

District Technical Review Committee Meeting Minutes

Tuesday, May 7, 2024

2:30-4:00pm

CAADO 209/Zoom

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 (CPRO, RCCD)
☒ Brian Johnson (MAT, NOR)	☒ Ellen Brown-Drinkwater (AO, RCC)
☒ Ann Pfeifle (HIS, MVC)	☒ Nick Franco (AO, NOR)
	☒ Deanna Murrell (AO, MVC)
	☒ Sabina Fernandez (CPRO, MVC)
	☒ Casandra Greene (CPRO, RCC)
	☒ Nicole Brown (CPRO, NOR)
Additional Guests: Sarah Burnett, Robert Fontaine, Amy Vermillion	

Zoom Information

<https://rccd-edu.zoom.us/j/86555446612?pwd=R0dDakVkJkSzZQitZZEN0Zm1TTIYvQT09>

+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: A. Pfeifle
Kelly Douglass – Addition of AB1111 Discussion Topic
Approved, Unanimous
2. Approval of Minutes – April 2, 2024
Motion: A. Pfeifle; Second: B. Johnson
Approved, Unanimous

Action Items

1. Curriculum Proposals

Discussion Items and Public Comment

1. PSY/SOC-48 and Program Updates – Casandra Greene
 - a. Updates to any programs impacted by PSY/SOC-48 will be done clerically. In the event that a change to the course sequence for a program is needed, faculty will be contacted.
 - b. Kelly Douglass – What is the implementation timeline?
 - i. Casandra Greene – Updates are on track for the 25-26 catalog. All documentation

will need to be submitted by the October deadline.

2. Distance Education and Accreditation – Casandra Greene
 - a. Casandra Greene attended an accreditation meeting and reviewed sample items of what the accreditation team will expect. A key component is Distance Education. The accreditation team will randomly pull courses taught via Distance Education from a previous schedule. If they review something historical/legacy approved, there is no content that explains how we are acquiring substantive contact. If there is a need to update DE documentation, we have roughly two years until accreditation.
 - b. After some discussion, the committee agreed that it would be appropriate for disciplines to review and update any legacy approved DE proposals. Faculty should submit one form per course, but can copy and past relevant content across forms, updating as necessary for the individual course on the form. Curriculum Chairs should announce this item at their next meeting, ensuring faculty are aware that there is no change in the course being approved, but that the documentation needs to be updated. Casandra Greene will forward the list to the Chairs so it can be included in the next agenda.

3. PSY-60 and Independent Study AP Updates from Senate and Next Steps – Kelly Douglass
 - a. After discussion with the RCC curriculum committee and senate, the BP/AP on Independent Study may need to be revised to be more specific in student contact hours and student independent study. At the RCC senate, there was general support for a student driven/initiated model.
 - b. Ann Pfeifle – At MVC Senate, one concern was the scientific lab component, how it is funded, where supplies come from, and who supervises the student. There are some faculty in the BIO discipline who do not want to take away the faculty led portion. Some faculty are able to obtain grants that allow students to do additional lab and data work. Additionally, Cuesta College has a form that specifies hours and responsibilities.
 - c. Kelly Douglass – District Counsel also made the point from the beginning that we are not a research institution. How do you do research without institutional support?
 - i. Ann Pfeifle – We may not be a research institution, but every course in PSY teaches students to become researchers.
 - ii. Kelly Douglass – Then perhaps we encourage student driven research, but we do not exclude faculty driven research but with requirements about faculty obligations and contact hours.
 - iii. Ann Pfeifle – One concern is the potential exploitation of students.
 - d. Nick Sinigaglia – A union rep expressed concern about TAs, but that is outside of curriculum purview. Students should also not be asked to incur excessive costs.
 - e. Brian Johnson – Norco’s stance was that it should be student driven.
 - f. Kelly Douglass – We need an ad hoc committee in the fall or perhaps special projects over the summer to build on the work done so far, and then take that to Standards in the fall.
 - g. Kelly, Ann, Steven, and Nick were willing to volunteer. Will potentially meet during finals weeks or Flex week in August and then bring updates to Standards.

4. Title 5 ENG/MAT C/D Grades – Kelly Douglass
 - a. Were there any updates on this change?
 - i. Susan Mills – Spoke with District Counsel, who interprets the language as students can now complete their degree while earning a D grade in ENG-1A or MAT.
 - b. Deanna Murrell – Most students transfer, so the percentage of students completing the local degree is not very high. To transfer, they must have a C or better.

- c. This item should be announced at the next college meeting so that faculty are aware.
5. Anesthesiology for Local Degree Area 7 – Kelly Douglass
 - a. Currently, several programs exempt students from needing to complete the Lifelong Learning category. How does an originator submit a proposal that a new program should also exempt students from that area?
 - b. Brian Johnson – Not sure any program should be exempt.
 - i. Kelly Douglass – It may be due to the nature of what’s being taught. CPR is an option for lifelong learning, and so that may be related. Those programs may overlap with an option.
 - c. Steven Schmidt – This determination may predate all of us.
 - d. After some discussion, the committee agreed the originator should make it clear in the documentation that the proposal is for the program to exempt students from the area. Once submitted, this will help the committee see what the process and requirements should be.
 6. Hyflex Courses in Curriculum Process – Kelly Douglass
 - a. Kelly Douglass has now had multiple conversations with colleagues regarding the definition of hyflex. In Kelly’s opinion, hyflex courses are face-to-face courses where students can join the course either in person or online. Any students meeting via Zoom must have cameras on, and the room needs to be furnished with a camera that tracks the instructor. Hyflex courses are not DE courses because there is no separate requirement for substantive contact for the students who meet online. The substantive contact is met through the meeting of the course. Additionally, the course is not recorded and posted online for students to review later. As long as this is the definition as decided within RCCD, there should be no separate DE approval. If this is the definition, then the union should also be notified.
 - b. Brian Johnson – How do students take tests?
 - i. Kelly Douglass – Not sure. An in-person final could be required, or paper final exam, etc.
 - c. Susan Mills – At Senate, what was stated is that we don’t have a definition. One Senator did say we developed a definition in 2021.
 - i. Kelly Douglass – That definition was created during COVID, and may have indicated to students that there were live meetings. The meaning may have changed over time.
 - ii. Susan Mills – Curriculum, Standards, DE, and union should collaborate on the definition.
 - d. Brian Johnson – If students choose to meet via Zoom for the entire semester, how is this different from an online class?
 - i. Kelly Douglass – There is no lecture recorded and posted for review, and there are no discussion boards. Students also don’t use the chat feature. Hands are raised digitally online. You do not have to do substantive contact outside of lecture because that is taking place during the class.
 - e. Kelly Douglass – This is faculty purview, so the administration should not be deciding what this definition is. How this is defined will determine workload and how you teach a class. Other institutions have seen challenges with face-to-face class being converted into an asynchronous online class with recordings owned by the college in perpetuity and faculty needing to create substantive contact in addition to what is being done in class.
 7. ASCCC Regarding AB1111 – Kelly Douglass
 - a. ASCCC has sent out information on the faculty groups for AB1111. Kelly has forwarded

this to curriculum representatives, and the Senate President has forwarded to senators. One faculty member per college and per course can participate in the groups.

- b. One concern is if the common course elements will have required outcomes. If this is the case, the State will be shaping our assessments. If they have an outcome that is not appropriate, we will not be able to change it. Anything added beyond the requirements outlined by C-ID is an imposition on faculty purview.
8. Open Forum
 - a. Amy Vermillion – An hours and unit change has been imposed on the Nursing Assistant course due to legislation. This impacts two courses and three programs and needs to be implemented by July 1 of this year.
 - i. The committee asked that any proposals be launched and forwarded to college committee next week. The following week, the proposals and go to both Tech Review and DCC, and then proceed to the June Board.
 9. Public Comment for all items on or not otherwise on the agenda.
 - a. None.

Adjournment: 4:47pm



INDEPENDENT STUDY AGREEMENT FORM

Independent study provides an opportunity for an in-depth study or practicum experience by an individual student in a selected topic under the direction of an instructor. Credits can range from 0.5, 1.0, or 2.0. Independent study courses are not intended to replace existing courses in the discipline and are designated in the [Cuesta College Catalog](#) as 047, 147, 247, 299 numbered courses. **An Independent Study course may be taken only once in a discipline.** Independent Study courses may be taken as pass/no pass option by completing separate Pass/No Pass Grading petition within specified deadlines.

In order to qualify, a student must meet the following requirements:

- Be currently enrolled in another credit class for the current term in addition to enrolling in Independent Study. If you are not currently enrolled, you must request approval under **Special Circumstances** section below.
- Have good academic standing and may not be on academic probation or dismissal. (Good academic standing is a 2.00 grade point average (GPA) at Cuesta College in the most recent semester.)
- Officially enroll within 20% of summer session / short course or end of the 4th week of a full-term course.

9																				
STUDENT IDENTIFICATION NUMBER										LAST NAME					FIRST NAME					M.I.

Phone Number: () Cuesta Email Address: @my.cuesta.edu

Term: Fall Spring Summer YEAR: 20__

Are you currently enrolled in a class this term? Yes No - Must obtain Special Circumstances Approval

STEP 1: RECORDS CHECK	Student brings to Registration Services (with photo ID) to be completed.
<ul style="list-style-type: none"> • Academic Standing: <input type="checkbox"/> Good Standing (2.0 GPA) <input type="checkbox"/> Academic Probation or Academic Dismissal • Repeat Check: (<i>SHACRSE query for subject and number listed below.</i>) <input type="checkbox"/> Approved <input type="checkbox"/> Denied - Term Taken: _____ <p>[047: ACSK] [147: ATCH, ASL] [247: ANTH, ARCH, ATHL, BIO, BUS, COMM, CIS, CTCH, DRA, ECON, ENGR, ENGL, FMST, FR, FTVE/BCST, GER, HIST, JOUR, KINA/PEAC, LEDR, LGL, LIBT, MUS, NUTR, OCEN, PHIL, POLS, PSYC, SOC, SPAN, WELD, WEXP] [299: ART]</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Denied By Registration Staff: _____ Date: _____</p>	

SPECIAL CIRCUMSTANCES APPROVAL <i>(If not enrolled in the current term.)</i>	Student provides circumstances why he/she will not be enrolled in another course for semester/term and obtain approvals below. <i>May use separate paper.</i>
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied (1) Division Chair/Director Signature: _____ Date: _____	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied (2) Academic Dean's Signature: _____ Date: _____	

STEP 2: AGREEMENT CREATED	Student meets with an instructor to develop Course Components (<i>backside</i>).
<p>Instructor Instructions: Complete information below and Course Components section on the back. Route agreement to the appropriate Academic Affairs Dean for approval and assignment of CRN. The Dean's office will submit the agreement form after approval to Registration Services for official enrollment in the course.</p> <p>Instructor Requirements:</p> <ul style="list-style-type: none"> • Must be a Cuesta College academic employee. • Responsible for the supervision, control, and evaluation of the course and the enrolled student(s). • Provides orientation, guidance, and information regarding course content materials and services for each student subsequent to the student's official enrollment. • Provides each student with the instructor's consultation for the semester which will be recorded under the Course Components section on the back of this agreement. • Maintains a file on this student reflecting progress in accordance with the student's schedule and documents each instructor/student interaction. The file will be maintained along with other course documentation in the division. <p>Instructor's Signature: _____ Date: _____</p> <p>Print Name of Instructor: _____ Subject/Number: _____</p> <p>Independent Study Title: _____</p> <p>Description of Study: _____</p> <p>Total Laboratory Hours (check one): <input type="checkbox"/> 27 hours (0.5 credit) <input type="checkbox"/> 54 hours (1.0 credit) <input type="checkbox"/> 108 hours (2.0 credit)</p>	

COURSE COMPONENTS

In order for attendance in an Independent Study course to be eligible for state apportionment, the course must include a written record of student progress. This record will be maintained along with other course documentation in the division.

A copy of this agreement will be provided to the student and instructor from Registration Services when student officially enrolls in the course.

Methods/Procedures of the Course: _____

Specific Measurable Objectives: _____

Required Materials/Books: _____

Format/Frequency of Instructor/Student Conferences: _____

Procedures for Verifying Required Hours: _____

Evaluation Method: _____

I have reviewed the Course Components of this Independent Study course with the instructor.

Student's Signature: _____ **Date:** _____

OFFICE USE ONLY

ACADEMIC AFFAIRS Academic Affairs Dean Signature: _____ Approved Denied
CRN Number: _____ Assigned by: _____

REGISTRATION SERVICES Registered by (initials): _____ Date: _____
Agreement copies distributed: Student Instructor

Technical Review Notes

Proposals and Notes for 05/07/2024

Courses

Course Deletions

		M	N	R	Action	Douclass	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.								

Course Major Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
AHS 13	Pre-Columbian Art History	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
Discipline minutes are from 2020. ADT is being held due to lack of objectives on the COR. Ok with moving to College as long as discipline and department minutes are provided.								
AHS 14	Latin American Art: Colonial to the Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
Discipline minutes are from 2020. ADT is being held due to lack of objectives on the COR. Ok with moving to College as long as discipline and department minutes are provided.								
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.								
NVN 43	Intermediate Concepts of Vocational Nursing - Maternity and Pediatrics	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
Has GESLOs but is not a GE course.								

Distance Education

		M	N	R	Action	Douclass	Johnson	Pfeifle
ELE 23DE	Electronic Devices and Circuits	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
All ELE proposals should be held. All of the DE forms refer to another DE form as being completed. For mirrored courses, is it appropriate for a single form to list the pair of mirrored courses? We do this with crosslisted courses. However, the form should not refer to another form and not complete the content.								
ELE 25DE	Digital Techniques	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
ELE 26DE	Microcontrollers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Not listed on minutes.								
ELE 28DE	MultiSim CAD & PCB Design/Fab	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
ELE 76DE	Low Voltage Wiring and Alternate Energy Generation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Not listed on minutes.								

Courses

Distance Education

		M	N	R	Action	Douclass	Johnson	Pfeifle
ELE 77DE	Electrical Theory for Electricians	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Not listed on minutes.								
ELE 811DE	DC Electronics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
ELE 813DE	AC Electronics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
ELE 823DE	Electronic Devices and Circuits	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
ELE 825DE	Digital Techniques	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
ELE 828DE	MultiSim CAD & PCB Design/Fab	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
PHI 32DE	Introduction to Symbolic Logic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Awaiting crosslisted MAT-23.								

Distance Education Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
ELE 11DE	DC Electronics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
ELE 13DE	AC Electronics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y

New Courses

		M	N	R	Action	Douclass	Johnson	Pfeifle
AHS 60	Special Topics in Art History & Visual Culture	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
Objective format should be reviewed. Course has a large number of GESLOs.								
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 811	DC Electronics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Units listed, no objectives, SLO format not correct. No course content for the lab. No methods of instruction, no materials. Grading method selected is "no grade". ELE-11 does not have objectives and also needs to be updated.								
ELE 813	AC Electronics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Units, SLOs and objectives may be flipped (but this matches credit version), no materials.								
ELE 823	Electronic Devices and Circuits	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Units, objectives formatting, no SLOs, no materials.								
ELE 825	Digital Techniques	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Description may be incomplete, SLOs, objective formatting								
ELE 828	MultiSim CAD & PCB Design/Fab	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
SLOs, objective formatting								

Courses

New Courses

		M	N	R	Action	Douclass	Johnson	Pfeifle
ELE 876	Low Voltage Wiring and Alternate Energy Generation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Activity hours listed.								
ELE 877	Electrical Theory for Electricians	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
SLOs, objective formatting								
EMS 95	Mobile Intensive Care Nurse (MICN)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Has GESLOs, formatting issues, unlimited repeatability, SAM code needs to be changed, outside of class hours not correct.								
MAN 66	Pneumatic Fluid Power Systems	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
Content should be revised; contains paragraphs that should be a bullet list.								
MAN 78	Hydraulic Fluid Power Systems	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
Content should be revised; contains paragraphs that should be a bullet list.								

Disciplines

Discipline Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
EAR	Child Development and Teacher Preparation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Removed from Agenda	Y	Y	Y
Faculty clarified that the intent is to change the name of the School within the College. RIV and MOV both have different titles within the school. Therefore, this item is not curriculum purview.								

General Education

General Education Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
ADM 63A	Design For Print Publication	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Holding for revised proposal.								
ADM 84A	Screen Printing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Holding for revised proposal.								
ADM 85A	Commercial Printing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Holding for revised proposal.								
MAT 70A	Foundations of Data Science	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Removed from Agenda	Y	Y	Y
This course was included in the update to the 24-25 GE pattern and can be removed from the Tech Review agenda.								

Programs

New Programs

		M	N	R	Action	Doulass	Johnson	Pfeifle
ADT								
PUB	Public Health	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
Questions regarding the FSA. Faculty have attempted to apply for the FSA but have not received a response from HR. VC Mills will follow up with VC Few. Will move the forward the program today with additional follow up at the next DCC.								

Certificate

MAN	Robotics Specialist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Awaiting Regional Consortium Recommendation. Catalog Description should be revised.								
SCA	Automation Technician I	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Removed from Agenda	Y	Y	Y
Faculty have stated they no longer intend to pursue program.								
SCA	Automation Technician II	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Removed from Agenda	Y	Y	Y
Faculty have stated they no longer intend to pursue program.								
SCA	Automation Technician III	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Removed from Agenda	Y	Y	Y
Faculty have stated they no longer intend to pursue program.								

Program Modifications

		M	N	R	Action	Doulass	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.								
Degree & Certificate								
NVN	Vocational Nursing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y