



Technical Review Committee

Approved Minutes

September 5, 2017

Meeting Room: 504

1:30 pm – 3:30 pm

1. Call to order	Coordinator DeKloe called the meeting to order at 1:37 pm.
2. Roll Call	Jim DeKloe (Coordinator), Lisa Abbott (Analyst), Curtiss Brown (Articulation Officer), David Williams (VP of Academic Affairs), Maire Morinec, Deb Berrett, Jose Cortes, and Amy Obegi.
3. Agenda Approval	Deb Berrett motioned to approve the agenda of September 5, 2017. It was seconded by Dean Morinec. The motion to pass the agenda was approved unanimously.
4. Approval of Minutes	There were no items on this section.
5. Comments from the Public	There were no comments from the public.
6. New Course	<p><u>6a. (CP17F-1) BIOT 003 Fermentation: The Science of Beer and Brewing</u></p> <p>1. Action on the Course: Jim DeKloe stated that this class was in demand at UC Davis and will serve as an elective in the BioTech program (Baccalaureate Degree) with an aspiration to be UC Davis transferrable. The following items were discussed: (a) course age requirement; Other colleges offering similar course had a 21-year-old requirement, (b) the application needed to reflect if this course will be a GE or elective (age restriction), (c) the time frame involved to verify transferability to UC in order for this course to be included on the catalog next year, (d) if the program that this course will be part of had been updated, and (e) how much will the program cost (\$7000) and will it qualify under Perkins funds (per Dean Morinec, it will need to be under Industrial BioTech program). Due to time restraint, this course will be included at the next meeting's agenda for further review.</p> <p><u>7a. (CP17F-2) ENGL 001 College Composition: Prerequisite</u></p> <p>1. Action on the Prerequisite: 2. Action on the Course: Jose Cortes stated pre-requisite modification was requested due financial aid implication and other reasons. David Williams recommended to update the comment section and clarify the different pre-requisite paths that students could follow in order to be eligible for English 001. Josh Scott shared that only 65% of students who had taken English 360 were successful and the goal was to increase that percentage and minimize the amount of time students spent in order to be qualified for this course. If approved, instructors will have the ability to complete a form, based on multiple measures, and could refer/approve students take English 001. Part of the committee members did not believe this was the best process to follow due too many variables involved. The committee's recommendation was to provide students with a letter grade in English 360</p>

	instead of “pass” or “no pass” grade. The committee returned this application to the department to be update including the recommendation mentioned above.
7. Course Modification	There were no items on this section.
8. Course Deletion	There were no items on this section.
9. Curriculum Review	There were no items on this section.
10. New Program	There were no items on this section.
11. Program Modification	There were no items on this section.
12. Program Deletion	There were no items on this section.
13. Report from Assessment Coordinator	Assessment Coordinator Amy Obegi did not have an update.
14. Report from the Chair	Jim DeKloe did not have an update.
15. Report from VP of Academic Affairs	David Williams did not have an update.
16. Report from the Articulation Officer	Curtiss Brown did not have an update.
17. Other	There were no items on this section.
18. Open Discussion	There were no items on this section.
19. Adjournment	The meeting was discontinued due to lack of quorum. There was no motion to adjourn the meeting.

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

August 22, 2017
 September 5, 2017
 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