

District Technical Review Committee Meeting Agenda

Tuesday, December 1, 2020 **2:30-4:00pm** **Hosted Via Zoom**

Committee Members	Guests
<input type="checkbox"/> Steven Schmidt (Chair, MUS)	<input type="checkbox"/> Lijuan Zhai (AVC Ed Services and Institutional Effectiveness, RCCD)
<input type="checkbox"/> Jeannie Kim (Co-Chair, VC Ed Services)	<input type="checkbox"/> Bryan Nicol (Staff, RCCD)
<input type="checkbox"/> Kelly Douglass (ENG, RCC)	<input type="checkbox"/> Rebecca Turner (Staff, RCCD)
<input type="checkbox"/> Brian Johnson (MAT, NOR)	<input type="checkbox"/> Ellen Brown-Drinkwater (AO, RCC)
<input type="checkbox"/> Ann Pfeifle (HIS, MVC)	<input type="checkbox"/> Nick Franco (AO, NOR)
	<input type="checkbox"/> Jeanne Howard (AO, MVC)
	<input type="checkbox"/> Sabina Fernandez (Staff, MVC)
	<input type="checkbox"/> Casandra Greene (Staff, RCC)
	<input type="checkbox"/> Nicole Brown (Staff, NOR)
	<input type="checkbox"/> Paul Conrad (CIS, RCC)

Zoom Information

<https://cccconfer.zoom.us/j/98625984247>

+1 669 900 6833 (US Toll)

Meeting ID: 986 2598 4247

Agenda and Minutes

1. Approval of Agenda
2. Approval of Minutes – November 17, 2020

Action Items

1. Curriculum Proposals

Discussion Items

1. Experimental Courses Procedure Proposal – Kelly Douglass and Casandra Greene
2. Emergency to Standard DE Timeline and Process for 21SUM/FAL – Kelly Douglass
3. Meta Meeting Follow Up and Call for Suggestions – Bryan Nicol
4. Originator Requirements during Discipline Adoption – Bryan Nicol

Notice is Hereby Given That Pursuant to Executive Order N-29-20 the Riverside Community College District Technical Review Committee will meet on December 1, 2020 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.

Experimental courses proposal

Explanation and criteria for experimental courses:

1. Experimental courses are stand-alone courses. (This means the experimental course cannot apply to degree (or certificate) credit; it won't count as general ed; the course will show up on the student's transcript with units, but they don't apply to any degree or gen ed program.)
2. In general, an experimental course is one for which full information on some approval criterion, such as feasibility or need, cannot be determined until the course is actually offered on a pilot basis.
3. Experimental courses can be offered only two times (two sections, any semester or session, concurrent or subsequent). Per the PCAH, *after* an experimental course has been offered at least once and not more than twice, it must move forward in curriculum to complete the local curriculum process for approval as a regular course, or the college must discontinue offering the course as experimental.

Process for offering an experimental course:

1. Course originator creates a course outline of record with all the regular required elements, standards, and discipline appropriateness.
2. [QUESTION: Is discipline and department approval prior to TR still required?]
 - Argument for discipline: This is where discipline appropriateness and willingness to commit resources is communicated. Minutes should indicate approval of course with experimental status.
 - Argument for department: This is where department willingness to commit resources is communicated. Minutes should indicate approval of course with experimental status.
 - Dean question: Isn't it Deans who have right of assignment (and department chairs as designee typically do it unless there is a problem?) This is a non-issue for an approved course in the catalog, but for an experimental course, should minutes include communication with Dean since this is an un-cataloged course or are department minutes enough?
3. Experimental course will be reviewed at Tech Review to ensure all still-required state and regulatory elements are in place. Once Tech Review has approved the course for forwarding, the following two actions happen:
 - a. The course will "sit" at Tech Review during the experimental period and be visible on tech review agendas as an experimental course in progress that lists the end date of experimental period or planned offering.
 - b. The course will be submitted to the Chancellor's Office curriculum inventory system and receive a control number in order for the college to claim apportionment. The course will be entered into Colleague with a sunset date so that the experimental course is not left in the system past the planned two offerings.

4. After the experimental period, the discipline and department must submit updated minutes showing a review of at least one offering of the experimental class and discussion about feasibility or need and submit those minutes to be added to the proposal.
5. Once those updated minutes of approval are attached, the course can then be moved forward from Tech Review (or re-considered at Tech Review if changes are made) and move through the regular curriculum process for standard approval consideration.

*Much of the language here except for local process is copied or paraphrased from the PCAH, 7th edition, page 52

Technical Review - List of Proposals

Proposals for 12/01/2020

Courses

Course Inclusions

		M	N	R	Notes
APP 450	Apprenticeship Work Experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Course Major Modifications

		M	N	R	Notes
BUS 15	Street Law: An Introduction to Law and Legal Issues	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

H CMI 61 Introduction to Spanish English Translation

Minutes are from 2014 or are the DE approval minutes. The entrance skills are not linked to courses. There is an advisory, and in this circumstance the committee agreed it would be fine to proceed without a class advisory. If there is a perception that we are favoring or predisposing "native speakers," it could be problematic. The word "native" in the advisory may need to be changed. Ann will work with faculty.

H CMI 71 Bilingual Interpretation for the Medical Professions

H CMI 81 Introduction to Court Interpreting

H CMI 91 Introduction to Translation and Interpretation for Business

H DFT 51 Print Reading

Crosslisted with ENE 51. Both have a lab component but there is no lab content. Faculty will send lab content.

H FTV 45A Beginning Television News Production

Objectives are the same as SLOs.

Course Minor Modifications

		M	N	R	Notes
H FIT CFO3A	Human Resources Management Chief Fire Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Holding for course relaunch as major mods.

H FIT CFO3B Budget and Fiscal Responsibilities Chief Fire Officer

H FIT CFO3C General Administration Functions Chief Fire Officer

H FIT CFO3D Emergency Service Delivery Responsibilities

H FIT CO2A Human Resource Management

H FIT CO2B General Administrative Functions

H FIT CO2C Fire Inspections and Investigations

H FIT CO2D All Risk Command Operations

H FIT CO2E Wildland Incident Operations

H FIT S21 Public Safety Honor Guard Academy

Courses

Course Minor Modifications

		M	N	R	Notes	
H	FIT S3	Basic Fire Fighter Academy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H	FIT S3A	Introduction to Fire Academy and Physical Conditioning for Fire Academy Students	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H	FIT S3B	Firefighter I Academy Skills Review and Certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

New Courses

		M	N	R	Notes	
	ETS 50	Introduction to African American Families and Populations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	ETS 51	Introduction to Latina and Latino American Families and Populations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	ETS 52	Introduction to Asian American Families and Populations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	ETS 53	Introduction to Native American Families and Populations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H	FTV 16	Chicanas/os in Film and Media	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No minutes and formatting issues. The rationale states it's to be crosslisted with ETS, but this is no longer the case. Kelly will follow up with faculty on how to proceed forward with this course.
H	MAT 805	Corequisite Support for MAT-5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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.
H	MAT 812	Corequisite Support for Math 12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
H	MAT 825	Corequisite Support for MAT-25	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
H	MAT 836	Corequisite Support for MAT-36	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Technical Review Committee

Proposals for Review for Meeting: 12/01/2020

Courses

Course Inclusions

M N R Discussion Action

APP 450 **Apprenticeship Work Experience**
Rationale: Course adoption is needed to support MVC registered and approved apprenticeship programs, IT Support and Cybersecurity Specialist.

Course Major Modifications

M N R Discussion Action

BUS 15 **Street Law: An Introduction to Law and Legal Issues**
Rationale: Developing curriculum in response to being awarded the designation of being a Pathway to Law School two weeks ago.

H **CMI 61** **Introduction to Spanish English Translation**
Rationale: Update COR, add objectives, update texts.

Minutes are from 2014 or are the DE approval minutes. The entrance skills are not linked to courses. There is an advisory, and in this circumstance the committee agreed it would be fine to proceed without a class advisory. If there is a perception that we are favoring or predisposing "native speakers," it could be problematic. The word "native" in the advisory may need to be changed. Ann will work with faculty.

H **CMI 71** **Bilingual Interpretation for the Medical Professions**
Rationale: Updating of COR to include objectives and recent textbooks.

H **CMI 81** **Introduction to Court Interpreting**
Rationale: Updating of COR to include objectives and recent textbooks.

H **CMI 91** **Introduction to Translation and Interpretation for Business**
Rationale: Update COR to include objectives and recent textbooks.

H **DFT 51** **Print Reading**
Rationale: Only Course title change from "Blueprint Reading" to "Print Reading" due to current term used in industry.

Crosslisted with ENE 51. Both have a lab component but there is no lab content. Faculty will send lab content.

Courses

Course Major Modifications

M N R Discussion Action

H **FTV 45A** **Beginning Television News Production** Objectives are the same as SLOs.
Rationale: Revision

Course Minor Modifications

M N R Discussion Action

H **FIT CFO3A** **Human Resources Management Chief Fire Officer** Holding for course relaunch as major mods.
Rationale: This program and courses will replace the current Chief Officer certification courses we are now offering. These courses will allow us to continue to meet the career development needs of our Fire Technology students. Also to meet Title V requirements.

H **FIT CFO3B** **Budget and Fiscal Responsibilities Chief Fire Officer**
Rationale: This program and these courses will replace the current Chief Officer certification courses we are now offering. These courses will allow us to continue to meet the career development needs of our Fire Technology students. Also to meet Title V requirements.

H **FIT CFO3C** **General Administration Functions Chief Fire Officer**
Rationale: This program and these courses will replace the current Chief Fire Officer certification courses we are now offering. These courses will allow us to continue to meet the career development needs of our Fire Technology students. Also to meet Title V requirements.

H **FIT CFO3D** **Emergency Service Delivery Responsibilities**
Rationale: This program and these courses will replace the current Chief Fire Officer certification course we are now offering. These courses will allow us to continue to meet the career development needs of our Fire Technology students. Also to meet Title V requirements.

H **FIT CO2A** **Human Resource Management**
Rationale: This course is one of six courses in the new California State Fire Marshals Company Officer certification program that starts in December 2016. This program and courses will replace the current Fire Officer certification courses we are now offering. These courses will allow us to continue to meet the career development needs of our Fire Technology students. Also to meet Title V requirements.

Courses

Course Minor Modifications

M N R Discussion

Action

H **FIT CO2B** **General Administrative Functions**

Rationale: This course is one of six courses in the new California State Fire Marshals Company Officer certification program that starts in December 2016. This program and courses will replace the current Fire Officer certification courses we are now offering. These courses will allow us to continue to meet the career development needs of our Fire Technology students. Also to meet Title V requirements.

H **FIT CO2C** **Fire Inspections and Investigations**

Rationale: This course us one of six courses in the new California Sate Fire Marshals Company Officer certification program that starts in December 2016. This program and courses will replace the current Fire Officer certification courses we are now offering. These courses will allow us to continue to meet the career development needs of our Fire Technology students. Also to meet Title V requirements.

H **FIT CO2D** **All Risk Command Operations**

Rationale: This course us one of six courses in the new California State Fire Marshals Company Officer certification program that starts in December 2016. This program courses will replace the current Fire Officer certification course we are now offering. These courses will allow us to continue to meet the career development needs of our Fire Technology students. Also to meet Title V requirements.

H **FIT CO2E** **Wildland Incident Operations**

Rationale: This course us one of six courses in the new California State Fire Marshals Company Officer certification program that starts in December 2016. This program courses will replace the current Fire Officer certification course we are now offering. These courses will allow us to continue to meet the career development needs of our Fire Technology students. Also to meet Title V requirements.

H **FIT S21** **Public Safety Honor Guard Academy**

Rationale: Update to add sample assignments.

H **FIT S3** **Basic Fire Fighter Academy**

Rationale: Update SLO's due to Assessment results.

Courses

Course Minor Modifications

M N R Discussion

Action

H **FIT S3A** **Introduction to Fire Academy and Physical Conditioning for Fire Academy Students**

Rationale: Update and align student learning outcomes and course content

H **FIT S3B** **Firefighter I Academy Skills Review and Certification**

Rationale: Mandated for certified Firefighter I with the Office of State Fire Marshal.

New Courses

M N R Discussion

Action

ETS 50 **Introduction to African American Families and Populations**

Rationale: To provide a course on the African American family and individual. This course is cross-listed with HMS-50.

ETS 51 **Introduction to Latina and Latino American Families and Populations**

Rationale: To provide a course on the African American family and individual. This course is cross-listed with HMS-51

ETS 52 **Introduction to Asian American Families and Populations**

Rationale: To provide a course on the African American family and individual. This course is cross-listed with HMS-52.

ETS 53 **Introduction to Native American Families and Populations**

Rationale: To provide a course on the African American family and individual. This course is cross-listed with HMS-53.

H **FTV 16** **Chicanas/os in Film and Media**

Rationale: New course needed to cover this area in FTV and ethnic studies.

No minutes and formatting issues. The rationale states it's to be crosslisted with ETS, but this is no longer the case. Kelly will follow up with faculty on how to proceed forward with this course.

Courses

New Courses

		M	N	R	Discussion	Action
H	MAT 805 Rationale: Corequisite Support for MAT-5 This is the noncredit (mirrored) version of MAT-105.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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.	
H	MAT 812 Rationale: Corequisite Support for Math 12 MAT-812 is a noncredit course that mirrors MAT-112. MAT-812 allows students to take this support course indefinitely and without cost.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
H	MAT 825 Rationale: Corequisite Support for MAT-25 This is a noncredit version of MAT-125. MAT-825 is a noncredit mirror of MAT-125.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
H	MAT 836 Rationale: Corequisite Support for MAT-36 This course is the noncredit version of MAT-136. It is designed to strengthen students' skills in the algebra necessary for success in learning the concepts and skills of Trigonometry. It is to be offered concurrently with MAT-36, Trigonometry.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		