

District Technical Review Committee Meeting Minutes

Tuesday, June 3, 2025 **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"/> Nicole Banerjee (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 type="checkbox"/> Casandra Greene (CPRO, RCC)
	<input checked="" type="checkbox"/> Nicole Brown (CPRO, NOR)
Additional Guests: Charles Wilhite	

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: 2:31pm

Agenda and Minutes

1. Approval of Agenda
Motion: Sinigaglia; Second: Johnson
Discussion Item: Curriqunet Permissions for Part-Time Faculty
Approved, Unanimous
2. Approval of Minutes – May 20, 2025
Motion: Sinigaglia; Second: Johnson
Approved, Unanimous

Action Items

1. Curriculum Proposals

Discussion Items and Public Comment

1. ESL-C1000 Process – Kelly Douglass
 - a. At the last meeting, the committee discussed that ESL faculty are seeking to create an ESL-C1000 course that has the same articulation as ENGL-C1000. How do we communicate to students that they cannot earn credit for ENGL-C1000 and ESL-C1000?
 - b. Is the correct order of operations the following?
 - i. Launch the ESL course without the statement in the description and submit it for articulation. When it is articulated the same way as ENG-C1000, modify ESL-

- C1000, ENGL-C1000, and ENGL-C1000H to state that students can only receive credit for one. Then, perform the course/program changes necessary to add the ESL course where applicable.
- ii. Nick Franco – Would want to ensure the course is not offered until it has been fully articulated.
 - iii. Bryan Medina – As long as we don't build the course in Colleague, it won't be possible to schedule it.
 - iv. Kelly Douglass – So the statement should not appear until the ESL course is fully articulated.
- c. Kelly Douglass – Should RIV launch the course first, and then NOR and MOV include it later?
- i. Nick Franco – The proposal should be launch with all three colleges at the same time. Sometimes when a course is adopted by a college later, we've received different articulation decisions. Submitting for all three colleges at once will help with submissions for articulation.
- d. Brian Johnson – The addition of the sentence that students can only take one of the courses might be something that can be done clerically.
2. Curriqunet Permissions for Part-Time Faculty – Bryan Medina
- a. Steven Schmidt – Only full-time faculty should have origination permissions in Curriqunet. Part-time faculty can be added to proposals as co-contributors. What should we do when there are no full-time faculty in a discipline?
 - i. Brian Johnson – The Department Chair could be the originator.
 - ii. Kelly Douglass – The Department Chair may not technically have the discipline permissions in Curriqunet or the subject matter expertise. We might need to address this on a case-by-case basis.
 - iii. Brian Johnson – We should also question why we would have a discipline with no full-time faculty. Adjunct may only be in the district for a single term.
3. Open Forum
- a. Kelly Douglass – We have heard that the efforts from VPAA Lynn Wright and others to work with the State Chancellor's Office to allow 18 hour labs to continue to be funded was denied. Classes with hours that do not add up to an exact increment of unit credit will not be funded. However, they did give us an additional year to adopt the new attendance accounting method, which is Fall 2027, which means any changes to courses must be launched in Fall 2026, which is the same time as Phase 2B and Phase 3 of CCN. Faculty will need to begin thinking about their courses. What is the communication plan? Are we waiting on anything further from the District?
 - i. Lijuan Zhai – The memo released by the State Chancellor's Office does allow for an additional year. The memo has two suggestions regarding changing courses with unfunded labs. The District Institutional Effectiveness office is looking at the computation for FTES and will continue to meet with the VPAA's.
 - ii. Kelly Douglass – There are changes beyond FTES. If ENG-1A is changed from a 4.33 unit course to a 4 unit course, this has implications on faculty load and room scheduling. We also need to ensure we are preserving pedagogy.
 - iii. Kelly Douglass – Generally, when new courses come forward with an unfunded lab, we should draw it to the attention of the originator.
 - iv. Brian Johnson – We should agendaize this for the first meeting of the fall term and discuss how to address it with our committees then.
 - v. Nick Sinigaglia – Is there a reason why we would want to hold new courses with unfunded hours and not modifications?

1. Kelly Douglass – If the lab eventually has to be removed, faculty may just want to consider if that's how they want to offer the course for only one year.
4. Public Comment for all items on or not otherwise on the agenda.
 - a. None.

Adjournment: 3:23p.m.

Technical Review Notes

Proposals and Notes for 06/03/2025

Courses

Course Deletions

		M	N	R	Action	Doulass	Johnson	Sinigaglia
HLS 50	Developing a Personal Philosophy of Leadership and Ethics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y

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

HLS 51	Leading Others Ethically	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
HLS 52	Ethical Leadership in Organizations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
HLS 53	Ethics and the Challenge of Leadership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y

Course Exclusions

		M	N	R	Action	Doulass	Johnson	Sinigaglia
HIS 11	Military History of the United States to 1900	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
HIS 12	Military History of the US Since 1900	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
HIS 35	History of Britain	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
HUM 4H	Honors Arts and Ideas: Ancient World Through the Late Medieval Period	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
HUM 5H	Honors Arts and Ideas: The Renaissance through the Modern Era	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
MAT 26	Math for Elementary School Teachers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
MUS 1	Teaching Music to Young Children	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
In MOV Early Childhood Education degree								
MUS 38	Beginning Applied Music I	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
MUS 78	Beginning Applied Music II	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

Course Inclusions

		M	N	R	Action	Doulass	Johnson	Sinigaglia
ACC 19	Volunteer Income Tax Assistance Training	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
ACC 19L	Volunteer Income Tax Assistance Tax Preparation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
ACC 819	Volunteer Income Tax Assistance Training	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
ACC 819L	Volunteer Income Tax Assistance Tax Preparation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

Y = "Yea" N = "Nay" A = Abstained Blank = Absent for Vote

Technical Review Notes 06/03/2025

Courses

Course Major Modifications

		M	N	R	Action	Douclass	Johnson	Sinigaglia
CIS 38B	Simulation and Gaming/3D Animation for Real-Time Interactive Simulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Missing MOV department vote.								
CIS 38C	Simulation and Gaming/3D Dynamics and Rendering for Real-Time Interactive Simulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Missing MOV department vote.								
HLS 1	Introduction to Homeland Security and Terrorism	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Holding for PSF-1. Large number of SLOs that appear to be objectives.								
SPA 1	Spanish 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Missing district-wide discipline vote.								
SPA 2	Spanish 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Missing district-wide discipline vote.								

Course Minor Modifications

		M	N	R	Action	Douclass	Johnson	Sinigaglia
BUS 10	Introduction to Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
CAT 845	MOSPrep: Microsoft Office Outlook Core Exam Preparation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

Course Reactivations

		M	N	R	Action	Douclass	Johnson	Sinigaglia
ADM 200	Applied Digital Media Work Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	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	Douclass	Johnson	Sinigaglia
COMM 9DE	Interpersonal Communication	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
COMM 9HDE	Interpersonal Communication	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

Courses

New Courses

		M	N	R	Action	Doulass	Johnson	Sinigaglia
CIS 64	Data and Technology Ethics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Many GESLOs. Has an 18 hour lab, total units calculated to 3.33 units. Holding to alert faculty to unfunded lab. This has been added to the Data Analytics, Data Science, and IT programs.								
PSF 1	Introduction to Homeland Security and Terrorism	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y

Programs

Program Discontinuances

		M	N	R	Action	Doulass	Johnson	Sinigaglia
Certificate								
CAT	Legal Administrative Professional	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
COS	Esthetician	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
EST	Building Inspection Technology	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
EST	Zero Net Energy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
Degree								
AIR	Building Energy Systems Professional in HVAC Technology	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
MUS	Music	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
Degree & Certificate								
COS	Cosmetology	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
GAM	Game Art: Character Modeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
GAM	Game Art: Environments and Vehicles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

Program Modifications

		M	N	R	Action	Doulass	Johnson	Sinigaglia
ADT								
EAR	Elementary Teacher Education: Integrated Programs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
HIS	History	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
PHI	Philosophy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
PHY	Physics 2.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
PHY	Physics 2.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

Programs

Program Modifications

		M	N	R	Action	Douclass	Johnson	Sinigaglia
Certificate								
CIS	Data Analytics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Holding for CIS-64								
Degree								
CIS	Data Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Holding for CIS-64								
CIS	Information Technology (IT) Cybersecurity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Y	Y	Y
Holding for CIS-64								