

District Technical Review Committee Meeting Minutes

Tuesday, May 18, 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 type="checkbox"/> Casandra Greene (Staff, RCC)
	<input type="checkbox"/> Nicole Brown (Staff, NOR)
Additional Guests: Clara Lowden, Rex Beck, Sara Yerushalmian, Nancy Aguirre, Deborah Brown, Janet Lehr, Jennifer Floerke	

Zoom Information

<https://cccconfer.zoom.us/j/95633816217>

+1 669 900 6833 (US Toll)

Meeting ID: 956 3381 6217

Agenda and Minutes

1. Approval of Agenda
 - a. 1st K. Douglass, 2nd A. Pfeifle
 - b. Approved, Unanimous
2. Approval of Minutes – May 4, 2021
 - a. 1st A. Pfeifle, 2nd B. Johnson
 - b. Approved, Unanimous

Action Items

1. Curriculum Proposals

Discussion Items

1. GE Approval Process and Clean Up Update – Bryan Nicol
 - a. The committee reviewed a suggestion to integrate the GE approval process into the course major modification workflow in Meta, but a concern was raised regarding the possibility of a major modification receiving a new Board date

when no content revisions were made. Bryan indicated he would discuss what options are available with Meta at their next meeting.

- b. Bryan will forward the current confirmed list of RCCD GE courses to a chairs. If possible, a reminder to submit the list of courses by the end of the term at the next college meeting would be appreciated.
- c. The committee agreed that the Repeatability and Grading Methods fields in Meta could be set as required.
- d. A request to change the drop-down box on the CORs to static information was presented to assist with COR submissions to various outside agencies.
 - i. Steven Schmidt – The State Chancellor’s Office had previously indicated that only a single college could be listed on each COR. If possible, an additional drop-down option that lists all available colleges selected on the proposal might help.
 - ii. Bryan will reach out to the State Chancellor’s Office to find out if this is still the case, and will see if Meta would be able to accommodate the additional option in the drop-down.

2. Catalog Presentation and EduNav – Steven Schmidt

- a. One of the concerns with EduNav has been that when students use the system to register there are options for GE that are selected for them, rather than the system showing the student the complete GE options for each area. This has an impact on disciplines if students are continually guided into a single class to fulfill an elective.
- b. Kelly Douglass – Disallowing a student an awareness of all choices means we are creating very narrow pathways towards degrees. Students are not being presented with options that may be of interest to them that would count towards the completion of their degree. A STEM major may be interested in gender representation, but may not be presented with ENG-34 Women’s Literature as an option to complete their degree.
- c. Steven Schmidt – Students may also be interested in pursuing courses that are very different from the courses in their program.
- d. Jeanne Howard – General education allows students to study topics they may have never considered before, but EduNav is not presenting them with the total list of options. Students may only be made aware of their options if they work with a counselor.
- e. Ellen Brown-Drinkwater – EduNav can develop smart rules based off program maps and student majors to recommend certain courses. We have asked for the ability to present CSUGE and IGETC general education options in EduNav, and they have indicated those changes may eventually be forthcoming. Students should be well rounded in their education, have breadth, and have choice.
- f. Jeanne Howard – Why can’t the system indicate “Take a course from Area C,” that you then click to view the options?
 - i. Jeannie Kim – EduNav is unable to do this due to system limitations. The flexibility for students does need to be available, and we want students to be well rounded, but this was weighed against students taking too long to

complete their degree and not knowing which direction to go. The goal with EduNav was to have it be more flexible than what it ended up being, but this was a technology issue. For certain courses, this has also led to some enrollment bloat. With the new ERP, however, there does appear to be more flexibility, and there will be more opportunities to include a broader array of courses instead of a binary choice.

- g. Kelly Douglass – Is it possible to create paper pamphlets or create links on the website that indicate “Curious about options beyond your degree pathway?” that then shows the students all of the options that still fulfill and would count towards their degree?
 - h. Jeanne Howard – A brochure could also refer them to a counselor, and would at least show the student they have more options than what EduNav is presenting.
 - i. Steven – Or, there could be asterisks next to courses that faculty have recommended that the student take while still displaying the complete list of options.
 - j. Jeannie Kim – There is definitely more flexibility in the new technology, but the other companion pieces are things we should be doing. There have been other conversations around a third technology called Program Mapper, which was developed by Bakersfield Community College. It has become more sophisticated than what it was originally. It provides students with additional options including what a two-, three-, or four- year path may look like. The core of the issue, however, was between student choice and time to degree, particularly with so many students not graduating in a timely manner. Dr. Isaac strongly advocates for having students complete in two years.
 - k. Jeannie Kim – Our funding formulas and appropriation have also changed, as metrics are tied to graduations rates. The success metrics are also a push from the State Chancellor’s Office as well. Many students may also not have the social or cultural capital to navigate the pathways, so this approach has been recommended to help guide them.
 - l. Ann Pfeifle – We also need to be cognizant of the mission of the Community Colleges. Our mission and role in the community should be our primary focus.
 - m. Steven Schmidt – There needs to be a way to give students choice, while also helping them to complete in two years. Since we all face students from different angles, how can we guide students using technology, with faculty, and with counselors?
3. COR Review Tool with Equity Prompts Draft – Kelly Douglass
 - a. Kelly Douglass has developed a draft of a COR review tool, with the intention of having it serve two audiences: faculty who are developing or modifying courses, and the curriculum committee in their review of proposals.
 - b. The guiding questions at the top of the sheet are intended to inspire discussion and engagement around the topic of equity. This is not intended to be an area that is reviewed at Tech Review and would not cause courses to be rejected.
 - c. The second half includes technical items that faculty and committee members should be aware of, particularly items we frequently see as being an issue.

- d. Glendale Community College has developed a website that could also be a valuable resource in the review of curriculum from an equity centered mindset: <https://www.glendale.edu/about-gcc/faculty-and-staff/c-i-curriculum-and-instruction/creating-equitable-curriculum-guide>
 - e. Ann Pfeifle – It will be important that the faculty development group is aware of this so that we can have resources available to assist faculty. We can ask faculty to perform this review, but if we do not provide them with the resources to perform the work seriously, we may not see the connection to the curriculum that we are trying to accomplish.
 - i. Kelly Douglass – It will be important to collate the available opportunities and take these discussions back to the disciplines. Within every department and discipline there are already faculty who are doing this work.
 - ii. Jeannie Kim – The Call to Action Taskforce workgroup for professional development is working on a list of equity workshops and all three faculty development coordinators are a part of that group.
 - f. Steven Schmidt – Should we provide a completed example?
 - i. Kelly Douglass – That could potentially be too discipline specific. The questions may be easier to answer for some disciplines than others, and we do not want to alienate any disciplines or want them to think that a more subtle effort is not good work.
 - g. Kelly Douglass will forward the draft to Brian Johnson and Ann Pfeifle for presentation at the next college meeting. It will then be brought to DCC to discuss next steps.
4. PHO/JOU 12 Discrepancies – Kelly Douglass
 - a. This topic was moved to DCC.

Program Documentation:

1. New Programs
 - a. Riverside – Medical Secretary
2. Program Modifications
 - a. Riverside – ADT English
 - b. Moreno Valley – ADT Psychology
 - c. Riverside – Global Industry Certificate
 - d. Riverside – Industry Marketing Certificate
 - e. Riverside – Business Administration: Global Enterprise Concentration
 - f. Riverside – Business Administration: Marketing Concentration

Notice is Hereby Given That Pursuant to Executive Order N-29-20 the Riverside Community College District Technical Review Committee will meet on May 18, 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 05/18/2021

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 Major Modifications

		M	N	R	Action	Doulass	Johnson	Pfeifle
ADJ R1A2	Level III Modular Academy Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Holding to verify course hours, units, and description.								
ADJ R1B	Level II Modular Academy Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Holding to verify course hours, units, and description.								
ADJ R1C	Regular Basic Course, Modular Format, Module I Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Holding to verify course hours, units, and description.								
BUS 80	Principles of Logistics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
MUS 65	Basic Musicianship	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

Distance Education

		M	N	R	Action	Doulass	Johnson	Pfeifle
ADJ 40DE	Law Enforcement Crime Analysis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
ADJ 41DE	Technology and Investigative Analysis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
ADJ 42DE	Criminal Behavior and Intelligence Analysis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
ADJ 43DE	Criminal Intelligence Analyst Simulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
ADJ B2ADE	Law Enforcement Pre-Academy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
ENG 24DX	Survey of Asian American Literature	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ETS 14DE	African American History I	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ETS 15DE	African American History II	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ETS 1DE	Introduction to Ethnic Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ETS 21DE	Latinx Politics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

Courses

Distance Education

		M	N	R	Action	Doulass	Johnson	Pfeifle
ETS 23DE	Race, Ethnicity, and Politics in America	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ETS 27DE	Native American Cultures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ETS 28DE	Native American History I: Early Contact Period	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ETS 29DE	Native American History II: Contemporary Society	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ETS 2DE	Introduction to Chicano/a/x Studies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ETS 3DE	Introduction to African American Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ETS 40DE	Interdisciplinary Research Methods in Ethnic Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ETS 44DE	Asian American History	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ETS 50DE	Introduction to African American Families and Populations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
For ETS 50-53DE2, documents for DE and DE2 seem to refer to ETS and HMS. Bryan will consolidate any documents together and remove the duplicate from the system.								
ETS 50DE2	Introduction to African American Families and Populations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Removed from Agenda	Y	Y	Y
ETS 51DE	Introduction to Latina and Latino American Families and Populations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
ETS 51DE2	Introduction to Latina and Latino American Families and Populations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Removed from Agenda	Y	Y	Y
ETS 52DE	Introduction to Asian American Families and Populations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
ETS 52DE2	Introduction to Asian American Families and Populations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Removed from Agenda	Y	Y	Y
ETS 53DE	Introduction to Native American Families and Populations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
ETS 53DE2	Introduction to Native American Families and Populations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Removed from Agenda	Y	Y	Y
ETS 7DE	Women of Color in the United States	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ETS 8DE	Introduction to Black Feminism	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
KIN 14DE	Athletic and Fitness Organization and Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

Methods of evaluation and sample assignments do not describe how instruction is being done in an online environment.

Courses

Distance Education

		M	N	R	Action	Douclass	Johnson	Pfeifle
KIN 27DE	Football Theory	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
Methods of evaluation and sample assignments do not describe how instruction is being done in an online environment.								
MKT 43DE	Digital Marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
Methods of evaluation and sample assignments do not describe how instruction is being done in an online environment.								
PAL 82DX	Immigration Law, Practice and Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
PAL 84DX	Criminal Law and Procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
PHI 34DX	Philosophical Survey of Sex, Gender, and Sexuality	<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
JOU 150	Intro to Public Relations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
Course is marked as GE, but according to our current process the discipline will need to apply for GE after the course is approved. Grading methods are missing.								
MKT 43	Digital Marketing Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
Grading methods are missing.								

Programs

New Programs

		M	N	R	Action	Douclass	Johnson	Pfeifle
Certificate								
CAT	Medical Secretary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
Degree & Certificate								
BUS	Business Administration: Global Enterprise Concentration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

Program Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
ADT								
ENG	English	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
PSY	Psychology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

Programs

Program Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
Certificate								
BUS	Global Industry Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
MKT	Industry Marketing Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Minutes attached indicate that approval was tabled. Holding for updated minutes.								
Degree & Certificate								
BUS	Business Administration: Marketing Concentration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Minutes attached indicate that approval was tabled. Holding for updated minutes.								