



## Curriculum Committee Minutes

November 18, 2014– 2:00 p.m.

Building 19, Room 107

**Attendees:** Steve Addison, Doug Ammons, Trisha Autry, Michael Bowman, Lara Cooper, Bill Coyner, Myra Griffin, Michelle Hillesland, Dean Kelly, Claire Korschinoski, Kelley Meeusen, Cindy Mowry, Carrie Muir, Don Souza, Carrie Van Beek, Mike Wheeler

**Non-Voting:** Hilda Santacruz

**Absent:** Michelle Barre, Christine Campbell, Mabel Edmonds, Lisa Colombini-Hyke, Loren Davis, Jim Gordon, Joyce Loveday, Daniel Hughes, Wendy Joseph, Travis Cohen-Lucy, Teresa Greene, Heathers Stevens, Laura Ott

**Guests:** Petra Perkins, Julie Watts

### Call to Order

Meeting called to order by Committee Chair, Michelle Hillesland at 2:00 p.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 October 14, 2014 were reviewed.

**MOTION TO APPROVE: Kelley Meeusen**

**SECONDED: Michael Bowman**

**MOTION CARRIED.**

### Approval of Electronic Minutes

The electronic minutes of the November 3, 2014 were reviewed.

**MOTION TO APPROVE: Carrie Muir**

**SECONDED: Kelley Meeusen**

**MOTION CARRIED.**

### 3. Consent Agenda

- MS 123

**ELECTRONIC VOTE:** 9 approved, 2 with recommendations

- MS 126

**ELECTRONIC VOTE:** 11 approved, 1 with recommendations

- MS 131

**ELECTRONIC VOTE:** 9 approved, 3 with recommendations

- NDT 108

**ELECTRONIC VOTE:** 12 approved, 1 with recommendations

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

- a) Electronic voting.....Michael Wheeler

**Handouts:** None

**Next Steps:** Email individually each course outline with voting (accept/reject) button attached. Send out reminder email when Course Outlines are up for review.

#### Minor Revisions for Discussion

- a) Composites.....Claire Korschinowski

**Handouts:** Proposed Course Outlines

- ACM 115
- ACM 110
- ACM 105

Course Outline on file states Face to Face, currently being taught as hybrid. Objectives remain the same. A lengthy discussion ensued regarding how the delivery method of old course outlines may be grandfathered in if the delivery method has changed and nothing else.

The committee agreed on the updates including grading scale.

#### Tentative New/Revised Courses

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

**Handouts:** Proposed Scope and Sequence, Summary of Course Revision, Online Course Development Form, Instructor Course Review Worksheet,

Corrections to Sustainable Interior Design (previously Green Design) were introduced.

**Target Start Date: Summer 2015**

**Next Steps:** Send to dean for signature. Contact Kristy for new course numbers. Send Course Outlines to Hilda for Consent Agenda. Find out if certificate is eligible for financial aid.

- b) Small Engine Repair.....Petra Perkins

Program is being developed in preparation for reapplying for JBLM contract – current contract ends in May. Would also like to include small engine repair include in landscaping program if that program is reactivated. Not a degree or a formal certificate program. Students will receive a completion award for each module and a certificate for each mini-certificate.

**Target Start Date:** Summer 2015

**Next Steps:** Prepare course outlines

- c) C-TAPP: Carpentry-Trades Academy Pre-Apprenticeship Program...Petra Perkins

**Handouts:** Proposed Scope and Sequence

One cohort in training is tied to grant.

**Target Start Date:** TBD based off of funding

**Next Step:** Michelle Hillesland will bring C-TAPP up in Instructional Leadership meeting on how to move forward.

- d) Asbestos Worker Training.....Petra Perkins

**Handouts:** Proposed Scope and Sequence

**Target Start Date:** Start date determined by L&I to become approved training providers for Asbestos Worker in Washington State.

Courses influenced by WAC guidelines. L&I has to approve course outlines in a different course outline format than CPTC.

**Next Steps:** Curriculum needs to be approved by committee before it can be submitted to L&I for approval.

- e) HAZWOPER Refresher Training (Hazardous Waste Operations & Emergency Response).....Petra Perkins

**Handouts:** Proposed Scope and Sequence

**Target Start Date:** Spring 2015

Currently instructing HAZWOPER in EPA training and in EnviroSci degree program.

**Next Steps:**

- f) Automotive Core.....Claire Korschinowski

Tabled until next meeting.

**5. Continuing Business**

- a. **CC By-Laws Ad Hoc committee report:**
- b. **Curriculum Committee Forms Ad Hoc committee report:**
- c. **Committee on Learning Assessment:** Three reports were emailed to the committee members.
- d. **e-Learning Report:**

**6. Good of the Order:**

Next meeting: December 9, 2014 Building 19, room 124

**Outstanding Action Items**

**7. Adjournment**

The meeting was adjourned at 3:23p.m.

  
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Michelle Hillesland, Committee Chair

  
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Approval Date