

## District Technical Review Committee Meeting Minutes

**Tuesday, February 21, 2023**

**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 checked="" type="checkbox"/> Susan Mills (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: Paul VanHulle, Mia Timme, Jude Whitton, Ronald Ruiz, Jesus Vela, Denise Kruiuzenga-Muro	

### Zoom Information

<https://rccd-edu.zoom.us/j/86555446612?pwd=R0dDakVkSzNZQitZZEN0Zm1TTIYvQT09>

+1 669 900 6833 US

Meeting ID: 865 5544 6612

Passcode: 627472

### Agenda and Minutes

1. Approval of Agenda
  - a. 1<sup>st</sup> A. Pfeifle; 2<sup>nd</sup> B. Johnson
  - b. Add Discussion Item of MAT-35/Intermediate Algebra in the Prerequisite Field
  - c. Approved, Unanimous
2. Approval of Minutes – December 6, 2022
  - a. 1<sup>st</sup> K. Douglass; 2<sup>nd</sup> A. Pfeifle
  - b. Approved, Unanimous

### Action Items

1. Curriculum Proposals
2. 23-24 Curriculum Calendar
  - a. Edit requested to display when Curriqnet “Freeze” ends.
  - b. Approved, Unanimous

### Discussion Items

1. RCC Curriculum Committee Website Migration – Steven Schmidt
  - a. Without any notice, the RCC Curriculum website was taken offline and content is gone. The Webmaster at RCC is working with Steven to restore the website based on a Way Back Machine version and Steven’s back up documentation.
  - b. Ann Pfeifle – Faculty websites at MOV were disabled without warning as well.

- c. Brian Johnson – May want to have a Canvas page instead for curriculum resources.
    - d. Kelly Douglass – Minutes and agenda must be public. Brown Act revision also requires physical and digital posting of minutes and agendas.
    - e. Casandra Greene – At the Board meeting, it was discussed that under Omni, each department will manage their own website.
  2. MAT-35/Intermediate Algebra as Prerequisite in Curriquet – Steven Schmidt
    - a. CHE-1A originally listed “Intermediate Algebra or Qualifying Placement.” Removing the MAT-35 prerequisite also removed the entrance skill links for that course. How do we address this moving forward?
    - b. Kelly Douglass –MAT-35 will eventually be removed from the catalog and will no longer be offered. Is our solution long term to have entrance skills without a link?
    - c. Ann Pfeifle – We would need to set up guidelines, because faculty could do this beyond just English and Math. We should clearly stipulate that an absence of links on the COR is just to address Intermediate Algebra and the English composition language, but this could again change according to the whims of other institutions.
    - d. Bryan Medina will reach out to Curriquet to determine if it is possible to link a term to Entrance Skills.
    - e. Steven Schmidt – Should we list “MAT-35 or Intermediate Algebra”? This would allow us to list the skills for the moment.
    - f. Brian Johnson – Better to remove MAT-35 and have entrance skills with no links.
    - g. Kelly Douglass – Are the links required due to content review? The links mean that the CHE discipline looked at the MAT class, reviewed the MAT skills, and determined the skills necessary for the CHE course. However, the requisite is exempt from review if it’s required by four-year institutions. Because of that, does that exempt us from having the links?
  3. Process to Revise Critical Thinking GESLO – Kelly Douglass
    - a. Jude Whitton and Denise Kurizenga-Muro, co-chairs of the RCC Assessment Committee, are seeking guidance on what the process is to revise the Critical Thinking GESLO. Faculty and the assessment committee believe there are challenges to assessing the Critical Thinking SLO. The SLO is lengthy, redundant, difficult to assess, and difficult to understand. However, updating the SLO would need to be a district-wide process as it would impact all three colleges.
    - b. Susan Mills – In 1999-2000, there was a district assessment committee. At that time, we were one college with three campuses. That committee developed the first set of GESLOs. They were eventually revised in about 2012. District assessment became three college assessment committees. A GE workgroup was established, which may have been a workgroup of assessment, potentially of curriculum, or a mixture of the two. This group looked at SLOs and the whole GE program. That GE workgroup has not met since at least 2018, if not prior. The process could be to form a workgroup of the three college assessment committees with curriculum as a part.
    - c. Ann Pfeifle – Probably an ad hoc work group of the Senate. That may need to be brought to Mark Sellick as District Senate President.
    - d. Jude Whitton – Assessment at Riverside has also reached out to the other colleges to find out what their experience has been with the GESLOs.
    - e. Kelly Douglass – Are there implications for how a course is considered general education and when it’s linked to the SLOs? What is the relationship between a general education course, the SLOs, and how the CSUs and UCs articulate courses?
    - f. The committee recommended that Riverside Assessment reach out to Mark Sellick to be added to the District Academic Senate meeting and confer with their Moreno Valley and Norco colleagues on what their findings on the Critical Thinking SLO were. If District Academic Senate wants to form a workgroup, they can help direct. The curriculum

committees should be kept informed of any changes.

4. Collaborative Programs – Bryan Medina
  - a. Bryan Medina provided an overview of the Collaborative Program requirements as outlined by the State Chancellor’s Office. When a program within the district lists even a single course not in that college’s inventory, but offered at the other colleges in the district, the Chancellor’s Office considers this a collaborative program. As a part of the approval requirements, the Chancellor’s Office requires that an MOU be developed that outlines policies on financial aid, transcribing, and awarding.
  - b. Dr. Mills wrote a letter to the Dean who oversees COCI describing relevant RCCD policies and indicated the district does not see the need for an MOU. Bryan will submit the letter as a part of the program proposal in COCI to see if the Chancellor’s Office will accept it.
5. EAR-42 SLOs – Bryan Medina
  - a. Faculty contacted Brian Johnson and Bryan Medina during the winter term with a concern regarding updated SLOs on the EAR-42 modification that is scheduled for the 23-24 catalog.
  - b. The committee agreed the faculty can choose to either continue with the current 22-23 COR for 23-24 or can move forward with the approved COR with all updates.
6. AB1111 Timeline and Impact Areas – Bryan Medina
  - a. Bryan Medina reviewed an AB 1111 timeline with the committee and will provide the timeline to the chairs.
7. Clerical Deactivation Process in Meta – Bryan Medina
  - a. Bryan Medina needs to develop a clerical deactivation process for Inclusions and Exclusions in Meta. The committee was comfortable with moving forward.

# Technical Review Notes

Proposals and Notes for 02/21/2023

## Courses

### Course Exclusions

		M	N	R	Action	Douclass	Johnson	Pfeifle
JOU 150	Intro to Public Relations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
JOU 200	Journalism Work Experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
JOU 20A	Newspaper: Beginning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
JOU 20B	Newspaper: Intermediate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
JOU 20C	Newspaper: Advanced	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
JOU 20D	Newspaper: Professional	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

### Course Major Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
CHE 1A	General Chemistry, I	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
CHE 1AH	Honors General Chemistry, I	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
CHE 2A	Introductory Chemistry, I	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
CHE 3	Fundamentals of Chemistry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
	MOI and MOE need development. Most recent text is 2018. A lot of course content with A no B. Kelly will ask about the requisite of high school math courses.							
ECO 8	Principles of Microeconomics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
	RIV and MOV minutes are needed. Also, ECO 8H is not at Tech Review.							
GUI 47	Career Exploration and Life Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
	Most recent minutes are from 2019.							
RLE 82	Legal Aspects of Real Estate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

### Course Minor Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
CIS 20	Systems Analysis and Design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
	No minutes.							
CIS 21	Introduction to Operating Systems	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
	Held for further development. Casandra will work with faculty.							

## Courses

### Distance Education

		M	N	R	Action	Douclass	Johnson	Pfeifle
<b>PHO 18DE</b>	<b>Photoshop, Lightroom, and Printing for Photographers</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
The course mentions printing. If taking the course online, what equipment do they use?								
<b>PHO 23DE</b>	<b>Drone Photography</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
SLO Number 1 is show you can use the drone equipment. How do you do that in an online course?								
<b>PHO 8DE</b>	<b>Introduction to Film Photography</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
Mention students can use a scanner. If they're taking this course online, what equipment do they use?								

### New Courses

		M	N	R	Action	Douclass	Johnson	Pfeifle
<b>FIT S31A</b>	<b>Fire Fighter 1A Structure</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Hold</b>	Y	Y	Y
Units are missing. Corequisite courses are not in the entrance skills. Courses listed may be from the State, and not RCCD's inventory.								
<b>FIT S31B</b>	<b>Hazardous Materials &amp; Weapons of Mass Destruction</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Hold</b>	Y	Y	Y
Units are missing.								
<b>PSY 60</b>	<b>Independent Study in Psychology</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
No minutes attached. No originating or district discipline minutes. Attendance accounting is not clear, and so units to hours relationship is also not clear. Is this intended to be TBA? District does not have an existing independent study course. We are also a lower division institution. Independent study is also frequently the student's own area of interest that the faculty helps in facilitating. Fullerton College also has a Board Policy on Independent Study, and RCCD does not. May be similar to an honors contract that a student is in an existing course but has a specific contract with specific hours that must be met. It is also currently uncompensated for faculty. Need to determine what we are currently able to do without a BP and then next steps needed if a BP is required.								
<b>SCA 12</b>	<b>Introduction to Automation Networking</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Hold</b>	Y	Y	Y
Needs minutes. Objectives and outcomes are flipped. Grading does not match mirrored version.								
<b>SCA 812</b>	<b>Introduction to Automation Networking</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Hold</b>	Y	Y	Y
Needs minutes. Objectives and outcomes are flipped. Grading does not match mirrored version.								

## General Education

### General Education Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
<b>POL</b>	<b>Latinx Politics</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Approved</b>	Y	Y	Y

## General Education

### General Education Modifications

M N R Action

Douclass

Johnson

Pfeifle

POL	Race, Ethnicity and Politics in America	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
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