I. APPROVAL OF THE MINUTES FROM FEBRUARY 09, 2022

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

__X__ Approved               ___Not Approved               ___1___ Abstention

II. PUBLIC COMMENT: N/A

III. ACTION ITEMS

A) Approval of Consent Agenda: No Items

B) Second Readings:

Item 2122-333
New Credit Course
AUTO 330 Hybrid/Electric Vehicles

Description
This course explores the use of hybrid and electric power for vehicle transportation. Hybrid electric vehicles (HEV) are studied and examined, with particular attention paid to power flows, losses, and energy usage as these things relate to isolated powertrain components and HEV configurations. Topics include powertrain architecture, vehicle testing, fuel consumption, aerodynamics and rolling resistance, engines, batteries, electric machines, power electronics, idle reduction, and regenerative braking. Concepts that are explored include power flows, losses, energy usage, and drive quality over drive cycles to determine vehicle performance measures; HEV analysis to examine the operation, integration, and design of powertrain components; vehicle applications and integrated systems from various manufacturers, with emphasis placed on the design of the system parts; and the operation characteristics of components and subsystems. Current, industry-approved diagnostic and troubleshooting techniques and relevant case studies are discussed and demonstrated throughout the course.
Item 2122-334
Credit Course Revision
AUTO 350 The Future of Automotive Sales and Service
Updates to: Title, course description, and content

Item 2122-335
New Credit Course
AUTO 375 The Future of Mobility
Description
This course provides students with a detailed, practical study of current and future means of mobility, and is a practical and contextualized study of the importance of automotive industry business practices that have evolved from ownership to vehicle membership services. Topics include consumer perception, lifestyles, types of ownership, alternatives to ownership, future ownership experiences, and ownership expectations and future strategies. Current automotive industry practices and recent case studies are discussed and demonstrated throughout the course. Students apply and demonstrate skills and knowledge in current vehicle ownership and future trends that will enable them to advance their careers in the automotive industry.

Item 2122-336
New Credit Course
AUTO 435 Automotive Manufacturers
Description
This course provides students with a detailed, practical study of numerous federal, state, and local agency laws and regulations that pertain to the operation of an automotive wholesale and retail business, including the function of an original equipment manufacturer (OEM). Topics include automotive products, franchise agreements, partnerships, and sustainability. Current automotive industry practices and relevant case studies are discussed and demonstrated throughout the course. Students apply and demonstrate knowledge and skills that will enable them to advance their employment in the automotive manufacturing landscape.

Item 2122-337
Credit Course Revision
AUTO 450 Variable and Fixed Operations of the Automobile
Updates to: Description and minor course revisions

Item 2122-338
New Credit Course
AUTO 480 Special Topics in Transportation
Description:
This course provides an opportunity for students to keep well informed about the ever-changing trends, technology, and business management practices related to the transportation industry. Students may be expected to attend presentations by industry representatives and/or to conduct research about new trends, technology, and/or business management practices, and then present their findings in class. The course may be repeated for a maximum of 6 units since the subject matter changes each offering.
Item 2122-339
Credit Course Revision
HIST 156 Black American Experience to 1865
Updates to: Advisory, description, textbooks and minor course revisions

Item 2122-340
Credit Course Revision
HIST 157 Black American Experience since 1865
Updates to: Advisory, description, textbooks and minor course revisions

Item 2122-341
Credit Course Revision
KIN 197 Prevention and Treatment of Athletic Injuries
Updates to: Prerequisite and course description

Item 2122-352
A.S. Degree Change
Carpentry – Concrete Forming
Updates to: Removal of course, unit change, and description

Item 2122-353
Certificate of Achievement Change
Carpentry – Concrete Forming
Updates to: Removal of course, unit change, and description

Item 2122-354
A.S. Degree Change
Carpentry – General
Updates to: Removal of course, unit change, and description

Item 2122-355
Certificate of Achievement Change
Carpentry – General
Updates to: Removal of course, unit change, and description

Item 2122-356
A.S. Degree Change
Carpentry – Scaffold Construction
Updates to: Removal of course, unit change, and description

Item 2122-357
Certificate of Achievement Change
Carpentry – Scaffold Construction
Updates to: Removal of course, unit change, and description
Item 2122-358
A.S. Degree Change
Heat and Frost Insulators
Updates to: Removal of course, unit change, and description

Item 2122-359
Certificate of Achievement Change
Heat and Frost Insulators
Updates to: Removal of course, unit change, and description

Item 2122-360
AAT Degree Change
Philosophy for Transfer
Updates to: Course removal/addition, description updated

Item 2122-361
Credit Course Revision
ENGT 200 Intermediate CAD Modeling for Design & Production
Updates to: Prerequisite

It was moved by Jannine Livingston; seconded by Alex Gardos to approve items 2122-333 thru 2122-341 and 2122-352 thru 2122-361 for second read.

___X___ Approved ______Not Approved ______1__Abstension

A) First Readings:

Item 2122-362
Credit Course Revision
AJ 290 Cooperative Work Experience/Internship for Administration of Justice Related Fields
Updates to: Course description and minor content revisions

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

___X___ Approved ______Not Approved _______Tabled

Item 2122-363
Credit Course Revision
BIOL 222 Microbiology
Updates to: Textbook, minor description and content revisions

It was moved by Alex Gardos; seconded by Rose Marie Gaw.

___X___ Approved ______Not Approved _______Tabled

Item 2122-364
Credit Course Revision
CIT 192 Security+
Updates to: Description, prerequisite, textbook, and minor content revisions
It was moved by Alex Gardos; seconded by Rose Marie Gaw.

__X__ Approved  ______Not Approved  ______Tabled

**Item 2122-365**
Credit Course Revision
CORR 265 Supervision of Sex Offenders
Updates to: Minor content revisions

It was moved by Rose Marie Gaw; seconded by Melissa Rifino-Juarez.

*Correction Needed: SAM Code to “C” Clearly*

__X__ Approved  ______Not Approved  ______Tabled

It was moved by Alex Gardos; seconded by Jannine Livingston to review Item 2122-366 and Item 2122-367 as a group.

**Item 2122-366**
Credit Course Revision
ENGL 201 Advanced Composition and Critical Thinking
Updates to: Textbook and minor content revisions

__X__ Approved  ______Not Approved  ______Tabled

**Item 2122-367**
Credit Course Revision
ENGL 201H Advanced Composition and Critical Thinking Honors
Updates to: Course description, textbook and minor content revisions

__X__ Approved  ______Not Approved  ______Tabled

It was moved by Jannine Livingston; seconded by Melissa Rifino-Juarez to review Item 2122-368 and Item 2122-369 as a group.

**Item 2122-368**
Credit Course Revision
LIT 146A British Literature through 1785
Updates to: Prerequisite, textbook, and minor content changes

__X__ Approved  ______Not Approved  ______Tabled

**Item 2122-369**
Credit Course Revision
LIT 146AH British Literature through 1785 Honors
Updates to: Textbook and minor content changes

__X__ Approved  ______Not Approved  ______Tabled
It was moved by Jannine Livingston; seconded by Alex Gardos to review Item 2122-370 and Item 2122-371 as a group.

**Item 2122-370**  
Credit Course Revision  
LIT 146B British Literature after 1785  
Updates to: Prerequisite, textbook, and minor content changes  

Correction Needed: Add ISBN#  

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**Item 2122-371**  
Credit Course Revision  
LIT 146BH British Literature after 1785 Honors  
Updates to: Textbook and minor content changes  

Correction Needed: Add ISBN#  

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**Item 2122-372**  
Credit Course Revision  
MATH 015E Essential Topics for Quantitative Reasoning in Today’s World  
Updates to: Course Title and description  

It was moved by Sondra Moe; seconded by Melissa Rifino-Juarez.

Correction Needed: Rework description  

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**Item 2122-373**  
Credit Course Revision  
SOC 120 Perspectives of Sex and Gender  
Updates to: Title, description, textbook and minor content revisions  

It was moved by Rose Marie Gaw; seconded by Jannine Livingston.

Correction Needed: Verify textbook version  

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**Item 2122-374**  
Request to offer a course via Distance Education - ONLINE  
CIT 192 Security+  

It was moved by Alex Gardos; seconded by Alex Dejean.
Item 2122-375
Request to offer a course via Distance Education - ONLINE
EGSS 110 Introduction to Ethnic Studies

It was moved by Sean Hughes; seconded by Rose Marie Gaw.

Item 2122-376
Request to offer a course via Distance Education - ONLINE
KIN 192 Health: Women’s Personal Health

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

Correction Needed: Corrections to #1A, #2C, and #8

Item 2122-377
Request to offer a course via Distance Education - ONLINE
SOC 120 Perspectives of Sex and Gender

It was moved by Alex Gardos; seconded by Rose Marie Gaw.

Correction Needed: #2B

IV. UNFINISHED BUSINESS:

Elizabeth Ramirez announced that AUTO 400, AUTO 420, AUTO 440, JAPN 101, and JAPN 102 passed the 508 accessibility check. A motion was made by Alex Gardos; seconded by Gil Puga to move the items from Unfinished Business to Second Read.

It was moved by Marius Dornean; seconded by Ryan Carey to approve items 2021-360, 2021-361, and items 2122-178 thru 2122-180 for second read.
Distance Education Requests pending 508 compliance and review prior to 2nd read approval. (These items have not been evaluated to follow our DE model guidelines.)

(First Read 10/30/19)
Item 1920-107
Request to offer a course via Distance Education – HYBRID
KIN 297 Advanced Athletic Training

(First Read 11/6/19)
Item 1920-147
Request to offer a course via Distance Education - ONLINE
ED 110 Introduction to Teaching

(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

(First Read 02/05/20)
Item 1920-266
Request to offer a Course via Distance Education
TCED 044 OSHA Workplace Safety – ONLINE

(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

(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

(First Read 04/01/20)
Item 1920-392
Request to Offer a Course via Distance Education - ONLINE
LOG 110 Warehouse Management

(First Read 04/22/20)
Item 1920-431
Request to offer a Course via Distance Education - ONLINE
LOG 105 Purchasing Management
Item 1920-432
Request to offer a Course via Distance Education - ONLINE
LOG 115 Inventory Management

(First Read 05/20/20)
Item 1920-495
Request to offer a Course via Distance Education - ONLINE
KIN 115 Fitness Specialist Internship

(First Read 11/04/20)
Item 2021-078
Request to offer a course via Distance Education – HYBRID
SPCH 101H Public Speaking Honors

(First Read 03/03/21)
Item 2021-170
Request to offer a Course via Distance Education – ONLINE
COUN 104 – Stress and Anxiety Management for Emotional Well-Being

(First Read 03/17/21)
Item 2021-224
Request to offer a course via Distance Education - ONLINE
ANIM 101 Introduction to Digital 3-D Animation

Item 2021-225
Request to offer a course via Distance Education - ONLINE
ANIM 105 Principles of 3-D Digital Animation

Item 2021-226
Request to offer a course via Distance Education - ONLINE
ANIM 110 Digital Character Animation

Item 2021-227
Request to offer a course via Distance Education - ONLINE
ANIM 130 Modeling for Games

Tabled Item from March 24, 2021
Item 2021-248
Request to offer a course via Distance Education – ONLINE
BIOL 125 Human Anatomy

Item 2021-267
Request to offer a course via Distance Education – ONLINE
ENGT 150 AutoCAD for Basic CADD Applications
Item 2021-266
Request to offer a course via Distance Education – ONLINE
ED 110 Introduction to Teaching

Item 2021-268
Request to offer a course via Distance Education – ONLINE
GIS 130 Field Data Applications for GIS

Item 2021-269
Request to offer a course via Distance Education – ONLINE
GIS 221 Cartography Design and Geographic Information Systems

Item 2021-270
Request to offer a course via Distance Education – ONLINE
GIS 222 GIS for Civil Engineering and Public Works

Item 2021-271
Request to offer a course via Distance Education – ONLINE
GIS 230 GIS for Geographic Information Systems (GIS) in Environmental Technology

Item 2021-272
Request to offer a course via Distance Education – ONLINE
GIS 280 Geospatial Programming and Web Services

Item 2021-273
Request to offer a course via Distance Education – ONLINE
GIS 281 Crime Mapping and Analysis

Item 2021-274
Request to offer a course via Distance Education – ONLINE
KINA 136 Pilates Mat I

Item 2021-275
Request to offer a course via Distance Education – ONLINE
KINA 140 Walking for Fitness

Item 2021-276
Request to offer a course via Distance Education – ONLINE
KINA 148 Strength Training

Distance Ed Requests pending 508 compliance approval only (These items have been evaluated to follow the DE model guidelines).

Item 2021-350
Request to offer a course via Distance Education – ONLINE
ENGT 105 Introduction to Technical Freehand Sketching
Item 2021-351
Request to offer a course via Distance Education – ONLINE
ENGT 122 Engineering Design Graphics

Item 2021-352
Request to offer a course via Distance Education – ONLINE
ENGT 131 Engineering and Manufacturing Applications of Technical Drawing

Item 2021-353
Request to offer a course via Distance Education – ONLINE
ENGT 170 MicroStation for Basic CADD Applications

Item 2021-354
Request to offer a course via Distance Education – ONLINE
ENGT 200 Intermediate CAD Modeling for Design & Production

Item 2021-355
Request to offer a course via Distance Education – ONLINE
ENGT 231 Technical Product Design and Presentation

Item 2021-356
Request to offer a course via Distance Education – ONLINE
ENGT 250 Parametric Modeling 3D Applications for Mechanical Design

Item 2021-357
Request to offer a course via Distance Education – ONLINE
ENGT 270 SolidWorks for 3D Modeling and Prototype Applications

Item 2021-358
Request to offer a course via Distance Education – ONLINE
FR 201 French III

Item 2021-359
Request to offer a course via Distance Education – ONLINE
FR 202 French IV

Item 2021-360
Request to offer a course via Distance Education – ONLINE
JAPN 101 Japanese I

Item 2021-361
Request to offer a course via Distance Education – ONLINE
JAPN 102 Japanese II

Item 2021-362
Request to offer a course via Distance Education – ONLINE
KINA 158 Yoga I
Item 2021-363
Request to offer a course via Distance Education – ONLINE
LOG 130 Computerized Logistics

Item 2021-364
Request to offer a course via Distance Education – ONLINE
LOG 135 Quality Management Concepts

Item 2021-365
Request to offer a course via Distance Education – ONLINE
SPCH 140 Argumentation and Debate

Item 2021-366
Request to offer a course via Distance Education – ONLINE
NVOC 150 AutoCAD for Basic CADD Applications

Item 2021-367
Request to offer a course via Distance Education – ONLINE
NVOC 170 Microstation Basic CADD

Item 2021-368
Request to offer a course via Distance Education – ONLINE
NVOC 250 Parametric Modeling 3D Applications

Item 2021-369
Request to offer a course via Distance Education – ONLINE
NVOC 270 SolidWorks for 3D Modeling and Prototype Applications

(First Read 09/15/21)

Item 2022-019
Request to offer a course via Distance Education – ONLINE
KIN 190 Women in Sports

Item 2022-020
Request to offer a course via Distance Education – ONLINE
LOG 125 Contract Management

Item 2022-021
Request to offer a course via Distance Education – ONLINE
NBIZ 020 Workforce Preparation: 21st Century Skills

Item 2022-022
Request to offer a course via Distance Education – ONLINE
NBIZ 050 California Property Taxation and Assessment
Item 2122-053
Request to offer a course via Distance Education - ONLINE
CIT 111 Introduction to Programming

Item 2122-054
Request to offer a course via Distance Education - ONLINE
CIT 114 Introduction to Cloud Computing with DevOps

Item 2122-055
Request to offer a course via Distance Education - ONLINE
CIT 127 Python Programming I

Item 2122-056
Request to offer a course via Distance Education - ONLINE
CIT 139 Linux I

Item 2122-057
Request to offer a course via Distance Education - ONLINE
CIT 140 Linux II

Item 2122-058
Request to offer a course via Distance Education - ONLINE
CIT 170 Server+

Item 2122-059
Request to offer a course via Distance Education - ONLINE
CIT 171 Network+

Item 2122-060
Request to offer a course via Distance Education - ONLINE
CIT 172 Database Essentials in Amazon Web Services

Item 2122-061
Request to offer a course via Distance Education - ONLINE
CIT 180 PC Maintenance – A+ Certification

Item 2122-062
Request to offer a course via Distance Education - ONLINE
CIT 221 Ethical Hacking

Item 2122-063
Request to offer a course via Distance Education - ONLINE
ENGL 131 Creative Writing
Item 2122-064
Request to offer a course via Distance Education - ONLINE
ENGL 231 Advanced Creative Writing

Item 2122-065
Request to offer a course via Distance Education - ONLINE
HUM 130 Contemporary Mexican-American Culture

Item 2122-066
Request to offer a course via Distance Education - ONLINE
MRKT 172 Advertising and Promotion

Item 2122-067
Request to offer a course via Distance Education - ONLINE
MRKT 173 Principles of Selling

Item 2122-068
Request to offer a course via Distance Education - ONLINE
MRKT 174 Small Business Marketing and Advertising

(First Read 09/29/21)

Item 2122-087
Request to offer a course via Distance Education – ONLINE
OENG 041 Introduction to Apprenticeship

Item 2122-088
Request to offer a course via Distance Education – ONLINE
OENG 042 Grade Checking

Item 2122-089
Request to offer a course via Distance Education – ONLINE
OENG 043 Equipment Operator

Item 2122-090
Request to offer a course via Distance Education – ONLINE
OENG 044 Plan Reading

Item 2122-091
Request to offer a course via Distance Education – ONLINE
OENG 045 Skills Specialization

Item 2122-092
Request to offer a course via Distance Education – ONLINE
OENG 052 Welding
Item 2122-093
Request to offer a course via Distance Education – ONLINE
OENG 053 Introduction to Hydraulics

Item 2122-094
Request to offer a course via Distance Education – ONLINE
OENG 054 Advanced Hydraulics/Pneumatics

Item 2122-095
Request to offer a course via Distance Education – ONLINE
OENG 055 Engines-Gasoline and Diesel

Item 2122-096
Request to offer a course via Distance Education – ONLINE
OENG 056 Component Disassembly and Assembly

Item 2122-097
Request to offer a course via Distance Education – ONLINE
OENG 062 Structural Masonry Inspection

Item 2122-098
Request to offer a course via Distance Education – ONLINE
OENG 063 Reinforced Concrete Inspection

Item 2122-099
Request to offer a course via Distance Education – ONLINE
OENG 064 Structural Steel/Welding

Item 2122-100
Request to offer a course via Distance Education – ONLINE
OENG 065 Prestressed Concrete Inspector

Item 2122-101
Request to offer a course via Distance Education – ONLINE
OENG 066 Soil Testing and Inspection

Item 2122-102
Request to offer a course via Distance Education – ONLINE
OENG 067 Structural Steel/Bolting

Item 2122-103
Request to offer a course via Distance Education – ONLINE
OENG 068 Non-Destructive Testing (NDT)

Item 2122-104
Request to offer a course via Distance Education – ONLINE
WELD 041 Elementary Metallurgy
Item 2122-105
Request to offer a course via Distance Education – ONLINE
PHIL 122 Philosophical Perspectives on Death & Dying

*(First Read 10/06/21)*

Item 2122-122
Request to Offer a Course via Distance Education - ONLINE
MUST 101 Introduction to Music Technology

Item 2122-123
Request to Offer a Course via Distance Education - ONLINE
MUST 105 Introduction to the Music Business

Item 2122-124
Request to Offer a Course via Distance Education - ONLINE
MUST 151 History of Electronic Music

*(First Read 10/13/21)*

Item 2122-147
Request to offer a course via Distance Education - ONLINE
NBIZ 007 Introduction to Information Systems

Item 2122-148
Request to offer a course via Distance Education - ONLINE
NBIZ 008 Information Systems for Business

Item 2122-149
Request to offer a course via Distance Education - ONLINE
SOC 110 Human Sexuality from a Cross-Cultural Perspective

*(First Read 10/27/21)*

Item 2122-178
Request to offer a course via Distance Education - ONLINE
AUTO 400 Analyzing Vehicle Stability, Dynamics, and NVH

Item 2122-179
Request to offer a course via Distance Education - ONLINE
AUTO 420 Analyzing Dynamic Functions of Vehicle Drivetrain Systems

Item 2122-180
Request to offer a course via Distance Education - ONLINE
AUTO 440 Analyzing Vehicle Safety, Comfort, and Security Systems

Item 2122-181
Request to offer a course via Distance Education - ONLINE
CHST 146 The Mexican American in the History of the United States
Item 2122-202
Request to offer a Course via Distance Education - ONLINE
HIST 325 History of Science and Technology

Item 2122-203
Request to offer a Course via Distance Education - ONLINE
NBAS 030 Biology: Living Earth Systems I

Item 2122-204
Request to offer a Course via Distance Education - ONLINE
NBAS 031 Biology: Living Earth Systems II

Item 2122-255
Request to offer a course via Distance Education - ONLINE
MATH 049A How to be a Successful STEM Student

Item 2122-256
Request to offer a course via Distance Education - ONLINE
NBAS 044 American Government

Item 2122-257
Request to offer a course via Distance Education - ONLINE
NBAS 045 Principles of Economics

Item 2122-259
Request to offer a course via Distance Education - HYBRID
SOC 101H Introduction to Sociology Honors

Item 2122-260
Request to offer a course via Distance Education - ONLINE
SOC 120 Perspectives of Sex & Gender

Item 2122-304
Request to offer a course via Distance Ed Request – ONLINE
ACCT 103 Payroll Accounting

Item 2122-305
Request to offer a course via Distance Ed Request – ONLINE
ACCT 108 Volunteer Income Tax Assistance Program I

Item 2122-306
Request to offer a course via Distance Ed Request – ONLINE
ACCT 110 Excel for Business and Accounting
V. DISCUSSION ITEMS

- Equitable Placement – Dr. Don Miller

Dr. Miller reported to the committee that a memo from the Chancellor’s Office had been received in November of 2021. This memo addressed equitable placement and the updating of directives to AB 705, specifically pertaining to pre-transfer level Math and English. He stated that our Institutional Research and Planning department has completed data research that is required for a submission by March 11, 2022. This research focused on the success rates of students using our local processes which includes some pre-transfer level Math and English courses vs. the Chancellor’s Office recommendations/metrics. Unfortunately, we did not have the numbers to prove that our local process was in compliance with the state mandate. Don then stated that a PFC taskforce committee has been established to focus on establishing student support services such as, tutoring services, noncredit support courses, basically any service that we can provide to ensure that students do not fall through the cracks. Don stated that in order to comply with AB 705 we will not be offering pre-transfer level Math and English beginning this summer. Don also stated that SC, the statewide curriculum committee, is working on Title 5 changes, that will disallow pre-transfer courses from local degrees. Don then announced that another law, AB 1705, is in the works and if it passes it will be even more restrictive. Don closed with the hope that the PFC taskforce group will come up with some support options for our students to guarantee their success.

- Emergency Distance Ed Requests – Elizabeth Ramirez

Elizabeth shared that currently our Emergency DE Requests have been approved for offering through the Spring semester 2022. She then stated that the Statewide Academic Senate had discussed several ways to handle a statewide or local emergency that would require a shift to remote instruction very quickly. Her suggestion, along with Dr. Miller’s, was to initiate an approval process in the event of future emergencies. In order to implement this, Elizabeth suggested that each division representative speak to their departments and find out if they would like to have the courses remain “Emergency DE” approved. If they do not want to continue then they can “opt out” in which case specified courses would not be approved for remote delivery in the event of an emergency. She then explained that a checkbox will be added to CurriQUnet that will be checked if the course can be offered in the future as Emergency DE. Alex Gardos suggested that a formal email be sent to all faculty, from Elizabeth, and then the representatives can follow up from there.

Elizabeth also suggested that the DE items in Unfinished Business that have not been approved following the DE Model Guidelines be reviewed in Tech Review. Alex Gardos, Mike Garabedian, and Alex DeJean offered to serve on Tech Review to do so.

- By-laws – Elizabeth Ramirez

Elizabeth reminded the committee that Melissa Rifino-Juarez had mentioned that our by-laws have not been reviewed in quite some time. She asked if any members would be interested in serving on taskforce to review the by-laws and bring back recommendations to the committee. Melissa Rifino-Juarez, Gil Puga, and Ryan Carey volunteered to do so.
• **AB 361 review – Elizabeth Ramirez**

It was motioned by Ryan Carey; seconded by Jannine Livingston to continue meeting via teleconferencing due to the current state of emergency for the next 30 days. The motion was approved unanimously.

• **Course Discipline Assignment – Elizabeth Ramirez**

Elizabeth stated that many courses are still missing Course Discipline Assignments. She asked that these get taken care of as soon as possible. Courses missing assignments can be located on the Division matrices located on the Curriculum webpage. She also suggested that when new courses are created to complete the Discipline Assignment at that time. The Assignment form is also posted on the webpage.

VI. **ADJOURNMENT**

Elizabeth announced that there will not be a meeting on March 2, 2022.

Meeting adjourned at 12:29 p.m.