



**Curriculum Committee Minutes**  
**October 14, 2014 – 2:00 p.m.**  
**Building 19, Room 124**

**Attendees:** Steve Addison, Doug Ammons, Trisha Autry, Michelle Barre, Michael Bowman, Christine Campbell, Lara Cooper, Myra Griffin, Teresa Green, Michelle Hillesland, Dean Kelly, Claire Korschinowski, Kathi Medcalf, Cindy Mowry, Carrie Van Beek, Mike Wheeler,

**Non-Voting:** Lili Cutler, Hilda Santacruz, Debbie Ewald

**Absent:** Mabel Edmonds, Kelley Meeusen, Carrie Muir, Don Souza, Lisa Colombini-Hyke, Loren Davis, Bill Coyner, Jim Gordon, Joyce Loveday, Daniel Hughes, Wendy Joseph, Heather Stevens, Laura Ott

**Guests:** Julie Watts, Teresa Greene

**Call to Order**

Meeting called to order by Committee Chair, Michelle Hillesland at 2:05p.m.

**1. Safety Awareness Check**

Michelle reminded the Committee about safety measures to follow in case of an emergency.

**2. Approval of Minutes**

The minutes of the August 12, 2014 were reviewed.

**MOTION TO APPROVE: Myra Griffin**

**SECONDED: Michael Bowman**

**MOTION CARRIED.**

**Approval of Minutes**

The electronic minutes of the August 21, 2014 were reviewed.

**MOTION TO APPROVE: Myra Griffin**

**SECONDED: Cindy Mowry**

**MOTION CARRIED.**

3. **Consent Agenda**  
• CHEM& 131

**Next Step:** Post for review; electronic vote. Committee voted to pass via electronic vote on 10/21/2014 with minor revisions: move “Evaluation of Learning” statement to correct area of outline.

4. **New Business – Tentative New/Revised Course(s)**

Minor Revisions for Discussion

- a) NURS 217.....Myra Griffin

**Handouts:** Summary of Course Revision Form

Updated Course Outline could not be located for NURS 217. Correctly shown on catalog and scope and sequence. Committee discussed at reviewed course outline. Discussion was made to route outline for signatures.

**Target Start Date:** Immediately

**Next Step:** Send signed Course Outline to Kristy Crosby/Lili Cutler.

- b) Medical Assisting.....Michelle Hillesland

Tabled until next time. Michelle Hillesland to discuss pre-requisites with program faculty.

- c) Environmental Geology.....Claire Korschinowski

**Handouts:** None

Course material for GEO 110 will remain the same; “with lab” will be added to the course title. It will make a smoother transition for degrees that require natural science courses. Committee agreed to add “with lab” to course title and route outline for signatures.

**Target Start Date:** Immediately

**Next Steps:** Update Course Outline and route for signatures.

- d) Material Science/Quality Assurance.....Claire Korschinowski

**Handouts:** Memo, Course Outlines, Summary of Course Revision

MS 123, 126, 131 and NDT 108 went through Curriculum Committee last year but signed Course Outlines could not be located. Curriculum Committee

documents support that the courses had been approved. Committee agreed to route outlines for signatures, after the forms are updated (see next steps).

**Target Start Date:** Immediately

**Next Steps:** CIP Codes need to be entered. Expand on Evaluation of Learning Objectives, and use updated Course Outline forms.

**MOTION TO APPROVE ALL MINOR REVISIONS: Dean Kelly**

**SECONDED: Dr. Steve Addison**

**MOTION CARRIED.**

Tentative New/Revised Courses

- a) Green Design.....Julie Watts/Michael Bowman

**Handouts:** Proposed Scope and Sequence, Course Outlines

**Target Start Date:** Summer 2015

Discussion ensued regarding proposed to change to online degree, class names, and credits. Green Design Certificate renamed Sustainable Interior Design.

Cindy Mowry cautioned to take into consideration Veteran Affairs funding. If it is completely online it would not be VA eligible. Cindy Mowry will find out the qualifications for hybrid and face to face classes.

**Next Steps:** Hilda Santacruz will send Julie the current Summary of Course Revision Form and the Course Outline template. Get new course numbers from Kristy Crosby and Lili Cutler. Update Scope and Sequence. Send new Scope and Sequence to Michelle Barre to update Education Plan. Updates sent to State Board. New Outlines sent to Georgia to forward to Hilda for electronic vote.

- b) Mechatronics.....Dr. Steve Addison

**Handouts:** Summary of Course Revisions, Scope and Sequence, Course Outlines and Status sheet.

**Target Start Date:** Winter 2015

Revisions made for new courses for AAS-T Mechatronics Technician.

- New Courses
- MEC 120
- MEC 121

- MEC 115
- MEC 116
- MEC 125

**Next Steps:** Update Learning Outcomes on Course Outlines. Post for review; electronic vote.

c) BASMO.....Dr. Steve Addison

- Revised Courses
- ENG 310
- OPM 313
- OPM 314

**Handouts:** Summary Course Revision, Scope and Sequence, and Course Outlines.

**Target Start Date:** Winter 2015

**Next Steps:** Post for review; electronic vote.

**5. Continuing Business**

- a. **CC By-Laws Ad Hoc committee report:** Michelle suggested looking into Bylaws for next meeting and re-forming subcommittee to assess and suggest modifications for vote.
- b. **Curriculum Committee Forms Ad Hoc committee report:** Kelley Meeusen out for accreditation meeting. Doug Ammons and Kathi Medcalf reported they are working with Rory Douglas with forms and processes.
- c. **Committee on Learning Assessment:** No report
- d. **e-Learning Report:** No report

**6. Good of the Order:**

Teresa Greene requested when making a change to note effective date. Kathi Medcalf stated it is on the new form.

Next meeting: Tentatively scheduled Monday, November 10, 2014 Building 19, room 124

**Outstanding Action Items**

**7. Adjournment**

The meeting was adjourned at 3:18 p.m.

Michelle Hillesland

Michelle Hillesland, Committee Chair

11/20/14

Approval Date