**Rio Hondo Community College District**

**Curriculum Committee**

**Minutes - DRAFT**

**Wednesday, October 7, 2020, 2020 – Remote**

**Voting Members Present:** Dana Arazi, Michelle Bean, Wendy Carrera, Janet Cha, Marius Dornean, Alex Gardos, Rose Marie Gaw, Lydia Gonzalez, Lukas Gunderson, Sean Hughes, Jannine Livingston, Patti Luna, Jim Newman, Dorali Pichardo-Diaz, Elizabeth Ramirez, Melissa Rifino-Juarez, Claudia Rivas, Mutsuno Ryan, Mike Slavich, Jennifer Tanaka, Christian Vaca

**Voting Members Absent:** Ryan Carey, Mike Garabedian, Michelle Pilati, Student Representative

**Non-Voting Members Absent:** Rose Sanceda

**Guests:** David Lindy, Larry Bergeron

1. **APPROVAL OF THE MINUTES FROM SEPTEMBER 23, 2020**

It was moved by Jannine Livingston; seconded by Alex Gardos.

\_\_X\_ Approved/1 abstention \_\_\_\_\_Not Approved \_\_\_\_\_Tabled

1. **PUBLIC COMMENT:**
2. **ACTION ITEMS**
3. **Approval of Consent Agenda: *No Items***
4. **Second Readings:**

**Item 2021-015**

**GE Request**

**CHST 101, CHST/SOC 148, CHST/POLS 150**

**AREA: RHC GE 7B**

**AREA: CSU GE C2**

**AREA: IGETC 3B**

**Item 2021-016**

**Emergency DE Approvals – No changes**

**ADN 154, 250, 252**

**ANIM 101**

**ARCH 115, 215, 260, 261**

**AUTO 045, 106, 115, 125, 160, 230, 290, 300, 310, 390, 499**

**ENGL 201**

**ENLA 034, 100**

**ENGT 101, 170, 270**

**HET 122, 123, 124, 290**

**HUSR 120**

**JOUR 230, 231, 290**

**KINA 109, 110, 130, 209, 210, 230**

**MUS 106, 140, 142, 148, 156, 240**

**MSCM 128**

**NUTR 110**

**PSY 200**

**VN 074, 075, 076**

**Item 2021-017**

**Credit Course Revision**

**ENGL 131 Creative Writing**

**Description**

This course is for students interested in various types of writing as forms of expression. It offers students a workshop setting in which to develop their writing skills in various genres such as fiction, poetry, and playwriting. Students will learn to "read as writers" by analyzing published writings in various genres with a focus on authorial techniques and effectiveness. Students also will be required to write regularly, present their own work in class for discussion, and develop critical standards for evaluating the merit of their own work and the work of their peers.

**Item 2021-018**

**Credit Course Revision**

**MATH 049 Introduction to MESA**

**Description**

This standalone, one-unit course is designed for students entering the Mathematics, Engineering, Science Achievement (MESA) and/or TRIO Student Support Services STEM Program. The course will introduce the student to the science, technology, engineering, and mathematics (STEM) career paths, transfer and graduation requirements, effective STEM study skills, priority and time management, and the importance of participating in internships and appropriate extracurricular activities. Students are expected to be concurrently enrolled in at least one mathematics or science course in order to apply skills covered in this course.

**Item 2021-019**

**Credit Course Revision**

**MATH 170 Elements of Calculus**

**Description**

This is a one-semester course in the fundamentals of algebra-based calculus and its applications to the fields of business, economics, social sciences, biology, and technology. Course topics include graphing of functions; applications of derivatives and integrals of functions including polynomials; rational, exponential, and logarithmic functions; multivariable derivatives; and differential equations.

**Item 2021-020**

**Degree Change**

**Electric Vehicle and Fuel Cell Technology Technician**

**Units 28.0**

**Description**

The Associate of Science Degree in Electric Vehicle and Fuel Cell Technology prepares students to address needs in the emerging field of servicing and diagnosing green vehicles, including electric, hybrid, plug-in hybrid, and fuel cell automobiles. Students will need to apply for the Automotive Service Excellence (ASE) Light Duty/Hybrid/Electric Vehicle Specialist Test (L3), and pay all applicable fees to take the final ASE exam. This degree is intended to be the capstone of the Hybrid/Electric/Fuel Cell Program.

**Item 2021-021**

**Certificate of Achievement Change**

**Electric Vehicle and Fuel Cell Technology Technician**

**Units 14.0**

**Description**

The Electric Vehicle and Fuel Cell Technology Technician Certificate of Achievement prepares students to address needs in the emerging field of servicing and diagnosing green vehicles, including electric, hybrid, plug-in hybrid, and fuel cell automobiles. Hydrogen safety and National Fire Protection Association (NFPA) 2 regulations are discussed in this course of study. Student will need to apply for the Automotive Service Excellence (ASE) Light Duty/Hybrid/Electric Vehicle Specialist Test (L3), and pay all applicable fees to take the final ASE exam.

**Item 2021-022**

**Degree Change**

**General Studies with an emphasis in Arts and Human Expression**

**Course Additions**

**Item 2021-023**

**Degree Change**

**General Studies with an emphasis in Social Behavior and Self Development**

**Course Additions**

**Item 2021-024**

**Degree Change**

**General Studies with an emphasis in Social Sciences**

**Course Additions**

**Item 2021-025**

**Degree Change**

**General Studies with an emphasis in Science and Mathematics**

**Course Additions**

**Item 2021-026**

**Emergency DE Approvals - With Changes**

**ADN 150**

**BIOL 200, 201**

**THTR 105, 105H, 110, 159, 170**

It was moved by Jannine Livingston; seconded by Alex Gardos to approve **Items 2021-015 thru 2021-026** for second read as a group.

\_\_X\_ Approved \_\_\_\_\_Not Approved \_\_\_\_\_Tabled

1. **First Readings:**

**Item 2021-027**

**Credit Course Revision**

**COUN 299 Directed Study in Counseling**

**Description**

This course provides an opportunity for students to expand their studies in counseling beyond the classroom by completing a project or assignment arranged by agreement with an instructor. Students are required to contract with the instructor to determine the scope of the assignment and the unit value assigned for successful completion. Students must possess a 2.5 overall GPA, or a 3.0 GPA in the discipline of study being requested, or receive an exception from the instructor. Students may take a maximum of 3 units of directed study within a discipline and 9 units college-wide.

It was moved by Alex Gardos; seconded by Jim Newman.

\_\_X\_ Approved \_\_\_\_\_Not Approved \_\_\_\_\_Tabled

**Item 2021-028**

**New Credit Course**

**ENGR 101 Introduction to Engineering**

**Description**

An introductory course to engineering with the exploration of different branches of engineering, industries, and functions of an engineer. Explains the engineering education and explores effective strategies for students to reach their full academic potential. Introduction to the methods and tools of engineering problem solving and design including the interface of the engineer with society and engineering ethics. Students will practice developing communication skills pertinent to the engineering profession. In addition to academic skills, students will also explore a variety of engineering career pathways to enhance their understandings of career goals and career planning.

It was moved by Alex Gardos; seconded by Christian Vaca.

***Sean Hughes expressed concern that this course was similar to the existing course number ENGT 138.***

***It was motioned by Christian Vaca; seconded by Jannine Livingston to table course ENGR 101 until the course originator, Tom Wang, Sean Hughes and Christian Vaca can review both courses to determine if revisions are necessary.***

\_\_\_\_ Approved \_\_\_\_\_Not Approved \_\_\_X\_\_ Tabled

**Item 2021-029**

**New Credit Course**

**ETEC 101 Electrician Fundamentals**

**Description**

This course is an introduction to electrician fundamentals, its practices, applications, nomenclature and components for students beginning electrical studies for occupational goals, continuing university education or for increasing skill levels. This course is designed to provide individuals, who are working in or seeking employment as an electrician. This course covers general electrician training, laboratory safety, jobsite safety, the proper use of testing instruments, hand tools, power tools, knots, electrical drawing reading, trade practices and an introduction to the National Electrical Code. In addition, extensive hands-on lab exercises are provided to reinforce these concepts.

It was moved by Alex Gardos; seconded by Jannine Livingston.

***Correction Needed: Description***

\_\_X\_ Approved \_\_\_\_\_Not Approved \_\_\_\_\_Tabled

**Item 2021-030**

**New Credit Course**

**ETEC 102 Applied Mathematics of Electricians**

**Description**

This course is an introduction to Mathematics for Electricians, its practices, applications, nomenclature and components for students beginning electrical studies for occupational goals, continuing university education or for increasing skill levels. This course is designed to provide individuals, who are working in or seeking employment as an electrician. This course is designed to assist the student to become more effective and efficient in fundamental skills used in Technical Trades. Course content includes units of measure and measurement tools, converting fractions, decimals, and percentages, graphs and charts, perimeter, area, and volume, and personal finance. Emphasis will be placed on the practical application of these topics, and the use of a variety of hands-on classroom activities is included.

It was moved by Alex Gardos; seconded by Sean Hughes.

***Correction Needed: Description***

\_\_X\_ Approved \_\_\_\_\_Not Approved \_\_\_\_\_Tabled

**Item 2021-031**

**New Credit Course**

**ETEC 103 Fundamentals of DC Electricity**

**Description**

This course offers study in the fundamentals of DC electricity. This course is designed to provide individuals, who are working in or seeking employment as an electrician. The course is an introduction to direct current electrical theory, its practices, applications, nomenclature and components for students beginning electrical studies for occupational goals, continuing university education or for increasing skill levels. Subjects include: electrical safety, the basic principles of atomic structure, electrical quantities, static electricity, magnetism, induction, resistors, series circuits, parallel circuits, combination circuits, DC motors and DC generators. Included in this course are formulas used in electrical theory, information regarding proper use and selection of hand tools, materials, and wiring as practiced in the electrical maintenance and construction industry. The proceeding resistive circuits will be analyzed using Ohm's Law, The Power Equation and Kirchhoff’s Voltage and current laws. In addition, hands-on lab exercises are provided to reinforce these concepts.

It was moved by Jannine Livingston; seconded by Jim Newman.

***Correction Needed: Description/Course Content***

\_\_X\_ Approved \_\_\_\_\_Not Approved \_\_\_\_\_Tabled

**Item 2021-032**

**New Credit Course**

**ETEC 104 OSHA Workplace Safety**

**Description**

This course is designed for students working or seeking employment as an electrician, providing the required number of contact hours for certification in both the California and Federal Occupational Safety and Health Administration (OSHA) safety regulations, standard first aid, and CPR for the general industry and construction workplace. Upon completion of this course and passing the certification exam, students t will receive a 30-hour OSHA training certificate of completion. The course fulfills the requirements for the American Red Cross certification in standard first aid, cardiopulmonary resuscitation (CPR), and automatic defibrillation (AED).

It was moved by Patti Luna; seconded by Rose Marie Gaw.

***Correction Needed: Description***

\_\_X\_ Approved \_\_\_\_\_Not Approved \_\_\_\_\_Tabled

**Item 2021-033**

**New Credit Course**

**ETEC 105 Introduction to the National Electric Code**

**Description**

This course is an introduction to the National Electrical Code, its practices, applications, nomenclature and components for students beginning electrical studies for occupational goals, continuing university education or for increasing skill levels.  This course covers the National Electrical Code requirements for commercial, office and light industrial wiring. The electrical layout and design of commercial buildings, feeder circuit calculations, branch circuit calculations, and circuit over current protection are included.

It was moved by Jim Newman; seconded by Patti Luna.

***Correction Needed: Description***

\_\_X\_ Approved \_\_\_\_\_Not Approved \_\_\_\_\_Tabled

**Item 2021-034**

**New Credit Course**

**ETEC 106 Electric Drawings**

**Description**

This course is an introduction to electrical drawings, its practices, applications, nomenclature and components for students beginning electrical studies for occupational goals, continuing university education or for increasing skill levels. This course is designed for students to comprehend, and correctly interpret electrical drawings used in the electrical and related construction trades.

It was moved by Jim Newman; seconded by Rose Marie Gaw.

***Correction Needed: Description***

\_\_X\_ Approved \_\_\_\_\_Not Approved \_\_\_\_\_Tabled

**Item 2021-035**

**New Credit Course**

**ETEC 107 Fundamentals of AC Electricity**

**Description**

This course is an introduction to the Fundamentals of AC electricity, its practices, applications, nomenclature and components for students beginning electrical studies for occupational goals, continuing university education or for increasing skill levels. This course is an introduction to alternating current theory, practices and applications with studies of nomenclature and components. Emphasis is on the theory of operation, physical properties and characteristics of AC electrical/electronic circuits and devices. Students will analyze circuits and solve problems utilizing basic network analysis methods. The course will instruct students on the arrangement of circuit diagrams, proper identification of circuit/device symbols, and use of wiring schematics. Laboratory work provides experience with the design and test of basic electrical circuits, use of meters, schematic diagrams, oscilloscopes, and common laboratory equipment. It is an advanced course that requires previous direct current electrical coursework and math including right angle trigonometry. In addition, hands-on lab exercises are provided to reinforce these concepts.

It was moved by Jim Newman; seconded by Jannine Livingston.

***Correction Needed: Description/Course Content***

\_\_X\_ Approved \_\_\_\_\_Not Approved \_\_\_\_\_Tabled

***It was motioned by Jim Newman; seconded by Jannine Livingston to review Item 2021-036 thru Item***

***2021-038 as a group***

**Item 2021-036**

**New Credit Course**

**ETEC 108 Conductors, Grounding Systems, & Testing**

**Description**

This course is an introduction to the conductors, grounding systems, and testing, its practices, applications, nomenclature and components for students beginning electrical studies for occupational goals, continuing education or for increasing skill levels. This course covers the proper use of hand tools, wiring methods, conductor identification, splicing, termination, trade practices, and an introduction to the National Electrical Code. This is a study and interpretation of the National Electrical Code, local ordinances, and regulations covering wiring installations and principal circuit requirements as well as the National Electrical Code requirements for grounding, grounding system components, principles of operation, design and fault current calculations will be included.

***Correction Needed: Description***

\_\_X\_ Approved \_\_\_\_\_Not Approved \_\_\_\_\_Tabled

**Item 2021-037**

**New Credit Course**

**ETEC 109 Fundamentals of Transformers**

**Description**

This course is an introduction to the fundamentals of transformers, its practices, applications, nomenclature and components for students beginning electrical studies for occupational goals, continuing education or for increasing skill levels. This course covers the complete electrical design of a commercial/industrial facility inclusive of general electrical, transformers and electrical load calculations. All design work is completed to the applicable National Electrical Code. This is a study and interpretation of the National Electrical Code, local ordinances, and regulations covering wiring installations and principal circuit requirements as well as requirements for grounding. In addition, extensive hand-on lab exercises are provided to reinforce these concepts.

***Correction Needed: Description***

\_\_X\_ Approved \_\_\_\_\_Not Approved \_\_\_\_\_Tabled

**Item 2021-038**

**New Credit Course**

**ETEC 110 Conduit, Raceways, Panelboards, Switchboards, & Overcurrent Devices**

**Description**

This course is an introduction to conduit, raceways, panelboards, switchboards, and overcurrent devices, its practices, applications, nomenclature and components for students beginning electrical studies for occupational goals, continuing university education or for increasing skill levels. This course is a study of how to properly calculate, layout and bend electrical metallic tubing (EMT) and rigid metal conduit (RMC). Course includes hand bending and the use of mechanical and machine benders per industry standards. The function, operation, and characteristics of overcurrent protection are also included. This is a study and interpretation of the National Electrical Code, local ordinances, and regulations covering wiring installations and principal circuit requirements.

***Correction Needed: Description***

\_\_X\_ Approved \_\_\_\_\_Not Approved \_\_\_\_\_Tabled

***Due to time constraints, Item 2021-039 thru Item 2021-044 will be moved to the next agenda dated October 21, 2020.***

**Item 2021-039**

**New Credit Course**

**JOUR 115 Writing for TV and Film**

**Description**

This is a basic introductory course in writing for film and electronic media. The class will emphasize preparing scripts in proper formats, including fundamental technical, conceptual and stylistic issues related to writing fiction and non-fiction scripts for informational and entertainment purposes in film and electronic media. The class will include a writing evaluation component as a significant part of the course requirement.

**Item 2021-040**

**Credit Course Revision**

**KINA 148 Strength Training**

**Description**

This course covers the fundamentals of strength and conditioning. Students are introduced to a variety of routines that enable them to develop personal strength and conditioning plans.

**Item 2021-041**

**Credit Course Revision**

**MATH 270 Differential Equations**

**Description**

This course covers ordinary differential equations with applications in the physical and social sciences. It includes a study of linear and nonlinear first-order differential equations, linear higher order differential equations, systems of differential equations, the power series solution of differential equations, and Laplace transforms. The course is a continuation of MATH 190, MATH 191, and MATH 250, and is required for all Engineering, Physics, and Mathematics majors.

**Item 2021-042**

**Request to offer a course via Distance Education – *ONLINE***

**GDSN 290 Cooperative Work Experience/Internship for Graphic Design Related Fields**

**Item 2021-043**

**Request to offer a course via Distance Education – *ONLINE***

**GDSN 299 Directed Study in Graphic Design**

**Item 2021-044**

**Request to offer a course via Distance Education – *ONLINE***

**NART 285 Graphic Design Skills Development**

1. **UNFINISHED BUSINESS:**

***Tabled Items from September 9, 2020***

**Item 2021-013**

**Certificate of Achievement Change**

**Civil Drafting**

**Units 17.0 to 18.0**

**Description**

This program provides a focused course of study to ready students for careers in the preparation of construction documents for Civil Engineering projects.  The coursework provides a focus on the preparation of common civil project drawings using industry-standard drawing techniques and conventions with hand and/or computer-aided drafting tools.  Additionally, the coursework includes exposure to the broad range of sub-disciplines within the field of Civil Engineering.

**A motion was made to move Item 2021-015 from unfinished business to First Read for review by Jannine Livingston; seconded by Melissa Rifino-Juarez.**

***Pending Clarification of Approval for Honors courses to be taught via Distance Education.***

**Item 1920-474**

**Request to offer a course via Distance Education – *ONLINE***

**LIT 130H Women and Literature Honors**

***Pending Web Accessibility Approvals (First Read 10/9/19)***

**Item 1920-063**

**Request to offer a course via Distance Education - *HYBRID***

**JAPN 101 Japanese I**

**Item 1920-064**

**Request to offer a course via Distance Education - *HYBRID***

**JAPN 102 Japanese II**

***Pending Web Accessibility Approvals (First Read 10/30/19)***

**Item 1920-107**

**Request to offer a course via Distance Education – HYBRID**

**KIN 297 Advanced Athletic Training**

***Pending Web Accessibility Approvals (First Read 11/6/19)***

**Item 1920-144**

**Request to offer a course via Distance Education - *ONLINE***

**BIOL 120 Environmental Biology**

**Item 1920-145**

**Request to offer a course via Distance Education - *ONLINE***

**CD 211 Infants and Toddlers**

**Item 1920-146**

**Request to offer a course via Distance Education - *ONLINE***

**CD 224 Diversity Issues During Early Childhood School Age and Adolescence**

**Item 1920-147**

**Request to offer a course via Distance Education - *ONLINE***

**ED 110 Introduction to Teaching**

***Pending Web Accessibility Approvals (First Read 11/20/2019)***

**Item 1920-209**

**Request to Offer a Course via Distance Education**

**KIN 110 Introduction to Fitness and Sport Management – *ONLINE***

**Item 1920-210**

**Request to Offer a Course via Distance Education**

**KIN 126 Principles of Strength and Conditioning - *ONLINE***

**Item 1920-211**

**Request to Offer a Course via Distance Education**

**KIN 170 Sport & Exercise Psychology – *ONLINE***

**Item 1920-212**

**Request to Offer a Course via Distance Education**

**KIN 193 Standard First Aid and CPR – *ONLINE***

***Pending Web Accessibility Approvals (First Read 02/05/20)***

**Item 1920-264**

**Request to offer a Course via Distance Education**

**FIN 101 Introduction to Financial Planning – *ONLINE***

**Item 1920-265**

**Request to offer a Course via Distance Education**

**FIN 102 Fundamentals of Finance Management and Investment – *ONLINE***

**Item 1920-266**

**Request to offer a Course via Distance Education**

**TCED 044 OSHA Workplace Safety – *ONLINE***

***Pending Web Accessibility Approvals (First Read 02/12/20)***

**Item 1920-298**

**Request to offer a Course via Distance Education**

**ASL 120 Introduction to Deaf Studies– *ONLINE***

**Item 1920-299**

**Request to offer a Course via Distance Education**

**ASL 124 Deaf Culture– *ONLINE***

**Item 1920-300**

**Request to offer a Course via Distance Education**

**ASL 201 American Sign Language III – *ONLINE***

**Item 1920-301**

**Request to offer a Course via Distance Education**

**ASL 202 American Sign Language IV – *ONLINE***

**Item 1920-302**

**Request to offer a Course via Distance Education**

**ASL 220 Pathways to Interpreting Careers – *ONLINE***

**Item 1920-303**

**Request to offer a Course via Distance Education**

**ASL 250 ASL Linguistics – *ONLINE***

**Item 1920-304**

**Request to offer a Course via Distance Education**

**ASL 270 ASL Literature – *ONLINE***

**Item 1920-305**

**Request to offer a Course via Distance Education**

**ASL 280 ASL Storytelling – *ONLINE***

***Pending Web Accessibility Approvals (First Read 02/19/20)***

**Item 1920-326**

**Request to Offer a Course via Distance Education - *ONLINE***

**KIN 120 Sports Law and Ethics**

**Item 1920-327**

**Request to Offer a Course via Distance Education - *HYBRID***

**ENGL 325 Technical and Professional Writing**

***Pending Web Accessibility Approvals (First Read 02/19/20)***

**Item 1920-352**

**Request to offer a course via Distance Education - *ONLINE***

**WFT 101 Wildland Fire Behavior**

**Item 1920-353**

**Request to offer a course via Distance Education - *ONLINE***

**WFT 102 Wildland Firefighter Safety and Survival**

**Item 1920-354**

**Request to offer a course via Distance Education - *ONLINE***

**WFT 103 Wildland Fire Operations**

**Item 1920-355**

**Request to offer a course via Distance Education - *ONLINE***

**WFT 104 Wildland Fire Investigation, Prevention, and Public Information**

**Item 1920-356**

**Request to offer a course via Distance Education - *ONLINE***

**WFT 105 Wildland Fire Logistics, Finance, and Planning**

***Pending Web Accessibility Approvals (First Read 04/01/20)***

**Item 1920-392**

**Request to Offer a Course via Distance Education - *ONLINE***

**LOG 110 Warehouse Management**

***Pending Web Accessibility Approvals (First Read 04/22/20)***

**Item 1920-431**

**Request to offer a Course via Distance Education - O*NLINE***

**LOG 105 Purchasing Management**

**Item 1920-432**

**Request to offer a Course via Distance Education - O*NLINE***

**LOG 115 Inventory Management**

***Pending Web Accessibility Approvals (First Read 09/09/20)***

**Item 2021-005**

**Request to offer a course via Distance Education – HYBRID**

**AUTO 300 Assessment of the Automotive Industry**

**Item 2021-006**

**Request to offer a course via Distance Education – HYBRID**

**AUTO 310 The Global Development and Advancement of the Automobile**

**Item 2021-007**

**Request to offer a course via Distance Education – HYBRID**

**AUTO 320 The Progressive growth of Automotive Technology**

**Item 2021-008**

**Request to offer a course via Distance Education – HYBRID**

**AUTO 340 Analyzing Vehicle Electrical/Electronic Systems**

**Item 2021-009**

**Request to offer a course via Distance Education – HYBRID**

**AUTO 360 Analyzing Vehicle Fuels, Lubricants, and Combustion**

**Item 2021-010**

**Request to offer a course via Distance Education – HYBRID**

**AUTO 400 Analyzing Stability, Dynamics, and NVH**

**Item 2021-011**

**Request to offer a course via Distance Education – HYBRID**

**AUTO 420 Analyzing Dynamic Functions of Vehicle Drivetrain Systems**

**Item 2021-012**

**Request to offer a course via Distance Education – HYBRID**

**AUTO 440 Analyzing Vehicle Safety, Comfort, and Security Systems**

1. **DISCUSSION ITEMS/ATTACHMENT**
2. **Technical Review Committee Members**

Dana Arazi shared with the committee the rationale for inviting specific individuals based on their areas of expertise to be part of Tech Review. Current Tech Review members are as follows:

Michelle Bean, Kathy Burdett, Alyson Cartagena, Dorali Pichardo-Diaz, Mike Garabedian, Alex Gardos,

Lukas Gunderson, Melissa Rifino-Juarez, Jill Pfieffer, Elizabeth Ramirez, Claudia Rivas, Mutsuno Ryan,

Mike Slavich, Christian Vaca

Jim Newman commented that we should keep this group informal.

Dana Arazi stated that it is understood that the meeting is not mandatory for each of the above listed members on a weekly basis. However, participation is greatly appreciated.

It was agreed by the committee that the above listed members will serve on the Tech Review committee whenever they are available to do so.

1. **CSU Ethnic Studies requirement – Elizabeth Ramirez**

Due to time constraints, Elizabeth will draft an email for the committee members review. Any discussion pertaining to the email will take place at the next meeting on October 21, 2020.

1. **ADJOURNMENT**

Meeting adjourned at 12:32 p.m.