Riverside Community College District
MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

District Technical Review Committee
Meeting Minutes

Tuesday, May 20, 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: Sara Nafzgar, Rad Khosrow	

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: 2:32pm

Agenda and Minutes

1. Approval of Agenda
   Motion: Douglass; Second: Sinigaglia
   Douglass: Addition of Discussion Items – Curriqunet Impact Reports and Limitation on Credit Across Courses
   Schmidt: Curriqunet Entrance Skill Links on COR
   Approved, Unanimous

2. Approval of Minutes – May 6, 2025
   Motion: Douglass; Second: Johnson
   Approved, Unanimous

Action Items

1. Curriculum Proposals

Discussion Items and Public Comment

1. Convening Councils for Interdisciplinary ADTs – Nick Sinigaglia
   a. Moreno Valley is looking to develop the Environmental Science and Social Justice Studies ADTs. The timeline in the process documentation says the council should be convened in the fall to perform work in the spring. Is there an issue with convening the council now?

      i.   Kelly Douglass – Would be comfortable overriding the timeline outlined in the process. If it can be handled locally on a different timeline, that seems fine. Feedback on how the process works would be great. Additionally, be aware that the program needs to be "owned" by a discipline for approvals in Curriqunet.

      ii. Nick Sinigaglia – Is that discipline required for program review and assessment?

     iii. Kelly Douglass – We had discussed providing the process to assessment to recommend they use it. For program review, that would be the work of the council.

2. Upper Division Course Outline Draft – Nick Sinigaglia
   a. Charles Wilhite provided a draft of an upper division course he is developing for the fall. Does the committee have any feedback?
      i. Kelly Douglass – Some of the SLOs sound like assignments. Also, the content seems generic. Compare to the JOU-150 Public Relations course, which is much more detailed. We should expect that same level of detail even if the ideas are more complex.
      ii. Brian Johnson – Do upper division courses have lower division prerequisites?
         1. Nick Sinigaglia – Title 5 says it is possible.
         2. Kelly Douglass – It should have a limitation on enrollment so that only students in the baccalaureate program can enroll.
      iii. Nick Sinigaglia – Do we want references to explicit skill sets or knowledge the course builds on?
         1. Kelly Douglass – This would be done in the entrance skills.
      iv. Steven Schmidt – How do we train our committees to review upper division courses?
         1. Kelly Douglass – We should see if the State Chancellor's Office has any resources for us. We would want to train the committee before these courses come forward.

3. Curriqunet Origination Permissions – Bryan Medina
   a. Bryan Medina provided a report that compares user origination permissions to the full time faculty FSA lists provided by HRER.
   b. The committee discussed that there is most likely a need for the chairs to discuss any clean up with the VPAAs first, and to take it on a case-by-case basis. Some faculty would not understand that they are losing permissions, and others may not understand that the discipline work is their responsibility. No adjustment to user permissions will be made until the committee provides further direction.
   c. Brian Johnson – Can any user be a co-contributor?
      i. Bryan Medina – Yes. The originator can add any user as a co-contributor, and that contributor can have full access to the proposal.
   d. Brian Johnson – We need to put more responsibility on the departments as well. If someone is creating a course, but they are not a part of the discipline, everyone can see that from the Curriqunet notifications.
   e. Bryan Medina – We have instances where faculty have created new disciplines and have written courses, but they do not have the FSA on their record. Should we hold future discipline creations at Tech Review until we have verification from HRER?
      i. Nick Sinigaglia – This can be challenging if the college wants to hire faculty to create the courses. We would need the discipline to exist.

4. Curriqunet COR and Form Updates – Bryan Medina
   a. The committee agreed that when displaying lecture units and lab units, the information should appear on the same line as the lecture hours or lab hours. The awarded units should be labeled "Total Units."
   b. In the course form, hours and units should be grouped by activity type (Lecture Hours followed by Lecture Units; Lab Hours followed by Lab Units).

5. Open Forum
   a. Steven Schmidt – CORs are not showing entrance skill links when newly selected. Be sure to verify on the proposal form that the link was selected.

   b. Kelly Douglass – An impact report for an ENGL class did not display the programs the course is associated with. Why is this?
      i. Bryan Medina – You need to check the impact report for each version of the course. Bryan has submitted a ticket to see if the report can display the same information across all versions of the course.

   c. Kelly Douglass – On an exclusion proposal, there was no impact report available.
      i. Bryan Medina – This is correct. You can check the impact report on the course itself.

   d. Kelly Douglass – In CCN, there is an ESL course is Phase 3 that is for transfer credit. It is not based on a C-ID, but there are ESL courses that other colleges have that are articulated as meeting the same requirements as ENGL-1A. ESL faculty would like to create a course now so that they are ready when the CCN template is released. Faculty took the ENGL-C1000 course elements and added a significant number of ESL elements to it. Is this considered as having significant overlap with ENGL-C1000? They have listed in the description that students cannot receive credit for both ENGL-C1000 and the ESL course. Is this appropriate? Do we know if there are specific rules that define credit restrictions like this?
      i. Brian Johnson – ESL should get agreement from ENGL to place that in the description.
         1. Kelly Douglass – And the language would need to be added to the ENGL version of the course.
      ii. Casandra Greene – If the courses are not cross-listed, they are not equivalent. Courses that have ENGL-C1000 as a prereq would not accept the ESL course. Is there a concern about unit bloat if students take both ENGL-C1000 and the ESL course? This would be 9 units in total.
      iii. Kelly Douglass – If we remove that language, can we accept a course that has the same content as ENGL-C1000, but has an ESL component?
      iv. Nick Franco – At Mt. SAC, their course description says you can only receive credit for one. We may need to look at other CCCs to see what they do.
      v. Bryan Medina – If we say they are equivalent courses, this means in all program requirements, requisite requirements, and with the retake policy, both ENGL-C1000 and the ESL course will be the same.
      vi. Nick Franco – In Assist for Mt. SAC, AMLA-1A is cross listed with ENGL-1AM.
      vii. Brian Johnson – Are MAT-12 and PSY/SOC-48 equated?
         1. Bryan Medina – They are not. They are considered separate courses and students can take both.
         2. Casandra Greene – The TMCs and programs list all four courses,

PSY/SOC-48 and MAT-12/12H.

        viii. Kelly Douglass – It's possible there is some benefit to students who want to take both.

    e. Brian Johnson – Discussed work experience with the Norco committee. One concern is having courses with just one student in them. How do we handle that?

        i. Casandra Greene – It's not part of a faculty load; it's considered overload. At Riverside, that's why we suggested an area specific work experience, like for BUS/MKT/RLE, etc. For Norco, if ELE, ELC, MAN, and DFT courses are already cross listed, it may be appropriate to have a single work experience course for that area.

6. Public Comment for all items on or not otherwise on the agenda.

    a. None.

Adjournment: 4:06pm

Technical Review Notes

Proposals and Notes for 05/20/2025

Courses

Course Deletions

		M N R	Action	Douglass	Johnson	Sinigaglia
HLS 50	Developing a Personal Philosophy of Leadership and Ethics	☑☐☐	Hold	Y	Y	Y

No attachments; Courses are a part of the Emergency Management and Homeland Security - Leadership program.

		M N R	Action	Douglass	Johnson	Sinigaglia
HLS 51	Leading Others Ethically	☑☐☐	Hold	Y	Y	Y
HLS 52	Ethical Leadership in Organizations	☑☐☐	Hold	Y	Y	Y
HLS 53	Ethics and the Challenge of Leadership	☑☐☐	Hold	Y	Y	Y

Course Exclusions

		M N R	Action	Douglass	Johnson	Sinigaglia
HUM 4H	Honors Arts and Ideas: Ancient World Through the Late Medieval Period	☑☐☐	Hold	Y	Y	Y

Holding for History and Philosophy ADT.

		M N R	Action	Douglass	Johnson	Sinigaglia
HUM 5H	Honors Arts and Ideas: The Renaissance through the Modern Era	☑☐☐	Hold	Y	Y	Y

Holding for History and Philosophy ADT.

		M N R	Action	Douglass	Johnson	Sinigaglia
MUS 1	Teaching Music to Young Children	☑☐☐	Hold	Y	Y	Y

In MOV Early Childhood Education degree

		M N R	Action	Douglass	Johnson	Sinigaglia
MUS 36	Instrumental Chamber Music Ensembles	☑☐☐	Approved	Y	Y	Y
MUS 38	Beginning Applied Music I	☑☐☐	Hold	Y	Y	Y

In Moreno Valley Music AA; faculty are working on discontinuing the program

		M N R	Action	Douglass	Johnson	Sinigaglia
MUS 78	Beginning Applied Music II	☑☐☐	Hold	Y	Y	Y

In Moreno Valley Music AA; faculty are working on discontinuing the program

Course Major Modifications

		M N R	Action	Douglass	Johnson	Sinigaglia
ELE 10	Survey of Electronics	☐☑☐	Approved	Y	Y	Y
ELE 810	Survey of Electronics	☐☑☐	Approved	Y	Y	Y

Repeatability was changed from unlimited to 0. Brian will review.

		M N R	Action	Douglass	Johnson	Sinigaglia
HLS 1	Introduction to Homeland Security and Terrorism	☑☐☐	Hold	Y	Y	Y

Holding for PSF-1. Large number of SLOs that appear to be objectives.

		M N R	Action	Douglass	Johnson	Sinigaglia
SPA 2H	Honors Spanish 2	☑☐☐	Approved	Y	Y	Y

Courses

Course Minor Modifications

		M	N	R	Action	Douglass	Johnson	Sinigaglia
COS 60A1	Cosmetology Concepts Level A1	☐	☐	☑	Approved	Y	Y	Y
COS 60A2	Cosmetology Concepts Level A2	☐	☐	☑	Approved	Y	Y	Y
COS 60B1	Cosmetology Concepts Level B1	☐	☐	☑	Approved	Y	Y	Y
COS 60B2	Cosmetology Concepts Level B2	☐	☐	☑	Approved	Y	Y	Y
COS 60C1	Cosmetology Concepts Level C1	☐	☐	☑	Approved	Y	Y	Y
COS 60C2	Cosmetology Concepts Level C2	☐	☐	☑	Approved	Y	Y	Y
COS 60D1	Cosmetology Concepts Level D1	☐	☐	☑	Approved	Y	Y	Y
COS 60D2	Cosmetology Concepts Level D2	☐	☐	☑	Approved	Y	Y	Y
ELC 77	Electrical Theory for Electricians	☐	☑	☐	Approved	Y	Y	Y
ELE 77	Electrical Theory for Electricians	☐	☑	☐	Approved	Y	Y	Y
GEG 30A	Field Studies in Geography	☑	☑	☑	Approved	Y	Y	Y
MAN 77	Electrical Theory for Electricians	☐	☑	☐	Approved	Y	Y	Y

Course Reactivations

		M	N	R	Action	Douglass	Johnson	Sinigaglia
ADM 200	Applied Digital Media Work Experience	☑	☐	☑	Hold	Y	Y	Y

Hours and units are not correct. Need to verify if MOV wants to adopt the reactivation; this may be RIV only.

Distance Education

		M	N	R	Action	Douglass	Johnson	Sinigaglia
COMM C1000HDE	Introduction to Public Speaking Honors	☑	☑	☑	Approved	Y	Y	Y

Committee and faculty discussed some potential concerns regarding meeting the HTCC requirements for the course via distance education. This can be further discussed at the college curriculum committee.

		M	N	R	Action	Douglass	Johnson	Sinigaglia
ELE 826DE	Microcontrollers	☐	☑	☐	Approved	Y	Y	Y

Courses

New Courses		M N R	Action	Douglass	Johnson	Sinigaglia
ELE 41	**Introduction to Biomedical Equipment**	☐ ☑ ☐	**Approved**	Y	Y	Y
Faculty would like a different sequence of courses. Bryan Medina will double check and follow up.						
ELE 42	**Troubleshooting Theory and Methodology**	☐ ☑ ☐	**Approved**	Y	Y	Y
ELE 43	**Biomedical Life Support Equipment Troubleshooting and Repair**	☐ ☑ ☐	**Approved**	Y	Y	Y
ELE 44	**Network Troubleshooting and Methodology in Biomedical Equipment**	☐ ☑ ☐	**Approved**	Y	Y	Y
ELE 45	**Capstone Project for Biomedical Equipment**	☐ ☑ ☐	**Approved**	Y	Y	Y

Programs

New Programs		M N R	Action	Douglass	Johnson	Sinigaglia
Certificate						
ELE	**Biomedical Electronic Equipment Repair**	☐ ☑ ☐	**Approved**	Y	Y	Y

Program Modifications		M N R	Action	Douglass	Johnson	Sinigaglia
ADT						
EAR	**Elementary Teacher Education: Integrated Programs**	☐ ☐ ☑	**Hold**	Y	Y	Y
Technical issues with documentation. Questions regarding List C requirements. Bryan has been in contact with faculty and is awaiting updated documentation.						
Certificate						
MAN	**Control Systems Specialist**	☐ ☑ ☐	**Approved**	Y	Y	Y