



# TECHNICAL REVIEW COMMITTEE

## Approved Minutes

November 12, 2019

Meeting Room: 501

1:30 pm – 3: 30 pm

**1. Call to order**

Articulation Officer Curtiss Brown called the meeting to order at 1:34 pm.

**2. Roll Call**

Lisa Abbott (Analyst), Curtiss Brown (Articulation Officer), David Williams (VP of Academic Affairs), Andrew Wesley (Assessment Coordinator), Sandy Lamba (Dean), Deb Berrett (Faculty), and Mark Berrett (Faculty).

**Guests:** Amy Dauffenbach and Kevin Marks

**Absent:** Erin Duane (Chairperson)

**3. Agenda Approval**

Deb Berrett motioned to approve the agenda of November 12, 019 as presented. It was seconded by Dean Sandy Lamba. The agenda was approved 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**

Andrew Wesley motioned to approve the minutes of October 22, 2019 as presented. It was seconded by Deb Berrett. The motioned was approved unanimously.

**5. Comments from the Public**

There were no comments from the public.

**6. Consent Items for Curriculum Committee**

6a. ATHL 050A Beginning Peak Performance: Number and Title Change To Reflect Addition of ATHL 050B

6a. Kevin Marks explained that course numbering was modified from ATHL 050 to ATHL 050A. He clarified that ATHL 050A will be a prerequisite for ATHL 050B. This course update was approved based upon the approval of the agenda.

6b. Change All DANC Numbers For A More Sequential Layout

6b. The committee had detailed discussions regarding: (a) rearranging for sequential layout and its possible future outcomes, (b) COR/articulation effect, and (c) Assist numbering system. After further review, Mark Berrett motioned to remove item 6b from Tech Review Consent Item and would be reviewed by the Curriculum Committee next week. It was seconded by Andrew Wesley. The motion was approved unanimously.

**7. Action Items**

There were no items on this section.

## 8. New Course

### 8a. ATHL 050B Intermediate Peak Performance

Kevin Marks clarified that this course will be offered to all students. He explained and provided reasons why this course will be included in Sports Broadcasting program. This program will be updated in the future; however, at this time it's not determined whether ATHL 050B will be an elective course or one of the core requirements. This course will be available for Fall 2020 but certificate will not be offered until approved by the Chancellor's Office by 2021.

1. Action on the Course: Mark Berrett motioned to approve item 8a. It was seconded by Andrew Wesley. The motion was approved unanimously.

### 8b. ANTH 006 Magic, Witchcraft, and Religion

The committee reviewed the course description, CID discussion, English course as an advisory, GE category/articulation, and program inclusion. This will be available to students starting 2021-22 academic year.

1. Action on the Course: Andrew Wesley motioned to approve the new course ANTH 006. It was seconded by Dean Sandy Lamba. This new course was approved unanimously.

### 8c. MT 167 Advanced CNC Programming

The committee had detailed discussions whether this course is "repeatable" and provided different scenarios (i.e. Nursing, Spanish, Algebra). This course will be part of Advance Manufacturing program. Lisa Abbott clarified that program proposal updates will be submitted using CurricuNET or Word document.

1. Action on the Course: Mark Berrett motioned to approve MT 167. It was seconded by Andrew Wesley. The motion was approved unanimously.
2. Action on the Requisite: Mark Berrett motioned to requisites of this course. It was seconded by Andrew Wesley. The motion was approved unanimously.

## 9. Course Modification

### 9a. KINE 006E Fundamentals of Yoga: Class Size 36 to 30

### 9b. KINE 006F Intermediate Yoga: Class Size 35 to 30

VP Williams clarified that once 9a and 9b are approved by TR and CC committees, it would be forwarded to Workload committee for final approval. The Kinesiology department requested class size reduction to align with other activity courses and provide better instructions. The committee had discussions regarding room size in Vacaville Center and Fairfield campus.

1. Action on the Course: Mark Bennett motioned to decline approval of items 9a and 9b until further information pertaining to class size change could be obtained from the Kinesiology department. This was seconded by Andrew Wesley. This motion was approved by the committee unanimously.

### 9c. KINE 005C Fitness for Life: Units/Hours

After reviewing the SCC catalog, this course will be a two-unit course, will have one-hour lecture and two-hour lab.

1. Action on the Course: Mark Berrett motioned approve this course with the condition that the department provide the committee with clarification before the next Curriculum Committee meeting on whether this was a unit reduction request (from 2 units to 1 unit course). It was seconded by Andrew Wesley. The motion was approved unanimously.

9d. MT 166 CNC Programming: Requisite

The requisite MT 151 was updated to advisory.

1. Action on the Requisite: Mark Berrett motioned to approve the update of requisite for course MT 166. It was seconded by Dean Sandy Lamba. The motion as approved unanimously.

**10. Course Inactivation**

10a. NURS 063 Advanced Medical Surgical and Community Nursing

10b. CDFS 055 Impact of Violence on Children and their Families

10c. CDFS 056 Intervention and Strategies for Working with Children with Challenging Behaviors

10d. IT 130 Fundamentals of Wire and Cabling

10e. IT 132 Fundamentals of Fiber Optic

10f. IT 134 Fundamentals of Wireless Communication

1. Action on these Courses: Andrew Wesley motioned to combine items 10a, 10b, 10c, 10d, 10e, and 10f and approve inactivation of these courses. It was seconded by Mark Berrett. The motion was approved unanimously.

**11. Curriculum Review**

There were no items on this section.

**12. New Program**

There were no items on this section.

**13. Program Modification**

13a. Kinesiology AA-T: Change DANC numbers

13b. Dance A.A. – Change DANC Numbers

1. Action on the Programs:

Andrew Wesley motioned to remove items 13a and 13b from the Tech Review agenda and to be reviewed by the Curriculum Committee next week. It was seconded by Dean Sandy Lamba. The motion was approved unanimously.

**14. Program Inactivation**

There were no items on this section.

**15. High School Articulation**

There were no items on this section.

**16. Report from Assessment Coordinator**

Andrew Wesley, Assessment Committee Coordinator, expressed his appreciation for having the ability to review SLOs on eLumen. A total of 49 courses have missing SLOs. He explained that per Assessment handbook, there will be 2-5 SLOs required per course.

**17. Report from the Chair**

Erin Duane, Interim Tech Review/Curriculum Committee Chair, was not able to attend this meeting.

**18. Report from VP of Academic Affairs**

David Williams, VP of Academic Affairs, stated that there are courses submitted for new Computer Science department to support Engineering program. The Academic Senate has been informed of this issue. He explained that there is no a written process on the Curriculum handbook that pertains to creating a new department in this scenario. As a

result, a process will be created, which will involve justifying the need of the new department, before approval.

**19. Report from the Articulation Officer**

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

**20. Other**

**20.1 Curriculum Calendar**

Curriculum Analyst Lisa Abbott presented a calendar that outlined deadlines for courses and programs (see attached documents), which will be similar to Los Rios Community College. Her proposals included the following: (a) April/May 2020 will be assigned as the deadline for courses and programs for 2021-22 catalog, (b) during the first meeting in May, the committee will have the opportunity to review solely the name and title of the courses/programs, (c) a schedule will be created to inform the departments when their course(s)/program(s) will be reviewed by the committee for the rest of academic year, and (d) Addendum will be released during Fall. She also explained the benefits of the new deadlines. The committee had lengthy discussions regarding the following: (a) Articulation deadline, (b) course/program submission deadlines and timelines involved, (c) this will cause a semester delay, (d) CTE deadlines, (e) outline of record changes versus alternate content/COR, (f) ensure participation of faculty when their courses are scheduled to be reviewed, and (g) other colleges review/approve new courses/programs during Fall session not Spring session. This topic will be included on the next Curriculum Committee meeting agenda for discussion.

**21. Open Discussion**

There were no items on this section.

**22. Adjournment**

Andrew Wesley motioned to adjourn the meeting. The meeting adjourned at 3:35 pm.

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

**Fall 2019**

November 26, 2019

**Spring 2020**

January 21, 2020

February 4, 2020

February 18, 2020

March 3, 2020

March 24, 2020

April 14, 2020

April 28, 2020