



Technical Review

Minutes

Date: March 19, 2024

B100 Computer Lab and Zoom for Guests

2:00 pm – 4:00 pm

| | |
|-------------------------|--|
| 1. Call to Order | The meeting was called to order at 2:06 PM by Sarah Barsness, Chair. |
| 2. Roll Call | Ashlie-Lawson, Interim Dean of Counseling is currently a non-voting member. Roll call is as follows: |

| Committee Officials | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | David Williams VP of Academic Affairs |
| <input checked="" type="checkbox"/> | Lisa Abbott Curriculum Analyst |
| <input checked="" type="checkbox"/> | Claire Gover Meeting Secretary |
| Guests | |
| Guests | Title |
| Laura Maghoney | DE Coordinator |
| *Alison Bolton | Faculty |
| *Kathleen Callison | Faculty |
| *Ferdinanda Florence | Faculty |
| LaNae Jaimez | Faculty |
| *Attended Virtually | |

| Committee Members | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Sarah Barsness Chair |
| <input checked="" type="checkbox"/> | Douglas Green Applied Technology & Business |
| <input checked="" type="checkbox"/> | James Word Mathematics and Sciences |
| <input checked="" type="checkbox"/> | *Ashlie Lawson Articulation Officer |
| <input checked="" type="checkbox"/> | Jose Cortes Dean, Applied Technology and Business |
| <input checked="" type="checkbox"/> | Andrew Wesley Assessment Coordinator |

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|-------------------------------|--|------------------------------|-------------------------------------|-------|--------------------------|--------------|-----------|
| 3. Approval of Minutes | <i>Approval of Minutes from: March 5, 2024</i> | | | | | | |
| | Motion: | Doug Green moved to approve. | | | | | |
| | Seconded by: | Jose Cortes | | | | | |
| | Comments/Discussion/Revisions: | | | | | | |
| | Final Resolution: | Yeses: | 3 | Noes: | 0 | Abstentions: | 1(Andrew) |
| | Motion Passed: | Yes: | <input checked="" type="checkbox"/> | No: | <input type="checkbox"/> | | |

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|---------------------------|---|--|-------------------------------------|-------|--------------------------|--------------|--|
| 4. Agenda Approval | <i>Approval of the agenda will enact all matters listed under the Consent Items which are considered routine unless removed from the Consent Items by a Committee member.</i> | | | | | | |
| | Motion: | Doug Green moved to approve amended agenda | | | | | |
| | Seconded by: | Andrew Wesley | | | | | |
| | Comments/Discussion/Revisions: | Proposed removing DMA from agenda since Rachel Smith was not able to attend today's meeting. | | | | | |
| | Final Resolution: | Yeses: | 4 | Noes: | | Abstentions: | |
| | Motion Passed: | Yes: | <input checked="" type="checkbox"/> | No: | <input type="checkbox"/> | | |

5. Consent Items

| | | |
|---|-----------------------------|--------|
| (No vote – moving on to Curriculum Committee) | | |
| 6a. General | | |
| There were no items in this section. | | |
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| | | |
| 6b. Workload/Class Max | | |
| Course | Workload Committee Decision | Change |
| | | |

6. Comments from the Public

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|---|----------|
| <i>Three minutes are allotted per person **</i> | |
| Name | Comments |
| There were no comments from the public | |
| | |

7. Information Items

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|---------------------------|--|
| <i>No Action Required</i> | |
| | |

8. Action Items

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|--------------------------------------|-------------------------------|---|------------------------------|---|--------------|---|
| | | | | | | |
| There were no items in this section. | | | | | | |
| Motion: | | | | | | |
| Seconded by: | | | | | | |
| Comments/Discussion/Revisions: | | | | | | |
| Final Resolution: | Yeses: | 0 | Noes: | 0 | Abstentions: | 0 |
| Motion Passed: | Yes: <input type="checkbox"/> | | No: <input type="checkbox"/> | | | |

9. Office Technology

Rationale for proposals a:

Kathleen Callison was present to discuss these items. Update OT054B course content outline and learning outcomes so they more closely align with current business standards. In this course students learn to increase keyboarding speed using MS Word and put skills into practical use for business. Removed MLA/APA, citations, footnotes since they are covered in detail in MSWord. Reduction of class size from 37 to 30 has gone through Workload Committee. Update to offer DE in emergency only.

Modifications to programs included the removal of courses not needed. Course substitution can be done if student takes wrong Outlook class. Andrew Wesley will assist with mapping PLOs. Local Advisory Committee doesn't speak to this exact field so Lisa Abbott will use Business Advisory minutes to updated LMI.

Kathleen suggests streamlining BSOT and CIS courses. She suggests we reserve CIS for higher level subjects and keep the applications in BSOT. Kathleen would like assistance from FT CIS faculty to work on this project.

| | | |
|------------------------------------|--|------------------------------|
| Motion on a-b: | Jose Cortes motioned to move to Curriculum Committee | N/A <input type="checkbox"/> |
| Seconded by: | James Word | |
| Comments/Discussion/ Revisions: | | |
| Final Resolution: | Yeses: 5 | Noes: 0 Abstentions: 0 |
| Motion Passed: | Yes: <input checked="" type="checkbox"/> | No: <input type="checkbox"/> |

9a. Modified Courses:

| | | Requisite | notes |
|---------|-------------------------|-----------|----------------|
| OT 054B | Beginning Keyboarding B | | Update content |

9b. Modified Programs:

| | | notes |
|-------------------------------|--|-------|
| Administrative Assistant (AS) | | |
| Administrative Assistant (CA) | | |

10. Political Science

| There was no faculty present to represent PLSC. Rationale for proposals a: | | | | | | |
|--|---|---|------------------------------|---|------------------------------|---|
| Faculty was not present to represent review Curriculum. | | | | | | |
| Motion on a: | Doug Green moved to table item until modifications are made. | | | | N/A <input type="checkbox"/> | |
| Seconded by: | Jose Cortes | | | | | |
| Comments/Discussion/ Revisions: | Advisories need to be examined. Textbooks should be updated and ISBN added. DE needs current form. TR suggests removing PLSC001 as advisory to the other courses listed below. "Advisory" creates a barrier - students might think they need it to enroll (not understand advisory vs prerequisite) These courses have been pushed due to lack of faculty participation and investment in curriculum process. Courses affect Law Pathway ADT. | | | | | |
| Final Resolution: | Yeses: | 5 | Noes: | 0 | Abstentions: | 0 |
| Motion Passed: | Yes: <input checked="" type="checkbox"/> | | No: <input type="checkbox"/> | | | |

10a. Modified Courses

| | | Notes |
|---------|--|-------|
| PLSC001 | Introduction to American Government and Politics | |
| PLSC002 | Introduction to Comparative Government | |
| PLSC003 | Introduction to International Politics | |
| PLSC004 | Introduction to Political Science | |
| PLSC005 | Constitutional Rights in a Multicultural Society | |
| PLSC006 | Introduction to Political Philosophy | |
| PLSC007 | International Relations | |
| PLSC016 | The American Legal System | |
| PLSC019 | Human Rights and Sexual Orientation | |

11. Psychology

| Rationale for proposals a: | | | | | |
|--|---|--|------------------------------|--|------------------------------|
| The current levels of depression, anxiety, other mental health issues, stressors and outside demands on community college students are unprecedented. A positive psychology course will expose students to concepts, theories and research on human resiliency and strengths while also teaching them practices and techniques they can utilize in their daily lives. It is hoped that while learning about positive psychology students will also experience an increase in wellbeing and functioning. In addition, positive psychology course will give psychology majors an additional option for a course to complete a psychology degree. | | | | | |
| Motion on a: | Doug Green moved to forward to Curriculum | | | | N/A <input type="checkbox"/> |
| Seconded by: | Jose Cortes | | | | |
| Comments/Discussion/Revisions: | | | | | |
| Final Resolution: | Yeses: | | Noes: | | Abstentions: |
| Motion Passed: | Yes: <input type="checkbox"/> | | No: <input type="checkbox"/> | | |

11a. New Courses

| | | notes |
|---------|---------------------|-------|
| PSYC018 | Positive Psychology | |

12. Art History

| Rationale for proposals a: | | | | | | |
|--|--|---|------------------------------|---|------------------------------|---|
| Ferdinanda Florence presented this agenda item. Update ADT to reflect changes to the transfer model curriculum. Ferd will work on updating the narrative using the boiler provided by Lisa Abbott and update the Learning outcomes tab so they align with the PLOs. Students will have an option of taking either ART001 or ART012. Ensured the program can be completed fully online. | | | | | | |
| Motion on a: | Andrew motioned to move item to Curriculum Committee provided narrative and learning outcomes are updated. | | | | N/A <input type="checkbox"/> | |
| Seconded by: | Doug Green | | | | | |
| Comments/Discussion/Revisions: | | | | | | |
| Final Resolution: | Yeses: | 4 | Noes: | 0 | Abstentions: | 0 |
| Motion Passed: | Yes: <input checked="" type="checkbox"/> | | No: <input type="checkbox"/> | | | |

12a. Modify Programs

| | Notes |
|--------------------|-------|
| Art History (AA-T) | |

13. Digital Media Arts

| Rationale for proposals a-b: | | | | | |
|---|-------------------------------|--|------------------------------|--|------------------------------|
| Update Programs to simplify for student pathway and success | | | | | |
| Motion on a-b: | | | | | N/A <input type="checkbox"/> |
| Seconded by: | | | | | |
| Comments/Discussion/ Revisions: | TABLED with Agenda Approval | | | | |
| Final Resolution: | Yeses: | | Noes: | | Abstentions: |
| Motion Passed: | Yes: <input type="checkbox"/> | | No: <input type="checkbox"/> | | |

13a. Inactivate courses

| DMA060 | Principles of User Experience Design | |
|--------|--------------------------------------|--|
| DMA061 | Principles of User Interface Design | |

13b. Modify Programs

| | Notes |
|---|-------|
| Digital Art Foundation (CA) | |
| Digital Design Foundation (CA) | |
| Graphic Design (CA) | |
| Graphic Design (AA) | |
| UI/UX Design (CA) | |
| Graphic Design Certificate of Achievement | |

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|--|---|
| I. Report from Articulation Officer, Ashlie Lawson | There are no items in this section. |
| II. Report from Assessment Coordinator, Andrew Wesley | There are no items in this section. |
| III. Report from Curriculum Analyst, Lisa Abbott | There are no items in this section. |
| IV. Report from VP of Academic Affairs, David Williams | The accreditation team reviewed the ISER. There was an additional ISER evidence request which is typical. They are looking particularly at integrated planning, what was recommended, what did we implement, did we close the loop? Team is looking to see that we are assessing and improving. |
| V. Report from Curriculum Committee Chair, Sarah Barsness | There are no items in this section. |
| VI. Other | There are no items in this section. |
| VII. Open Discussion | There are no items in this section. |
| VIII. Adjournment | Andrew Wesley moved to adjourn. Doug Green seconded. Meeting adjourned at 3:50 PM. |

ALL MEETINGS WILL BE HELD STARTING AT 2:00 PM ON ZOOM AND IN PERSON LOCATION AS NOTED

***Under the Bagley-Keene Act, a body does not have to listen to comments on matters that are not on the agenda or that were already considered in a public meeting where there was an opportunity to comment. Cal. Gov't Code § 11125.7(a).*

Under the Brown Act, the public is entitled to comment on any matter within the subject matter jurisdiction of the legislative body, as well as any agenda item. Cal. Gov't Code § 54954.3(a). See Galbiso v. Orosi Pub. Util. Dist., 167 Cal. App. 4th 1063, 1080, 84 Cal. Rptr. 3d 788 (2008). Under the Brown Act, the legislative body does not have to listen to comments on items that are not within its subject matter jurisdiction. 78 Ops. Cal. Att'y Gen. 224 (1995). And, as under the Bagley-Keene Act, a legislative body under the Brown Act does not have to listen to comments on items that were already considered in a public meeting where there was an opportunity to comment. Cal. Gov't Code § 54954.3(a).

An agency may limit public comment on items described in the agenda to the time when those items are being considered. Olson v. Hornbrook Cmty. Servs. Dist., 33 Cal. App. 5th 502, 528, 245 Cal. Rptr. 3d 236 (March 26, 2019).

In addition, under both Acts, the body may adopt reasonable regulations to ensure that the above provisions are carried out, including but not limited to regulations limiting the total amount of time allocated to each individual speaker for public testimony or comment on particular issues. Cal. Gov't Code §§ 11125.7(b) (Bagley-Keene Act); 54954.3(b) (Brown Act). A legislative body of a local agency may regulate the time, place and manner for speech to ensure orderly discussion. Baca v. Moreno Valley Unified Sch. Dist., 936 F. Supp. 719 (C.D. Cal. 1996) (Brown Act); see, e.g., Ribakoff v. City of Long Beach, 27 Cal. App. 5th 150, 177, 238 Cal. Rptr. 3d 81 (2018) (rejecting plaintiff's First Amendment facial and as applied challenge to board's rule limiting public comment to three minutes); Olson, 33 Cal. App. 5th at 528 (holding limitation on public comment on agenda items to when those items are being considered was not an unreasonable regulation).