



Curriculum Committee Minutes

March 11, 2014 – 2:00 p.m.

Building 19, Room 124

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

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

Absent: Michael Bowman, Travis Cohen-Lucy, Lisa Colombini-Hyke, Loren Davis, Jim Gordon, Wendy Joseph, Claire Korschinowski, Kathi Medcalf, Heather Stevens, Carrie Van Beek, Mike Wheeler

Guests:

1. Call to Order

Meeting called to order by Committee Chair, Michelle Hillesland at 2:04p.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 February 11, 2014 were approved as written.

MOTION TO APPROVE: Kelley Meeusen

SECONDED: Carrie Muir

MOTION CARRIED.

4. Consent Agenda

Cosmetology – COSMO 141, 144, 146, 157, 162, 171, 175, 180, 182, 188, 225

Composite Technician – ACM 105, 110, 115

College 101

CNISS – NSS 164, 156, NSSB 202, 210, 220

Nursing Assistant Certified – NAC 102, 124, 128, 131

Graphic Technologies Technician – GTC 225, 260, 265, 273

Retail Business Management – RBM 163

Medical Assistant – MAP 104, 121, 124, 147, 163, 166, 169, 171, 173, 177, 179, 182, 184, 210, 213, 215, 222

Material Science – NDT 113, 121

Facilities Maintenance – WRBFM 101, 103, 105, 107

MOTION TO APPROVE: Carrie Muir

SECOND: Kelley Meeusen

MOTION CARRIED.

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

Bachelor of Applied Science in Manufacturing Operations

The Bachelor of Applied Science in Manufacturing Operations is going before the State Board on March 27 for approval. Program documents will then be sent to NWCCU for their approval. Steve requested that information about the BAS program be placed in the upcoming 2014-15 college catalog with a note that the degree is pending approval. Joyce Loveday stated that we anticipate getting approval.

Curriculum Committee approved the posting the Course Catalog Description, Program Outline and first quarter Course Outlines. Members will be asked to review and vote to approve or disapprove course outlines electronically.

Steve also presented proposed changes to the Mechatronics program which will be addressed at a later time. Information not ready for the catalog.

To do:

- Post Course Catalog Description, Program Outline and first quarter Course Outlines.
- Work with Lili Cutler making sure the information on the catalog page is correct.
- Continue to build remaining course outlines.

6. Continuing Business

- a. **Committee on Learning Assessment:** Michelle Hillesland reported that there have been two additional trainings since last report. All programs are now trained in Task Stream. Programs are also using a problem solving rubric.
- b. **eLearning:** Kelley Meeusen reported that all forms (old & new) have been formatted. Kelley feels faculty needs training and would like to see it included in the spring quarter faculty in-service.

It is the eLearning Centers commitment to provide quality support and training.

- c. Follow up to new **Online Course Review Process:** Kelley worked with Don Sousa and Hope Stout to address questions and concerns brought up at the February Curriculum Committee meeting.

Results are:

- All documents are formatted for accessibility – font style and size
- All video content is either closed captioned or includes a transcript.
- All images include alt text
- Hyperlinks are intelligently labeled to clearly identify navigation
- Graphics do not include instructional text
- All additional technologies used to deliver instruction accessible.

Instructor Course Review Worksheet – Web-enhanced and other technologies was developed. It will provide information to guide the review of the new online course.

- Worksheet will identify any alternate technologies used
- Worksheet will also identify how some standards are met in a web-enhanced course
- The Course Outline was also revised to document the use of the Instructor Worksheet.

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 April 8, 2014, in building 19, room 124.

8. Adjournment

The meeting was adjourned at 2:51p.m.

Michelle Hillesland, Committee Chair

Approval Date