RCCD | **RIVERSIDE COMMUNITY COLLEGE DISTRICT**

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

District Technical Review Committee
Meeting Minutes

Tuesday, November 15, 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: Torria Davis, Rachel Dyer, Lidia Hulshof, Michael Peterson, Mia Timme	

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 K. Douglass; 2nd A. Pfeifle
   b. Additional Discussion Item: MAT-35 Prerequisite on Course Outlines
   c. Approved, Unanimous
2. Approval of Minutes – November 1, 2022
   a. 1st A. Pfeifle; 2nd B. Johnson
   b. Approved, Unanimous

Action Items

1. Curriculum Proposals

Discussion Items

1. High School Articulated Courses and UC Transferability – Susan Mills
   a. The University of California has released a memo stating the system may revoke articulation agreements if they believe students are entering the system with articulated credit but are underprepared. Michael Peterson has provided updated language for next year's catalog to specify that whether credit from high school articulated courses is accepted on a campus-by-campus basis. This may mean that a student will have to retake a course when they transfer to a UC campus.
   b. Susan Mills – In total there are 176 agreements, 159 are CSU, 72 are UC, and these comprise 39 different RCCD courses.

c. Ellen Brown-Drinkwater – There is new clarifying language from the UCs released in a new memo. UCTCA and eligible areas will be honored as they are approved at a system level. If UC faculty choose to revoke a course-to-course agreement, they could do a phase out of the course articulation at that specific campus. The new language requires that the rigor of the high school courses be the same as the courses offered at UC.

d. Jeanne Howard – The Articulation Officers would like to meet with Michael Peterson, Sheryl Plumley, and Susan Mills to discuss a process to ensure the courses are being taught with the rigor required by the UC.

e. Ellen Brown-Drinkwater – Also, not sure where we are with the designation for the transcript, but high school designation needs to appear on the transcript.
    i. Michael Peterson – It should be ready with the fall 22 grades but will connect with Scott Tracy to verify.

f. Nick Franco – Courses submitted for articulation are frequently denied. GAM courses, for example, took 7 to 8 years to be approved. Need to revisit how the agreements are reviewed and how RCCD faculty can revoke the agreement.
    i. Jeanne Howard – This should be a faculty driven process.
    ii. Michael Peterson – There is a procedure for renewal. The agreement is for a certain period of time at which point it gets renewed or not, but there is space for it to be reviewed.
    iii. Nick Franco – May want to have a process for review for each academic year. This would give faculty the option to not renew and would also tie into catalog rights.
    iv. Jeanne Howard – The original faculty member may also no longer be present in the district, and current faculty may not know the rigor of the course at the high school.

g. Ann Pfeifle – What prompted this? Is there something the UCs are pointing to as a concern?
    i. Jeanne Howard – It's possible that the CCCs were not properly identifying credit on a transcript, or that students were entering into the system unprepared.

h. Ellen Brown-Drinkwater – Will send out the updated memo. Can the Chairs please share this with their committees?
    i. The Chairs agreed to forward the information to their committees.

2. Curriculum Deadlines – Ann Pfeifle
    a. At the Moreno Valley Curriculum Committee meeting, a question was raised by the Academic Senate President regarding curriculum deadlines. Currently, the deadline is in September. Is there a benefit to the committee and the catalog if we move the deadline to June? A number of colleagues already tell their departments to submit all proposals in the spring.
    b. Kelly Douglass – There could be benefits, but one issue is that it may be a deadline that isn't enforceable, since we know curriculum can continue to be reviewed through September. We could state that it is a preferred deadline.
    c. Ann Pfeifle – We should consider making it an official deadline. Additionally, we may want to look at holding items at Tech Review more strictly than we currently do, and not passing items until they are complete ready to move forward. We have been too lenient in moving proposals forward when they are not ready.
    d. Kelly Douglass – The approval timeline is already so lengthy. Moving the deadline back makes it even longer.
    e. Brian Johnson – The approval process is too lengthy. One option would be for Tech Review to be more strict in its review. We should also impress on faculty that it is to their benefit to attend the Tech Review meeting if they have items on the agenda.

    f. Steven Schmidt – Could specify that if faculty launch by June they will have more support available to them. If proposals are launched by the September deadline, they should be perfect and will not receive the same level of support compared to June.

    g. Bryan Medina will bring a draft of the curriculum calendar to the next meeting and this topic will be re-agendized.

3. MAT-35 Prereq on COR Outlines – Brian Johnson
    a. Questions have been raised about the impact of replacing "MAT-35" with "Intermediate Algebra" on CORs. Specifically, there appears to be issues with students registering for CHE-1A.
        i. Bryan Medina – In Colleague, the MAT-35 course record serves as a reference for intermediate algebra and is still included in the requisite configuration for any courses that have intermediate algebra as a prerequisite. When students take the placement survey, they receive a MAT-35 equate which allows them to fulfill the prerequisite if they place high enough. Additionally, MAT-9 was added to these courses as an option, but not a requirement, so that when students complete MAT-9 they can also use that as a means to fulfill the prerequisite.
        ii. Bryan Medina verified the Colleague course records for CHE-1A were configured correctly.
    b. Brian Johnson – For Chemistry, can faculty require that the lab for the prerequisite be done in person?
        i. Committee agreed that if the student received credit from another institution and there is articulation with that college, it must be honored.
    c. Brian Johnson – Some of the college level math courses have a support course, can this be done with Chemistry as well?
        i. Committee discussed this could be possible, but may not be able to be required.

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 Notes

Proposals and Notes for 11/15/2022

Courses

Course Inclusions		M N R	Action	Douglass	Johnson	Pfeifle
RLE 84	**Real Estate Appraisal**	☐ ☑ ☐	**Approved**	Y	Y	Y
RLE 86	**Escrow Procedures I**	☐ ☑ ☐	**Approved**	Y	Y	Y

Course Major Modifications		M N R	Action	Douglass	Johnson	Pfeifle
ECO 8	**Principles of Microeconomics**	☑ ☑ ☑	**Hold**	Y	Y	Y
Minutes are needed. Also, ECO 8H is not at Tech Review.						
HLS 2	**Preparedness for Emergencies, Disasters & Homeland Security Incidents**	☑ ☐ ☐	**Hold**	Y	Y	Y
Entrance skills and links need to be reviewed. Textbook is from 2015.						
HLS 3	**Response to Emergencies, Disasters and Homeland Security Incidents**	☑ ☐ ☐	**Hold**	Y	Y	Y
Entrance skills and links need to be reviewed. Textbook is from 2015.						
HLS 4	**Recovery in Emergencies, Disasters and Homeland Security Incidents**	☑ ☐ ☐	**Hold**	Y	Y	Y
Entrance skills and links need to be reviewed. Textbook is from 2015.						
HMS 200	**Human Services Work Experience**	☑ ☐ ☐	**Return to Draft**	Y	Y	Y
Returning to draft to review with other work experience courses.						
HMS 29	**Introduction to Careers in Social Work**	☑ ☐ ☐	**Approved**	Y	Y	Y
Content appears to overlap with HMS 69. Ann will address with faculty.						
HMS 44	**Counseling Youth in Gangs**	☑ ☐ ☐	**Removed from Agenda**	Y	Y	Y
Proposal deleted at faculty's request.						
HMS 65	**Supervised Practicum**	☑ ☐ ☐	**Approved**	Y	Y	Y
HMS 66	**Clinically Supervised Experience**	☑ ☐ ☐	**Approved**	Y	Y	Y
HMS 69	**Careers in Social Work- Entry Level Employment & Career Planning in Human Services**	☑ ☐ ☐	**Approved**	Y	Y	Y
Content appears to overlap with HMS 29. Ann will address with faculty.						

Course Minor Modifications		M N R	Action	Douglass	Johnson	Pfeifle
AUB 200	**Autobody Work Experience**	☐ ☐ ☑	**Return to Draft**	Y	Y	Y
Returning to draft to review with other work experience courses.						
AUB 50	**Introduction to Automotive Collision Repair**	☐ ☐ ☑	**Approved**	Y	Y	Y

Courses

Course Minor Modifications

		M N R	Action	Douglass	Johnson	Pfeifle
AUB 51	Automotive Non-Structural Collision Repair and Estimating	☐☐☑	Approved	Y	Y	Y
AUB 52	Automotive Refinishing and Paint	☐☐☑	Approved	Y	Y	Y
AUB 53	Automotive Collision Repair Special Projects	☐☐☑	Approved	Y	Y	Y
AUB 54	Automotive Structural Collision Repair and Frame	☐☐☑	Approved	Y	Y	Y
AUB 55	Automotive Advanced Refinishing and Custom Paint	☐☐☑	Approved	Y	Y	Y
AUB 56	Automotive Technology for the Automotive Collision Specialist	☐☐☑	Approved	Y	Y	Y
AUB 57	Antique and Classic Auto Restoration and Fabrication	☐☐☑	Approved	Y	Y	Y
AUB 59A	Automotive Collision Service and Repair	☐☐☑	Approved	Y	Y	Y
AUB 59B	Automotive Refinishing Service and Repair	☐☐☑	Approved	Y	Y	Y
AUB 60	Automotive Trim and Upholstery I	☐☐☑	Approved	Y	Y	Y
AUB 61	Automotive Trim and Upholstery II	☐☐☑	Approved	Y	Y	Y
CIS 20	Systems Analysis and Design	☑☐☑	Hold	Y	Y	Y
No minutes.						
CIS 21	Introduction to Operating Systems	☑☑☑	Hold	Y	Y	Y
Held for further development. Casandra will work with faculty.						
FIT 200	Fire Technology Work Experience	☑☐☐	Return to Draft	Y	Y	Y
Returning to draft to review with other work experience courses.						

Distance Education

		M N R	Action	Douglass	Johnson	Pfeifle
MAN 835DE	Computer Aided Manufacturing-Mastercam	☐☑☐	Approved	Y	Y	Y
MAN 856DE	CNC Machine Set-Up and Operation	☐☑☐	Approved	Y	Y	Y
MAN 857DE	CNC Program writing	☐☑☐	Approved	Y	Y	Y
PHO 18DE	Photoshop, Lightroom, and Printing for Photographers	☐☐☑	Hold	Y	Y	Y
The course mentions printing. If taking the course online, what equipment do they use?						
PHO 23DE	Drone Photography	☐☐☑	Hold	Y	Y	Y
SLO Number 1 is show you can use the drone equipment. How do you do that in an online course?						

Courses

Distance Education

		M N R	Action	Douglass	Johnson	Pfeifle
PHO 8DE	**Introduction to Film Photography** Mention students can use a scanner. If they're taking this course online, what equipment do they use?	☐ ☐ ☑	**Hold**	Y	Y	Y

Programs

Program Discontinuances

		M N R	Action	Douglass	Johnson	Pfeifle
BIT	**Biotechnology**	☑ ☐ ☐	**Approved**	Y	Y	Y
Certificate						
ESL	**English as a Second Language**	☑ ☐ ☐	**Approved**	Y	Y	Y
Degree & Certificate						
FIT	**Fire Officer**	☑ ☐ ☐	**Approved**	Y	Y	Y
FIT	**Chief Officer**	☑ ☐ ☐	**Approved**	Y	Y	Y

Program Modifications

		M N R	Action	Douglass	Johnson	Pfeifle
Degree & Certificate						
DEA	**Dental Assistant**	☑ ☐ ☐	**Approved**	Y	Y	Y

Q & A Re: UC Articulation
A collaboration between CIAC and UCOP

UC Transferable Coursework
- *Baseline transferability* is granted at the system level to courses that meet UC's minimum subject area guidelines
- *UC eligibility areas* (UC-E (English), UC-M (Mathematics), UC-S (Science), UC-H (Humanities), UC-B (Social and Behavioral Sciences)) are granted at the system level to courses that meet UC's eligibility criteria in these areas
- *Course-to-course articulation* is granted at the UC campus and department level to courses deemed equivalent to a course at that UC campus in that department

A course may have baseline transferability without approval in any UC eligibility area. A course may have baseline transferability and approval in a specific eligibility area without any course-to-course articulation.

Externally Administered Exam Credit
The University of California awards credit for examinations as follows:
• College Board Advanced Placement (AP)
• International Baccalaureate (IB) Higher Level
• GCE and Singapore-Cambridge Advanced Level (A-Levels)
   a. UC will only award credit for external exams (AP, IB, A-levels) if the UC campus receives the official score report or statement of results for the exam; we will not accept AP, IB, or A-level credit posted on a CCC transcript, as that is considered "pass-along" credit

UC's exam credit policy (which addresses AP, IB, and A-levels, the primary external, third party examination scores considered in a UC admissions context) is outlined on UC's Transfer Credit Practices webpage, linked here.

Internally Administered Credit-by-Exam
In the context of transfer, the University of California uses "credit-by-exam" to refer to the process by which a student can earn credit for a course by taking an exam created and administered by the CCC discipline faculty that demonstrates the student's knowledge of what would have been learned in the course. To receive UC credit for coursework assessed by credit-by-exam coursework, the course in question must be:

1. Listed in the CCC catalog
2. UC transferable
3. Posted to a specific term
4. List specific units and a passing grade

High School Articulation via Credit by Exam
The means by which faculty at any given California community college assess a student's gained knowledge to be equivalent to a course in that college's catalog is under their purview. As clarified above, UC may accept "credit by exam" if the credit is posted to a specific term with units and a grade, and the course for which the student earned credit is UC-transferable. California community colleges should ensure any high school articulation agreements in place with UC-transferable courses are preparing students for subsequent lower division and upper division coursework. In the event that UC faculty identify any students – transfer or otherwise – with specific CCC course credit as being unprepared academically to persist, it is within their purview to revoke a UC-transferable CCC course's course-to-course articulation, which would initiate a phase-out of that course-to-course articulation at that specific UC campus. UCTCA and UC eligibility areas would continue to be honored since they were approved at the system level.

Recommended Best Practices for CCC-High School Articulation (CIAC)
- CCC faculty and high school instructors, perhaps with support of articulation staff, should review the course outline of record (COR) and verify that the topics, learning outcomes, and final examinations or final assignments reflected in each COR (the CCC-based one and the high school one) are equivalent to each other
- Hours of instruction, writing and reading, lab hours are all elements to consider in alignment with UC transferability guidelines
- CCCs and high school partners should follow all relevant Education Code guidelines