

Technical Review

Curriculum Sub-Committee

NOTES

September 17, 2026

1:00 pm to 4:00 pm

[Zoom Link for Tech Review Meeting](#)

Workgroup

- Co-Chair, Acting VPAA: Josepha Baca
- Co-Chair, Faculty: Erik Reese
- Lead Faculty: Scarlet Relle
- Articulation Officer: Letrishia Mai
- Dean: Carol Higashida
- Faculty Reviewer: Wade Bradford
- Librarian: Danielle Kaprelian
- Curriculum Specialist: Ana Barcenas

Presenters/Guests:

- Hugo Hernandez
- Josh McGuffie
- Rolland Petrello
- Steve Pfeffer

Courses to be reviewed:

TIME	COURSE	NOTES
1:00	HIST M138: History of Science from 1450 to the Present	Faculty: Josh McGuffie, Hugo Hernandez NEW Notes: adding objectives, minor changes to SLOs. Forward to Curriculum Committee.
1:10	HIST M152: History of Asia from Prehistory to 1600	Faculty: Hugo Hernandez, Josh McGuffie Notes: No to CPL. Removed 2 and 5 for outside assignments, minor edit to objectives. Forward to Curriculum Committee.
1:15	POLS M04H: International Relations - Honors	Faculty: Steven Pfeffer, Lee Ballesterio NEW Notes: faculty to provide supporting documentation, not CPL, minor edit to SLO #2 and objective #4 and #5. Add honors statement to catalog description. Forward Curriculum Committee.
1:20	ENGR M06: PCB Design Process Fundamentals	Faculty: Scarlet Relle NEW Notes: Forward Curriculum Committee.
1:30	ENGT M14: J-STD Soldering Certification	Faculty: Scarlet Relle NEW Notes: Forward Curriculum Committee.
1:40	Engineering Electrical Design Certificate of Achievement (COA)	Faculty: Scarlet Relle NEW Notes: Forward Curriculum Committee.
1:50	Engineering Mechanical and Electrical Design Certificate of Achievement (COA)	Faculty: Scarlet Relle NEW Notes: Forward Curriculum Committee.

Inactivations

- BIS M10: Microsoft Windows – Introduction
- BIS M20: Microsoft Office – Introduction
- BIS M21A: MS Word – Intermediate
- BIS M21B: Microsoft Word – Advanced
- BIS M22A: Microsoft PowerPoint – Intermediate
- BIS M23A: Microsoft Excel – Intermediate
- BIS M23B: Microsoft Excel – Advanced
- BIS M24: MS Access – Introduction
- BIS M25: Microsoft Outlook – Introduction
- BIS M26: MS Project – Introduction
- BIS M900: Keyboarding – Introduction
- BIS M920: Microsoft Office - Introduction
- BIS M921A: MS Word – Intermediate
- Business Information Systems, Certificate of Achievement (COA)