RCCD | RIVERSIDE COMMUNITY COLLEGE DISTRICT

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

District Technical Review Committee
Meeting Minutes

Tuesday, September 21, 2021	**2:30-4:00pm**	**CAADO 209/Zoom**

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)
	☐ Sabina Fernandez (Staff, MVC)
	☒ Casandra Greene (Staff, RCC)
	☒ Nicole Brown (Staff, NOR)
Additional Guests: Rex Beck, Madeline Bettancourt, Kasey Nguyen, Jennifer Floerke	

Zoom Information
https://cccconfer.zoom.us/j/92034554821
+1 669 900 6833 (US Toll)
Meeting ID: 920 3455 4821

Agenda and Minutes

1. Approval of Agenda
    a. 1st A. Pfeifle; 2nd K. Douglass
    b. Approved, Unanimous
2. Approval of Minutes - September 7, 2021
    a. 1st A. Pfeifle; 2nd K. Douglass
    b. Correction to ESL 65 and 95 notes on the list of approvals. The location of which college is being added was reversed.
    c. Approved, Unanimous

Action Items

1. Curriculum Proposals

Discussion Items

1. GE Catalog Update – Steven Schmidt
    a. Ann Pfeifle – The Plan A GE pattern in B2 lists "history except as listed in 1 above." Are we wanting to list all of the history courses there?
        i. Kelly Douglass – We may want to list them in both areas.

b. Ann Pfeifle – Do we need minutes from both disciplines and departments?
    i. Kelly Douglass – Disciplines only.
c. Jennifer Floerke – Is adding a course or moving courses a separate process?
    i. Kelly Douglas – Yes, this would be a separate proposal.
d. Steven Schmidt – As a reminder, in the GE pattern, some disciplines are itemized and others are not. Our goal is to list out all the courses so all courses can be seen in the catalog. At the last college meeting we asked for feedback so we how the disciplines want to proceed, and we have not yet heard back from everyone. If you were previously itemized and you want to add courses then you launch a proposal to include the items. If you want to move one or more courses from one area to another it would be a proposal.
e. Bryan Nicol – For several disciplines, 200 Work Experience courses are still listed.
    i. Committee agreed these are not GE courses, they will be removed from the list.

2. Work Studies Courses – Ann Pfeifle
    a. Ann Pfeifle – In the last discussion about work studies courses, there was agreement that crosslistings would be removed from any disciplines who want to maintain their own work experience course and that if a discipline has its own course to make the course more specific to that discipline.
    b. Casandra Greene – The majority of disciplines are not using the 200 level courses and they are not found in many programs. Jeanine Gardner submitted a request to find out which disciplines are using the work experience courses. Any discipline that does not want to utilize them can submit them for deletion, and we can clean up any items before moving to the new ERP.

3. Honors Classes – Clerical Fixes – Kelly Douglass
    a. Kelly Douglass – To clarify the discussion from the last Tech Review, we stated that all programs, including ADTs, could have honors courses administratively added to them.
        i. The committee agreed this is correct.
    b. Ann Pfeifle – Regarding honors, within Meta we do not have honors advisory council oversight. Recently, a new honors course was created, but no one at Moreno Valley was informed.
        i. Bryan Nicol – Will discuss new positions and modifying the Meta workflow at the next Meta meeting.
    c. Kelly Douglass – Regarding an additional clerical edit, GEG-30A has the incorrect repeatability listed in Meta, but the minutes clearly indicate faculty's intention. Can we administratively correct this?
        i. The committee agreed to administratively correct the repeatability.
    d. Ann Pfeifle – The topic of contract courses has also been brought up by the honors advisory council. The current practice has been to only allow for contract courses to be taught as honors if a COR for the honors course exists.
        i. Kelly Douglass – Contract courses have been used throughout the state to

teach honors when no COR exists. There should be some process to review and approve this.

    ii. Ann Pfeifle – From a curriculum standpoint, a COR has to exist in our inventory to teach the course as an honors course. If we allow for contract courses, how would they appear on the student's transcript?

    iii. Jennifer Floerke – Agreed to reach out to neighboring colleges to see their approach.

    iv. Kelly Douglass – Agreed to speak with Tucker Amidon for feedback.

    v. Committee requested this topic be agendized for the next Tech Review.

4. Non-Credit FTES Calculation – Bryan Nicol
   a. Bryan Nicol received an e-mail from Raj stating that the outside of class hours for non-credit courses can be used to maximize FTES. When many of our non-credit courses were approved over two years ago, many of them did not have the outside of class hours field completed. What is the best process for addressing this?
   b. The committee agreed that any mirrored non-credit courses can be cleaned up to match their credit counterpart, but faculty should otherwise submit modifications so it is clear what faculty intent is. The committee also agreed to have the outside of class hours field be required in Meta.
   c. Brian Johnson – The committee may want to further discuss the differences between minor and major modifications. It may be possible that the committee is being overly careful in what we require.

5. DE Deletion Following Course Deletion – Bryan Nicol
   a. The committee agreed that when a course is approved for deletion, its distance education counterpart can be administratively deleted.

Program Documentation

1. New Programs
   a. Essential 3D Tour
   b. Essential Revit
   c. Data Analytics
   d. Essential CAD
   e. Essential Fusion 360
   f. Essential SolidWorks
   g. Data Science
   h. Emergency Management and Homeland Security – Leadership
2. Program Modifications
   a. Cosmetology Instructor Training
   b. Musical Theatre
   c. Automotive Technology – Automotive Trim and Upholstery
   d. 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 21, 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 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 09/21/2021

Courses

Course Deletions

		M N R	Action	Douglass	Johnson	Pfeifle
CAT 3	Computer Applications for Business	☑ ☑ ☑	**Hold**	Y	Y	Y

Holding for further clarification on if faculty intend to move forward with the deletion. Norco approval also did not appear to be present.

		M N R	Action	Douglass	Johnson	Pfeifle
CAT 54A	Introduction to Flash	☑ ☐ ☐	**Hold**	Y	Y	Y

Minutes are from 2011. Appears in two Moreno Valley programs: Computer Applications and Simulation and Gaming.

		M N R	Action	Douglass	Johnson	Pfeifle
CAT 84	Word Processing: WordPerfect for Windows	☐ ☐ ☑	**Hold**	Y	Y	Y

MOV has obtained minutes for program modification and will launch soon.

		M N R	Action	Douglass	Johnson	Pfeifle
CIS 3	Computer Applications for Business	☑ ☑ ☑	**Hold**	Y	Y	Y

Holding for further clarification on if faculty intend to move forward with the deletion. Norco approval also did not appear to be present.

		M N R	Action	Douglass	Johnson	Pfeifle
CIS 84	Word Processing: WordPerfect for Windows	☐ ☐ ☑	**Hold**	Y	Y	Y

MOV has obtained minutes for program modification and will launch soon.

Course Major Modifications

		M N R	Action	Douglass	Johnson	Pfeifle
BUS 82	Freight Claims	☐ ☑ ☐	**Approved**	Y	Y	Y
BUS 83	Contracts	☐ ☑ ☐	**Approved**	Y	Y	Y
BUS 85	Warehouse Management	☐ ☑ ☐	**Approved**	Y	Y	Y
BUS 86	Transportation and Traffic Management	☐ ☑ ☐	**Approved**	Y	Y	Y
BUS 87	Purchasing and Supply Management	☐ ☑ ☐	**Approved**	Y	Y	Y
BUS 90	International Logistics	☐ ☑ ☐	**Approved**	Y	Y	Y
CIS 30A	Introduction to Python Programming	☑ ☐ ☑	**Approved**	Y	Y	Y

Will move forward without Norco selected. Norco inclusions will be forthcoming soon.

		M N R	Action	Douglass	Johnson	Pfeifle
CIS 30B	Python Programming in Networking	☑ ☐ ☐	**Approved**	Y	Y	Y

Will move forward without Norco selected. Norco inclusions will be forthcoming soon.

		M N R	Action	Douglass	Johnson	Pfeifle
CIS 30C	Python Programming in Cybersecurity	☑ ☐ ☐	**Approved**	Y	Y	Y

Will move forward without Norco selected. Norco inclusions will be forthcoming soon.

Courses

Course Major Modifications

		M N R	Action	Douglass	Johnson	Pfeifle
CIS 30D	Python Programming for Internet of Things (IoT)	☑ ☐ ☐	Approved	Y	Y	Y
Will move forward without Norco selected. Norco inclusions will be forthcoming soon.						
CIS 30E	Advanced Python Programming	☑ ☐ ☐	Approved	Y	Y	Y
Will move forward without Norco selected. Norco inclusions will be forthcoming soon.						
ESL 65	American Classroom Culture	☑ ☑ ☑	Approved	Y	Y	Y
ESL 95	Pronunciation and Accent Reduction	☑ ☑ ☑	Approved	Y	Y	Y
FIT CFO3A	Human Resources Management Chief Fire Officer	☑ ☐ ☐	Approved	Y	Y	Y
FIT CFO3B	Budget and Fiscal Responsibilities Chief Fire Officer	☑ ☐ ☐	Approved	Y	Y	Y
FIT CFO3C	General Administration Functions Chief Fire Officer	☑ ☐ ☐	Approved	Y	Y	Y
FIT CFO3D	Emergency Service Delivery Responsibilities	☑ ☐ ☐	Approved	Y	Y	Y
FIT CO2A	Human Resource Management	☑ ☐ ☐	Approved	Y	Y	Y
CO2 series may need to have prerequisite set up adjusted. COR appears blank at the prerequisite level, but a note is included on the requisite tab.						
FIT CO2B	General Administrative Functions	☑ ☐ ☐	Approved	Y	Y	Y
CO2 series may need to have prerequisite set up adjusted. COR appears blank at the prerequisite level, but a note is included on the requisite tab.						
FIT CO2C	Fire Inspections and Investigations	☑ ☐ ☐	Approved	Y	Y	Y
CO2 series may need to have prerequisite set up adjusted. COR appears blank at the prerequisite level, but a note is included on the requisite tab.						
FIT CO2D	All Risk Command Operations	☑ ☐ ☐	Approved	Y	Y	Y
CO2 series may need to have prerequisite set up adjusted. COR appears blank at the prerequisite level, but a note is included on the requisite tab.						
FIT CO2E	Wildland Incident Operations	☑ ☐ ☐	Approved	Y	Y	Y
CO2 series may need to have prerequisite set up adjusted. COR appears blank at the prerequisite level, but a note is included on the requisite tab.						
FIT S21	Public Safety Honor Guard Academy	☑ ☐ ☐	Approved	Y	Y	Y
FIT S3	Basic Fire Fighter Academy	☑ ☐ ☐	Approved	Y	Y	Y
Prerequisite of S3A is missing entrance skills. Advisory of ENG, MAT, and REA could potentially be removed.						
FIT S3A	Introduction to Fire Academy and Physical Conditioning for Fire Academy Students	☑ ☐ ☐	Approved	Y	Y	Y
FIT S3B	Firefighter I Academy Skills Review and Certification	☑ ☐ ☐	Approved	Y	Y	Y

Courses

Course Major Modifications

		M	N	R	Action	Douglass	Johnson	Pfeifle
HLS 50	Developing a Personal Philosophy of Leadership and Ethics	☑	☐	☐	Approved	Y	Y	Y
	Changes are pending, but edits have been received. GESLOs should not be attached.							
HLS 51	Leading Others Ethically	☑	☐	☐	Approved	Y	Y	Y
	Changes are pending, but edits have been received. GESLOs should not be attached.							
HLS 52	Ethical Leadership in Organizations	☑	☐	☐	Approved	Y	Y	Y
	Changes are pending, but edits have been received. GESLOs should not be attached.							
HLS 53	Ethics and the Challenge of Leadership	☑	☐	☐	Approved	Y	Y	Y
	Changes are pending, but edits have been received. GESLOs should not be attached.							

New Courses

		M	N	R	Action	Douglass	Johnson	Pfeifle
ARE 62	Print Reading for Construction	☐	☑	☐	Removed from Agenda	Y	Y	Y
	Faculty will not move forward with this course and will instead use CON-62.							
ARE 63	3D Tour, Virtual, Mixed, Augmented and Extended Reality	☐	☑	☐	Approved	Y	Y	Y
CIS 48A	Introduction to Cloud Computing	☑	☐	☑	Hold	Y	Y	Y
	Held for verification of hours against 848A.							
CIS 68A	Introduction to Machine Learning	☑	☐	☑	Approved	Y	Y	Y
CIS 68B	Big Data Fundamentals	☑	☐	☑	Approved	Y	Y	Y
CIS 70A	Foundations of Data Science	☑	☐	☑	Hold	Y	Y	Y
	Holding for crosslisted MAT-70A.							
CIS 848A	Cloud Computing Fundamentals	☑	☐	☐	Hold	Y	Y	Y
	Holding for verification of hours against 48A.							
CIS 87A	Introduction to IT Project Management	☑	☐	☐	Approved	Y	Y	Y
CIS 87B	IT Project Management Framework	☑	☐	☑	Approved	Y	Y	Y
DFT 31	Advanced Computer Aided Drafting (CAD)	☐	☑	☐	Approved	Y	Y	Y
DFT 41	Engineering Graphics	☐	☑	☐	Removed from Agenda	Y	Y	Y
	Faculty will not be moving forward with this course and instead will use ENE-41.							
DFT 62	Basic Fusion 360	☐	☑	☐	Approved	Y	Y	Y
DFT 63	Advanced Fusion 360	☐	☑	☐	Approved	Y	Y	Y

Disciplines

New Disciplines		M N R	Action	Douglass	Johnson	Pfeifle
INT	**Industrial Automation**	☑ ☐ ☐	**Approved**	Y	Y	Y
Rationale for the purpose of the discipline seems generic, however the discipline was presented at academic senate. Acronym/Title may not be the most clear.						

General Education

General Education Modifications		M N R	Action	Douglass	Johnson	Pfeifle
CIS	**GE D2 CIS 1A 5 14A 17A 18A 30A**	☑ ☑ ☑	**Removed from Agenda**	Y	Y	Y
Faculty clarified that CIS/CSC submission was for the purpose of the greater GE clean up project. Removing from agenda and including with GE packet.						
CSC	**GE D2 5 7 8 17A 18A**	☑ ☑ ☑	**Removed from Agenda**	Y	Y	Y
Faculty clarified that CIS/CSC submission was for the purpose of the greater GE clean up project. Removing from agenda and including with GE packet.						

Programs

New Programs		M N R	Action	Douglass	Johnson	Pfeifle
Certificate						
ARE	**Essential 3D Tour**	☐ ☑ ☐	**Approved**	Y	Y	Y
Bryan will assist modifying narrative for course changes.						
ARE	**Essential Revit**	☐ ☑ ☐	**Approved**	Y	Y	Y
CIS	**Data Analytics**	☑ ☐ ☐	**Hold**	Y	Y	Y
Held for CIS/MAT-70A.						
DFT	**Essential CAD**	☐ ☑ ☐	**Approved**	Y	Y	Y
DFT	**Essential Fusion 360**	☐ ☑ ☐	**Approved**	Y	Y	Y
DFT	**Essential SolidWorks**	☐ ☑ ☐	**Approved**	Y	Y	Y
Degree						
CIS	**Data Science**	☑ ☐ ☐	**Hold**	Y	Y	Y
Held for MAT/CIS-70A.						
Degree & Certificate						
HLS	**Emergency Management and Homeland Security - Leadership**	☑ ☐ ☐	**Approved**	Y	Y	Y

Programs

Program Modifications

			M N R	Action	Douglass	Johnson	Pfeifle
Certificate							
COS	**Cosmetology Instructor Training**		☐ ☐ ☑	**Approved**	Y	Y	Y
THE	**Musical Theatre**		☐ ☐ ☑	**Approved**	Y	Y	Y
Degree & Certificate							
AUB	**Automotive Technology - Automotive Trim and Upholstery**		☐ ☐ ☑	**Approved**	Y	Y	Y
WEL	**Welding Technology**		☐ ☐ ☑	**Approved**	Y	Y	Y