

District Technical Review Committee Meeting Minutes

Tuesday, May 16, 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: Ryan Joseph, Scott Herrick, Madeline Bettencourt, Amanda Brown, Katie Johnson, Mia Timme, Shawna BuShell	

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 A. Pfeifle; 2nd B. Johnson
 - b. Addition of Discussion items: CIS/CSC-18A Crosslisted Courses; Meta Entrance Skill Links
 - c. Approved, Unanimous
2. Approval of Minutes – April 18, 2023
 - a. 1st A. Pfeifle; 2nd B. Johnson
 - b. Approved, Unanimous
3. Approval of Minutes – May 2, 2023
 - a. 1st K. Douglass; 2nd B. Johnson
 - b. Approved, Unanimous

Action Items

1. Curriculum Proposals
2. Distance Education – BIO 50ADE and BIO 50BDE
 - a. Kelly Douglass – Riverside BIO faculty are proposing BIO-50A and BIO-50B for hybrid for CCAP students only. The reason they would like to have the proposal specific for CCAP students is because, while a standard approval has not had the support of Moreno Valley and Norco faculty, Riverside faculty do not have control over the high school location and there are bussing issues with the students. The principals at the schools want the program, but they do not want the students at the high school beyond a certain

- number of hours. The urgency in trying to resolve this is so that the cohort of students expected to enter the course in Fall 23 can properly register and take the course. The course had been previously scheduled as hybrid because the Riverside faculty believed the course had been approved for DE, however, this appears to not be the case.
- b. Kelly Douglass – Is it correct that Norco has site-specific DE approvals for the correctional facility?
 - i. Bryan Medina – There are a number of courses that are approved as correspondence courses, which are by their nature distance education.
 - c. Question: What do we think about the idea of a CCAP only DE proposal?
 - i. Ann Pfeifle – Is this something that would continue going forward, or is it specific to only this one cohort?
 - ii. Scott Herrick – There would be additional students beyond the Fall 2023 cohort.
 - d. Question: Is it possible to write a separate course that is specific to the high school cohort?
 - i. Kelly Douglass – We would need to be cautious regarding duplication of course content.
 - ii. Scott Herrick – The courses cannot be changed; they are specifically used because they are prerequisites for the nursing program. The courses are tied to a grant funded program that serves underserved students and culminates in guaranteed admission to the RCC School of Nursing.
 - e. Brian Johnson – The Biologists need to have a conversation regarding why the DE is not appropriate for all students, but would be appropriate for CCAP students. Because of the issue with scheduling, the current cohort students should be permitted to finish, but we should not have a CCAP specific DE proposal.
 - f. Scott Herrick – In Spring 21, the biologists approved a hybrid proposal for BIO-50A and BIO-50B, but for whatever reason, those proposals were not submitted. The approval is reflected in the minutes of the meeting. That is what led to the error in scheduling.
 - g. Question – Who was responsible for submitting the proposals?
 - i. Scott Herrick – It’s not clear that the proposals were assigned to anyone to submit.
 - h. Ann Pfeifle received the following information from a Moreno Valley BIO faculty regarding the proposal:

First and foremost, this is a discussion that should be and should have been addressed to all of the discipline, not just a few. I will however lay out several points of reasoning that we have for not approving these courses.

1. *For starters, Anatomy instructors have long since discouraged high school level students from taking BIO 50A and 50B at all, much less online. The vast majority of high school students are just not mentally prepared for the time commitment, the level of intensity, or rigor involved with what these courses bring. I am willing to bet that these high school students in the CCAP program are no different. Your arguments for this online component just prove my point. You are saying that it is undue stress of forcing them to be on campus for another two hours a week for lectures, or that they have other high school activities, etc. Any of these events and more take away from their focus on the course that they need to be preparing for. Don't get me wrong, they are allowed to take the classes with the proper prerequisites, but need to understand that these are among the most difficult courses that are offered at the community college level*

and need to continue being taught as such without sacrificing content or understanding by the students.

2. *Also historically, anatomy instructors have been opposed to online teaching of BIO 50A and BIO 50B to any students (not just high school level). Completion/Success rates during the pandemic in which we were forced to online modes of teaching should just prove that point that online doesn't work for these courses. Plus, the fact that statistics are still showing that the success rates of hybrid courses are the lowest among all teaching modalities. This course requires that extra face-to-face time for more thorough discussions and explanations of physiological processes.*
3. *You are asking for an exception to the core belief of teaching anatomy and physiology for a select few students (5 total is what you stated currently). Why are we being asked to approve an exception for 5 students or 10 or 15 for that matter? 10–12-hour work days are normal days for most nurses. 10-12 hours work days are normal for a majority of our current adult students. Yet, they find time and energy to come to class F2F. If the high school students can't handle that level of difficulty, then they are not ready for the class or for the nursing program. Why are we trying to set them up to fail?*

I can go on, but these are discussions that should have taken place over a year ago with the entire discipline present instead of after the fact and without a DE approval in place.

- i. Katie Johnson – We have taken success rates into account. The CCAP student average for BIO-50A was 81.86%, while the RCC course was 71%. The current BIO-50B average is also above 80%. These are not your standard high school students, with students being admitted into a variety of UC campuses.
 - i. Kelly Douglass – These are excellent results that should be shared with the discipline. This group needs to decide if an exception should be permitted for a site-specific DE proposal.
- j. Ann Pfeifle – We should follow our existing procedures and not create a site-specific DE proposal.
- k. Kelly Douglass – It does not appear that we have a precedent that would allow for a site-specific DE proposal. Because of this, the proposal should be rewritten as a general hybrid distance education proposal and not as site-specific. The Riverside representatives would need to obtain approval from their Norco colleagues. These proposals then would be tentatively forwarded from today's Tech Review to the next college meeting with the understanding that they would be rescinded if Norco does not vote in favor of the proposal. The college curriculum committees would then vote at their next meeting. While there is no formal DCC following this meeting, the chairs agreed to schedule a special meeting on May 25.
- l. Motion to forward BIO-50ADE and BIO-50BDE to the college curriculum committees with the above caveats:
 - i. 1st K. Douglass; 2nd B. Johnson
 - ii. Approved, Unanimous

Discussion Items

1. AOE Discussion – Ann Pfeifle
 - a. The curriculum committee should develop a process to update the Area of Emphasis degrees. COM faculty have stated they would like to make modifications to the AOE's, but by their nature no single discipline has purview of the program.
 - b. Kelly Douglass – Would this be the work of Standards or Curriculum?
 - i. The committee agreed it would be the work of Curriculum.
 - c. Brian Johnson – Perhaps the chairs can have a call for updates every two years. The AOE's may also need to be pared down, but we need rules and guidelines to do that.
 - d. Ellen Brown-Drinkwater – There is a form for faculty to propose modifications, and that must move through the curriculum process to be approved.
 - e. Ann Pfeifle – This topic can be brought back in the fall for additional discussion.
2. Repeatability for Occupational Courses – Bryan Medina
 - a. Currently, we do not list repeatability information in the description of courses that have repeatability due to occupational/legislative reasons. For example, if a student fails the Cosmetology licensing exam, they can repeat certain courses one additional time after already having passed the course for credit. Should we begin doing so? If so, listing the information in the description will allow for it to be displayed in both the catalog and schedule of courses, which will help clarify information for students and staff.
 - b. The committee agreed that as courses in this situation come through for review that the repeatability information in the description can also be reviewed.
3. CIS/CSC-18A Cross Listed Courses – Bryan Medina
 - a. The CORs for CIS-18A and CSC-18A are not exact matches, despite being cross listed. The committee agreed Bryan can work with faculty to determine which COR should be the correct version and clerically update the second.
4. Meta Entrance Skill Links
 - a. The committee reviewed the functionality for custom entry skill links and requested that the fields only be editable by admin users.

Technical Review Notes

Proposals and Notes for 05/16/2023

Courses

Course Deletions

		M	N	R	Action	Douclass	Johnson	Pfeifle
JOU 200	Journalism Work Experience	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
JOU 200DX	Journalism Work Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
MAT 15	Statway II	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
MAT 15DX	Statway II	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
MAT 37	Pre-Statistics	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
MAT 37DX	Pre-Statistics	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
MAT 45	Statway I	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
MAT 45DX	Statway I	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
MAT 63DE	Arithmetic	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
MAT 64DE	Pre-Algebra	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
MAT 65DE	Arithmetic and Pre-Algebra	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
MAT 81	JumpStart for Elementary Algebra	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
MAT 81DX	JumpStart for Elementary Algebra	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
MAT 82	JumpStart for Intermediate Algebra	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
MAT 82DX	JumpStart for Intermediate Algebra	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

Course Major Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
COS 61A	Level I Cosmetology Instructor Concepts A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Courses are in the Cosmetology Instructor Training and there is a unit change.								
COS 61B	Lev II Cosmetology Instructor Concepts B	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Courses are in the Cosmetology Instructor Training and there is a unit change.								
DFT 42	SolidWorks I	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
DFT 62	Basic Fusion 360	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
DFT 63	Advanced Fusion 360	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
DFT 842	SolidWorks I	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

Courses

Course Major Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
DFT 862	Basic Fusion 360	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
DFT 863	Advanced Fusion 360	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
EAR 42	Child, Family, and Community	<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
ENE 42	SolidWorks I	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
FIT R1A	Structural Collapse Specialist 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
FIT R4	Rope Rescue Awareness/Operational	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
MAN 35	Computer Aided Manufacturing-Mastercam	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

Course Reactivations

		M	N	R	Action	Douclass	Johnson	Pfeifle
FIT R1B	Structural Collapse Specialist 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

Extensive Labs

		M	N	R	Action	Douclass	Johnson	Pfeifle
MAT 1AH	Honors Calculus I	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

New Courses

		M	N	R	Action	Douclass	Johnson	Pfeifle
MAN 835	Computer Aided Manufacturing-Mastercam	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
PSY 60	Independent Study in Psychology Board Policies relevant to Independent Study courses will be discussed at the next District Academic Standards meeting.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y

Programs

Program Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
ADT								
HIS	History	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

Programs

Program Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
ADT								
MAT	Mathematics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y