



TECHNICAL REVIEW COMMITTEE

Approved Minutes

February 20, 2018

Meeting Room: 743

1:30 pm – 3: 30 pm

1. Call to order	Chair Jim DeKloe called the meeting to order at 1:34 pm.
2. Roll Call	Jim DeKloe (Chairperson), Lisa Abbott (Analyst), Curtiss Brown (Articulation Officer), David Williams (VP of Academic Affairs), Amy Obegi, Dean Morinec, and Deb Berrett. Absent: Jose Cortes Guest: Ferdinanda Florence
3. Agenda Approval	Dean Morinec motioned to approve the agenda of February 20, 2018. It was seconded by Deb Berrett. The agenda was approved unanimously. <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>
4. Approval of Minutes	The approval of the minutes of November 21, 2017 and February 6, 2018 were deferred to the next Tech Review meeting on March 6, 2018.
5. Comments from the Public	There were no comments from the public.
6. Consent Items for Curriculum Committee	There were no items on this section.
7. Action Items	There were no items on this section.
8. New Course	<u>8a. (CP18S-#) GEOL 004 Earth Science Laboratory</u> 1. Action on the Course: Ferdinanda Florence stated that GEOL 004 will be part of a program. The committee recommended to modify the course title from GEOL 004 to GEOL 003L due to this course being the lab for the existing GEOL 003 and to be consistent with other science lecture and lab course cohorts. Dean Morinec motioned to defer review of this course until the department had the opportunity to submit GEOL 003 for review. This motion was seconded by Deb Berrett. The motion passed unanimously.

8b. (CP18S-36) MATH 055 Mathematical Concepts for Elementary School Teachers – Number Systems

1. Action on the Course:

This course was authored by Joe Conrad. There was a rigorous discussion regarding course description/content, minimum qualifications, and methods of instruction. Dean Morinec requested to inquire with the department the purpose of this course. Jim DeKloe will contact the Math department to acquire this information. Curtiss Brown motioned to approve MATH 055. It was seconded by Dean Morinec. The motion passed unanimously.

9. Course Modification

9a. (CP18S-37) BIO 012 Environmental Science: Description, Objectives, Articulation Information, SLOs, Methods of Evaluation, Assignments, Content, Textbooks

1. Action on the Course:

Chair Jim DeKloe stated that these modifications were made to conform to an existing CID for Environmental Science. Dean Morinec motioned to approve modifications on BIO 012. It was seconded by Deb Berrett. The motion passed unanimously.

9b. (CP18S-#) BIO 014 Principles of Microbiology: SAM Code, Description, Objectives, Articulation Information, SLOs, Requisites, Assignments, Content, Textbooks

1. Action on the Course:

2. Action on the Requisite:

Chair Jim DeKloe stated that these modifications were resulted from a curriculum/program review. There was no CID assigned, since this course was part of upper division courses. There was a discussion regarding what will be the appropriate top code to utilize. While reviewing the information on META, the committee did not find a requisite validation. , Deb Berrett motioned to defer this course at the next Tech Review meeting due to incomplete information on CurricUNET META. It was seconded by Dean Morinec. The motion to defer this course passed unanimously.

9c. (CP18S-38) BIO 015 Introduction to Biology: Description, Objectives, Articulation Information, SLOs, Methods of Evaluation, Assignments, Content, Textbooks

1. Action on the Course:

This was proposed by Michelle Smith. The modifications were result of a curriculum review. There were discussions regarding: (a) field trip fee and alternate course work for students that could attend a field trip, (b) division planning need more information, (c) the reasons why a lab portion was not a separate course, and (d) textbook resources and librarians will only review textbook information on new courses. Dean Morinec motioned to approve this course with the condition that the division planning and textbook resources will be completed by the next Curriculum Committee meeting. This was seconded by Deb Berrett. The motion passed unanimously.

9d. (CP18S-19) BUS 097 Work Readiness: Description, Objectives, Articulation Information, SLOs, Requisite, Textbooks

1. Action on the Course:

Curtiss Brown raised concerns regarding this course's lack of articulation to Sonoma State and Cal State Eastbay. Deb Berrett stated that SCC did not have "Life Long Learning" and this could be "aspirational," and if approved, OCED 070 and portfolio development will be submitted in the near future. Curtiss Brown recommended to locate a CSU course that this course will articulate to be and estimated that the entire process will take a year and a half. Lisa Abbott stated that the other programs, in which this course will be part of, had to be submitted for approval. Curtiss motioned to approve this course with condition that

the department locate a CSU course that it will articulate to and this course not be included in GE Area E. It was seconded by Deb Berrett. Deb Berrett volunteered to communicate the committee's concerns/recommendations with the course authors regarding.

9e. (CP18S-#) CDFS 082 Adult Supervision: The Mentor Teacher: Description, Hours, SLOs, Requisites, textbooks

1. Action on the Course:
2. Action on the Requisite:

After the committee reviewed the course, Dean Morinec motioned to defer CDFS 082 at the next TR meeting due to incomplete information such as division planning, textbook, articulation, and resource section on CurricUNET META. It was seconded by Deb Berrett. The motion to defer this course passed unanimously.

9f. (CP18S-#) CHEM 001 General Chemistry I: Title

9g. (CP18S-#) CHEM 002 General Chemistry II: Title

1. Action on these Courses:

Curtiss Brown motioned to combine items 9f and 9g and to approve the title change for these courses. It was seconded by Deb Berrett. The motion passed unanimously. This item will be under Consent on the next Curriculum Committee agenda.

9f. (CP18S-#) COUN 064A Practicum I: Description, SLOs,

1. Action on the Course

Marianne Flatland was the course author. Lisa Abbott stated that the department was in the process of selecting CID for this course. The committee had a lengthy discussion regarding: (a) Title 5 compliance concerns, (b) whether the course should be under Counseling or Human Services, and (c) course structure designed as a work experience class. Deb Berrett motioned to defer this course until the department could provide more information to address the committee's concerns. It was seconded by Dean Morinec. The motion to defer this course passed unanimously.

9g. (CP18S-#) GEOG 001: Physical Geography: TOP Code, SLOs, Methods of Evaluation, Assignments, Textbooks

1. Action on the Course

The committee found incomplete information such division planning, methods of instructions and resource section on CurricUNET META. Dean Morinec motioned to defer GEOG 001 until the department complete all the missing information on CurricUNET META. It was seconded by Debby Berrett. The motion passed unanimously.

9g. (CP18S-#) THEA 008 Stage Make-Up: Hours from CAT II – CAT III, SLOs

1. Action on the Course

The department modified the course category and SLOs. The department missed the opportunity to complete division planning and update articulation on CurricUNET META. Dean Morinec motioned to defer THEA 008 at the next Tech Review meeting due to incomplete information in CurricUNET META. It was seconded by Deb Berrett. The motion passed unanimously.

10. Course Inactivation

10a. (CP18S-#) PHOT 170L Beginning Digital Photo Practicum

1. Action on the Course

Deb Berrett motioned to approve the inactivation of PHOT 170L. It was seconded by Dean Morinec. The motion passed unanimously.

11. Curriculum Review

11a. (CP18S-#) CDFS 063 Introduction to Curriculum: SLOs, Methods of Evaluation, Assignments, Content, Textbooks

1. Action on the Course:

After the committee reviewed the course, Dean Morinec motioned to defer CDFS 063 at the next TR meeting due to incomplete information on CurricUNET META. It was seconded by Deb Berrett. The motion passed unanimously.

12. New Program

12a. (CP18S-42) Economics A.A.-T

1. Action on the Program:

The committee had a rigorous discussion regarding the course block for this program such as, MATH 20, MATH 30, MATH 22, BUS 018, CIS 015, and CIS 001. Curtiss Brown reviewed the CID of the courses under Core and List A. He also clarified that BUS 005 and BUS 018 were the only courses that had CID. Dean Morinec motioned to approve this program with condition to correct the course block by the next Curriculum Committee meeting. It was seconded by Deb Berrett. The motion passed unanimously.

12b. (CP18S-45) Studio Arts with Emphasis A.A.

1. Action on the Program:

Ferdinanda Florence stated there was an existing A.A.-T. degree. This new program will provide students a basis for Art school/UC level and that Art 3D and 2D will be deleted will be deleted as a result. Amy Obegi recommended that required SLOs be utilized to measure PLOs for this program. Deb Berrett motioned to approve this program. It was seconded by Dean Morinec. The motion passed unanimously.

13. Program Modification

13a. (CP18S-29) Administrative Assistant A.S.: Change BUS 100 to BUS 097

13b. (CP18S-30) Administrative Assistant Certificate of Achievement: Change BUS 100 to BUS 097

13f. (CP18S-43) Medical Office and Coding Specialist A.S.: Update BUS 100 to BUS 097

1. Action on the Programs:

Dean Morinec motioned to combine items 13a, 13b, and 13f and to approve modifications of this program. It was seconded by Deb Berrett. The motion passed unanimously.

13c. (CP18S-44) Art History A.A. – T: Update Description, take out PHOT 030, Include ART 045A

1. Action on the Program:

Ferdinanda Florence stated that the A.A. degree was deleted and this modification on the A.A.-T reflected that action. Also, PHOTO 030 will not be removed from the program. Deb Berrett motioned to approve this program. It was seconded by Dean Morinec. The motion passed unanimously. This will be added under Consent on the next Curriculum Committee agenda.

13d. (CP18S-#) Industrial Biotechnology A.S: Update courses and PLOs

13e. (CP18S-#) Industrial Biotechnology Certificate of Achievement: Update courses and PLOs

1. Action on the Programs:

Items 13d and 13e were deferred at the next Tech Review meeting.

14. Program Inactivation

14a. (CP18S-46) Art-Three-Dimensional – A.A. Degree (pending Studio Arts with Emphasis A.A. Chancellor's Office Approval)

14b. (CP18S-47) Art-Two-Dimensional – A.A. Degree (pending Studio Arts with Emphasis A.A. Chancellor’s Office Approval)

1. Action on the Programs:
Deb Berrett motioned to combine items 14a and 14b and to approve inactivation of these programs. It was seconded by Dean Morinec. The motion passed unanimously.

14c. (CP18S-#) University Studies: Liberal Studies for Education A.A. (pending Elementary Education A.A.-T Chancellor’s Office Approval)

1. Action on the Program:
Ferdinanda Florence stated that the request to inactivate this program was a result of taskforce’s recommendation from previous semester. The department had authored Elementary A.A.-T degree (pending approval at the Chancellor’s office). VP Williams recommended to remove the words, “University Studies,” and “for Education,” from the program title. The committee recommended this program be housed in the Counseling department. Dean Morinec motioned to modify the program name to A.A. degree in Liberal Studies and for the department to review articulation with CSUN Liberal Studies program. It was seconded by Deb Berrett. The motion passed unanimously. .

15. High School Articulation

There were no items on this section.

16. Report from Assessment Coordinator

Amy Obegi, Assessment Committee Coordinator did not provide an update.

17. Report from the Chair

James DeKloe, Curriculum Committee Coordinator, did not provide an update.

18. Report from VP of Academic Affairs

David Williams, VP of Academic Affairs, did not provide an update.

19. Report from the Articulation Officer

Curtiss Brown, Articulation Officer, did not provide an update.

20. Other

There were no items on this section.

21. Open Discussion

There were no items on this section.

22. Adjournment

The meeting adjourned at 4:32 pm.

ALL MEETINGS WILL BE HELD STARTING AT 1:30 PM IN ROOM 743 UNLESS OTHERWISE NOTED:

February 20, 2018

March 20, 2018

April 17, 2018

May 1, 2018