

District Technical Review Committee Meeting Minutes

Committee Members	Guests
⊠ Steven Schmidt (Chair, MUS)	☐ Lijuan Zhai (AVC Ed Services and
	Institutional Effectiveness, RCCD)
⊠ Susan Mills (Co-Chair, VC Ed. Services)	☑ Bryan Medina (Staff, RCCD)
⊠ Kelly Douglass (ENG, RCC)	☑ Ellen Brown-Drinkwater (AO, RCC)
☐ Brian Johnson (MAT, NOR)	☑ Nick Franco (AO, NOR)
☐ Ann Pfeifle (HIS, MVC)	☑ Jeanne Howard (AO, MVC)
	☐ Sabina Fernandez (Staff, MVC)
	☐ Casandra Greene (Staff, RCC)
	☐ Nicole Brown (Staff, NOR)
Additional Guests: Mia Timme, Ellen Brown-Dr	inkwater, Farshid Mirzaei, Madeline Bettencourt,
Ryan Joseph	

Zoom Information

https://rccd-edu.zoom.us/j/81658659020?pwd=aHhIUVhONEVacFBpeGkyandLK1pIdz09

+1 669 900 6833 US

Meeting ID: 816 5865 9020

Passcode: 226071

Agenda and Minutes

- 1. Approval of Agenda
 - a. 1st A. Pfeifle, 2nd B. Johnson
 - b. Approved, Unanimous
- 2. Approval of Minutes September 6, 2022
 - a. 1st A. Pfeifle, 2nd B. Johnson
 - b. Approved, Unanimous

Action Items

1. Curriculum Proposals

Discussion Items

- 1. AB 1111 Feedback and Local Process Kelly Douglass, Bryan Medina
 - a. Now that there is the ability to give feedback on AB1111, are there items that we could have impact on if we all provided feedback?
 - i. Bryan Medina The character lengths of the discipline abbreviation and number will have an impact on our data system and should be as short as



possible. Also, if the workgroup provides guidance any later than summer 2023, that will impact our local deadlines.

- b. Kelly Douglass At the Curriculum Institute, there was a presentation that indicated they would be using C-ID. Is this correct?
 - i. Jeanne Howard The courses that will be renumbered will be the general education courses, and C-ID is one option they can use for numbering.
 - ii. Kelly Douglass An additional concern is that there can be multiple courses approved for a single C-ID, such as PSY and SOC.
- c. Bryan Medina shared thoughts on a potential local process for moving courses through Meta. He will provide the draft to the curriculum chairs for additional review. Curriculum Chairs discussed a message of strictly limiting any proposals that are not launched by the Fall 2023 catalog deadline. The Curriculum Chairs agreed to pass along messaging to the committee and reps.
 - i. Steven Schmidt If we make it clear that this project is being handled administratively, that will also help in assuring faculty that they don't need to take any action.
- d. Ann Pfeifle Where are we with the Anthology project?
 - i. Bryan Medina Participated in a meeting with Anthology developers to review areas of concern, functionality gaps, and resolutions. The meeting was positive, but it is now on Anthology to develop the functionality we need.
 - ii. Susan Mills We can invite Chris Blackmore to provide an update to the curriculum committee.
- e. Susan Mills The AOs have articulated the desire to move to a Fall to Summer academic year. Should that be agenized for a future DCC?
 - i. Ann Pfeifle Does DCC need to provide a recommendation? We may not know the full process for changing the academic year.
 - ii. Susan Mills We also need to understand all of the impacts and workload issues. It may be appropriate for the A&R/IT/VPSS/Financial Aid group to discuss. Will verify that the group is still meeting, and will invite the AOs and Curriculum Chairs.
 - iii. Nick Franco In regards to catalog rights, in the transition year we may need to have verbiage in the catalog stating how student catalog rights will be accounted for so that we do not negatively impact any students.
- 2. New Program Proposal Form Kelly Douglass
 - a. The handbook currently states that new programs, as in those within a discipline that doesn't exist within the district, need academic senate and strategic planning concept approval. The new program form we use does not have that information listed. If that is still appropriate, can we include that in the form?
 - b. Bryan Medina Can add a check box to the form to indicate when that approval is needed.
 - c. Kelly Douglass This came up when discussing a new anesthesiologist technician program that is going to be proposed. The program would be housed under nursing, but it is a very different program. It seems that a good faith effort would include academic senate and planning approval.
 - d. Ann Pfeifle This is a more specialist program?



- i. Kelly Douglass It is, but we have the facilities and the program would be in partnership with Kaiser.
- e. Steven Schmidt Perhaps the form could list "For new programs that require new facilities, positions, capital outlay, or have budgetary impacts."
- f. Brian Johnson It may be good to update the wording in the handbook. We may also be able to move the handbook into a Canvas page.
- g. Steven Schmidt This would also allow the handbook to be dynamic.

Program Documentation

- 1. New Programs
 - a. Data Analytics
 - b. Data Science
 - c. Apprenticeship Carpentry, Acoustical Installer
 - d. Apprenticeship Carpentry, Concrete
 - e. Apprenticeship Carpentry, Drywall Finisher
 - f. Apprenticeship Carpentry, Drywall Lather
 - g. Apprenticeship Carpentry, Finish Carpentry
 - h. Apprenticeship Carpentry, Framing
 - i. Apprenticeship Carpentry, Tilt-Up
- 2. Program Modifications
 - a. Sociology
 - b. Music
 - c. Cosmetology
 - d. Cosmetology Business Administration Management & Supervision Concentration

Technical Review Notes

Proposals and Notes for 09/20/2022

ourses							
ourse Exclu	usions .	MNR	Action	, C	Dollars	Johnson	Pfeifle
MUS 31	College Choir		Approved		Y	Υ	Υ
MUS 53	Keyboard Proficiency	V	Approved		Y	Υ	Υ
MUS 71	College Chorus	V	Approved		Y	Υ	Υ
MUS 92	Basic Piano	V	Approved		Y	Υ	Υ
MUS P27	Beginning String Techniques		Approved		Y	Υ	Υ
ourse Inclu	sions	MNR	Action		Douglass	Johnson	Pfeifle
CHE 3	Fundamentals of Chemistry		Approved		Y	Υ	Υ
CIS 87A	Introduction to IT Project Management		Approved		Y	Υ	Υ
ourse Majo	or Modifications	MNR	Action	, , , ,	Douglass	Johnson	Pfeifle
ANT 1	Physical Anthropology es and minutes.	M N R	Action Hold		Douglass Y	Johnson >	Pfeifle >
ANT 1 Need objective	Physical Anthropology						
ANT 1 Need objective ANT 1H Need objective	Physical Anthropology es and minutes. Honors Physical Anthropology		Hold		Y	Υ	Y
ANT 1 Need objective ANT 1H Need objective ANT 2H Need objective ARE 24	Physical Anthropology es and minutes. Honors Physical Anthropology es and minutes. Honors Cultural Anthropology es and minutes. Need ANT 2 counterpart. Kelly will reach out. Revit I-Architectural Drafting E 824 have been updated and launched. Committee agreed to		Hold Hold		Y	Y	Y
ANT 1 Need objective ANT 1H Need objective ANT 2H Need objective ARE 24 DFT 24 and AR	Physical Anthropology es and minutes. Honors Physical Anthropology es and minutes. Honors Cultural Anthropology es and minutes. Need ANT 2 counterpart. Kelly will reach out. Revit I-Architectural Drafting E 824 have been updated and launched. Committee agreed to lege level. General Biology		Hold Hold		Y Y Y	Y Y	Y Y Y
ANT 1 Need objective ANT 1H Need objective ANT 2H Need objective ARE 24 DFT 24 and AR all three to col BIO 1 Need to await	Physical Anthropology es and minutes. Honors Physical Anthropology es and minutes. Honors Cultural Anthropology es and minutes. Need ANT 2 counterpart. Kelly will reach out. Revit I-Architectural Drafting E 824 have been updated and launched. Committee agreed to lege level. General Biology	VVV VVV O move	Hold Hold Approved		Y Y Y	Y Y Y	Y Y Y
ANT 1 Need objective ANT 1H Need objective ANT 2H Need objective ARE 24 DFT 24 and AR all three to col	Physical Anthropology es and minutes. Honors Physical Anthropology es and minutes. Honors Cultural Anthropology es and minutes. Need ANT 2 counterpart. Kelly will reach out. Revit I-Architectural Drafting E 824 have been updated and launched. Committee agreed to lege level. General Biology BIO 1H.		Hold Hold Approved Hold		Y Y Y	Y Y Y Y	Y Y Y Y

D. 0	B. A. 1161					
ourse Majo	or Modifications	MNR	Action	Douglass	Johnson	Pfeifle
COM 1 Need stateme content with r	Public Speaking and that students can't get credit for 1 and 1H. Has an 'a' level no 'b'.	in course	Approved	Υ	Υ	Υ
COM 11 Need stateme content with r	Storytelling and that students can't get credit for 1 and 1H. Has an 'a' level no 'b'.	in course	Approved	Υ	Υ	Υ
COM 12	Intercultural Communication	V V	Approved	Υ	Υ	Υ
COM 13	Gender and Communication	V V	Approved	Υ	Υ	Υ
СОМ 1Н	Honors Public Speaking	V V	Approved	Υ	Υ	Υ
COM 20	Introduction to Communication Theory	V V	Approved	Υ	Υ	Υ
сом з	Argumentation and Debate	V V	Approved	Υ	Υ	Υ
сом 6	Small Group Communication	V V	Approved	Υ	Υ	Υ
сом 7	Oral Interpretation of Literature	V V	Approved	Υ	Υ	Υ
сом 9	Interpersonal Communication	V V	Approved	Υ	Υ	Υ
сом эн	Honors Interpersonal Communication	V V	Approved	Υ	Υ	Υ
COS 1B	Introduction to Cosmetology Level II		Approved	Υ	Υ	Υ
ETS 2 Held to await	Introduction to Chicanx and Latinx Studies crosslisted HIS 31 (now HIS 61).		Hold	Υ	Υ	Υ
HES 1	Health Science	V V	Approved	Υ	Υ	Υ
HMS 50 Return to draf	Introduction to African American Families and Populations ft for further faculty consultation.		Return to Draft	Υ	Υ	Υ
HMS 51	Introduction to Latina and Latino American Families and Populations	V	Return to Draft	Υ	Υ	Υ
	it for further faculty consultation.		Detum to Dueft			.,
HMS 52	Introduction to Asian American Families and Populations		Return to Draft	Υ	Υ	Υ
HMS 53	t for further faculty consultation. Introduction to Native American Families and		Return to Draft	Υ	Υ	Υ
	Populations ft for further faculty consultation.		neturn to Drait	Υ	Y	Y
MAT 125	Corequisite Support for MAT-25		Hold	Υ	Υ	Υ

ourse Majo	<u>r Modifications</u>	MNR	Action	Douglass	Johnson	Pfeifle
	Mathematics for the Liberal Arts Student oreno Valley only. Should MAT-35 prerequisite be replaced w Algebra"? Brian will contact faculty.	✓ ✓ ✓	Hold	Y	Υ	Ϋ́
RLE 81 Returned to dr	Real Estate Practices aft to allow for faculty edits.	V V	Return to Draft	Υ	Υ	Υ
RLE 82 Returned to dr	Legal Aspects of Real Estate aft to allow for faculty edits.	V V	Return to Draft	Υ	Υ	Υ
RLE 83 Returned to dr	Real Estate Finance aft to allow for faculty edits.	V V	Return to Draft	Υ	Υ	Υ
RLE 84 Returned to dr	Real Estate Appraisal aft to allow for faculty edits.	V V	Return to Draft	Υ	Υ	Υ
RLE 85 Returned to dr	Real Estate Economics aft to allow for faculty edits.	V V	Return to Draft	Υ	Υ	Υ
RLE 86 Returned to dr	Escrow Procedures I aft to allow for faculty edits.	V V	Return to Draft	Υ	Υ	Υ
WEL 65A	Beginning Shielded Metal Arc Welding		Approved	Υ	Υ	Υ
WEL 65B	Advanced Shielded Metal Arc Welding		Approved	Υ	Υ	Υ
WEL 75A	Gas Metal Arc Welding		Approved	Υ	Υ	Υ
WEL 75B	Flux Cored Arc Welding (FCAW)		Approved	Υ	Υ	Υ
WEL 85A	American Welding Society/Los Angeles City Welding I		Approved	Υ	Υ	Υ
WEL 85B	American Welding Society/Los Angeles City Welding II		Approved	Υ	Υ	Υ
WEL 95A	Introduction to Gas Tungsten Arc Welding		Approved	Υ	Υ	Υ
WEL 95B	Advanced Gas Tungsten Arc Welding (GTAW)		Approved	Υ	Υ	Υ
ourse Mino	or Modifications	MNR	Action	Douglass	Johnson	Pfeifle
CAT 55 Hold for ACC 5	Applied Accounting/Bookkeeping	V V	Hold	Υ	Υ	Υ
CAT 65 Hold for CIS cro	Introduction to Microsoft PowerPoint osslisting.	V V	Hold	Υ	Υ	Υ
CAT 80	Word Processing: Microsoft Word for Windows	V V	Approved	Υ	Υ	Υ
CAT 808	Critical Thinking, Problem Solving and Decision Making	V V	Approved	Υ	Υ	Υ

ourses							
ourse Mino	<u>r Modifications</u>	MNR	Action	Douglass	. 50		Pfeifle
CAT 810 Steven will wor	Time Management k with faculty to review outside of class hours.	V	Approved	Υ	,	Y	Υ
CAT 811 Steven will wor	High Impact Presentations and Proposals for the Work Place k with faculty to review outside of class hours.	V V	Approved	Υ	,	Y	Υ
CAT 812	Workplace Communication Strategies k with faculty to review outside of class hours.		Approved	Υ	,	Y	Υ
CAT 90	Microsoft Outlook	V V	Approved	Υ	,	Y	Υ
CAT 91 Hold for CIS cro	Microsoft Project osslisting.		Hold	Υ	,	Y	Υ
CAT 93	Computers for Beginners	V V	Approved	Υ	,	Y	Υ
CAT 98A	Introduction to Excel	V V	Approved	Υ	,	Y	Υ
CAT 98B	Advanced Excel	V V	Approved	Υ	,	Y	Υ
CIS 80	Word Processing: Microsoft Word for Windows	V V	Approved	Υ	,	Y	Υ
CIS 90	Microsoft Outlook	V V	Approved	Υ	,	Y	Υ
CIS 93	Computers for Beginners	V V	Approved	Υ	,	Y	Υ
CIS 98A	Introduction to Excel	V V	Approved	Υ	,	Y	Υ
CIS 98B	Advanced Excel	V V	Approved	Υ	,	Y	Υ
COS 69D	Mens Hair Design D		Approved	Υ	,	Y	Υ
COS 80C	Level III Nail Care Concepts		Approved	Υ	,	Y	Υ
PDS 808 Steven will wor	Critical Thinking, Problem Solving and Decision Making k with faculty to review outside of class hours.	V V	Approved	Υ	,	Y	Υ
PDS 810 Steven will wor	Time Management k with faculty to review outside of class hours.	V V	Approved	Y	,	Y	Υ
PDS 811 Steven will wor	High Impact Presentations and Proposals for the Work Place k with faculty to review outside of class hours.		Approved	Y	,	Y	Υ
PDS 812	Workplace Communication Strategies k with faculty to review outside of class hours.	V V	Approved	Y	,	Y	Υ

ourses						
istance Edu	<u>cation</u>	MNR	Action	Douglass	Johnson	Pfeifle
CIS 41DDE	Advanced Security Concepts and Practices		Approved	Υ	Υ	Υ
CIS 48ADE	Introduction to Cloud Computing	V V	Approved	Υ	Υ	Υ
CIS 48DDE	Cloud Security Essentials	V	Approved	Υ	Υ	Υ
CIS 68ADE	Introduction to Machine Learning	V V	Approved	Υ	Υ	Υ
CIS 68BDE	Big Data Fundamentals	V V	Approved	Υ	Υ	Υ
CIS 87ADE	Introduction to IT Project Management	V	Approved	Υ	Υ	Υ
CIS 87BDE	IT Project Management Framework	V V	Approved	Υ	Υ	Υ
GEG 1HDE Brian and Kelly	Honors Physical Geography will reach out to NOR and RIV honors committee for any	✓ ✓ ✓ √ feedback.	Hold	Υ	Υ	Υ
ew Courses		MNR	Action	Douglass	Johnson	Pfeifle
ENE 35B	Dynamics		Approved	Υ	Υ	Υ
ENE 49	Strength of Materials		Approved	Υ	Υ	Υ
	Industrial Automation 5 - Advanced Operations curriculum development generally, not for this specific of a very large number of items, none of which have second large and 'b's?		Hold	Υ	Υ	Υ
minutes. The 24 The language in	Industrial Electrical and Motors 1 Ils for prerequisite links. Did not see department or discillation hour lab brings the unit value to 3.44. Ann will reach out the course content is much like objectives. Language likesed. Cross discipline should be removed.	ut to faculty.	Hold	Y	Υ	Υ
minutes. The 24 The language in	Industrial Electrical and Motors 2 Ils for prerequisite links. Did not see department or discilation hour lab brings the unit value to 3.44. Ann will reach out the course content is much like objectives. Language like used. Cross discipline should be removed.	ut to faculty.	Hold	Υ	Υ	Υ
	Industrial Automation 3 – Pneumatic and Hydraulic Systems curriculum development generally, not for this specific of a very large number of items, none of which have second la's and 'b's?	course. In the	Hold	Υ	Υ	Υ
	Industrial Automation 4 – Sensors and Process Configuration development generally, not for this specific of a very large number of items, none of which have second a 'a's and 'b's?	course. In the	Hold	Υ	Υ	Υ

Y = "Yea" N = "Nay" A = Abstained Blank = Absent for Vote Technical Review Notes 09/20/2022

Programs						
New Progra	<u>ams</u>	MNR	Action	Douglass	Johnson	Pfeifle
Certificate						
CIS Awaiting reg	Data Analytics gional consortium. Has MAT-35 as a program requisite.		Hold	Υ	Υ	Υ
Degree						
CIS Awaiting reg	Data Science gional consortium. Has MAT-35 as a program requisite.		Hold	Υ	Υ	Υ
Degree & Cert	tificate					
CRP Missing minu	Apprenticeship Carpentry, Concrete utes, LMI, DAS letter, and RSI hours and years.		Hold	Υ	Υ	Υ
CRP Missing minu	Apprenticeship Carpentry, Drywall Finisher utes, LMI, DAS letter, and RSI hours and years.		Hold	Υ	Υ	Υ
CRP Missing minu	Apprenticeship Carpentry, Drywall Lather utes, LMI, DAS letter, and RSI hours and years.		Hold	Υ	Υ	Υ
CRP Missing minu	Apprenticeship Carpentry, Finish Carpentry utes, LMI, DAS letter, and RSI hours and years.		Hold	Υ	Υ	Υ
CRP Missing minu	Apprenticeship Carpentry, Tilt-Up utes, LMI, DAS letter, and RSI hours and years.		Hold	Υ	Υ	Υ
CRP Missing minu	Apprenticeship Carpentry, Framing utes, LMI, DAS letter, and RSI hours and years.		Hold	Υ	Υ	Υ
CRP Missing minu	Apprenticeship Carpentry, Acoustical Installer utes, LMI, DAS letter, and RSI hours and years.		Hold	Υ	Υ	Υ
	<u>lodifications</u>	MNR	Action	Douglass	Johnson	Pfeifle
ADT						
SOC	Sociology		Approved	Υ	Υ	Υ
Certificate						_
HMS	Social Work Administration Studies		Hold	Υ	Υ	Υ
HMS	Careers in Social Work		Hold	Υ	Υ	Υ

Programs	5						
Program N	<u>Nodifications</u>	MNR	Action	Douglass	-	Johnson	Pfeifle
Degree							
MUS	Music		Approved	Υ	,	Υ	Υ
Degree & Cer	tificate						
cos	Cosmetology Business Administration - Management & Supervision Concentration		Approved	Υ	,	Υ	Υ
cos	Cosmetology		Approved	Υ	,	Υ	Υ