

District Technical Review Committee Meeting Minutes

Tuesday, April 20, 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 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: Cathy Thaler, Kristen Gerdes, Kwokwai Siu, Lisa Nelson, Jessica Cobb | |

Zoom Information

<https://cccconfer.zoom.us/j/98691838351>

+1 669 900 6833 (US Toll)

Meeting ID: 986 9183 8351

Agenda and Minutes

1. Approval of Agenda
 - a. 1st K. Douglass, 2nd B. Johnson
 - b. Approved, Unanimous
2. Approval of Minutes – April 6, 2021
 - a. 1st A. Pfeifle, 2nd B. Johnson
 - b. Approved, Unanimous

Action Items

1. Curriculum Proposals
 - a. Social Justice Studies Discussion
 - i. Ann Pfeifle – In working with the faculty, it was found that there is no Social Justice Studies discipline in the minimum qualifications handbook. There also did not appear to be any additional information from Plenary.
 - ii. Brian Johnson – Other colleges appear to house this discipline under “Interdisciplinary Studies.”
 - iii. Lisa Nelson – Reached out to sister colleges that offer Social Justice Studies to find out about how faculty FSAs are determined, but has not yet received a response. In doing research on the existing courses that are

- offered by sister colleges, Social Justice Studies appears to live in the Interdisciplinary Studies area.
- iv. Ann Pfeifle – Offered to reach out to the RCCD Area Dean to see if more guidance can be provided.
 - v. Ann Pfeifle and Kelly Douglass offered to announce at their committee meeting that the new discipline has been proposed and that faculty should consider obtaining the FSA.
 - vi. Brian Johnson – In looking at the C-ID for SJS 110, found that approved courses are under SOC, ETS, ENG, and other disciplines. For our district, who is qualified to teach SJS 110 if the minimum qualification is Interdisciplinary Studies?
 1. Kelly Douglass – Based on what we are currently moving forward with, the faculty would need to have an FSA in Interdisciplinary Studies. If the COR is cross-disciplined with another discipline, then that faculty could teach the course as well.
 2. Jessica Cobb – Faculty are not interested in cross-disciplining the course at this time.
 - vii. Brian Johnson – However, the minimum qualifications does not specify the actual qualification. Is it up to the college to determine the areas that apply? How can a college decide that SOC faculty can teach the course?
 1. Lisa Nelson – This was the initial issue that came up when developing the course and launching it originally as an ENG course. The response from faculty was that perhaps not all ENG faculty would be able to teach the Into to Social Justice Studies course. This may be the reason that we would like to avoid cross-listing the course.
 2. Steven Schmidt – It may also be a college decision so that we can limit who can teach the course to the people who have the most appropriate FSA.
 - viii. Brian Johnson – Based on the wording in the handbook, it seems that each college can decide which discipline is qualified to teach the course.
 1. Ann Pfeifle – Yes, and there is a note that indicates that Interdisciplinary Studies is provided to allow for those cases where it is locally determined that a course must be taught by someone with qualifications that exceed a single discipline. The constituent disciplines may include any discipline found in the master list.
 2. Jessica Cobb – We may want to look at the C-ID list. There is a list of courses that articulate to the CSU, and that list may be what HR uses to determine who is qualified to teach the course.
 3. Kelly Douglass – We may need to obtain a list of what those disciplines are so that we can appropriately explain it. Additionally, what does the handbook mean where it states “allows for those places where it’s locally determined that a course must be taught by someone with qualifications that exceed a single

- discipline?” Or, what are the “interdisciplinary areas?” Who determines this? Is it HR, or is it faculty?
4. Ann Pfeifle – This may be HR’s role.
 5. Kelly Douglass – How does HR interpret this, and what are the disciplines in the area?
- ix. Steven Schmidt – Found the following link from ASCCC titled “Understanding Interdisciplinary Studies”:
<https://asccc.org/content/understanding-interdisciplinary-studies>
1. The link indicates that both hiring and curriculum committees are tasked with identifying the disciplines.
 2. Kelly Douglass – The example given in the link indicates a course that has been identified as interdisciplinary, and the disciplines associated with it. It then states that qualified faculty will have a master’s degree in one of the disciplines listed and upper division or graduate level coursework in at least one other. It appears, then that this must be noted on the COR, so what are the multiple disciplines for SJS, and would this allow faculty to teach any interdisciplinary course?
- x. **Recommendation:** Invite the appropriate representative from HR to further discuss this at the next DCC meeting.

Discussion Items

1. Meta – Bryan Nicol
 - a. Program Module
 - i. In the current program module, enrollment and completer projections are specified on a course-by-course basis in the Course Requirements section of the system. Is this the ideal way to handle it, or would it be better for faculty to have a single text box where they enter in the information?
 1. Ann Pfeifle – Because faculty may not have direct access to that information, a textbox may be better.
 2. Kelly Douglass – Textbox may be easier for faculty to use. A textbox would allow for faculty to copy and paste and would potentially make it so there is less of a need to perform clean up.
 - ii. Steven Schmidt – Would it be helpful to have this information separated out for some sort of report?
 1. Bryan Nicol – Up to this point, there has not been a need for that type of information. If faculty wanted to perform a study, perhaps it would be helpful, but the same information would be available in the textbox.
 2. Steven Schmidt – If a study were performed, it may also be more likely to be based on actual completions rather than projected.
 - iii. Bryan will move forward with asking Meta to implement a textbox rather than course specific fields.

- iv. Additionally, the current module asks for data regarding adequacy of resources. The coordinators were not sure if this was needed outside of program review, and therefore, if it was needed at all in the program module in Meta.
 1. Kelly Douglass – This is a step in the program process, but it is a step that involves the faculty members working with deans and administrators.
 2. Casandra Greene – Perhaps a check box to indicate “Did you go through your college’s program review process?”
 3. Steven Schmidt – The specific data points may also be useful to have.
 4. Ann Pfeifle – Requested the fields default to a 0 value.
 - v. Coordinators are meeting with Meta on Thursday to request updates to the module with the goal of being able to demo the programs to the committee by the last curriculum committee meeting on June 1.
- b. GE Approval Process
 - i. Topic postponed to next Tech Review.

Program Documentation:

1. New Programs
 - a. Moreno Valley – Information Technology (IT) Cybersecurity
 - b. Riverside – Graphic Design and Promotional Printing Entrepreneur

Notice is Hereby Given That Pursuant to Executive Order N-29-20 the Riverside Community College District Technical Review Committee will meet on April 20, 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 04/20/2021

Courses

Course Deletions

| | | M | N | R | Action | Douclass | 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. | | | | | | | | |
| NRN 91 | Nursing Work Study (BRN Approved) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Approved | Y | Y | Y |

Course Exclusions

| | | M | N | R | Action | Douclass | Johnson | Pfeifle |
|---------------|---------------------------------------|--------------------------|--------------------------|-------------------------------------|-----------------|----------|---------|---------|
| ENG 85 | Writing Clinic (English) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Approved | Y | Y | Y |
| ILA 1 | Introduction to Tutor Training | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Approved | Y | Y | Y |

Course Major Modifications

| | | M | N | R | Action | Douclass | Johnson | Pfeifle |
|---|--|-------------------------------------|-------------------------------------|-------------------------------------|------------------------|----------|---------|---------|
| BIO 9 | Introduction to the Natural History of Southern California | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Approved | Y | Y | Y |
| Most recent textbook is 2015. Faculty indicated both textbooks listed are the most recent and are considered the most authoritative. | | | | | | | | |
| CMI 61 | Introduction to Spanish English Translation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Approved | Y | Y | Y |
| Original concern was the use of the term "near-native" in the requisite. Faculty are comfortable with just using "fluency in English and in Spanish." However, argument for keeping near-native is that it implies, to some degree, a cultural understanding as well, not just a linguistic understanding. In our own HR job description, this is also the language that's used. If the new person who is hired wants to put forward a modification, they can. Ann will modify COR. | | | | | | | | |
| CMI 71 | Bilingual Interpretation for the Medical Professions | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Approved | Y | Y | Y |
| CMI 81 | Introduction to Court Interpreting | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Approved | Y | Y | Y |
| CMI 91 | Introduction to Translation and Interpretation for Business | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Approved | Y | Y | Y |
| FIT 53 | 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"/> | Return to Draft | Y | Y | Y |
| PHI faculty voted to table the discussion on ETS/PHI-19 to be addressed in the fall term. Both ETS and PHI-19 will be returned to draft. | | | | | | | | |

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

Technical Review Notes 04/20/2021

Courses

Distance Education

| | | M | N | R | Action | Douclass | Johnson | Pfeifle |
|-------------|-------------|-------------------------------------|-------------------------------------|-------------------------------------|----------|----------|---------|---------|
| ETS DX 1-53 | ETS DX 1-53 | <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 |
|---|--|-------------------------------------|-------------------------------------|-------------------------------------|-----------------|----------|---------|---------|
| BUS 19 | Business Success Seminar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Hold | Y | Y | Y |
| Mirrored to non-credit 819. 19 does not list units, and the hours do not match 819. The content also seems light for a 3 unit course. No TOPs code listed. Has unlimited repeatability. Latest textbook is 2012. | | | | | | | | |
| ETS 19 | Native American Thought | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Return to Draft | Y | Y | Y |
| PHI faculty voted to table the discussion on ETS/PHI-19 to be addressed in the fall term. Both ETS and PHI-19 will be returned to draft. | | | | | | | | |
| MAT 805 | Corequisite Support for MAT-5 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Return to Draft | Y | Y | Y |
| Returning to draft for further development. | | | | | | | | |
| MAT 812 | Corequisite Support for Math 12 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Return to Draft | Y | Y | Y |
| Returning to draft for further development. | | | | | | | | |
| MAT 825 | Corequisite Support for MAT-25 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Return to Draft | Y | Y | Y |
| Returning to draft for further development. | | | | | | | | |
| MAT 836 | Corequisite Support for MAT-36 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Return to Draft | Y | Y | Y |
| Returning to draft for further development. | | | | | | | | |
| SJS 110 | Introduction to Social Justice Studies | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Approved | Y | Y | Y |
| Question regarding who determines what areas are included in the interdisciplinary areas for the FSA. Does HR make this determination? If so, how? In Meta, this course is not at the Tech Review level. Bryan will update user permissions and will push forward to the correct level. Please see minutes above for additional discussion. | | | | | | | | |

Disciplines

New Disciplines

| | | M | N | R | Action | Douclass | Johnson | Pfeifle |
|---|------------------------|--------------------------|-------------------------------------|--------------------------|----------|----------|---------|---------|
| SJS | Social Justice Studies | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Approved | Y | Y | Y |
| There is no Social Justice Studies discipline in the minimum qualifications handbook. Faculty would like to link this to Interdisciplinary Studies. Bryan will update form. | | | | | | | | |

Degree

Programs

New Programs

| | | M | N | R | Action | Douclass | Johnson | Pfeifle |
|-------------------------------|--|-------------------------------------|--------------------------|-------------------------------------|----------|----------|---------|---------|
| Degree | | | | | | | | |
| CIS | Information Technology (IT) Cybersecurity | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input 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. | | | | | | | | |