

District Technical Review Committee Meeting Minutes

Tuesday, September 19, 2023	2:30-4:00pm	CAADO 209/Zoom
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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 (Staff, RCCD)			
⊠ Brian Johnson (MAT, NOR) ⊠ Ellen Brown-Drinkwater (AO, RCC) ™ A PROGRAMMENT (AD, NOR)				
⊠ Brian Johnson (MAT, NOR) ⊠ Ellen Brown-Drinkwater (AO, RCC) ⊠ Ann Pfeifle (HIS, MVC) ⊠ Nick Franco (AO, NOR)				
⊠ Susan Mills (Co-Chair, VC Ed. Services) ⊠ Nick Sinigaglia (PHI, MOV) ⊠ Kelly Douglass (ENG, RCC) ⊠ Bryan Medina (Staff, RCCD) ⊠ Brian Johnson (MAT, NOR) ⊠ Ellen Brown-Drinkwater (AO, RCC) ⊠ Ann Pfeifle (HIS, MVC) ⊠ Nick Franco (AO, NOR) ⊠ Jeanne Howard (AO, MVC) ⊠ Sabina Fernandez (Staff, MVC)				
	☐ Sabina Fernandez (Staff, MVC)			
	☐ Casandra Greene (Staff, RCC)			
	☐ Nicole Brown (Staff, NOR)			
Additional Guests: Madeline Bettencourt, Janet 1	Lehr, Deanna Murrell, Joshua Orlando			

Zoom Information

https://rccd-edu.zoom.us/j/86555446612?pwd=R0dDakVkSzNZQitZZEN0Zm1TTIYvQT09

+1 669 900 6833 US Meeting ID: 865 5544 6612

Passcode: 627472

Call to Order: 2:32 by Steven Schmidt

Agenda and Minutes

1. Approval of Agenda

Motion: A. Pfeifle; Second: B. Johnson

Addition of Discussion Items:

Major and Minor Mod Renewals;

Noncredit English and Math AB 1705 Rules;

Modifications to AOEs and GEs

Approved, Unanimous

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

Action Items

1. Curriculum Proposals



Discussion Items and Public Comment

- 1. Major and Minor Mod Renewals Kelly Douglass
 - a. There are a variety of regulatory bodies that require curriculum review that do not align with one another. Per Title 5, CTE courses must be reviewed every two years, and courses with requisites or advisories must be reviewed every six years. ACCJC also requires periodic review. Locally, we require program review every three to five years.
 - b. What we have communicated to faculty in the past is that CTE courses must be reviewed every two years, but must receive a new Board date every five years. Does this mean faculty must perform a major modification every 5 years?
 - i. Ann Pfeifle Assumed the local process was a major modification every 5 years to comply with the Title 5 six-year requirement.
 - ii. The committee agreed this was correct.
 - c. Kelly Douglass How do we support faculty who are trying to ensure curriculum is in compliance with all the regulatory bodies?
 - d. Bryan Medina Is there a reason why we cannot submit minor modifications to the Board of Trustees so they obtain a new Board date?
 - i. The committee discussed the above recommendation as a solution. To change the local process, the chairs agreed to take the topic to their college senates, and then it should be taken to the District Senate for approval.
 - e. Casandra Greene Does this mean the review timeline is based on submission date to submission date? Is it from catalog year to catalog year?
 - i. Kelly Douglass If all items are going to the Board of Trustees, then it would be 24 months from the Board date.
 - f. Janet Lehr If a class is already regularly updated every two years and relies on content or curriculum that is federally approved and mandated, there are times where no updates are required to the COR. Does this mean the process for review would be launching a major modification in Meta with no changes?
 - The committee discussed the differences between minor modifications and major modifications. As long as any requisites and advisories are being reviewed by the discipline when they perform a minor modification, a course could go through minor modifications in perpetuity.
 - g. Brian Johnson We may want to look at removing minor modifications entirely.
 - The committee discussed the recommendation. One positive benefit to minor modifications is that it eases the workload on the college curriculum committee. However, the college curriculum committee could also be trained on using the abridged comparison report in Meta.
 - h. Brian Johnson Is there a way we can change our policy on what a minor mod is to allow for additional edits?
 - i. Bryan Medina Technologically, the fields are either editable or read-only.
 - ii. Kelly Douglass We would need to be worried about the degree of change.
 - i. Brian Johnson Is there a situation where the committee would need to review a minor modification given what could be changed?
 - i. Kelly Douglass Perhaps if someone removed something substantive. Most faculty use minor modifications for the CTE updates. May need to think of a process for that.
- 2. Noncredit English and Math AB 1705 Rules Kelly Douglass
 - a. VP Wright and Kelly Douglass have been discussing noncredit basic skills courses for English and math in light of some information received at the Curriculum Institute.
 Noncredit allows Basic Skills as one of the 10 noncredit categories, but AB 1705



- specifically states you cannot have a noncredit course unless the student is concurrently enrolled in a transfer course the noncredit course is supporting.
- b. Brian Johnson Understood that if you have the disclaimer that being in one of those courses does not statistically improve chances for success, you could offer the course.
 - i. Kelly Douglass That may have been possible under AB 705, but that may also be why AB 1705 was established.
- c. Kelly Douglass As an example, ENG 802 is a Basic Skills course that requires students to also be enrolled in ENG 1A. ENG 885 is a separate course that just supports anyone in their English skills in any transfer level course. However, it is written as an open access course, which apparently is wrong.
- d. Kelly Douglass What needs to be listed on the COR to comply with AB 1705? Also, how do we configure this in Colleague?
 - i. Steven Schmidt It may be a limitation on enrollment.
 - ii. Bryan Medina Given the type of limitation, there may be several ways we can approach it in Colleague. If the limitation indicates some sort of specific set of courses, such as "any course with a writing requirement," we will need to know what those specific courses are.
- e. Ann Pfeifle Initially to have the writing support, you had to be enrolled in an English course. A student couldn't go to the English lab without it. Then ILA 800 was created and anyone could be go to the writing lab.
 - i. Kelly Douglass ILA 800 does give access to the writing lab, but ENG 885 has a small one-on-one instructional component.
- f. Brian Johnson There is a large population of students in mathematics that cannot handle a college level math course and there's nowhere for them to go.
 - i. Kelly Douglass Based on AB 1705, it seems that for math, the students must be enrolled concurrently in a math course.
- g. Susan Mills Can you write a general noncredit course and require a corequisite to any one of the math courses?
 - i. Kelly Douglass Considered this as a possible solution. The timing issue is perhaps the most relevant.
- h. Brian Johnson The law stated the intent was to find data that shows it works, and if we see in the data that the placement changes are not working, that allows us to do something else.
 - i. Kelly Douglass You have to show data that students were less likely to succeed, and the data shows this is not the case.
- 3. Modifications to AOEs and GEs Kelly Douglass
 - a. At the last District Academic Standards meeting, the process for AOE and GE modifications was discussed with a proposal to return to the first and second reading model that had been done in the past.
 - b. Bryan Medina will create a possible timeline with the goal of aligning with our existing curriculum submission deadlines. The modifications for AOEs and GE could then go to Tech Review, followed by the College Curriculum level, where it would remain until the final college meeting of the fall term to allow for discussion. It would then move to the final DCC of the fall term and to the next possible Board of Trustees meeting.
 - c. The committee discussed how to determine which discipline is responsible for assessment and performing program review of the AOEs, and agreed that the first step could be discussing the AOEs with the assessment committees.
 - d. Kelly Douglass For ADTs, do the courses have to be in the college's inventory?
 - i. Ellen Brown-Drinkwater Yes, but we can do a substitution if the student took an applicable course somewhere else.



- e. Brian Johnson Could we ask the disciplines that they have to limit the appropriate courses in any of the AOEs?
 - i. Steven Schmidt Could be problematic because if it's an AOE that involves performance, for example, MUS lists all of the applicable courses.
 - ii. Kelly Douglass The KIN AOE is another example that has a large number of KIN courses that can be used to complete the program.
- 4. Public Comment for all items on or not otherwise on the agenda.
 - a. None.

Adjournment: 4:14pm

Technical Review Notes Proposals and Notes for 09/19/2023

Courses						
Course Exclusi	<u>ons</u>	MNR	Action	Douglass	Johnson	Pfeifle
	International Organizations A be RCC only, which would be deletions. May also need to h on the rationale for the deletion.	□ □ ✔ nave a	Hold	Υ	Υ	Υ
-	International Organizations B be RCC only, which would be deletions. May also need to hon the rationale for the deletion.	□ □ ✓ nave a	Hold	Υ	Υ	Υ
	International Organizations C be RCC only, which would be deletions. May also need to hon the rationale for the deletion.	□ □ ✓ nave a	Hold	Υ	Υ	Υ
-	State and Local Politics be RCC only, which would be deletions. May also need to hon the rationale for the deletion.	nave a	Hold	Υ	Υ	Υ
POL 3 Elective option in	Intro to Politics Law and Public Policy ADT.		Hold	Υ	Υ	Υ
POL 8 Elective option in	Intro to Public Administration and Policy Development Political Science ADT.		Hold	Υ	Υ	Υ
Course Major	<u>Modifications</u>	MNR	Action	Douglass	Johnson	Pfeifle
	Monthly Procedures using QuickBooks e missing. District discipline discussion is attached, but no voo need to be expanded.	✓ ✓ ✓ ote.	Hold	Υ	Υ	Y
	Year End Procedures with QuickBooks e missing. District discipline discussion is attached, but no volume to be expanded.		Hold	Υ	Υ	Y
ART 30A	Printmaking-Introduction		Approved	Υ	Υ	Υ
ART 30B	Printmaking-Intermediate		Approved	Υ	Υ	Υ
ART 49A	Studio Printmaking-Portfolio Preparation		Approved	Υ	Υ	Υ
ART 49B	Studio Printmaking-Portfolio Presentation		Approved	Υ	Υ	Υ
	Hybrid and Electric Vehicle Technology 1 n increased unit value. Minutes are old, minutes also state so in a certificate, which will also have to come forward.	□ □ ✓ minor	Hold	Υ	Υ	Υ

Courses						
Course Major	r Modifications	MNR	Action	Douglass	Johnson	Pfeifle
just revised last	Advanced Hybrid and Electric Vehicle Technology th 8C all have approval minutes from 2022, but these course fall and implemented in the spring. It looks like it is the sam st fall's minor mods proposal. Not clear there are any change	ne	Hold	Υ	Υ	Υ
AUT 1A	Automotive Engine Repair (Upper End)		Hold	Υ	Υ	Υ
AUT 1B	Automotive Engine Repair (Lower End)		Hold	Υ	Υ	Υ
AUT 2	Automotive Automatic Transmission/Transaxles		Hold	Υ	Υ	Υ
AUT 3	Automotive Manual Drivetrain Systems		Hold	Υ	Υ	Υ
AUT 4A	Automotive Steering and Suspension		Hold	Υ	Υ	Υ
AUT 4B	Advanced Suspension and Brake Systems		Hold	Υ	Υ	Υ
AUT 5	Automotive Brakes		Hold	Υ	Υ	Υ
AUT 50	Automotive Principles		Hold	Υ	Υ	Υ
AUT 6A	Automotive Electrical Systems 1		Hold	Υ	Υ	Υ
AUT 6B	Automotive Electrical Systems 2		Hold	Υ	Υ	Υ
AUT 7	Automotive Heating and Air Conditioning		Hold	Υ	Υ	Υ
AUT 801	ASE Test Preparation- Engine Repair		Hold	Υ	Υ	Υ
AUT 802	ASE Test Preparation- Automatic Transmission/ Transaxle		Hold	Υ	Υ	Υ
AUT 803	ASE Test Preparation- Manual Drive Train and Axles		Hold	Υ	Υ	Υ
AUT 804	ASE Test Preparation - Suspension and Steering		Hold	Υ	Υ	Υ
AUT 805	ASE Test Preparation- Brakes		Hold	Υ	Υ	Υ
AUT 806	ASE Test Preparation- Electrical/Electronic Systems		Hold	Υ	Υ	Υ
AUT 807	ASE Test Preparation- Heating and Air Conditioning		Hold	Υ	Υ	Υ
AUT 808	ASE Test Preparation- Engine Performance		Hold	Υ	Υ	Υ
AUT 811	ASE Test Preparation- Advanced Engine Performance		Hold	Υ	Υ	Υ
AUT 8A	Automotive Engine Performance 1		Hold	Υ	Υ	Υ
AUT 8B	Automotive Engine Performance 2		Hold	Υ	Υ	Υ
AUT 8C	Automotive Emission Controls		Hold	Υ	Υ	Υ

ourses						
ourse Majo	<u>r Modifications</u>	MNR	Action	Douglass	Johnson	Pfeifle
COS 61A These courses a	Level I Cosmetology Instructor Concepts A are in a certificate. Kelly will check with Casandra.		Hold	Υ	Υ	Υ
COS 61B These courses a	Lev II Cosmetology Instructor Concepts B are in a certificate. Kelly will check with Casandra.		Hold	Υ	Υ	Υ
ENG 8 Awaiting HUM	Introduction to Mythology 8.		Hold	Υ	Υ	Υ
GEO 30A	Geologic Field Studies of Southern California		Approved	Υ	Υ	Υ
GEO 30B	Geologic Field Studies of Southern California		Approved	Υ	Υ	Υ
GEO 31	Regional Field Studies in Geology		Approved	Υ	Υ	Υ
GEO 32	Regional Field Studies in Geology		Approved	Υ	Υ	Υ
GEO 4	Earth Science for Educators		Approved	Υ	Υ	Υ
ourse Mino	or Modifications	MNR	Action	Douglass	Johnson	Pfeifle
ADM 801	Design Process for Graphic Design and Printing Entrepreneur		Approved	Υ	Υ	Υ
ADM 802	Adobe Illustrator for Graphic Design and Printing Entrepreneur		Approved	Υ	Υ	Υ
ADM 803	Adobe Photoshop for Graphic Design and Printing Entrepreneur		Approved	Υ	Υ	Υ
ADM 804	Promotional Printing for Graphic Design and Printing Entrepreneur		Approved	Υ	Υ	Υ
AIR 200 Because it is no rewrite it entire	Air Conditioning Work Experience of AIR specific, they should move to delete it if it is not being ely.	used or	Hold	Y	Υ	Υ
AIR 77 For AIR classes,	Energy Conservation Methods for HVACR, minutes appear to be from 2021, unclear that they were vo	oted on.	Hold	Υ	Υ	Υ
AIR 78	Safe Refrigerant Handling & Management		Hold	Υ	Υ	Υ
AIR 80	Gas Heating		Hold	Υ	Υ	Υ
AIR 83	All Weather Heating & Cooling System		Hold	Υ	Υ	Υ
AIR 84	Boiler and Hydronic Heating		Hold	Υ	Υ	Υ
AIR 90	Building Automation Fundamentals		Hold	Υ	Υ	Υ

Course Minor	<u>Modifications</u>	MNR	Action	Douglass	Johnson	Pfeifle
AIR 92 COS 60F Minutes are old. COS 70B Minutes are old. COS 90B Minutes are old. CUL 48 Minutes are old. CUL 48 Minutes are old. Die Minutes are old. Die Mak 65 BAK 65 Credit BAK courses have bak 66 BAK 67 BAK 69 Cus BAK 69 Cus BAK 70 Cak BAK 71 Pies BAK 72 Qui BAK 73 But	Advanced Building Control Networks		Hold	Υ	Υ	Υ
AIR 92	Advanced Building Automation Networks and Programming		Hold	Υ	Υ	Υ
	Remedial Training Course		Hold	Υ	Υ	Υ
	Level II Makeup and Hair Removal Concepts		Hold	Υ	Υ	Υ
	Level II Clinic Floor Concepts		Hold	Υ	Υ	Υ
	Dietary Baking		Hold	Υ	Υ	Υ
Distance Educ	ation_	MNR	Action	Douglass	Johnson	Pfeifle
PHI 33DE	Introduction to Social and Political Philosophy		Approved	Υ	Υ	Υ
New Courses		MNR	Action	Douglass	Johnson	Pfeifle
	Introduction to Breads, Rolls and Pastry Basics es have unlimited repeatabilty; Steven will address.		Approved	Υ	Υ	Υ
BAK 66	Artisanal and Specialty Breads		Approved	Υ	Υ	Υ
BAK 67	Viennoiserie & Breakfast Pastries		Approved	Υ	Υ	Υ
BAK 68	Cookies and Brownies		Approved	Υ	Υ	Υ
BAK 69	Custards and Creams		Approved	Υ	Υ	Υ
BAK 70	Cake Mixing Techniques		Approved	Υ	Υ	Υ
BAK 71	Pies, Tarts, and Fillings		Approved	Υ	Υ	Υ
BAK 72	Quickbreads, Muffins and Pastries		Approved	Υ	Υ	Υ
BAK 73	Buttercreams and Cake Assembly Techniques		Approved	Υ	Υ	Υ
BAK 74	Cost Control for Professional Skills in Baking		Approved	Υ	Υ	Υ
BAK 80	Plated Desserts and Sauces		Approved	Υ	Υ	Υ

Courses						
New Courses		MNR	Action	Douglass	Johnson	Pfeifle
BAK 81	Candies, Confections and Treats		Approved	Υ	Υ	Υ
BAK 82	Advanced Cake Decorating Techniques		Approved	Υ	Υ	Υ
BAK 83	Chocolate Techniques and Bonbons		Approved	Υ	Υ	Υ
BAK 84	Sugar Artistry and Pastillage		Approved	Υ	Υ	Υ
BAK 865	Introduction to Breads, Rolls and Pastry Basics		Approved	Υ	Υ	Υ
BAK 866	Artisanal and Specialty Breads		Approved	Υ	Υ	Υ
BAK 867	Viennoiserie and Breakfast Pastries		Approved	Υ	Υ	Υ
BAK 868	Cookies and Brownies		Approved	Υ	Υ	Υ
BAK 869	Custards and Creams		Approved	Υ	Υ	Υ
BAK 871	Pies, Tarts and Fillings		Approved	Υ	Υ	Υ
BAK 872	Quickbreads, Muffins and Pastries		Approved	Υ	Υ	Υ
BAK 873	Buttercreams and Cake Assembly Techniques		Approved	Υ	Υ	Υ
BAK 874	Cost Control for Professional Skills in Baking		Approved	Υ	Υ	Υ
BAK 880	Plated Desserts and Sauces		Approved	Υ	Υ	Υ
BAK 881	Candies, Confections and Treats		Approved	Υ	Υ	Υ
BAK 882	Advanced Cake Decorating Techniques		Approved	Υ	Υ	Υ
BAK 883	Chocolate Techniques and Bonbons		Approved	Υ	Υ	Υ
BAK 884	Sugar Artistry and Pastillage		Approved	Υ	Υ	Υ
CDL 801 Course needs fu	Commerical Driver Training-Permit Preparation urther development. Ann will work with faculty.	V	Hold	Υ	Υ	Υ
CDL 802 Course needs fu	Commercial Driver Training - Range Operations urther development. Ann will work with faculty.	V	Hold	Υ	Υ	Υ
CDL 803 Course needs fu	Commercial Driver Training - On Road Skills urther development. Ann will work with faculty.	V	Hold	Υ	Υ	Υ
FIT S3B1 Content format	Fire Control 3: Structural Firefighting ting. Approval for the class is not on the minutes.	V	Hold	Υ	Υ	Υ
MUS 829	Concert Choir for Older Adults	V V	Approved	Υ	Υ	Υ
MUS 858	Gospel Choir for Older Adults	V V	Approved	Υ	Υ	Υ

C	ourses							
N	ew Courses		MNR	Action	Douglass	Johnson	Pfeifle	
		Independent Study in Psychology vant to Independent Study courses will be discussed at the Standards meeting.	✓ ✓ ✓ e next	Hold	Υ	Υ	Υ	
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G	eneral Educ	ation						
G	eneral Educat	tion Modifications	MNR	Action	Douglass	Johnson	Pfeifle	
	PSY Faculty have provi meeting.	Psychology of Human Sexuality - Addition to GE Area E2 ded a rationale, which will be reviewed for the next Tech F		Hold	Υ	Υ	Y	
P	rograms							
	ew Programs		MNR	Action	Douglass	Johnson	Pfeifle	
Ce	ertificate							
	BAK	Advanced Professional Skills in Baking & Pastry Arts		Hold	Υ	Υ	Υ	
	BAK	Intermediate Professional Skills Baking & Pastry Arts		Hold	Υ	Υ	Υ	
	ВАК	Introduction to Professional Skills in Baking & Pastry Arts		Hold	Υ	Υ	Υ	
	BAK	Professional Skills of Baking & Pastry Arts		Hold	Υ	Υ	Υ	
	SCA	Automation Technician I		Hold	Υ	Υ	Υ	
		plete, has some unit discrepancies. Regional consortium is missing. Need to determine what will happen with assocat.	iates					
	SCA	Automation Technician II		Hold	Υ	Υ	Υ	
		plete, has some unit discrepancies. Regional consortium is missing. Need to determine what will happen with assoc rt.	iates					
	SCA	Automation Technician III		Hold	Υ	Υ	Υ	
		plete, has some unit discrepancies. Regional consortium is missing. Need to determine what will happen with assoc rt.	iates					
No	on-Credit Certifica	ate						
	BAK	Intermediate Professional Skills in Baking & Pastry Arts		Hold	Υ	Υ	Υ	
	ВАК	Professional Skills of Baking & Pastry Arts		Hold	Υ	Υ		

Programs	s					
New Progr	<u>rams</u>	MNR	Action	Douglass	Johnson	Pfeifle
Non-Credit Co	ertificate					
ВАК	Advanced Professional Skills in Baking & Pastry Arts		Hold	Υ	Υ	Υ
ВАК	Introduction to Professional Skills in Baking & Pastry Arts		Hold	Υ	Υ	Υ
Program N	<u>Modifications</u>	MNR	Action	Douglass	Johnson	Pfeifle
Degree & Cer	tificate					
CUL	Baking & Pastry Arts		Approved	Υ	Υ	Υ