



Curriculum Committee Minutes

January 9, 2018 – 2:00 p.m.

Building 19, Room 124

Attendees: Trisha Autry, Michelle Barre, Robert Carver, Jax Chandler (ASG), Cristeen Crouchet, Mabel Edmonds, Jim Gordon, Elaine Holster, Patricia Lange, Kelley Meeusen, Cindy Mowry, Melissa Siedlicki, Tanya Sorenson, Mike Wheeler.

Absent: Michael Bowman, Lisa Colombini-Hyke, Myra Griffin, Michelle Hillesland, Wendy Joseph, Dean Kelly, Denise Klug, Claire Korschinowski, Hayley Rye (ASG), Don Souza, Carrie Van Beek.

Non-Voting: Kristy Crosby, Chris DeLaney.

Guests: Kristen Bate, Sheila Gomez, Maurie Kerns, Petra Perkins, Annemarie Solbrack.

1. Call to Order

Mabel Edmonds called the meeting to order at 2:00 p.m.

2. Safety Awareness

Mabel reviewed safety procedures to follow in case of emergency.

3. Approval Minutes

Minutes of the December 12, 2017 minutes were approved as written.

MOTION TO APPROVE: Kelley Meeusen

MOTION SECONDED: Tanya Sorenson

MOTION CARRIED.

4. Consent Agenda

The following course outlines were approved without discussion:

a) Automotive

IAUT 105

IAUT 115

IAUT 140

b) Practical Nursing

NURS 117
NURS 140

NURS 121

NURS 134

NURS 137

MOTION TO APPROVE: Pat Lange

MOTION SECONDED: Cristeen Crouchet

MOTION CARRIED.

Action:

- Route approved course outlines for signature.

5. New Business

a) Construction Technologies Pre-Apprenticeship & Certification (I-BEST)

Handouts: Summary of Course Revision, Scope & Sequence.

Target Start: Spring 2018

Pat Lange introduced I-Best Construction Technologies Pre-Apprenticeship & Certification which will have 50 percent (or more) overlap instructional support services. Overall program hours/credits are not affected. Support services will be funded through I-Best. A statement will be added to the catalog addendum.

Action:

- Submit statement for catalog addendum.

b) Automotive Upholstery AAT; Furniture Upholstery AAT (New)

Handouts: Scope & Sequence.

Target Start: Fall 2018

Michelle Barre presented two new degrees made up of courses that were recently developed for the Upholstery Fundamentals, Automotive Upholstery, and Furniture Upholstery certificates.

Action:

- Post Scope & Sequence for consent agenda.

c) Curriculum Documentation and Approval Handbook

Mabel Edmonds informed the committee about revisions to the handbook.

6. Continuing Business

a) Curriculum Committee Bylaws

Discussion was 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).
- BAS-OPM (11/14/17) – submit course outlines on consent agenda (multiple).
- Construction Technologies Pre-Apprenticeship & Certification (I-BEST) (1/9/18) – submit statement for catalog addendum.
- Practical Nursing (12/12/17) – route approved course outlines for signature (NURS 117, 121, 134, 137, 140).
- Upholstery AAT & AAS-T (1/9/18) – post Scope & Sequence for consent agenda approval.

8. Committee Reports


- a) Committee on Learning Assessment (COLA) – no report.
- b) ELearning – Kelley Meeusen reported (1) the ALLY Accessibility Tool is integrated with Canvas. Orientation sessions will be held every Monday, Wednesday, and Friday at noon throughout the quarter; (2) the new Canvas Gradebook is ready to be turned on (enabled) by faculty. Training will be developed; and (3) to support the Guided Pathways initiatives, a course in Canvas Student Metrics is under development.

9. Good of the Order

- Mabel asked members to submit catalog addendum materials to the Instruction Office by end of day so that the State Board inventory request can be completed by end of day Wednesday.

10. Next Meeting/Adjournment

The next meeting is scheduled for February 13, 2018. The meeting was adjourned at 2:38 p.m.



Mabel Edmonds, VPI, Curriculum Committee Chair

February 13, 2018

Approval Date