

## District Technical Review Committee Meeting Minutes

**Tuesday, March 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 type="checkbox"/> Nicole Brown (Staff, NOR)
Additional Guests: Torria Davis, Melanie Lindsay, Mia Timme	

**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. Approved, Unanimous
2. Approval of Minutes – March 7, 2023
  - a. 1<sup>st</sup> A. Pfeifle; 2<sup>nd</sup> K. Douglass
  - b. Approved, Unanimous

**Action Items**

1. Curriculum Proposals

**Discussion Items**

1. Addendum Criteria and Memo
  - a. The committee reviewed the January 2020 draft addendum memo and criteria.
  - b. **Question:** What impact does publishing new courses to the addendum have on scheduling and articulation?
    - i. Bryan Medina will develop a timeline with the AOs that outline the articulation submission and approval timelines and how they relate to publication to the addendum. Department Chairs can then use these timelines when planning publication to the addendum and scheduling.

2. Title 5 Updates – Torria Davis
  - a. <https://docs.google.com/presentation/d/1MNuyxOqOn3gAqov9o94ttOzKtaV9jLpil-qoktC0fGk/edit?usp=sharing>
  - b. Interim Dean of Distance Education, Torria Davis, provided an overview of the Title 5 Updates along with recommendations on how to accommodate the changes within curriculum.
  - c. The District has until May 2023 to accommodate the updates. The Distance Education Chairs have gone through the existing AP 2105 to make updates and will present the updates to the Academic Senate with a planned submission to the May Board of Trustees meeting.
  - d. **Question:** While the changes make it clear that a separate DE addendum is not required and that the DE information can be listed in the Course Outline of Record, historically, there has been some bias when it comes to DE delivery listed on the COR. Has there been any update from UC and CSU partners?
    - i. Torria Davis – Unaware of any feedback.
    - ii. Kelly Douglass - Maintaining a separate DE addendum may be the cautious way forward.
  - e. Kelly Douglass – One concern is the recommendation regarding the publication of course standards, specifically regarding how students will be informed. While faculty are the subject matter experts on the topic of the course, faculty have no control over the different systems that present the course modality and scheduling information at the time of registration. Students are frustrated that our existing systems do not properly display the modality information at the time of registration, but this is an administrative responsibility, not a faculty responsibility.
    - i. Torria Davis – The Distance Education Chairs have also grappled with these concerns. As a part of this, the chairs developed updated language for the catalog that states that the student needs to consult with the instructor prior to the course starting, but putting the responsibility on the student is not an ideal solution.
  - f. Steven Schmidt – If there is an update needed to the DE form, what is the order of operations?
    - i. Kelly Douglass – This committee would make edits, take the form to the DE committee for review, and then take the form to the Senate for final approval.
3. Curriculum Handbook Updates – Steven Schmidt  
Handbook Recommendation Spreadsheet:  
<https://docs.google.com/spreadsheets/d/1WsPbbN1aVvexV9GVITotAI0rMvu10UIx61Scqke3E8k/edit?usp=sharing>
  - a. Steven Schmidt has developed a shared Google spreadsheet to collect feedback for updates to the Curriculum Handbook. Please share this link with faculty at the curriculum committees to also allow them to provide feedback.
  - b. Steven will also create a second spreadsheet for feedback on the DE Addendum form and will include the PowerPoint from Torria Davis.

- i. <https://docs.google.com/spreadsheets/d/1kFyGi-XyexFBtUaCKsVMr2CJSfupMTYJQ4LwlHWIJzo/edit?usp=sharing>
4. Common Course Numbering Survey – Susan Mills
    - a. The State Chancellor’s Office has sent a survey regarding common course numbering practices. The committee agreed to cancel the College Curriculum meeting on March 28 and instead hold a special workgroup meeting to complete the survey. Susan Mills will e-mail the Chancellor’s Office to request an extension on the March 29 deadline.
    - b. Steven Schmidt will review the survey and answer the questions to the extent possible in preparation for the workgroup to review at the meeting.
    - c. Kelly Douglass – Regarding question 27 and the district’s evaluation of common course numbering implementation, the California legislature has passed a law that is now a mandate from the State Chancellor’s Office that we are required to enact. I am not interested in being their scape goat on this project nor do we want the State Chancellor’s Office to be able to claim that they modeled their plan after RCCD, and now it doesn’t work. The State Chancellor’s Office needs to provide us with course numbers and should not be setting us up to be a workhorse for their mandate.
    - d. Ann Pfeifle – The State Chancellor’s Office is pretending that we have a decision in this, but we don’t.
  5. Meta Updates – Bryan Medina
    - a. There are still workflow issues with the Course Inclusion and Exclusion proposals, but Curriqnet is working towards a solution.
    - b. Curriqnet is anticipating loading the new user interface into the sandbox environment in late April with a move to production by the end of the year.
    - c. Bryan will continue working with Meta to find a solution on the Intermediate Algebra and entry skill links issue.

# Technical Review Notes

Proposals and Notes for 03/21/2023

## Courses

### Course Inclusions

		M	N	R	Action	Douclass	Johnson	Pfeifle
ETS 1	Introduction to Ethnic Studies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
ETS 13	Survey of Black Thought	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
ETS 3	Introduction to African American Studies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
ETS 7	Women of Color in the United States	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
ETS 8	Introduction to Black Feminism	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

### Course Major Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
CHE 3	Fundamentals of Chemistry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ECO 8	Principles of Microeconomics RIV and MOV minutes are needed. Also, ECO 8H is not at Tech Review.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
FIT 15	Firefighter Refresher - Core Competencies No minutes, OSHA guide is from 2015. Ann will work with faculty.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
KIN 6	Introduction to PE for Preschool and Elementary Children Objectives and SLOs may need to be flipped. Third objective is the outcome and specifies "second grade". Health and safety regulations are duplicated.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
KIN A03	Adaptive Physical Fitness Third bullet under MOE is an incomplete sentence.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
PHI 11	Critical Thinking and Analytic Writing Old links to ENG 1A and prerequisite, but the SLOs are quite updated. Originating department minutes are missing, Ann will attach. Intention is to articulate to IGETC 1B. They have a 5000 word minimum. Is that sufficient? The AOs confirmed 5000 is the minimum. In content #5, it says "Applying of," it should read "Application of." The subtopics are about writing, but it does not say anything about critical thinking in writing. In MOEs, it states "Reading and Writing Center assignments," this would require the student to enroll into ILA-800. We do not have a regular drop in center.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y

### Course Minor Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
CIS 20	Systems Analysis and Design No minutes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
CIS 21	Introduction to Operating Systems	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Return to Draft	Y	Y	Y

## Courses

### Course Minor Modifications

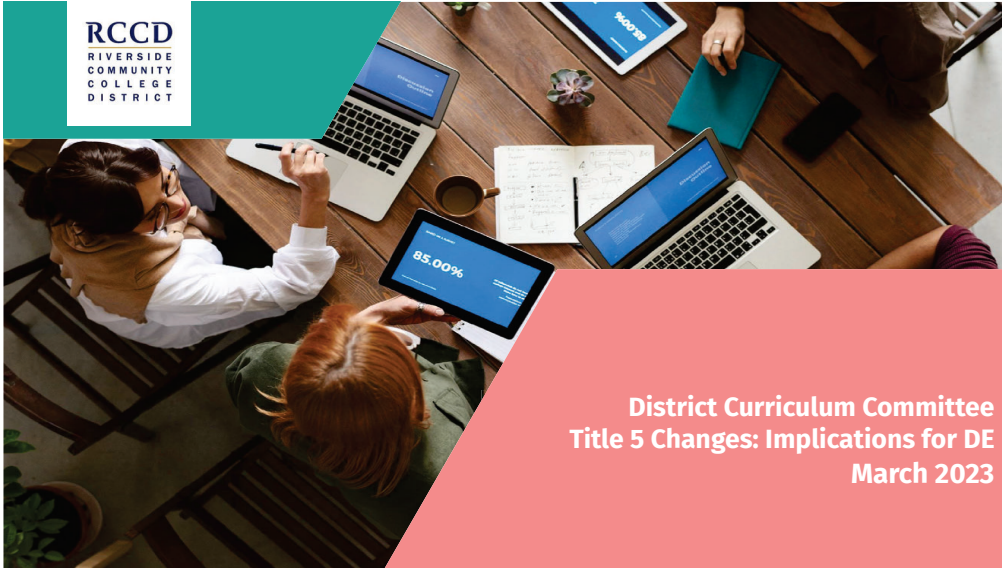
		M	N	R	Action	Douclass	Johnson	Pfeifle
KIN A04	Adaptive Water Exercise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
KIN V04	Basketball, Varsity, Men	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

### Distance Education

		M	N	R	Action	Douclass	Johnson	Pfeifle
ENG 44DE	Poetry from the Twentieth Century to the Present	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
PHO 18DE	Photoshop, Lightroom, and Printing for Photographers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Return to Draft	Y	Y	Y
PHO 23DE	Drone Photography	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Return to Draft	Y	Y	Y
PHO 8DE	Introduction to Film Photography	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Return to Draft	Y	Y	Y

### New Courses

		M	N	R	Action	Douclass	Johnson	Pfeifle
FIT S31A	Fire Fighter 1A Structure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	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.								
FIT S31B	Hazardous Materials & Weapons of Mass Destruction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Units are missing.								
PSY 60	Independent Study in Psychology	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Board Policies relevant to Independent Study courses will be discussed at the next District Academic Standards meeting.								



## Title 5 Changes - Effective Date Nov. 4

### Source:

- [Pending Regulations](#) (State Chancellor's Office Website)
- [Final Regulatory Text: Distance Education](#)
- [Distance Education Title 5](#) Update from State Chancellor's Office (recorded webinar)

### Charge:

- [California Code of Regulations 52010](#) requires local policies to be updated within 180 days of Nov. 4, 2022 (implementation can take longer)



## Title 5 Changes (continued)

### Recommended changes based on a review of the following documents:

- DE Addendum Standard Proposal
- DE Addendum Emergency Proposal
- Course Outline of Record for English 1A



## Title 5 Changes (continued)

### Changes to Section 55005(e):

- Publication of Course Standards
  1. All online and in-person synchronous meeting days/dates and times
  2. Any required asynchronous in-person activities
  3. Any required technology platforms, devices, and applications
  4. Any test or assessment proctoring requirements

**DE Addendum and COR Recommendation:** Consider adding a section labeled "Publication of Course Standards" where it is noted how students will be informed of the four items above.



## Title 5 Changes (continued)

### Changes to Section 55200:

- Definition and Application
  - Adds “regular and substantive interaction”
  - Included the minimum federal requirements which include the types of technologies used for distance education
  - Added a definition of accessible in the context of distance education
  - Revised references in the “authorities cited” section:
    - Federal regulations
    - Americans with Disabilities Act

**DE Addendum Recommendation:** Consider changing section title to “Regular and Substantive Interactions” for consistency with update.



## Title 5 Changes (continued)

### Changes to Section 55204 (continued):

- Instructor Interaction
  - Substantive interaction includes teaching, learning and assessment consistent with the content and two of the following:
    - Direct Instruction
    - Accessing or providing feedback on coursework
    - Responding to questions
    - Facilitating group discussions
    - Other activities approved the institution or accreditation agency

**COR Recommendation:** While there is a method of instruction section, consider listing these five as examples for this (i.e. such as direction instruction, accessing or providing feedback, etcl.) to align with the federal and state regulations.



## Title 5 Changes (continued)

### Changes to Section 55204:

- Instructor Interaction
  - Aligned definition with the federal “regular and substantive interaction” criteria
  - Added that the course outline of record can be a resource to note courses that require RSI among students (separate DE Addendum not required)
  - Elaborated on substantive interaction, regular interaction, and asynchronous instructional time

**No Changes Needed to the DE Addendum or COR.** However, since a separate DE Addendum is no longer required, you may want to consider making the content of the DE Addendum a separate section within the Course Outline of Record to be completed as needed.



## Title 5 Changes (continued)

### Changes to Section 55206:

- Separate Course Approval
  - Both the course outline of record and the DE Addendum can be used to demonstrate compliance with regulations
  - Either the COR or DE Addendum must explain how course design and course materials are accessible to every student, including students with disabilities



## Title 5 Changes (continued)

### Changes to Section 55208:

- Faculty Selection and Workload
  - Added the federal requirement that distance education instructors must meet qualifications established by the accrediting agency



## AP2105 Recommended Updates Based on Title 5 Changes and Federal Changes to 34 CFR 602.17 g & h

### College DE & Curriculum Committee Feedback Requested:

- [AP2105 Recommended Updates to Language](#)
- Note changes to federal legislation [34 CFR Section 602.17](#)
  - [Old Language](#)
  - [Comments Regarding Changes](#)

Update to policy due May 2023.