



## Technical Review Committee

Approved Minutes

December 5, 2017

Meeting Room: 504

1:30 pm – 3:30 pm

<b>1. Call to order</b>	Chair Jim DeKloe facilitated this meeting. There was no voice recording for this meeting. The information outlined below was based on notes provided by Lisa Abbot.
<b>2. Roll Call</b>	Jim DeKloe (Chairperson), Lisa Abbott (Analyst), Curtiss Brown (Articulation Officer), David Williams (VP of Academic Affairs), Amy Obegi, Deb Berrett, and Jose Cortes.  <b>Absent:</b> Dean Maire Morinec
<b>3. Agenda Approval</b>	The agenda of December 5, 2017 was approved.
<b>4. Approval of Minutes</b>	The approval of the minutes of November 7, 2017 was deferred.
<b>5. Comments from the Public</b>	There were no comments from the public.
<b>6. Information</b>	There were no items on this section.
<b>7. Consent Items for Curriculum Committee</b>	<u>7a. (CP17F-194) BIO 005 Human Physiology: Change in Requisite from CHEM 051-012 to reflect course number change</u> This consent item was approved upon the committee members' approval of the agenda.
<b>8. New Course</b>	<u>8a. (CP17F-186) PHOT 161 Workshop: Camera Intensive</u> <u>8b. (CP17F-187) PHOT 162 Workshop: Portraiture and Studio Lighting</u> <u>8c. (CP17F-188) PHOT 163 Landscape and Nature Photography</u> 1. Action on the Courses: Deb Berrett motioned to defer items 8a, 8b, and 8c. It was seconded by Jose Cortes. The motion passed unanimously.  <u>8d. (CP17F-169) KINE 006D Intermediate Cardio Kickboxing</u> 1. Action on the Course: Deb Berrett motioned to approve KINE 006D. It was seconded by Jose Cortes. The motion passed unanimously.
<b>9. Course Modification</b>	<u>9a. (CP17F-89) BIO 002 Cell and Molecular Biology: Description, Objectives, Content, textbooks</u> 1. Action on the Course: This item was deferred at the next TR meeting.  <u>9b. (CP17F-86) ATHL 003B Pre-Season Intercollegiate Softball: Department, Number, Title, Description, objectives, Units, Hours, Methods of Evaluation, Assignments, Textbooks</u> 1. Action on the Course:

Deb Berrett motioned to approve ATHL 003B. It was seconded by Jose Cortes. The motion passed unanimously.

9c. (CP17F-144) KINE 002A Beginning Swimming: SAM Code, Objectives, Units, Hours, Class Size, Assignments, Content, Textbooks

1. Action on the Course:

Deb Berrett motioned to approve KINE 002A. It was seconded by Jose Cortes. The motion passed unanimously.

9d. (CP17F-167) KINE 005S Advanced Elite Fitness: Number, Title, TOP code, Description, Transferability, Units, Hours, Methods of Instruction, Methods of Evaluation, Assignments, Content, Textbooks

1. Action on the Course:

Deb Berrett motioned to approve KINE 005S. It was seconded by Jose Cortes. The motion passed unanimously.

9e. (CP17F-153) KINE 004E Dance Production: Description, Repeatability, Assignments, Content, Textbooks

1. Action on the Course:

This item was deferred at the next TR meeting.

9f. (CP17F-170) KINE 006E Fundamentals of Yoga: TOP Code, Units, Hours, DE, Methods of Evaluation, Textbooks

1. Action on the Course:

Deb Berrett motioned to approve KINE 006E. It was seconded by Jose Cortes. The motion passed unanimously.

9g. (CP17F-171) KINE 006F Intermediate Yoga: TOP code, units, hours, DE, Methods of Instruction, Textbooks

1. Action on the Course:

Deb Berrett motioned to approve KINE 006F. It was seconded by Jose Cortes. The motion passed unanimously.

9h. (CP17F-173) KINE 008B Intermediate Tennis: SAM Code, Description, Units, Hours, Requisite, Methods of instruction, Methods of Evaluation,

1. Action on the Course:

Deb Berrett motioned to approve KINE 008B. It was seconded by Jose Cortes. The motion passed unanimously.

9i. (CP17F-176) KINE 008F Intermediate Badminton: SAM Code, Description, Units, Hours, Repeatable, Methods of Evaluation, Assignments, Content, Textbooks

1. Action on the Course:

Deb Berrett motioned to approve KINE 008F. It was seconded by Jose Cortes. The motion passed unanimously.

9j. (CP17F-175) KINE 009E Intermediate Basketball: TOP Code, SAM Code, Description, Objective, Units, Hours, Methods of Instruction, Methods of Evaluation, Assignments, Description, Textbooks

1. Action on the Course:

Deb Berrett motioned to approve KINE 009E. It was seconded by Jose Cortes. The motion passed unanimously.

9k. (CP17F-103) KINE 009P Intermediate Volleyball: SAM Code, Objectives, Units, Hours, Methods of Instruction, Methods of Evaluation, Class Max, Assignments, Textbooks

1. Action on the Course:

Deb Berrett motioned to approve KINE 009P. It was seconded by Jose Cortes. The motion passed unanimously.

9l. (CP17F-87) ATHL 022A Off-season Intercollegiate Tennis: Title, Objectives, Units, Hours, Methods of Evaluation, Prerequisite

1. Action on the Requisite:

2. Action on the Course:

Deb Berrett motioned to approve the course ATHL 022A and its requisite. It was seconded by Jose Cortes. The motion passed unanimously.

9m. (CP17F-177) KINE 057 Introduction to Sports Psychology: TOP Code, Description, DE, Methods of Instruction, Assignments, Content, Textbooks

1. Action on the Course:

Deb Berrett motioned to approve KINE 0057. It was seconded by Jose Cortes. The motion passed unanimously.

9n. (CP17F-178) KINE 078 Fit Ball Training: Units, Hours, Methods of Instruction, Methods of Evaluation, Assignments

1. Action on the Course:

Deb Berrett motioned to approve KINE 078. It was seconded by Jose Cortes. The motion passed unanimously.

9o. (CP17F-179) MATH 320 Pre-Algebra: Other Catalog Information, Objectives, Requisites, Textbooks

1. Action on the Requisite:

2. Action on the Course:

Deb Berrett motioned to approve the course MATH 320 and its requisite. It was seconded by Jose Cortes. The motion passed unanimously.

9p. (CP17F-128) ATEC 140 Hybrid Vehicle Maintenance and Repair

1. Action on the Course:

Deb Berrett motioned to approve the course ATEC 140 and its requisite. It was seconded by Jose Cortes. The motion passed unanimously.

9q. (CP17F-189) PHOT 029 Introduction to Photography: Number, Title, Description, Objectives, Transferability, Methods of Evaluation, Assignments, Content, Textbooks

9r. (CP17F-190) PHOT 031 Intermediate Photography: Description, Objectives, Requisites, Methods of Evaluation, Assignments, Content, Textbooks

9s. (CP17F-191) PHOT 151 Professional Photography: Introduction: Description, Objectives, Content, Textbooks

1. Action on the Courses:

Items 9q, 9r, and 9s were deferred at the next TR meeting.

**The items below had been reviewed during the Technical Review meeting on 11/21/17. These items will be on Curriculum Committee agenda on 12/12/17:**

9t. (CP17F-141) ENGL 001 College Composition: Requisites

1. Action on the Requisite:

2. Action on the Course:

9u. (CP17F-142) ENGL 310D Advanced English Skills Lab: Requisites

1. Action on the Requisite:

2. Action on the Course:

9v. (CP17F-143) ENGL 360 Focused English Fundamentals: Requisites

1. Action on the Requisite:

2. Action on the Course:

**10. Course Deletion**

There were no items on this section.

**11. Curriculum Review**

11a. (CP17F-18) ASTR 010 General Astronomy: Other Catalog Info, Objectives, Content, Textbooks

1. Action on the Course:

Deb Berrett motioned to approve ASTR 010. It was seconded by Jose Cortes. The motion passed unanimously.

11b. (CP17F-82) ASTR 020 Astronomy Laboratory: Objectives, Assignments, Content, Textbooks

1. Action on the Course:

Deb Berrett motioned to approve ASTR 020. It was seconded by Jose Cortes. The motion passed unanimously.

11c. (CP17F-83) ASTR 030 The Solar System: Objectives, Content, Textbooks

1. Action on the Course:

Deb Berrett motioned to approve ASTR 030. It was seconded by Jose Cortes. The motion passed unanimously.

11d. (CP17F-19) ASTR 040 Stars, Galaxies, and Cosmology: Objectives, Content, Textbooks

1. Action on the Course:

Deb Berrett motioned to approve ASTR 040. It was seconded by Jose Cortes. The motion passed unanimously.

11e. (CP17F-90) BIOT 052 Business, Regulatory, and Quality Practices in Biotechnology: Title, Description, Objectives, Content, Textbooks

1. Action on the Course:

Deb Berrett motioned to approve BIOT 052. It was seconded by Jose Cortes. The motion passed unanimously.

**Items 11f through 11i were reviewed during the Technical Review meeting on 11/21/17 and will be on Curriculum Committee agenda on 12/12/17:**

11f. (CP17F-133) CDFS 038 Child Growth and Development: Methods of Evaluation, Assignments, Textbooks

1. Action on the Course

11g. (CP17F-134) CDFS 052 Children with Special Needs: SAM code, Requisite, Methods of

Evaluation,

1. Action on the Requisite:
2. Action on the Course:

11h. (CP17F-135) CDFS 075 Care of Infants and Toddlers: Social and Emotional Foundations: Title, Description, Textbooks

1. Action on the Course:

11i. (CP17F-136) CDFS 076 Care of Infants and Toddlers: Curriculum and Environments: Description, Assignments, textbooks

1. Action on the Course:

**12. New Program**

There were no items on this section.

**13. Program Modification**

13a. (CP17F-182) Kinesiology A.A.-T

1. Action on the Program:

Deb Berrett motioned to approve Kinesiology A.A.-T. It was seconded by Jose Cortes. The motion passed unanimously.

13b. (CP17F-183) Sports Medicine/Athletic Training A.S.

1. Action on the Program:

Deb Berrett motioned to approve Sports Medicine/Athletic Training A.S. It was seconded by Jose Cortes. The motion passed unanimously.

13c. (CP17F-184) Welding Technician A.S.

1. Action on the Program:

Deb Berrett motioned to approve Welding Technician A.S. It was seconded by Jose Cortes. The motion passed unanimously.

13d. (CP17F-185) Welding Technician Certificate of Achievement

1. Action on the Program:

Deb Berrett motioned to approve Welding Technician Certificate of Achievement. It was seconded by Jose Cortes. The motion passed unanimously.

13e. (CP17F-193) Photography, Professional Certificate of Achievement

13f. (CP17F-192) Photography, Professional A.S.

1. Action on the Programs:

Items 3e and 3f were deferred at the next TR meeting.

**Items 13g and 13h were reviewed during the Technical Review meeting on 11/21/17 and will be Curriculum Committee agenda on 12/12/17:**

13g. (CP17F-180) Early Childhood Education A.S.

1. Action on the Program

13h. (CP17F-181) Early Childhood Education Certificate of Achievement

1. Action on the Program

<b>14. Program Deletion</b>	There were no items on this section.
<b>15. High School Articulation</b>	There were no items on this section.
<b>16. Report from Assessment Coordinator</b>	Amy Obegi, Assessment Committee Coordinator, did not provide an update.
<b>17. Report from the Chair</b>	James DeKloe, Curriculum Committee Coordinator, did not provide an update.
<b>18. Report from VP of Academic Affairs</b>	David Williams, VP of Academic Affairs, did not provide an update.
<b>19. Report from the Articulation Officer</b>	Curtiss Brown, Articulation Officer, did not provide an update.
<b>20. Other</b>	There were no items on this section.
<b>21. Open Discussion</b>	There were no items on this section.
<b>22. Adjournment</b>	The meeting adjourned.

**ALL MEETINGS WILL BE HELD STARTING AT 1:30 PM IN ROOM 504 UNLESS OTHERWISE NOTED:**

December 5, 2017  
January 23, 2018  
February 6, 2018  
February 20, 2018  
March 20, 2018  
April 17, 2018  
May 1, 2018