



TECHNICAL REVIEW COMMITTEE

Approved Minutes

February 4, 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 1:39 pm.
2. Roll Call	Jim DeKloe (Chairperson), 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).
3. Agenda Approval	<p>Deb Berrett motioned to approve the agenda of February 4, 2020 with the addition of items 8d, 8e, and 8f under New Courses. It was seconded by Mark Berrett. The updated agenda was approved 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> <p>Guests: Dean Maire Morinec and Karen Cook.</p>
4. Approval of Minutes	There were no items in this section.
5. Comments from the Public	There were no comments from the public.
6. Consent Items for Curriculum Committee	<p><u>6a. Change of Units to Reflect Hours – MUSC 029, 030, 031, 032, 034, 035A, 035B, 036A, 036B, 041A, 041B, 042A, 042B, 051</u></p> <p>Dean Sandy Lamba motioned to approve items 6a, 6b, and 6d. It was seconded by Mark Berrett. The motion was approved unanimously. Chair DeKloe will contact the Nursing department, regarding item 6c, to verify students' ability to access software such as, Chrome web browser.</p> <p>Lisa Abbott stated that these courses were initially approved with 16-hours lab, 16-hours lecture, and 1.5 units. However, the Percussion course will be modified from a 2 unit course to 1.5 units. Curtiss Brown expressed his concerns as it was submitted to the Chancellor's office with incorrect unit value. The department requested to modify each course to have 1 unit.</p> <p>Item 6c was removed from Consent Item until course titles under this program are updated/reviewed.</p>
<u>6b. Change of Units to Reflect Course Unit Change: Music: Vocal A.A., Music: Instrumental A.A.</u>	
<u>6c. Update Aeronautics and Powerplant A.S./Certificates of</u>	

Achievements to Reflect
Course Title Changes

6d. Add Other Catalog
Information: "Internet and
PC Computer Access With
Chrome Web Browser
Required in Order to Utilize
Online NCLEX Test
Preparation Software, Skills
Videos and to Complete
Course Materials Utilizing
Word, Excel and PDF
Documents." To NURS
071A, 071B, 073, 072B,
072A, 073A, 071S, 072S,
073B, 074A, 074B, 074S

7. Action Items

There were no items in this section.

8. New Course

8a. MUSC 045 History of Rap and Hip-Hop

Andrew Wesley shared that this course was created based on the school's demographics. This course will be under C1, Option A and under minimum qualification for Music. A similar course is offered at Sacramento State, East Bay State, and UC Santa Cruz. One of the textbooks for this course is considered classic since it was published in 2005.

1. Action on the Course: Deb Berrett motioned to approve item 8a. It was seconded by Dean Sandy Lamba. This new course was approved unanimously.

8b. ASTR 049 Honors Astronomy

The committee had detailed discussions regarding the course title/Honors course/independent study/special project course, Citizen Science, faculty capacity, and stipend.

1. Action on the Course: Deb Berrett motioned to approve item 8b with stipulation that the department modify this course to mirror other SCC Honor courses and their prerequisites. This was seconded by Dean Sandy Lamba. The motion was approved unanimously.

8c. IT 176 Maker Space Technology Lab I

Karen Cook addressed the committee's inquiries regarding course description, minimum qualifications, prerequisites versus co-requisites, and units/hours.

1. Action on the Course: Deb Berrett motioned to approve item 8c. It was seconded by Dean Sandy Lamba. This new course was approved unanimously.

8d FIRE 103 Introduction to the Fire Services

Lisa Abbott requested to add FIRE 103, FIRE 104, and FIRE 105 on the agenda. Dean Maire Morinec explained that these courses were created based on recommendation by an Adjunct faculty who manages a successful Fire Explorer program in Vallejo, Ca. These will be introductory Fire Service courses and will be offered by members of local Fire department. Dean Maire Morinec explained the different certificates available to students.

The committee recommended to modify minimum qualification of Fire Technology. These courses (items 8d, 8e, and 8f) do not have prerequisites.

1. Action on the Courses: Deb Berrett motioned approve item 8d. It was seconded by Dean Sandy Lamba. The motion was approved unanimously.

8e FIRE 104 Introduction to Emergency Medical Services (EMS)

1. Action on the Courses: Deb Berrett motioned approve item 8e. It was seconded by Dean Sandy Lamba. The motion was approved unanimously.

8f. FIRE 105 Introduction to Earthquake and Disaster Preparedness

Lisa Abbott explained that FIRE 105 has a broad catalog description field due to necessary community service components of the course.

1. Action on the Courses: Deb Berrett motioned approve item 8f with stipulation that the committee's concerns are addressed by Byron Berhel. This was seconded by Dean Sandy Lamba. The motion was approved unanimously.

9. Course Modification

9a. ASTR 020 Astronomy Laboratory:

Due to lack of time, this course is not reviewed and will be added on the next Tech Review committee agenda.

1. Action on the Course: None

9b. CIS 001 Introduction to Computer Science:

Mark Berrett stated that the previous course description mentioned utilization of Microsoft products. However, due to challenges that the department experienced with SCC IT and Microsoft, they will be eliminating the word reference of "Microsoft" under the course description. The committee also the reviewed the minimum qualification for this course.

1. Action on the Course: Deb Berrett motioned to approve course modifications of item 9c. It was seconded by Dean Sandy Lamba. The motion was approved unanimously.

9c. BUS 092 Business Communication:

Due to lack of time, this course is not reviewed and will be added on the next Tech Review committee agenda.

1. Action on the Course: None

9d. OT 056 Business Grammar and Proof Reading

Due to lack of time, this course is not reviewed and will be added on the next Tech Review committee agenda.

1. Action on the Course:None

10. Course Inactivation

10a. DRFT 046 Advanced Computer Aided Drafting (CAD)

10b. DRFT 130 Advanced Printed Circuit Board Design

10c. DRFT 050 Basic Drafting

10d. DRFT 085 Civil Drafting II

10e. DRFT 092 Special Problems

Karen Cook and Dean Morinec explained the reasons why the department requested items 10a through 10d to be inactivated. There will be no program modification involved.

1. Action on the Course: Deb Berrett motioned to combine and approve inactivation of items 10a to 10e. It was seconded by Dean Sandy Lamba. The motion was approved unanimously.

11. Curriculum Review

10f. ECON 010 Global Economics

1. Action on the Course: Deb Berrett motioned to inactive item 10f. It was seconded by Dean Sandy Lamba. This inactivation was approved unanimously.

11a. IT 175 Maker Space Technology Lab I

Karen Cook stated that this update was based on last Fall 2019 experience. She decreased the units/hours assigned to this course. The committee discussed this course's SLOs.

1. Action on the Course: Deb Berrett motioned to approve item 11a. It was seconded by Dean Sandy Lamba. The motion was approved unanimously.

11b. OCED 070 Occupational Soft Skills

11c. OCED 071 Occupational Portfolio Development

11d. OCED 090 Occupational Work Experience

11e. OCED 091 General Work Experience

Deb Berrett stated that there were no major updates on OCED 070 and OCED 071 aside from new textbooks. Regarding OCED 090 and OCED 091, the catalog descriptions were updated to clarify that students have to be working and have a business license. The committee discussed OCED 16-units/hours.

1. Action on the Course: Dean Sandy Lamba motioned to combine and approve items 11b, 11c, 11d, and 11e. It was seconded by Curtiss Brown. The motion was approved unanimously.

11f. AERO 102 Aviation Maintenance Technician - Airframe Structures: Title and Textbooks

11g. AERO 055 Aviation Maintenance Technician - General Aircraft Subjects: Title and textbooks

11h. AERO 105 Aviation Maintenance Technician - Airframe Systems: Title and textbooks

11i. AERO 103 Aviation Maintenance Technician - Basic Electricity and Hydraulics: Title and textbooks

11j. AERO 118 Aviation Maintenance Technician - FAA Airframe Test Preparation: Title and textbooks

11k. AERO 119 Aviation Maintenance Technician - FAA Powerplant Test Preparation: Title and textbooks

11l. AERO 106 Aviation Maintenance Technician - Powerplant - Reciprocating Engines: Title and textbooks

11m. AERO 107 Aviation Maintenance Technician - Powerplant - Turbine Engines: Title and textbooks

Dean Maire Morinec explained that these course titles and textbooks were updated.

These title changes were updated to minimize student's confusion regarding which course they could enroll in first.

1. Action on the Courses: Deb Berrett motioned to combine and approve items 11f to 11m. It was seconded by Mark Berrett. The motion was approved unanimously.

11n. FIRE 140 Fire Technology Academy:

Dean Maire Morinec stated that updates were made on FIRE 140 based on the State Fire Marshall's office request. Students who completed this academy will receive a Fire Fighter I certificate beginning next academic year, which is one of the advantages of processing this update. She also addressed the committee's inquiries regarding faculty requirements for these courses and minimum qualifications.

1. Action on the Courses: Deb Berrett motioned to approve item 11n. It was seconded by Dean Sandy Lamba. The motion was approved unanimously.

12. New Program

There were no items on this section.

13. Program Modification

13a. Maker Space Technology: Reflects Course Changes

Karen Cook explained that these modifications involved addition of IT 179 and IT 175 in the program. The committee expressed their concerns regarding the course titles under IT/program (i.e. Advance Manufacturing, Maintenance Technology, Industrial Technology, and Mechatronics) and suggested renaming these courses for consistency and simplicity purposes.

1. Action on the Program: Deb Berrett motioned to approve updates on item 13a. It was seconded by Dean Sandy Lamba. The motion was approved unanimously.

14. Program Inactivation

14a. Microsoft Office Master – Job-Direct Certificate

14b. Fitness Professional Job-Direct Certificate: Too Many Units Must be Removed From Catalog Until Officially Submitted to Chancellor’s Office

14c. Web Developer Job-Direct Certificate: Too Many Units Must be Removed From Catalog Until Officially Submitted to Chancellor’s Office

Lisa Abbott explained that items 14b and 14c are above the 16-unit threshold for programs. She has not received any updates from these departments or Deans. As a result, these program will need to be inactivated and removed from SCC catalog.

1. Action on the Programs: Deb Berrett motioned to approve inactivation of items 14a, 14b, and 14c. It was seconded by Dean Sandy Lamba. The motion was approved unanimously.

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

There were no items in this section.

21. Open Discussion

There were no items in this section.

22. Adjournment

The meeting adjourned at 4:06 pm.

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

February 18, 2020
March 17, 2020
March 31, 2020
April 21, 2020
May 5, 2020