# Technical Review
**Agenda**

Meeting Date: Tuesday, September 8, 2015
Meeting Time: 2:10-4:00pm
Meeting Location: HR Conference Room
Committee Members: A. Anderson, V. Jacobi, R. Ledford, T. Smith, and M. Williams,

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## AGENDA

I.      LIBERAL ARTS DIVISION

     A.      Course Updates

          1.      ESL      0010      English as a Second Language: Level 1
          2.      ESL      0020      English as a Second Language: Level 2
          3.      ESL      0030      English as a Second Language: Level 3
          4.      ESL      0040      English as a Second Language: Level 4
          5.      ESL      0050      English as a Second Language: Level 5
          6.      ESL      0090      English as a Second Language for Early Childhood Education

*The above course updates to ESL 0010-0090 were discussed. Kelly Kulzer-Reyes said that the reason for the removal of the prerequisite was to help expedite students through the sequence. Since the courses are open-entry, open-exit, students can drop and add courses as they progress. Discussion followed regarding creating a Certificate of Competency in order to receive enhanced funding. Since it was decided to leave the prerequisite on the courses, there was no reason to forward these CORs to Curriculum. The need for ESL 0090 was also discussed. If there is no longer a need from the Childcare Center or ECEF faculty, this course maybe inactivated.*

          7.      JRNL      2110      Advanced News Media Practicum

*This course was sent back to the division for revisions. The added course content should be the objectives and the course content needs to be expanded on.*

II.      APPLIED TECHNOLOGY DIVISION

     A.      Course Updates

          1.      BUSN      1560      Business Capstone

*David Layne was in attendance to discuss. This course was sent back to the division to revise the wording of the prerequisite. As the General Business degree is developed, the appropriate prerequisite courses will be identified.*

     B.      Program Updates
          1.      AA Business Administration
          2.      AA Administrative Services
          3.      Certificate of Achievement: Administrative Services

*The above program updates were returned to the division as additional revisions are in the works.*
          4.      Certificate of Achievement: Administrative Services II

*The program updates to the Certificate of Achievement: Administrative Services II was approved to move forward to the Curriculum and General Education committee on September 14, 2015*

5.	Local Certificate: Administrative Services I
6.	AS General Business
7.	AS Accounting

*The above program updates were returned to the division as additional revisions are in the works.*

8.	Local Certificate: Microsoft Office Applications

*The program updates to the local certificate in Microsoft Office Applications was approved to move forward to the Curriculum and General Education committee on September 14, 2015*

V.	NEXT TECHNICAL REVIEW MEETING
The next Technical Review Committee meeting will be September 22, 2015 from 2:10-4:00pm.

VI.	NEXT CURRICULUM AND GENERAL EDUCATION COMMITTEE MEETING
The next Curriculum and General Education Committee meeting will be Monday September 14, 2015 from 12:10-1:30pm in the Cougar Room.