

District Technical Review Committee Meeting Minutes

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)	⊠ Ellen Brown-Drinkwater (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, Melanie Lindsay,	Jennifer Corr, Kinnari Bhavsar, Mark Haines, Jude
Whitton, Bob Fontaine, Rachel Dyer	

Zoom Information

 $\underline{https://rccd-edu.zoom.us/j/86555446612?pwd=R0dDakVkSzNZQitZZEN0Zm1TTIYvQT09}$

+1 669 900 6833 US Meeting ID: 865 5544 6612

Passcode: 627472

Call to Order: 2:34pm

Agenda and Minutes

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

2. Approval of Minutes – May 21, 2024 Motion: B. Johnson; Second: N. Sinigaglia Approved, Unanimous

Action Items

1. Curriculum Proposals

Discussion Items and Public Comment

- 1. AP 2101 Independent Study and Possible Approval Timeline Kelly Douglass
 - a. The committee agreed to the following timeline to the approve AP 2101:
 - i. September 5 Academic Standards
 - ii. September 10 College Curriculum Committee
 - iii. September 17 DCC
 - iv. Subsequent Senate Meetings, then Board Approval



- b. Kelly Douglass After the AP was discussed at Standards, DCC, and Senate in the spring, feedback from those groups was incorporated into the AP and it has been rewritten. The AP will need to go to Standards, and then again to the College Curriculum Committee, DCC (where we should invite legal counsel), and then the Senates and the Board. We may need additional review from District Counsel and the Faculty Association. PSY-60 should now be sent back to draft for faculty to make edits to align with the AP.
- 2. Follow Up on HR Liaison Request and FSA Info E-mail Kelly Douglass
 - a. Kelly Douglass In June, Ann Pfeifle and Kelly Douglass worked on an e-mail sent to former VC Susan Mills, VC Few, and the VPAAs. It outlines the chairs' understanding of the differences in responsibility between being hired into an FSA versus later applying and being granted the FSA by HR. Susan Mills responded confirming their understanding was correct.
 - b. Kelly Douglass Because of this, we need to ensure that the proper discipline members are being asked to review curriculum in Meta. We need a list of who was hired into a discipline and who was later granted the FSA. Additionally, we need a contact in HR who can assist with curriculum related questions.
 - c. Kelly Douglass will forward the information to Eric Bishop and he will meet with VC Few to discuss.
- 3. Approval Process for Upper-Division Courses in Baccalaureate Programs Nick Sinigaglia
 - a. Nick Sinigaglia Last semester, Charles Wilhite presented to DCC that he intends to develop a baccalaureate program in disaster management. He needs to submit a preliminary proposal to the State in January, but it doesn't need to include curriculum. If that's approved, he can develop the curriculum in the spring. What he needs now is an outline of what our process will be for approving upper division coursework. He will also need to distinguish the upper division coursework for both the major and the upper division general education. Upper division courses can only be accessible to the students in the baccalaureate program. At Solano Community College, they have a thorough outline and check list of resources for the curriculum committee for what distinguishes a two-year program from a four-year program.
 - b. Kelly Douglass A part of the proposal also needs to show that the curriculum committee is trained in how to review upper-division courses. Is it sufficient to provide the faculty with our current process, and a more detailed process can be developed in the spring?
 - c. Nick Sinigaglia will draft language and provide to the group for input.
- 4. 2021 Handbook Link Updates Steven Schmidt
 - a. Steven Schmidt The handbook has been revised with updated links and some other minor edits. Can we move forward with posting the handbook to the websites?
 - b. The committee agreed the handbook can be posted.
- 5. AB 1111 Bryan Medina
 - a. Bryan Medina At this point we still do not have templates for the courses. Is our plan to still update the discipline code for all courses within a discipline affected by AB1111?
 - i. The committee confirmed that all courses within an affected discipline should be moved to the new discipline code.



- b. Nick Sinigaglia Who is drafting the templates? Is that being done by faculty?
 - i. Kelly Douglass Yes, as a part of the AB1111 workgroup. Most of the template comes from C-ID.
- 6. GE Areas on COR Bryan Medina
 - a. The COR currently lists what areas the course fulfills in the GE patterns, however, the RCCD GE pattern has since been revised, and CSUGE and IGETC are being replaced with CalGETC. GE areas are not a required element of the COR. Is the committee comfortable with that content being removed from the COR?
 - b. Kelly Douglass Where would students find GE information?
 - i. Bryan Medina The college catalog.
 - c. Kelly Douglass Do counselors use that information from the COR?
 - i. Nick Franco Counselors do not reference the GE areas listed on the COR.
 - d. The committee agreed GE information can be removed from the COR.
- 7. Open Forum
 - a. None.
- 8. Public Comment for all items on or not otherwise on the agenda.
 - a. None.

Adjournment: 5:02pm

Technical Review Notes Proposals and Notes for 09/3/2024

Courses						
Course Delet	<u>tions</u>	MNR	Action	Doualass	Johnson	Sinigaglia
CIS 28A Awaiting MOV	MS Access Programming Computer Applications Program.		Hold	Υ	Υ	Υ
CSC 28A Awaiting MOV	MS Access Programming Computer Applications Program.		Hold	Υ	Υ	Υ
•	Assessment Based Management d the course is being deleted because Title 4 has been update ad to be adjusted.	✓ □ □ ed and so	Approved	Υ	Υ	Υ
JOU 12 Holding for the	Photojournalism e RIV Journalism ADT.		Hold	Υ	Υ	Υ
Course Inclu	<u>sions</u>	MNR	Action			
ART 19	Experimental Methods & Materials		Approved	Υ	Υ	Υ
Course Majo	or Modifications	MNR	Action			
сом з	Critical Thinking, Argumentative Writing, and Debate		Approved	Υ	Υ	Υ
COM 7	Oral Interpretation of Literature	V V	Approved	Υ	Υ	Υ
COM 9	Interpersonal Communication	V V	Approved	Υ	Υ	Υ
ELC 11	DC Electronics		Approved	Υ	Υ	Υ
ELC 13	AC Electronics		Approved	Υ	Υ	Υ
ELE 11	DC Electronics		Approved	Υ	Υ	Υ
ELE 13	AC Electronics		Approved	Υ	Υ	Υ
ELE 26	Microcontrollers		Approved	Υ	Υ	Υ
ELE 28	MultiSim CAD & PCB Design/Fab		Approved	Υ	Υ	Υ
EMS 50	Emergency Medical Technician	V	Approved	Υ	Υ	Υ
EMS 51	Emergency Medical Services-Basic Clinical/Field	V	Approved	Υ	Υ	Υ
EMS 59	Paramedic Preparation	V	Approved	Υ	Υ	Υ

ourses						
ourse Majo	or Modifications	MNR	Action	Doualass	Johnson	Sinigaglia
EMS 60	Patient Assessment and Airway Management	V	Approved	Υ	Υ	Υ
EMS 70	Trauma Management	V	Approved	Υ	Υ	Υ
EMS 71	Clinical Medical Specialty I	V	Approved	Υ	Υ	Υ
EMS 80	Medical Emergencies	V	Approved	Υ	Υ	Υ
EMS 81	Special Populations	V	Approved	Υ	Υ	Υ
EMS 82	Special Topics	V	Approved	Υ	Υ	Υ
EMS 83	Clinical Medical Specialty II	V	Approved	Υ	Υ	Υ
EMS 91	Paramedic Field Internship	V	Approved	Υ	Υ	Υ
FIT R10	Fire Fighter Rescue and Rapid Intervention Crew (RIC) Operations	V	Hold	Υ	Υ	Υ
No minutes, re	epeatability should be checked.					
FIT R3 No minutes, re	Common Passenger Vehicle Rescue Technician epeatability should be checked.		Hold	Υ	Υ	Υ
FIT R4 No minutes, re	Rope Rescue Awareness Operations epeatability should be checked.		Hold	Υ	Υ	Υ
FIT S3B No minutes, re	Firefighter I Academic Capstone & Skills Testing epeatability should be checked.		Hold	Υ	Υ	Υ
GEG 8	Introduction to Geographic Information Systems, with Lab	V V	Approved	Υ	Υ	Υ
	Human Services Work Experience HMS specific. The hours do not match the new requirements urses (54 hours per unit). Minutes may need to be clarified.	✓ □ □ for work	Hold	Υ	Υ	Υ
JOU 1 No District Disc	Introduction to Journalism cipline minutes.	V V	Approved	Υ	Υ	Υ
-	Baseball Fundamentals, Defensive atable, but is this truly a varsity course? Repeatability is for the conditioning, so it is not clear that this qualifies for the repea		Hold	Υ	Υ	Υ
-	Baseball Fundamentals, Offensive atable, but is this truly a varsity course? Repeatability is for the conditioning, so it is not clear that this qualifies for the repea		Hold	Υ	Υ	Υ
MUS 29	Concert Choir	V V	Approved	Υ	Υ	Υ
MUS 3	Fundamentals of Music	V V	Approved	Υ	Υ	Υ

Courses						
Course Majo	<u>r Modifications</u>	MNR	Action	Doualass	Johnson	Sinigaglia
MUS P76	Advanced Piano Ensemble		Approved	Υ	Υ	Υ
Course Mino	or Modifications	M N R	Action			
ACC 65	QuickBooks Accounting		Approved	Υ	Υ	Υ
ACC 66 No objectives;	Non-Profit and Governmental Accounting Needs to be relaunched as a major mod.		Return to Draft	Υ	Υ	Υ
ADM 1	Introduction to Applied Digital Media and Printing	V V	Approved	Υ	Υ	Υ
ADM 2A	Color Systems and File Management	V V	Approved	Υ	Υ	Υ
ADM 2B	Color Printing Systems and Color Management		Approved	Υ	Υ	Υ
ADM 55	Business Management for Graphic Communications	V V	Approved	Υ	Υ	Υ
ADM 62	Typography and Graphic Design	V V	Approved	Υ	Υ	Υ
ADM 63A	Design For Print Publication	V V	Approved	Υ	Υ	Υ
ADM 63B	Design for Electronic Publication	V V	Approved	Υ	Υ	Υ
ADM 67	Multimedia Animation	V V	Approved	Υ	Υ	Υ
ADM 68A	3D Animation with Maya I		Approved	Υ	Υ	Υ
ADM 68B	3D Animation with Maya II		Approved	Υ	Υ	Υ
ADM 69A	Motion Graphics and Special Effects with After Effects		Approved	Υ	Υ	Υ
ADM 69B	Motion Graphics and Special Effects with After Effects, Advanced		Approved	Υ	Υ	Υ
ADM 70	Project Production and Portfolio		Approved	Υ	Υ	Υ
ADM 71A	Adobe Photoshop for Image Manipulation	V V	Approved	Υ	Υ	Υ
ADM 71B	Adobe Photoshop, Advanced	V V	Approved	Υ	Υ	Υ
ADM 74A	Web Design		Approved	Υ	Υ	Υ
ADM 74B	Web Design II		Approved	Υ	Υ	Υ
ADM 77A	Adobe Illustrator for Graphic Art	V V	Approved	Υ	Υ	Υ
ADM 77B	Adobe Illustrator, Advanced	✓ □ ✓	Approved	Υ	Υ	Υ

ourses						
ourse Mino	or Modifications	MNR	Action	Douglass	Johnson	Sinigaglia
ADM 801	Design Process for Graphic Design and Printing Entrepreneur		Approved	Υ	Υ	Υ
ADM 802	Adobe Illustrator for Graphic Design and Printing Entrepreneur		Approved	Υ	Υ	Υ
ADM 803	Adobe Photoshop for Graphic Design and Printing Entrepreneur		Approved	Υ	Υ	Υ
ADM 804	Promotional Printing for Graphic Design and Printing Entrepreneur		Approved	Υ	Υ	Υ
ADM 84B	Screen Printing, Advanced		Approved	Υ	Υ	Υ
ADM 85A	Commercial Printing		Approved	Υ	Υ	Υ
ADM 85B	Commercial Printing, Advanced		Approved	Υ	Υ	Υ
DAN 13 Faculty will pro	Pilates Methodology ovide new minutes		Approved	Υ	Υ	Υ
DAN 14 Faculty will pro	Internship in Pilates Education and Teaching ovide new minutes		Approved	Υ	Υ	Υ
KIN 23	Volleyball Coaching Theory		Approved	Υ	Υ	Υ
KIN 34	Softball Theory		Approved	Υ	Υ	Υ
KIN 42	Lifeguarding/Title 22 First Aid/Water Safety Instructor		Approved	Υ	Υ	Υ
KIN A11	Tennis, Beginning		Approved	Υ	Υ	Υ
KIN A12	Tennis, Intermediate		Approved	Υ	Υ	Υ
KIN A13	Tennis, Advanced		Approved	Υ	Υ	Υ
KIN A20	Golf, Beginning		Approved	Υ	Υ	Υ
KIN A21	Golf, Intermediate		Approved	Υ	Υ	Υ
KIN A67	Volleyball, Beginning		Approved	Υ	Υ	Υ
KIN A68	Volleyball, Intermediate		Approved	Υ	Υ	Υ
KIN A69	Volleyball, Advanced		Approved	Υ	Υ	Υ
KIN V05	Baseball, Varsity, Men		Approved	Υ	Υ	Υ
MAG 41	Leadership, Trust, and Emotional Intelligence		Approved	Υ	Υ	Υ
MAG 51	Elements of Supervision	V V	Approved	Υ		Υ

ourses						
ourse Mind	or Modifications	MNR	Action	Doudlass	Johnson	Sinigaglia
MAG 56	HRM: Human Resources Management	V V	Approved	Υ	Υ	Υ
MUS 12	Applied Piano II		Approved	Υ	Υ	Υ
MUS 32A	Class Piano I	V V	Approved	Υ	Υ	Υ
MUS 32B	Class Piano II	V V	Approved	Υ	Υ	Υ
MUS 32C	Class Piano III	V V	Approved	Υ	Υ	Υ
MUS 32D	Class Piano IV	V V	Approved	Υ	Υ	Υ
MUS 36	Instrumental Chamber Ensembles	V V	Approved	Υ	Υ	Υ
MUS 54	Community Jazz Ensemble		Approved	Υ	Υ	Υ
MUS 58	Gospel Choir	V V	Approved	Υ	Υ	Υ
MUS 79	Applied Music II		Approved	Υ	Υ	Υ
PSY 35	Abnormal Psychology	V V	Approved	Υ	Υ	Υ
PSY 35H	Honors Abnormal Psychology	V V	Approved	Υ	Υ	Υ
WEL 115A	SMAW/GMAW Pipe Welding Fundamentals		Approved	Υ	Υ	Υ
WEL 20	Blueprint Reading for Welders		Approved	Υ	Υ	Υ
WEL 22	Plate and Structural Layout		Approved	Υ	Υ	Υ
WEL 24	Pipe Fitting for the Trades		Approved	Υ	Υ	Υ
WEL 26	Pipe Layout		Approved	Υ	Υ	Υ
WEL 65A	Beginning Shielded Metal Arc Welding		Approved	Υ	Υ	Υ
WEL 65B	Advanced Shielded Metal Arc Welding		Approved	Υ	Υ	Υ
WEL 75A	Gas Metal Arc Welding		Approved	Υ	Υ	Υ
WEL 75B	Flux Cored Arc Welding (FCAW)		Approved	Υ	Υ	Υ
WEL 85A	American Welding Society/Los Angeles City Welding I		Approved	Υ	Υ	Υ
WEL 85B	American Welding Society/Los Angeles City Welding II		Approved	Υ	Υ	Υ
WEL 95A Texts are from	Introduction to Gas Tungsten Arc Welding 2015, but this is not a transferable course		Approved	Υ	Υ	Υ
WEL 95B	Advanced Gas Tungsten Arc Welding (GTAW) 2015, but this is not a transferable course		Approved	Υ	Υ	Υ

Courses						
Distance Edu	<u>ication</u>	MNR	Action	Doualass	Johnson	Sinigaglia
CIS 71DE	UX/UI Web Design		Approved	Υ	Υ	Υ
ELE 23DE All ELE and MA	Electronic Devices and Circuits N DE proposals to be held one more time to verify document	□ 🗸 🗆 tation.	Hold	Υ	Υ	Υ
ELE 25DE	Digital Techniques		Hold	Υ	Υ	Υ
ELE 26DE	Microcontrollers		Hold	Υ	Υ	Υ
ELE 28DE	MultiSim CAD & PCB Design/Fab		Hold	Υ	Υ	Υ
ELE 76DE	Low Voltage Wiring and Alternate Energy Generation		Hold	Υ	Υ	Υ
ELE 77DE	Electrical Theory for Electricians		Hold	Υ	Υ	Υ
ELE 811DE	DC Electronics		Hold	Υ	Υ	Υ
ELE 813DE	AC Electronics		Hold	Υ	Υ	Υ
ELE 823DE	Electronic Devices and Circuits		Hold	Υ	Υ	Υ
ELE 825DE	Digital Techniques		Hold	Υ	Υ	Υ
ELE 828DE	MultiSim CAD & PCB Design/Fab		Hold	Υ	Υ	Υ
MAN 10DE	Manufacturing Basic Operations		Hold	Υ	Υ	Υ
MAN 11DE	Manufacturing Advanced Operations		Hold	Υ	Υ	Υ
MAN 12DE	Robot Systems Basic Operations		Hold	Υ	Υ	Υ
MAN 13DE	Robot Systems Advanced Operations		Hold	Υ	Υ	Υ
MAN 15DE	Industry 4.0 Total Productive Maintenance		Hold	Υ	Υ	Υ
istance Edu	cation Modifications	MNR	Action			
ELE 11DE	DC Electronics		Hold	Υ	Υ	Υ
ELE 13DE	AC Electronics		Hold	Υ	Υ	Υ
lew Courses		MNR	Action			
ADM 66 Holding for mir	Visual Storytelling nutes and clean up.		Hold	Υ	Υ	Υ

Courses							
New Courses		MNR	Action	Douglass	Johnson	Sinigaglia	
ADM 83 Holding for minute	Packaging Design es and clean up.		Hold	Υ	Υ	Υ	
AHS 61 Needs to be held a	Independent Study awaiting the finalized Board Policy.		Hold	Υ	Υ	Υ	
ELE 811	DC Electronics		Approved	Υ	Υ	Υ	
ELE 813	AC Electronics		Approved	Υ	Υ	Υ	
ELE 823	Electronic Devices and Circuits		Approved	Υ	Υ	Υ	
ELE 825	Digital Techniques		Approved	Υ	Υ	Υ	
ELE 828	MultiSim CAD & PCB Design/Fab		Approved	Υ	Υ	Υ	
ELE 876 Returned to draft	Low Voltage Wiring and Alternate Energy Generation for faculty to revise.		Removed from Agenda	Υ	Υ	Υ	
ELE 877 Returned to draft	Electrical Theory for Electricians for faculty to revise.		Removed from Agenda	Υ	Υ	Υ	
EMS 95 Formatting issues.	Mobile Intensive Care Nurse (MICN)	V	Approved	Υ	Υ	Υ	
FIT C20 No minutes. Uses	ICS 200: Basic Incident Command System for Initial Response activity hours. Repeatability should be checked.	V	Hold	Υ	Υ	Υ	
FIT S131B Lists no grade as a	Firefighter Survival n option.	V	Hold	Υ	Υ	Υ	
FIT S3B2 Lists no grade as a	Fire Control 4A: Ignitable Liquids and Gases Awareness/Operations n option. Repeatability should be checked.	V	Hold	Υ	Υ	Υ	
FIT S3B3 Lists no grade as a	Fire Control 4B: Ignitable Liquids and Gases Technician n option. Repeatability should be checked.		Hold	Υ	Υ	Υ	
MAN 10 Returned to Draft	Manufacturing Basic Operations for faculty revisions.		Removed from Agenda	Υ	Υ	Υ	
MAN 11 Returned to Draft	Manufacturing Advanced Operations for faculty revisions.		Removed from Agenda	Υ	Υ	Υ	
MAN 12 Returned to Draft	Robot Systems Basic Operations for faculty revisions.		Removed from Agenda	Υ	Υ	Υ	
MAN 13 Returned to Draft	Robot Systems Advanced Operations for faculty revisions.		Removed from Agenda	Υ	Υ	Υ	
MAN 15 Returned to Draft	Industry 4.0 Total Productive Maintenance for faculty revisions.		Removed from Agenda	Υ	Υ	Υ	

Courses						
New Courses	5	MNR	Action	Douglass	Johnson	Sinigaglia
MUS P42	Symphonic Winds		Approved	Υ	Υ	Υ
General Ed	ucation					
General Educ	cation Modifications	MNR	Action			
ADM 63A Holding for rev	Design For Print Publication ised proposal.	V V	Hold	Υ	Υ	Υ
ADM 84A Holding for rev	Screen Printing ised proposal.	V V	Hold	Υ	Υ	Υ
ADM 85A Holding for rev	Commercial Printing ised proposal.	V V	Hold	Υ	Υ	Υ
Programs						
New Program	<u>ms</u>	MNR	Action			
Certificate						
MAN Awaiting Regio revised.	Robotics Specialist nal Consortium Recommendation. Catalog Description should	☐ ☑ ☐	Hold	Υ	Υ	Υ
Program Mo	<u>difications</u>	MNR	Action			
ADT						
ADJ	Administration of Justice		Approved	Υ	Υ	Υ
ANT	Anthropology		Approved	Υ	Υ	Υ
BIO	Environmental Science	V	Approved	Υ	Υ	Υ
BUS	Business Administration 2.0		Approved	Υ	Υ	Υ
EAR	Child and Adolescent Development		Approved	Υ	Υ	Υ
EAR	Child and Adolescent Development		Approved	Υ	Υ	Υ
ECO	Economics	V	Approved	Υ	Υ	Υ
ECO	Economics		Approved	Υ	Υ	Υ

rogram	s					
	<u>Modifications</u>	MNR	Action	Doudlass	Johnson	Sinigaglia
DT	Kingsiology		Approved	V		
KIN	Kinesiology		Approved	Υ	Υ	Υ
KIN	Kinesiology		Approved	Υ	Υ	Υ
MAT	Mathematics		Approved	Υ	Υ	Υ
POL	Political Science	✓ □ □	Approved	Υ	Υ	Υ
POL	Political Science		Approved	Υ	Υ	Υ
PSY	Psychology		Approved	Υ	Υ	Υ
soc	Sociology	V	Approved	Υ	Υ	Υ
soc	Sociology		Approved	Υ	Υ	Υ
_	American Studies nutes from RIV and NOR; Faculty indicated that RIV a	✓ ✓ ✓ and NOR faculty have	Hold	Υ	Υ	Υ
	Humanities, Philosophy and Art nutes from RIV and NOR; Faculty indicated that RIV and Kelly will reach out to obtain minutes.	and NOR faculty have	Hold	Υ	Υ	Υ
_	Social & Behavioral Studies nutes from RIV and NOR; Faculty indicated that RIV a ed. Kelly will reach out to obtain minutes.	and NOR faculty have	Hold	Υ	Υ	Υ
ertificate						
EMS	Emergency Medical Technician		Approved	Υ	Υ	Υ
HMS Holding to 0	Drug and Alcohol Studies clarify WKX/HMS-200.	V	Hold	Υ	Υ	Υ
MUS	Music Performance		Approved	Υ	Υ	Υ
egree						
MUS	Music		Approved	Υ	Υ	Υ
14103	Music					
egree & Cer					<u> </u>	