

District Technical Review Committee Meeting Minutes

Tuesday, September 7, 2021	2:30-4:00pm	CAADO 209/Zoom
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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)
	☐ Casandra Greene (Staff, RCC)
	☐ Nicole Brown (Staff, NOR)
Additional Guests: Nancy Aguirre, Jennifer Floe	rke, Laneshia Judon, Farshid Mizraei

Zoom Information

https://cccconfer.zoom.us/j/93359789226

+1 669 900 6833 (US Toll) Meeting ID: 933 5978 9226

Agenda and Minutes

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

Action Items

1. Curriculum Proposals

Discussion Items

- 1. CIS-25 Unit Error Casandra Greene
 - a. In 2017, CIS-25 moved from a 3 to 4 unit course. About half of the programs were fixed in the catalogs, but 5 programs have been discovered that were never updated. What is the best way to correct this? Is this a clerical fix? Do the programs need to be brought to curriculum?
 - i. Kelly Douglass This appears to be a clerical error.



- ii. Steven Schmidt Could these be brought to the disciplines for a vote so that they are aware of it, but beyond that it becomes a clerical change?
- iii. Kelly Douglass Yes, this will ensure they are aware of it.
 - 1. Casandra Greene Will reach out to Skip Berry.
 - 2. Ann Pfeifle Will reach out to Kasey Nguyen.
- b. Casandra Greene Additionally found courses that were deleted in 2018 that are still in programs, and instances of honors equivalents not being shown alongside non-honors courses.
 - i. Ann Pfeifle The committee had agreed at some point that the honors equivalents could be a clerical clean up, so the programs can just be corrected.
 - ii. Kelly Douglass Can a list of errors be brought to DCC for review and a vote?
 - iii. Casandra Greene Will compile a list to bring to the group.
- c. Casandra Greene For some programs, crosslisted versions are missing. Should all crosslisted versions be listed for all programs?
 - i. Ann Pfeifle Yes, all crosslisted versions should be listed.
- d. Nick Franco / Jeanne Howard There are a number of ADTs that also need the honors versions. AOs have previously been told that they need to go through curriculum and be sent to the state.
 - i. Bryan Nicol Any time an ADT is modified, it must be submitted to the state and undergo a manual review, but the local process would be at the discretion of the chairs.
 - ii. Steven Schmidt If we can bring a list of items to Tech Review, that could be corrected clerically.

2. Meta Updates – Bryan Nicol

- a. Steven Schmidt How is data being entered into the system?
 - i. Casandra Greene We are currently entering all programs. As modifications come through, we enter the current version, activate it, then enter a modification to enter the changes so we are capturing the history.
 - ii. Steven Schmidt Existing programs are not being brought through curriculum?
 - iii. Casandra Greene Correct. We are manually pushing them to active.
- b. New updates to Meta include the following:
 - i. Abridged Comparison Report Displays only the fields that are changing.
 - ii. Auto-Update of Prerequisite and Entrance Skill Links Now update when a course is moved to active. Any course that uses it as a prerequisite or has entrance skill links to that course will automatically be updated.
 - 1. Two caveats: Updates do not occur on a course deletion and entrance skill links will not be auto-updated if course SLOs were modified.
 - iii. Grading Check Boxes and Repeatability are now required. Grading Check Boxes have been moved to below the description field so we can now verify that both areas show the correct grading.



- iv. On Course Major Modifications, colleges can no longer be edited by non-admin users and there is now guiding text to indicate to faculty that they need to submit inclusions/exclusions.
- c. Forthcoming updates include:
 - i. New Discipline Proposal Meta has an internal way to handle new discipline proposals.
 - ii. Crosslisting The new crosslisting feature is in the Meta Sandbox, and only requires that one course in a crosslisted group be launched and edited.
 - iii. General Education Modification Will allow for GE proposals within Meta.
 - iv. All of the above will be demoed for the committee when ready and can be moved to production at their discretion.
- d. Program Module
 - i. Coordinators intend to have data entered for all existing programs by end of the fall term. New and existing programs that come to Tech Review will also be entered.
 - ii. The Program Summary and Program Pathway reports should be disregarded at this time.
 - iii. The Program Narrative report was recently updated and is mostly accurate, but Bryan will continue to work with Meta to adjust as needed.
 - iv. The Program Outcome Mapping Report will display links between course SLOs and program learning outcomes.
- 3. General Education Itemization Status Update Bryan Nicol
 - a. Bryan Nicol The current General Education Itemization updates based on faculty feedback were provided to the committee. A number of disciplines have provided no response at this time.
 - i. Ann Pfeifle It would be best for the chairs to notify the disciplines that a response is still needed.
 - b. Kelly Douglass For next steps, do we take this list to the college, then to DCC for further discussion? Do we want to do this next week or have the chairs make one more effort to perform outreach and then discuss at the following Tech Review?
 - i. Steven Schmidt Extra outreach may be too much. Taking it to the next meeting may be enough.
 - ii. Kelly Douglass Will take as an action item to the next meeting and will seek additional clarification from missing disciplines.
 - c. Jennifer Floerke Can changes to the general education plan be proposed at any time? COM faculty didn't want any changes and were under the impression they could do it any time.
 - i. Kelly Douglass Disciplines were supposed to notify Tech Review of their decisions by this summer so all of the information could be presented at this meeting. This type of clean up is not done regularly as we are just now moving to an itemized list.



- ii. Steven Schmidt There are two issues that are being resolved that your discipline is questioning. This is purely to clean up the look of the catalog. Whether you choose to include or exclude after that point, you can do that at any point.
- d. Ellen Brown-Drinkwater Clarification is needed for items highlighted in blue on the list. Are new courses being accepted to areas where they weren't before?
 - i. Kelly Douglass To add a new course to the list, disciplines would need to complete the form.
 - ii. Bryan Nicol Will verify disciplines who have submitted forms and will submit that information to the chairs on Thursday.
 - iii. Brian Johnson If they don't have a form, the courses should not be included.
- e. Nick Franco In the humanities GE, it says any music class. Maybe 9 or 10 years ago, Norco created the MUC discipline and Sylvia Thomas at that time had let the evaluators know that MUC could also be used for GE. MUC recently changed their discipline to MIS, but ever since then it's been counted as a humanities course for general education. There are some of these classes that they may fall under the category, but are not on the list. Will faculty need to submit a proposal to have these courses added?
 - i. Ellen Brown-Drinkwater FTV/FST may be in the same situation.
 - ii. Steven They would need to fill out the form to have them included because they are not the same. There are some that are close and may overlap, but the MIS courses are different. There's not an equivalent MUS courses to them. They may fall within the GE category, but they are not duplicates of MUS, so the approval wouldn't be automatic.
- f. Brian Johnson If the discipline wants something changed, they need to get it done as soon as possible?
 - i. Kelly Douglass We can give them until the regular submission deadline.
 - ii. Note: Last day to launch is September 24.
- g. Casandra Greene Based on the list, MUS 200 and THE 200 are offered as Humanities courses.
 - i. Bryan Nicol When the requests came through, the 200 courses were specifically listed.
 - ii. Kelly Douglass We may need to state that no 200 level courses are humanities courses, particularly because there is no content to review.
- 4. ART/AHS in Degree Audit Bryan Nicol
 - a. With the move of certain ART courses to AHS, evaluators are questioning how to apply AHS courses in the Fine and Applies Arts AOE for students with catalog rights to previous years. The AOE requires that courses be taken within a maximum of 3 disciplines. Because historically AHS courses were included in with ART courses, if a student with previous catalog rights now completes an AHS course, should it be applied to the ART discipline?
 - b. After some discussion, the committee agreed that AHS courses could be applied as appropriate to the ART discipline within the AOE for students with catalog



rights prior to 2021.

Program Documentation

- 1. New Programs
 - a. Norco Essential 3D Tour
 - b. Norco Essential Revit
 - c. Moreno Valley Data Analytics
 - d. Norco Essential CAD
 - e. Norco Essential Fusion 360
 - f. Norco Essential SolidWorks
 - g. Moreno Valley Data Science
 - h. Moreno Valley Crime and Intelligence Analysis
 - i. Moreno Valley Emergency Management and Homeland Security
 - j. Moreno Valley Emergency Management and Homeland Security Cybersecurity
 - k. Moreno Valley Emergency Management and Homeland Security Emergency Medical Services
 - Moreno Valley Emergency Management and Homeland Security Fire Technology
 - m. Moreno Valley Emergency Management and Homeland Security Leadership
 - n. Moreno Valley Emergency Management and Homeland Security Law Enforcement
- 2. Program Modifications
 - a. Riverside Registered Nursing
 - b. Riverside Paralegal Studies
 - c. Riverside Vocational Nursing
 - d. Riverside Welding Technology

Notice is Hereby Given That Pursuant to Executive Order N-29-20 and N-08-21 the Riverside Community College District Technical Review Committee will meet on September 7, 2021 via Zoom Conferencing.

Consistent with Executive Order N-29-20 and N-08-21 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 techneview@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 techneview@rccd.edu.

Technical Review Notes

Proposals and Notes for 09/07/2021

ourses						
ourse Dele	<u>tions</u>	MNR	Action	Douglass	Johnson	Pfeifle
_	Computer Applications for Business rther clarification on if faculty intend to move forward with the approval also did not appear to be present.	V V	Hold	Υ	Υ	Υ
CAT 54A Minutes are fr	Introduction to Flash rom 2011. No deletion for 54B? Holding for further clarification	✓ □ □	Hold	Υ	Υ	Υ
CAT 84 Awaiting prog	Word Processing: WordPerfect for Windows ram modifications - RIV Paralegal and MOV Computer Applica	ations.	Hold	Υ	Υ	Υ
	Computer Applications for Business rther clarification on if faculty intend to move forward with the approval also did not appear to be present.	✓ ✓ 	Hold	Υ	Υ	Υ
CIS 84 Awaiting prog	Word Processing: WordPerfect for Windows ram modifications - RIV Paralegal and MOV Computer Applica	ations.	Hold	Υ	Υ	Υ
SCE 805	Creative Writing for Older Adults		Approved	Υ	Υ	Υ
SCE 824	Successful Money Management		Approved	Υ	Υ	Υ
SCE 833	Health Wellness and Nutrition for Older Adults		Approved	Υ	Υ	Υ
SCE 834	Weight Management for Older Adults		Approved	Υ	Υ	Υ
ourse Inclu	<u>isions</u>	MNR	Action	Douglass	Johnson	Pfeifle
CIS 63	Introduction to Structured Query Language (SQL)		Approved	Υ	Υ	Υ
ourse Majo	or Modifications	MNR	Action	Douglass	Johnson	Pfeifle
	Introduction to Python Programming series, Norco being added. All GESLOs were added, which maying for clarification.	y not be	Hold	Υ	Υ	Υ
CIS 30B	Python Programming in Networking	V V	Hold	Υ	Υ	Υ
CIS 30C	Python Programming in Cybersecurity	V V	Hold	Υ	Υ	Υ
CIS 30D	Python Programming for Internet of Things (IoT)	V V	Hold	Υ	Υ	Υ

Courses							
Course Majo	<u>r Modifications</u>	MNR	Action	Douglass	Johnson	Pfeifle	
CUL 36	Introduction to Culinary Arts		Approved	Υ	Υ	Υ	
CUL 37	Intermediate Culinary Arts		Approved	Υ	Υ	Υ	
CUL 38	Advanced Culinary Arts		Approved	Υ	Υ	Υ	
ESL 65 Content is one	American Classroom Culture level. Entrance skills may need to be reviewed. MOV has bee	✓ ✓ ✓ n added.	Hold	Υ	Υ	Υ	
	Pronunciation and Accent Reduction level. Only has one SLO, but may be appropriate for the ce skills may need to be reviewed. NOR has been added.		Hold	Υ	Υ	Υ	
_	Developing a Personal Philosophy of Leadership and Ethics an up needed. SLOs and objectives almost seem to be reverse methods section could use more discipline integration. Also		Hold	Υ	Υ	Υ	
HLS 51	Leading Others Ethically		Hold	Υ	Υ	Υ	
HLS 52	Ethical Leadership in Organizations	V	Hold	Υ	Υ	Υ	
HLS 53	Ethics and the Challenge of Leadership	V	Hold	Υ	Υ	Υ	
NRN 11 Have GESLOs, k	Foundations of Nursing Practice Across the Lifespan out this may be due to the Fullerton Bachelor's program.		Approved	Υ	Υ	Υ	
NRN 12	Acute and Chronic Medical-Surgical Nursing Across the Lifespan and Maternity Nursing		Approved	Υ	Υ	Υ	
NRN 14	Health Promotion and Wellness Across the Lifespan		Approved	Υ	Υ	Υ	
NRN 21	Acute Adult Medical-Surgical and Mental Health Nursing		Approved	Υ	Υ	Υ	
_	eds clean up in content There is a mismatch when comparin other NRN courses.	g the					
NRN 22	Advanced Medical-Surgical Nursing Across the Lifespan and Acute Pediatrics		Approved	Υ	Υ	Υ	
NVN 52	Introductory Concepts of Vocational Nursing - Nursing Fundamentals		Approved	Υ	Υ	Υ	
For the prerequence comma format	uisites, NVN-52 may be correct, but the others may not be du ting issue.	e to a					
NVN 60	Intermediate Vocational Nursing Foundations-Nursing Process		Approved	Υ	Υ	Υ	
NVN 61	Intermediate Concepts of Vocational Nursing-Care of the Family		Approved	Υ	Υ	Υ	

ourses						
ourse Majo	or Modifications	MNR	Action	Douglass	Johnson	Pfeifle
NVN 62	Intermediate Concepts of Vocational Nursing- Medical/Surgical		Approved	Υ	Υ	Υ
NVN 63	Intermediate Concepts of Vocational Nursing - Mental Health		Approved	Υ	Υ	Υ
NVN 70	Advanced Vocational Nursing Foundations-Role Transition		Approved	Υ	Υ	Υ
NVN 71	Advanced Vocational Nursing Foundations- Medical/Surgical		Approved	Υ	Υ	Υ
istance Edu	<u>ucation</u>	MNR	Action	Douglass	Johnson	Pfeifle
CIS 22DE Online delivery asynchronous	Systems Auditing of sample assignments may need clarification regarding options.		Approved	Υ	Υ	Υ
CIS 4DE	Practical Computer Security	V V	Approved	Υ	Υ	Υ
ew Courses	<u>S</u>	MNR	Action	Douglass	Johnson	Pfeifle
	Print Reading for Construction h CON-62. CON-62 needs a major mod and may have light co d be degree credit.	urse	Hold	Y	Υ	Υ
content only a	3D Tour, Virtual, Mixed, Augmented and Extended Reality eds clarification, should be degree credit. Advisories not linke tone level. Methods section may need discipline integration. ode should match ARE 62.		Hold	Υ	Υ	Υ
CIS 48A For all CIS belo	Introduction to Cloud Computing w, holding for clean up concerns and clarification of intent.	V V	Hold	Υ	Υ	Υ
CIS 68A	Introduction to Machine Learning	V V	Hold	Υ	Υ	Υ
CIS 68B	Big Data Fundamentals	V V	Hold	Υ	Υ	Υ
CIS 70A	Foundations of Data Science	V V	Hold	Υ	Υ	Υ
CIS 848A	Cloud Computing Fundamentals		Hold	Υ	Υ	Υ
CIS 87A						
	Introduction to IT Project Management		Hold	Υ	Υ	Υ

Courses						
lew Courses		MNR	Action	Douglass	Johnson	Pfeifle
DFT 31 Repeatability, er to be a DE propo	Advanced Computer Aided Drafting (CAD) ntrance skills. Rationale also discusses DE, but there does rosal.	ot appear	Hold	Υ	Υ	Υ
DFT 41 Appears to be cr	Engineering Graphics cosslisted with ENE-41, but don't exactly match.		Hold	Υ	Υ	Υ
DFT 62	Basic Fusion 360		Hold	Υ	Υ	Υ
DFT 63 Methods of Instr	Advanced Fusion 360 ruction formatting needs cleaning up.		Hold	Υ	Υ	Υ
PAL 86 Entrance skills m	Tort Law and Alternative Dispute Resolution issing headers/links.		Approved	Υ	Υ	Υ
PAL 89 Entrance skills m	Sports Management and Entertainment Law issing headers/links.		Approved	Υ	Υ	Υ
PAL 90	E-Discovery and Litigation Support Applications		Approved	Υ	Υ	Υ
General Edu						
	ication ation Modifications	MNR	Action	Doi	Jol	
		M N R	Action Hold	Douglass >-	Johnson >	Pfeifle >
General Educa	GE D2 CIS 1A 5 14A 17A 18A 30A Te already listed on the itemized sheet. Unclear what the s	✓ ✓ ✓ ubmission				
General Educa CIS These courses ar	GE D2 CIS 1A 5 14A 17A 18A 30A Te already listed on the itemized sheet. Unclear what the s					
cis These courses ar	GE D2 CIS 1A 5 14A 17A 18A 30A re already listed on the itemized sheet. Unclear what the sir clarification.	✓ ✓ ✓ ubmission	Hold	Y	Υ	Υ
cis These courses ar is for. Holding fo csc Programs New Program	GE D2 CIS 1A 5 14A 17A 18A 30A re already listed on the itemized sheet. Unclear what the sir clarification. GE D2 5 7 8 17A 18A	✓ ✓ ✓ ubmission	Hold	Y	Υ	Υ
CIS These courses ar is for. Holding for CSC Programs New Program Pertificate ARE	GE D2 CIS 1A 5 14A 17A 18A 30A re already listed on the itemized sheet. Unclear what the sir clarification. GE D2 5 7 8 17A 18A	www.ubmission	Hold	Y	Y	Y
CIS These courses ar is for. Holding for CSC Programs New Program Pertificate ARE	GE D2 CIS 1A 5 14A 17A 18A 30A re already listed on the itemized sheet. Unclear what the sir clarification. GE D2 5 7 8 17A 18A Essential 3D Tour Bryan will forward info on crosslisted courses. Essential Revit	www.ubmission	Hold Hold Action	Y Y Douglass	Y Johnson	Y Pfeifle
cis These courses ar is for. Holding fo csc Programs Jew Program Pertificate ARE Held for courses ARE	GE D2 CIS 1A 5 14A 17A 18A 30A re already listed on the itemized sheet. Unclear what the sar clarification. GE D2 5 7 8 17A 18A Essential 3D Tour Bryan will forward info on crosslisted courses. Essential Revit Data Analytics	www.ubmission www.www.www.www.www.www.www.www.www.w	Hold Action Hold	Y Y Douglass Y	Y Y Johnson Y	Y Y Pfeifle Y

Y = "Yea" N = "Nay" A = Abstained Blank = Absent for Vote Technical Review Notes 09/07/2021

Programs						
New Programs		MNR	Action	Douglass	Johnson	Pfeifle
Certificate						
DFT Held for courses.	Essential Fusion 360		Hold	Υ	Υ	Υ
Degree						
CIS Held for courses.	Data Science		Hold	Υ	Υ	Υ
Degree & Certifica	te					
-	Crime and Intelligence Analysis ider adding MAT-12/12H as an option for PSY/SOC-48. Did strict discipline communication. Department minutes did roote.		Approved	Y	Υ	Υ
HLS	Emergency Management and Homeland Security	V	Approved	Υ	Υ	Υ
HLS	Emergency Management and Homeland Security - Cybersecurity	V	Approved	Υ	Υ	Υ
HLS	Emergency Management and Homeland Security - Emergency Medical Services	V	Approved	Υ	Υ	Υ
HLS	Emergency Management and Homeland Security - Fire Technology		Approved	Υ	Υ	Υ
HLS	Emergency Management and Homeland Security - Leadership	V	Hold	Υ	Υ	Υ
Held for courses.						
HLS	Emergency Management and Homeland Security - Law Enforcement		Approved	Υ	Υ	Υ
Program Modi	<u>fications</u>	MNR	Action	Douglass	Johnson	Pfeifle
Degree	Decistored Number		Ammanad	.,	.,	.,
NRN Units mismatch or	Registered Nursing n paper form.		Approved	Υ	Υ	Υ
comparison to sim program units we double count in G	Paralegal Studies r justification of total program units. Faculty reviewed program programs offered by sister colleges and found that RC re overall lower for the RCCD GE plan. Additionally, course E and major. Courses are also designed to ensure student field and to meet legislative requirements.	C's	Approved	Υ	Υ	Υ
Degree & Certification	te					
NVN	Vocational Nursing		Approved	Υ	Υ	Υ

Programs							
Program Mo Degree & Certifi		M N	R	Action	Douglass	Johnson	Pfeifle
WEL Holding for dep	Welding Technology partment minutes.		~	Hold	Υ	Υ	Υ