![RCCD | RIVERSIDE COMMUNITY COLLEGE DISTRICT — MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE]

District Technical Review Committee
Meeting Minutes

Tuesday, May 4, 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: Madeline Bettencourt, Michelle Black, Shelly Dawson, Rachel Dyer, Jennifer Floerke, Will Kim, Joshua Orlando, Christi Scott, Kwokwai Siu, Cathy Thaler	

Zoom Information
https://cccconfer.zoom.us/j/93481309860
+1 669 900 6833 (US Toll)
Meeting ID: 934 8130 9860

Agenda and Minutes

1. Approval of Agenda
    a. 1st A. Pfeifle; 2nd K. Douglass
    b. Approved, Unanimous
2. Approval of Minutes – April 20, 2021
    a. 1st A. Pfeifle; 2nd K. Douglass
    b. Approved, Unanimous

Action Items

1. Curriculum Proposals

Discussion Items

1. GE Approval Process – Bryan Nicol
    a. In thinking about the process for approving courses for the local RCCD GE pattern once the courses are itemized in the catalog, Bryan Nicol discussed the possibility of having a process in Meta rather than a paper process. The chairs

indicated that a process in Meta would be preferrable, but that the existing data fields in the system may not be appropriate or sufficient for the process.

    b. The following recommendations were made:

        i. A field on the Cover tab indicating that a course is being proposed for inclusion into the local GE pattern along with help text to indicate to faculty that they need to complete additional information on the GE tab is preferable to adding too many new fields to the cover tab.

        ii. Verification is needed that the GE tab is viewable by all users in the system.

        iii. On the GE tab, a text box asking faculty to explain why the course is appropriate for GE should be included.

        iv. The text from Title 5 describing each of the GE areas should be included on the tab if possible.

        v. For the CSUGE and IGETC fields on the GE tab, help text should be included to indicate that additional approvals from CSU and UC are required for inclusion into the other GE patterns and that faculty members are only indicating a preference for submission.

        vi. The fields should be arranged in the same way that the GE patterns are arranged: Local RCCD GE, CSUGE, then IGETC.

    c. Bryan indicated he would create a draft of what the tabs could look like and would submit that information to the chairs for feedback.

Program Documentation:

    1. New Programs

        a. Riverside – Medical Secretary

        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 May 4, 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 05/04/2021

Courses

Course Deletions

		M N R	Action	Douglass	Johnson	Pfeifle
CAT 84	**Word Processing: WordPerfect for Windows**	☐ ☐ ☑	**Hold**	Y	Y	Y
Awaiting program modifications - RIV Paralegal and MOV Computer Applications.						
CIS 84	**Word Processing: WordPerfect for Windows**	☐ ☐ ☑	**Hold**	Y	Y	Y
Awaiting program modifications - RIV Paralegal and MOV Computer Applications.						

Course Exclusions

		M N R	Action	Douglass	Johnson	Pfeifle
SCE 810	**Photography for Older Adults**	☐ ☐ ☑	**Approved**	Y	Y	Y
SCE 820	**Music for Active Seniors**	☐ ☐ ☑	**Approved**	Y	Y	Y
SCE 821	**Music Therapy for Frail Seniors**	☐ ☐ ☑	**Approved**	Y	Y	Y
SCE 842	**Needle Art for Seniors**	☐ ☐ ☑	**Approved**	Y	Y	Y

Course Major Modifications

		M N R	Action	Douglass	Johnson	Pfeifle
COS 60F	**Remedial Training Course**	☐ ☐ ☑	**Approved**	Y	Y	Y
FIT S3	**Basic Fire Fighter Academy**	☑ ☐ ☐	**Return to Draft**	Y	Y	Y
Returning to draft for objectives.						

Distance Education

		M N R	Action	Douglass	Johnson	Pfeifle
AHS 8DE	**Art History of the Photographic Image**	☑ ☑ ☑	**Approved**	Y	Y	Y
ART 44ADE	**Beginning Animation Principles**	☐ ☐ ☑	**Approved**	Y	Y	Y
ART 44BDE	**Intermediate Animation Principles**	☐ ☐ ☑	**Approved**	Y	Y	Y
ART 44CDE	**Advanced Animation Principles**	☐ ☐ ☑	**Approved**	Y	Y	Y
ART 50ADE	**Beginning Storyboarding**	☐ ☐ ☑	**Approved**	Y	Y	Y
ART 50BDE	**Intermediate Storyboarding**	☐ ☐ ☑	**Approved**	Y	Y	Y
ART 51ADE	**Beginning Animation Production**	☐ ☐ ☑	**Approved**	Y	Y	Y
ART 51BDE	**Intermediate Animation Production**	☐ ☐ ☑	**Approved**	Y	Y	Y

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

Courses

Distance Education

		M N R	Action	Douglass	Johnson	Pfeifle
AST 1ADE	**Introduction to the Solar System**	☑ ☐ ☑	Approved	Y	Y	Y
Only discipline minutes are attached. Will move forward, but will request department minutes. Kelly will reach out to faculty.						
BIO 10DE	**Life Sciences Principles**	☐ ☑ ☑	Approved	Y	Y	Y
BIO 18DE	**Human Genetics**	☑ ☑ ☑	Approved	Y	Y	Y
BIO 19DE	**Environmental Science**	☑ ☑ ☑	Approved	Y	Y	Y
BIO 1DE	**General Biology**	☑ ☑ ☑	Approved	Y	Y	Y
BIO 1HDE	**General Biology Honors**	☑ ☑ ☑	Approved	Y	Y	Y
BIO 35DE	**Health Science**	☑ ☑ ☑	Approved	Y	Y	Y
BIO 45DE	**Survey of Human Anatomy and Physiology**	☑ ☑ ☑	Approved	Y	Y	Y
BIO 4DE	**Human Biology**	☑ ☑ ☑	Approved	Y	Y	Y
BIO 60DE	**Introduction to Molecular and Cellular Biology**	☑ ☑ ☑	Approved	Y	Y	Y
BIO 60HDE	**Introduction to Molecular and Cellular Biology Honors**	☑ ☐ ☐	Approved	Y	Y	Y
BIO 61DE	**Introduction to Organismal and Population Biology**	☑ ☑ ☑	Approved	Y	Y	Y
CON 60DE	**Introduction to Construction**	☐ ☑ ☐	Approved	Y	Y	Y
CON 61DE	**Materials of Construction**	☐ ☑ ☐	Approved	Y	Y	Y
CON 62DE	**Print Reading for Construction**	☐ ☑ ☐	Approved	Y	Y	Y
CON 63ADE	**International Building Code**	☐ ☑ ☐	Approved	Y	Y	Y
CON 63BDE	**Analysis of Revisions to the Uniform Building Code**	☐ ☑ ☐	Approved	Y	Y	Y
CON 63CDE	**Analysis of Revisions to the Uniform Building Code**	☐ ☑ ☐	Approved	Y	Y	Y
CON 63DDE	**Analysis of Revisions to the Uniform Building Code**	☐ ☑ ☐	Approved	Y	Y	Y
CON 64DE	**Office Procedures and Field Inspection**	☐ ☑ ☐	Approved	Y	Y	Y
CON 65DE	**Plumbing Code**	☐ ☑ ☐	Approved	Y	Y	Y
CON 66DE	**National Electrical Code**	☐ ☑ ☐	Approved	Y	Y	Y
CON 67DE	**Mechanical Code**	☐ ☑ ☐	Approved	Y	Y	Y
CON 68DE	**Simplified Engineering for Building Inspectors**	☐ ☑ ☐	Approved	Y	Y	Y
CON 70DE	**Fundamentals of Soils Technology**	☐ ☑ ☐	Approved	Y	Y	Y

Courses

Distance Education		M N R	Action	Douglass	Johnson	Pfeifle
CON 71DE	Energy Conservation Standards	☐ ☑ ☐	Approved	Y	Y	Y
CON 72DE	California State Accessibility Standards	☐ ☑ ☐	Approved	Y	Y	Y
CON 73DE	Project Planning for Site Construction	☐ ☑ ☐	Approved	Y	Y	Y
COS 1ADE	Introduction to Cosmetology Level 1	☐ ☐ ☑	Approved	Y	Y	Y
In minutes, it mentions being delivered as hybrid, but faculty verified that it DE options should be both Online and Hybrid.						
COS 1BDE	Introduction to Cosmetology Level II	☐ ☐ ☑	Approved	Y	Y	Y
In minutes, it mentions being delivered as hybrid, but faculty verified that it DE options should be both Online and Hybrid.						
COS 1CDE	Cosmetology Business Concepts	☐ ☐ ☑	Approved	Y	Y	Y
In minutes, it mentions being delivered as hybrid, but faculty verified that it DE options should be both Online and Hybrid.						
COS 60ADE	Beginning Cosmetology Concepts	☐ ☐ ☑	Approved	Y	Y	Y
COS 60BDE	Level II Cosmetology Concepts	☐ ☐ ☑	Approved	Y	Y	Y
COS 60CDE	Level III Cosmetology Concepts	☐ ☐ ☑	Approved	Y	Y	Y
COS 60DDE	Level IV Cosmetology Concepts	☐ ☐ ☑	Approved	Y	Y	Y
COS 60EDE	Level V Cosmetology Concepts	☐ ☐ ☑	Approved	Y	Y	Y
COS 60FDE	Remedial Training Course	☐ ☐ ☑	Approved	Y	Y	Y
COS 61ADE	Level I Cosmetology Instructor Concepts A	☐ ☐ ☑	Approved	Y	Y	Y
COS 61BDE	Level II Cosmetology Instructor Concepts B	☐ ☐ ☑	Approved	Y	Y	Y
CUL 20DE	Fundamentals of Baking I	☐ ☐ ☑	Approved	Y	Y	Y
Proposal is checked as online and hybrid, but the proposals refers to hands-on lab and hands-on components. Faculty confirmed the form should be marked as hybrid.						
CUL 46DE	Fundamentals of Baking and Pastry	☐ ☐ ☑	Approved	Y	Y	Y
Proposal is checked as online and hybrid, but the proposals refers to hands-on lab and hands-on components. Faculty confirmed the form should be marked as hybrid.						
CUL 47DE	Advanced Baking and Pastry	☐ ☐ ☑	Approved	Y	Y	Y
Proposal is checked as online and hybrid, but the proposals refers to hands-on lab and hands-on components. Faculty confirmed the form should be marked as hybrid.						
FTV 65DE	The Director's Art in Filmmaking	☐ ☐ ☑	Approved	Y	Y	Y
Delivery methods has the same language that is pasted in several fields. Validation, methods of instruction, and methods of evaluation areas could be further developed.						
FTV 67DE	Introduction to Video Production	☐ ☐ ☑	Approved	Y	Y	Y
Delivery methods has the same language that is pasted in several fields. Validation, methods of instruction, and methods of evaluation areas could be further developed.						

Courses

Distance Education

		M	N	R	Action	Douglass	Johnson	Pfeifle
GEO 1BDE	Historical Geology	☐	☐	☑	Approved	Y	Y	Y
GEO 1DE	Physical Geology	☐	☐	☑	Approved	Y	Y	Y
GEO 1LDE	Physical Geology Laboratory	☐	☐	☑	Approved	Y	Y	Y
GEO 2DE	Geology of National Parks and Monuments	☐	☐	☑	Approved	Y	Y	Y
GEO 30ADE	Geologic Field Studies of Southern California	☐	☐	☑	Approved	Y	Y	Y
	For the GEO fields courses, because these are fields studies courses, is 100% online delivery possible? Is there any concern for articulation? Courses will move forward and can be discussed at the college level.							
GEO 30BDE	Geologic Field Studies of Southern California	☐	☐	☑	Approved	Y	Y	Y
	For the GEO fields courses, because these are fields studies courses, is 100% online delivery possible? Is there any concern for articulation? Courses will move forward and can be discussed at the college level.							
GEO 31DE	Regional Field Studies in Geology	☐	☐	☑	Approved	Y	Y	Y
	For the GEO fields courses, because these are fields studies courses, is 100% online delivery possible? Is there any concern for articulation? Courses will move forward and can be discussed at the college level.							
GEO 32DE	Regional Field Studies in Geology	☐	☐	☑	Approved	Y	Y	Y
	For the GEO fields courses, because these are fields studies courses, is 100% online delivery possible? Is there any concern for articulation? Courses will move forward and can be discussed at the college level.							
GEO 3DE	Geology of California	☐	☐	☑	Approved	Y	Y	Y
GEO 4DE	Earth Science for Educators	☐	☐	☑	Approved	Y	Y	Y
GEO 5DE	Natural Hazards and Disasters	☐	☐	☑	Approved	Y	Y	Y
HES 1DE	Health Science	☑	☑	☑	Approved	Y	Y	Y
HMS 50DE	Introduction to African American Families and Populations	☑	☐	☐	Approved	Y	Y	Y
HMS 51DE	Introduction to Latina and Latino American Families and Populations	☑	☐	☐	Approved	Y	Y	Y
HMS 52DE	Introduction to Asian American Families and Populations	☑	☐	☐	Approved	Y	Y	Y
HMS 53DE	Introduction to Native American Families and Populations	☑	☐	☐	Approved	Y	Y	Y
MAT 25DE	Mathematics for the Liberal Arts Student	☐	☑	☑	Approved	Y	Y	Y
MAT 5DE	Calculus for Business and Life Science	☑	☑	☑	Approved	Y	Y	Y

Courses

Distance Education

		M N R	Action	Douglass	Johnson	Pfeifle
OCE 1DE	Introduction to Oceanography	☐ ☐ ☑	**Approved**	Y	Y	Y
OCE 1LDE	Introduction to Oceanography Laboratory	☐ ☐ ☑	**Approved**	Y	Y	Y
PHO 10DE	Advanced Photography	☐ ☐ ☑	**Approved**	Y	Y	Y
PHO 12DE	Photojournalism	☐ ☐ ☑	**Approved**	Y	Y	Y
PHO 14DE	Lighting for Portraiture and Still Life	☐ ☐ ☑	**Approved**	Y	Y	Y
PHO 17DE	Introduction to Color Photography	☐ ☐ ☑	**Approved**	Y	Y	Y
PHO 20DE	Introduction to Digital Photography	☑ ☑ ☑	**Approved**	Y	Y	Y
PHO 9DE	Intermediate Photography	☐ ☐ ☑	**Approved**	Y	Y	Y
PHY 10DE	Introduction to General Physics	☑ ☑ ☑	**Approved**	Y	Y	Y

New Courses

		M N R	Action	Douglass	Johnson	Pfeifle
ADM 801	Design Process for Graphic Design and Printing Entrepreneur	☐ ☐ ☑	**Approved**	Y	Y	Y
	Most recent text is from 2015. Faculty will forward updated text.					
ADM 802	Adobe Illustrator for Graphic Design and Printing Entrepreneur	☐ ☐ ☑	**Approved**	Y	Y	Y
ADM 803	Adobe Photoshop for Graphic Design and Printing Entrepreneur	☐ ☐ ☑	**Approved**	Y	Y	Y
ADM 804	Promotional Printing for Graphic Design and Printing Entrepreneur	☐ ☐ ☑	**Approved**	Y	Y	Y
BUS 19	Business Success Seminar	☑ ☑ ☑	**Return to Draft**	Y	Y	Y
	Returning to draft for further development.					

Programs

New Programs

		M N R	Action	Douglass	Johnson	Pfeifle

Certificate

		M N R	Action	Douglass	Johnson	Pfeifle
CAT	Medical Secretary	☐ ☐ ☑	**Hold**	Y	Y	Y
	Holding for Regional Consortium and adjustments to narrative.					

Programs

New Programs		M N R	Action	Douglass	Johnson	Pfeifle
Non-Credit Certificate						
ADM	**Graphic Design and Promotional Printing Entrepreneur**	☐☐☑	**Approved**	Y	Y	Y