

District Technical Review Committee Meeting Minutes

Tuesday, May 6, 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 checked="" 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: Khosrow Rad, Sara Nafzgar, Charles Wilhite	

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: 2:37pm

Agenda and Minutes

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

Action Items

1. Curriculum Proposals

Discussion Items and Public Comment

1. HLS to PSF Discipline Change – Nick Sinigaglia
 - a. Charles Wilhite is seeking to migrate courses in the HLS discipline to the PSF discipline. What is the most efficient way to do this?
 - i. After discussion, the committee recommended cross listing the existing HLS courses with PSF versions. The PSF version of the course should also be added to any applicable degrees.

2. FSA List and Curriqnet Permissions – Bryan Medina
 - a. Bryan Medina has received a list of current, full-time faculty and their FSAs from HRER and has been reviewing Board Reports for any faculty who have resigned/retired to deactivate them in Curriqnet.
 - b. There is still a large number of faculty who have origination permissions who are not on the full-time faculty list from HRER and who are also not listed on Board Reports as resigned/retired.
 - i. The committee agreed users can be deactivated if they have not logged in within five years.
 - c. Bryan Medina will begin putting together a list to be reviewed by the committee of remaining faculty, their origination permissions, and identifying which permissions should be removed.
3. Open Forum
 - a. Casandra Greene – Is the committee comfortable with adding mirrored and honors check boxes to the cross listed tab on course forms in Meta? This information can then be added to impact reports.
 - i. The committee agreed with the request.
 - b. Kelly Douglass – Is it everyone’s understanding that the 180-day timeline for the Title 5 changes to the Course Outline of Record have not yet begun?
 - i. Bryan Medina contacted the Board Liaison with the State Chancellor’s Office. According to the liaison, the changes have not been chaptered yet, and the 180 days timeline has not yet started.
 - c. Kelly Douglass – Do we have an update on the ability to use fractional units for lectures and labs when the fractional units add to a total awarded unit? For example, a lecture unit of 1.3 and a lab unit of .7, with a total awarded units being 2?
 - i. Lijuan Zhai – We are still waiting on a guidance memo from the state, but we believe you can use fractional units as long as the COR reflects it and the total units are whole.
 - d. Kelly Douglass – Chef Orlando received a Curriqnet notification of a “Future proposal publishing.”
 - i. Bryan Medina – This is a notification that approved proposals are now active.
 - e. Bryan Medina – Curriqnet has announced that they are being bought out by another company.
4. Public Comment for all items on or not otherwise on the agenda.
 - a. None

Adjournment: 3:51pm

Technical Review Notes

Proposals and Notes for 05/06/2025

Courses

Course Exclusions

		M	N	R	Action	Douclass	Johnson	Sinigaglia
HUM 4H	Honors Arts and Ideas: Ancient World Through the Late Medieval Period	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Holding for History and Philosophy ADT.								
HUM 5H	Honors Arts and Ideas: The Renaissance through the Modern Era	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Holding for History and Philosophy ADT.								

Course Inclusions

		M	N	R	Action	Douclass	Johnson	Sinigaglia
ENGL 8	Introduction to Mythology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

Course Major Modifications

		M	N	R	Action	Douclass	Johnson	Sinigaglia
ELC 73	Electric Motors and Transformers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
ELE 10	Survey of Electronics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Book is from 2010, is there a more updated textbook? Description may need minor edits for punctuation. Also, there is a mirrored non-credit, ELE-810.								
ELC 73	Electric Motors and Transformers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
MAN 73	Electric Motors and Transformers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

Course Minor Modifications

		M	N	R	Action	Douclass	Johnson	Sinigaglia
ELC 77	Electrical Theory for Electricians	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Waiting for MAN-77								
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Waiting on feedback from faculty regarding textbooks.								

Courses

Distance Education

		M	N	R	Action	Douclass	Johnson	Sinigaglia
COMM C1000HDE	Introduction to Public Speaking Honors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Appeared that only Moreno Valley Honors approved, did not see approval from Norco or Riverside Honors. Proposal should speak to how it meets the requirements for the HTCC seminar requirement.								
ELE 826DE	Microcontrollers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
The course is not listed on the minutes attached to the proposal.								

New Courses

		M	N	R	Action	Douclass	Johnson	Sinigaglia
ELE 30	Introduction to Biomedical Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
This course was not included in the minutes. Grammar of the course description may need to be reviewed. Check punctuation in Objectives, SLOs.								
ELE 31	Troubleshooting Theory and Methodology	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
BMET is listed in course description, but should be spelled out. Courses 31, 33, and 35 may have overlapping content.								
ELE 33	Network Troubleshooting and Methodology in Biomedical Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Has lab content, but it should be in a separate lab section. Courses 31, 33, and 35 may have overlapping content.								
ELE 34	Capstone Project for Biomedical Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Units listed is 2, but the unit calculation comes out to 2.7. May want to revise the hours so it is on an exact unit increment. Formatting in content and evaluation.								
ELE 35	Biomedical Life Support Equipment Troubleshooting and Repair	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Courses 31, 33, and 35 may have overlapping content.								

Programs

New Programs

Certificate

		M	N	R	Action	Douclass	Johnson	Sinigaglia
ACC	Income Tax Preparer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ELE	Biomedical Electronic Equipment Repair	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Conceptual approval from Senate is still forthcoming.								

Programs

Program Modifications

		M	N	R	Action	Douglas	Johnson	Sinigaglia
ADT								
MAT	Mathematics 2.0	<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.								