

## District Technical Review Committee Meeting Minutes

**Tuesday, April 18, 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 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. 1<sup>st</sup> K. Douglass; 2<sup>nd</sup> B. Johnson
  - b. Approved, Unanimous
2. Approval of Minutes – April 4, 2023
  - a. 1<sup>st</sup> A. Pfeifle; 2<sup>nd</sup> B. Johnson
  - b. Approved, Unanimous

**Action Items**

1. Curriculum Proposals

**Discussion Items**

1. Draft Proposal for SJS/MIL Corrections – Kelly Douglass
  - a. Postpone to DCC.
2. CIS/BUS Program Transcribing – Kelly Douglass
  - a. As a follow-up to the conversation that took place at the last Tech Review meeting, colleagues in BUS and CIS are asking about how to require students to take a certain number of courses within a program specifically at Riverside City College to earn an additional accreditation stamp. Who do they talk to in order to determine how this happens?

- i. Ann Pfeifle – Admissions and Records, and the administration.
- b. Skip Berry – And how do we get language in the catalog to state a residency requirement at RCC that indicates how they are awarded the stamp. How do we give recognition to the students who have completed the program at their institution?
- c. Ann Pfeifle – Are there any differences in the courses from one college to the next?
  - i. Skip Berry – The courses are not different, but the assessment is, as is the accreditation by the external body.
- d. Ann Pfeifle – This is not a curriculum issue. If the courses are the same, then the students should be afforded all the same benefits.
- e. Kelly Douglass – Curriculum oversees courses, certificates, and degrees. A student who takes the courses at any college will still get the certificate or degree, but this is a bonus. That bonus is not a part of curriculum.
- f. Steven Schmidt – Perhaps it should be advertised independently of curriculum and the catalog.
- g. Kelly Douglass – Because the bonus of the stamp on the transcript is from an outside agency, how does an outside agency place a seal of approval on the transcript?
- h. Ann Pfeifle – Is there an MOU with the agency or some kind of agreement?
  - i. Skip Berry – There was a yearlong process to map outcomes to curriculum to obtain the accreditation.
- i. Kelly Douglass – The faculty at the other colleges would still have the right through our minimum qualifications to offer those courses and degrees at the other colleges. That extra bonus from the outside body is through some sort of agreement with the external body.
- j. Ann Pfeifle – Did you speak with the other colleges, and did they decline to participate?
  - i. Skip Berry – They did not apply to do it. The approval is per institution. Norco is in progress to become accredited through ACBSP.
- k. Steven Schmidt – Is there a website the accrediting body has that shows what they are requiring?
  - i. Skip Berry – One is the Center for Academic Excellence for Cyber Defense, and the other is ACBSP.
- l. Kelly Douglass – There are several programs that are a part of the ACBSP accreditation, including programs like Cosmetology and Paralegal. It seems like the accreditation agreement is above curriculum. If we have an accreditation agreement with an agency, and if they offer a stamp or seal, then it should apply automatically to any of these degrees.
- m. Skip Berry – How does evaluations know which students have met the requirement? What's the mechanism for them to get the stamp?
  - i. Brian Johnson – It might be best to have the students petition for the accreditation. The RCC students should be informed by their instructor they've taken the classes, they then fill out the petition form, and from there they receive the stamp.
- n. Kelly Douglass – The specialized degrees are not accredited, but the institution is. ACBSP encourages an announcement that the program is accredited and there are logos

to publish the accreditation. If there's an identifier, it would come from the accrediting body, not from us. We wouldn't design a seal.

- o. Skip Berry – For the NSA, one of their requirements is that we are as an institution recognizing the student.
  - p. Kelly Douglass – But it's not required to be a transcript stamp?
  - q. Skip Berry – Currently we send the students a letter that the dean signs. But the problem is the student can take all their classes at another institution and only take one class at RCC.
  - r. Kelly Douglass – May be something to work out with the accrediting agency. What is the minimum number of courses required to get that added bonus? What might be the right answer is finding out from the accrediting institution what the minimum number of units is if they have guidelines for it. If they do, ask if they have a seal, they can provide the evaluations office for students who did complete the minimum.
  - s. Skip Berry – If they give us a criteria, what authority do we have to tell evaluations? Evaluations' concern was there was no specific language.
  - t. Kelly Douglass – If you have the language from the institution, that would be the authority.
  - u. Susan Mills – Recommends working with the Deans and VPAAAs at that point.
  - v. Ann Pfeifle – And it would be a separate letter that says the student must complete the minimum requirement based on what the agency states.
  - w. Steven Schmidt – As an example, AVID accredits certain instructors to offer an exam after students take certain classes. The students can take the classes anywhere, as long as they take the exam with an accredited instructor. The accreditation lies with the instructor.
3. Course Reactivation
- a. The committee discussed course reactivations and what the process should be moving forward. The committee agreed no form is needed; however, the proposal does need to be created by an admin user and then assigned to a faculty originator. Faculty are welcome to contact Bryan Medina if they need a course reactivated. May need language in the handbook to specify this process.

# Technical Review Notes

Proposals and Notes for 04/18/2023

## Courses

### Course Major Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
<b>COS 61A</b>	<b>Level I Cosmetology Instructor Concepts A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
Courses are in the Cosmetology Instructor Training and there is a unit change.								
<b>COS 61B</b>	<b>Lev II Cosmetology Instructor Concepts B</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
Courses are in the Cosmetology Instructor Training and there is a unit change.								
<b>DFT 42</b>	<b>SolidWorks I</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Hold</b>	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.								
<b>DFT 62</b>	<b>Basic Fusion 360</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Hold</b>	Y	Y	Y
Entrance skills need to be reviewed.								
<b>DFT 63</b>	<b>Advanced Fusion 360</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Hold</b>	Y	Y	Y
Entrance skills need to be reviewed. ENE 42 was removed from crosslisting, but DFT 42 remains.								
<b>DFT 842</b>	<b>SolidWorks I</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Hold</b>	Y	Y	Y
Entrance skills need to be reviewed.								
<b>DFT 862</b>	<b>Basic Fusion 360</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Hold</b>	Y	Y	Y
Entrance skills need to be reviewed.								
<b>DFT 863</b>	<b>Advanced Fusion 360</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Hold</b>	Y	Y	Y
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.								
<b>ECO 8</b>	<b>Principles of Microeconomics</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hold</b>	Y	Y	Y
RIV and MOV minutes are needed. Also, ECO 8H is not at Tech Review.								
<b>ENE 42</b>	<b>SolidWorks I</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Hold</b>	Y	Y	Y
<b>FIT R1A</b>	<b>Structural Collapse Specialist 1</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Hold</b>	Y	Y	Y
No sample assignments. Materials are very old. MOI needs additional development, should be integrated with content.								
<b>FIT R4</b>	<b>Rope Rescue Awareness/Operational</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Hold</b>	Y	Y	Y
No sample assignments. Materials are very old. A lot of content for a one unit course.								

### Course Reactivations

		M	N	R	Action	Douclass	Johnson	Pfeifle
<b>FIT R1B</b>	<b>Structural Collapse Specialist 2</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Hold</b>	Y	Y	Y
No sample assignments. Materials are very old.								

# Courses

## New Courses

M N R Action

Douclass  
Johnson  
Pfeifle

**PSY 60**      **Independent Study in Psychology**

     **Hold**

Y      Y      Y

Board Policies relevant to Independent Study courses will be discussed at the next District Academic Standards meeting.

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