

District Technical Review Committee Meeting Minutes

Tuesday, April 1, 2025

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 ES&IE, RCCD)
<input checked="" type="checkbox"/> Eric Bishop (Co-Chair, Int. VC Ed. Services)	<input checked="" type="checkbox"/> Bryan Medina (CPRO, RCCD)
<input checked="" type="checkbox"/> Kelly Douglass (ENG, RCC)	<input checked="" type="checkbox"/> Nicole Banerjee (AO, RCC)
<input checked="" type="checkbox"/> Brian Johnson (MAT, NOR)	<input checked="" type="checkbox"/> Nick Franco (AO, NOR)
<input checked="" type="checkbox"/> Nick Sinigaglia (PHI, MVC)	<input type="checkbox"/> Deanna Murrell (AO, MVC)
	<input checked="" type="checkbox"/> Sabina Fernandez (CPRO, MVC)
	<input checked="" type="checkbox"/> Casandra Greene (CPRO, RCC)
	<input checked="" type="checkbox"/> Nicole Brown (CPRO, NOR)
Additional Guests: Steven Butler, Sara Nafzgar, Michael Bobo	

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: 2:34pm

Agenda and Minutes

1. Approval of Agenda
Motion: Douglass; Second: Sinigaglia
Approved, Unanimous
2. Approval of Minutes – March 18, 2025
Motion: Johnson; Second: Sinigaglia
Approved, Unanimous

Action Items

1. Curriculum Proposals

Discussion Items and Public Comment

1. Request for Update on Title 5 Language and Accounting Method Changes and Timeline
 - a. Kelly Douglass – Do we have any updates on the accounting method or the title 5 changes to the requirements to the COR?
 - i. Bryan Medina – The title 5 changes were approved at the Board of Governor’s meeting in January, but not sure where the changes are in the chaptering process. After the chaptering process, we will have 180 days to comply with the changes. Guidance from the State Chancellor’s Office will also specify the deadline.
 - ii. Eric Bishop – Regarding the accounting method, we are still reviewing data and

are speaking with other colleges. We must move to the new method for Fall 2026.

- iii. Steven Butler – Provided an overview of the new accounting method. We have done simulations and we know that courses with hours that do not meet an increment of credit will be impacted.
 - iv. Kelly Douglass – This will impact a large number of disciplines across the district, including FIT, ADJ, BCTC courses.
 - b. Kelly Douglass – When will the faculty who are impacted be brought into the conversation? ENG has had the lab in their courses, funded, since the late 80s. If the answer is that we are going to lose those hours, faculty should be at the table to talk about the possible options.
 - i. Eric Bishop – That is why we are here today. We are not very far along as Steven and his team have been running the simulation. We are trying to determine the exact impact of the changes.
 - ii. Kelly Douglass – Potential compromise positions could be a Board Policy with quarter units, but that does mean a lot of classes will have unit increases, which may not be good for students. From the curriculum stand point, that would make a lot of classes have higher units, and we have degrees that already have a high unit count. Concerned about that option. What to impress upon this group that awarding units in a quarter value would be a really tough way to fix the problem. Are there other compromise positions? The VPAA's and Department Chairs should also be a part of the conversation.
 - iii. Nick Sinigaglia – Whatever is chosen, the CORs and programs are potentially impacted. We need to be able to tell faculty what their options are.
 - c. Kelly Douglass – In the simulations, is generosity of other areas of accounting offsetting the decrease?
 - i. Steven Butler – No, so far in the simulations it does not.
 - d. Kelly Douglass – The requirements appear to be that we differentiate between lecture and lab units. Don't we do this already?
 - i. Bryan Medina – No, we list the lecture and lab hours, but the updates to Title 5 will require that we calculate lecture and lab units.
 - ii. Bryan Medina – One question is if we have to calculate lecture and lab units in the same way we calculate units awarded. For example, we have a BAK course that would calculate to 1.33 lecture units and .66 lab units. Together, this is a 2 unit class. Do we have to round the lecture and lab units separately down to .5 increments, or are we only required to do that with the units awarded?
2. CCN Frequently Asked Questions (Standing Item)
- a. As frequently asked questions arise, the chairs can forward them to Bryan who can compile them into a list.
3. Course Submissions to State (CO and Articulation) – Kelly Douglass
- a. One area of concern is the inability to be reviewed as a District for articulation, since we have common curriculum. Is there any way we can change that?
 - i. Nick Franco – Currently, we are approved as a District for C-ID, however, Cal-GETC submissions are done through Assist, and so each of our submissions are done by college. We have asked if we can have the same reviewers for our colleges, but sometimes we receive different decisions. When we receive different decisions, the Articulation Officers meet, compare, and if there are discrepancies, we check with the CSU Chancellor's Office to see if we can reconcile the issues.

- ii. Kelly Douglass – The concern regarding this was specifically regarding the ETS-1, 3, 7, and 8 courses that were updated to be very different from our usual standard.
 - iii. Nick Franco – Those courses were in a different situation. ETS-1, 3, 7, and 8 were already approved for RCC, so MOV and NOR moved to adopt them. When they were reviewed a year later that is when we had a different reviewer who gave us different criteria.
- 4. “Cannot receive credit” Statement on CCN Courses – Kelly Douglass
 - a. ENGL-C1000 states in the description that students cannot receive credit for both ENGL-C1000 and ENGL-C1000H. Do we need to also list ENG-1A and ENG-1AH?
 - i. Brian Johnson – They are the same course so it may not be needed.
 - ii. Kelly Douglass – We just need to make it clear this is a name change.
 - iii. Casandra Greene – In Colleague, RCC is putting in the description of the courses that ENGL-C1000 was formerly ENG-1A and students who successfully completed ENG-1A do not need to take ENGL-C1000. RCC is also working on a process to get this information into the schedule.
 - b. Kelly Douglass – What are we doing with the support courses that have the name in the title, such as ENG-802?
 - i. Bryan Medina – We discussed this at Tech Review in December and moved forward with correcting it clerically.
- 5. Curriqunet User Maintenance – Bryan Medina
 - a. The committee agreed Bryan Medina can add users to or remove users from Curriqunet based on the personnel reports submitted to the Board of Trustees by HRER. He has also requested a list of current full-time faculty from HRER and will work to clean up users when he has that information.
- 6. Open Forum
 - a. Casandra Greene – The fee for the KIN CPR course has increased and we are working through making the updates in Colleague, however, the COR for the course no longer lists the exact fee in the description. If the cost is not in the description, how should we process the change via curriculum? There is a Material Fees Justification field that does not print to the COR that we can use.
 - i. Kelly Douglass – Having it live on the proposal seems like a responsible start. Perhaps the instructor of record can review it and reach out to the coordinators when it has changed.
 - ii. The committee discussed the processing fee for the course and that material fees can only be applied when the student leaves the course with something physical, such as the CPR card and certificate. The processing fee, which is applied to the course as a whole, may need to be covered by the department.
 - b. Due to Spring Break, Tech Review will not meet on April 15. Because of this, the committee discussed the need to hold a college curriculum meeting on April 22. The chairs agreed to look at canceling the April 22 meeting.
 - c. The committee discussed clerical updates to programs impacted by CCN courses. In the event that the only change to a program is the discipline code, course number, or title of the course, specifically for CCN courses, the change can be done clerically. If there are any other changes, such as course units or sequencing changes, that change must be submitted through curriculum.

- d. Brian Johnson reported that when modifying user permissions in Curriqunet, everyone should be aware that clicking the trashcan icon deletes the entire permission, not a single discipline.
- 7. Public Comment for all items on or not otherwise on the agenda.
 - a. None.

Adjournment: 4:12pm

Technical Review Notes

Proposals and Notes for 04/01/2025

Courses

Course Exclusions

		M	N	R	Action	Doulass	Johnson	Sinigaglia
SCE 804	Engaging Topics for Lifelong Learners	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
SCE 809	Computer Basics for Lifelong Learners	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
SCE 811	Drawing and Painting for Lifelong Learners	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
SCE 813	Healthy Aging for Lifelong Learners	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
SCE 830	Mature Driver Improvement for Lifelong Learners	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
SCE 840	Craft Design for Lifelong Learners	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

Course Major Modifications

		M	N	R	Action	Doulass	Johnson	Sinigaglia
ELE 73	Electric Motors and Transformers Needs to hold for ELC-73.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
MAN 73	Electric Motors and Transformers Needs to hold for ELC-73.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y

Course Minor Modifications

		M	N	R	Action	Doulass	Johnson	Sinigaglia
ELC 77	Electrical Theory for Electricians Waiting for MAN-77	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
ELE 77	Electrical Theory for Electricians	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
GEG 30A	Field Studies in Geography Waiting on feedback from faculty regarding textbooks.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
JOU 2	Intermediate Reporting/Newsriting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

Distance Education Modifications

		M	N	R	Action	Doulass	Johnson	Sinigaglia
COMM C1000DE	Introduction to Public Speaking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
HUM 9DE	American Voices	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

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

Technical Review Notes 04/01/2025

Programs

New Programs

Certificate

		M	N	R	Action	Doulass	Johnson	Sinigaglia
ACC	Income Tax Preparer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Regional consortium needed.								

BUS	Cannabis Entrepreneur Professional	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Return to Draft	Y	Y	Y
Concern regarding the use of the word cannabis in the title and potential impacts due to federal illegality. Additionally, courses in the certificate are business and biology, with no relation to cannabis. Returning to draft for further development.								

Program Modifications

ADT

		M	N	R	Action	Doulass	Johnson	Sinigaglia
KIN	Kinesiology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

Certificate

MAN	Control Systems Specialist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Holding for courses ELE/MAN-73 and ELE/ELC-77. ELC-77 needs to be added to the narrative as a crosslisted option.								