



# Technical Review Committee

## Approved Minutes

Date: December 1, 2020

Meeting Room: Zoom

1:30 pm – 3: 30 pm

**1. Call to order**

The meeting was called to order at 1:33 by Sarah Barsness, Chairperson.

**2. Roll Call**

**Technical Review Officials:** Sarah Barsness (Chairperson), Lisa Abbott (Analyst), Ashlie Lawson (Articulation Officer), David Williams (VP of Academic Affairs), Andrew Wesley (Assessment Coordinator), Lisa Neeley (Dean), Deb Berrett (Faculty), Mark Berrett (Faculty)

Claire Gover (Executive Assistant)

Guests: Kathleen Callison, Rachel Smith, Christine Mani, Emily Burt

**3. Agenda Approval**

*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.*

Debra Berrett moved to approve the agenda. It was seconded by Lisa Neeley. Motion passed unanimously.

**4. Approval of Minutes**

Mark Berrett moved to approve the minutes of November 17, 2020. Debra Berrett seconded the motion. Motion passed unanimously.

**5. Comments from the Public**

There were no comments from the public

**6. Consent Items for Curriculum Committee**

None

**7. Action Items**

None

**8. New Course**

8a. THEA 148 Special Advanced Topics in Theatre

Christine Mani presented on item 8a. Changes were made since the last tech review. To address the repeatability issue THEA 148 is now listed as 4 specialized 1-unit courses: THEA 148A, 148B, 148C and 148D. Courses will be stacked and class size will be based on the specialty topic being offered.

1. Action on the course: Debra Berrett moved to approve item 8a contingent on typographical errors being corrected prior to next Curriculum Committee meeting. Ashlie Lawson seconded the motion. Motion passed unanimously.

#### 8b. OT 070 Beginning Keyboarding

Kathleen Callison presented on items 8b and 8c. OT 070 is a 16-wk course to replace OT 054A and OT 054B which are 8-wk courses offered in sequence. OT 054A is a prerequisite for 054B and the process for clearing students for the next course is tedious. There was discussion about changing 054A from prerequisite to an advisory, but a certain typing speed is needed for 054B. Kathleen expressed the difficulty of teaching these courses and assessing students online and especially without the help of an instructional assistant. VP Williams mentioned we can process student clearances in batch approvals to relieve some of the burden of clearing students individually.

Discussion took place about the BS-OT and OT courses. We need to ensure we are not confusing students and the difference between courses are clear (example: what is the difference between OT 054A/B Beginning Keyboarding vs BSOT 110 Keyboarding 1?) BSOT and OT courses are hard to find in our catalog since they are listed Business. Further dialog is need on how keyboarding fits into business skills. These courses need to be evaluated with consideration of the programs that will be affected. The committee was not ready to act on these courses and further discussion is needed. The committee recognized Kathleen for all her hard work in preparing these course proposals and program modifications.

1. Action on the course: Lisa Neeley moved to table items 8b & 8c, as well as the associated program modifications items 13a through 13e. Debra Berrett seconded the motion. Motion passed unanimously.

#### 8c. OT 072 Intermediate Keyboarding/Word Processing

OT 072 is a 16-wk course to replace OT 055A and 055B. Presented with item 8c.

1. Action on the course: tabled with 8b

#### 8d. ARTD 144B Adobe Illustrator Bootcamp

Rachel Smith presented on items 8d – 8h. These courses are extensions of ARTD 144A and have already been offered as bootcamps. They are 1-unit electives. It was suggested that software/brands are not part of the course title since they may change. These will be CAT 2 and offered in several modalities. Class size will remain 40 but based on the classroom and the courses scheduled, the class size may need to be made smaller.

1. Action on the course: Debra Berrett moved to approve items 8d-8h. Ashlie Lawson seconded the motion. Motion passed unanimously.

#### 8e. ARTD 144C Adobe Photoshop Bootcamp

1. Action on the course: Approved with 8d.

#### 8f. ARTD 144D Digital Illustration Bootcamp

1. Action on the course: Approved with 8d.

#### 8g. ARTD 144E Portfolio and Publication Bootcamp

1. Action on the course: Approved with 8d.

#### 8h. ARTD 144F Animation Bootcamp

1. Action on the course: Approved with 8d.

#### 8i. PHOT 164 Digital Printing for Photographers

Sarah Barsness presented item 8i as a 1-credit elective course

1. Action on the course: Debra Berrett moved to approve item 8i. It was seconded by Ashlie Lawson. Motion passed unanimously.

### **9. Course Modification**

#### 9a. ART 045B Graphic Design II

Per Rachel Smith, there is no need to present items 9a-9c at this time. Requests to have these tabled, not deleted.

1. Action on the course: Ashlie Lawson moved to table 9a-9c. Mark Berrett seconded the motion. The motion passed unanimously.

#### 9b. ART 046 Illustration I

1. Action on the course: Tabled with 9a.

#### 9c. ARTD 044 Introduction to Digital Design

1. Action on the course: Tabled with 9a.

#### 9d. ART 045A Graphic Design I

Rachel Smith presented on item 9d. Modified course by adding ART 044 as advisory.

2. Action on the course: Debra Berrett motioned to approve item 9d. Ashlie Lawson seconded the motion. Motion passed unanimously.

### **10. Course Inactivation**

#### 10a. PHOT 171L Digital Imaging Practicum

Sarah Barsness presented items 10a-10c explaining that these courses were meant for lab techs to work with students. Since these courses are never offered she is requesting course inactivation.

1. Action on the course: Mark Berrett moved to approve items 10a-10c. Ashlie Lawson seconded the motion. Motion passed unanimously.

#### 10b. PHOT 173L DSLR Videography Practicum

1. Action on the course: Passed with 10a.

#### 10c. PHOT 130L Film Photography Practicum

1. Action on the course: Passed with 10a.

### **11. Curriculum Review**

There were no items in this section.

<b>12. New Program</b>	There were no items in this section.
<b>13. Program Modification</b>	<u>13a. Administrative Assistant (AS): OT Courses</u>
	1. Action on the program: tabled with 8b
	<u>13b. Administrative Assistant (AS): OT Courses</u>
	1. Action on the program: tabled with 8b
	<u>13c. Small Business Management (AS): OT Courses</u>
	1. Action on the program: tabled with 8b
	<u>13d. Small Business Management (CA): OT Courses</u>
	1. Action on the program: tabled with 8b
	<u>13e. Medical Administrative Assistant (CA): Title, OT Courses</u>
	1. Action on the program: tabled with 8b
	<u>13f. Photography, Professional (AA): Courses</u>
	Sarah Barsness presented on items 13f and 13g. The modification to these AA programs is the addition of PHOT 164 as an elective (New course. See item 8i)
	1. Action on the program: Debra Berrett moved to approve items 13f and 13g. Lisa Neeley seconded the motion. The motion was approved unanimously.
	<u>13g. Photography, Professional (CA): Courses</u>
	1. Action on the program: Approved with item 13f.
<b>14. Program Inactivation</b>	There were no items in this section.
<b>15. High School Articulation</b>	There were no items in this section.
<b>16. Report from Assessment Coordinator, Andrew Wesley</b>	None
<b>17. Report from the Curriculum Committee Chair, Sarah Barsness</b>	None

<b>18. Report from VP of Academic Affairs, David Williams</b>	None
<b>19. Report from the Articulation Officer, Ashlie Lawson</b>	None
<b>20. Report from Curriculum Analyst, Lisa Abbott</b>	None
<b>21. Other</b>	There were no items in this section.
<b>22. Open Discussion</b>	None
<b>23. Adjournment</b>	There being no further business, Lisa Neeley moved to close the meeting. It was seconded by Debra Berrett. Motion passed. Meeting was adjourned at 4:06 p.m.

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