RCCD | RIVERSIDE COMMUNITY COLLEGE DISTRICT

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

District Technical Review Committee
Meeting Minutes

Tuesday, December 6, 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: Mia Timme, Torria Davis	

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. Addition of Discussion Item – Textbooks and OER on COR and Syllabi
    c. Approved, Unanimous
2. Approval of Minutes – November 15, 2022
    a. 1st A. Pfeifle; 2nd K. Douglass
    b. Approved, Unanimous

Action Items

1. Curriculum Proposals

Discussion Items

1. Textbooks and OER on COR and Syllabi – Steven Schmidt
    a. A question was received from colleague about the move towards providing OER resources or no textbooks for a course. For a transfer institution that likes to look at syllabi, if there is no textbook listed, how does that impact transferability?
    b. Kelly Douglass – Is it possible to list something like "Students will use a variety of sources including OER" or does it need to be more specific?
    c. Jeanne Howard – It is required on the syllabi.
    d. Kelly Douglass – Does this need to be a specific textbook, can it be a collection of readings?

e. Jeanne Howard – You need to be able to put the actual textbook.
f. Nick Franco – Provided the following guiding language:
     i. "Texts do not need to be published in hard copy. The UC and CSU welcome the use of online texts and other Open Educational Resources (OER), so long as the resource is a stable, bona fide textbook, and not just a collection of links to lecture notes or other web pages." This is guiding language from the four-year institutions.
     ii. "Open Educational Resources (OER)
        All CSU and UC campus departments consider the content of textbooks when reviewing articulation proposals from the CCCs. The use of online texts is reviewed by campuses on a case-by-case basis for articulation with CCCs. Multiple CCC courses already use online texts that are approved for CSU- and UC-transferability, and for articulation with CSU and UC campuses.
        Texts, both online and traditional, must be dated within seven years for most course submissions. Older books should be included if they are considered classics in the field and clearly identified as classics in the course outline (e.g., "classic text" or "discipline classic"). Lab science courses must include a lab manual."
g. Ann Pfeifle – So it must be printable and reproducible.
h. Jeanne Howard – Yes, and each of the libraries has a list of the OERs, which they stabilize for use in the CORs.
i. Steven Schmidt – This faculty member may have misunderstood that they are being asked to remove the textbook, and not that they were being asked to move towards free or OER textbooks.
j. Kelly Douglass – This may not be something that's widely known. This should be passed on to curriculum representatives in February. Faculty may not understand the difference between a stable OER from the library and a collection of links.
k. Nick Franco – UCs and CSUs frequently still want to see syllabi even if textbooks are listed on the COR.

2. 23-24 Curriculum Calendar Draft and Curriculum Deadlines – Bryan Medina
   a. Bryan Medina provided a draft calendar for the 23-24 curriculum approval cycle. Because the final possible DCC falls on the same week as Thanksgiving, a special DCC meeting may need to be held the second week of November to ensure curriculum can proceed to the December Board as usual.
   b. The committee agreed to review on vote on a finalized calendar when meetings resume in the spring.

3. Addendum Criteria and Process – Bryan Medina
   a. A question was recently forwarded to District Educational Services regarding whether a new course, once approved, can be included in the addendum, and it seemed that the advice given by District Educational Services was not aligned with the practices and communication that has been in place at the colleges. What should the practices and criteria be moving forward?
   b. Kelly Douglass – The informal rubric that Riverside has been using for an addendum is whether the item in question serves students or if it is a legal item that needs to be corrected. Some special exemptions may exist for certain curriculum, such as SCE, which is published differently than most other curriculum.
   c. Ann Pfeifle – There are also situations at BCTC where we are legally bound to make updates in order to ensure our curriculum is in compliance with the State. Also, does appreciate that the addenda assist in moving curriculum forward through the process,

rather than holding curriculum back.

d. Steven Schmidt – Because the addendum went away for a while, there may also be confusion.

e. Brian Johnson – May also need to accommodate any emergency clerical errors and articulation.

f. Kelly Douglass – Should be cautious to avoid any sort of "automatic" addendum, as that could complicate curriculum deadlines.

g. The committee reviewed a memo that was sent in 2018 that contained the criteria and timeline for the addendum that was used at that time, and discussed updates to the criteria. The committee also discussed review and approving the criteria in the spring term and, if appropriate, including it in an appendix in the Curriculum Handbook during the next update.

h. Criteria includes: New courses, course inclusions, new programs, elective additions to existing programs, courses and programs that require changes due to statute or regulation, emergency clerical errors, and articulation updates such as transferability to CSUGE/IGETC. The previously noted option of "modifications to non-program applicable courses" was removed as modifications have the potential to create a catalog rights violation.

i. **Question**: Who has the authority to determine whether an item is posted to an addendum?

4. AB1111 Follow Up Questions – Kelly Douglass

a. Kelly Douglass provided a presentation to the Riverside Academic Senate, District Academic Senate, and department. Since then, some questions have been raised that are not strictly curriculum questions per se, but should be discussed.

b. While we currently have a plan to address AB1111 in Curriqunet Meta, what will happen with the updating of the catalog, Colleague, and any other websites or publications where we are specifically listing course disciplines and numbers? What do these changes mean in light of the recent changes to scheduling deadlines? What impacts will there be on the schedule roll? If ENG-1A becomes ENG-100, would the schedule roll be able to properly pick up any ENG-1A sections as ENG-100?

c. Bryan Medina – If we are able to address AB1111 in Curriqunet in fall 2023, then the changes will fall into our normal processes and procedures for updating the catalog and Colleague in preparation for the schedule roll. As long as that happens, there would be no impact to the scheduling timeline. Regarding the section roll, planned to discuss this topic with IT after the section roll scheduled for January 2023.

d. Susan Mills – Will discuss websites and publications with VC Goldware, and we can bring this topic to the next DEMC meeting.

e. Casandra Greene – How would we handle any courses that move to a new discipline, but where it may not be appropriate for all classes within that discipline to also move? For example, what if the statics course moves to a STATS discipline, instead of MAT?

    i. Kelly Douglass – At that point, may need to consult with discipline faculty at that point. Would faculty want to have a say if there is more than one option on how to proceed?

    ii. Brian Johnson – Yes.

Program Documentation

1. Program Modification
    a. Fire Technology

Technical Review Notes
Proposals and Notes for 12/06/2022

Courses

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	☑	☐	☐	Approved	Y	Y	Y
HLS 3	Response to Emergencies, Disasters and Homeland Security Incidents	☑	☐	☐	Approved	Y	Y	Y
HLS 4	Recovery in Emergencies, Disasters and Homeland Security Incidents	☑	☐	☐	Approved	Y	Y	Y

Course Minor Modifications

		M	N	R	Action	Douglass	Johnson	Pfeifle
AUT 13A	Hybrid and Electric Vehicle Technology 1	☐	☐	☑	Approved	Y	Y	Y
AUT 13B	Advanced Hybrid and Electric Vehicle Technology	☐	☐	☑	Approved	Y	Y	Y
AUT 1A	Automotive Engine Repair (Upper End)	☐	☐	☑	Approved	Y	Y	Y
AUT 1B	Automotive Engine Repair (Lower End)	☐	☐	☑	Approved	Y	Y	Y
AUT 2	Automotive Automatic Transmission/Transaxles	☐	☐	☑	Approved	Y	Y	Y
AUT 3	Automotive Manual Drivetrain Systems	☐	☐	☑	Approved	Y	Y	Y
AUT 4A	Automotive Steering and Suspension	☐	☐	☑	Approved	Y	Y	Y
AUT 4B	Advanced Suspension and Brake Systems	☐	☐	☑	Approved	Y	Y	Y
AUT 5	Automotive Brakes	☐	☐	☑	Approved	Y	Y	Y
AUT 50	Automotive Principles	☐	☐	☑	Approved	Y	Y	Y
AUT 6A	Automotive Electrical Systems 1	☐	☐	☑	Approved	Y	Y	Y
AUT 6B	Automotive Electrical Systems 2	☐	☐	☑	Approved	Y	Y	Y
AUT 7	Automotive Heating and Air Conditioning	☐	☐	☑	Approved	Y	Y	Y
AUT 801	ASE Test Preparation- Engine Repair	☐	☐	☑	Approved	Y	Y	Y
	Textbook for all noncredit AUT is from 2017. Kelly will review with faculty.							
AUT 802	ASE Test Preparation- Automatic Transmission/ Transaxle	☐	☐	☑	Approved	Y	Y	Y

Courses

Course Minor Modifications

		M N R	Action	Douglass	Johnson	Pfeifle
AUT 803	ASE Test Preparation- Manual Drive Train and Axles	☐☐☑	Approved	Y	Y	Y
AUT 804	ASE Test Preparation - Suspension and Steering	☐☐☑	Approved	Y	Y	Y
AUT 805	ASE Test Preparation- Brakes	☐☐☑	Approved	Y	Y	Y
AUT 806	ASE Test Preparation- Electrical/Electronic Systems	☐☐☑	Approved	Y	Y	Y
AUT 807	ASE Test Preparation- Heating and Air Conditioning	☐☐☑	Approved	Y	Y	Y
AUT 808	ASE Test Preparation- Engine Performance	☐☐☑	Approved	Y	Y	Y
AUT 811	ASE Test Preparation- Advanced Engine Performance	☐☐☑	Approved	Y	Y	Y
AUT 8A	Automotive Engine Performance 1	☐☐☑	Approved	Y	Y	Y
AUT 8B	Automotive Engine Performance 2	☐☐☑	Approved	Y	Y	Y
AUT 8C	Automotive Emission Controls	☐☐☑	Approved	Y	Y	Y
CAT 831	Word Processing Skills: Editing and Formatting Documents	☐☐☑	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.						
MAT 1C	Calculus III	☑☑☑	Approved	Y	Y	Y

Distance Education

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

Courses

New Courses		M N R	Action	Douglass	Johnson	Pfeifle
FIT S31A	**Fire Fighter 1A Structure**	☑ ☐ ☐	**Hold**	Y	Y	Y
Units are missing. Corequisite courses are not in the entrance skills. Courses listed may be from the State, and not RCCD's inventory.						
FIT S31B	**Hazardous Materials & Weapons of Mass Destruction**	☑ ☐ ☐	**Hold**	Y	Y	Y
Units are missing.						

Programs

Program Modifications		M N R	Action	Douglass	Johnson	Pfeifle
Degree & Certificate						
FIT	**Fire Technology**	☑ ☐ ☐	**Approved**	Y	Y	Y