

District Technical Review Committee Meeting Minutes

Tuesday, October 1, 2024**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"/> Ellen Brown-Drinkwater (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 type="checkbox"/> Nicole Brown (CPRO, NOR)
Additional Guests: Paul VanHulle, Paul Conrad, Madeline Bettencourt, Sunny Siu, Ronald Ruiz, Raket Larson, Nancy Aguirre, Sigrid Williams	

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: 2:36pm**Agenda and Minutes**

1. Approval of Agenda
Motion: B. Johnson; Second: N. Sinigaglia
Addition of Discussion Item: Secondary FSA Discussion – Kelly Douglass
Addition of Discussion Item: GAM Discontinuance – Brian Johnson
Approved, Unanimous
2. Approval of Minutes – September 17, 2024
Motion: N. Sinigaglia; Second: B. Johnson
Approved, Unanimous

Action Items

1. Curriculum Proposals

Discussion Items and Public Comment

1. District Discipline Facilitators List – Steven Schmidt
 - a. One of the functions of the facilitator is to reflect the vote of the discipline and help get consensus. It is odd to have more than one facilitator per discipline, but several disciplines have multiple facilitators.
 - b. Kelly Douglass – Discipline Facilitator should be the most logical combination available

- between the college with the most courses and/or the college with a curriculum rep in the discipline with the most experience.
- c. Steven Schmidt – Should there only be one facilitator, or does it matter if there is more than one? There is the possibility of disagreement.
 - d. Kelly Douglass – Perhaps try one because that appears to be the norm and that’s how it is listed in our handbook.
 - e. Many of the disciplines with a duplicate facilitator appear to have a facilitator from Norco. Steven Schmidt will send the list of facilitators to Brian Johnson to follow up with faculty.
2. Secondary FSA Discussion – Kelly Douglass
- a. At the end of the spring semester, Ann Pfeifle and Kelly Douglass sent an e-mail to outgoing Vice Chancellor Mills to ask about curriculum rights for faculty with a secondary FSA. Faculty with a secondary FSA may contribute to the curriculum process if invited by full-time faculty, but those with secondary FSAs do not have the right to vote on curriculum. When full time faculty are hired into a discipline, they have the full rights and obligations to curriculum.
 - b. Kelly Douglass – What is the best and most sensitive way to notify those with secondary FSAs that they no longer have certain rights to that second discipline?
 - c. Brian Johnson – This may not be an issue.
 - i. Kelly Douglass – We do not need to go through a process of making an announcement?
 - ii. Brian Johnson – Correct. Particularly for disciplines that are very small, this may not be a concern.
 - d. Eric Bishop – May want to outline the understanding on FSAs in curriculum’s bylaws.
3. GAM Discontinuance – Brian Johnson
- a. In 2016 or 2017, Norco’s GAM program was heavily modified and at that time was treated as a modification, as opposed to discontinuing certain certificates. Since it has been so long, what is the best process to move these programs forward through discontinuance?
 - b. Kelly Douglass – Riverside recently went through this with some AUT programs, but followed the procedure in the BP/AP.
 - c. Casandra Greene – At that time, Riverside did the full discontinuance process.
4. Open Forum
- a. None.
5. Public Comment for all items on or not otherwise on the agenda.
- a. None

Adjournment: 4:28pm

Technical Review Notes

Proposals and Notes for 10/01/2024

Courses

Course Deletions

		M	N	R	Action	Douclass	Johnson	Sinigaglia
COS 1A	Introduction to Cosmetology Level I	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Holding for courses that use this course as a pre/corequisite.								
COS 1ADX	Introduction to Cosmetology Level I	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Holding for courses that use this course as a pre/corequisite.								
COS 1B	Introduction to Cosmetology Level II	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Holding for courses that use this course as a pre/corequisite.								
JOU 12	Photojournalism	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

Course Exclusions

		M	N	R	Action	Douclass	Johnson	Sinigaglia
DAN D20	Introduction to Social Dance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
DAN D32	Jazz, Beginning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Course is in the MOV KIN ADT. Also, was not included in the minutes (this may have been a typo on the minutes).								
DAN D35	Dance Repertoire, Hip-Hop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
DAN D43	Tap, Beginning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
DAN D44	Tap, Intermediate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
DAN D46	Pilates Mat Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

Course Inclusions

		M	N	R	Action	Douclass	Johnson	Sinigaglia
ADM 70	Project Production and Portfolio	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

Course Major Modifications

		M	N	R	Action	Douclass	Johnson	Sinigaglia
EMS 50	Emergency Medical Technician	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Holding for entrance skill links.								
FIT R10	Fire Fighter Rescue and Rapid Intervention Crew (RIC) Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

Courses

Course Major Modifications

		M	N	R	Action	Douclass	Johnson	Sinigaglia
FIT R2A	Confined Space Rescue, Awareness Level	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Holding for entrance skill links.								
FIT R3	Common Passenger Vehicle Rescue Technician	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
FIT R4	Rope Rescue Awareness Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
FIT S3	Basic Fire Fighter Academy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Holding for entrance skill links.								
FIT S3B	Firefighter I Academic Capstone & Skills Testing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
HMS 200	Human Services Work Experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.								
PHS 1	Introduction to Physical Science	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
Objectives and outcomes are nearly the same.								

Distance Education

		M	N	R	Action	Douclass	Johnson	Sinigaglia
ELC 11DE	DC Electronics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
The form is marked as both hybrid and online, but states that exams will be done in person. This should be revised.								
ELC 13DE	AC Electronics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
The form is marked as both hybrid and online, but states that exams will be done in person. This should be revised.								
MAN 10DE	Manufacturing Basic Operations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Return to Draft	Y	Y	Y
Returning to draft for further development as needed.								
MAN 11DE	Manufacturing Advanced Operations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Return to Draft	Y	Y	Y
Returning to draft for further development as needed.								
MAN 12DE	Robot Systems Basic Operations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Return to Draft	Y	Y	Y
Returning to draft for further development as needed.								
MAN 13DE	Robot Systems Advanced Operations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Return to Draft	Y	Y	Y
Returning to draft for further development as needed.								
MAN 15DE	Industry 4.0 Total Productive Maintenance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Return to Draft	Y	Y	Y
Returning to draft for further development as needed.								

Courses

New Courses

		M	N	R	Action	Doulass	Johnson	Sinigaglia
AHS 61	Independent Study	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Needs to be held awaiting the finalized Board Policy.								
ELE 30	Introduction to Biomedical Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Return to Draft	Y	Y	Y
Returning to draft for further development.								
ELE 31	Troubleshooting Theory and Methodology	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Return to Draft	Y	Y	Y
Returning to draft for further development.								
ELE 32	Troubleshooting and repair Biomedical life support equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Return to Draft	Y	Y	Y
Returning to draft for further development.								
ELE 33	Network Troubleshooting and Methodology in Biomedical Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Holding to review with other ELE courses.								
FIT C19	Introduction to Wildland Fire Behavior	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
FIT C20	ICS 200: Basic Incident Command System for Initial Response	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
FIT S130	Firefighter Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Entrance skill links.								
FIT S131	Firefighter Type 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Entrance skill links.								
FIT S131B	Firefighter Survival	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Prerequisite should be listed as limitation on enrollment.								
FIT S3B2	Fire Control 4A: Ignitable Liquids and Gases Awareness/Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
FIT S3B3	Fire Control 4B: Ignitable Liquids and Gases Technician	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Entrance skill links.								
FIT S3B4	Fire Control 6: Wildland Fire Fighting Essentials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Entrance skill links.								
KIN V73	Women's Beach Volleyball	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
Course should be renamed to indicate that it is for intercession.								
MAN 10	Manufacturing Basic Operations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
MAN 11	Manufacturing Advanced Operations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
MAN 12	Robot Systems Basic Operations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
MAN 13	Robot Systems Advanced Operations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
MAN 15	Industry 4.0 Total Productive Maintenance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

Courses

New Courses

		M	N	R	Action	Douclass	Johnson	Sinigaglia
MAN 27	Variable Frequency Drive Systems Formatting issues. A in content with no B. Steven will fix.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
MAN 28	Motor Control Troubleshooting 1 Formatting issues. A in content with no B. Steven will fix.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
MAN 29	Sensor Logic Systems 1 Missing SLOs and objectives.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
MAN 33	Programmable Controller Troubleshooting 1 Per faculty, this course is no longer needed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Removed from Agenda	Y	Y	Y
PSY 60	Independent Study in Psychology Holding for independent study BP/AP.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y

Programs

New Programs

		M	N	R	Action	Douclass	Johnson	Sinigaglia
ADT								
ADJ	Law, Public Policy and Society	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
ADJ	Law, Public Policy, and Society	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
GEG	Geography	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
Certificate								
ADJ	Corrections Regional consortium needed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
ADM	Graphic Art and Visual Storytelling Regional consortium needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
ADM	Packaging Design and Printing Regional consortium needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
MAN	Control Systems Specialist Regional consortium needed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
MAN	Robotics Specialist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
Degree								
ADJ	Corrections Regional consortium needed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
ADJ	Modern Policing Regional consortium needed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y

Programs

New Programs

		M	N	R	Action	Douclass	Johnson	Sinigaglia
Non-Credit Certificate								
CIS	Canvas Skills Mastery: From Basics to Advanced	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
	Holding for courses. Additionally, hour amount seems high for the content. Is this a workforce prep program?							
CIS	Data Quick Start	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
	Holding for courses. This is mirrored to a credit certificate, but it has the same name.							

Program Modifications

		M	N	R	Action	Douclass	Johnson	Sinigaglia
ADT								
ADJ	Administration of Justice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
AHS	Art History	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
BIO	Biology	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
HIS	History	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
JOU	Journalism	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
MAT	Mathematics	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
PHI	Philosophy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
PSY	Psychology	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
THE	Theatre Arts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
AOE								
MAT	Math and Science	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
Certificate								
ADM	Motion Graphics and 3D Animation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
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.							
Degree & Certificate								
ADJ	Crime and Intelligence Analysis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
ADM	Graphic Design and Digital Media	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ADM	Graphic Design and Printing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
COS	Barbering Concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
	Held for regional consortium.							

Programs

Program Modifications

M N R Action

Douglas
Johnson
Sinigaglia

Degree & Certificate

COS	Cosmetology Concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Held for regional consortium.								
COS	Cosmetology Instructor Training	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Holding for additional review. Program cannot be submitted as a degree.								
COS	Esthetician Concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Held for regional consortium.								
COS	Manicuring Concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Holding for additional review. Program cannot be submitted as a degree.								