



TECHNICAL REVIEW COMMITTEE

Approved Minutes

April 9, 2019

Meeting Room: 504

1:30 pm – 3: 30 pm

1. Call to order

Chair Jim DeKloe called the meeting to order at 1:33 p.m.

2. Roll Call

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).

Guests: Melanie Lutz, Thomas Bundenthal, Kevin Anderson, Sarah Barsness, Marianne Flatland, Laura Pirott, and Darla Williams.

3. Agenda Approval

Deb Berrett motioned to approve the agenda of April 9, 2019 with the addition of ATHL 011 Beach Volley Ball course under New Course. It was seconded by Articulation Officer Curtiss Brown. The agenda was approved unanimously.

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.

4. Approval of Minutes

Deb Berrett motioned to approve the minutes of March 5, 2019 as presented. It was seconded by Curtiss Brown. Deb Berrett motioned to approve the minutes of March 26, 2019. It was seconded by Dean Sandy Lamba. The minutes were approved by the committee unanimously.

5. Comments from the Public

There were no comments from the public.

6. Consent Items for Curriculum Committee

The courses below were updated in compliance with AB705. Deb Berrett motioned to approve consent items 6.1, 6.2, 6.3, and 6.4. It was seconded by Curtiss Brown. The motion was approved unanimously.

6.1 BIO 014 Principles of Microbiology – update requisites for AB705

6.2 CHEM 001 General Chemistry I – update requisites for AB705

6.3 ENGL 001 College Composition – update requisites for AB705

6.4 ENGL 310D Advanced English Skills Lab – update requisites for AB705

7. Action Items

There were no items on this section.

8. New Course

8a. ATEC 071 Automotive Parts and Service

The committee delayed consideration of this course.

1. Action on the Course: None

8b. ATEC 148E Special Topics – Automotive Data Acquisition

The committee delayed consideration of this course.

1. Action on the Course: None

8c. ENGR 002 Ethics in Engineering

Melanie Lutz explained that this course will cover ethical issues that Engineers will confront in their career. This elective course will focus on consequences and case studies and will be an elective class. Professors teaching this course will be Engineers. The committee had discussions regarding Articulation and involvement of the Philosophy department.

1. Action on the Course: Deb Berrett motioned to approve ENGR 002. It was seconded by Dean Sandy Lamba. The motion passed unanimously.

8d. PHOT 158 Photo Illustration

Sarah Barsness stated this will be part of a new program, hybrid degree, students will create portfolios, and prepare them to work in social media. The committee had discussion regarding CTE top code.

1. Action on the Course: Curtiss Brown motioned to approve PHOT 158. It was seconded by Dean Sandy Lamba. The motion passed unanimously.

8e. SPAN 170 Introduction to Community Interpreting in Healthcare, Educational, and Human Services Settings

Laura Pirott stated that this will be first of the three courses, target bilingual students, based on a similar course offered at CCSF, and require high level efficiency in English and Spanish. VP Williams will research how CCSF administer this course (Healthcare Interpreting: HLTH A1/A2). Dean Sandy Lamba motioned to delay approval of this course until further information was obtained. It was seconded by Deb Berrett. The motion passed unanimously.

1. Action on the Course: None

8f. ATHL 011 Women's Intercollegiate Beach Volleyball

Darla Williams explained that the department's goal will be to offer this to students by Spring 2020 and to have a full sport by 2021.

1. Action on the Course: Deb Berrett motioned to approve this new course. It was seconded by Curtiss Brown. The motion passed unanimously.

9. Course Modification

9a. ASTR 050 Astronomical Optics: Course Description

Melissa Lutz explained that the \$250 expense was removed on course description and Dean Joe Ryan will determine a way to fund this cost in order to increase student enrollment. Also, only one field trip will be required.

1. Action on the Course: Deb Berrett motioned to approve modifications of ASTR 050. It was seconded by Curtiss Brown. The motion was approved unanimously.

9b. ATEC 148B – Special Topics Smog Check Level II: SLOs and Requisites

Per Lisa Abbott, the department requested this item to be removed from the agenda.

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

9c. ENGR 001 – Introduction to Engineering: Course Description, Division Planning, Course Objectives, Units, Hours, SLOs, Assignments, and Textbooks

Melissa Lutz stated that the department increased this course from 1 unit to 2 units to adhere to C-ID requirement. Also, each chapter will be a one lecture class and more in-depth assignments will assigned to students.

1. Action on the Course: Deb Berrett motioned to approve course modifications of ENGR 001. It was seconded by Curtiss Brown. The motion was approved unanimously.

9d. PLSC 007 International Relations: Department, Number, Title, Course Description, Division Planning, Objectives, C-ID, SLOs, and Textbooks

Amy Obegi reviewed this course's SLOs and discussed PLOs (i.e. IR 001) with the committee. Thomas Bundenthal addressed the committee's inquiries.

1. Action on the Course: Curtiss Brown motioned to approve modification of PLSC 007. It was seconded by Deb Berrett. The motion was approved unanimously.

9e. ARTD 044 Introduction to Digital Design: Articulation Information and SLOs

The committee delayed consideration of this course.

1. Action on the Course: None

9f. COUN 062 Helping Skills: Creating Alliances & Facilitating Change: Requisites and Textbooks

Marianne Flatland explained that COUN 083 was deleted as a requisite and included textbooks.

1. Action on the Requisite: Curtiss Brown motioned to approve requisites of COUN 062. It was seconded by Dean Sandy Lamba. The motion passed unanimously.
2. Action on the Course: Curtiss Brown motioned to approve COUN 062. It was seconded by Sandy Lamba. The motion passed unanimously.

9g. COUN 064A Practicum I: Course Description, Other Catalog Information, Division Planning, Objectives, Units, Hours, C-ID, Articulation Information, SLOs, Requisites, Content Review, Methods of Evaluation, Assignments, Content, Textbooks, and Resources

Marianne Flatland stated that the department updated the C-ID for TFC (Social Work) and increased hours. The committee had rigorous discussions regarding combination of work experience and lecture lab of this course, which should be separated.

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

9h. ENGL 024 Introduction to the Short Story: Articulation Information, DE, and Methods of Instruction

The committee delayed consideration of this course.

1. Action on the Course: None

9i. HS 001 Introduction to Human Services: Number (051-001), Description, Division Planning, Objectives, Transferability, Articulation Information, Content, and Textbooks (needs program modifications)

1. Action on the Course: Deb Berrett motioned to approve modifications on HS 001. It was seconded by Curtiss Brown. The motion passed unanimously.

9j. PLSC 007 International Relations: Department, Number, Title, Description, Division Planning, Objectives, C-ID, Transferability, GE, SLOs, Methods of Instruction, Remove DE, and Textbooks

1. Action on the Course: Dean Sandy Lamba motioned to approve modifications of this course. It was seconded by Curtiss Brown. The motion passed unanimously.

10. Course Inactivation

There were no items on this section.

11. Curriculum Review

There were no items on this section.

12. New Program

12a. Physical Science A.S.

Melissa Lutz and the committee had a rigorous discussion regarding hidden pre-requisites (i.e. Trigonometry or Pre-Calculus course will be prerequisite for Physics 002 and Statistics will be for MATH 011).

1. Action on the Program: Deb Berrett motioned to approve Physical Science A.S. It was seconded by Dean Sandy Lamba. The motion passed unanimously.

12b. CIS – Motion Graphic Editor – Job-Direct Certificate

The committee had discussions regarding top code, C-ID code, description, and units. Since the department provided incomplete information, the committee delayed consideration of this course.

1. Action on the Program: None

12c. CIS – Print Designer – Job-Direct Certificate

The committee delayed consideration of this course for the same reasons discussed on item 12b.

1. Action on the Program: None

12d. Human Services A.A.-T

The committee delayed consideration of this course.

1. Action on the Program: None

12e. Photo Illustration Certificate of Achievement

1. Action on the Program: Curtiss Brown motioned to approve this new program. It was seconded by Dean Sandy Lamba. The motion passed unanimously.

13. Program Modification

13a. Computer Aided Drafting (CAD) Technician: PLOs

13b. Drafting and Design Technician A.S.: PLOs

13c. Drafting and Design Technician Certificate of Achievement.: PLOs

13d. Fire Technology A.S.: PLOs

13e. Fire Technology Certificate of Achievement.: PLOs

13h. Nutrition and Dietetics A.S.-T: PLOs

13k. Survey and Civil Drafting Technician A.S.: PLOs

13l. Survey and Civil Drafting Technician Certificate of Achievement.: PLOs

1. Action on the Programs: Curtiss Brown motioned to combine and approve PLO modifications on items 13a through 13e, 13h, 13k, and 13l. This was seconded by Dean Sandy Lamba. The motion passed unanimously.

13f. Mechatronics A.S.: PLOs and Courses

13g. Mechatronics Certificate of Achievement.: PLOs and Courses

1. Action on the Programs: Curtiss Brown motioned to combine and approve items 13f and 13g. It was seconded by Dean Sandy Lamba. The motion passed unanimously.

13i. Physics A.S.: Courses

Melissa Lutz explained that more courses were added to the elective list. The committee discussed CHEM 002, CHEM 004, total units, and articulation agreement. As a result, this course will be further reviewed once more information was provided by the department.

1. Action on the Program: None

13j. Political Science A.A.-T: PLOs and Courses

Amy Obegi and Tom Bundenthal explained modifications and addressed the committee's concerns regarding TMC updates (i.e. Political Science 007 and 047), articulation to UC and CSU, and independent study requirements.

1. Action on the Program: Deb Berrett motioned to approve Political Science A.A.-T with the condition of updating TMC information before the next Curriculum Committee meeting. It was seconded by Dean Sandy Lamba. The motion passed unanimously.

13m. Web Design and Development A.S.: Title Courses and PLOs

The committee delayed consideration of this course.

1. Action on the Program: None

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, 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 4:01 p.m.

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

Spring
April 30, 2019