



## Technical Review Committee

Approved Minutes  
**September 19, 2017**  
**Meeting Room: 504**  
**1:30 pm – 3:30 pm**

*(This Technical Review meeting occurred during September 26<sup>th</sup> Curriculum Committee meeting.)*

<b>1. Call to order</b>	Coordinator Jim DeKloe called the meeting to order at 1:38pm.
<b>2. Roll Call</b>	<p>Jim DeKloe (Coordinator), Lisa Abbott (Analyst), Curtiss Brown (Articulation Officer), and Jose Cortes.</p> <p><b>Absent:</b> David Williams (VP of Academic Affairs), Dean Maire Morinec, Amy Obegi, and Deb Berrett.</p>
<b>3. Agenda Approval</b>	<p>September 26, 2017</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>Jose motioned to approve the agenda of September 26, 2017. It was seconded by Curtiss Brown. The motion to approve the agenda passed unanimously.</p>
<b>4. Approval of Minutes</b>	Curtiss Brown motioned to approve the minutes of September 5, 2017. It was seconded by Jose Cortes. Jose abstained. The motion passed with majority of the vote.
<b>5. Comments from the Public</b>	There were no comments from the public.
<b>6. Consent Items for Curriculum Committee</b>	Remove Reading requirement from GE option A
<b>7. New Course</b>	<p><u>7a. (CP17F-1) BIOT 003 Fermentation: The Science of Beer and Brewing</u></p> <p>1. Action on the Course:</p> <p>Curtiss Brown motioned to approve BIOT 003. This was seconded by Jose Cortes. The following information was discussed: (a) Jim DeKloe stated that \$7,000 funding will be resourced elsewhere and not through Perkins fund, (b) Jim DeKloe explained that Santa Rosa Community College and AB 1989 (2014) will allow him to set an age requirement (only students 18 years old and older will be allowed to take this course and will not be able to imbibe alcohol produce in this class) and permission from the instructor will be needed, (c) this course will be program applicable but not degree, (d) reading assignments will be based on 250 words, (e) librarians will review new courses but not existing courses being reviewed for modifications, and (f) Curtiss Brown expressed articulation issues regarding the course units versus similar course offered at UC Davis, which did not have a lab. Also as a requirement, this course will need a lab manual. A conditional approval was granted to this course based on completing the Articulation Officer's recommendations mentioned above.</p>
<b>8. Course Modification</b>	<p><u>8a. (CP17F-3) TUTR 500 Supervised Tutoring – Class Max</u></p> <p>1. Action on the Course:</p>

	<p>Curtiss Brown motioned to approve the course maximum change from 50 to 400. It was seconded by Jose Cortes. George Olgin stated that the class max modification was recommended by Pei Lin Van'T Hul to minimize the amount of work needed in creating CRNs. The Workload committee will be the next step in the approval process. The motion to approve this course change was approved by the committee unanimously.</p>
<b>9. Course Deletion</b>	There were no items on this section.
<b>10. Curriculum Review</b>	There were no items on this section.
<b>11. New Program</b>	There were no items on this section.
<b>12. Program Modification</b>	There were no items on this section.
<b>13. Program Deletion</b>	There were no items on this section.
<b>14. Report from Assessment Coordinator</b>	Amy Obegi, Assessment Coordinator, was not at this meeting.
<b>15. Report from the Chair</b>	Jim DeKloe, Curriculum Coordinator, did not have an update.
<b>16. Report from VP of Academic Affairs</b>	David Williams, Vice President of Academic Affairs, was not at this meeting.
<b>17. Report from the Articulation Officer</b>	Curtiss Brown, Articulation Officer, shared that based on the conference he attended, numbering was not recommend when entering information on the Course Content on META. He also mentioned including out of class hours to the COR.
<b>18. Other</b>	There were no items on this section.
<b>19. Open Discussion</b>	There were no items on this section.
<b>20. Adjournment</b>	Kevin Anderson motioned to adjourn the meeting. It was seconded by Erin Duane. The meeting adjourned at 2:46 pm.

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

September 19, 2017  
 October 3, 2017  
 October 24, 2017  
 November 7, 2017  
 November 21, 2017  
 December 12, 2017  
 January 23, 2018  
 February 6, 2018  
 February 20, 2018  
 March 20, 2018

April 17, 2018  
May 1, 2018