



# TECHNICAL REVIEW COMMITTEE

## Approved Minutes

March 5, 2019

Meeting Room: 504

1:30 pm – 3: 30 pm

1. Call to order	Technical Review Chair Jim DeKloe called the meeting to order at 1:32 p.m.
2. Roll Call	<p>Jim DeKloe (Chairperson), Lisa Abbott (Analyst), Curtiss Brown (Articulation Officer), David Williams (VP of Academic Affairs), Amy Obegi (Assessment Coordinator), Sandy Lamba (Dean), and Deb Berrett (Faculty).</p> <p><b>Guest:</b> Alan Jian, Jessica Corbin, Sarah Donovan, LaVonne Slaton, and Kevin Anderson.</p>
3. Agenda Approval	<p>The committee motioned to approve the agenda of March 5, 2019 with a modification to remove items 13b and 13c. The modified agenda was approved unanimously.</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>
4. Approval of Minutes	<p>Deb Berrett motioned to approve the minutes of February 19, 2019 with a modification to remove the word, “seconded” on item 9a, as it was written twice. This motion was seconded by Dean Sandy Lamba. The motion passed unanimously.</p>
5. Comments from the Public	<p>There were no comments from the public.</p>
6. Consent Items for Curriculum Committee	<p>There were no items on this section.</p>
7. Action Items	<p>There were no items on this section.</p>
8. New Course	<p>There were no items in this section.</p>
9. Course Modification	<p><u>9a. MATH 030 Business Calculus I: Title, Description, Objectives, Units, Hours, Requisite, Content, Textbooks (Needs Program Mods)</u></p> <p>Alan Jian stated that modifications of this course included removal of the CID, name change, and updated prerequisites. He also presented a handout that supported the department’s reason behind the 4 units assigned to this course versus 3 units (see attached document). The committee had thorough discussions regarding units assigned to this course (3 units versus 4 units), CID# 140, adding prerequisites, ADT requirement (CSU, Sonoma State), TMC Business Administration, and to update course content. Alan Jian will</p>

update the course as suggested by the TR committee and will be reviewed again on the TR next meeting.

1. Action on the Requisite: None
2. Action on the Course: None

**10. Course Inactivation**

There were no items on this section.

**11. Curriculum Review**

There were no items on this section.

**12. New Program**

There were no items on this section.

**13. Program Modification**

13a. Emergency Medical Technician I – Job-Direct Certificate

1. Action on the Program: Deb Berrett motioned to approve Emergency Medical Technician I program. It was seconded by Dean Sandy Lamba. The motion was approved unanimously.

13b. Music A.A.-T: Description, PLOs (needs updated TMC and narrative)

13c. Spanish A.A.-T: Courses, PLOs (needs updated TMC and narrative)

1. Action on the Programs: Items 13b and 13c were removed from the agenda.

13d. Sociology A.A.-T: Courses, PLOs

Amy Obegi stated that while reviewing this program, the PLOs that were difficult to measure were removed/modified. The department also outlined required courses for this degree. Lisa Abbott stated that SOC 040 was currently in review as the department needed to update Articulation information/agreement.

1. Action on the Program: Deb Berrett motioned to approve program modifications on item 13d. It was seconded by Dean Sandy Lamba. The motion passed unanimously.

**14. Program Inactivation**

There were no items on this section.

**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, informed the committee that he will not find out if SCC courses will be accepted at CSUB and IGETCI until May 2019 the earliest; therefore, the information on the upcoming SCC catalog regarding this will reflect no changes. He also shared how ADT updates/issues had not been resolved regarding AB 705 and prerequisites. Lastly, he stated that new degrees offered in CSU Sonoma will be included in their catalog and CSUs will be issuing yearly catalogs instead of every two years.

**20. Other**

**20.1 Clarifications What Course Changes Will Require Tech Review Approval or Curriculum Committee Approval**

Lisa Abbott requested clarifications on what course modifications will require Tech Review approval even though Curriculum Committee had reviewed had reviewed it. Curtiss Brown stated that minor changes will be under consent and major updates (i.e. COR changes, prerequisites, units, content) will need to be reviewed again by TR for consistency reasons. The committee also had a discussion regarding how departments were informed that their course(s) would be included in the agenda: Past CC Chair Brown shared that he would forward the meeting agenda to the Professor(s) who submitted the course to be reviewed/evaluated and Deb Berrett stated that in addition to sharing this the agenda, she would specifically note which item(s) on the agenda will pertain to their department.

**21. Open Discussion**

**21.1 Modifying Option A**

Deb Berrett presented, "Modifying Option A: General Education to Local District Requirement from Health and Physical Education to Life Skills and Add Additional Courses," (see attached document) to the committee. She stated that the purpose of the proposal will be to move local degree and to match Sac City and Folsom. The group discussed the following: (a) what courses will be included, (b) Curriculum Committee had discussed, years ago, how this type of GE requirement modification should be a Constitutional amendment, (c) GE reciprocity policy, (d) Curtiss Brown to share this information with Kinesiology department (next meeting 3/15/19), and (e) the possibility of forwarding this document to Curriculum Committee and Academic Senate for review and input.

**22. Adjournment**

The meeting was adjourned at 2:56 p.m.

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

Spring

March 26, 2019

April 9, 2019

April 30, 2019

**Document Reviewed:**

- Proposal to Amend Local Graduation Requirement
- Modifying Option A: General Education to Local District Requirement from Health and Physical Education to Life Skills and Add Additional Courses