District Technical Review Committee
Meeting Minutes

Tuesday, September 17, 2024   **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)	☒ 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: Amy Blandford, Angela Burrell	

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: B. Johnson; Second: K. Douglass
   Approved, Unanimous

2. Approval of Minutes – September 3, 2024
   Motion: B. Johnson; Second: K. Douglass
   Approved, Unanimous

Action Items

1. Curriculum Proposals

Discussion Items and Public Comment

1. District Discipline Facilitators List – Steven Schmidt
   a. Some disciplines in Meta have two facilitators. Is this an issue?
   b. Kelly Douglass – Can create confusion when the colleges don't necessarily agree about something.
      i. Steven Schmidt – If there's one person and there's disagreement within the discipline, it helps.
   c. Brian Johnson – Isn't their sole role to just say if their discipline supports the proposal or not?

      i. Kelly Douglass – Yes, and they should attach minutes beforehand that affirm the discipline's vote.

  d. Kelly Douglass – There should be a district-wide discipline discussion if that's what they want and they should affirm the choice is intentional.

  e. Nick Sinigaglia – Is the role defined somewhere?

      i. Kelly Douglass – No, there's no compensation and it's not a contractual role. It exists primarily as a curriculum function.

  f. Nick Sinigaglia – Are the facilitators used on the equivalency committees?

      i. Brian Johnson – Facilitators for HR could be different people. May not need to be the same as the curriculum facilitators.

2. AB1111 – Bryan Medina

  a. The committee reviewed the approval timeline and agreed to special DCC at 4:30pm on Oct. 22 to review AB 1111 courses only. The committee agreed that when discipline codes are updated in Meta, it will be a blanket update to all proposals in the system for that discipline (historical, draft, in review, etc.). Requisites and entrance skill links can be fixed clerically. The STAT discipline will also be created in Meta, using the Mathematics minimum qualification.

  b. Kelly Douglass – There is some special concern regarding COM-1 as it is the only course for CalGETC Area 1C. Additionally, the CCN template requires public speaking to a live audience that is faculty supervised. There is some concern within the discipline about how this is delivered in online and hybrid courses. It seems this can be locally defined and the recommendation was to write the COM-1 COR according to the content they teach. The method of delivery for online and hybrid sections belongs in the DE addendum, not the COR we will submit for CCN.

  c. Nick Sinigaglia – How do we enter this into Meta? How do we label things part 1 or part 2?

      i. Kelly Douglass – One place where there shouldn't be any label is in the description as it is student facing. It should be the Part 1 language, followed immediately by the Part 2 language. In all the other places it is worth keeping the labels. Instead of Part 1, label it as "CCN Required Language" and "Local College Language"

      ii. Steven Schmidt – Label objectives ending with parentheses, such as "(CCN Required)"

      iii. Kelly Douglass – Do not use the word "optional." We do not want to indicate that a part of the COR is not required.

  d. Brian Johnson – What is happening with C-ID approvals?

      i. Kelly Douglass – Approvals remain intact for now.

      ii. Brian Johnson – When they do the modification, if there's an objective that is not in the CCN template, but it's on the C-ID, should they still put it in part 2?

      iii. Kelly Douglass – They should discuss this with the Articulation Officer.

  e. Kelly Douglass – Faculty were concerned about the equity language they developed that is not in CCN templates. At the college level, if that is something the discipline is committed to, it should remain in the COR in part 2.

  f. Nick Sinigaglia – At Norco, there is significant interest in combining 12 and 112. There's a CCN template for C1000E. Can they create a new course using that template?

      i. Kelly Douglass – They cannot submit the course for CCN now. You can only submit CCN templates for existing approved courses.

      ii. Ellen Brown-Drinkwater – You can do it in the future. You can do a new COR, and after it is approved with full articulation, then you can submit for CCN.

3. Open Forum
   a. Nick Sinigaglia – At MVC, we've had trouble with programs being approved without faculty updating the program map. Is that something that should come to curriculum?
      i. Kelly Douglass – No, that work is done by the discipline and counselors. It is not our charge.
      ii. Casandra Greene – At Riverside, there is a coordinator who works with faculty on the program maps.

   b. Nick Sinigaglia – Any concerns regarding stacked courses?
      i. Casandra Greene – For honors or dual enrollment, that information is codified in scheduling in the comments that indicate what the section is for. That is through right of assignment.
      ii. Kelly Douglass – Faculty should read the HTCC agreement very carefully. An honors course should never be just additional work for the students.

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

Adjournment: 3:59pm

Technical Review Notes

Proposals and Notes for 09/17/2024

Courses

Course Deletions

		M	N	R	Action	Douglass	Johnson	Sinigaglia
CIS 28A	MS Access Programming	☐	☐	☑	Approved	Y	Y	Y
CSC 28A	MS Access Programming	☐	☐	☑	Approved	Y	Y	Y
JOU 12	Photojournalism	☐	☐	☑	Hold	Y	Y	Y

Holding for the RIV Journalism ADT.

Course Inclusions

		M	N	R	Action	Douglass	Johnson	Sinigaglia
EDU 1	Introduction to Elementary Classroom Teaching	☐	☑	☐	Approved	Y	Y	Y

Course Major Modifications

		M	N	R	Action	Douglass	Johnson	Sinigaglia
FIT R10	Fire Fighter Rescue and Rapid Intervention Crew (RIC) Operations	☑	☐	☐	Hold	Y	Y	Y

No minutes, repeatability should be checked.

FIT R2A	Confined Space Rescue, Awareness Level	☑	☐	☐	Hold	Y	Y	Y
FIT R3	Common Passenger Vehicle Rescue Technician	☑	☐	☐	Hold	Y	Y	Y

No minutes, repeatability should be checked.

FIT R4	Rope Rescue Awareness Operations	☑	☐	☐	Hold	Y	Y	Y

No minutes, repeatability should be checked.

FIT S3	Basic Fire Fighter Academy	☑	☐	☐	Hold	Y	Y	Y
FIT S3B	Firefighter I Academic Capstone & Skills Testing	☑	☐	☐	Hold	Y	Y	Y

No minutes, repeatability should be checked.

HMS 200	Human Services Work Experience	☑	☐	☐	Hold	Y	Y	Y

Course is now HMS specific. The hours do not match the new requirements for work experience courses (54 hours per unit). Minutes may need to be clarified.

KIN 26	Foundations of Coaching	☐	☐	☑	Approved	Y	Y	Y
KIN 27	Football Theory	☐	☐	☑	Approved	Y	Y	Y
KIN A28	Swimming, Beginning	☐	☐	☑	Approved	Y	Y	Y
KIN A29	Swimming, Intermediate	☐	☐	☑	Approved	Y	Y	Y
KIN A30	Swimming, Advanced Skills and Conditioning	☐	☐	☑	Approved	Y	Y	Y

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

Courses

Course Major Modifications

		M	N	R	Action	Douglass	Johnson	Sinigaglia
KIN V12	Cross Country, Varsity, Women	☐ ☑ ☑			Approved	Y	Y	Y
KIN V14	Track and Field, Varsity, Women	☐ ☐ ☑			Approved	Y	Y	Y
KIN V26	Song/Cheerleading	☐ ☐ ☑			Approved	Y	Y	Y
KIN V33	Track and Field Techniques: Running Event Techniques	☐ ☐ ☑			Approved	Y	Y	Y
KIN V50	Baseball Fundamentals, Defensive	☐ ☐ ☑			Approved	Y	Y	Y

Based on the description, is a student a part of the team if they are taking this class?
Are the courses repeatable at CSU?

		M	N	R	Action	Douglass	Johnson	Sinigaglia
KIN V51	Baseball Fundamentals, Offensive	☐ ☐ ☑			Approved	Y	Y	Y

Based on the description, is a student a part of the team if they are taking this class?
Are the courses repeatable at CSU?

		M	N	R	Action	Douglass	Johnson	Sinigaglia
KIN V71	Women's Beach Volleyball	☐ ☐ ☑			Approved	Y	Y	Y
KIN V78	Long Distance Running	☐ ☑ ☑			Approved	Y	Y	Y
KIN V92	Weight Training, Varsity Athletes	☐ ☐ ☑			Approved	Y	Y	Y

Course Minor Modifications

		M	N	R	Action	Douglass	Johnson	Sinigaglia
ADM 84A	Screen Printing	☐ ☐ ☑			Approved	Y	Y	Y
KIN A62	Flag Football	☑ ☑ ☑			Approved	Y	Y	Y
KIN A75B	Walking for Fitness: Intermediate	☑ ☑ ☑			Approved	Y	Y	Y
KIN V01	Cross Country, Varsity, Men	☐ ☑ ☑			Approved	Y	Y	Y
KIN V06	Track and Field, Varsity, Men	☐ ☐ ☑			Approved	Y	Y	Y
KIN V27	Stunt	☐ ☐ ☑			Approved	Y	Y	Y

Distance Education

		M	N	R	Action	Douglass	Johnson	Sinigaglia
ELE 23DE	Electronic Devices and Circuits	☐ ☑ ☐			Approved	Y	Y	Y
ELE 25DE	Digital Techniques	☐ ☑ ☐			Approved	Y	Y	Y
ELE 26DE	Microcontrollers	☐ ☑ ☐			Approved	Y	Y	Y
ELE 28DE	MultiSim CAD & PCB Design/Fab	☐ ☑ ☐			Approved	Y	Y	Y

Courses

Distance Education

		M N R	Action	Douglass	Johnson	Sinigaglia
ELE 76DE	Low Voltage Wiring and Alternate Energy Generation	☐ ☑ ☐	Approved	Y	Y	Y
ELE 77DE	Electrical Theory for Electricians	☐ ☑ ☐	Approved	Y	Y	Y
ELE 811DE	DC Electronics	☐ ☑ ☐	Approved	Y	Y	Y
ELE 813DE	AC Electronics	☐ ☑ ☐	Approved	Y	Y	Y
ELE 823DE	Electronic Devices and Circuits	☐ ☑ ☐	Approved	Y	Y	Y
ELE 825DE	Digital Techniques	☐ ☑ ☐	Approved	Y	Y	Y
ELE 828DE	MultiSim CAD & PCB Design/Fab	☐ ☑ ☐	Approved	Y	Y	Y
MAN 10DE DE form is not attached.	Manufacturing Basic Operations	☐ ☑ ☐	Hold	Y	Y	Y
MAN 11DE DE form is not attached.	Manufacturing Advanced Operations	☐ ☑ ☐	Hold	Y	Y	Y
MAN 12DE DE form is not attached.	Robot Systems Basic Operations	☐ ☑ ☐	Hold	Y	Y	Y
MAN 13DE DE form is not attached.	Robot Systems Advanced Operations	☐ ☑ ☐	Hold	Y	Y	Y
MAN 15DE DE form is not attached.	Industry 4.0 Total Productive Maintenance	☐ ☑ ☐	Hold	Y	Y	Y

Distance Education Modifications

		M N R	Action	Douglass	Johnson	Sinigaglia
ELE 11DE	DC Electronics	☐ ☑ ☐	Approved	Y	Y	Y
ELE 13DE	AC Electronics	☐ ☑ ☐	Approved	Y	Y	Y

New Courses

		M N R	Action	Douglass	Johnson	Sinigaglia
ADM 66	Visual Storytelling	☐ ☐ ☑	Approved	Y	Y	Y
ADM 83	Packaging Design	☐ ☐ ☑	Approved	Y	Y	Y
AHS 61 Needs to be held awaiting the finalized Board Policy.	Independent Study	☐ ☑ ☐	Hold	Y	Y	Y
ELE 30 Is there content overlap with 31 and 32?	Introduction to Biomedical Equipment	☐ ☑ ☐	Hold	Y	Y	Y

Courses

New Courses

		M	N	R	Action	Douglass	Johnson	Sinigaglia
ELE 31	**Troubleshooting Theory and Methodology**	☐	☑	☐	**Hold**	Y	Y	Y
Is there content overlap?								
ELE 32	**Troubleshooting and repair Biomedical life support equipment**	☐	☑	☐	**Hold**	Y	Y	Y
Is there content overlap? Some of the content appears to be instruction on how to use devices with patients. What program is this course a part of?								
ELE 823	**Electronic Devices and Circuits**	☐	☑	☐	**Approved**	Y	Y	Y
Grading, repeatability, minutes. Brian will review with faculty.								
ELE 825	**Digital Techniques**	☐	☑	☐	**Approved**	Y	Y	Y
Grading, repeatability, minutes. Brian will review with faculty.								
ELE 826	**Microcontrollers**	☐	☑	☐	**Approved**	Y	Y	Y
Grading, repeatability, minutes. Brian will review with faculty.								
ELE 828	**MultiSim CAD & PCB Design/Fab**	☐	☑	☐	**Approved**	Y	Y	Y
Grading, repeatability, minutes. Brian will review with faculty.								
FIT C19	**Introduction to Wildland Fire Behavior**	☑	☐	☐	**Hold**	Y	Y	Y
Grading, repeatability.								
FIT C20	**ICS 200: Basic Incident Command System for Initial Response**	☑	☐	☐	**Hold**	Y	Y	Y
No minutes. Uses activity hours. Repeatability should be checked.								
FIT S130	**Firefighter Training**	☑	☐	☐	**Hold**	Y	Y	Y
Grading, repeatability.								
FIT S131	**Firefighter Type 1**	☑	☐	☐	**Hold**	Y	Y	Y
Grading, repeatability.								
FIT S131B	**Firefighter Survival**	☑	☐	☐	**Hold**	Y	Y	Y
Lists no grade as an option.								
FIT S3B2	**Fire Control 4A: Ignitable Liquids and Gases Awareness/Operations**	☑	☐	☐	**Hold**	Y	Y	Y
Lists no grade as an option. Repeatability should be checked.								
FIT S3B3	**Fire Control 4B: Ignitable Liquids and Gases Technician**	☑	☐	☐	**Hold**	Y	Y	Y
Lists no grade as an option. Repeatability should be checked.								
FIT S3B4	**Fire Control 6: Wildland Fire Fighting Essentials**	☑	☐	☐	**Hold**	Y	Y	Y
Grading, repeatability.								
MAN 10	**Manufacturing Basic Operations**	☐	☑	☐	**Hold**	Y	Y	Y
Department minutes missing.								
MAN 11	**Manufacturing Advanced Operations**	☐	☑	☐	**Hold**	Y	Y	Y
Department minutes missing. Description could be revised.								

Courses

New Courses

	M N R	Action	Douglass	Johnson	Sinigaglia
MAN 12 **Robot Systems Basic Operations** Department minutes missing.	☐ ☑ ☐	**Hold**	Y	Y	Y
MAN 13 **Robot Systems Advanced Operations** Department minutes missing.	☐ ☑ ☐	**Hold**	Y	Y	Y
MAN 15 **Industry 4.0 Total Productive Maintenance** Department minutes missing.	☐ ☑ ☐	**Hold**	Y	Y	Y

Disciplines

Discipline Inclusions

	M N R	Action	Douglass	Johnson	Sinigaglia
EDU **Education**	☐ ☑ ☐	**Approved**	Y	Y	Y

General Education

General Education Modifications

	M N R	Action	Douglass	Johnson	Sinigaglia
ADM 63A **Design For Print Publication** Returning to draft at faculty request.	☑ ☑ ☑	**Return to Draft**	Y	Y	Y
ADM 84A **Screen Printing** Returning to draft at faculty request.	☑ ☑ ☑	**Return to Draft**	Y	Y	Y
ADM 85A **Commercial Printing** Returning to draft at faculty request.	☑ ☑ ☑	**Return to Draft**	Y	Y	Y

Programs

New Programs

	M N R	Action	Douglass	Johnson	Sinigaglia
Certificate					
MAN **Robotics Specialist** Holding for MAN courses.	☐ ☑ ☐	**Hold**	Y	Y	Y

Programs

Program Modifications

			M N R	Action	Douglass	Johnson	Sinigaglia
ADT							
ANT	Anthropology		☐ ☐ ☑	**Approved**	Y	Y	Y
CHE	Chemistry		☐ ☐ ☑	**Approved**	Y	Y	Y
MUS	Music		☐ ☐ ☑	**Approved**	Y	Y	Y
AOE							
	American Studies		☑ ☑ ☑	**Approved**	Y	Y	Y
	Humanities, Philosophy and Art		☑ ☑ ☑	**Approved**	Y	Y	Y
	Social & Behavioral Studies		☑ ☑ ☑	**Approved**	Y	Y	Y
Certificate							
HMS	Drug and Alcohol Studies		☑ ☐ ☐	**Hold**	Y	Y	Y
Holding to clarify WKX/HMS-200.							
Degree & Certificate							
CIS	Computer Applications		☑ ☐ ☐	**Approved**	Y	Y	Y