



Technical Review Committee

Approved Minutes

Date: November 3, 2020

Meeting Room: Zoom

1:30 pm – 3: 30 pm

1. Call to order	Meeting was called to order by Sarah Barsness at 1:31 P.M.
2. Roll Call	<p>Technical Review Officials: Sarah Barsness (Chairperson), Lisa Abbott (Analyst), Ashlie Lawson (Articulation Officer), Andrew Wesley (Assessment Coordinator), Lisa Neeley (Dean), Deb Berrett (Faculty), Mark Berrett (Faculty)</p> <p>Claire Gover (Executive Assistant)</p> <p>Absent: David Williams (VP of Academic Affairs)</p> <p>Guests: Jim DeKloe, Kathleen Callison, Karen Cook, Emily Burt</p>
3. Agenda Approval	<p>Mark Berrett moved to approved the agenda. It was seconded by Deb Berrett. The 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>
4. Approval of Minutes	Approval of minutes from October 20, 2020 was postponed until next meeting.
5. Comments from the Public	There were no comments from the public.
6. Consent Items for Curriculum Committee	No items in this section.
7. Action Items	No items in this section.
8. New Course	<p><u>8a. BIOT 010 Introductory Biotechnology</u></p> <p>Jim DeKloe presented BIOT 010, a non-majors level course with lecture and lab comparable to BIO 015. Course is a recruiter for the BIOT program, but is not formally part of the program. Course is transferable counting as science with a lab. Course has a CTE C-ID.</p> <ol style="list-style-type: none">1. Action on the course: Deb Berrett moved to approve item 8a with the addition of textbook and assignment information plus DE addendum pdf prior to Curriculum Committee meeting on November 10. Ashlie Lawson seconded the motion. Motion passed unanimously.

8b. BIOT 066 Principles and Practice of Biomanufacturing

Jim DeKloe presented BIOT 066. Course will be offered mainly in summer. Course is option for students who took a research-based course at another institution to bridge them into our BS degree. This course can help transition student into the BIOT field. Proposed start is Fall 2021. Course is an alternate to BIOT 62. Must be taught face-to-face and will not have DE option. Course will also be submitted for BIOT 220X C-ID

1. Action on the course: Mark Berrett motioned to approve item 8b. Lisa Neeley seconded the motion. Motion passed unanimously.

8c. OT 070 Beginning Keyboarding

Kathleen Callison presented OT 070. This is a 3-unit, full semester course replacing OT 054A/B and 055 A/B (which are 8-wk courses). Deactivation of 054/055 series is needed, but they should remain in catalog for one full catalog cycle to accommodate students already in the series. Program modifications to Administrative Asst, Medical Front office Clerk and Small Business Management must accompany this approval. M Berrett will assist K Callison with program mod.

1. Action on the course: Mark Berrett motioned to table item 8c until next Tech Review meeting so program modifications can be made. Deb Berrett seconded the motion. The motion was approved unanimously.

8d. OT 072 Intermediate Keyboarding/Word Processing

1. Action on the course: Mark Berrett motioned to table item 8d until the next Tech Review. Deb Berrett seconded the motion. Motion passed unanimously.

9. Course Modification

9a. BIOT 061 Stem Cells and Gene Therapy Vectors: Title, Description, Methods of Instruction, Methods of Evaluation, Objectives, SLOs, DE, Min Quals

Jim DeKloe presented course modification of BIOT 061: adding gene therapy vector to course on stem cells. This course is part of the Cell and Gene Therapy certificate and serves as an elective for B.S.

1. Action on the course: Deb Barrett moved to approve item 9a with the updates to course content of record prior to Curriculum Committee meeting November 10. Ashlie Lawson seconded the motion. Motion passed unanimously.

9b. DRFT 055 Mechanical Drafting - Level I: Requisites

Karen Cook presented course modification to DRFT 055. Students need 3D Design knowledge in DRFT 055. Modification adds prerequisites and gives students two options for meeting requirement: DRFT 058 or DRFT 0151, in addition to the existing prerequisite of DRFT 045.

1. Action on the course: Deb Barrett moved to approve item 9b with contingency that course assignments be converted from pages to words and minimum quals for teaching the course are added. Lisa Neeley seconded the motion. Motion passed unanimously.

9c. DRFT 161 Introduction to REVIT Architecture Software: Requisites, DE
Karen Cook presented on course modification to DRFT 161. Course is fairly new and instructor has found students are able to successfully complete course without DRFT 060. DRFT 060 was changed from a prerequisite to an advisory.

1. Action on the course: Deb Barrett moved to approve item 9c. Ashlie Lawson seconded the motion. The motion passed unanimously.

10. Course Inactivation

No items in this section.

11. Curriculum Review

No items in this section.

12. New Program

No items in this section.

13. Program Modification

No items in this section.

14. Program Inactivation

No items in this section.

**15. High School
Articulation**

No items in this section.

**16. Report from
Assessment
Coordinator, Andrew
Wesley**

No report

**17. Report from the
Curriculum Committee
Chair, Sarah Barsness**

17a. General Education: We need a process for proposal and approval for courses for GE Option A. Sarah would like to get some background information to figure out strategies for moving forward. This will be discussed in Curriculum Committee.

**18. Report from VP of
Academic Affairs,
David Williams**

No report

**19. Report from the
Articulation Officer,
Ashlie Lawson**

No report

**20. Report from
Curriculum Analyst,
Lisa Abbott**

No report

21. Other

No items in this section.

22. Open Discussion

No items in this section.

23. Adjournment

Ashlie Lawson moved to adjourn the meeting. It was seconded by Lisa Neeley. The meeting adjourned at 2:37 p.m.

ALL MEETINGS WILL BE HELD STARTING AT 1:30 PM ON ZOOM UNLESS OTHERWISE NOTED: