



Curriculum Committee Minutes

February 13, 2018 – 2:00 p.m.

Building 19, Room 124

Attendees: Trisha Autry, Michael Bowman, Robert Carver, Jax Chandler (ASG), Myra Griffin, Michelle Hillesland, Wendy Joseph, Dean Kelly, Claire Korschinowski, Patricia Lange, Kelley Meeusen, LaRita Montgomery-Mandley, Cindy Mowry, Tanya Sorenson, Don Souza.

Absent: Michelle Barre, Lisa Colombini-Hyke, Cristeen Crouchet, Mabel Edmonds, Jim Gordon, Elaine Holster, Denise Klug, Melissa Siedlicki, Carrie Van Beek, Mike Wheeler.

Non-Voting: Kristy Crosby, Chris DeLaney.

Guests: Kristen Bate, Bijou Boerst, Karina Calzada, Lucy Dorum, Debbie Ewald, Shawn Geary, Sheila Gomez, John Moyer, Kathryn Smith, Annemarie Solbrack, McKenzie Williamson.

1. Call to Order

Michelle Hillesland called the meeting to order at 2:02 p.m.

2. Safety Awareness

Michelle reviewed safety procedures to follow in case of emergency.

3. Approval Minutes

Minutes of the January 9, 2018 minutes were approved as written.

MOTION TO APPROVE: Kelley Meeusen

MOTION SECONDED: Robert Carver

MOTION CARRIED.

4. Consent Agenda

The following course outlines were approved without discussion:

a) BAS-OPM

BUS 310	OPM 312	OPM 412	OPM 498
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ECON 310	OPM 313	OPM 491	OPM 499
ENG 310	OPM 314	OPM 492	PHIL 310
MAT 311	OPM 315	OPM 493	PSYC 311
MAT 413	OPM 411	OPM 495	

MOTION TO APPROVE: Dean Kelly

MOTION SECONDED: Kelley Meeusen

MOTION CARRIED.*

*Some of the course outlines need outcome mapping; make revisions before routing.

Action:

- Route approved course outlines for signature.

5. New Business

a) Environmental Sciences & Technology

Handouts: Summary of Course Revision, Scope & Sequence.

Target Start: 2018-19 Catalog

Kathryn Smith introduced a major revision to Hazardous Waste Site Operations that will result in an increase in lecture hours and decrease in lab hours. The new course will increase from 7 to 8 credits. The program will also increase by one credit.

Action:

- Post on consent agenda.
- Submit SBCTC inventory revision.

b) Accounting

Handouts: Summary of Course Revision, Scope & Sequence.

Target Start: 2018-19 Catalog

Lucy Dorum presented minor revisions to ACTG 110 Bookkeeping I and ACTC 115 Bookkeeping II courses that will better balance credits and instruction time between the two courses. No change to credits.

Minor revisions documented for record.

c) Graphic Technologies

Handouts: Summary of Course Revision, Scope & Sequence.

Target Start: Spring 2018

John Moyer introduced minor revisions to program courses based on Industry and advisory committee feedback that will help to standardize outcomes and provide transparency. Revisions include changes to lecture and lab hours, grading scale, pre-requisites, and course outcomes. No change in credits.

Minor revisions documented for record.

d) Interior Design

Handouts: Summary of Course Revision, Scope & Sequence.
Target Start: Spring 2018

Michael Bowman presented minor revisions to two courses. No change in credits.

Minor revisions documented for record.

e) Avionics

Handouts: Summary of Course Revision, Scope & Sequence.
Target Start: 2018-19 Catalog

Claire Korschinowski introduced a major revision increasing lecture and lab hours and resulting in an increase in individual course and overall program credits. The revision will also make the program financial aid eligible.

Action:

- Post course outlines on consent agenda.
- Submit SBCTC inventory revision.

f) Digital Entertainment Design

Handouts: Summary of Course Revision, Scope & Sequence.
Target Start: 2018-19 Catalog

Shawn Geary presented major redesign of the program which will essentially split the program between Game Design (Chris Felch) and Film Studies (Shawn). Cindy Mowry brought up the challenges in teaching out the current cohort. Overall program credits will decrease. Dean Claire Korschinowski stated that corrections are needed to credits and hours before moving forward.

Action:

- Re-submit on Continuing Business when ready.

g) Accessible Curriculum Documents

Kelley Meeusen informed the committee that work is in progress to make the syllabus accessible in order to be ADA compliant. Dean Tanya Sorenson stated that ALLY helps to train users in accessibility. John Moyer also mentioned that pdfs has an element with a checklist to "walk through" the process.

6. Continuing Business

- a) **Curriculum Committee Bylaws** – discussion tabled for future meeting.

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

- Automotive (12/12/17) – route approved course outlines for signature (IAUT 105, 115, 140).
- Avionics (2/13/18) – post course outlines on consent agenda (AVIO& 103, 104, 203, 204).
- 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 (2/13/18) – resubmit on Continuing Business, when ready.
- Environmental Sciences & Technology (2/13/18) – post course outline on consent agenda (ENV 135).

8. Committee Reports

- a) Committee on Learning Assessment (COLA) – no report.
- b) ELearning – Kelley Meeusen reported "It's all about accessibility!" With recent mandates, lots of work is being done to make college documents and forms accessible, specifically curriculum documents with tenure documents following soon. ALLY orientations are continuing with many taking the training.

9. Good of the Order

Michelle reported that the college won a Guided Pathways grant with Dean Kelly as the head of the committee. Dean invited members to become involved in the many committees that will spring out of the grant.

10. Next Meeting/Adjournment

The next meeting is scheduled for March 13, 2018. The meeting was adjourned at 2:58 p.m.



Mabel Edmonds, VPI, Curriculum Committee Chair

March 13, 2018
Approval Date