

District Technical Review Committee Meeting Minutes

Tuesday, April 4, 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:	

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. 1st K. Douglass, 2nd A. Pfeifle
 - b. Approved, Unanimous
2. Approval of Minutes – March 21, 2023
 - a. 1st A. Pfeifle, 2nd B. Johnson
 - b. Edits include: Addition of link to Dr. Davis’s Title 5 presentation, addition of link to DE addendum form recommendations, edit of note under 2.d.i.
 - c. Approved, Unanimous

Action Items

1. Curriculum Proposals

Discussion Items

1. Draft Proposal for SJS/MIL Corrections – Kelly Douglass
 - a. The topic of correcting SJS/MIL as Interdisciplinary Studies disciplines was brought to Senate. Senate has asked that a draft proposal and recommendation be created to be brought to Senate, the College Senates and then routed through the regular curriculum process. Kelly Douglass also recommended bringing to Tech Review first.
 - b. For MIL, may potentially look at dissolving the discipline. The Veteran Center at RCC did not have any concerns, and there were no individuals in Meta who appeared to have the FSA.

- c. For SJS, the constituent disciplines need to be defined to determine the minimum qualifications. Originally, Kelly considered reviewing the SJS ADT TMCs and including the disciplines included in the program, but the TMC includes entire general education areas. Kelly also contacted Lisa Nelson, who said that as an interdisciplinary discipline, SJS is a topic that can touch on and be addressed by multiple disciplines.
 - d. What does the committee think about defining the constituent disciplines on a course-by-course basis? Who is HR can we contact to determine what their original rubric was?
 - e. Brian Johnson – Is this a curriculum issue?
 - i. Kelly Douglass – It is a minimum qualifications issue. In curriculum, aren't we responsible for defining what an interdisciplinary studies discipline is? Additionally, there is an ASCCC paper on interdisciplinary studies that states it is the purview of the curriculum committee to define the constituent disciplines. <https://www.asccc.org/content/interdisciplinary-what-were-we-thinking>
 - f. Ann Pfeifle – It is not HR's purview to make this determination, so whose is it? We've said in the past that you have equivalency for a discipline, not a course.
 - i. Kelly Douglass – The paper address this as well.
 - g. Brian Johnson – This is an issue for the department chair that houses the SJS discipline and the dean. It's their responsibility to determine if the faculty member is qualified to teach the course.
 - i. Kelly Douglass – Agreed, but SJS is an undefined discipline in our system.
 - ii. Brian Johnson – The department that houses the discipline should decide that.
 - iii. Ann Pfeifle – Is there anyone in our district who is qualified to make that decision? As an example, in ETS, there are individuals who think they are qualified because they have the FSA, but they were not specifically hired to teach in ETS.
 - iv. Kelly Douglass – The paper states it is the curriculum committee's purview. But what was HR's process to determine that we have a faculty member who has the FSA?
 - h. Brian Johnson – Should Lisa Nelson provide a recommendation on the constituent disciplines?
 - i. Kelly Douglass – Trying to meet with her to get her input. There may also be other disciplines outside of hers that are appropriate for SJS.
 - i. Brian Johnson – Would like to see clarification that it is the curriculum committee's purview. Other faculty may also ask for proof.
 - i. Kelly Douglass – Will pull information that shows where it is our authority.
2. Work Experience – Casandra Greene
- a. Kelly Douglass – Casandra has pulled data that shows the different WKX courses across the district and when they were last offered, if they have been taught at all, and who the faculty member is who taught them. Will plan to reach out to those faculty to determine if they want to revise their discipline's work experience course so it is discipline specific or if they need to perform a deletion if not using it.
 - b. Casandra Greene – The sections are being scheduled as a general work experience course, and then in the system updating the discipline so it is discipline specific. This causes concerns about how the courses are scheduled and how we are reporting them.
 - i. Brian Johnson – The whole purpose to this to creating the discipline specific courses was so they were appropriately offered.
 - c. Kelly Douglass – Does the discipline have to manage their own paperwork for the work experience plan, or is that all managed through the CTE office?

- d. Kelly Douglass – As a starting point, Kelly will email the appropriate faculty for those disciplines that have never offered work experience to see if they want to delete the course.

Program Documentation

1. Program Modifications
 - a. RIV ADT Journalism
 - b. RIV ADT Kinesiology

Technical Review Notes

Proposals and Notes for 04/04/2023

Courses

Course Inclusions

		M	N	R	Action	Douclass	Johnson	Pfeifle
ADJ 801	Community Emergency Response Team (CERT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

Course Major Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
DFT 42	SolidWorks I	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y

Regarding DFT and ENE, some courses do not have entrance skills, they just have the links clicked. Course content has a with no b. Content for some courses is the same with only the name of the software changed.

DFT 62	Basic Fusion 360	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
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Entrance skills need to be reviewed.

DFT 63	Advanced Fusion 360	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
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Entrance skills need to be reviewed. ENE 42 was removed from crosslisting, but DFT 42 remains.

DFT 842	SolidWorks I	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
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Entrance skills need to be reviewed.

DFT 862	Basic Fusion 360	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
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Entrance skills need to be reviewed.

DFT 863	Advanced Fusion 360	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
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Entrance skills need to be reviewed. Prerequisite only lists the credit version of the courses, not the noncredit versions. ENE 42 was removed from prerequisites, but DFT 42 remains.

ECO 8	Principles of Microeconomics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
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RIV and MOV minutes are needed. Also, ECO 8H is not at Tech Review.

ENE 42	SolidWorks I	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
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KIN 30	First Aid and CPR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
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Fee has been removed from description, should add fee back in with the language that the fee is subject to change. Has headings in the course content that may be large headings, but with no sub-content. Kelly to follow up.

KIN 6	Introduction to PE for Preschool and Elementary Children	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
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PHI 11	Critical Thinking and Analytic Writing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
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Courses

Course Minor Modifications

		M	N	R	Action	Doulass	Johnson	Pfeifle
CIS 20	Systems Analysis and Design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

Distance Education

		M	N	R	Action	Doulass	Johnson	Pfeifle
EDU 1DE	Introduction to Elementary Classroom Teaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Minutes from MOV are missing. Kelly will follow up with originator.								

New Courses

		M	N	R	Action	Doulass	Johnson	Pfeifle
FIT S31A	Fire Fighter 1A Structure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
FIT S31B	Hazardous Materials & Weapons of Mass Destruction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
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.								

Programs

Program Modifications

		M	N	R	Action	Doulass	Johnson	Pfeifle
ADT								
JOU	Journalism	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
KIN	Kinesiology	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y