

District Technical Review Committee Meeting Minutes

Tuesday, March 16, 2021

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"/> Jeannie Kim (Co-Chair, VC Ed Services)	<input checked="" type="checkbox"/> Bryan Nicol (Staff, RCCD)
<input checked="" type="checkbox"/> Kelly Douglass (ENG, RCC)	<input checked="" type="checkbox"/> Ellen Brown-Drinkwater (AO, RCC)
<input checked="" type="checkbox"/> Brian Johnson (MAT, NOR)	<input checked="" type="checkbox"/> Nick Franco (AO, NOR)
<input checked="" type="checkbox"/> Ann Pfeifle (HIS, MVC)	<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 checked="" type="checkbox"/> Nicole Brown (Staff, NOR)
Additional Guests: Kinnari Bhavsar, Janet Lehr, Lisa Nelson	

Zoom Information

<https://cccconfer.zoom.us/j/98843071018>

+1 669 900 6833 (US Toll)

Meeting ID: 988 4307 1018

Agenda and Minutes

1. Approval of Agenda
 - a. 1st B. Johnson, 2nd A. Pfeifle
 - b. BIO 1 and 6 pulled from action items at originator’s request.
 - c. Approved, Unanimous
2. Approval of Minutes – March 2, 2021
 - a. 1st K. Douglass, 2nd B. Johnson
 - b. Approved, Unanimous

Action Items

1. Curriculum Proposals
2. RCCD Curriculum Handbook
 - a. Steven Schmidt has forwarded the most recent version of the handbook to the committee.
 - b. Kelly Douglass – In the DE section in part one, there is a phrase on page 41 that states “...in which face-to-face is halted.” Can this be changed to “in which on site instruction is halted all or in part.”
 - i. Committee agreed.

- c. Kelly Douglass – On the experimental courses check list, “State transfer type” should be removed as it is non-applicable.
- d. Steven Schmidt – Once approved, handbook should be brought to the college curriculum committee as an information item.
 - i. Brian Johnson – Handbook was also previously taken to the Senate as an action item.
- e. Approved, Unanimous

Discussion Items

1. Activity Courses – Kelly Douglass
 - a. Kelly Douglass has reached out to DAN faculty and their dean to discuss activity courses versus lab courses with homework hours but has not yet heard back. If faculty decide they are interested in pursuing this avenue, where should the discussion be taken next? The union, the senate, or both at the same time?
 - b. Steven Schmidt – Has not found another community college that offers activity courses.
 - i. Bryan stated he would reach out on the coordinator list serv to see if any curriculum specialists have activity courses at their colleges.
 - c. This item will continue to remain as a discussion item on future Tech Review agendas
2. Discipline Coordinator Role in Curricunet – Kelly Douglass
 - a. At the previous Riverside Curriculum Committee meeting, a representative and counterpart at senate raised an issue regarding the District Discipline Facilitator role. In the curriculum context, there is a facilitator role that is district wide that is not compensated or recognized in the contract, but exists in curriculum as a position in Meta that needs to approve proposals as a part of the process. For some disciplines, the facilitator is the senior most discipline member. For other disciplines, the position rotates from faculty member to faculty member.
 - b. This role regularly involves coordination and vote gathering, and the question was raised if there is any guidance that could be provided regarding how disciplines should decide who fulfills the role. However, one concern is that the Tech Review committee can’t instruct disciplines on how to assign roles.
 - c. Ann Pfeifle – The discipline facilitator is someone who oversees what the colleges are doing in that discipline and ensures there is discussion, but we have witnessed that this doesn’t always happen. At Tech Review, minutes are used as proof of voting. Since Tech Review oversees this anyway, perhaps the facilitator role can be done away with and we can make it clear that unless correct documentation is attached to the proposal, their proposals will not move forward.
 - d. Kelly Douglass – There appears to be a need for Tech Review to agree that this is a discipline decision, but someone is needed in Meta to approve proposals. Approving the proposals in Meta is an indication that there has been discipline coordination of some kind. If the discipline does not decide on a facilitator, curriculum will get stuck.
 - e. Jeannie Kim – Is the role defined in the handbook?

- i. Brian Johnson – The role is defined, but specific guidance is not necessarily given on how to choose a facilitator.
 - f. Steven Schmidt – Tech Review perhaps could not make any decisions on how to assign a facilitator. The role itself is extremely important and needed to help manage shared curriculum.
3. Proposal Forms – Bryan Nicol
 - a. Bryan will schedule a meeting specifically to review proposal forms and will invite the coordinators, AOs, and chairs. Anyone who is able to attend to provide feedback would be greatly appreciated.
4. Course Numbering Guidelines – Bryan Nicol
 - a. What kind of course numbering guidelines are needed for the district, if any? What kind of policies surrounding numbering does the committee think need to be enacted, if any? Currently we have been restricting course numbers to 1-99 for credit courses and within the 800s for non-credit.
 - b. One potential concern is that disciplines like CIS will run out of available numbers if they are restricted to 1-99.
 - c. Bryan will review the current course numbering system for any patterns and will bring that information back to the next Tech Review.

Adjourned at 4:03pm.

Program Documentation:

1. MOV ADT – Business Administration 2.0
2. RIV ADT - Music

Notice is Hereby Given That Pursuant to Executive Order N-29-20 the Riverside Community College District Technical Review Committee will meet on March 16, 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 Notes

Proposals and Notes for 03/16/2021

Courses

Course Exclusions

		M	N	R	Action	Doulass	Johnson	Pfeifle
CIS 84	Word Processing: WordPerfect for Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
<p>This is a Riverside only course and needs to be submitted as a deletion. Will return to next Tech Review as a deletion proposal along with CAT-84 crosslisting. Casandra will work on obtaining certificate information from faculty for any associated programs.</p>								

Course Major Modifications

		M	N	R	Action	Doulass	Johnson	Pfeifle
BIO 1	General Biology	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Removed from Agenda	Y	Y	Y
<p>Removing from agenda at request of originator. Bryan will follow up regarding BIO 1H which is also in the pipeline.</p>								
BIO 6	Introduction to Zoology	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Removed from Agenda	Y	Y	Y
<p>Removing from agenda at request of originator. Bryan will follow up regarding BIO 1H which is also in the pipeline.</p>								
CMI 61	Introduction to Spanish English Translation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
<p>For the CMI courses below, the originator is no longer with the district. Ann will work with faculty.</p>								
CMI 71	Bilingual Interpretation for the Medical Professions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
CMI 81	Introduction to Court Interpreting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
CMI 91	Introduction to Translation and Interpretation for Business	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
ENE 51	Print Reading	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
<p>Holding for ENE-851.</p>								
ENE 851	Print Reading	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
<p>Description and hours do not match ENE/DFT-51. Minutes are also missing.</p>								
FIT S3	Basic Fire Fighter Academy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
<p>Objectives are missing.</p>								

Course Minor Modifications

		M	N	R	Action	Doulass	Johnson	Pfeifle
FIT CFO3A	Human Resources Management Chief Fire Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
<p>Holding for course relaunch as major mods.</p>								
FIT CFO3B	Budget and Fiscal Responsibilities Chief Fire Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
FIT CFO3C	General Administration Functions Chief Fire Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y

Courses

Course Minor Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
FIT CFO3D	Emergency Service Delivery Responsibilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
FIT CO2A	Human Resource Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
FIT CO2B	General Administrative Functions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
FIT CO2C	Fire Inspections and Investigations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
FIT CO2D	All Risk Command Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
FIT CO2E	Wildland Incident Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
FIT S21	Public Safety Honor Guard Academy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
FIT S3A	Introduction to Fire Academy and Physical Conditioning for Fire Academy Students	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
FIT S3B	Firefighter I Academy Skills Review and Certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y

Distance Education

		M	N	R	Action	Douclass	Johnson	Pfeifle
MAG 40DE	The American Management Association Certified Professional in Management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
SOC 15DE	Introduction to Women's Studies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
SOC DX 15	Introduction to Women's Studies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

New Courses

		M	N	R	Action	Douclass	Johnson	Pfeifle
ENG 110	Introduction to Social Justice Studies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y

Questions raised regarding if, based on content, this course belongs in the ENG discipline. Would a faculty member with the English FSA have the minimum quals appropriate to teach the content of the course? Content does not appear to focus on literature, writing, etc.

Faculty indicated that there is a need to adopt a Social Justice Studies discipline and to eventually cross the ENG version of the course with one within the Social Justice Studies discipline. However, at other colleges, social justice courses can and do reside within the English disciplines.

Courses

New Courses

		M	N	R	Action	Douclass	Johnson	Pfeifle
MAT 805	Corequisite Support for MAT-5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
<p>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.</p>								
MAT 812	Corequisite Support for Math 12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
MAT 825	Corequisite Support for MAT-25	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
MAT 836	Corequisite Support for MAT-36	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y

Programs

New Programs

		M	N	R	Action	Douclass	Johnson	Pfeifle
ADT								
BUS	Busines Administration 2.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

Program Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
ADT								
MUS	Music	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y