

District Technical Review Committee Meeting Minutes

Tuesday, March 7, 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 type="checkbox"/> Casandra Greene (Staff, RCC)
	<input type="checkbox"/> Nicole Brown (Staff, NOR)
Additional Guests: Ronald Ruiz, Mia Timme	

Zoom Information

<https://rccd-edu.zoom.us/j/86555446612?pwd=R0dDakVkSzNZQitZZEN0Zm1TTiYvQT09>

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Meeting ID: 865 5544 6612

Passcode: 627472

Agenda and Minutes

1. Approval of Agenda
 - a. 1st A. Pfeifle; 2nd B. Johnson
 - b. Approved, Unanimous (Douglass Absent)
2. Approval of Minutes – February 21, 2023
 - a. 1st A. Pfeifle; 2nd B. Johnson
 - b. Approved, Unanimous (Douglass Absent)

Action Items

1. Curriculum Proposals

Discussion Items

1. Addendum Criteria – Kelly Douglass
 - a. Based on the document that the committee edited at the December Tech Review meeting, the following items are eligible for the addendum. Previous memos indicated that addenda should be posted at most once per month. The draft memo from 2020 will be brought back to Tech Review for review at the next meeting.
 - b. Items eligible for the addendum:
 - i. New Courses, Course Inclusions, New Programs, elective additions to existing programs, courses and programs that require changes due to statute or regulation, emergency clerical errors, articulation updates such as transferability or CSUGE/IGETC changes.

2. CurrIQunet: Approval Workflow for Recently Created Proposal Types – Steven Schmidt
 - a. The committee presented an issue faculty are experiencing with the Course Inclusion and Course Exclusion proposal types in Meta. Bryan has reached out to Meta and they are working to resolve the issue.

3. Edunav: Class Information Dialogs (modality, meeting location, etc.) – Steven Schmidt
 - a. The committee discussed some issues related to Edunav, including the following:
 - i. When a student registers for a course, the complete listing of modality and sessions is not always obvious. This is particularly challenging for hybrid courses, where students are seeing an in-person meeting time, but it is not clear that there is an online component starting before the in-person session.
 - ii. The Associated Student Representative for the Riverside Curriculum Committee has said that at times he was unable to enter his student portal, that navigating the system can be very challenging if you are unfamiliar with the system, and at times he has reverted back to using Web Advisor.
 - iii. Waitlist management and add codes are also challenging, particularly for sections that are co-requisites. The waitlists do not feed into the roster. Faculty are having to reach out to students manually to contact them regarding waitlists. Additionally, when students are added from the waitlist, there are times where it appears as though the students have been dropped.
 - b. Steven Schmidt – Was it ever possible to use add codes before the start of the semester?
 - i. Brian Johnson – No, when providing a student with an add code, students are usually advised to wait until the first day of class.
 - ii. Ann Pfeifle – Concurrent enrollment students at the high school level seem to have a special exception in the system.
 - iii. Steven Schmidt – So EduNav does not have a different procedure, but there is a contact challenge.
 - iv. Ann Pfeifle – At MVC, there have been times where adjusting the section cap has helped with the waitlist concerns. While not a direct solution, this is one possible work around.

4. Edunav: Automated Course Selection Process Based on Ed Plan Selection – Steven Schmidt
 - a. When Edunav sets up an educational plan, Edunav does not display all the possible course taking options for the student and tends to recommend only certain courses.
 - b. One of the purposes of the community college is to allow students to explore different topics that may help them in discovering a new passion. If a course is being selected for a student, they may miss those opportunities to explore.
 - c. This is also an equity concern for different departments if some courses are promoted over others. The system is taking the place of counseling and is making a recommendation for a generic student. This then becomes the system running the district's curriculum.
 - d. It would be preferable for students to see all the options in a single place and from there the student should be able to select from those choices.

- e. Kelly Douglass – Under guided pathways, the student may be seeing specific options for general education courses that help support the major, but that does not mean that the other options should not be visible.
 - f. Ellen Brown-Drinkwater – For Edunav plans to be official, students must meet with a counselor and the counselor may move or add courses based on student interest/discussion/POS. For a student who uses the system on their own - courses are generated based on algorithms, smart rules, and program maps based on POS. The student can move and select different courses. We have asked for students to be able to easily view the GE options in each area. Edunav does show course modality in description.
 - g. Ann Pfeifle – Is the purpose of the community college to allow for students to explore, or are we just trying to get the student through the completion of a program due to the funding model? We should consider students who have never been on a college campus who register for a class and even drop the class with a W to be considered a success because we have managed to get that student onto a college campus.
 - h. Kelly Douglass – We need to present a pathway that shows the fulness of the options along the way. We have incredibly talented faculty creating interesting courses that fit general education. We have incredible curriculum, but we don't give a clear view of how to find it.
5. Independent Study Courses – Kelly Douglass
- a. For discussion, please see notes under the course PSY-60 on the curriculum proposals list.
6. Public Facing DE Addenda – Ann Pfeifle
- a. The committee discussed public facing DE addenda. For the time being, they are recommending that Meta insert language onto the DE Reports that recommend that faculty reach out to their department chair for any DE addenda. Bryan will work with Meta to review possible options.
 - b. Additionally, there are changes needed to the DE form to comply with Title 5 updates.

Technical Review Notes

Proposals and Notes for 03/07/2023

Courses

Course Deletions

		M	N	R	Action	Douclass	Johnson	Pfeifle
BIT 1	Introduction to Biotechnology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
BIT 20	Introduction to Biotechnology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
BIT 200DX	Biotechnology Work Experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
BIT 21	Laboratory Techniques	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
BIT 22	DNA Techniques	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
BIT 23	Protein Techniques	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
BIT 24	Principles of Culture Techniques	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
BIT 25	Research Presentation	<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"/>	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"/>	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.							

Distance Education

		M	N	R	Action	Douclass	Johnson	Pfeifle
PHO 18DE	Photoshop, Lightroom, and Printing for Photographers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
	The course mentions printing. If taking the course online, what equipment do they use?							

Courses

Distance Education

		M	N	R	Action	Douclass	Johnson	Pfeifle
PHO 23DE	Drone Photography	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
SLO Number 1 is show you can use the drone equipment. How do you do that in an online course?								
PHO 8DE	Introduction to Film Photography	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	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
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
We can't move forward with an Independent Study course until we have an Independent Study policy in place. Notes were obtained from previous discipline meeting re: PSY-60, but Kelly will hold them until we review PSY-60 again. Once we have a policy in place, the course may need to be further developed. Mark Sellick agreed that District Academic Standards should develop the draft policy. We have examples from three other districts and Title 5 language. Will hold until we have a set of guidelines for instructor/student contact, management of student academic time, and compensation.								
SCA 12	Introduction to Automation Networking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
SCA 812	Introduction to Automation Networking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

Programs

Program Discontinuances

		M	N	R	Action	Douclass	Johnson	Pfeifle
Certificate								
HMS	Careers in Social Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
HMS	Social Work Administration Studies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
HMS	Family Studies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y