



# TECHNICAL REVIEW COMMITTEE

## Approved Minutes

March 27, 2018

Meeting Room: 743

1:30 pm – 3: 30 pm

1. Call to order	Chair Jim DeKloe called the meeting to order at 1:35pm.
2. Roll Call	<p>Jim DeKloe (Chairperson), Lisa Abbott (Analyst), Curtiss Brown (Articulation Officer), David Williams (VP of Academic Affairs), Amy Obegi, Dean Morinec, Deb Berrett, and Jose Cortes.</p> <p><b>Guests:</b> Joe Conrad, Dean Lamba, and Saki Cabrera</p> <p><b>Absent:</b> Amy Obegi</p>
3. Agenda Approval	<p>Dean Morinec motioned to approve the amended agenda of March 27, 2018 and to include Removal of Reading Requirement Under GE Option A under Action Items. It was seconded by Jose Cortes. Two-thirds of votes were acquired and the modified agenda passed unanimously.</p> <p><i>All matters listed under the Consent Items are considered routine and will be enacted by the approval of the agenda unless removed from the Consent Items by a Committee member.</i></p>
4. Approval of Minutes	Deb Berrett motioned to approve the amended minutes of December 5, 2017 and the minutes of March 6, 2018 as presented. It was seconded by Jose Cortes. The committee requested to amend the minutes of December 5, 2017 to reflect Dean Morinec absence during the meeting. Both minutes were approved unanimously.
5. Comments from the Public	There were no comments from the public.
6. Consent Items for Curriculum Committee	There were no items on this section.
7. Action Items 7.1 Remove Reading Requirement under GE Option A.	VP Williams stated that the English department voted last year to remove the reading requirements under Option A. This was remove from the Spring of 2018 catalog and Addendum. Jose Cortes motioned to approve removing the reading requirement under Option A. It was seconded by Deb Berrett. The motion passed unanimously. <i>After the Curriculum Committee meeting on April 10, 2018, it was verified that this was fully vetted and approved by the committee on September 16, 2017. The approval motions were made by Amy Dauffenbach and Erin Duane.</i>

## 8. New Course

### 8a. (CP18S-36) MATH 055 Mathematical Concepts for Elementary School Teachers – Number Systems

#### 1. Action on the Course:

Joe Conrad stated that MATH 055 was created for Elementary School Teachers, which included basic course standards. This course will provide Elementary teachers background in Math beyond Algebra. It will not include how to teach Math/Common Core. The Curriculum standard was modified. The committee inquired about the prerequisite, “2 years in high school and placement in multiple measures.” Joe Conrad clarified that students who completed MATH 001 or 104 will be eligible to enroll in this course. Deb motioned to approve this course. It was seconded by Jose Cortes. The motion passed unanimously.

### 8b. (CP18S-60) ATHL 020 In-Season Intercollegiate Conditioning

#### 1. Action on the Requisite:

Deb Berrett motioned to approve the requisite of ATHL 020. It was seconded by Jose Cortes. The motion passed unanimously.

#### 2. Action on the Course:

Curtiss Brown stated that this was designed as a repeatable course to offer students a year-round conditioning. Deb Berrett motioned to approve this course. It was seconded by Jose Cortes. The course was unanimously.

## 9. Course Modification

### 9a. (CP18S-51) BIO 014 Principles of Microbiology: SAM Code, Description, Objectives, Articulation Information, SLOs, Requisites, Assignments, Content, Textbooks

#### 1. Action on the Requisite:

#### 2. Action on the Course:

Deb Berrett motioned to defer this course on the next Tech Review meeting agenda due to requisite validation reason. It was seconded by Jose Cortes. The motion was carried.

### 9b. (CP18S-52) COUN 007 College Study Techniques: Class Max

#### 1. Action on the Course:

The committee recognized that this course did not have CTE TOP code despite its “job seeking and changing skill” description. Deb Berrett motioned to defer this item on the next Tech Review meeting agenda since the department missed the opportunity to justify the request for class max change. It was seconded by Jose Cortes. The motion was carried.

### 9c. (CP18S-52) GEOG 001: Physical Geography: TOP Code, SLOs, Methods of Evaluation, Assignments, Textbooks

#### 1. Action on the Course:

Lisa Abbott confirmed that META had not been updated with information requested from the department. Also, the committee discussed whether the appropriate TOP code was utilized. Curtiss Brown confirmed that this course was assigned to the correct C-ID. Deb Berrett motioned to defer this item at the next TR meeting due to additional information required from the department. It was seconded by Jose Cortes. The motion was carried.

9d. (CP18S-53) THEA 008 Stage Make-Up: Hours from CAT II – CAT III, SLOs

1. Action on the Course:

The department modified THEA 008 to allow adjunct faculty the ability to teach this course. Curtiss Brown confirmed that this course had an approved THEA 075 CID this semester. Deb Berrett motioned to defer this course on the next Tech Review meeting agenda due to incomplete information submitted on META. It was seconded by Jose Cortes. The motion was carried.

9e. (CP18S-63) KINE 007E Intermediate Golf: Top Code, Sam Code, Description, Objectives, Units, Repeatability, Class Max, Articulation Info, SLOs, Requisite, Methods of Instruction, Methods of Evaluation, Assignments, Content, Textbooks

1. Action on the Requisite: During the meeting, the committee determined that there was no requisite on this course, only course advisory.

9f. (CP18S-64) KINE 007D Beginning Golf: Top Code, Sam Code, Description, Units, Repeatability, Articulation Info, SLOs, Methods of Instruction, Methods of Evaluation, Assignments, Content, Textbooks

1. Action on the Courses:

Items 9e and 9f were submitted by Terri Pearson-Bloom. Curtiss Brown stated that one of the reasons these courses were brought forth to was to address the department's underload challenges. The committee modified the following information on META: (a) eliminated the word "lecture" under Methods of Instruction, and (b) included the words, "driving" and "a field trip maybe required." Deb Berrett motioned to combine and approve items 9e and 9f. It was seconded by Jose Cortes. The motion passed unanimously.

9g. (CP18S-65) KINE 009B Indoor/Outdoor Soccer: Units, Hours, Articulation, SLO, Methods of Instruction, Assignments, Textbooks

1. Action on the Course:

Deb Berrett motioned to approve KINE 009B. It was seconded by Jose Cortes. The motion was carried.

9h. (CP18S-70) PSYC 012 Gender: Title, Description, Objectives, Articulation Information, SLOs, Content, Textbooks

1. Action on the Course:

Saki Cabrera stated that this was approve a year and a half ago. This course will be included in Social Justice Studies program and will be available to students on Spring 2019. The C-ID was modified to accurately define the course parameter and easier C-ID approval. This course will not be included on the next catalog. The advisory course could be taken concurrently. Curtiss Brown motioned to approve PSYC 012. It was seconded by Jose Berrett. The motion was approved unanimously.

9i. (CP18S-71) SOC 002 Social Issues and Problems: Division Planning, Objectives, Articulation Info, Methods of Evaluation, Assignments, Content, Textbooks

1. Action on the Course:

The department made these modifications to meet C-ID (SOC 115) requirements and to include transferability to UCs and CSUs. Deb Berrett motioned to approve SOC 002. It was seconded by Jose Cortes. The motion passed unanimously.

<b>10. Course Inactivation</b>	<p><u>10a. (CP18S-62) DRFT 065 Architectural Drafting II</u></p> <p>1. Action on the Course: The committee wanted to ensure that the program, in which this course was part of, was updated to reflect this inactivation. Deb Berrett motioned to inactivate DRFT 065. It was seconded by Jose Cortes. The motion passed unanimously.</p> <p><u>10b. (CP18S-66) NURS 054 Maternal-Child Nursing</u>  <u>10c. (CP18S-67) NURS 055 Nursing of Adults I</u>  <u>10d. (CP18S-68) NURS 058A Skills Lab I</u>  <u>10e. (CP18S-69) NURS 058B Skills Lab II</u></p> <p>1. Action on the Courses: VP Williams shared that he clarified to the Board of Trustees that SCC will continue to offer Nursing program to students despite inactivation of items 10b through 10e. Deb Berrett motioned to combine items 10b through 10e and to approve inactivation of these courses. It was seconded by Jose Cortes. The motion was carried.</p>
<b>11. Curriculum Review</b>	<p><u>11a. (CP18S-55) CDFS 063 Introduction to Curriculum: SLOs, Methods of Evaluation, Assignments, Content, Textbooks</u></p> <p>1. Action on the Course:</p>
<b>12. New Program</b>	There were no items on this section.
<b>13. Program Modification</b>	There were no items on this section.
<b>14. Program Inactivation</b>	<p><u>14a. (CP18S-58) Ethnic Studies A.A.</u>  <u>14b. (CP18S-59) Ethnic Studies Certificate of Achievement</u></p> <p>1. Action on the Programs : Deb Berrett motioned to combine items 14a and 14b and to approve inactivation of these programs. The inactivation of these courses will depend upon the Chancellor Office's approval of the Social Justice Studies programs by Spring 2019 (aspiration date). It was seconded by Jose Cortes. The motion passed unanimously.</p>
<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, was not at this meeting.
<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, confirmed that he will be scheduling meetings for the workgroup formed to address programs with less than twelve-unit difference.

**19. Report from the  
Articulation Officer**

Curtiss Brown, Articulation Officer, did not provide an update.

**20. Other**

Lisa Abbotts announced the April 12, 2018 deadline to submit proposals to be available on Spring 2019 and Addendum.

**21. Open Discussion**

There was no items on this section.

**22. Adjournment**

Deb Berrett motioned to adjourn the meeting. It was seconded by Jose Cortes. The meeting adjourned at 3:35pm.

**ALL MEETINGS WILL BE HELD STARTING AT 1:30 PM IN ROOM 743 UNLESS OTHERWISE NOTED:**

March 27, 2018

April 17, 2018

May 1, 2018