District Technical Review Committee
Meeting Minutes

Tuesday, February 20, 2024	**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)	☒ Nick Sinigaglia (PHI, MOV)
☒ Kelly Douglass (ENG, RCC)	☒ Bryan Medina (CPRO, RCCD)
☒ Brian Johnson (MAT, NOR)	☒ Ellen Brown-Drinkwater (AO, RCC)
☒ Ann Pfeifle (HIS, MVC)	☒ Nick Franco (AO, NOR)
	☒ Deanna Murrell (AO, MVC)
	☒ Sabina Fernandez (CPRO, MVC)
	☒ Casandra Greene (CPRO, RCC)
	☒ Nicole Brown (CPRO, NOR)
Additional Guests: Amanda Brown, Araceli Calderon, Rakel Larson, Valerie Merrill, Ronald Ruiz	

Zoom Information
https://rccd-edu.zoom.us/j/86555446612?pwd=R0dDakVkSzNZQitZZEN0Zm1TTlYvQT09
+1 669 900 6833 US
Meeting ID: 865 5544 6612
Passcode: 627472

Call to Order: 2:36pm

Agenda and Minutes

1. Approval of Agenda
   Motion: A. Pfeifle; Second: B. Johnson
   Addition of Discussion Item – Proposal Vote Report Form – Bryan Medina
   Approved, Unanimous

2. Approval of Minutes – December 5, 2023
   Motion: A. Pfeifle; Second: K. Douglass
   Approved, Unanimous

Action Items

1. Curriculum Proposals

2. 24-25 RCCD Curriculum Calendar
   Motion: K. Douglass; Second: B. Johnson
   The calendar was amended to include a tentative college curriculum meeting on Thursday, November 21.
   Approved, Unanimous

Discussion Items and Public Comment

1. CalGETC & ADT Submission Memo – Kelly Douglass
   a. Kelly Douglass – The State Chancellor's Office provided a guidance memo regarding ADT compliance for AB 928. What will the process be for updating ADTs?
   b. Casandra Greene – Has already spoken with VP Wright regarding Riverside's ADTs. With PSY/SOC-48 unit changes, with the number of ADTs that are ready for their five-year review, and with any ADTs that are on an outdated TMC, it's possible that all of the ADTs will need to be clerically updated.
      i. Kelly Douglass – Is there any need to alert faculty?
      ii. Casandra Greene – If the TMC has changed so that classes need to be moved around in the program, then it will need to go back to faculty. Otherwise, the changes are clerical.
      iii. Steven Schmidt – We can just alert individual disciplines/departments if the ADT is out of compliance.
   c. Kelly Douglass – When will we know which specific ADTs need to be reviewed by faculty?
      i. Casandra Greene – Will follow up.

2. Experimental Courses – Susan Mills
   a. The BP/AP for Independent Study is currently with the Faculty Association. One question raised by President Taube was whether PSY-60 could move forward as an experimental course until the BP/AP are finalized.
   b. Kelly Douglass – Experimental courses do not appear on the transcript.
      i. Bryan Medina – Found a discrepancy between the Tech Review December 2020 minutes and the curriculum handbook. The minutes state the course should appear on the transcript. The handbook states it should not.
      ii. Casandra Greene – According to Jeanine Gardner, courses that are credit, non-degree applicable do appear on the transcript.
      iii. Ann Pfeifle – It could be detrimental to students if a credit course does not appear on the transcript.
      iv. Kelly Douglass – We should determine if there was a reason why in the handbook it states the course should not appear on transcripts.
   c. Kelly Douglass – If the remaining question is regarding faculty pay, could the pay be modeled after work experience courses?
      i. Susan Mills – That was one option discussed, but we need to know how frequently the faculty meets with the student. Is it pay per student? Is it a one-unit course? Not sure all of these questions can be answered in time for fall.
      ii. Ann Pfeifle – Another model might be honors contracts. Some faculty are compensated when they do an honors contract.
      iii. Nick Sinigaglia – In our district we don't compensate for honors contracts, but years ago we had a class canceled, but arranged for some contracts that allowed for some compensation.
   d. The committee agreed to review the content of PSY-60 alongside the draft BP/AP at the next meeting.

3. Courses with Work Based Learning Activities – Bryan Medina
   a. There is a need for MIS reporting to begin identifying courses that offer outside-of-class work-based learning activities. Bryan Medina proposed adding a question to the course form in Meta.
   b. Kelly Douglass – It's possible that whether a work-based activity is offered would

depend on the section, not the course.

      i. Bryan Medina – That's correct, but it would still be helpful for MIS reporting to identify which courses require work-based activities in all sections.

   c. Bryan Medina will provide a copy of the question to the curriculum chairs for review at the next college curriculum meeting.

4. Proposal Vote Report Form – Bryan Medina
   a. The committee reviewed a draft form and provided feedback: both discipline and honors council votes should be by college. Bryan will revise the form and follow up via e-mail.

5. Open Forum
   a. None

6. Public Comment for all items on or not otherwise on the agenda.
   a. None

Adjournment: 3:52pm

2024-2025 Riverside Community College District Curriculum Calendar

July 2024

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July
- 4 — Legal Holiday/Day of Observance

January 2025

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January
- 1 — Legal Holiday/Day of Observance
- 20 — Legal Holiday/Day of Observance

August 2024

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August
- 27 — College Curriculum Meeting

February 2025

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

February
- 14 — Legal Holiday/Day of Observance
- 17 — Legal Holiday/Day of Observance
- 25 — College Curriculum Meeting

September 2024

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September
- 2 — Legal Holiday/Day of Observance
- 3 — Technical Review & District Curriculum
- 10 — College Curriculum Meeting
- 17 — Technical Review & District Curriculum
- 24 — College Curriculum Meeting
- 27 — Originator - Final Day to Launch

March 2025

Su	M	Tu	W	Th	F	Sa
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March
- 4 — Technical Review & District Curriculm
- 11 — College Curriculum Meeting
- 18 — Technical Review & District Curriculm
- 25 — College Curriculum Meeting
- 31 — Legal Holiday/Day of Observance

October 2024

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October
- 1 — Technical Review & District Curriculum
- 4 — Facilitator and Chair Approval Deadline
- 8 — College Curriculum Meeting
- 15 — Technical Review Penultimate Approval
- 22 — College Curriculum Penultimate Approval
- 25 — Program Submission to TR E-mail Deadline
- 29 — Admin Review Deadline

April 2025

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

April
- 1 — Technical Review & District Curriculum
- 8 — College Curriculum Meeting
- 14-18 — Spring Break
- 22 — College Curriculum Meeting
- 28 — CORs Effctv. for 25-26 Become Active in Meta

November 2024

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November
- 5 — Technical Review Last Possible Approval
- 11 — Legal Holiday/Day of Observance
- 12 — College Curriculum Last Possible Approval
- 19 — DCC Last Possible
- 20 — Ed Services Prepares Proposals for Cabinet
- 21 — Tentative College Curriculum Meeting
- 25 — Executive Cabinet Last Possible Approval

May 2025

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May
- 6 — Technical Review & District Curriculm
- 13 — College Curriculum Meeting
- 20 — Technical Review & District Curriculm
- 27 — College Curriculum Meeting
- 26 — Legal Holiday/Day of Observance

December 2024

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December
- 3 — Technical Review & District Curriculum
- 3 — Committee on Teaching & Learning Last Possible
- 9-13 — Finals Week
- 10 — Board of Trustees Last Possible Approval

June 2025

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

June
- 3 — Technical Review & District Curriculm
- 9-13 — Finals Week

TR/DCC meet 1st 3rd Tues; College Comm. meet 2nd 4th Tues

No mtngs: 1st week of term, finals week, or WIN/SUM

Technical Review Notes
Proposals and Notes for 02/20/2024

Courses

Course Deletions

		M	N	R	Action	Douglass	Johnson	Pfeifle
CIS 28A	**MS Access Programming**	☐	☐	☑	**Hold**	Y	Y	Y
Awaiting MOV Computer Applications Program.								
CSC 28A	**MS Access Programming**	☐	☐	☑	**Hold**	Y	Y	Y
Awaiting MOV Computer Applications Program.								
MAT 136	**Corequisite Support for MAT-36**	☑	☑	☑	**Approved**	Y	Y	Y
MAT 136DX	**Corequisite Support for MAT-36**	☑	☑	☑	**Approved**	Y	Y	Y
MAT 35	**Intermediate Algebra**	☑	☑	☑	**Approved**	Y	Y	Y
MAT 35DE	**Intermediate Algebra**	☑	☑	☑	**Approved**	Y	Y	Y
MAT 52	**Elementary Algebra**	☑	☑	☑	**Approved**	Y	Y	Y
MAT 52DE	**Elementary Algebra**	☑	☑	☑	**Approved**	Y	Y	Y
MAT 53	**College Geometry**	☑	☑	☑	**Approved**	Y	Y	Y
MAT 53DX	**College Geometry**	☑	☑	☑	**Approved**	Y	Y	Y
MAT 98DX	**Academic Excellence Seminar**	☐	☐	☑	**Approved**	Y	Y	Y
SPA 3N	**Spanish for Spanish Speakers**	☐	☐	☑	**Approved**	Y	Y	Y

Course Exclusions

		M	N	R	Action	Douglass	Johnson	Pfeifle
ADJ 31	**Cybercrime & Digital Forensics**	☐	☑	☐	**Hold**	Y	Y	Y
Minutes do not show a vote to exclude. Course is found in ADJ ADT.								

Course Major Modifications

		M	N	R	Action	Douglass	Johnson	Pfeifle
ENP 50	**Introduction to Entrepreneurship**	☑	☑	☑	**Hold**	Y	Y	Y
Equity SLO without content for the SLO.								
ENP 51	**Entrepreneurship Basics**	☑	☑	☑	**Hold**	Y	Y	Y
Equity SLO without content for the SLO.								
ENP 52	**Starting a Business with Limited Resources**	☑	☑	☑	**Hold**	Y	Y	Y
Equity SLO without content for the SLO.								

Y = "Yea" N = "Nay" A = Abstained Blank = Absent for Vote

Courses

Course Major Modifications

			M	N	R	Action	Douglass	Johnson	Pfeifle
ENP 801	Facebook for Business		☑	☑	☑	**Hold**	Y	Y	Y
Equity SLO without content for the SLO.									
ENP 802	Pinterest and Instagram for Business		☑	☑	☑	**Hold**	Y	Y	Y
Equity SLO without content for the SLO.									
ENP 803	YouTube for Business		☑	☑	☑	**Hold**	Y	Y	Y
Equity SLO without content for the SLO.									
ENP 804	Twitter for Business		☑	☑	☑	**Hold**	Y	Y	Y
Equity SLO without content for the SLO.									
ENP 805	LinkedIn for Business		☑	☑	☑	**Hold**	Y	Y	Y
Equity SLO without content for the SLO.									
ENP 850	Introduction to Entrepreneurship		☑	☑	☑	**Hold**	Y	Y	Y
Equity SLO without content for the SLO.									
ENP 851	Entrepreneurship Basics		☑	☑	☑	**Hold**	Y	Y	Y
Equity SLO without content for the SLO.									
ENP 852	Starting a Business with Limited Resources		☑	☑	☑	**Hold**	Y	Y	Y
Equity SLO without content for the SLO.									
HMS 200	Human Services Work Experience		☑	☐	☐	**Hold**	Y	Y	Y
Course is now HMS specific. The hours do not match the new requirements for work experience courses (54 hours per unit). Minutes may need to be clarified.									
PSY 48	Statistics for the Behavioral Sciences		☑	☑	☑	**Approved**	Y	Y	Y
When these courses arrive at DCC, they will need to be held until the programs are also updated.									
SOC 48	Statistics for the Behavioral Sciences		☑	☑	☑	**Approved**	Y	Y	Y
When these courses arrive at DCC, they will need to be held until the programs are also updated.									

Course Minor Modifications

			M	N	R	Action	Douglass	Johnson	Pfeifle
PDS 804	Motivating Yourself and Others		☑	☑	☑	**Approved**	Y	Y	Y
PHI 12	Introduction to Ethics		☑	☑	☑	**Return to Draft**	Y	Y	Y
This course should be relaunched as a major mod. This will allow content to be expanded and to remove language regarding distance education.									

Distance Education

			M	N	R	Action	Douglass	Johnson	Pfeifle
ENG 66DE	Queer Voices: A Survey of LGBTQIA2+ Literature		☑	☑	☑	**Approved**	Y	Y	Y

Y = "Yea" N = "Nay" A = Abstained Blank = Absent for Vote

Courses

New Courses		M N R	Action	Douglass	Johnson	Pfeifle
AHS 60	Special Topics in Art & Visual Culture	☐ ☑ ☐	**Hold**	Y	Y	Y
Course content appears that it is a course on public art and history of public art, not a special topics course for Art. The updates to content are very modified. Title may need to be updated if this is no longer a special topics course. With the changes, Riverside and Moreno Valley may also want to review. They may want to go back to District Discipline. GESLOs could be reduced.						
AHS 61	Directed Study in Art & Visual Culture	☐ ☑ ☐	**Hold**	Y	Y	Y
Unclear if this is an independent study course, practicum, or other. Is there a definition for "directed study"? Could also be based on some existing music lab classes, where the work is directed by faculty but students are working on different projects.						
PSY 60	Independent Study in Psychology	☑ ☑ ☑	**Hold**	Y	Y	Y
Board Policy is currently with the faculty association. Will bring forward current version of BP/AP to next Tech Review to review along with course content.						

General Education

General Education Modifications		M N R	Action	Douglass	Johnson	Pfeifle
ADM 1	Introduction to Applied Digital Media and Printing	☑ ☑ ☑	**Hold**	Y	Y	Y
For the ADM proposals, it is the same proposal for all eight classes stating that ADM courses should be Arts and Humanities general education. It should show how the courses relate to the Title 5 definitions for general education as well as how they relate to the GESLOs. ADM 63A and 85A also appear to be practical application courses. Department minutes are needed.						
ADM 62	Typography and Graphic Design	☑ ☑ ☑	**Hold**	Y	Y	Y
ADM 63A	Design For Print Publication	☑ ☑ ☑	**Hold**	Y	Y	Y
ADM 71A	Adobe Photoshop for Image Manipulation	☑ ☑ ☑	**Hold**	Y	Y	Y
ADM 74A	Web Design	☑ ☑ ☑	**Hold**	Y	Y	Y
ADM 77A	Adobe Illustrator for Graphic Art	☑ ☑ ☑	**Hold**	Y	Y	Y
ADM 84A	Screen Printing	☑ ☑ ☑	**Hold**	Y	Y	Y
ADM 85A	Commercial Printing	☑ ☑ ☑	**Hold**	Y	Y	Y

General Education

General Education Modifications	M N R	Action	Douglass	Johnson	Pfeifle
MAT 70A **Foundations of Data Science** Course is crosslisted with CIS 70A, which would also need to come forward for review. Brian will work with faculty.	☑ ☑ ☑	**Hold**	Y	Y	Y

Programs

New Programs	M N R	Action	Douglass	Johnson	Pfeifle

Certificate

	M N R	Action	Douglass	Johnson	Pfeifle
SCA **Automation Technician I** Catalog description cannot reference associate degree. Unit values for SCA-1 and SCA-10 need to be verified.	☐ ☑ ☐	**Hold**	Y	Y	Y
SCA **Automation Technician II** Catalog description cannot reference associate degree. Unit values for SCA-1 and SCA-10 need to be verified.	☐ ☑ ☐	**Hold**	Y	Y	Y
SCA **Automation Technician III** Catalog description cannot reference associate degree.	☐ ☑ ☐	**Hold**	Y	Y	Y

Program Modifications	M N R	Action	Douglass	Johnson	Pfeifle

ADT

	M N R	Action	Douglass	Johnson	Pfeifle
SPA **Spanish**	☐ ☐ ☑	**Approved**	Y	Y	Y

Certificate

	M N R	Action	Douglass	Johnson	Pfeifle
HMS **Drug and Alcohol Studies** Holding to clarify WKX/HMS-200.	☑ ☐ ☐	**Hold**	Y	Y	Y