

District Technical Review Committee Meeting Minutes

Tuesday, April 6, 2021

2:30-4:00pm

Hosted Via Zoom

Committee Members	Guests
<input checked="" type="checkbox"/> Steven Schmidt (Chair, MUS)	<input 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: Janet Lehr, Kwokwai Siu	

Zoom Information

<https://cccconfer.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

- 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 techreview@rccd.edu.

2021-2022 Riverside Community College District Curriculum Calendar

July 2021						
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

August 2021						
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22	23	24	25	26	27	28
29	30	31				

September 2021						
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26	27	28	29	30		

October 2021						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
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28	29	30				

December 2021						
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26	27	28	29	30	31	

July	
5	Legal Holiday/Day of Observance

August	
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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

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

November	
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

December	
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

January 2022						
Su	M	Tu	W	Th	F	Sa
						1
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23	24	25	26	27	28	29
30	31					

February 2022						
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27	28					

March 2022						
Su	M	Tu	W	Th	F	Sa
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27	28	29	30	31		

April 2022						
Su	M	Tu	W	Th	F	Sa
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May 2022						
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21	22	23	24	25	26	27
28	29	30	31			

June 2022						
Su	M	Tu	W	Th	F	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

January	
17	Legal Holiday/Day of Observance

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

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

April	
5	Technical Review & District Curriculum
11-17	Spring Break
19	Technical Review & District Curriculum
26	College Curriculum Meeting

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

June	
3-10	Finals Week

Technical Review Notes

Proposals and Notes for 04/06/2021

Courses

Course Deletions

		M	N	R	Action	Doulass	Johnson	Pfeifle
CAT 84	Word Processing: WordPerfect for Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Awaiting program modifications - RIV Paralegal and MOV Computer Applications.								
CIS 84	Word Processing: WordPerfect for Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Awaiting program modifications - RIV Paralegal and MOV Computer Applications.								

Course Inclusions

		M	N	R	Action	Doulass	Johnson	Pfeifle
ETS 14	African American History I	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

Course Major Modifications

		M	N	R	Action	Doulass	Johnson	Pfeifle
CMI 61	Introduction to Spanish English Translation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
For the CMI courses below, the originator is no longer with the district. Ann will work with faculty.								
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"/>	Approved	Y	Y	Y
ENE 851	Print Reading	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
Brian will edit to have hours match DFT/ENE-51.								
FIT S3	Basic Fire Fighter Academy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Objectives are missing.								
PHI 19	Native American Thought	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Faculty will need to determine whether to move forward with crosslisting PHI/ETS-19. Bryan will invite PHI/ETS faculty to next Tech Review for discussion.								

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"/>	Return to Draft	Y	Y	Y
Holding for course relaunch as major mods.								

Courses

Course Minor Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
FIT CFO3B	Budget and Fiscal Responsibilities Chief Fire Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Return to Draft	Y	Y	Y
FIT CFO3C	General Administration Functions Chief Fire Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Return to Draft	Y	Y	Y
FIT CFO3D	Emergency Service Delivery Responsibilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Return to Draft	Y	Y	Y
FIT CO2A	Human Resource Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Return to Draft	Y	Y	Y
FIT CO2B	General Administrative Functions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Return to Draft	Y	Y	Y
FIT CO2C	Fire Inspections and Investigations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Return to Draft	Y	Y	Y
FIT CO2D	All Risk Command Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Return to Draft	Y	Y	Y
FIT CO2E	Wildland Incident Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Return to Draft	Y	Y	Y
FIT S21	Public Safety Honor Guard Academy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Return to Draft	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"/>	Return to Draft	Y	Y	Y
FIT S3B	Firefighter I Academy Skills Review and Certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Return to Draft	Y	Y	Y

New Courses

		M	N	R	Action	Douclass	Johnson	Pfeifle
ENG 110	Introduction to Social Justice Studies Will be replaced with SJS 110.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Removed from Agenda	Y	Y	Y
ETS 19	Native American Thought Faculty will need to determine whether to move forward with crosslisting PHI/ETS-19. Bryan will invite PHI/ETS faculty to next Tech Review for discussion.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
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	Business Administration 2.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
BUS	Business Administration 2.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

Non-Credit Certificate

ADM	Graphic Design and Promotional Printing Entrepreneur	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Awaiting courses.								

Program Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
Degree & Certificate								
CAT	Executive Office Management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y