

District Technical Review Committee Meeting Minutes

Tuesday, March 15, 2022 **2:30-4:00pm** **CAADO 209/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: Robert Delgadillo, Sean Drake, Gabriela Florido, Mark Sellick, Melissa Thompson	

Zoom Information

<https://rccd-edu.zoom.us/j/96719360422?pwd=RFcydlJKUWlGZHFucmlUSDJrSFERZz09>

+1 669 900 6833 US

Meeting ID: 967 1936 0422; Passcode: 766873

Agenda and Minutes

1. Approval of Agenda
 - a. 1st B. Johnson, 2nd K. Douglass
 - b. Approved, Unanimous
2. Approval of Minutes – March 1, 2022
 - a. 1st A. Pfeifle, 2nd K. Douglass
 - b. Correction of the header from ‘Agenda’ to ‘Minutes.’
 - c. Approved, Unanimous

Action Items

1. Curriculum Proposals

Discussion Items

1. DE Addenda Form – Ann Pfeifle
 - a. Honors faculty would like to update the DE addendum form to include a box that indicates a course is approved for synchronous DE delivery only. However, this could lead to other faculty wanting to impose requirements on their DE approvals

as well. The honors council may be able to recommend or require that any honors courses taught online would be synchronous only, rather than changing the form.

- b. Kelly Douglass – Other learning communities may also try to make similar restrictions. They could control that at their local level. If it comes up in the future for an honors course, they could include the need for synchronous delivery in the proposal language itself.
 - c. Ann Pfeifle – Will meet with the council on Thursday and relay this to them. If the honors faculty do not want to teach asynchronously, this is fine.
 - d. Kelly Douglass – What the committee requires on the form should be consistent with Ed Code and Title 5.
 - e. Kelly Douglass – Additionally, the Riverside VPAA raised questions at the beginning of semester regarding if this is the appropriate time to revisit the DX form. Do we need to change the language to clarify what constitutes an emergency? We have previously specified that the intent is not for a personal injury, but is intended for a health, fire, or other safety related emergency. There was some concern about if faculty are required to be off campus if the campus is not completely closed, and what the definition of ‘emergency’ is. Would it be prudent to define some of those parameters at a future meeting?
 - f. Ann Pfeifle – Language may also need to be left open enough to not be overly restrictive.
 - g. Steven Schmidt – The vagueness is important because we cannot predict a future disaster.
 - h. The committee agreed to agendize this topic for a future DCC meeting.
2. Meta Updates – Bryan Nicol
- a. COR Updates – Meta has stated that GESLO titles can be listed where appropriate, and the descriptive text can be moved to the bottom of the COR so it only appears one time. They are also working on adding cross-discipline and extensive preparatory lab.
 - b. Meta has stated we can impose formatting rules on the COR itself, but we would need to provide them with the specifics of what we want.
 - c. There is now a Discipline/Prefix Proposal module in the system that will allow us to submit these types of proposals separately from courses.
 - d. They anticipate releasing a batch approval process for proposals sometime over the summer.
 - e. The coordinators are also investigating the Meta catalog module. Coordinators had previously met with the Chaffey Curriculum Chair and coordinators, who have had a positive experience with the module. In the course of developing the module to allow for three distinct catalogs for RCCD, there will need to be a change in the way we submit courses in the system. They are working to develop a demo, and Bryan will forward an invitation to the Chairs when Meta is ready to meet.

Program Documentation

1. New Programs
 - a. School-Age
2. Program Modifications
 - a. Social Work Administration Studies
 - b. Careers in Social Work

Technical Review Notes

Proposals and Notes for 03/15/2022

Courses

Course Deletions

		M	N	R	Action	Doulass	Johnson	Pfeifle
CAT 3	Computer Applications for Business Holding to address associated programs in the spring.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
CIS 3	Computer Applications for Business Holding to address associated programs in the spring.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
POL 7A	Current Political Issues A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
POL 7B	Current Political Issues B	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
POL 7C	Current Political Issues C	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
POL 7D	Current Political Issues D	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

Course Inclusions

		M	N	R	Action	Doulass	Johnson	Pfeifle
ARA 1	Arabic 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
ASL 1	American Sign Language 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

Course Major Modifications

		M	N	R	Action	Doulass	Johnson	Pfeifle
ACC 61	Cost Accounting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ART 41B	Figure Painting-Intermediate Missing prerequisite skills for 40A.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
BUS 30	Inter-disciplinary - Entrepreneurship Overview Title change, course is in MOV program.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
ETS 2	Introduction to Chicanx and Latinx Studies Held to await crosslisted HIS 31 (now HIS 61).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
HMS 50	Introduction to African American Families and Populations Held for crosslisted ETS partner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
HMS 51	Introduction to Latina and Latino American Families and Populations Held for crosslisted ETS partner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y

Courses

Course Major Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
HMS 52	Introduction to Asian American Families and Populations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Held for crosslisted ETS partner.								
HMS 53	Introduction to Native American Families and Populations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Held for crosslisted ETS partner.								
MAT 10	Precalculus	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
Faculty are seeking to remove MAT-35 as a prerequisite from the MAT courses below. MAT-9 covers material above intermediate algebra. The committee agreed that MAT-35 could continue to be accepted as "qualifying placement" for MAT-5 and 36. A note in the catalog or math placement chart can also be included to indicate what "qualifying placement" means. "Qualifying placement" will also replace "Appropriate placement" where listed. Kelly will update prerequisites based on the language provided by faculty.								
MAT 1A	Calculus I	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
MAT 1AH	Honors Calculus I	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
MAT 23	Trigonometry & Precalculus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
MAT 26	Math for Elementary School Teachers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Course is found in an ADT and AS at RCC. Short title does not match long title.								
MAT 36	Trigonometry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
MAT 5	Calculus for Business and Life Science	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
POL 11	Political Theory	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
POL 13	Introduction American Foreign Policy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
POL 4	Introduction to World Politics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
POL 4H	Honors Introduction to World Politics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
RLE 81	Real Estate Practices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
For RLE courses, various revisions to content needed.								
RLE 82	Legal Aspects of Real Estate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
RLE 83	Real Estate Finance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
RLE 84	Real Estate Appraisal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
RLE 85	Real Estate Economics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
RLE 86	Escrow Procedures I	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y

Courses

Course Minor Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
ADJ 12	Introduction to Criminalistics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Removed from Agenda	Y	Y	Y
Has been relaunched as major modification.								
CAT 814	Business Skills: Professional Communication Basics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Holding for BUS crosslisting.								
CAT 817	Business Skills: Professional Self-Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Holding for BUS crosslisting.								
PDS 808	Critical Thinking, Problem Solving and Decision Making	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Holding for CAT crosslisting.								
PDS 810	Time Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Holding for CAT crosslisting.								
PDS 811	High Impact Presentations and Proposals for the Work Place	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Holding for CAT crosslisting.								
PDS 812	Workplace Communication Strategies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Holding for CAT crosslisting.								

Distance Education

		M	N	R	Action	Douclass	Johnson	Pfeifle
ART 36ADE	Computer Art-Introduction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Removed from Agenda	Y	Y	Y
Faculty have indicated they will no longer pursue the proposal.								
ART 36BDE	Computer Art-Intermediate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Removed from Agenda	Y	Y	Y
Faculty have indicated they will no longer pursue the proposal.								
CHE 10DE	Chemistry for Everyone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
CHE 17DE	Introduction to the Development of Modern Science	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
COM 6DE	Dynamics of Small Group Communication	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ENG 8DE	Introduction to Mythology	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
THE 9DE	Dramatic Literature – Script Analysis	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

Extensive Labs

		M	N	R	Action	Douclass	Johnson	Pfeifle
MAT 70A	Foundations of Data Science	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
A proposal for CIS-70A is still needed to ensure the crosslisted courses match. Kelly and Ann will meet with originator to further discuss the proposal.								

Courses

Extensive Labs

		M	N	R	Action	Douclass	Johnson	Pfeifle
MAT 70B	Statistics for STEM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Kelly and Ann will meet with originator to further discuss the proposal.								

New Courses

		M	N	R	Action	Douclass	Johnson	Pfeifle
EAR 57	School Age Child Care Programs and Curriculum	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Updates to content are needed.								
EAR 58	Recreational Leadership in School Age Child Care	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Updates to content are needed.								
EAR 59	Practicum in School-Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Updates to content are needed.								

General Education

General Education Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
ESL 49	High-Intermediate American College English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ESL 50	Advanced American College English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
MUS 98	Careers and Entrepreneurship in Music and the Arts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Holding for further discussion.								

Programs

New Programs

		M	N	R	Action	Douclass	Johnson	Pfeifle
Certificate								
EAR	School-Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Held for new courses not yet at Tech Review.								

Program Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
Certificate								
HMS	Careers in Social Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
HMS	Social Work Administration Studies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y