



TECHNICAL REVIEW COMMITTEE

Approved Minutes

February 18, 2020

Meeting Room: 501

1:30 pm – 3:30 pm

1. Call to Order

Tech Review Committee Chair Jim DeKloe called the meeting to order at 1:31 pm.

2. Roll Call

James DeKloe (Chairperson), Lisa Abbott (Analyst), Curtiss Brown (Articulation Officer), Andrew Wesley (Assessment Coordinator), Sandy Lamba (Dean), Deb Berrett (Faculty), and Mark Berrett (Faculty).

Absent: David Williams (VP of Academic Affairs).

Guests: Kathleen Callison, Edward Goldberg, and Jeff Kissinger.

3. Agenda Approval

Mark Berrett motioned to approve the agenda of February 18, 2020 as presented. It was seconded by Curtiss Brown. 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

There were no items on this section.

5. Comments from the Public

There were no comments from the public.

6. Consent Items for Curriculum Committee

There were no items in this section.

7. Action Items

There were no items in this section.

8. New Course

8a. BSOT 105 Computer Literacy

8b. BSOT 106 MS Outlook

8c. BSOT 110 Keyboarding I

8d. BSOT 111 MS Word I

8e. BSOT 112 MS Excel I

8f. BSOT 113 MS Access I

8g. BSOT 114 MS PowerPoint I

8h. BSOT 120 Keyboarding II

8i. BSOT 121 MS Word II

8j. BSOT 122 MS Excel II

8k. BSOT 123 MS Access II

8l. BSOT 124 MS PowerPoint II

8m. BSOT 125 Adobe Acrobat

8n. BSOT 130 Keyboarding III

8o. BSOT 131 MS Word III

8p. BSOT 132 MS Excel III

8q. BSOT 133 MS Access III

Kathleen Callison shared the reasons why these courses are created. These courses will not be transferrable and a program has not been created. The committee discussed these courses C-IDs.

1. Action on the Courses: Curtiss Brown motioned to combine and approve items 8a to 8q. It was seconded by Mark Berrett. The motion was approved unanimously.
2. Action on DEs: Curtiss Brown motioned to combine and approve the DEs of items 8a to 8q. It was seconded by Mark Berrett. The motion was approved unanimously.

8r. FOR 070 Forensic Crime Scene Investigation – Basic

8s. FOR 071 Forensic Crime Scene Investigation - Advanced

Ed Goldberg provided information/history of what motivated him to create FOR 070 and FOR 071. Brianne Breedlove, a Forensic Scientist, stated that there are only two Forensic programs, which are both located in Southern California. As a result, Northern California laboratory companies are recruiting in Southern California. Also, she estimated that there are only four universities that offer Forensic Chemistry degree. At this time, these are elective courses with potential to be part of a new program in the near future. Articulation Office Curtiss Brown voiced his concerns/inquiries regarding these courses transferability to CSU, books, C-ID articulation, and prerequisites.

1. Action on the Course: Curtiss Brown motioned to combine and approve items 8r and 8s. It was seconded by Deb Berrett. The motion was approved unanimously.

9. Course Modification

9a. ASTR 020 Astronomy Laboratory:

When reviewing this course, the committee discussed their concerns regarding transferability and IGETC pertaining to laboratory under Physical/Biological Science, which will be reviewed during the next Curriculum Committee meeting.

1. Action on the Course: Mark Berrett motioned to approve this course. It was seconded by Curtiss Brown. The motion was approved unanimously.

9b. BUS 092 Business Communication

Mark Berrett explained that this course was modified in compliance C-ID. Andrew Wesley reviewed and approved this course's SLOs. Curtiss Brown recommended a lower division course for articulation reason and inquired about GE.

1. Action on the Course: Curtiss Brown motioned to approve this course with conditions that the department address minimum qualifications, find a comparable course, and GE. It was seconded by Dean Sandy Lamba. The course was approved unanimously.

9c. OT 056 Business Grammar and Proof Reading

1. Action on the Course: Curtiss Brown motioned to approve item 9c. It was seconded by Dean Sandy Lamba. The motion was approved unanimously.

9d. ENGL 001 College Composition: Requisites

Lisa Abbott stated that ESL courses were added under requisites. Chair Jim DeKloe will communicate with the English department to acquire more information about this course modifications.

1. Action on the Course: This course modification was approved by the committee unanimously.

2. Action on the Requisite: The prerequisites of this course was approved by the committee unanimously.

9e. MATH 030 Business Calculus I: Updates to Comply with C-ID and SLOs

9f. MATH 051 Trigonometry: Updates to Comply with C-ID

1. Action on the Courses: Mark Berrett motioned to approve course modifications of items 9e and 9f. It was seconded by Dean Sandy Lamba. The motion was approved unanimously.

9g. THEA 032A Fundamentals of Costume Design Comedy

9h. THEA 032B Fundamentals of Costume Design Drama

Lisa Abbott stated that THEA 32B will not qualify under C-ID, confirmed that these are two active courses, and that the department requested to add "Comedy" and "Drama" on the course titles. Curtiss Brown stated that changes under THEA 032A and THEA 032B will need to go through Articulation process/ASSIST. Andrew Wesley shared that there are SLOs inquiries that have not been addressed by the Theater department.

1. Action on the Courses: Deb Berrett motioned to deny approval of items 9g and 9h until more information is obtained from the Theater department. It was seconded by Dean Sandy Lamba. The motion was approved unanimously.

9i. WELD 130 Beginning Shielded Metal Arc Welding* (Stick 7018/6010 Basic)

9j. WELD 131 Intermediate Shielded Metal Arc Welding* (Stick Welding)

9k. WELD 132 Advanced Shielded Metal Arc Welding (Stick Welding)

9l. WELD 135 MIG (GMAW) Welding

9m. WELD 136 Structural Steel and Flux Core Arc Weld* (FCAW)

9n. WELD 145 Pipe Welding 7018 STK (SMAW)

9p. WELD 500 Special Welding Problems

Jeff Kissinger explained that the prerequisites were updated for WELD 130, 131, and 132. He also clarified that modifications of these courses will comply with C-ID. He informed the committee that WELD 175 will not have an assigned textbook. Lastly, he provided detailed information regarding course electives, work force, books, etc.

1. Action on the Courses: Deb Berrett motioned to combine and approve items 9i, 9j, 9k, 9l, 9m, 9n, and 9p. It was seconded by Mark Berrett. The motion was approved unanimously.

9o. WELD 175 CNC Plasma (Cutting Automation)

1. Action on the Courses: None

10. Course Inactivation

10a. WELD 100 Intro to Welding

10b. WELD 101 Welding Technology

10c. WELD 102 Welding Technology

10d. WELD 103 Welding Technology

10e. WELD 112 Carpentry Apprentice Welding

10f. WELD 120 Plate Welder (Basic)

10g. WELD 121 Plate Code Welder (Advanced)

10h. WELD 122 Pipe Welding (Basic)

10i. WELD 123 Pipe Welding (Advanced)

10j. WELD 124 Gas Tungsten Arc Welding (GTAW)

10k. WELD 125 Gas Metal Arc Welding

10l. WELD 126 Ornamental Iron Welding

10m. WELD 137 Advanced Structural Steel and Flux Core Arc Weld (FCAW)

1. Action on the Courses: Dean Sandy Lamba motioned to approve inactivation of courses 10a to 10m. It was seconded by Deb Berrett. The motion was approved unanimously.

11. Curriculum Review	There were no items in this section.
12. New Program	There were no items in this section.
13. Program Modification	There were no items in this section.
14. Program Inactivation	There were no items in this section.
15. High School Articulation	There were no items in this section.
16. Report from Assessment Coordinator	Andrew Wesley, Assessment Committee Coordinator, did not provide an update.
17. Report from the Chair	James DeKloe, Curriculum Committee Chair, did not provide an update.
18. Report from VP of Academic Affairs	David Williams, VP of Academic Affairs, did not provide an update.
19. Report from the Articulation Officer	Curtiss Brown, Articulation Officer, did not provide an update.
20. Other	Lisa Abbott announced that Curriculum workshops will be available on February 21, 2020, February 28, 2020, and March 6, 2020. March 10, 2020 will be the submission deadline for courses to be available in Spring 2021.
21. Open Discussion	There were no items in this section.
22. Adjournment	The meeting adjourned at 3:04 pm.

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

March 17, 2020

March 31, 2020

April 21, 2020

May 5, 2020