District Technical Review Committee
Meeting Minutes

Tuesday, October 4, 2022	2:30-4:00pm	CAADO 209/Zoom

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: Jennifer Amaya, Darrell Brown, Angela Burrell, Torria Davis, Sean Drake, Laura Dunphy, Anthony Farmand, Tahmina Morshed, Deanna Murrell, Pierre Ortanez, Phillip Rawlings, Kwokwai Siu, Kevin Stewart, Mia Timme, Paul Van Hulle	

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 20, 2022
    a. 1st A. Pfeifle; 2nd B. Johnson
    b. Approved, Unanimous

Action Items

1. Curriculum Proposals
2. Non-credit Music Courses 854, 855, 868
    a. 1st A. Pfeifle; 2nd B. Johnson
    b. Courses are the same as they were when originally review, but attached are the course outlines of sister colleges that are also offering the courses. Language specifying these are courses for older adults is present in the proposals.
    c. Approved, Unanimous

Discussion Items

1. Department Approval Process – Kelly Douglass
   a. Refer to notes on the ETS-2 curriculum proposal.

2. MAT-35 on Existing CORs – Sabina Fernandez, Ann Pfeifle
   a. The committee agreed MAT-35 can be clerically removed from the catalog and from the COR and replaced with the language "Intermediate Algebra."

3. Confirmation of Program Submission to TR E-mail Deadline – Steven Schmidt
   a. Bryan Medina confirmed that programs can be submitted to the Tech Review e-mail by October 21 in order to make the final possible Tech Review of the year. Programs submitted by that date must have all necessary documentation.
   b. A reminder that ADTs are still taking up to 75 days to be approved by the State Chancellor's Office. Faculty seeking to modify an ADT should submit the modification as soon as possible.

Program Documentation

1. New Programs
   a. Economics
   b. Data Analytics
   c. Community Action and Leadership
   d. Data Science
   e. Music and Audio Technology
   f. Apprenticeship Carpentry, Acoustical Installer
   g. Apprenticeship Carpentry, Concrete
   h. Apprenticeship Carpentry, Drywall Finisher
   i. Apprenticeship Carpentry, Drywall Lather
   j. Apprenticeship Carpentry, Finish Carpentry
   k. Apprenticeship Carpentry, Framing
   l. Apprenticeship Carpentry, Tilt-Up

2. Program Modifications
   a. Kinesiology
   b. Foundational Culinary Arts
   c. Sustainability in Science and Technology
   d. Culinary Arts
   e. 3D Mechanical Drafting
   f. Drafting Technology

Technical Review Notes
Proposals and Notes for 10/04/2022

Courses

Course Deletions

		M N R	Action	Douglass	Johnson	Pfeifle
BIO 2	**Zoology**	☐ ☐ ☑	Approved	Y	Y	Y
BIO 2DX	**Zoology**	☐ ☐ ☑	Approved	Y	Y	Y

Course Exclusions

		M N R	Action	Douglass	Johnson	Pfeifle
CIS 1B	**Advanced Concepts in Computer Information Systems**	☐ ☐ ☑	Approved	Y	Y	Y
CIS 76A	**Introduction to Microsoft Expression Web**	☐ ☐ ☑	Approved	Y	Y	Y
CIS 78B	**Advanced Photoshop**	☐ ☐ ☑	Approved	Y	Y	Y
CIS 81	**Introduction to Desktop Publishing using Adobe InDesign**	☐ ☐ ☑	Approved	Y	Y	Y
ENG 50	**Basic English Composition**	☑ ☐ ☐	Approved	Y	Y	Y
ENG 80	**Preparatory Composition**	☑ ☐ ☐	Approved	Y	Y	Y
ENG 91	**Basic English Composition**	☑ ☐ ☐	Approved	Y	Y	Y

Course Inclusions

		M N R	Action	Douglass	Johnson	Pfeifle
ACC 67	**U.S. & California Income Tax Preparation**	☑ ☐ ☐	Approved	Y	Y	Y

Course Major Modifications

		M N R	Action	Douglass	Johnson	Pfeifle
ADM 2B	**Color Printing Systems and Color Management**	☐ ☐ ☑	Approved	Y	Y	Y
ADM 74B	**Web Design II**	☐ ☐ ☑	Approved	Y	Y	Y
ANT 1	**Physical Anthropology**	☑ ☑ ☑	Approved	Y	Y	Y
ANT 1H	**Honors Physical Anthropology**	☑ ☑ ☑	Approved	Y	Y	Y
ANT 2H	**Honors Cultural Anthropology**	☑ ☑ ☑	Hold	Y	Y	Y
	Need objectives and minutes. Need ANT 2 counterpart. Kelly will reach out.					
BIO 1	**General Biology**	☑ ☑ ☑	Hold	Y	Y	Y
	Need to await BIO 1H.					

Courses

Course Major Modifications

			M	N	R	Action	Douglass	Johnson	Pfeifle
BIO 31A	Regional Field Biology Studies		☐	☐	☑	**Hold**	Y	Y	Y
Units are different in A and B. Need clarification on content differences.									
BIO 31B	Regional Field Biology Studies		☐	☐	☑	**Hold**	Y	Y	Y
Units are different in A and B. Need clarification on content differences.									
BIO 31C	Regional Field Studies - Neotropics		☐	☐	☑	**Approved**	Y	Y	Y
BIO 31D	Regional Field Studies - Eurasia		☐	☐	☑	**Approved**	Y	Y	Y
BIO 31E	Regional Field Studies - South America		☐	☐	☑	**Approved**	Y	Y	Y
BIO 55	Microbiology		☑	☑	☑	**Approved**	Y	Y	Y
BIO 60	Introduction to Molecular and Cellular Biology		☑	☑	☑	**Hold**	Y	Y	Y
Entrance skills 6 and 7 may not be appropriate. Should be review with the faculty. Kelly will reach out to faculty.									
BIO 60H	Honors Introduction to Molecular and Cellular Biology		☑	☐	☐	**Hold**	Y	Y	Y
Entrance skills 6 and 7 may not be appropriate. Should be review with the faculty. Kelly will reach out to faculty.									
COM 2	Introduction to Persuasion		☑	☑	☑	**Approved**	Y	Y	Y
Ann will attach minutes.									
DEA 10	Introduction to Dental Assisting and Chairside Assisting		☑	☐	☐	**Hold**	Y	Y	Y
Prerequisites cannot contain a GPA requirement. GPA does not relay necessary skills or concepts. Ann will discuss with faculty.									
ELE 64	Programmable Logic Controllers		☐	☑	☐	**Approved**	Y	Y	Y
ELE 864	Programmable Logic Controllers		☐	☑	☐	**Approved**	Y	Y	Y
ESL 801	ESL Support for Career and Technical Programs		☐	☑	☑	**Approved**	Y	Y	Y
ESL 90L	Special Topics in English as a Second Language: Punctuation of Phrases and Clauses		☑	☑	☑	**Approved**	Y	Y	Y
ESL 90M	Special Topics in English as a Second Language: Articles and Prepositions		☑	☑	☑	**Approved**	Y	Y	Y
ETS 2	Introduction to Chicanx and Latinx Studies		☑	☑	☑	**Hold**	Y	Y	Y
ETS 2 and HIS 60/61 will be separated. Would like to maintain ETS-2 and HIS-31 as crosslisted for one year. This has been agreed upon by ETS and HIS faculty across the district. Department minutes may be needed. Further discussion to ensure all consituents are in agreement will be needed. Faculty (ETS and HIS discipline and all relevent chairs across the district) should be invited to the next Tech Review meeting for further discussion.									
IAT 10	Industrial Automation 1		☑	☐	☐	**Hold**	Y	Y	Y
SCA 10 crosslisted course is not present.									
KIN 36	Wellness: Lifestyle Choices		☐	☑	☑	**Approved**	Y	Y	Y

Courses

Course Major Modifications

		M N R	Action	Douglass	Johnson	Pfeifle
KIN A31A	Beginning Hydro HIIT (High Intensity Interval Training	☐ ☐ ☑	**Hold**	Y	Y	Y
Title update needed for Riverside ADT.						
KIN A31B	Intermediate Hydro HIIT (High Intensity Interval Training)	☐ ☐ ☑	**Hold**	Y	Y	Y
Title update needed for Riverside ADT.						
KIN A31C	Advanced Hydro HIIT (High Intensity Interval Training	☐ ☐ ☑	**Hold**	Y	Y	Y
Held for A31 series approval.						
KIN A46	Yoga, Beginning	☑ ☑ ☐	**Hold**	Y	Y	Y
Program is located in ADT for Norco.						
KIN A47	Yoga, Intermediate	☑ ☑ ☐	**Hold**	Y	Y	Y
Program is located in ADT for Norco.						
KIN V10	Soccer, Varsity Men	☐ ☑ ☑	**Approved**	Y	Y	Y
KIN V25	Soccer, Varsity, Women	☐ ☑ ☐	**Approved**	Y	Y	Y
KIN V61	Football Fundamentals, Offensive	☐ ☐ ☑	**Approved**	Y	Y	Y
MAN 36	General machine shop and theory of machining	☐ ☑ ☐	**Approved**	Y	Y	Y
Objectives and SLOs may be flipped. Steven will correct the COR.						
MAN 56	CNC Machine Set-Up and Operation	☐ ☑ ☐	**Approved**	Y	Y	Y
MAN 57	CNC Program Writing	☐ ☑ ☐	**Approved**	Y	Y	Y
MAN 60	Hydraulic and Pneumatic Systems	☐ ☑ ☐	**Approved**	Y	Y	Y
MAN 64	Programmable Logic Controllers	☐ ☑ ☐	**Approved**	Y	Y	Y
MAN 856	CNC Machine Set-Up and Operation	☐ ☑ ☐	**Approved**	Y	Y	Y
MAN 857	CNC Program Writing	☐ ☑ ☐	**Approved**	Y	Y	Y
MAN 860	Hydraulic and Pneumatic Systems	☐ ☑ ☐	**Approved**	Y	Y	Y
MAT 125	Corequisite Support for MAT-25	☑ ☑ ☑	**Hold**	Y	Y	Y
Minutes are MOV only.						
MAT 25	Mathematics for the Liberal Arts Student	☑ ☑ ☑	**Hold**	Y	Y	Y
Minutes are Moreno Valley only. Should MAT-35 prerequisite be replaced with "Intermediate Algebra"? Brian will contact faculty.						

Course Minor Modifications

		M N R	Action	Douglass	Johnson	Pfeifle
ADM 1	Introduction to Applied Digital Media and Printing	☑ ☐ ☑	**Hold**	Y	Y	Y
All ADM courses are being held for district discipline minutes.						

Courses

Course Minor Modifications

		M	N	R	Action	Douglass	Johnson	Pfeifle
ADM 2A	Color Systems and File Management	☑	☐	☑	**Hold**	Y	Y	Y
ADM 2C	Ethics and Legalities for Graphic Designers	☑	☐	☑	**Hold**	Y	Y	Y
ADM 55	Business Management for Graphic Communications	☐	☐	☑	**Hold**	Y	Y	Y
ADM 62	Typography and Graphic Design	☑	☐	☑	**Hold**	Y	Y	Y
ADM 63A	Design For Print Publication	☑	☐	☑	**Hold**	Y	Y	Y
ADM 63B	Design for Electronic Publication	☐	☐	☑	**Hold**	Y	Y	Y
ADM 67	Multimedia Animation	☑	☐	☑	**Hold**	Y	Y	Y
ADM 68A	3D Animation with Maya I	☐	☐	☑	**Hold**	Y	Y	Y
ADM 68B	3D Animation with Maya II	☐	☐	☑	**Hold**	Y	Y	Y
ADM 70	Project Production and Portfolio	☐	☐	☑	**Hold**	Y	Y	Y
ADM 71A	Adobe Photoshop for Image Manipulation	☑	☐	☑	**Hold**	Y	Y	Y
ADM 71B	Adobe Photoshop, Advanced	☐	☐	☑	**Hold**	Y	Y	Y
ADM 74A	Web Design	☐	☐	☑	**Hold**	Y	Y	Y
ADM 77A	Adobe Illustrator for Graphic Art	☑	☐	☑	**Hold**	Y	Y	Y
ADM 77B	Adobe Illustrator, Advanced	☐	☐	☑	**Hold**	Y	Y	Y
ADM 84A	Screen Printing	☐	☐	☑	**Hold**	Y	Y	Y
ADM 84B	Screen Printing, Advanced	☐	☐	☑	**Hold**	Y	Y	Y
ADM 85A	Commercial Printing	☐	☐	☑	**Hold**	Y	Y	Y
ADM 85B	Commercial Printing, Advanced	☐	☐	☑	**Hold**	Y	Y	Y
AIR 92	Advanced Building Automation Networks and Programming	☐	☐	☑	**Approved**	Y	Y	Y
CAT 55 Hold for ACC 55	Applied Accounting/Bookkeeping	☑	☐	☑	**Hold**	Y	Y	Y
CAT 65 Hold for CIS crosslisting.	Introduction to Microsoft PowerPoint	☑	☐	☑	**Hold**	Y	Y	Y
CAT 91 Hold for CIS crosslisting.	Microsoft Project	☐	☐	☑	**Hold**	Y	Y	Y
FIT 1 FIT courses held for minutes.	Fire Protection Organization	☑	☐	☐	**Hold**	Y	Y	Y

Courses

Course Minor Modifications

		M	N	R	Action	Douglass	Johnson	Pfeifle
FIT 2	Fire Behavior and Combustion	☑	☐	☐	**Hold**	Y	Y	Y
FIT 3	Fire Protection Equipment and Systems	☑	☐	☐	**Hold**	Y	Y	Y
FIT 4	Building Construction for Fire Protection	☑	☐	☐	**Hold**	Y	Y	Y
FIT 5	Fire Prevention	☑	☐	☐	**Hold**	Y	Y	Y
FIT 7	Principles of Fire and Emergency Services Safety and Survival	☑	☐	☐	**Hold**	Y	Y	Y
KIN 30	First Aid and CPR	☑	☑	☑	**Hold**	Y	Y	Y
Missing vote of approval. Kelly will contact faculty.								
KIN 38	Stress Management	☑	☑	☑	**Hold**	Y	Y	Y
Missing vote of approval. Kelly will contact faculty.								
KIN V52	Fastpitch Fundamentals: Offensive	☐	☐	☑	**Approved**	Y	Y	Y
KIN V53	Fastpitch Fundamentals: Defensive	☐	☐	☑	**Approved**	Y	Y	Y
KIN V60	Football Fundamentals, Defensive	☐	☐	☑	**Approved**	Y	Y	Y
LIB 1	Introduction to Information Literacy	☑	☑	☑	**Approved**	Y	Y	Y

Distance Education

		M	N	R	Action	Douglass	Johnson	Pfeifle
GEG 1HDE	Honors Physical Geography	☑	☑	☑	**Approved**	Y	Y	Y
JOU 150DE	Intro to Public Relations	☑	☑	☑	**Approved**	Y	Y	Y

New Courses

		M	N	R	Action	Douglass	Johnson	Pfeifle
IAT 15	Industrial Automation 5 - Advanced Operations	☑	☐	☐	**Hold**	Y	Y	Y
Department minutes are missing.								
IAT 20	Industrial Electrical and Motors 1	☑	☐	☐	**Hold**	Y	Y	Y
Department minutes are missing.								
IAT 21	Industrial Electrical and Motors 2	☑	☐	☐	**Hold**	Y	Y	Y
Department minutes are missing.								
IAT 30	Industrial Automation 3 – Pneumatic and Hydraulic Systems	☑	☐	☐	**Hold**	Y	Y	Y
Department minutes are missing.								

Courses

New Courses

			M N R	Action	Douglass	Johnson	Pfeifle
IAT 40	**Industrial Automation 4 – Sensors and Process Control**		☑ ☐ ☐	**Hold**	Y	Y	Y
Department minutes are missing.							
KIN A08A	**Pickleball, Beginning**		☐ ☐ ☑	**Approved**	Y	Y	Y
KIN A48	**Yoga, Advanced**		☑ ☐ ☐	**Hold**	Y	Y	Y
Missing prerequisite. Entrance skills need further development. Holding for A46 and A47.							
MAN 836	**General machine shop and theory of machining**		☐ ☑ ☐	**Approved**	Y	Y	Y
Objectives and SLOs may be flipped.							
MAN 864	**Programmable Logic Controllers**		☐ ☑ ☐	**Approved**	Y	Y	Y

Disciplines

New Disciplines

			M N R	Action	Douglass	Johnson	Pfeifle
CDL	**Commercial Driver's License**		☑ ☐ ☐	**Hold**	Y	Y	Y
Academic Senate approval minutes are needed. Faculty with FSA need to be included on the proposal form, an updated form is needed.							

Programs

New Programs

			M N R	Action	Douglass	Johnson	Pfeifle
ADT							
ECO	**Economics**		☑ ☐ ☐	**Approved**	Y	Y	Y
Certificate							
CIS	**Data Analytics**		☐ ☑ ☐	**Approved**	Y	Y	Y
Committee agreed to remove program requisite language requiring MAT courses to enter into the program. Bryan will remove the language.							
POL	**Community Action and Leadership**		☐ ☐ ☑	**Approved**	Y	Y	Y
Changes are needed to the narrative. One course that is listed is any ETS course, but it should be the CSUGE Area F courses.							
Degree							
CIS	**Data Science**		☐ ☑ ☐	**Approved**	Y	Y	Y
Committee agreed to remove program requisite language requiring MAT courses to enter into the program. Bryan will remove the language.							
MUS	**Music and Audio Technology**		☐ ☐ ☑	**Approved**	Y	Y	Y

Degree & Certificate

Programs

New Programs

		M	N	R	Action	Douglass	Johnson	Pfeifle

Degree & Certificate

		M	N	R	Action	Douglass	Johnson	Pfeifle
CRP	Apprenticeship Carpentry, Acoustical Installer	☐	☑	☐	Hold	Y	Y	Y
Missing minutes, LMI, DAS letter, and RSI hours and years.								
CRP	Apprenticeship Carpentry, Drywall Finisher	☐	☑	☐	Hold	Y	Y	Y
Missing minutes, LMI, DAS letter, and RSI hours and years.								
CRP	Apprenticeship Carpentry, Concrete	☐	☑	☐	Hold	Y	Y	Y
Missing minutes, LMI, DAS letter, and RSI hours and years.								
CRP	Apprenticeship Carpentry, Drywall Lather	☐	☑	☐	Hold	Y	Y	Y
Missing minutes, LMI, DAS letter, and RSI hours and years.								
CRP	Apprenticeship Carpentry, Finish Carpentry	☐	☑	☐	Hold	Y	Y	Y
Missing minutes, LMI, DAS letter, and RSI hours and years.								
CRP	Apprenticeship Carpentry, Framing	☐	☑	☐	Hold	Y	Y	Y
Missing minutes, LMI, DAS letter, and RSI hours and years.								
CRP	Apprenticeship Carpentry, Tilt-Up	☐	☑	☐	Hold	Y	Y	Y
Missing minutes, LMI, DAS letter, and RSI hours and years.								

Program Modifications

		M	N	R	Action	Douglass	Johnson	Pfeifle

ADT

		M	N	R	Action	Douglass	Johnson	Pfeifle
KIN	Kinesiology	☑	☐	☐	Hold	Y	Y	Y
Held for courses								

Certificate

		M	N	R	Action	Douglass	Johnson	Pfeifle
CUL	Foundational Culinary Arts	☐	☐	☑	Hold	Y	Y	Y
Holding for courses to arrive at Tech Review.								
HMS	Social Work Administration Studies	☑	☐	☐	Hold	Y	Y	Y
HMS	Careers in Social Work	☑	☐	☐	Hold	Y	Y	Y

Degree

		M	N	R	Action	Douglass	Johnson	Pfeifle
BIO	Sustainability in Science and Technology	☐	☐	☑	Hold	Y	Y	Y
There are multiple references to UCR still in the proposal. Kelly will reach out to faculty.								

Degree & Certificate

		M	N	R	Action	Douglass	Johnson	Pfeifle
CUL	Culinary Arts	☐	☐	☑	Hold	Y	Y	Y
Holding for courses to arrive at Tech Review.								
DFT	3D Mechanical Drafting	☐	☑	☐	Approved	Y	Y	Y
DFT	Drafting Technology	☐	☑	☐	Approved	Y	Y	Y