

District Technical Review Committee Meeting Minutes

Tuesday, December 5, 2023

2:30-4:00pm

CAADO 209/Zoom

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

Zoom Information

<https://rccd-edu.zoom.us/j/86555446612?pwd=R0dDakVkSzZm1TTIYvQT09>

+1 669 900 6833 US

Meeting ID: 865 5544 6612

Passcode: 627472

Call to Order: 2:33pm by Steven Schmidt

Agenda and Minutes

1. Approval of Agenda
Motion: A. Pfeifle; Second: B. Johnson
Approved, Unanimous

2. Approval of Minutes – November 7, 2023
Motion: A. Pfeifle; Second: K. Douglass
Approved, Unanimous

3. Approval of Minutes – November 16, 2023
Motion: K. Douglass; Second: B. Johnson
Approved, Unanimous

Action Items

1. Curriculum Proposals
Curriculum proposals will be reviewed, discussed, and considered for forwarding to the College Curriculum Committees.

Discussion Items and Public Comment

1. PSY/SOC-48 Units Update and Associated Programs
 - a. Kelly Douglass – PSY/SOC faculty have proposed additional content. Once it is approved by the appropriate department, the courses can go through the curriculum approval process. If approved by the colleges, the courses can be held at DCC until the affected programs are also updated.

2. RCCD Courses without P/NP Option and CPL – Articulation Officers
 - a. In the awarding of credit for prior learning, the district evaluators have found the following language in Title 5:
 - i. “Grading shall be according to the regular grading system approved by the governing board pursuant to section 55023, except that students shall be offered a “pass-no pass” option if that option is ordinarily available for the course.”
 - b. Many courses that are being evaluated for credit for prior learning are letter grade only. Some disciplines have specific ways of awarding a specific grade for credit for prior learning, such as AUT. For other courses, a grade of P is being awarded. However, there are many courses that are letter grade only. What should the process be for awarding this credit?
 - c. Nick Franco – Some colleges award a grade of A for credit for prior learning.
 - i. Ann Pfeifle – This would not be appropriate.
 - d. Brian Johnson – Is the system coded so that a P grade cannot be awarded?
 - i. Bryan Medina – Yes. Courses that are letter grade only do not permit grades of P/NP.
 - e. Brian Johnson – Who awards credit for prior learning?
 - i. Nick Franco – The discipline.
 - f. Brian Johnson – If the disciplines want to credit students for prior learning, the disciplines must have a P/NP option on the course outline. The disciplines should revise the course.
 - g. Ann Pfeifle – What is the process for awarding credit for prior learning?
 - i. Ellen Brown-Drinkwater – Students complete a form which is submitted to evaluations. Evaluations submits the form to faculty who determine if they will grant credit for prior learning.
 - h. Kelly Douglass – Disciplines can award a grade if there is an objective method of awarding a grade. However, the awarding of grades cannot be subjective.
 - i. Steven Schmidt – In Music Theory, for example, it would be possible to objectively evaluate a student and provide them with a letter grade.
 - i. Jeanne Howard – What is the process for P/NP being added to a course?
 - i. Ann Pfeifle – The option is assigned to individual courses as determined by the discipline. The faculty determine if they want that option.
 - ii. Steven Schmidt – There may be ramifications for adding P/NP to a course. In performance or theory courses, students could be awarded credit for prior learning because they have had private lessons or have obtained experience some other way. However, we wouldn’t want P/NP on the course because if they are transferring into a music major, they wouldn’t receive the appropriate credit. P/NP grades also cannot be used for major courses. Disciplines that want CPL should be alerted to the situation and the ramifications. Additionally, there does not appear to be an area in the form to indicate a grade.
 - j. This topic will be agendized for the next meeting and the district evaluators will be asked to attend to provide additional information.

3. Completing Form Fields (Example: DE) – Steven Schmidt
 - a. This topic was previously discussed.

4. Other Ways to List Minutes and Approval in Curriquet – Kelly Douglass
 - a. The committee discussed other ways to indicate votes of approval in Curriquet Meta. One idea proposed was to update the form within Curriquet to include an area for votes of approval. Another suggestion was a paper form that the originator completes indicating vote totals from each appropriate college discipline and/or department. The form can be uploaded along with any minutes to Curriquet. A link to the form can also be added to the Curriquet form.
 - b. Bryan Medina will draft a form and bring it to the next meeting.
 - c. Data elements should include discipline votes by college, originating department votes, the venue in which the vote took place (e-mail, meeting etc.), date of vote. Based on the subsequent discussion below, evidence of honors council approval should also be included for new honors courses.

5. New Course Required Evidence – Nick Sinigaglia
 - a. When new courses are created, only the originating department is required to approve instead of the department from any college offering the course. It appears that it is more difficult to include a course into a college catalog than to be added to a course when it is initially created. Should the department from every college be asked for a vote of approval?
 - b. Brian Johnson – When launching a new course, originators should not select any additional colleges if they have not had input from those colleges. Additionally, this process has been in place for quite some time without any issue. Requiring all departments to vote could slow down the approval process. Additionally, the departments and disciplines all can review any items launched in Meta. Everyone has the opportunity to provide input.
 - c. Kelly Douglass – Was there a particular issue with a department voted against a course inclusion?
 - i. Nick Sinigaglia – No.
 - ii. Kelly Douglass – Perhaps the discipline/department vote process remains unchanged for now.
 - d. Nick Sinigaglia – When new honors courses are created, we would like the honors council to be involved from the conception of the course. Recently, new honors courses were launched in Meta, but the first time the MOV honors council heard about the course was when they were asked to approve it in Meta.
 - i. Brian Johnson – Does the honors council have any kind of veto? Are they advisory, or can the discipline move forward with the course regardless of the honors council's opinion?
 - ii. Kelly Douglass – They do not have a curriculum veto, but they do have a programmatic veto.
 - iii. Ann Pfeifle – Prior to the colleges being split, approval by the honors council was required. If the honors council did not approve, the proposal stopped.
 - iv. Kelly Douglass – Then that evidence should be required at the launch of a new course.
 - v. Nick Sinigaglia – The honors council language may need to be updated in the handbook to reflect this.

6. Clarifying Discipline Membership for Curriculum Processes – Kelly Douglass
 - a. Who are the members of a discipline? When ETS was originally created and we had no

ETS faculty formally hired, we had a number of faculty with secondary FSA draft the coursework for the discipline. Now, the district has formally hired ETS faculty. Who is responsible for stewarding the courses?

- b. Kelly Douglass – According to the contract, faculty are hired into a discipline under an approved FSA. If you receive a second FSA, you were not hired by discipline experts into that position. Additionally, each faculty member is assigned to a discipline in a department. Some faculty with secondary FSAs in Ethnic Studies are assigned to a department that does not house ETS. Additionally, we are evaluated by department and discipline subject matter experts. Teaching assignments are also based on discipline. Those with secondary FSAs may be invited to contribute to curriculum, but they do not steward courses.
 - i. Brian Johnson and Ann Pfeifle agreed.
 - c. Ann Pfeifle – Is there a concern regarding equivalency committees? Currently, we have four ETS faculty who are non-tenured who are being asked to make decisions about equivalencies. This is a concern.
 - d. Susan Mills – Is this a topic that should be brought to Senate?
 - e. Nick Sinigaglia – There could also be a concern about a faculty member obtaining a secondary FSA and then being tasked with additional duties.
 - i. Kelly Douglass – Especially when you do not have a primary right to the courses in the secondary FSA. The faculty members hired into the discipline will always have priority.
 - f. Felipe Galicia – Faculty with secondary FSAs can be asked to contribute, but the hired faculty get to vote.
7. Open Forum
 - a. None
 8. Public Comment for all items on or not otherwise on the agenda.
 - a. None

Adjournment: 4:27pm

Technical Review Notes

Proposals and Notes for 12/05/2023

Courses

Course Deletions

		M	N	R	Action	Doulass	Johnson	Pfeifle
CIS 28A	MS Access Programming	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Awaiting MOV Computer Applications Program.								
CSC 28A	MS Access Programming	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Awaiting MOV Computer Applications Program.								
SPA 3N	Spanish for Spanish Speakers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
In the RCC SPA ADT.								

Course Exclusions

		M	N	R	Action	Doulass	Johnson	Pfeifle
ADJ 31	Cybercrime & Digital Forensics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Minutes do not show a vote to exclude. Course is found in ADJ ADT.								

Course Inclusions

		M	N	R	Action	Doulass	Johnson	Pfeifle
ADJ 21	Control & Supervision in Corrections	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
ADJ 22	Legal Aspects of Corrections	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
ADJ 25	Introduction to Probation and Parole	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

Course Major Modifications

		M	N	R	Action	Doulass	Johnson	Pfeifle
AIR 200	Air Conditioning Work Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Return to Draft	Y	Y	Y
Course will be returned to draft for further development.								
ENP 50	Introduction to Entrepreneurship	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
No Riverside minutes, approved as Minor Mods by Norco only. Added an equity of SLO without any content for the SLO.								
ENP 51	Entrepreneurship Basics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
No Riverside minutes, approved as Minor Mods by Norco only. Added an equity of SLO without any content for the SLO.								
ENP 52	Starting a Business with Limited Resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
No Riverside minutes, approved as Minor Mods by Norco only. Added an equity of SLO without any content for the SLO.								

Courses

Course Major Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
ENP 801	Facebook for Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
No Riverside minutes, approved as Minor Mods by Norco only. Added an equity of SLO without any content for the SLO.								
ENP 802	Pinterest and Instagram for Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
No Riverside minutes, approved as Minor Mods by Norco only. Added an equity of SLO without any content for the SLO.								
ENP 803	YouTube for Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
No Riverside minutes, approved as Minor Mods by Norco only. Added an equity of SLO without any content for the SLO.								
ENP 804	Twitter for Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
No Riverside minutes, approved as Minor Mods by Norco only. Added an equity of SLO without any content for the SLO.								
ENP 805	LinkedIn for Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
No Riverside minutes, approved as Minor Mods by Norco only. Added an equity of SLO without any content for the SLO.								
ENP 850	Introduction to Entrepreneurship	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
No Riverside minutes, approved as Minor Mods by Norco only. Added an equity of SLO without any content for the SLO.								
ENP 851	Entrepreneurship Basics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
No Riverside minutes, approved as Minor Mods by Norco only. Added an equity of SLO without any content for the SLO.								
ENP 852	Starting a Business with Limited Resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
No Riverside minutes, approved as Minor Mods by Norco only. Added an equity of SLO without any content for the SLO.								
EST 200	Energy Systems Technology Work Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Return to Draft	Y	Y	Y
Course will be returned to draft for further development.								
PSY 48	Statistics for the Behavioral Sciences	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
An addendum has been developed by SOC and PSY and they are seeking department approval soon. This will expand the content specifically regarding the technology component of the course.								
SOC 48	Statistics for the Behavioral Sciences	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
An addendum has been developed by SOC and PSY and they are seeking department approval soon. This will expand the content specifically regarding the technology component of the course.								

Course Minor Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
ARA 11	Arabic Culture and Civilization	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ARA 11H	Honors Arabic Culture and Civilization	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

Courses

Course Minor Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
ARA 3	Arabic 3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ASL 3	American Sign Language 3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
CIS 54A	Introduction to Animate No objectives, this course needs to be relaunched as a major mod.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Return to Draft	Y	Y	Y
ETS 13	Survey of Black Thought	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
MAT 32	Introduction to Symbolic Logic Methods of instruction do not match cross listed counter part.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
PHI 10	Introduction to Philosophy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
PHI 10H	Honors Introduction to Philosophy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
PHI 12	Introduction to Ethics Refers to distance ed in methods of instructions. We may be able to allow some language like this in the future as every course has a Canvas shell. However, is this problematic for anything related to articulation? Historically this has been kept out of CORs to avoid problems with articulation. Content is only one level, but this update is only to textbooks. The one-level of content was not caught on the previous modification. We have admitted mistakes with minor mods in the past.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
PHI 14	Survey of Black Thought Refers to distance ed in methods of instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
PHI 19	Native American Thought Refers to distance ed in methods of instructions.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
PHI 22	Philosophy of Science Refers to distance ed in methods of instructions.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
PHI 32	Introduction to Symbolic Logic Methods of instruction do not match cross listed counter part.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
PHI 33	Introduction to Social and Political Philosophy Refers to distance ed in methods of instructions.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
PHI 34	Philosophical Survey of Sex, Gender, and Sexuality	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
PHI 35	Philosophy of Religion	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
PHI 36	Asian Philosophy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

New Courses

		M	N	R	Action	Douclass	Johnson	Pfeifle
AHS 60	Special Topics in Art & Visual Culture List unlimited repeatability. Unclear how AHS 60 is different from ART 4 and 6. No sample assignments. One unit listed with no hours.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y

Courses

New Courses

		M	N	R	Action	Douclass	Johnson	Pfeifle
AHS 61	Directed Study in Art & Visual Culture	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Needs clarity on how this is different from an independent study course.								
PSY 60	Independent Study in Psychology	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Board Policy is currently with legal waiting to go to the faculty association.								

General Education

General Education Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
MAT 70A	Foundations of Data Science	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Course is crosslisted with CIS 70A, which would also need to come forward for review. Brian will work with faculty.								

Programs

New Programs

		M	N	R	Action	Douclass	Johnson	Pfeifle
Certificate								
SCA	Automation Technician I	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Catalog description cannot reference associate degree. Unit values for SCA-1 and SCA-10 need to be verified.								
SCA	Automation Technician II	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Catalog description cannot reference associate degree. Unit values for SCA-1 and SCA-10 need to be verified.								
SCA	Automation Technician III	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Catalog description cannot reference associate degree.								
Degree								
ENP	Entrepreneurship	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
PHY	Pre-Engineering	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Return to Draft	Y	Y	Y
Returning to draft for further development.								

Program Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
Certificate								
HMS	Drug and Alcohol Studies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Holding to clarify WKX/HMS-200.								