

Description of Technical Review Committee:

Curriculum development is a faculty-driven process. When the proposal reaches the technical review process, it is reviewed by various faculty Curriculum Committee members and curriculum support staff for compliance with best practices in curriculum development and Title 5 regulations. In addition to grammar and syntax, the Technical Review Committee should assure that all required components of the proposal are present. Subcommittee members should work directly with the faculty originator(s) to iron out any problems. Approval of a course by this committee advances the proposal for Content Review. The Technical Review Committee may select to return the proposal to the proposer(s) with input for improvement; advance the course to Content Review with recommendations for change; advance the proposal for Content Review.

Composition of Technical Review Committee

The primary responsibility for technical review is held by the Technical Review Committee, a subcommittee of the Curriculum Committee. Voting members are the Curriculum Chair, the Articulation Officer, and two faculties and one academic dean currently serving on the Curriculum Committee. Faculty to serve will be identified by the Curriculum Chair, and the Academic Dean is identified by the Vice-President of Academic Affairs. Ex-officio, non-voting members include the Vice-President of Academic Affairs, the Assessment Coordinator, and the Curriculum Analyst. Representative faculty of curriculum proposals to be reviewed are also expected to attend.

The following information provides guidance for understanding what items should be reviewed by which technical review committee members prior to its forwarding to the Curriculum Committee for Content Review.

Where Content is reviewed by the Technical Review Committee, this review is for reasons of accuracy, clarity, style, and grammar only; this review is not to take the place of the content review by the whole committee.

Technical Review Committee members should conduct a review of the information below prior to the meeting of the committee, including recommendations.

Category Technical	Review Members
Section A: Course Department, Course Number, Course Title, Computer Title, and Rational for changes and/or proposal	All
Section B: Program Information, including Program Title, TOPS Code, CCC Course Classification, SAM Code, CB Code	Articulation Officer Curriculum Specialist
Section C: Program Major	Articulation Officer Curriculum Specialist
Section D: Division, Administration and Inter-Division Recommendations	Articulation Officer Curriculum Specialist

Proposed Addition to CH re: Tech Review: To Add
Presented to the SCC Senate on 2.27.2017

Section E: General Education Information for all GE patterns	Articulation Officer Curriculum Specialist
Section F: Articulation Information, including C-ID	Articulation Officer
Section G: Resources	LRC/Library review
Section H: Recommended Class Size and Workload	Articulation Officer Curriculum Analyst (This review may trigger a review by the workload committee should the course be approved in Content Review.)
Section J: Division Planning	All
Section K: General Course Information	
Course Department, Course Number and Course Title	All
Units and Weekly Contact Hours	Articulation Officer Curriculum Specialist
Methods of Instruction	All
Course Preparation: Course Advisory, Prerequisites and Co-requisites	All
Repeatability	Articulation Officer Curriculum Specialist
Catalog Description	All
Other Catalog Information	Articulation Officer Curriculum Specialist
Student Performance Objectives	All
Methods of Evaluating Student Achievement	All
Student Assignments	All
Course Content Outline	All Articulation Officer to make recommendations based on C-ID compliance
Textbooks	Articulation Officer