Curriculum Committee Minutes
July 8, 2014 – 2:00 p.m.
Building 19, Room 124

Attendees: Steve Addison, Doug Ammons, Trisha Autry, Michelle Hillesland, Claire Korschinowski, Kathi Medcalf, Kelley Meeusen, Laura Ott, Carrie Muir, Jamelyn Penn, Carrie Van Beek, Michelle Barre, Christine Campbell, Bill Coyner, Myra Griffin, Wendy Joseph

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

Absent: Ted Broussard, Travis Cohen-Luch, Lisa Colombini-Hyke, Loren Davis, Jim Gordon, Teresa Green, Joyce Loveday, Heather Stevens, Glen Weigelt

Guests:

Call to Order
Meeting called to order by Committee Chair, Michelle Hillesland at 2:03p.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 June 10, 2014 were reviewed. Committee members noted corrections needed. Recorder will make needed edits.

   MOTION TO APPROVE with edits: Myra Griffin
   SECONDED: Wendy Joseph

   MOTION CARRIED.

3. Consent Agenda-No items

4. New Business – Tentative New/Revised Course(s)
   a. CHEM 131-Tabled until next meeting in August.
   b. BAS Manufacturing Operations:

      Handouts: Copies of Revised Scope/Sequence
Dr. Steve Addison presented request for the committee to consider swapping the following 2 courses:

OPM 413  Measurement & Statistical Process Control  Quarter 5 to Quarter 4
OPM 491  Focused Study I  Quarter 4 to Quarter 5

MOTION TO APPROVE: Carrie Muir
SECONDED: Kelley Mecusen

MOTION CARRIED.

c. I-Best NAC Scope/Sequence

Handouts: Copies of Scope/Sequence

Kathi Medcalf shared I-BEST NAC will change amount of credits. I-BEST programs by state requirement need to have the exact same credits as the regular program. Extra hours can be added through support classes. Our original I-BEST NAC was 23 credits and the regular I-BEST was 13. Therefore we needed to reduce the number of credits to 13 for the I-BEST NAC. The additional 10 hours to make up for the loss will be in the form of an ABE support class for 10 credits.

To do:
- Crystal Shelton will notify Nursing Commission for approval
- Kathi Medcalf will check with VPI office regarding state inventory update.

d. I-Best Chemical Dependency

Handouts: Copies of Scope/Sequence

Kathi Medcalf shared credits were reduced

To do:
- Lili Cutler sent corrections to state
- Kathi Medcalf will check with VPI office regarding state inventory update.
- Update Scope and Sequence-please provide copy to chair, Michelle Hillesland
- Update Education Plan with Advising and Counseling

MOTION TO APPROVE: Steve Addison
SECONDED: Carrie Muir

MOTION CARRIED.
5. Continuing Business
   
a. **Curriculum Committee Forms Ad Hoc committee report:** Update on Minor vs. Major revisions at August 12, 2014 meeting.

b. **Committee on Learning Assessment:** Menaka Abraham will no longer be chair due to accepting a new position. Kelley Meeusen accepted new chair position.

c. **e-Learning Report:** Kelley Meeusen attended a conference in Utah. Video presentation will be shown next meeting on what was presented.

6. Good of the Order:

   Next meeting: August 12, 2014, Building 19 room 124

**Outstanding Action Items**
- Back Office Management Certificate; Updated Scope/Sequence, if new course outlines contact Kristy Crosby, any new or modified outlines to be posted for review, course outlines printed out, signed by appropriate people, routed to Curriculum Committee Chair for processing; determine if Education Plan needs to be prepared.

7. Adjournment
   The meeting was adjourned at 3:00 p.m.

[Signature]

Michelle Hillesland, Committee Chair

[Signature]

Approval Date