐ **Certificate of Competency (CDCP Eligible)**
  Please specify non-credit category:
    ☐ English as a Second Language   ☐ Elementary and Secondary Basic Skills

☐ **Local Non-Credit Certificate (Not CDCP Eligible; Not Submitted to State Chancellor's Office)**
  Please specify non-credit category:
    ☐ Citizenship for Immigrants   ☐ Health and Safety
    ☐ Parenting   ☐ Courses for Persons with Substantial Disabilities
    ☐ Home Economics   ☐ Courses for Older Adults

This is a: ☒ New non-credit certificate   ☐ Modification to an existing non-credit certificate

If this is a modification to an existing non-credit certificate, please specify the changes being made:
(Please be specific! Indicate any changes to title, description, learning outcomes, courses, contact hour values, etc.)

Rationale:
This certificate is designed to prepare students for the CIS program.

Required Documentation

Please submit this form and the documents outlined below to your college coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All new and modified programs must include the following:
☒ Discipline and Department minutes showing approval
☒ Narrative *(See following page)*
☐ Labor Market Information and Analysis *(For certificates in the Short-Term Vocational category only)*

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk.

1 | P a g e

Program Narrative

Remote Work Productivity Essentials Certificate of Completion

Item 1. Program Goals and Objectives

The Computer Information Systems Remote Work Productivity Essentials Certificate of Completion provides students with technology tools used for remote work communication, productivity, and time management with the goal of increasing employability. The content provides an overview of remote work basics needed for evaluating hardware and software, apps and software for communication, productivity, and time management.

Certificate Program Learning Outcomes
Upon successful completion of this program, students should be able to:
- Develop equipment, hardware, and software plan to safely work remotely.
- Use communication tools and apps to safely work remotely.
- Select appropriate tools and apps for productivity and time management.

Item 2. Catalog Description

The Computer Information Systems Remote Work Productivity Essentials Certificate of Completion provides students with technology tools used for remote work communication, productivity, and time management with the goal of increasing employability. The content provides an overview of remote work basics needed for evaluating hardware and software, apps and software for communication, productivity, and time management.

Certificate Program Learning Outcomes
Upon successful completion of this program, students should be able to:
- Develop equipment, hardware, and software plan to safely work remotely.
- Use communication tools and apps to safely work remotely.
- Select appropriate tools and apps for productivity and time management.

Item 3. Program Requirements

Required Courses: __27__ hours

Course	Title	Hours
CIS-801	Remote Work Technology	9
CIS-802	Remote Work Communication Tools and Apps	9
CIS-803	Remote Work Productivity and Time Management Tools	9

Item 4. Master Planning

The Certificate of Achievement aligns with the Riverside City College mission to serve a diverse community of learners by offering certificates, degrees, and transfer programs that help students achieve their educational and career goals. The Certificate provides preparation for Riverside City College's Computer Information Systems program students to enter stackable, state-approved credit programs.