Curriculum Committee Minutes
July 9, 2013 – 2:00 p.m.
Building 19, Room 107

Attendees: Doug Ammons, Michael Bowman, Christine Campbell, Travis Cohen-Lucy, Lili Cutler, Loren Davis, Chris DeLaney, Steve Ellis, Myra Griffin, Joyce Loveday, Kathi Medcalf, Kelley Meeusen, Cindy Mowry, Carrie Muir, Jamilyn Penn, Michelle Simpkins, Don Souza, Valerie Sundby-Thorp, Carrie Van Beek.


Guests: Leah Krank.

1. Call to Order
Joyce Loveday called the meeting to order at 2:00 p.m. Introductions followed.

2. Safety Awareness Check
Joyce reminded the Committee about safety measures to follow in case of an emergency.

3. Approval of Minutes
The minutes of the June 11 meeting were approved as written.

MOTION: Valerie Sundby-Thorp
SECOND: Michael Bowman

MOTION CARRIED.

4. Consent Agenda
- CAS 121, CAS 141, CAS 151
- ECED&100, ECED&105, ECED&107, ECED&132, ECED&139, ECED&160, ECED&170, ECED&180, ECED&190, EDUC&115, EDUC&130, EDUC&150
- ENV 131
- MS 128
• NURS 122, NURS 149, NURS 153, NURS 157, NURS 160
• NURS 210, NURS 227, NURS 233, NURS 236
• WRBFM 101, WRBFM 103, WRBFM 105, WRBFM 107

MOTION: Kelley Meeusen  
SECOND: Michael Bowman  

MOTION CARRIED.

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

None.

6. Continuing Business
a. Committee on Learning Assessment

Since Menaka Abraham is out for the summer, Joyce Loveday will send a reminder to faculty to “close the loop” on their plans.

b. eLearning Report

Kelley Meeusen reported that Angel has been disabled for student use; however, faculty will still have access while they are transitioning to Canvas. To date, 113 faculty and staff have been trained in the use of Canvas; 20 start training next week, several of which are basic education faculty. Kelley also reported on the Instructure\(^1\) 2013 Conference.

c. Course Outlines with Minor Revisions

None.

d. Outstanding Action Items

• **Human Services** – Route signed course outlines through Instruction Office. Update education plan.
• **LPN** – Update education plan.
• **RN Option** – Update education plan and SBCTC inventory.
• **Surgical Technology** - Submit on consent agenda; post course outline for review. Update S/S and education plan. Kezia Clark will work with Associate Dean Jamilyn Penn to determine if either the summer or winter group of students will be affected.
• **CAS 121, 141, 151** – Route signed course outline through Instruction Office.

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\(^{1}\) Instructure is the organization that runs the Canvas platform.
- Cosmetology – Lili will update the education plan and work with the dean to send to the SBCTC. Revisions will also need to be submitted for fall schedule construction.

- HVAC – Christine Campbell continues to work with Don Pearce to develop certification prep Continuing Education courses (fall quarter).

- Basic Digital Video (Continuing Education) – Submit on consent agenda.

- Central Service/Sterile Processing – Submit on consent agenda; post course outlines for review. Update education plan. Review current students’ education plans and let Chris DeLaney know when complete.

- Retail Business Marketing/Management – Lucy Dorum is developing crosswalk.

- Facilities Maintenance – Submit on consent agenda; post course outlines for review. Christine Campbell will submit a description to the Instruction Office in order to update state inventory.

- GEO 210, GEO 215 – Route signed course outlines through Instruction Office.

- BIOL& 175 – Route signed course outline through Instruction Office.

7. Good of the Order

The next meeting is scheduled for August 13, 2013 at 2:00 p.m. in Building 19, Room 107.

8. Adjournment

The meeting was adjourned at 2:24 p.m.

Joyce Loveday, Committee Chair Approval Date