District Technical Review Committee
Meeting Minutes

Tuesday, March 18, 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: Shawna BuShell, Lindsay Owens, Jeno Kim	

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: 2:37pm

Agenda and Minutes

1. Approval of Agenda
   Motion: Douglass; Second: Johnson
   Add Discussion Item: Course Deletion Cover Sheet
   Approved, Unanimous

2. Approval of Minutes – March 4, 2025
   Motion: Johnson; Second: Sinigaglia
   Approved, Unanimous

Action Items

1. Curriculum Proposals

2. 2025-2026 Curriculum Calendar
   a. The draft 25-26 calendars will be brought to the curriculum committees for discussion and feedback.

Discussion Items and Public Comment

1. AB 2821 Accessible Software – Shawna BuShell
   a. AB 2821 requires that the Chancellor's Office design and provide training on accessibility and universal design, which has specific implications for Canvas. This raises

the question of how existing courses will be impacted and how Distance Education can be a resource for faculty with the delivery of whatever training is developed. Shawna BuShell plans to reach out to the State Chancellor's Office to see how RCCD can be a representative on the committee that designs the training.

b. Kelly Douglass – Title 5 language updates also require updates to the CORs that focus on universal design. Concerned that the legislation is requiring that the curriculum committee be an enforcement arm of the Disability Resource Center, who would be the professional experts on accessibility.

c. Shawna BuShell – We'll need to work together on this. We have a lot of software that helps assess accessibility, so if faculty need assistance, Distance Education can be a resource. Distance Education has two full-time staff who focus on accessibility.

d. Kelly Douglass – Recommend that this topic be brought to the Faculty Association as well. If the Chancellor's Office requires training on "mitigating and reporting" incidents, what does this mean? How does this fit into faculty responsibilities? We don't report on faculty performance outside of Improvement of Instruction.

e. Nick Sinigaglia – Is there anything in the legislation that changes universal design, or does it just mandate training?
   i. Shawna BuShell – We'll need a clear definition of what universal design is, which does not appear to be defined in the legislation.
   ii. Nick Sinigaglia – Methods of Instruction on the COR may help us in meeting the changes to Title 5. The DE committees may need to review the DE addendum form, but that is not our purview.

f. Nick Sinigaglia – Does this apply to every course or just online courses?
   i. Kelly Douglass – May be every course because of the Title 5 language.
   ii. Shawna BuShell – And face-to-face courses may still use Canvas for homework uploading, etc.

g. Kelly Douglass – The SMEs and the disciplines still remain the experts over their discipline. Universal design is great, but the SMEs need to be able to look at the options and decide what is best for their discipline. It can't be one size fits all.

2. CCN Guidance Document – Kelly Douglass
   a. In the fall, Tech Review verbally discussed a guidance document to provide to faculty. Kelly Douglass provided a draft for the committee to review. Can this be shared with the curriculum committees at the next meeting?
      i. The committee agreed that, yes, it should be shared. Steven Schmidt recommended adding it to the handbook.
   b. Nick Sinigaglia – Can we include FAQs?
      i. Kelly Douglass – We should solicit questions at the next curriculum committee meeting, and based on that we can compile them into an FAQ.
      ii. Nick Sinigaglia – One of the questions will probably be regarding Objectives/Outcomes and where the template language should be placed.
      iii. Kelly Douglass – Faculty should remember that if they included it as an outcome, it will have to be assessed and cannot be changed. We advise it be an objective.
   c. Nick Sinigaglia – Do faculty change the course number and the discipline in the system?
      i. Bryan Medina – Faculty should change the course number. The discipline codes will be updated clerically in December, along with other areas of impact (prerequisites, entrance skills, cross listing, etc.).
      ii. Nick Sinigaglia – The course number on the guidance document should also be highlighted.
   d. Nick Sinigaglia – Do faculty need to launch program mods?
      i. Bryan Medina – If the only change is the common course number, we can do that

clerically. If there is any other change (units, course sequence changes, etc.), faculty will need to launch modifications as usual.

3. Course Deletion Cover Sheet – Steven Schmidt
    a. The curriculum handbook references a deletion cover sheet. Do we need to have faculty complete a cover sheet when they launch a deletion?
        i. The committee agreed that a cover sheet is not needed for deletions at this time.

4. Open Forum
    a. Curriqunet Maverick Questions:
        i. Kelly Douglass – In the approvals sections, some of the approvals are highlighted.
            1. Bryan Medina – As an admin user, you have access to see all of the different approvals in the system. The highlight indicates if an approval is yours or another user's.
        ii. Nick Sinigaglia – The approval queue doesn't refresh like in Meta.
            1. Bryan Medina – Correct, you need to manually refresh the search as you approve items.
        iii. Nick Sinigaglia – Links on agenda aren't working and open an error page.
            1. Bryan Medina – Forward screen shots to Bryan and he will investigate.

    b. Nick Sinigaglia – Who is responsible for ensuring chairs approve curriculum in Curriqunet in the steps before Tech Review?
        i. Kelly Douglass – The originator should be shepherding the curriculum, or perhaps the curriculum representative.
        ii. Brian Johnson – We cover this in our training.
        iii. Nick Sinigaglia – There may be some confusion when it is not a course offered by that college.

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

Adjournment: 3:35pm

Technical Review Notes

Proposals and Notes for 03/18/2025

Courses

Course Deletions

		M N R	Action	Douglass	Johnson	Sinigaglia
DAN D19	Conditioning for Dance	☑ ☐ ☐	Approved	Y	Y	Y

Course Inclusions

		M N R	Action	Douglass	Johnson	Sinigaglia
HUM 16	Arts and Ideas: American Culture	☑ ☐ ☐	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
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
Waiting on feedback from faculty regarding textbooks.						
GEG 7	Map Interpretation and Analysis	☑ ☐ ☑	Approved	Y	Y	Y

Distance Education

		M N R	Action	Douglass	Johnson	Sinigaglia
PHS 1DE	Introduction to Physical Science	☑ ☑ ☑	Approved	Y	Y	Y

Courses

New Courses

		M N R	Action	Douglass	Johnson	Sinigaglia
MAT 810	**TEAS Mathematics Review**	☐ ☐ ☑	**Return to Draft**	Y	Y	Y
Returning to draft; this course appears to be a basic skills math course that is not permitted due to AB705.						

Programs

New Programs

		M N R	Action	Douglass	Johnson	Sinigaglia

Certificate

		M N R	Action	Douglass	Johnson	Sinigaglia
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

Certificate

		M N R	Action	Douglass	Johnson	Sinigaglia
MAN	**Control Systems Specialist**	☐ ☑ ☐	**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.						