District Technical Review Committee
Meeting Minutes

Tuesday, November 19, 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: Janet Lehr, Jennifer Corr, Sean Drake	

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 by Kelly Douglass

Agenda and Minutes

1. Approval of Agenda
   Motion: Sinigaglia; Second: Johnson
   Approved, Unanimous

2. Approval of Minutes – November 5, 2024
   Motion: Sinigaglia; Second: Johnson
   Approved, Unanimous

Action Items

1. Curriculum Proposals

2. Upper-Division Approval Process
   a. Nick Sinigaglia revised the approval process draft from the recommendations from the first read. What faculty will submit in January is a general overview of the process for conceptual approval.
   b. Kelly Douglass – Question about first bulleted list that states "Must have one or more."
      i. Nick Sinigaglia – This is an embellishment of the PCAH definition and language from Solano College, which also states "one or more."
   c. Kelly Douglass – Upper division general education have three criteria listed, one of which is restricted enrollment. Should major courses also have restricted enrollment?
      i. Nick Sinigaglia – Yes.

      ii.   Kelly Douglass – Can add "…as verified by curriculum and are limited to students in the baccalaureate program." The upper division courses should all have a limitation on enrollment.

      iii. Eric Bishop – Would you add a lower division prerequisite?

      iv. Kelly Douglass – You could, but this could still result in students accidentally enrolling into the course. Students should be flagged as a member of the program in order to enroll.

d. Motion to approve the language as amended: Johnson; Second: Sinigaglia
  i. Discussion:
  ii. One approved, where does the document go next?
    1. The committee agreed that the document could be added as an addendum to the handbook, but that the handbook should ultimately be revised. It should also be taken to Senate in December. Nick Sinigaglia will submit the document to the Senate and ask for it to be listed on the agenda as an action item.
  iii. Approved, Unanimous

e. Motion to adopt the document as an addendum to the handbook: Sinigaglia; Second: Johnson
  i. Approved, Unanimous

Discussion Items and Public Comment

1. WKX Plan – Curriculum Chairs
    a. Kelly Douglass – The point of the WKX regulations is to allow credit and noncredit to have a work experience component and to update the parameters around work experience so it aligns with a traditional lecture course. In the guidance memo from the State, there are areas of responsibility. For curriculum, our concern is the change in hours.
    b. Kelly Douglass – A previous question we didn't understand is if the hours are considered lecture or lab. An IDC said it is listed as work experience in Colleague.
      i. Casandra Greene – Historically the 18 hours have been one-on-one because it's different prep. It is also listed as overload in the contract.
    c. Thea Quigley – If the course offers 18 hours of orientation and coaching and more are needed, could that be done at the job site?
      i. Kelly Douglass – There would be a course-by-course allowance and could be a discipline decision.
      ii. Casandra Greene – Historically the 18 hours have been skills development in interviewing, writing applications, cover letters, etc.
      iii. Nick Sinigaglia – Can faculty assign work to the students as a part of the 18 hours?
      iv. Kelly Douglass – Yes, but it should not be excessive.
    d. The committee discussed what the maximum number of units and hours should be through work experience, and the concern that the new regulations allow up to 14 units per term:
      i. Eric Bishop – The student's work schedule is what they are working. This committee would just be deciding what amount of units is permissible.
      ii. Casandra Greene – By allowing a maximum of 14 units, you are not encouraging students to work additional hours, but whatever hours the student is working there is the opportunity to earn units.
      iii. The committee agreed allowing the maximum of 14 units should be permitted.
    e. Kelly Douglass – Once this course passes and goes to board, we should make a generic version for all the WKX classes in the spring.

    f.   Question: How do we regulate students earning too much credit? How do we make sure that students enrolled in two variable unit courses doesn't accidentally work 14 in one and 3 in another?

        i.   Ashley Etchison – In the past we asked students to state if they've taken WKX previously. There is also manual enrollment of students. Forms will have to be updated.

        ii.   Kelly Douglass – If someone is enrolled in HMS-200 and WEL-200, do those talk to each other?

        iii.   Casandra Greene – As a part of the contract, the student is being asked.

        iv.   Nick Sinigaglia – Faculty are going to have to regulate it.

2.   Program Discontinuance – Nick Sinigaglia

    a.   Addressed in curriculum approvals.

    https://rccd.edu/bot/board-policies/chapter-2-academic-affairs/2021.pdf

3.   Open Forum

    a.   None.

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

    a.   None.

Adjournment: 4:49pm

Technical Review Notes
Proposals and Notes for 11/19/2024

Courses

Course Deletions

		M N R	Action	Douglass	Johnson	Sinigaglia
HLS 50	**Developing a Personal Philosophy of Leadership and Ethics**	☑ ☐ ☐	**Hold**	Y	Y	Y
Program is found in the EMHS - Leadership program.						

Course Inclusions

		M N R	Action	Douglass	Johnson	Sinigaglia
BIO 14	**Soil Science and Management**	☐ ☑ ☐	**Approved**	Y	Y	Y
BIO 15	**Soil Science and Management Laboratory**	☐ ☑ ☐	**Approved**	Y	Y	Y

Course Major Modifications

		M N R	Action	Douglass	Johnson	Sinigaglia
ACC 55	**Applied Accounting/Bookkeeping**	☑ ☑ ☑	**Approved**	Y	Y	Y
CAT 55	**Applied Accounting/Bookkeeping**	☑ ☐ ☑	**Approved**	Y	Y	Y
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
ACC 819	**Volunteer Income Tax Assistance Training**	☑ ☐ ☑	**Approved**	Y	Y	Y
CAT 845	**MOSPrep: Microsoft Office Outlook Core Exam Preparation**	☑ ☐ ☑	**Return to Draft**	Y	Y	Y
If there is an advisory, there must also be an entrance skill. The current advisory listed can be stated in the course description. This should be relaunched as a major mod.						
CIS 41B	**Healthcare Information Security & Privacy for Practitioner**	☑ ☐ ☑	**Return to Draft**	Y	Y	Y
Entrance skills need to be reviewed.						
CIS 41D	**Advanced Security Concepts and Practices**	☑ ☐ ☑	**Hold**	Y	Y	Y
Vote was unclear in minutes.						
CIS 62	**Microsoft Access**	☐ ☐ ☑	**Approved**	Y	Y	Y

Courses

Course Minor Modifications

		M	N	R	Action	Douglass	Johnson	Sinigaglia
CSC 62	Microsoft Access	☐	☐	☑	Approved	Y	Y	Y
ELC 77	Electrical Theory for Electricians	☐	☑	☐	Hold	Y	Y	Y
Waiting for MAN-77								
FIT DO1C	Aerial Apparatus Operations	☑	☐	☐	Approved	Y	Y	Y
FIT DO1D	Tillered Apparatus Operations	☑	☐	☐	Approved	Y	Y	Y
FIT DO1E	Wildland Fire Apparatus Driver/Operator	☑	☐	☐	Approved	Y	Y	Y
FIT DO1F	Water Tender Operations	☑	☐	☐	Approved	Y	Y	Y
FIT R7	Trench Rescue Technician	☑	☐	☐	Approved	Y	Y	Y
HUM 35	Philosophy of Religion	☑	☑	☑	Hold	Y	Y	Y
Most recent textbook is 2019, this course is UC transferable. Launch PHI-35 as a minor mod to review the textbooks of both courses.								

Distance Education

		M	N	R	Action	Douglass	Johnson	Sinigaglia
CHE 2ADE	Introductory Chemistry, I	☑	☑	☑	Approved	Y	Y	Y
CHE 2BDE	Introductory Chemistry II	☑	☑	☑	Approved	Y	Y	Y
CHE 3DE	Fundamentals of Chemistry	☑	☑	☑	Approved	Y	Y	Y
CIS 910DE	Introduction to Canvas: Essentials for Online Learning	☐	☐	☑	Return to Draft	Y	Y	Y
Returning to draft for further course development.								
CIS 911DE	Intermediate Canvas: Communicating and Interacting in Canvas	☐	☐	☑	Return to Draft	Y	Y	Y
Returning to draft for further course development.								
CIS 912DE	Advanced Canvas: Assignments and Quizzez	☐	☐	☑	Return to Draft	Y	Y	Y
Returning to draft for further course development.								
MUS 37DE	Class Guitar	☑	☑	☑	Approved	Y	Y	Y

Distance Education Modifications

		M	N	R	Action	Douglass	Johnson	Sinigaglia
PSY 1DE	General Psychology	☑	☑	☑	Approved	Y	Y	Y
PSY 2DE	Biological Psychology	☑	☑	☑	Approved	Y	Y	Y
PSY 35DE	Abnormal Psychology	☑	☑	☑	Approved	Y	Y	Y

Courses

Distance Education Modifications

		M N R	Action	Douglass	Johnson	Sinigaglia
PSY 9DE	Developmental Psychology	☑ ☑ ☑	**Approved**	Y	Y	Y

Extensive Labs

		M N R	Action	Douglass	Johnson	Sinigaglia
MAT 39	Foundations of Calculus I	☑ ☑ ☑	**Approved**	Y	Y	Y

New Courses

		M N R	Action	Douglass	Johnson	Sinigaglia
AHS 61	Independent Study	☐ ☑ ☐	**Return to Draft**	Y	Y	Y

Returning to draft pending board policy approval.

		M N R	Action	Douglass	Johnson	Sinigaglia
CIS 910	Introduction to Canvas: Essentials for Online Learning	☐ ☐ ☑	**Return to Draft**	Y	Y	Y

Concerns about the hours with the amount of content, the purpose of the courses, and the audience of the courses. Faculty notated that these are free courses for the student. Additionally, unclear what noncredit category this course belongs to. Returning to draft for further development.

		M N R	Action	Douglass	Johnson	Sinigaglia
CIS 911	Intermediate Canvas: Communicating and Interacting in Canvas	☐ ☐ ☑	**Return to Draft**	Y	Y	Y

Concerns about the hours with the amount of content, the purpose of the courses, and the audience of the courses. Faculty notated that these are free courses for the student. Additionally, unclear what noncredit category this course belongs to. Returning to draft for further development.

		M N R	Action	Douglass	Johnson	Sinigaglia
CIS 912	Advanced Canvas: Assignments and Quizzes	☐ ☐ ☑	**Return to Draft**	Y	Y	Y

Concerns about the hours with the amount of content, the purpose of the courses, and the audience of the courses. Faculty notated that these are free courses for the student. Additionally, unclear what noncredit category this course belongs to. Returning to draft for further development.

		M N R	Action	Douglass	Johnson	Sinigaglia
CUL 829	Introduction to Food Service	☐ ☐ ☑	**Hold**	Y	Y	Y

Content and Methods of Evaluation need to be reviewed.

		M N R	Action	Douglass	Johnson	Sinigaglia
ELE 65	Programmable controller troubleshooting 1	☐ ☑ ☐	**Hold**	Y	Y	Y

Prereq language needs to be reviewed. Entrance skill links. No SLOs.

		M N R	Action	Douglass	Johnson	Sinigaglia
MAT 810	TEAS Mathematics Review	☐ ☐ ☑	**Hold**	Y	Y	Y

Holding for certificate development and additional courses.

		M N R	Action	Douglass	Johnson	Sinigaglia
PSY 60	Independent Study in Psychology	☑ ☑ ☑	**Return to Draft**	Y	Y	Y

Returning to draft pending board policy approval.

Programs

New Programs

		M	N	R	Action	Douglass	Johnson	Sinigaglia
ADT								
BIO	**Agriculture Plant Science**	☐	☑	☐	**Approved**	Y	Y	Y
Certificate								
ACC	**Income Tax Preparer**	☐	☐	☑	**Hold**	Y	Y	Y
Regional consortium needed.								
BIO	**Biology Field Technician**	☐	☑	☐	**Approved**	Y	Y	Y
BUS	**Cannabis Entrepreneur Professional**	☐	☐	☑	**Hold**	Y	Y	Y
Holding for regional consortium.								
Non-Credit Certificate								
CIS	**Canvas Skills Mastery: From Basics to Advanced**	☐	☐	☑	**Return to Draft**	Y	Y	Y
Returning to draft for course development.								

Program Discontinuances

		M	N	R	Action	Douglass	Johnson	Sinigaglia
ADT								
JOU	**Journalism**	☑	☐	☐	**Hold**	Y	Y	Y
Holding to allow committee to perform additional review of supporting documents.								

Program Modifications

		M	N	R	Action	Douglass	Johnson	Sinigaglia
ADT								
ART	**Studio Arts**	☐	☑	☐	**Hold**	Y	Y	Y
Holding for ART-19 articulation.								