



## Curriculum Committee Minutes

May 12, 2015 – 2:00 p.m.

Building 21, Room 108

**Attendees:** Dr. Steve Addison, Doug Ammons, Trisha Autry, Michelle Barre, Michael Bowman, Christine Campbell, Lara Cooper, Matthew Dahl, Michelle Hillesland, Wendy Joseph, Dean Kelly, Claire Korschinowski, Kathi Medcalf, Kelley Meeusen, Carrie Muir, Don Souza, Carrie Van Beek.

**Absent:** Lisa Colombini-Hyke, Bill Coyner, Loren Davis, Mabel Edmonds, Jim Gordon, Myra Griffin, Terry Heath, Dr. Joyce Loveday, Cindy Mowry, Laura Ott, Sara Rabin, Melissa Siedlicki, Tanya Sorenson, Mike Wheeler.

**Non-Voting:** Kristy Crosby, Lili Cutler, Chris DeLaney, Hilda Santacruz.

**Guests:** Petra Perkins, Tammy Savona, Jeffrey Turner.

### 1. Call to Order

Committee Chair Michelle Hillesland called the meeting to order at 2:03 p.m.

### 2. Safety Awareness

Ms. Hillesland reminded the Committee about safety measures to follow in case of emergency.

### 3. Approval of Minutes

Minutes of the April 14, 2015 meeting were approved as written.

**MOTION TO APPROVE:** Kelley Meeusen

**SECONDED:** Lara Cooper

**MOTION CARRIED.**

Minutes of the April 24, 2015 meeting were approved as written.

**MOTION TO APPROVE:** Kelley Meeusen

**SECONDED:** Lara Cooper

**MOTION CARRIED.**

#### 4. Consent Agenda

The following course outlines were posted for review and approved with recommendations:

- Automotive Core Curriculum  
AUT 270
  
- BASMO  
OPM 495            OPM 498            OPM 499<sub>CAP</sub>
  
- Continuing Education  
ENTR 120
  
- General Education  
MAT 103
  
- Hemodialysis  
HDT 104            PHLEB 114
  
- Mechatronics  
MEC 165            MEC 210            MEC 281<sup>1</sup>            MEC 289<sup>1</sup>  
MEC 200            MEC 220<sup>1</sup>            MEC 282<sup>1</sup>            MEC 290<sub>CAP</sub><sup>1</sup>

**MOTION TO APPROVE:** Kelley Meeusen

**SECONDED:** Dean Kelly

**MOTION CARRIED.**

The following course outlines were pulled from Consent Agenda to add pre-requisites and for further discussion (see Major Revisions):

- Esthetics  
ES 128            ES 138

#### 5. New Business – Tentative New/Revised Course(s)

Minor Revisions for Discussion

##### a) CNISS

**Handouts:** Summary of Course Revision, Scope & Sequence, course outlines, catalog pages. Jeffrey Turner and Don Souza presented revisions to existing courses to align labs and update pre- and co-requisites.

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<sup>1</sup> Course outlines reposted at June 9 meeting to add lab hours, etc.

NSS 109 (remove course from certificate; make prerequisite)  
NSSC 207 (added co-requisites)

NSSC 208 (add course to certificate)  
NSSC 210 (added co-requisites)

**Target Start Date:** Summer 2015

**MOTION TO APPROVE:** Don Souza  
**SECONDED:** Kelley Meeusen

**MOTION CARRIED.**

Documented for record.

**Next Steps**

- Add pre- and co-requisites and CIP codes and send revised pages to Instruction Office.

**b) General Education**

**Handouts:** Summary of Course Revision.

Kathi Medcalf presented revisions to change cut scores to 81 for the following general education courses:

ENGL& 101    PSY 112<sup>DIV</sup>    PSYC& 100<sup>DIV</sup>    SOC& 101<sup>DIV</sup>

**Target Start Date:** Summer 2015

Kathi is working with Dr. Loveday to change cut scores on all general education courses.  
Documented for record.

Major Revisions/New Courses for Discussion

**a) Entrepreneurship Courses (CE)**

**Handouts:** Summary of Course Revision, Online Course Development Form, Course Outline.

Petra Perkins presented a new self-supporting, web-enhanced course entitled *Conflict Resolution and Negotiation Small Business*<sup>2</sup> designed to fill a niche in the market.

ESBM 105

**Target Start Date:** Fall 2015

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<sup>2</sup> Title submitted at meeting was *Conflict Resolution and Negotiation Skills for Small Business Owners*.

**Next Steps (Pre-Approval)**

- Get approval from eLearning Coordinator (Meeusen)
- Submit course outline for posting on upcoming consent agenda (Div IPA)

**Next Steps (Post-Approval)**

- Route approved course outline (one-sided) for signature (Div/IPA)

**b) Esthetics**

**Handouts:** Summary of Course Revision, Scope and Sequence, course outlines (6), syllabus.

Michelle Hillesland gave a brief overview of recent revisions to Esthetics courses in October 2013 and December 2014, some of which were taught but never made it to Consent Agenda. This revision will add a new course and revise other course outlines (including those pulled from today's Consent Agenda):

ES 126	ES 128	ES 137	ES 138
ES 143	ES 149	ES 155	ES 157
	(was ES 148)	(was ES 156)	(was ES 144)
ES 159 (new)			

**Target Start Date:** Summer 2015

**Next Steps (Pre-Approval)**

- Michelle Hillesland recommended double-checking the credits
- Update Scope & Sequence (ISS/Cutler)
- Submit course outline and S/S for posting on upcoming consent agenda (Div IPA)

**Next Steps (Post-Approval)**

- Route approved course outline (one-sided) for signature (Div/IPA)
- Update catalog page (ISS/Cutler)
- Recap overall program credits; if change, forward for SBCTC inventory update (Instruction/DeLaney)
- Update Education Plan (A/C/Barre)

**6. Continuing Business**

**a) Action Items (date introduced or approved)**

- BASMO (5/12)** – approved; IPA is routing for signature. Complete next steps.
- Continuing Education (5/12)** – ENTR 120 approved; route for signature and complete next steps.
- General Education (5/12)** – MAT 103 approved; route for signature and complete next steps.
- Esthetics (5/12)** – complete next steps and post ES 126 and ES 137 for review.

- **Mechatronics (5/12)** – approved. IPA is routing for signature; complete next steps.
- **NCISS (5/12)** – approved; complete next steps.
- **ECS (4/14)** – approved; complete next steps.
- **Advanced Composites Manufacturing/FSME Option 2 (3/24)** – placed on hold pending restructuring of courses to meet the number of clock hours required.
- **Construction Technology (3/24)** – placed on hold pending discussions with Pierce College before moving forward with a PAR.<sup>3</sup>
- **Digital Entertainment Design (3/24)** has been placed on hold for Executive Team approval at which time a PAR will be submitted to the SBCTC.

**7. Committee Reports**

**a) Committee on Learning Assessment (COLA) (see report)**

Kelley Meeusen provided a COLA Committee update including the following:

- Revised Outcomes Assessment and Improvement Plan.
- Launched new 30-hours course *Curriculum Development and Improvement: A Constructive Approach*.
- Self-paced, self-directed 6-hour course on developing outcomes.
- “Closing the loop” on 2014-2015 Program Assessment cycle in TaskStream soon.
- Starting development of 2015-2016 Assessment cycle in TaskStream.

**b) eLearning Council (see report)**

Kelley Meeusen provided a report about the SBCTC eLearning Council meeting.

- Three-hour inservice workshop about accessibility of online learning.
- State Board acquired Hawkes LTI integration for Canvas that will be available to math faculty summer quarter.


**8. Good of the Order** – none.

**9. Next Meeting/Adjournment**

The next meeting is scheduled for June 9, 2015 in Building 21, Room 108. The meeting was adjourned at 3:09 p.m.



Michelle Hillesland, Committee Chair



Approval Date

<sup>3</sup> Program Approval Request.