Curriculum Committee Minutes  
February 11, 2014 – 2:00 p.m.  
Building 19, Room 124

Attendees: Steve Addison, Doug Ammons, Michelle Barre, Ted Broussard, Christine Campbell, Mabel Edmonds, Myra Griffin, Michelle Hillesland, Claire Korschinowski, Joyce Loveday, Kathi Medcalf, Kelley Meeusen, Cindy Mowry, Carrie Muir, Jamilyn Penn, Don Souza, Valerie Sundby-Thorp,

Non-Voting: Kristy Crosby, Lili Cutler, Vicki Harter

Absent: Trisha Autry, Michael Bowman, Travis Cohen-Lucy, Lisa Colombini-Hyke, Loren Davis, Jim Gordon, Brenda Lazarus, Heather Stevens, Mike Wheeler

Guests: Crystal Shelton, Dawn Schuler, Dean Massey, Teresa Scotland, Daryl Owens, John Moyer, Michele Jones, Daniel Hughes, Courtney Akinniyi, Jeremy Condon, Jody Randall, Patricia Lange

1. Call to Order  
Meeting called to order by Committee Chair, Michelle Hillesland at 2:03 p.m.

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

3. Approval of Minutes  
The minutes of the January 14, 2014 were approved as written.

   MOTION TO APPROVE: Kelley Meeusen  
   SECONDED: Don Sousa  
   MOTION CARRIED.

4. Consent Agenda  
NURS 117, 120, 123, 126, 131, 133, 145, 161, 164, 202, 206, 207, 219, 220, 223, 228, 230, 238, 240, 242,

   HS 110, 115, 123, 127, 150, 220, 221, 225, 226, 227, 228, 230, 234, 237, 240, 244, 246, 258
MOTION TO APPROVE: Carrie Muir
SECOND: Kelley Meeusen

MOTION CARRIED.

5. New Business – Tentative New/Revised Course(s)
   Minor Revision for Discussion
   Course name change from NURS to NAC:
   Originally it was felt there would just be a name change when in fact some of the changes
   are not minor revisions.

   Some Course outlines currently listed as part of the Nursing Assistant- Certified program
   have NURS numbers and name. Crystal Shelton is requesting that courses offered have
   new NAC numbers.

   2 outlines previously NAC 119 and NAC 129 will have significant lecture hours and
   credit increases.

   There will also be a credit change for NAC/IBEST.

   To do:
   • Contact Kristy Crosby for new course numbers
   • Update Scope/Sequence – please provide copy to Lili Cutler and Vicki Harter.
   • Send new outlines to the appropriate division IPA for posting for review
   • Division IPA request outlines posted be added to the Consent portion of the
     March 11, 2014 Curriculum Committee agenda.
   • Outlines printed out by division IPA; gather signatures of Division Representative
     and Division Dean; route signed outlines to Committee Chair, Michelle
     Hillesland.
   • Update Education Plan with Advising and Counseling
   • State inventory updated
   • Send catalog changes to Lili Cutler

   These changes will go into effect with new 2014-15 College Catalog.

   College 101
   Kathi Medcalf shared that major changes are not being done with the College 101. There
   will be a course name change, objectives will be updated and references to ANGEL will
   be changed to CANVAS.

   It was requested by the committee that the course description be edited. Initial sentence
   should start with a verb along with the entire outline being on the new outline form which
   has an area that can be checked off indicating the course is either on-line, hybrid or web
   enhanced.
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- Outlines printed out by division IPA; gather signatures of Division Representative and Division Dean; route signed outlines to Committee Chair, Michelle Hillesland.
- Update Education Plan with Advising and Counseling
- State inventory updated
- Send catalog changes to Lili Cutler

These changes will go into effect with the new 2014-15 College Catalog.

Basic Skills - Minor Change

Per Kathi Medcalf, all Basic Skills offerings will be moving to web-enhanced status. This allows students to work in CANVAS. Having prior experience in CANVAS will be beneficial when the student advances into one of the college’s prep programs.

To do:

- Using new course outline template indicates that the individual courses will be web-enhanced
- Request new outlines
- IPA to print out outlines, have Division Dean and Division Representative sign outlines and give to Vicki Harter, Recorder.
- Send catalog changes to Lili Cutler

These changes will go into effect with new 2014-15 College Catalog.

Tentative New/Revised Courses

RBM 163

Kathi Medcalf would like to add Social Media Marketing, an on-line program. This will first be offered as a stand-alone class and elective to the Retail Business Marketing Management program.

To do:

- Area on course outline, front page that says “Evaluation of Learning Objectives” needs to spell out how the student will be evaluated regarding learning of the course objectives; by test, report, etc.
- Request new outline and updated Scope & Sequence are posted for review
- Request outline be added to Consent portion of the March 14, 2014 Curriculum Committee Agenda
- IPA to print out outline, have Division Dean and Division Representative sign outlines and give to Vicki Harter, Recorder.
- If needed, send catalog changes to Lili Cutler
- This course is an elective

These changes will go into effect with new 2014-15 College Catalog.

**Health Unit Coordinator** – Minor change
Traditionally, HUC 204 ECG Monitor Technician was offered at the end of quarter 2. Faculty would like to move it to quarter 1. When offered at the end of the second quarter students are burdened with preparing for Clinical Site assignments. It does not give the students time to become comfortable with the equipment used for ECG’s.

Credits and course outlines will remain the same. This change will go into effect with the new College Catalog.

Education Plan has been revised showing the change. These changes will go into effect with new 2014-15 College Catalog.

To do:
- Submit updated Scope/Sequence to Lili Cutler
- Send catalog changes to Lili Cutler

**Restaurant Operations Management**
Dean Massey, Instructor for Culinary Arts presented the change he would like for the Culinary Arts Associate Degree component.

He would like to drop CUL 240, Advanced Restaurant Baking and add REST 137, Hospitality Law. This would be an increase of 1 credit but same number of hours.

This change will go into effect with the new 2014-15 College Catalog. Start date will be Fall quarter.

To do:
- Update Education Plan with Michelle Baare in Advising and Counseling
- Update Scope & Sequence
- Check with VPI office regarding state inventory update.
- Send catalog changes to Lili Cutler.

**CNISS**
CNISS faculty would like name change to three of their course names to better reflect course content, delete courses with redundant material and add two new courses.

To do:
- Contact Kristy Crosby for new course numbers
- Update Scope/Sequence; please send to Lili Cutler and Vicki Harter.
- Develop new Educational Plan with Advising and Counseling
- Send new outlines to appropriate division IPA for posting for review
Division IPA request outlines be added to the Consent portion of the March 11, 2014 Curriculum Committee agenda.

Outlines printed out by division IPA; gather signatures of Division Representative and Division Dean; route signed outlines to Committee Chair, Michelle Hillesland.

State inventory updated

Send catalog changes to Lili Cutler.

These changes will go into effect with the new 2014-15 College Catalog. Start date Summer 2014.

**Graphic Technologies**
Scope of Graphic Designers is changing. Programming, design, lay out; principals related to the Web are skills are now needed in industry. Program faculty want to make sure their students are equipped with the necessary skills.

3 new courses presented along with a new course replacing GTC 233. These courses will be for 5th quarter students.

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- State inventory updated
- Send catalog changes to Lili Cutler

These changes will go into effect with new 2014-15 College Catalog. Start date will be Fall 2014.

**Aerospace Composite**
Daniel Hughes presented changes to the Aerospace Composite Manufacturing Technician certificate offering.

Three new outlines will be added to the first quarter of the Composite program. Traditionally the offerings for first quarter were AMT 104, AMT 119 and AMT 137. New courses will replace the above but are still available to the students in the Aviation Maintenance Technician program.

With the addition of the 3 new outlines quarter 1 and 2 of the Composite program will work better with each other and provide a seamless transition from quarter 1 to 2.
There will be minor revisions to learning objectives in ACM 120, 125, 130, 145.

Also requesting name change to Advanced Composite Manufacturing and this certificate will be under the umbrella of the Material Science program.

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- Outlines printed out by division IPA; gather signatures of Division Representative and Division Dean; route signed outlines to Committee Chair, Michelle Hillesland.
- State inventory updated
- Send catalog changes to Lili Cutler.

These changes will go into effect with the new 2014-15 College Catalog.

eLearning Online Course Review Process/Approval Form
Kelley Meeusen presented intent of Clover Park Technical College to have online, hybrid and web enhanced classes to meet specific criteria. Included in his presentation was a copy of a fully online course review worksheet.

The worksheet would be a tool of communication for faculty.

Discussion regarding the review worksheet centered on:
- Can the worksheet be implemented immediately
- Does Curriculum Committee have authority to put this process in place
- Vice President of Instruction needs to be brought into this conversation
- Training for faculty – perhaps at the next In-Service day
- FERPA
- ADA/Accessibility

Kelly would like to have a pilot of the Course Review Process move forward. A work group was established with Kelley Meeusen, Don Sousa and Hope Stout as members.

There will be an update at the March 11, 2013 Curriculum Committee meeting.

Medical Assistant
Michele Jones instructor in the Medical Assistant program announced that the entire program is being revamped. It is felt that the current configuration of the program is affecting retention and meeting accreditation thresholds.
Now that the program is housed in building 21 students will have the opportunity to practice skills needed starting with the reception desk, checking patient into an exam room and preparing the patient for his/her exam by the doctor.

Prerequisites will be added to the outlines

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Cosmetology
Sandy Frederick, Cosmetology instructor presented the changes she is requesting for the program. Sandy feels it is vital for students to not only have the skills to be a competent hair dresser they also need to be taught salon business practices. She would like to add a course called Cosmetology Salon Business practice.

Sandy is also requesting lab hour’s changes for two current offerings.

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6. Continuing Business
   a. Committee on Learning Assessment: Update at March 11, 2014 meeting
   b. eLearning Report: Update at March 11, 2014 meeting
   c. Education Plan Process Development Committee: Update at March 11, 2014 meeting
   d. Outstanding Action Items
Only actions not completed by next Curriculum Committee meeting will be listed here.

7. **Good of the Order:** Next scheduled Curriculum Committee meeting is March 11, 2014 in building 19, room 124.

8. **Adjournment**
   The meeting was adjourned at 4:15p.m.

Michelle Hillesland, Committee Chair

Approval Date