



Curriculum Committee Minutes

March 13, 2018 – 2:00 p.m.

Building 19, Room 124

Attendees: Michelle Barre, Michael Bowman, Robert Carver, Cristeen Crouchet, Jim Gordon, Michelle Hillesland, Dean Kelly, Claire Korschinowski, Kelley Meeusen, LaRita Montgomery-Mandley, Cindy Mowry, Tanya Sorenson, Don Souza, Carrie Van Beek, Mike Wheeler.

Absent: Jax Chandler (ASG), Trisha Autry, Lisa Colombini-Hyke, Mabel Edmonds, Myra Griffin, Elaine Holster, Wendy Joseph, Denise Klug, Patricia Lange, Melissa Siedlicki.

Non-Voting: Kristy Crosby, Chris DeLaney.

Guests: Bijou Boerst, Karina Calzada, Debbie Ewald, Kurt Freeman, Sheila Gomez, Rich Hines, Maurie Kerns, Jay Lanphier, Taylor McGovern, Charles Musson, Roxy Sou, Jason Sawatzki, Carl Wenggren, McKenzie Williamson.

1. Call to Order

Claire Korschinowski called the meeting to order at 2:02 p.m.

2. Safety Awareness

Mabel reviewed safety procedures to follow in case of emergency.

3. Approval Minutes

Minutes of the February 13, 2018 minutes were approved as written.

MOTION TO APPROVE: Robert Carver

MOTION SECONDED: Michael Bowman

MOTION CARRIED.

4. Consent Agenda

The following course outlines were approved without discussion:

a) Accounting

ACTG 110

ACTG 115

b) Environmental Sciences & Technology
ENV 135

c) Avionics
AVIO& 103 AVIO& 104 AVIO& 203 AVIO& 204

MOTION TO APPROVE: Don Souza

MOTION SECONDED: LaRita Montgomery-Mandley

MOTION CARRIED.

Action:

- Route approved course outlines for signature.

5. New Business

a) Computer Networking Information Systems & Security (CNISS)

Handouts: Summary of Course Revision, Scope & Sequence.

Target Start: 2018-19 Catalog

Jay Lanphier introduced revisions to the CNISS program that will position the program in line with the new Cyber Security Center for Excellence. According to the instructor, overall program credits will not change.

Minor revisions documented for record.

Action:

- Post new course outlines on consent agenda.

b) Non-Destructive Testing

Handouts: Summary of Course Revision, Scope & Sequence.

Target Start: 2018-19 Catalog

Charles Musson presented a minor revision to NDT 220, a "hands on" course which mimics the practical exam and will help keep up training centers. No change to overall credit load per instructor.

Minor revision documented for record.

Action:

- Update the Scope & Sequence (math course).

c) Mechatronics

Handouts: Summary of Course Revision, Scope & Sequence.

Target Start: 2018-19 Catalog

Jason Sawatzki and Carl Wenngren introduced minor revisions to program courses that will update pre- and co-requisites, change one course to a capstone, and bring back one course (MEC 121) that was dropped from the program previously.

Discussion ensued regarding the appropriate math course.

In addition, they presented two new certificates designed to train industry workers; they would take Certificate A or Certificate B depending on their skill level. The new certificates, which were developed with input from the advisory committee and current employers, would be taught two days per week. The certificates are not eligible for financial aid. Cristeen Crouchet informed the instructors that the new offerings may be good candidates for an apprenticeship.

Minor revisions documented for record.

Action:

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

d) General Education

Handouts: Summary of Course Revision.

Target Start: 2018-19 Catalog

Tanya Sorenson introduced three new general education offerings:

1. ELA for International Students in Aerospace program to help achieve cut scores;
2. ELA for Aviation Maintenance Technician students;
3. Six new 5-credit academic courses to be offered at South Hill Campus targeting academic transfer students. With CPTC giving priority registration to Running Start students, the new courses will help to boost FTE's.

Action:

- Post specific documents on Continuing Business for discussion at future meeting.

e) Automotive Collision Technician

Handouts: Summary of Course Revision, Scope & Sequence.

Target Start: 2018-19 Catalog

Kurt Freeman introduced a minor revisions to program course outlines adding a minimum grade point requirement for completion of 2.5 for IAUT courses and 2.0

for other courses. McKenzie recommended changing to "2.3 or better" for those courses listed as 2.0. No change to credits.

Minor revisions documented for record.

Action:

- Route course outlines with minor revision (optional).

f) Automotive Technician

Handouts: Summary of Course Revision, Scope & Sequence.

Target Start: 2018-19 Catalog

Kurt Freeman introduced a minor revisions to program course outlines adding a minimum grade point requirement for completion of 2.5 for IAUT courses and 2.0 for other courses. McKenzie recommended changing to "2.3 or better" for those courses listed as 2.0. No change to credits.

Minor revisions documented for record.

Action:

- Route course outlines with minor revision (optional).

6. Continuing Business – none.

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

- Accounting (3/13/18) – route approved course outlines for signature (ACTG 110, 115).
- Automotive Collision Technician and Automotive Technician (3/13/18) – route course outlines for signature, if desired (optional).
- Avionics (3/13/18) – route approved course outlines for signature (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).
- CNISS (3/13/18) – post course outlines on consent agenda for approval (NSS 127, NSS 141, NSS 161, NSS 206).
- Digital Entertainment Design & Production (2/13/18) – resubmit on Continuing Business, when ready.
- Environmental Sciences & Technology (3/13/18) – route approved course outline for signature (ENV 135).
- General Education (3/13/18) – – resubmit on Continuing Business, when ready.

- Mechatronics (3/13/18) – submit new certificates on consent agenda.
- Non-Destructive Testing (3/13/18) – submit revised Scope & Sequence.

8. Committee Reports


- a) Committee on Learning Assessment (COLA) – no report.
- b) ELearning – Kelley Meeusen reported that end-of-term class surveys which are currently open will close on March 20.

9. Good of the Order

- Kristy Crosby reminded divisions that all summer/fall schedule information should be complete and turned in by now.
- There was a brief discussion about changing the date of the May meeting; the VPI will make a decision.

10. Next Meeting/Adjournment

The next meeting is scheduled for April 10, 2018. The meeting was adjourned at 3:04 p.m.


Mabel Edmonds, VPI, Curriculum Committee Chair

April 10, 2018
Approval Date