



TECHNICAL REVIEW COMMITTEE

Approved Minutes

March 6, 2018

Meeting Room: 743

1:30 pm – 3: 30 pm

1. Call to order

Chair Jim DeKloe called the meeting to order at 1:39pm

2. Roll Call

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.

Absent: none

3. Agenda Approval

Dean Morinec motioned to approve the agenda of March 6, 2018 as presented. It was seconded by Deb Berrett. The motion passed unanimously.

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.

4. Approval of Minutes

(a) Deb Berrett motioned to approve the minutes of February 20, 2018 as presented. It was seconded by Dean Morinec. Jose Cortes abstained. The motion was carried unanimously. (b) Curtiss Brown motioned to approve the minutes of February 6, 2018 as presented. It was seconded by ? Dean Morinec and Deb Berrett abstained. The motion passed unanimously. (c) Dean Morinec motioned to approve November 21, 2017 with the amendment to reflect that Deb Berrett was absent during the meeting. This was seconded by Jose Cortes. The motion passed 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

There were no items on this section.

8. New Course

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

1. Action on the Course: Approved 2/20/2018

Chair Jim DeKloe convened with Joe Conrad, author of this course. Joe Conrad did not agree that Curriculum Committee should have the ability to change the course information without consulting with the author. This will be a MATH course, the information was directly taken from C-ID. Due to the committee's inquiries regarding this course, it was unanimously decided that the course author's presence was required at Tech Review

before it will be approved. Dean Morinec motioned to defer this item until Joe Conrad was able to attend the meeting to address additional inquiries from the committee. It was seconded by Deb Berrett. The motion passed 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:

Chair Jim DeKloe stated that the prerequisite was a Chemistry course and a validation will be required. There was a question regarding how to validate statistics outside of the discipline. Lisa Abbott recommended a form on the Chancellor's website under Title V on how to proceed with course validation and VP Williams recommended convening with Dean Cammish to acquire similar data. Dean Morinec motioned to defer this course until validation was completed and for the department to review the Course Content tab on META. It was seconded by Jose Cortes. The motion passed unanimously.

9b. (CP18S-20) CDFS 082 Adult Supervision: The Mentor Teacher: Description, Hours, SLOs, Requisites, Textbooks

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

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

1. Action on the Courses:

Chair Jim DeKloe had reached out to departments who authored modifications of items 9b, 9c, and 9d. However, he did not receive any responses. Lisa Abbott confirmed that the information the committee requested to modify had not been updated. Jose Cortes motioned to defer these courses at the next TR meeting or until information on META was updated. It was seconded by Curtiss Brown. The motion passed unanimously.

9e. (CP18S-54) COUN 064A Practicum I: Description, SLOs,

1. Action on the Course

Tech Review committee expressed their concerns regarding this course's Title V compliance, C-ID units, lab hours, and student work hours. Chair Jim DeKloe will communicate to Marianne Flatland and relay the committee's inquiries. Dean Morinec motioned to defer this course at the next TR meeting. It was seconded by Deb Berrett. The motion passed unanimously.

10. Course Inactivation

10a. (CP18S-48) SOCS 023 The African-American Family

10b. (CP18S-49) SOCS 025 Mexican-American Experience

10c. (CP18S-50) SOCS 049 Social Science Honors

1. Action on the Courses:

Lisa Abbott stated that the department was looking into inactivating all of its Social Science courses and will focus on Social Justice courses. Amy Obegi added that these courses had not been offered to students for years. VP Williams stated that SOCS 025 was part of 12 different programs, which will need to be updated. Lisa Abbott clarified that once SOCS 025 was fully approved for inactivation, the impact report will be updated. Deb Berrett motioned to inactive items 10a, 10b, and 10c. It was seconded by Dean Morinec. The motion passed unanimously.

11. Curriculum Review	<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: Anthony Ayala stated that the department only updated the textbook edition and “a word” about the course before the system was updated to META. The META update required him to input more information than needed. He clarified that there were no major changes on this course. The Tech Review committee unanimously approved to move this course to Curriculum Committee for approval (the voice recording did not capture the 1st and 2nd votes for this course).</p>
12. New Program	<p>There were no items on this section.</p>
13. Program Modification	<p><u>13a. (CP18S-56) Industrial Biotechnology A.S: Update courses and PLOs</u></p> <p>1. Action on the Program: Chair Jim DeKloe stated that minimal modifications were made. The department changed Biotech 051 to Biotech 001, updated the title of Biotech 052, updated PLOs, and updated the requirements for this program. VP Williams inquired why the department did not design this course so that it will lead students toward Industrial Biotechnology A.S.. Chair Jim DeKloe replied that the decision was made by the faculty involved. Dean Morinec motioned to approve 13a. It was seconded by Jose Cortes. The motion passed unanimously.</p> <p><u>13b. (CP18S-57) Industrial Biotechnology Certificate of Achievement: Update Courses and PLOs</u></p> <p>1. Action on the Program: Deb Berrett motioned to approve this program modification. It was seconded by Jose Cortes. The approval passed unanimously.</p>
14. Program Inactivation	<p>There were no items on this section.</p>
15. High School Articulation	<p>There were no items on this section.</p>
16. Report from Assessment Coordinator	<p>Amy Obegi, Assessment Committee Coordinator, did not provide an update.</p>
17. Report from the Chair	<p>James DeKloe, Curriculum Committee Coordinator, did not provide an update.</p>
18. Report from VP of Academic Affairs	<p>David Williams, VP of Academic Affairs, did not provide an update.</p>
19. Report from the Articulation Officer	<p>Curtiss Brown, Articulation Officer, did not provide an update.</p>

20. Other

There were no items on this section.

21. Open Discussion

There were no items on this section.

22. Adjournment

Deb Berrett motioned to adjourn the meeting. It was seconded by Jose Cortes. The meeting was adjourned at 2:52pm.

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

March 6, 2018

March 27, 2018

April 17, 2018

May 1, 2018