



Curriculum Committee Minutes
December 9, 2014 – 2:00 p.m.
Building 19, Room 124

Attendees: Steve Addison, Trisha Autry, Christine Campbell, Lara Cooper, Bill Coyner, Michelle Hillesland, Dean Kelly, Korschinowski, Joyce Loveday, Kelley Meeusen, Cindy Mowry, Don Souza, Joseph Wendy, Mike Wheeler

Non-Voting: Lili Cutler, Kristy Crosby, Hilda Santacruz

Absent: Doug Ammons, Michelle Barre, Travis Cohen-Lucy, Lisa Colombini-Hyke, Mabel Edmonds, Jim Gordon, Teresa Greene, Daniel Hughes, Kathi Medcalf, Carrie Muir, Laura Ott, Heather Stevens, Carrie Van Beek

Guests: Wayne Bridges, Seth Foley, Roberta Wirth

Call to Order

Meeting called to order by Committee Chair, Michelle Hillesland at 2:00p.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 November 18, 2014 were reviewed.

MOTION TO APPROVE: Kelly Meeusen

SECONDED: Dean Kelley

MOTION CARRIED.

3. Consent Agenda

- NONE

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

Minor Revisions for Discussion

Tentative New/Revised Courses

- a) Automotive Core Presentation.....Claire Korshinowski/Wayne Bridges

Handouts: NONE

Quarter long program covers topics such as how to hold a wrench, welding, safety, how to read a micrometer and auto shop theory. Make prerequisite for other programs. 20-40 students in program.

A couple of things are of some concern, current certificate structure and where the class will be held. Current two quarter certificate structure does not require academics. If third quarter is added academics will become a requirement. The committee suggested to look into it affects the credits.

Financial Aid warned it may affect funding if credits do not go towards an overarching degree and if they do not, then it has to have a minimum of at least 600 credits. Wayne did not see an issue with this.

Next Steps: Identify current certificate structure and location. Scope and Sequence. Work on Course outlines.

Target Start Date: Fall 2015

- b) Lead renovation, Repair and Painting(RRP)Certification.....Christine Campbell

Handouts: Lead Safety Curriculum handout

Department of Commerce and WAC have oversight to be certified. Curriculum already approved by EPA for 8-10 hour course. Would like to become approved by state.

There was a question about use of the CPTC Outline. It was determined that the outline would be used.

Next Steps: Upload Course Outlines to Consent Agenda for approval

Target Start Date: Offer in March/April 2015 Asbestos may take longer because it is broken in modules. Work with Cindy Mowry on start date.

- c) Dental.....Roberta Wirth

Handouts: Summary of Course Revision, Proposed Scope and Sequence

Have Accreditation visit coming up in May 2015. Part of requirement is to assess skill standards. Resulted in changing credits.

Enrollment brought up it may affect L&I, Tuition Assistance and Veteran recipients if curriculum is changed since they work off of the catalog and it's only updated once a year. Roberta Wirth

Added credits to following courses

<u>Old Courses</u>	<u>New Courses</u>
DAS 115	DAS 116
DAS 222	DAS 223
DAS 120	DAS 120
DAS 130	DAS 130
DAS 224	DAS 224
DAS 226	DAS 226

Next Steps: Upload Course Outlines to Consent Agenda for approval

Target Start Date: Spring 2015-Find out how many Veterans it might possibly affect in mandatory orientation in February

- d) FSME+Advanced Composites Certificate.....Daniel Hughes/Dr. Addison

Handouts: Material Science: Advanced Composites Manufacturing Certificate of Completion

Second pathway to Composites program. Total # of credits changing depends on 1st quarter.

Next Steps: Steve will do crosswalk and send revised copy. Fix catalog, update program outcomes, and upload Course Outlines to Consent Agenda for approval

Target Start Date: Summer 2015, offer in Spring 2015

5. Continuing Business

- a. **CC By-Laws Ad Hoc committee report:**
Received feedback from Dean Kelley on processes. Something's brought up were how do we communicate changes and how is it communicated to advising/counseling/enrollment?
- b. **Curriculum Committee Forms Ad Hoc committee report:**
- c. **Committee on Learning Assessment:**
Internet does not match intranet. Hilda will get ahold of Rory Douglas on how to update. Bylaws are being worked on.

Next Step: COLA Bylaws to be put on Consent Agenda.

d. **e-Learning Report:**

A record 439 courses using CANVAS. 1,260 users, 5,600 enrollments. Meets Dr. Howards strategic categories.

Updated F2F orientation. It is now 20 minutes instead of an hour. Have it posted on CANVAS, bulletin boards and registration.

6. **Good of the Order:**

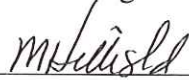
- Catalog deadline March 2015

Next meeting: January 13, 2015, TBD

Outstanding Action Items

7. **Adjournment**

The meeting was adjourned at p.m.



Michelle Hillesland, Committee Chair



Approval Date