

District Technical Review Committee Meeting Minutes

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: Janet Lehr, Kwokwai Siu	· · ·

Zoom Information

https://ccconfer.zoom.us/j/99142856458

+1 669 900 6833 (US Toll) Meeting ID: 991 4285 6458

Agenda and Minutes

- 1. Approval of Agenda
 - a. 1st A. Pfeifle, 2nd B. Johnson
 - b. Approved, Unanimous
- 2. Approval of Minutes March 16, 2021
 - a. 1st A. Pfeifle, 2nd B. Johnson
 - b. Approved, Unanimous

Action Items

- 1. Curriculum Proposals
- 2. 21-22 Curriculum Calendar
 - a. Approved, Unanimous

Discussion Items

- 1. Activity Courses Kelly Douglass
 - a. DAN faculty consulted with Kelly Douglass and Steven Schmidt, and after discussing the possibility of using activity courses, the faculty will be using



longer lab courses instead. There will not be an immediate need for activity courses at this time.

- 2. Local DE Approval for District Wide Courses Brian Johnson
 - a. At the last DCC, the committee discussed the potential of having a local DE approval for district wide courses. This is a topic that comes up routinely at the Norco curriculum committee. What is the process to change this? Do other chairs feel that this needs to be changed? Can a vote be done with the curriculum committees to see if this process can be changed?
 - b. Ann Pfeifle While not needing district-wide discipline approval for certain processes would make things easier, if this process were to change, it could potentially lead to no longer having a unified curriculum. If we make this change for distance education, what does that mean for the rest of curriculum?
 - c. Kelly Douglass Also shares Ann's concerns. Additionally, it should be a pedagogy decision, with the discipline experts deciding if pedagogically offering a course through distance education is a good idea. By moving to local approval only, there could be a loss of discipline expertise discussion. The discipline experts who believe distance education is viable should apply their expertise to convincing their colleagues. As many voices as possible should be weighing in on the conversation.
 - i. Brian Johnson This may not be a pedagogy question, but a delivery question. In many disciplines, the 'lower level' classes normally are easily approved for DE, but upper level classes tend to not be. It may be an issue about how important the discipline feels the course is to student progress. DE sometimes has the reputation of being 'less than'.
 - ii. Steven Schmidt There may be some bias because of a perceived hierarchy of classes, but this may be more of a reason for discussion across the district. Now having gone through teaching everything online, the hope is that faculty are now finding that online delivery is possible. There are differences between distance education and face-to-face that can be challenging, but faculty are finding ways to ensure it is not less effective than face-to-face.
 - iii. Kelly Douglass In the discussions the faculty are having, there should be a distinction between not asking if someone personally can envision teaching a course through distance education, but rather if the DE tools that are available make it possible and equivalent.
 - d. Steven Schmidt There may be different opinions about how successful online delivery can be, but once approved, a course is approved for distance education district wide.
 - e. Jeannie Kim Dr. Isaac has proposed to assess distance education since we have a natural experiment currently taking place. The assessment would look at equity, outcomes, and other factors to see what the impact of online versus face-to-face delivery has been. The common curriculum within the district also provides students opportunities they may not have at other colleges. If we've identified that common curriculum provides a benefit to students, how would a local DE approval impact that? The quality of distance education may also be much better



than we had previously anticipated. Would this topic need to go to District Academic Senate for broader discussion? Curriculum decisions live with the faculty, but this topic may impact more than just curriculum.

- i. Steven Schmidt Some discussion at the committees would be valuable as we are frequently working in the 'nuts and bolts' of proposals, but with larger district wide issues, there may be a need for discussion at the Senate.
- ii. Kelly Douglass This may be a curriculum specific issue. Whether distance education approvals are by college or by district may be specifically a curriculum question as we're asking discipline members to work with their colleagues to determine the mode of delivery that best works. The conversation may be more broad, but decisions around curriculum belong with the committee.
- f. Brian Johnson The Norco Curriculum Committee would like a vote on this process. Is a vote possible?
- g. Ann Pfeifle A vote may be possible, but our current policy is to attempt to find consensus. If consensus is not possible, then the majority rules. Ann stated she will bring this topic to the Academic Senate as a part of her report.
- h. Brian Johnson Will relay the information back to the committee. In regard to the need for common curriculum, there may be some committee members who feel that when one college creates a new course and the other two disagree, the college can still create the course and add it to their catalog.
- 3. Meta Updates Bryan Nicol
 - a. Process for DX Proposals
 - i. Bryan Nicol provided an overview of the process coordinators will implement to convert batch DX proposals to individual DX proposals in Meta. Individual proposals will have all supporting documentation attached, will have a naming convention that matches the current DE convention, and will have comments in the approval history and in the proposal regarding when the proposal was originally approved. To ensure the Meta Public Search site has clean data, a deletion will be pushed forward for the original batch proposals.
 - b. Process for Programs, Inclusions, and Exclusions Placeholders
 - i. Similar to DX, placeholders for programs, inclusions, and exclusions will also be pushed to a status of Historical in order to ensure the Meta Public Search site represents the correct data in the system.
 - c. Facilitator and Department Chair Level Combining
 - i. The committee agreed to combine the discipline and department levels in Meta into a single level and to remove the District Discipline Facilitator's ability to return proposals back to faculty members for changes. Facilitators will now have only the ability to approve or disapprove proposals, and regardless of which decision is made the proposal will still move forward to Tech Reivew.
 - d. Program Module



- i. The coordinators have agreed with work together to update the program module in Meta to meet the needs of the approval process. Once they have gotten the module to as close to ready as they believe it can be, they will demo it for the chairs to obtain feedback.
- 4. Course Numbering Guidelines Bryan Nicol
 - a. Bryan Nicol reviewed proposed course numbering guidelines given the current numbering process and the need for additional numbers.
 - b. The committee agreed to the following:
 - i. Courses can now be numbered from 1-199 for general use.
 - ii. 200-299 will be reserved for work experience for the time being.
 - iii. Adding a pre-fix to a number, such as DAN-D30, is still acceptable.
 - iv. Cross listed courses should continue to be numbered the same across disciplines to the extent possible.
 - c. Bryan Nicol Due to system limitations with the new ERP, there may be a need in the future to limit the number associated with a course to no more than five characters in length (e.g. KIN-12345). Bryan has indicated that the character length needs to be expanded, but has not yet heard back from Anthology staff.
 - i. Ann Pfeifle Anthology should be designing the system specifically around the needs of faculty, staff, students, and the district, rather than forcing the district to conform to their system. The Ben Clark Training Center has specific course numbers that they use that are associated with their programs.

Program Documentation:

- 1. New Programs
 - a. Norco Business Administration 2.0
 - b. Riverside Business Administration 2.0
 - c. Riverside Graphic Design and Promotional Printing Entrepreneur
- 2. Program Modifications
 - a. Riverside Executive Office Management

Notice is Hereby Given That Pursuant to Executive Order N-29-20 the Riverside Community College District Technical Review Committee will meet on April 6, 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 techneview@rccd.edu.

2021-2022 Riverside Community College District Curriculum Calendar

		Jı	uly 20	21		
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July	
5	Legal Holiday/Day of Observance

August

January 2022						
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17	Legal Holiday/Day of Observance				

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18	Legal Holiday/Day of Observance
21	Legal Holiday/Day of Observance
22	College Curriculum Meeting

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September				
6	Legal Holiday/Day of Observance			
7	Technical Review & District Curriculum			
14	College Curriculum Meeting			
21	Technical Review & District Curriculum			
24	Last Day to Launch (Originator)			
28	College Curriculum Meeting			

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March					
1	Technical Review & District Curriculm				
8	College Curriculum Meeting				
15	Technical Review & District Curriculm				
22	College Curriculum Meeting				
31	Legal Holiday/Day of Observance				

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Octo	October					
5	Technical Review & District Curriculum					
8	Discipline Deadline (Discipline Facilitator Approval)					
12	College Curriculum Meeting					
19	Technical Review Penultimate Approval					
22	Program Submission to TR E-mail Deadline					
22	Department Chair Approval Deadline					
26	College Curriculum Penultimate Approval					
27	Admin Review Deadline					

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Technical Review & District Curriculum Spring Break	April
	5
To also in all Designation 0. District Countries bear	11-17
19 Technical Review & District Curriculum	19
26 College Curriculum Meeting	26

		Nove	mber	2021		
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Nove	mber
2	Technical Review Last Possible Approval
9	College Curriculum Last Possible Approval
11	Legal Holiday/Day of Observance
16	District Curriculum Last Possible Approval
22-26	Classes not in session
24	Ed Services Prepares Proposals for Cabinet
29	Executive Cabinet Last Possible Approval

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May	
3	Technical Review & District Curriculm
10	College Curriculum Meeting
17	Technical Review & District Curriculm
24	College Curriculum Meeting
30	Legal Holiday/Day of Observance

	Dece	mber	2021		
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Decer	mber
7	Technical Review & District Curriculum
7	Committee on Teaching & Learning Last Possible
10-16	Finals Week
14	Board of Trustees Last Possible Approval
24	Legal Holiday/Day of Observance

June 2022									
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June	
3-10	Finals Week

Technical Review Notes

Proposals and Notes for 04/06/2021

Courses							
Course Deletic	<u>ons</u>	MNR	Action	Douglass	Johnson	Pfeifle	
CAT 84 Awaiting progran	Word Processing: WordPerfect for Windows modifications - RIV Paralegal and MOV Computer Applic	ations.	Hold	Υ	Υ	Υ	
CIS 84 Awaiting progran	Word Processing: WordPerfect for Windows n modifications - RIV Paralegal and MOV Computer Applic	ations.	Hold	Υ	Υ	Υ	
Course Inclusion	<u>ons</u>	MNR	Action	Douglass	Johnson	Pfeifle	
ETS 14	African American History I		Approved	Υ	Υ	Υ	
Course Major	<u>Modifications</u>	MNR	Action	Douglass	Johnson	Pfeifle	
CMI 61 Introduction to Spanish English Translation ✓ □ □ Hold For the CMI courses below, the originator is no longer with the district. Ann will work with faculty.						Υ	
CMI 71	Bilingual Interpretation for the Medical Professions	V	Hold	Υ	Υ	Υ	
CMI 81	Introduction to Court Interpreting	V	Hold	Υ	Υ	Υ	
CMI 91	Introduction to Translation and Interpretation for Business	V	Hold	Υ	Υ	Υ	
ENE 51	Print Reading		Approved	Υ	Υ	Υ	
ENE 851 Brian will edit to	Print Reading have hours match DFT/ENE-51.		Approved	Υ	Υ	Υ	
FIT S3 Objectives are mi	Basic Fire Fighter Academy ssing.		Hold	Υ	Υ	Υ	
•	Native American Thought to determine whether to move forward with crosslisting te PHI/ETS faculty to next Tech Review for discussion.	PHI/ETS-	Hold	Υ	Υ	Υ	
Course Minor	<u>Modifications</u>	MNR	Action	Douglass	Johnson	Pfeifle	
FIT CFO3A Holding for cours	Human Resources Management Chief Fire Officer e relaunch as major mods.		Return to Draft	Υ	Υ	Υ	

ourses						
ourse Mind	or Modifications	MNR	Action	Douglass	Johnson	Pfeifle
FIT CFO3B	Budget and Fiscal Responsibilities Chief Fire Officer		Return to Draft	Υ	Υ	Υ
FIT CFO3C	General Administration Functions Chief Fire Officer	V	Return to Draft	Υ	Υ	Υ
FIT CFO3D	Emergency Service Delivery Responsibilities	V	Return to Draft	Υ	Υ	Υ
FIT CO2A	Human Resource Management	V	Return to Draft	Υ	Υ	Υ
FIT CO2B	General Administrative Functions	V	Return to Draft	Υ	Υ	Υ
FIT CO2C	Fire Inspections and Investigations	V	Return to Draft	Υ	Υ	Υ
FIT CO2D	All Risk Command Operations	V	Return to Draft	Υ	Υ	Υ
FIT CO2E	Wildland Incident Operations	V	Return to Draft	Υ	Υ	Υ
FIT S21	Public Safety Honor Guard Academy	V	Return to Draft	Υ	Υ	Υ
FIT S3A	Introduction to Fire Academy and Physical Conditioning for Fire Academy Students	V	Return to Draft	Υ	Υ	Υ
FIT S3B	Firefighter I Academy Skills Review and Certification	V	Return to Draft	Υ	Υ	Υ
ew Course	<u>s</u>	MNR	Action	Douglass	Johnson	Pfeifle
ENG 110 Will be replace	Introduction to Social Justice Studies ed with SJS 110.		Removed from Agenda	Υ	Υ	Υ
•	Native American Thought ed to determine whether to move forward with crosslisting I invite PHI/ETS faculty to next Tech Review for discussion.	PHI/ETS-	Hold	Υ	Υ	Υ
minutes attach which creates courses. For EI ENG wrote a n	Corequisite Support for MAT-5 upport courses below, entrance skill links may need to be adned. The credit version of these courses are not coded as Basan issue for non-credit eligibility. The intent was to mirror th NG, ENG-91 was purposefully written as not a Basic Skills coulon-credit version that pulls some curriculum from ENG-91 and basic skills, in order to make it eligible for non-credit approversions.	sic Skills, e support urse, but nd ENG-	Hold	Υ	Υ	Υ
MAT 812	Corequisite Support for Math 12	V V	Hold	Υ	Υ	Υ
MAT 825	Corequisite Support for MAT-25	V V	Hold	Υ	Υ	Υ

Programs						
New Progra	ams	MNR	Action	Douglass	Johnson	Pfeifle
ADT						
BUS	Business Administration 2.0		Approved	Υ	Υ	Υ
BUS	Business Administration 2.0		Approved	Υ	Υ	Υ
Non-Credit Cer	rtificate					
ADM Awaiting cou	Graphic Design and Promotional Printing Entrepreneur rses.		Hold	Υ	Υ	Υ
Program M	<u>odifications</u>	MNR	Action	Douglass	Johnson	Pfeifle
Degree & Certi	ificate			ίΛ	כ	Ф
_			Approved	.,	.,	.,
CAT	Executive Office Management		Approved	Υ	Υ	Υ