



Curriculum Committee Minutes

May 1, 2018 – 2:00 p.m.

Building 17, Room 260

Attendees: Trisha Autry, Michael Bowman, Robert Carver, Jax Chandler (ASG), Jim Gordon, Michelle Hillesland, Wendy Joseph, Patricia Lange, Kelley Meeusen, LaRita Montgomery-Mandley, Cindy Mowry.

Absent: Michelle Barre, Lisa Colombini-Hyke, Cristeen Crouchet, Mabel Edmonds, Myra Griffin, Elaine Holster, Dean Kelly, Denise Klug, Claire Korschinowski, Melissa Siedlicki, Tanya Sorenson, Don Souza, Carrie Van Beek, Mike Wheeler.

Non-Voting: Chris DeLaney

Guests: Karina Calzada, Debbie Ewald, Chris Felch, Shawn Geary, Ryan Reygers, Hilda Santacruz, Annemarie Solbrack.

1. Call to Order

Michelle Hillesland called the meeting to order at 2:01 p.m.

2. Safety Awareness

Michelle reviewed safety procedures to follow in case of emergency.

3. Approval Minutes

Minutes of the April 10, 2018 minutes were approved as written.

MOTION TO APPROVE: Robert Carver

MOTION SECONDED: LaRita Montgomery-Mandley

MOTION CARRIED.

4. Consent Agenda

The following course outlines were approved without discussion:

a) General Education

ENGL& 243

ENGL& 244

ENGL& 245

b) Digital Entertainment Design

DED 127

DED 138

DED 147

DED 159

MOTION TO APPROVE: Kelley Meeusen

MOTION SECONDED: Robert Carver

MOTION CARRIED.

Action:

- Route approved course outlines for signature.

5. New Business

a) Medical Laboratory Technician

Handouts: Summary of Course Revisions, Scope & Sequence, Revised Catalog Course Descriptions

Target Start: 2018-19 Catalog (revisions have already been submitted for catalog)

Michelle Hillesland introduced minor revision in course descriptions and prerequisites. When asked, Annemarie Solbrack recommended leaving statements about clinical requirements (e.g. background check, immunizations) in MLT 233 and MLT 237 course descriptions.

Action:

- Forward new course outline first pages.

b) Medical Histology

Handouts: Summary of Course Revisions, Scope & Sequence

Target Start: 2018-19 Catalog

Hilda Santacruz introduced minor revisions including a requirement for students to have taken Chemistry and Anatomy & Physiology within the past five years and a requirement to complete all pre-requisites prior to starting program courses. (It was found that students who completed pre-requisites after completing program courses did not do well on national exams.)

Action:

- Forward revised course outlines.

c) Retail Business Management

Handouts: Summary of Course Revisions, Scope & Sequence

Target Start: 2018-19 Catalog

Ryan Reygers introduced a revision to the program certificate that will remove the COLL 102 requirement. Enrollment Services is in agreement with the change. (Cindy

Mowry explained that the College is currently discussing removing COLL 102 from all shorter certificates as part of Guided Pathways.) The certificate is entirely online and draws mostly industry and out-of-state students. Students will still receive a packet of information provided in COLL 102 that they must complete and return. Discussion ensued regarding the course being approved by the Department of Education and being financial aid eligible; we want to avoid sanctioning. Ryan will upload information online in RBM 105 indicating that content provided in COLL 102 is integrated into program courses.

The degree program will retain the COLL 102 requirement.

Action:

- Post revised certificate Scope & Sequence on consent agenda.

6. Continuing Business – none.

7. Action Items – Complete next steps for the following detailed in parenthesized minutes:

- BAS-OPM (2/3/18) – route approved general education and program course outlines for signature (BUS 310, ECON 310, ENG 310, MAT 311, MAT 413, PHIL 310, PSYC 311, OPM 312, 313, 314, 315, 411, 412, 491, 492, 493, 495, 498, 499).
- Digital Entertainment Design & Production (5/1/18) – route approved courses for signature (DED 127, 138, 147, 159, 175, 183).
- General Education (4/10/18) – submit remaining new courses on consent agenda (multiple).
- General Education (5/1/18) – route approved courses for signature (ENGL& 243, 244, 245).¹
- Medical Histology (5/1/18) – route approved courses for signature, if desired (HISTO 105, 110, 115, 120, 125, 130, 135, 140, 145, 150).¹
- Medical Laboratory Technician (5/1/18) – route approved courses for signature, if desired (MLT 110, 205, 209, 220, 222, 228, 233, 237, 239).
- Retail Business Management (5/1/18) – submit revised Scope & Sequence for certificate on consent agenda.

8. Committee Reports

a) Committee on Learning Assessment (COLA)

Kelley Meeusen reported that the college will likely not renew Class Climate. The IT Department will create an in-house assessment that will have added benefits (e.g.

¹ Course outlines have been routed and signed.

access to CANVAS data, sending student reminder emails) at less expense. Cindy Overton has been working with Brad Nuxoll to develop the new "homegrown" model. A pilot is expected to be ready for summer quarter allowing plenty of time over the break (September) to fine tune for the fall quarter rollout.

b) ELearning

Kelley has been in conversations with CPTC Information Systems Specialist Derek McFarland and given him access to CANVAS Data to support Guided Pathways.

9. Good of the Order

10. Next Meeting/Adjournment

The next meeting is scheduled for June 12. The meeting was adjourned at 2:35 p.m.



Mabel Edmonds, VPI, Curriculum Committee Chair

June 12, 2018

Approval Date