

## District Technical Review Committee Meeting Minutes

**Tuesday, May 17, 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 Medina (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: Kfir Mendelovitz, Kwokwai Siu	

### Zoom Information

<https://rccd-edu.zoom.us/j/95959517466?pwd=dzlwRnBUTEJ4RSStNeFhDSVUwd0M3QT09>

Meeting ID: 959 5951 7466; Passcode: 961648

+1 669 900 6833

### Agenda and Minutes

1. Approval of Agenda
  - a. 1<sup>st</sup> K. Douglass; 2<sup>nd</sup> B. Johnson
  - b. Approved, Unanimous
2. Approval of Minutes – May 3, 2022
  - a. 1<sup>st</sup> B. Johnson; 2<sup>nd</sup> K. Douglass
  - b. Approved, Unanimous

### Action Items

1. Curriculum Proposals

### Discussion Items

1. Course Materials Fees – Kelly Douglass
  - a. Current questions regarding materials fees:
    - i. What should the catalog description say? We need agreed upon language and format.
    - ii. What are Meta’s capabilities to house this information? Where do we want the information that explains what faculty need to submit? Should it be in Meta, the handbook, or on a form? There should be justification for the

cost and an explanation for how it fits the materials fees requirements as defined in Ed Code.

- b. Ann Pfeifle – At Moreno Valley, there is a Course Materials Affordability Committee, which has reported to District Academic Senate in the past. They are handling the zero-cost and low-cost textbook issue, but they may also be handling this issue as well. While it is important for curriculum to be notified regarding updates, CMAC may already be working on this issue.
- c. Kelly Douglass – Riverside may not have that committee. The textbook cost issue is a conversation happening in the Senate and may be happening through the OEI subcommittee, but it may not be as narrow and specific at the Moreno Valley committee. The whole reason this topic came up is because a course came through where faculty changed the materials fee and the cost that was indicated seemed arbitrary. If that issue isn't reviewed through the curriculum process, and if each college has a different way of doing it, who ensures this is being addressed if not curriculum?
- d. Brian Johnson – The information should be included in a section in the handbook and perhaps on a separate form for changing or adding the material fee. Are most of the courses with fees in ART?
  - i. Kelly Douglass – Some are CUL.
  - ii. Sabina Fernandez – Some are FIT, KIN, ART. 17 FIT courses have certification fees. Overtime we have collected the fees, so there is language that's been adopted for FIT.
- e. Kelly Douglass – Adding information to the handbook is a good idea. The data fields in Meta have always been there and are available to be review. Need to ensure faculty are saying how the material fee aligns with the course and that the fee is in the description.
- f. Steven Schmidt – May need to include a short instruction in Meta near the fields to include instructions on what is needed.
- g. Ann Pfeifle – Needs to be not just in the catalog, but also in the schedule of classes. There is a law that says the fees must be defined in the schedule. We may need to discuss with Academic Senate.
- h. Kelly Douglass – What should the catalog description say regarding course materials? For feedback, do we get that at Academic Senate, or is there a subcommittee?
  - i. Ann Pfeifle – The subcommittee has already reported to Senate and there is a definition for low-cost and zero-cost, which Senate has approved.
  - ii. Kelly Douglass – Is that for textbooks?
  - iii. Ann Pfeifle – It is for all materials fees. Each instructor may require certain materials, and the schedule would indicate if the fees are low-cost or zero-cost, which is specific to the section. You could have different sections where the fees are different. Due to academic freedom, the faculty may be required to spend a certain amount of money on a material. The schedule should reflect that.
  - iv. Kelly Douglass – We need to make sure we are talking about the same materials fees. We have always had course material fees in the description, which is attached to a course, not an instructor, and are charged at the time of registration. Ed Code says there are specific rules around when you can

charge certain fees, and that is not Academic Freedom.

- v. Ann Pfeifle – In BCTC courses, there are fees to get a state certification. There is then the freedom within that course where you may expect students to pay for other things.
  - i. Kelly Douglass – Maybe needs to check with these committees. Need clarification on the rules they're functioning under and what we're responsible for.
  - j. Ann Pfeifle – Contacts would include Amber Casolari, Sarah Burnett, Joel Webb and Angela Thomas.
  - k. Brian Johnson – The materials fees we're discussing are paid when registering for the course. The actual dollar amount should be in the description, this way when the student looks up that course in the catalog or schedule they can see the amount. It's important that they see the material fee. If a discipline is planning on changing the materials fee or adding one, then we want course modification and a document or proposal explaining the reason for the change. Whether faculty provide an attachment or if the justification is entered into Meta, it doesn't matter, but it's important that the actual dollar amount be in the description.
  - l. Ann Pfeifle – We may be discussing different fees. If there is a certification, we charge that at registration and we make that clear to students. But, for Art, they're going to have to buy a portfolio, canvases, brushes, and we want to make it clear to students, but they differ course to course. We need to clarify what our purview is.
  - m. Kelly Douglass – In the Student Fee Handbook, there's a difference between an instructional material fee and a material the student needs to purchase themselves. If the student is purchasing it themselves, we do not put that in the catalog description. It's assumed classes have costs attached to them. The instructional materials fee is for a material the instructor provides, but the student pays at the time of registration.
  - n. Brian Johnson – This is why we need the precise amount in the description. The student needs to know exactly how much it is.
    - i. Kelly Douglass – Agree, and if the fee is changing quite a bit, they need to do a modification.
  - o. Nicole Brown – How do we handle courses where the fee can change term to term?
    - i. Sabina Fernandez – The fee for the CPR course can change and the IDS has the ability edit the fees on the sections. That could happen term to term. Faculty may not have enough time to do a major modification
    - ii. Kelly Douglass – Once we have a sense of what curriculum's purview is and how we address it, we can address the specific question of what goes in the catalog, what classes are stable, which change, and by how much.
    - iii. Bryan Nicol – May be able to put generic language in the catalog, but specific cost in schedule via Colleague.
  - p. Kelly – Will double check with other groups to clarify what curriculum's purview is. If there is overlap, will clarify and bring back. No action to take at this time, but will bring back clarification in the fall.

**Program Documentation**

1. New Programs
  - a. Norco – Data Analytics
  - b. Norco – Data Science
2. Program Modifications
  - a. Riverside – Sociology
  - b. Moreno Valley – Spanish
  - c. Riverside – Graphic Design and Digital Media

# Technical Review Notes

Proposals and Notes for 05/17/2022

## Courses

### Course Exclusions

		M	N	R	Action	Douclass	Johnson	Pfeifle
SPA 3N	Spanish for Spanish Speakers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

### Course Inclusions

		M	N	R	Action	Douclass	Johnson	Pfeifle
ENG 885	Writing Clinic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
KIN A89A	Beginning Body Sculpting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
KIN A89B	Intermediate Body Sculpting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
KIN A89C	Advanced Body Sculpting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

### Course Major Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
EAR 25	Teaching in a Diverse Society	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	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
HMS 52	Introduction to Asian American Families and Populations Held for crosslisted ETS partner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
HMS 53	Introduction to Native American Families and Populations Held for crosslisted ETS partner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
MAT 112	Corequisite Support for Math 12 No votes attached. Will forward, Ann will collect minutes before college meeting. Course has a GESLO.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
MAT 12	Statistics No votes attached. Will forward, Ann will collect minutes before college meeting.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

## Courses

### Course Major Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
<b>MAT 12H</b>	<b>Honors Statistics</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Approved</b>	Y	Y	Y
No votes attached. Will forward, Ann will collect minutes before college meeting.								
<b>RLE 81</b>	<b>Real Estate Practices</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
For RLE courses, various revisions to content needed.								
<b>RLE 82</b>	<b>Legal Aspects of Real Estate</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
<b>RLE 83</b>	<b>Real Estate Finance</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
<b>RLE 84</b>	<b>Real Estate Appraisal</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
<b>RLE 85</b>	<b>Real Estate Economics</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
<b>RLE 86</b>	<b>Escrow Procedures I</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y

### Course Minor Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
<b>KIN 26</b>	<b>Foundations of Coaching</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Approved</b>	Y	Y	Y
<b>PDS 808</b>	<b>Critical Thinking, Problem Solving and Decision Making</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
Holding for CAT crosslisting.								
<b>PDS 810</b>	<b>Time Management</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
Holding for CAT crosslisting.								
<b>PDS 811</b>	<b>High Impact Presentations and Proposals for the Work Place</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
Holding for CAT crosslisting.								
<b>PDS 812</b>	<b>Workplace Communication Strategies</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
Holding for CAT crosslisting.								
<b>WEL 115A</b>	<b>SMAW/GMAW Pipe welding fundamentals</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
For all WEL courses, many sample assignments are textbook only and they include dates that do not match the course materials. Holding for clarification from faculty.								
<b>WEL 20</b>	<b>Blueprint Reading for Welders</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
<b>WEL 22</b>	<b>Plate and Structural Layout</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
<b>WEL 24</b>	<b>Pipe Fitting for the trades.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
<b>WEL 26</b>	<b>Pipe Layout</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
<b>WEL 65A</b>	<b>Beginning Shielded Metal Arc Welding</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
<b>WEL 65B</b>	<b>Advanced Shielded Metal Arc Welding</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
<b>WEL 75A</b>	<b>Gas Metal Arc Welding</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y

## Courses

### Course Minor Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
WEL 75B	Flux Cored Arc Welding (FCAW)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
WEL 85A	American Welding Society/Los Angeles City Welding I	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
WEL 85B	American Welding Society/Los Angeles City Welding II	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
WEL 95A	Introduction to Gas Tungsten Arc Welding	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
WEL 95B	Advanced Gas Tungsten Arc Welding (GTAW)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y

### Distance Education

		M	N	R	Action	Douclass	Johnson	Pfeifle
EST 10DE	Industrial Calculation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
EST 30DE	Architectural Blueprint Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
EST 32DE	Architectural Practice 1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
EST 33DE	Materials of Construction	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
GEG 1HDE	Honors Physical Geography	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y

Honors committee members need to be included for any Honors DE proposals.  
Holding to confirm with honors council that the DE proposal is appropriate.

### Extensive Labs

		M	N	R	Action	Douclass	Johnson	Pfeifle
GEG 30A	Field Studies in Geography	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
GEG 30B	Field Studies in Geography	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
GEG 30C	Field Studies in Geography	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
GEG 30D	Field Studies in Geography	<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
EMS 56	Advanced Emergency Medical Technician	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
EMS 57	Advanced Emergency Medical Technician (clinical)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
ENE 35B	Dynamics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y

Some formatting fixes needed. No entrance skills. Course content may be light.  
Course number may need to be changed.

## Courses

### New Courses

		M	N	R	Action	Douclass	Johnson	Pfeifle
<b>ENE 35C</b>	<b>Strength of Materials</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Hold</b>	Y	Y	Y
Some formatting fixes needed. No entrance skills. Course content may be light. Course number may need to be changed.								

## General Education

### General Education Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
<b>MUS</b>	<b>Careers and Entrepreneurship in Music and the Arts</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
Holding for further discussion. Course is also being re-evaluated at the state level.								

## Programs

### New Programs

		M	N	R	Action	Douclass	Johnson	Pfeifle
<b>Certificate</b>								
<b>CIS</b>	<b>Data Analytics</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Hold</b>	Y	Y	Y
Holding for regional consortium, advisory recommendation, and LMI.								
<b>Degree</b>								
<b>CIS</b>	<b>Data Science</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Hold</b>	Y	Y	Y
Holding for regional consortium, advisory recommendation, and LMI.								

### Program Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
<b>ADT</b>								
<b>SOC</b>	<b>Sociology</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Approved</b>	Y	Y	Y
<b>SPA</b>	<b>Spanish</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Approved</b>	Y	Y	Y
<b>Certificate</b>								
<b>HMS</b>	<b>Social Work Administration Studies</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Hold</b>	Y	Y	Y
<b>HMS</b>	<b>Careers in Social Work</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Hold</b>	Y	Y	Y
<b>Degree &amp; Certificate</b>								
<b>ADM</b>	<b>Graphic Design and Digital Media</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Approved</b>	Y	Y	Y