

District Technical Review Committee Meeting Agenda

Tuesday, November 15, 2022

2:30-4:00pm

CAADO 209/Zoom

Committee Members	Guests
<input type="checkbox"/> Steven Schmidt (Chair, MUS)	<input type="checkbox"/> Lijuan Zhai (AVC Ed Services and Institutional Effectiveness, RCCD)
<input type="checkbox"/> Susan Mills (Co-Chair, VC Ed. Services)	<input type="checkbox"/> Bryan Medina (Staff, RCCD)
<input type="checkbox"/> Kelly Douglass (ENG, RCC)	<input type="checkbox"/> Ellen Brown-Drinkwater (AO, RCC)
<input type="checkbox"/> Brian Johnson (MAT, NOR)	<input type="checkbox"/> Nick Franco (AO, NOR)
<input type="checkbox"/> Ann Pfeifle (HIS, MVC)	<input type="checkbox"/> Jeanne Howard (AO, MVC)
	<input type="checkbox"/> Sabina Fernandez (Staff, MVC)
	<input type="checkbox"/> Casandra Greene (Staff, RCC)
	<input type="checkbox"/> Nicole Brown (Staff, NOR)
Additional Guests:	

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
2. Approval of Minutes – November 1, 2022

Action Items

1. Curriculum Proposals

Discussion Items

1. High School Articulated Courses and UC Transferability – Susan Mills
2. Curriculum Deadlines – Ann Pfeifle

Program Documentation

1. Program Discontinuance
 - a. Biotechnology
 - b. English as a Second Language
 - c. Chief Officer
 - d. Fire Officer
2. Program Modification
 - a. Dental Assistant

Technical Review - Curriculum Proposals

Proposals for Review for 11/15/2022

Courses

Course Inclusions

M N R Notes

RLE 84 Real Estate Appraisal

RLE 86 Escrow Procedures I

Course Major Modifications

M N R Notes

H ECO 8 Principles of Microeconomics
Minutes are needed. Also, ECO 8H is not at Tech Review.

H HLS 2 Preparedness for Emergencies, Disasters & Homeland Security Incidents
Entrance skills and links need to be reviewed. Textbook is from 2015.

H HLS 3 Response to Emergencies, Disasters and Homeland Security Incidents
Entrance skills and links need to be reviewed. Textbook is from 2015.

H HLS 4 Recovery in Emergencies, Disasters and Homeland Security Incidents
Entrance skills and links need to be reviewed. Textbook is from 2015.

H HMS 200 Human Services Work Experience
Also, hold to verify against WKX-200 crosslisting.

H HMS 29 Introduction to Careers in Social Work
Content appears to overlap significantly with HMS 69.

H HMS 44 Counseling Youth in Gangs
Textbook is from 2001. Course content appears to be the table of contents from the textbook.

H HMS 65 Supervised Practicum
The COR states 10 hours at agency, but this is only in the description.

H HMS 66 Clinically Supervised Experience
States 255 hours supervised at an agency. Is this work experience, or are there other rules that may allow this?

H HMS 69 Careers in Social Work- Entry Level Employment & Career Planning in Human Services
Should review if there is overlap with HMS 29.

Course Minor Modifications

M N R Notes

H AUB 200 Autobody Work Experience
AUB courses do not have current minutes.

H AUB 50 Introduction to Automotive Collision Repair

Courses

Course Minor Modifications

		M	N	R	Notes		
H	AUB 51	Automotive Non-Structural Collision Repair and Estimating		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
H	AUB 52	Automotive Refinishing and Paint		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
H	AUB 53	Automotive Collision Repair Special Projects		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
H	AUB 54	Automotive Structural Collision Repair and Frame		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
H	AUB 55	Automotive Advanced Refinishing and Custom Paint		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
H	AUB 56	Automotive Technology for the Automotive Collision Specialist		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
H	AUB 57	Antique and Classic Auto Restoration and Fabrication		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
H	AUB 59A	Automotive Collision Service and Repair		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
H	AUB 59B	Automotive Refinishing Service and Repair		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
H	AUB 60	Automotive Trim and Upholstery I		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
H	AUB 61	Automotive Trim and Upholstery II		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
H	CIS 20	Systems Analysis and Design		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No minutes.
H	CIS 21	Introduction to Operating Systems		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Held for further development. Casandra will work with faculty.
H	FIT 200	Fire Technology Work Experience		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Holding to verify against WKX-200.

Distance Education

		M	N	R	Notes		
	MAN 835DE	Computer Aided Manufacturing-Mastercam		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	MAN 856DE	CNC Machine Set-Up and Operation		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	MAN 857DE	CNC Program writing		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
H	PHO 18DE	Photoshop, Lightroom, and Printing for Photographers		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The course mentions printing. If taking the course online, what equipment do they use?
H	PHO 23DE	Drone Photography		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SLO Number 1 is show you can use the drone equipment. How do you do that in an online course?
H	PHO 8DE	Introduction to Film Photography		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mention students can use a scanner. If they're taking this course online, what equipment do they use?

Programs

Program Discontinuance

M N R Notes

BIT [Biotechnology](#)

Certificate

ESL [English as a Second Language](#)

Degree & Certificate

FIT [Chief Officer](#)

FIT [Fire Officer](#)

Program Modifications

M N R Notes

Degree & Certificate

DEA [Dental Assistant](#)

Technical Review - Curriculum Proposals

Proposals for Review for 11/15/2022

Courses

Course Inclusions

		M	N	R	Discussion	Action
RLE 84	Real Estate Appraisal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Rationale:	To expand our Norco College Real Estate course offerings in order to provide more course options for our students.					
RLE 86	Escrow Procedures I	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Rationale:	To expand our Norco College Real Estate course offerings in order to provide more course options for our students.					

Course Major Modifications

		M	N	R	Discussion	Action
H	ECO 8	Principles of Microeconomics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Minutes are needed. Also, ECO 8H is not at Tech Review.
	Rationale:	This course had a prerequisite (Math 52) which is no longer being offered				
H	HLS 2	Preparedness for Emergencies, Disasters & Homeland Security Incidents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entrance skills and links need to be reviewed. Textbook is from 2015.
	Rationale:	This modification is intended to change prerequisite courses to advisory courses.				
H	HLS 3	Response to Emergencies, Disasters and Homeland Security Incidents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entrance skills and links need to be reviewed. Textbook is from 2015.
	Rationale:	Change prerequisite to advisory				
H	HLS 4	Recovery in Emergencies, Disasters and Homeland Security Incidents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entrance skills and links need to be reviewed. Textbook is from 2015.
	Rationale:	Change prerequisite to advisory.				
H	HMS 200	Human Services Work Experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Also, hold to verify against WKX-200 crosslisting.
	Rationale:	COR Revision: major mod: objective added				
H	HMS 29	Introduction to Careers in Social Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Content appears to overlap significantly with HMS 69.
	Rationale:	COR Revision: major mod: objective added and updated required course text				
H	HMS 44	Counseling Youth in Gangs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Textbook is from 2001. Course content appears to be the table of contents from the textbook.
	Rationale:	COR Revision: major mod: objective added				
H	HMS 65	Supervised Practicum	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The COR states 10 hours at agency, but this is only in the description.
	Rationale:	COR Revision: major mod: objective added and textbook updated				

Courses

Course Major Modifications

		M	N	R	Discussion	Action
H	HMS 66 Rationale: COR Revision: major mod: objective added and textbook updated		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	States 255 hours supervised at an agency. Is this work experience, or are there other rules that may allow this?
H	HMS 69 Rationale: 2-Year CTE COR Revision: major mod: objectives edited		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Should review if there is overlap with HMS 29.

Course Minor Modifications

		M	N	R	Discussion	Action
H	AUB 200 Rationale: Current materials for this course were reviewed and are still relevant. No changes were necessary.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	AUB courses do not have current minutes.
H	AUB 50 Rationale: Current materials for this course were reviewed. All materials including the textbook are still relevant.No changes were necessary.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
H	AUB 51 Rationale: Current materials for this course were reviewed. All materials, including the textbook, are still relevant. No changes were necessary.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
H	AUB 52 Rationale: Current materials for this course were reviewed. All materials, including the textbook, are still relevant. No changes were necessary.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
H	AUB 53 Rationale: Current materials for this course were reviewed. All materials, including the textbook, are still relevant. No changes were necessary.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
H	AUB 54 Rationale: Current materials for this course were reviewed. All materials, including the textbook, are still relevant. No changes were necessary.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
H	AUB 55 Rationale: Current materials for this course were reviewed. All materials, including the textbook, are still relevant. No changes were necessary.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
H	AUB 56 Rationale: Current materials for this course were reviewed. All materials, including the textbook, are still relevant. No changes were necessary.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Technical Review Proposals for 11/15/2022

Proposals marked with a red "H" were held at a previous Tech Review meeting.

Documents in the Programs section without an underline have not yet been received by the Tech Review Committee.

Courses

Course Minor Modifications

		M	N	R	Discussion	Action
H	AUB 57 Rationale:			<input checked="" type="checkbox"/>		
	Antique and Classic Auto Restoration and Fabrication Current materials for this course were reviewed. All materials, including the textbook, are still relevant. No changes were necessary.					
H	AUB 59A Rationale:			<input checked="" type="checkbox"/>		
	Automotive Collision Service and Repair Current materials for this course were reviewed. All materials, including the textbook, are still relevant. No changes were necessary.					
H	AUB 59B Rationale:			<input checked="" type="checkbox"/>		
	Automotive Refinishing Service and Repair Current materials for this course were reviewed. All materials, including the textbook, are still relevant. No changes were necessary.					
H	AUB 60 Rationale:			<input checked="" type="checkbox"/>		
	Automotive Trim and Upholstery I Current materials for this course were reviewed. All materials, including the textbook, are still relevant. No changes were necessary.					
H	AUB 61 Rationale:			<input checked="" type="checkbox"/>		
	Automotive Trim and Upholstery II Current materials for this course were reviewed. All materials, including the textbook, are still relevant. No changes were necessary.					
H	CIS 20 Rationale:	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	No minutes.	
	Systems Analysis and Design CTE two year update.					
H	CIS 21 Rationale:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Held for further development. Casandra will work with faculty.	
	Introduction to Operating Systems Reviewed content - No changes required. Updated Texts					
H	FIT 200 Rationale:	<input checked="" type="checkbox"/>			Holding to verify against WKX-200.	
	Fire Technology Work Experience Helps support students who are seeking to obtain real-world Fire Service experience by providing college credit for practical CTE education.					

Distance Education

		M	N	R	Discussion	Action
	MAN 835DE Rationale:		<input checked="" type="checkbox"/>			
	Computer Aided Manufacturing-Mastercam					
	MAN 856DE Rationale:		<input checked="" type="checkbox"/>			
	CNC Machine Set-Up and Operation					
	MAN 857DE Rationale:		<input checked="" type="checkbox"/>			
	CNC Program writing					

Technical Review Proposals for 11/15/2022

Proposals marked with a red "H" were held at a previous Tech Review meeting.

Documents in the Programs section without an underline have not yet been received by the Tech Review Committee.

Courses

Distance Education

		M	N	R	Discussion	Action
H	PHO 18DE Photoshop, Lightroom, and Printing for Photographers Rationale:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The course mentions printing. If taking the course online, what equipment do they use?	
H	PHO 23DE Drone Photography Rationale:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SLO Number 1 is show you can use the drone equipment. How do you do that in an online course?	
H	PHO 8DE Introduction to Film Photography Rationale:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mention students can use a scanner. If they're taking this course online, what equipment do they use?	

Programs

Program Discontinuances

		M	N	R	Discussion	Action
	BIT Biotechnology Rationale: Moreno Valley college currently offers no degree or certificates in Biotechnology and has not offered the courses in many years. The courses will also be proposed for deletion from the catalog in conjunction with this program discontinuance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Certificate

	ESL English as a Second Language Rationale: The discipline is discontinuing the certificate because it contains discontinued courses and is not in line with the AB705 updated curriculum. The non-credit certificates have taken its place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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Degree & Certificate

	FIT Chief Officer Rationale: Many courses that were part of these programs were no longer offered due to changes mandated by the State Fire Marshall's Office. The programs were revamped to: Fire Service Leadership degree/certificate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	FIT Fire Officer Rationale: Many courses that were part of these programs were no longer offered due to changes mandated by the State Fire Marshall's Office. The programs were revamped to: Fire Service Leadership degree/certificate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Programs

Program Modifications

M N R Discussion

Action

Degree & Certificate

DEA [Dental Assistant](#)

Rationale: Qualification for English 1A is no longer a valid pre-requisite due to Title V and AB 705. The program is seeking to replace this pre-requisite with a GPA pre-requisite as it appears to be a better indication of success.

Please submit this form and the documentation indicated below to TechReview@rccd.edu. Once received, it will be routed through the curriculum approval process. For additional information on Program Discontinuance, please refer to Board Policy (BP) / Administrative Procedure (AP) 2021.

Program: Bio Technology
College: Moreno Valley
Task Force Recommendation: Directive C- Program Discontinuance

Steps for consideration of Program Discontinuance ✓

1. **Does the Program fulfill one or more of the criteria below to be considered for Program discontinuance?**

(Select one or more as appropriate)

The goals and objectives of the Program are no longer appropriate to the Mission of California Community Colleges, the college’s mission or Educational Master Plan, and/or congruent with the institutional Strategic Plan of the District.

The Program curriculum no longer aligns with university transfer majors or, General Education requirements of the Program no longer meet industry needs and lack demand in the current job market and the Program’s field is not considered an emerging industry or career path.

The Program does not meet curriculum standards as defined by Title 5 section 55100.

There are insufficient resources to realistically support the Program at a sufficient level of quality and the Program has experienced either consistent low enrollment (an average of 50% or more below maximum seat load capacity for courses in the Program over four consecutive semesters) or statistically significant declining Program persistence and completion rates each semester for four semesters, as evidenced by reliable, longitudinal data.

The Program has been determined to be out of compliance with existing state or federal laws, i.e., Title 5, section 55130(d), or licensing laws in particular occupations.

There is universal agreement among regular faculty in a Program that it be merged with or replaced by another related Program.
2. **Has the Program Discontinuance Task Force been appropriately assembled?**
(Please specify Task Force membership in meeting minutes – see next page for example.)
3. **Did the Task Force inform the college community that the Program is being considered for discontinuance?**
(Please attach evidence of communication to college community.)
4. **Was the public comment session convened?**
(Please attach Task Force meeting minutes with details of public comment, if any.)
5. **Did Task Force convene after the public comment session to provide directive to the Curriculum Committee?**
(In the Task Force meeting minutes, please specify the directive as voted on by Task Force members. Please see BP/AP 2021 for directive options.)

Task Force Meeting Minutes

Date: November 7, 2022

Time: 12:00 – 12:30 pm

Location: Zoom

Program: Bio Technology

College: Moreno Valley

Task Force Members in attendance

Representative	Name	
Department Chair	<u>Shara Marshall</u>	voting member
Dean of Instruction	<u>Kevin Stewart</u>	voting member
Research & Planning	<u>Jacob Kevari</u>	voting member
Counseling*	<u>Jeanne Howard</u>	voting member
Academic Senate*	<u>Ann Pfeifle</u>	voting member
Program Review*	<u>Anya Marquis</u>	voting member
Curriculum Committee*	<u>Ann Pfeifle</u>	voting member
Regular Discipline Faculty member (1) **	<u>Stephen Wagner</u>	voting member
Regular Discipline Faculty member (2) **	_____	voting member
Regular Discipline Faculty member (3) **	_____	voting member
Vice President of Academic Affairs***	<u>Anna Marie Amezquita</u>	Chair, non-voting member
Vice Chancellor Educational Services	<u>Susan Mills</u>	non-voting member

* representatives from these areas may not teach in the program

** at most three regular faculty members who teach in the program or closely related field will sit on the committee

*** non-voting member, but may vote in the case of a tie

Please submit this form and the documentation indicated below to TechReview@rccd.edu. Once received, it will be routed through the curriculum approval process. For additional information on Program Discontinuance, please refer to Board Policy (BP) / Administrative Procedure (AP) 2021.

Program: English As A Second Language (MCE866)
College: Moreno Valley
Task Force Recommendation: Directive C- Program Discontinuance

Steps for consideration of Program Discontinuance

✓

1. Does the Program fulfill one or more of the criteria below to be considered for Program discontinuance?

(Select one or more as appropriate)

The goals and objectives of the Program are no longer appropriate to the Mission of California Community Colleges, the college’s mission or Educational Master Plan, and/or congruent with the institutional Strategic Plan of the District.

The Program curriculum no longer aligns with university transfer majors or, General Education requirements of the Program no longer meet industry needs and lack demand in the current job market and the Program’s field is not considered an emerging industry or career path.

The Program does not meet curriculum standards as defined by Title 5 section 55100.

There are insufficient resources to realistically support the Program at a sufficient level of quality and the Program has experienced either consistent low enrollment (an average of 50% or more below maximum seat load capacity for courses in the Program over four consecutive semesters) or statistically significant declining Program persistence and completion rates each semester for four semesters, as evidenced by reliable, longitudinal data.

The Program has been determined to be out of compliance with existing state or federal laws, i.e., Title 5, section 55130(d), or licensing laws in particular occupations.

There is universal agreement among regular faculty in a Program that it be merged with or replaced by another related Program.

2. Has the Program Discontinuance Task Force been appropriately assembled?
(Please specify Task Force membership in meeting minutes – see next page for example.)

3. Did the Task Force inform the college community that the Program is being considered for discontinuance?
(Please attach evidence of communication to college community.)

4. Was the public comment session convened?
(Please attach Task Force meeting minutes with details of public comment, if any.)

5. Did Task Force convene after the public comment session to provide directive to the Curriculum Committee?
(In the Task Force meeting minutes, please specify the directive as voted on by Task Force members. Please see BP/AP 2021 for directive options.)

Task Force Meeting Minutes

Date: November 7, 2022

Time: 11:30 – 12:00 pm

Location: Zoom

Program: English As A Second Language

College: Moreno Valley

Task Force Members in attendance

Representative	Name	
Department Chair	<u>Jeff Rhyne</u>	voting member
Dean of Instruction	<u>Tom Vitzelio</u>	voting member
Research & Planning	<u>Jacob Kevari</u>	voting member
Counseling*	<u>Jeanne Howard</u>	voting member
Academic Senate*	<u>Ann Pfeifle</u>	voting member
Program Review*	<u>Anya Marquis</u>	voting member
Curriculum Committee*	<u>Ann Pfeifle</u>	voting member
Regular Discipline Faculty member (1) **	<u>Joyce Kim</u>	voting member
Regular Discipline Faculty member (2) **	_____	voting member
Regular Discipline Faculty member (3) **	_____	voting member
Vice President of Academic Affairs***	<u>Anna Marie Amezquita</u>	Chair, non-voting member
Vice Chancellor Educational Services	<u>Susan Mills</u>	non-voting member

* *representatives from these areas may not teach in the program*

** *at most three regular faculty members who teach in the program or closely related field will sit on the committee*

*** *non-voting member, but may vote in the case of a tie*

Please submit this form and the documentation indicated below to TechReview@rccd.edu. Once received, it will be routed through the curriculum approval process. For additional information on Program Discontinuance, please refer to Board Policy (BP) / Administrative Procedure (AP) 2021.

Program: Chief Officer (MAS826/MAS826B/MAS826C/MCE826)
College: Moreno Valley
Task Force Recommendation: Directive C- Program Discontinuance

Steps for consideration of Program Discontinuance

✓

1. Does the Program fulfill one or more of the criteria below to be considered for Program discontinuance?

(Select one or more as appropriate)

The goals and objectives of the Program are no longer appropriate to the Mission of California Community Colleges, the college’s mission or Educational Master Plan, and/or congruent with the institutional Strategic Plan of the District.

The Program curriculum no longer aligns with university transfer majors or, General Education requirements of the Program no longer meet industry needs and lack demand in the current job market and the Program’s field is not considered an emerging industry or career path.

The Program does not meet curriculum standards as defined by Title 5 section 55100.

There are insufficient resources to realistically support the Program at a sufficient level of quality and the Program has experienced either consistent low enrollment (an average of 50% or more below maximum seat load capacity for courses in the Program over four consecutive semesters) or statistically significant declining Program persistence and completion rates each semester for four semesters, as evidenced by reliable, longitudinal data.

The Program has been determined to be out of compliance with existing state or federal laws, i.e., Title 5, section 55130(d), or licensing laws in particular occupations.

There is universal agreement among regular faculty in a Program that it be merged with or replaced by another related Program.

2. Has the Program Discontinuance Task Force been appropriately assembled?
(Please specify Task Force membership in meeting minutes – see next page for example.)

3. Did the Task Force inform the college community that the Program is being considered for discontinuance?
(Please attach evidence of communication to college community.)

4. Was the public comment session convened?
(Please attach Task Force meeting minutes with details of public comment, if any.)

5. Did Task Force convene after the public comment session to provide directive to the Curriculum Committee?
(In the Task Force meeting minutes, please specify the directive as voted on by Task Force members. Please see BP/AP 2021 for directive options.)

Task Force Meeting Minutes

Date: November 7, 2022

Time: 10:30 – 11:00 am

Location: Zoom

Program: Chief Officer

College: Moreno Valley

Task Force Members in attendance

Representative	Name	
Department Chair	<u>Robert Fontaine</u>	voting member
Dean of Instruction	<u>Phillip Rawlings</u>	voting member
Research & Planning	<u>Jacob Kevari</u>	voting member
Counseling*	<u>Jeanne Howard</u>	voting member
Academic Senate*	<u>Ann Pfeifle</u>	voting member
Program Review*	<u>Anya Marquis</u>	voting member
Curriculum Committee*	<u>Ann Pfeifle</u>	voting member
Regular Discipline Faculty member (1) **	<u>Jim Lambert</u>	voting member
Regular Discipline Faculty member (2) **	_____	voting member
Regular Discipline Faculty member (3) **	_____	voting member
Vice President of Academic Affairs***	<u>Anna Marie Amezquita</u>	Chair, non-voting member
Vice Chancellor Educational Services	<u>Susan Mills</u>	non-voting member

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Program: Fire Officer (MAS827/MAS827B/MAS827C/MCE827)
College: Moreno Valley
Task Force Recommendation: Directive C- Program Discontinuance

Steps for consideration of Program Discontinuance

✓

1. Does the Program fulfill one or more of the criteria below to be considered for Program discontinuance?

(Select one or more as appropriate)

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The Program has been determined to be out of compliance with existing state or federal laws, i.e., Title 5, section 55130(d), or licensing laws in particular occupations.

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(In the Task Force meeting minutes, please specify the directive as voted on by Task Force members. Please see BP/AP 2021 for directive options.)

Task Force Meeting Minutes

Date: November 7, 2022

Time: 10:30 – 11:00 am

Location: Zoom

Program: Fire Officer

College: Moreno Valley

Task Force Members in attendance

Representative	Name	
Department Chair	<u>Robert Fontaine</u>	voting member
Dean of Instruction	<u>Phillip Rawlings</u>	voting member
Research & Planning	<u>Jacob Kevari</u>	voting member
Counseling*	<u>Jeanne Howard</u>	voting member
Academic Senate*	<u>Ann Pfeifle</u>	voting member
Program Review*	<u>Anya Marquis</u>	voting member
Curriculum Committee*	<u>Ann Pfeifle</u>	voting member
Regular Discipline Faculty member (1) **	<u>Jim Lambert</u>	voting member
Regular Discipline Faculty member (2) **	_____	voting member
Regular Discipline Faculty member (3) **	_____	voting member
Vice President of Academic Affairs***	<u>Anna Marie Amezquita</u>	Chair, non-voting member
Vice Chancellor Educational Services	<u>Susan Mills</u>	non-voting member

* *representatives from these areas may not teach in the program*

** *at most three regular faculty members who teach in the program or closely related field will sit on the committee*

*** *non-voting member, but may vote in the case of a tie*

Program Outline

Title: Dental Assistant

Originator: Lidia Hulshof

Date 11/2/2022

Department: Health Human and Public Services

College/Learning Pathway/Engagement Center: Moreno Valley - Business, Health and Human Services Engagement Center

Moreno Valley College **Norco College** **Riverside City College**

(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 1240.10

CIP Code: 51.0601

Type of Program:

- Certificate of Achievement only Locally approved certificate (8-units or less) only
 Associate Degree only Certificate of Achievement and Degree

Type of Associate Degree:

- Associate of Arts Associate of Science

This is a: New certificate/degree* Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

- Yes, minutes attached Approval Pending
 No Capital or Budgetary Impacts

If this is a modification to an existing certificate/degree, please specify the changes being made:

(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

- 1. The pre-requisite for entrance into the program will be changed from “qualification for English 1-A” to “ Overall Academic GPA of 2.0 or higher ”**

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

1. Qualification for English 1-A is no longer a valid pre-requisite due to Title V and AB 705. The program is seeking to replace this pre-requisite with a GPA pre-requisite as it appears to be a better indication of success.

Required Documentation

Please submit this form and the documents outlined below to your college coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- Evidence of district-wide discipline communication
- Department minutes showing approval
- Narrative (*see following page*)
- Transfer preparation documentation (*only if applicable*)

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*

- Labor Market Information and Analysis (*Required for new programs and modifications.*)
- Advisory Committee Recommendation (*Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.*)
- Regional Consortium Recommendation (*Required for new programs only.*)

**Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

The program prepares individuals to provide patient care, take dental radiographs (x-rays), prepare patients and equipment for dental procedures as well as discharge office administrative functions under the supervision of dentists. The curriculum includes instructions in dental office management tasks, general office duties, reception and patient intake, patient scheduling, equipment maintenance and sterilization, dental radiography and radiation safety, pre and postoperative patient care and instructions, chairside assisting and direct patient care in general and specialty practice, taking impressions, infection control, Dental Practice Act, pit and fissure sealant application, coronal polish and supervised clinical practice

PROGRAM GOALS • Maintain compliance with the Commission on Dental Accreditation and the Dental Practice Act of California • Provide a quality and equitable dental assistant curriculum that prepares the student to successfully complete the National Certification Exam (CDA) and California State Registered Dental Assistant Exam (RDA). • Maintain proficient dental assistant faculty and staff to ensure a high-quality educational program. • Prepare the student for dental assisting employment as an integral member of the dental health team

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

PROGRAM PREREQUISITE: **Overall Academic GPA of 2.0 or higher**

SHORT DESCRIPTION of PROGRAM The program prepares individuals to provide patient care, take dental radiographs (x-rays), prepare patients and equipment for dental procedures as well as discharge office administrative functions under the supervision of dentists. The curriculum includes instructions in dental office management tasks, general office duties, reception and patient intake, patient scheduling, equipment maintenance and sterilization, dental radiography and radiation safety, pre and post – operative patient care and instructions, chair-side assisting and direct patient care in general and specialty practice, taking impressions, infection control, Dental Practice Act, pit and fissure sealant application, coronal polish and supervised clinical practice.

PROGRAM LEARNING OUTCOMES Upon successful completion of this program, students should be able to:

- Collect diagnostic data and perform clinical supportive treatments as outlined by the State Dental Practice Act
- Perform business office procedures as related to dental practices
- Adhere to the ADAA’s Code of Ethical Conduct and apply this to established ethical, legal and regulatory concepts for dental assisting
- Demonstrate interpersonal and communication skills to effectively interact with diverse populations

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Required Courses: 33 units

Course	Title	Units	Sequencing
DEA-10	Introduction to Dental Assisting and Chairside Assisting	4.5	Semester 1, Fall
DEA-20	Infection Control for Dental Assistants	2	Semester 1, Fall
DEA-21	Introduction to Radiology for Dental Assistants	2.5	Semester 1, Fall
DEA-22	Introduction to Supervised Externships	1.5	Semester 1, Fall
DEA-23	Introduction to Dental Sciences	3	Semester 1, Fall
DEA-24	Dental Materials for the Dental Assistant	2	Semester 1, Fall
DEA-30	Intermediate Chairside Dental Assisting	2	Winter Intersession
DEA-31	Radiology for Dental Assistants	1	Winter Intersession
DEA-32	Intermediate Supervised Externships	1	Winter Intersession
DEA-40 A	Advanced Chairside Surgical Dental Assistant	3.5	Semester 2, Spring
DEA-40 B	Advanced Chairside Orthodontic Dental Assistant	2	Semester 2, Spring
DEA-40 C	Advanced Chairside Restorative Dental Assistant	6	Semester 2, Spring
DEA-41	Dental Office Management	2	Semester 2, Spring

Total Program Units: 33 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

The Moreno Valley College Dental Assistant Program provides the students with a quality, equitable education that prepares them to be highly competent, professional, and caring licensed dental assistants. Our graduates go on to serve the dental community and community at large by working in various dental offices in the region. This fits in and aligns with the institution’s mission to educate and empower students, to provide equitable access to education and serve the community.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

The Moreno Valley College Dental Assistant program can graduate up to 24 students annually. The cohort size is limited by accreditation and state requirements.

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college’s existing inventory.

The program is part of Health Human and Public Services Department.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

The Moreno Valley College Dental Assistant Program is one of the two community college programs in the region with Chaffey College being the other. The environmental scan shows a high demand for dental assistants with a 14% increase in employment, and 808 job openings annually for the next five years.

Item 8. Transfer Preparation Information (if applicable)

If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.