District Technical Review Committee
Meeting Minutes

Tuesday, March 4, 2025	**2:30-4:00pm**	**CAADO 209/Zoom**

Committee Members	Guests
☒ Steven Schmidt (Chair, MUS)	☒ Lijuan Zhai (AVC ES&IE, RCCD)
☒ Eric Bishop (Co-Chair, Int. VC Ed. Services)	☒ Bryan Medina (CPRO, RCCD)
☒ Kelly Douglass (ENG, RCC)	☒ Nicole Banerjee (AO, RCC)
☒ Brian Johnson (MAT, NOR)	☒ Nick Franco (AO, NOR)
☒ Nick Sinigaglia (PHI, MVC)	☒ Deanna Murrell (AO, MVC)
	☒ Sabina Fernandez (CPRO, MVC)
	☒ Casandra Greene (CPRO, RCC)
	☒ Nicole Brown (CPRO, NOR)
Additional Guests: Jennifer Corr	

Zoom Information
https://rccd-edu.zoom.us/j/86555446612?pwd=R0dDakVkSzNZQitZZEN0Zm1TTlYvQT09
+1 669 900 6833 US
Meeting ID: 865 5544 6612
Passcode: 627472

Call to Order: 2:33pm

Agenda and Minutes

1. Approval of Agenda
   Motion: Douglass; Second: Johnson
   Approved, Unanimous

2. Approval of Minutes – December 3, 2024
   Motion: Sinigaglia; Second: Douglass
   Approved, Unanimous

Action Items

1. Curriculum Proposals

2. 2025-2026 Curriculum Calendar
   a. Kelly Douglass – November 2025 is particularly difficult for the timeline due to holidays. Propose a special meeting on Thursday, November 13 so curriculum can make the catalog deadline.
   b. Also given the holidays, the committee discussed making the course launch deadline and the program launch deadline the same for 2025-2026. The CCN deadline for launch should also be added to the calendar.
   c. Bryan Medina will make the edits and provide the calendar to the curriculum chairs to be shared with the three committees for feedback. Further discussion will take place at the next DCC.

Discussion Items and Public Comment

1. Curriqunet Maverick – Steven Schmidt
   a. Have there been any concerns, issues, or items to discuss with the new UI? Steven has been updating the tutorial videos, a link to which is available on the Curriqunet dashboard when users log in as well as on the District website.
   b. The committee discussed the following:
      i. The "Last Saved" information is not as accurate as it was previously. There are times when just clicking into a field will cause that information to be updated, even if nothing is changed.
      ii. The Dashboard can be used to display information to all users when they log in. We can post links or text, and could use it to display launch deadlines.
      iii. Adding a co-contributor is in a different place compared to the previous UI. Users need to click on "Form Properties" to add a co-contributor. Users should be aware that if a user's name is long, it may hide the add and remove buttons.

2. LIB Noncredit Course – Nick Sinigaglia
   a. LIB faculty would like to create three noncredit courses on information literacy. They would like to classify it as basic skills, but we discussed last semester some limitations on the basic skills courses. LIB faculty have found samples from other colleges.
   b. Kelly Douglass – The PCAH seems to be very clear on the definition of basic skills. Other colleges may be using workforce prep. However, the draft provided appears to want to emphasize evaluating sources.
   c. Casandra Greene – Basic skills and workforce prep also align with specific TOP codes.
   d. Brian Johnson – It's possible other colleges are not adhering to the definitions as closely as we are.
   e. Kelly Douglass – Another option may be a .5 unit course.

3. Publisher Statement for 508 Compliance – Kelly Douglass
   a. On the DE addendum there is a section that asks if faculty use an outside publisher or set of tools. If the addendum lists outside tools, what are our requirements for ensuring 508 compliance? Do we need to ask for the publisher's certificate?
   b. Steven Schmidt – Certificates are generally easy to find and it does not take long to get it from the publisher.
   c. Kelly Douglass – We've started seeing with more frequency that faculty are using digital material, but there is no certificate or publisher statement, and we are supposed to have that.
   d. Brian Johnson – When we teach online classes, don't we need to check off that the tools we are using are 508 compliant? Also, what do we do if faculty want to use something not listed on the addendum?
      i. Kelly Douglass – Then the chair should be made aware. If they use something else it is supposed to be 508 compliant, and the DE addendum is one place we ask.
   e. Kelly Douglass – If they're going to outside tools, they need to show the certification. They can add statements saying any faculty using a similar software would be required to make sure it is 508 compliant.

4. AB 1111 Phase 2 Courses – Bryan Medina
   a. Steven Schmidt – Phase 2 has been divided into two groups: A and B. Group A will go into effect Fall 2026, group B will go into effect Fall 2027. Phase 2A courses include HIS, ENG, ECO, and AHS, including honors versions.

b. The committee anticipates the courses in Phase 2A being ENG-1B, HIS-6, HIS-7, ECO-7, ECO-8, AHS-1, and AHS-2 and the honors equivalents. Templates are expected this month.

c. Bryan Medina – At the curriculum conference, they stated Phase 3 course templates will be released late Fall 2025 for implementation Fall 2027.

    i. Kelly Douglass – Did they state when faculty engagement would take place?

    ii. Bryan Medina – During the summer.

5. Open Forum

a. Bryan Medina provided updates from the curriculum conference:

    i. Templates for the next phase of CCN are expected this month. Webinars will be held in April. Open surveys regarding CCN are available on the ASCCC Faculty Engagement Page. Work is on-going with system partners on articulation. They continue to state that you cannot adopt a CCN course as a new course, it must be an existing approved course first.

    ii. Regarding AB928, upcoming possible changes may allow students to meet the science requirement across two disciplines, instead of across Life and Physical Sciences. Discussion regarding 1C fulfillment and catalog rights are on-going.

        1. Deanna Murrell – An e-mail was sent out saying that students who take a 1C course in Fall 2023 that is approved for IGETC and Cal-GETC may use the course to meet either pattern. COMM-C1000 was approved.

    iii. Regarding AB1705, colleges are encouraged to develop support for calculus. Students may enroll directly into calculus, but may enroll prior to calculus based on their high school math academic history.

    iv. The topic of attendance accounting was also discussed at the conference. With the new method, it appears that when a course has hours that place the unit calculation between two thresholds (such as 4.33), apportionment is not possible for the excess hours.

        1. Kelly Douglass – This is a huge area of concern. How does this impact TAs, load, etc.? Additionally, if there are hours attached to a course that do not generate apportionment, this could cause pressure on faculty to remove them from the course even though students benefit from the time. Labs, such as the English lab, are incredibly useful for students. When will faculty be alerted to this issue? When will this be shared with a broad audience?

        2. Lijuan Zhai – The research office is running simulations to see what the new accounting method looks like. We want to ensure we have the correct data first before it is shared broadly, but we plan to meet with the VPAAs within the coming week to discuss the simulation.

        3. Kelly Douglass – We should get committed support for continuing the courses that will not meet unit thresholds because they are useful for students. While the funding method did not come from RCCD, the implementation process locally needs to be a long discussion.

    v. The Board of Governors approved updates to Title 5 at their January meeting, which will now move through the chaptering process. Updates include listing Lecture Units and Lab Units separately on the COR, that the curriculum committee must have a documented procedure for engaging diverse student bodies, and that the CORs for all courses must describe approaches that would accommodate and engage diverse student bodies.

        1. Kelly Douglass – Faculty are doing an immense amount of work. We are given all of the responsibility and none of the authority. The past several

years have been nonstop crisis, much of it created by the State Chancellor's Office and the ASCCC. This is a huge burden.

2. Eric Bishop – We need to find ways to strategize together to find solutions.
3. Nick Sinigaglia – The responsibility without any authority is also how I feel. What I'm doing is interpreting and imposing rules coming from the top down to the faculty, but we should have more local control.

6. Public Comment for all items on or not otherwise on the agenda.
    a. None

Adjournment: 4:23pm

Technical Review Notes
Proposals and Notes for 03/04/2025

Courses

Course Inclusions

		M N R	Action	Douglass	Johnson	Sinigaglia
KIN A37	**Self Defense**	☑ ☐ ☐	**Approved**	Y	Y	Y
KIN V94	**In-Season Varsity Sport Conditioning**	☑ ☐ ☐	**Approved**	Y	Y	Y
KIN V95	**Out-Of-Season Sport Conditioning**	☑ ☐ ☐	**Approved**	Y	Y	Y

Course Major Modifications

		M N R	Action	Douglass	Johnson	Sinigaglia
ELE 73	**Electric Motors and Transformers**	☐ ☑ ☐	**Hold**	Y	Y	Y
Needs to hold for ELC-73.						
MAN 73	**Electric Motors and Transformers**	☐ ☑ ☐	**Hold**	Y	Y	Y
Needs to hold for ELC-73.						

Course Minor Modifications

		M N R	Action	Douglass	Johnson	Sinigaglia
CIS 41D	**Advanced Security Concepts and Practices**	☑ ☐ ☑	**Approved**	Y	Y	Y
ELC 77	**Electrical Theory for Electricians**	☐ ☑ ☐	**Hold**	Y	Y	Y
Waiting for MAN-77						
ELE 77	**Electrical Theory for Electricians**	☐ ☑ ☐	**Hold**	Y	Y	Y
GEG 30A	**Field Studies in Geography**	☑ ☑ ☑	**Hold**	Y	Y	Y
Minutes state updating for materials, but newest book is 2016. It does have tapographical maps as additional materials. No department vote. SLOs and Objectives are similar and should be reviewed next time. Nick to work with faculty.						
GEG 7	**Map Interpretation and Analysis**	☑ ☐ ☑	**Hold**	Y	Y	Y
SLOs and Objectives are similar and should be reviewed next time. Large number of GESLOs. Nick to work with faculty.						

Distance Education

		M N R	Action	Douglass	Johnson	Sinigaglia
PHS 1DE	**Introduction to Physical Science**	☑ ☑ ☑	**Hold**	Y	Y	Y
Vote appears to be Norco faculty only, but is a district-wide course. Reminder to use Minutes Report.						

Courses

New Courses

		M N R	Action	Douglass	Johnson	Sinigaglia
CUL 829	**Introduction to Food Service**	☐ ☐ ☑	**Return to Draft**	Y	Y	Y
Content is very short and Methods of Evaluation need to be reviewed. Methods of Instruction can be improved. Objectives and SLOs are the same. Returning to draft for updates.						
ELE 65	**Programmable controller troubleshooting 1**	☐ ☑ ☐	**Return to Draft**	Y	Y	Y
Returned to draft for further development.						
MAT 810	**TEAS Mathematics Review**	☐ ☐ ☑	**Hold**	Y	Y	Y
Cannot have a math alone review course because of conflicts with AB705. College with TEAS review courses is math and science review course combined and the second is writing/reading/critical thinking. Kelly to follow up with faculty.						

Programs

New Programs

		M N R	Action	Douglass	Johnson	Sinigaglia
Certificate						
ACC	**Income Tax Preparer**	☐ ☐ ☑	**Hold**	Y	Y	Y
Regional consortium needed.						
BUS	**Cannabis Entrepreneur Professional**	☐ ☐ ☑	**Hold**	Y	Y	Y
Holding for regional consortium.						

Program Modifications

		M N R	Action	Douglass	Johnson	Sinigaglia
ADT						
ART	**Studio Arts**	☐ ☑ ☐	**Approved**	Y	Y	Y