



Curriculum Committee Minutes

April 9, 2019 – 2:00 p.m.

Bldg. 19, Room 124

Attendees: Michelle Barre, Michael Bowman, Robert Carver, Dr. Chris Chen Mahoney, Franklin Clark, Mabel Edmonds, Michelle Hillesland, Wendy Joseph, Dr. Claire Korschinowski, Cindy Mowry, Hannah Precour, Don Souza, Carrie Van Beek

Absent: Lisa Colombini-Hyke, Kristy Crosby, Cristeen Crouchet, Myra Griffin, Elaine Holster, Dean Kelly, Timothy Kvamme, Dr. Judy Loveless-Morris, Kelley Meeusen, LaRita Montgomery-Mandley, Melissa Siedlicki, Roxanne Sou, Mike Wheeler

Non-Voting: Megan Davis

Guests: Debbie Ewald, Maurie Kerns, Bijou Boerst, Brandon Dawley, Brandon Rogers, Hilda Santacruz, Julie Lancour, Derek Faust

1) Call to Order

Mabel called the meeting to order at 2:01 pm.

2) Safety Awareness

Mabel reviewed safety procedures to follow in case of emergency.

3) Approval of Minutes

The minutes of the March 12, 2019 were approved as written.

MOTION TO APPROVE: Claire Korschinowski

MOTION SECONDED: Michelle Hillesland

MOTIONED CARRIED

4) New Business

- **Environmental Sciences**

The proposal includes mostly minor changes to prerequisites, course descriptions, cip codes, and course learning outcomes to match what is in the catalog. ENV 246 revised from lab to lecture hours to reflect what has been being taught (correcting mistake). ENV 248 is being revised to add an online component. *Committee consensus is to allow all revisions be considered minor change.*

(ENV 141, 230, 248, 261, 250, 251, 135, 231, 240, 245, 246, 260, GEO 215, GEOL& 110) Overall credits do not change.

Revisions effective summer 2019. Minor change documented for the record.

- **Upholstery**

The proposal includes changes to reflect what is happening in the classroom. Overall credits listed did not align with what was being taught. Credits reduced, lecture lab hours revised, course movement on scope and sequence.

- Upholstery Fundamentals – overall credits revised from 43 to 35
- Automotive Upholstery – overall credits remain the same (43)
- Furniture Upholstery – overall credits revised from 44 to 42

(UPH 102, 104, 106, 108, 110, 112, 114, 116, 118, 120, 122, 124, 126, 128,132, 136, 140, 150, 155, 160, 165, 170, 175, 180, 185, 190)

Revisions slated to be effective summer 2019. Ready for consent agenda.

5) Consent Agenda

- **Cosmetology**

The following revised courses were approved effective summer 2019:

- Cosmo 112, 117, 137, 146, 147, 159, 163, 167, 172, 175, 181, 226, 232, 234, 237, 245

The following revisions were approved to the Cosmetology and Hair Design scope and sequence effective summer 2019:

- Cosmetology – overall credits revised from 134-140 to 128+
- Hair Design – overall credits revised from 120 to 114+

MOTION TO APPROVE: Bob Carver

MOTION SECONDED: Don Souza

MOTIONED CARRIED

- **Pharmacy Technician**

The following revised courses were approved effective summer 2019:

- PT 120, 121, 122, 126, 127, 133, 135, 136, 138, 155, 157, 161, 163, 165)

The following revisions were approved to the Pharmacy scope and sequence effective summer 2019:

- Pharmacy Tech AAT – overall credits revised from 94 to 91
- Pharmacy Tech Cert – overall credits revised from 79 to 81

MOTION TO APPROVE: Bob Carver

MOTION SECONDED: Hannah Precour

MOTIONED CARRIED

- **Medical Assistant**

The following revised courses were approved effective summer 2019:

- MAP 108, 176, 178, 181

The following revisions were approved to the Medical Assistant scope and sequence:

- Medical Assistant – overall credits revised from 91 to 92

MOTION TO APPROVE: Bob Carver

MOTION SECONDED: Don Souza

MOTIONED CARRIED

6) Continuing Business – None

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

A new process was introduced to the committee. The IPAs will have a submitting folder for FINAL Documents to be Routed. All approved documents should be submitted to that folder after each meeting. The VPI office will print and route the documents for signatures and will disperse to several departments via email.

The following course outlines and/or scope & sequences should be submitted to the FINAL Documents to be Routed folder:

- BAS-OPM 2/13/18 – 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
- General Education
 - 6/12/18 – POLS 180, POLS& 202
 - 11/13/18 – ENGL& 102
- Environmental Sciences – submit course outlines to the Final Documents folder
- Upholstery – ready for consent agenda
- Pharmacy Tech – submit course outlines/s&s to the Final Documents folder
- Medical Assistant – submit course outlines/s&s to the Final Documents folder

8) Committee Reports

- **Committee for Outcomes on Learning Assessment**
Please have program lead set up meeting with Franklin to review PLOs. Franklin will be working with the Instruction Administrators to adopt a student learning outcomes assessment plan.

9) Good of the Order


- Committee agreed Dental Assisting can be added to the consent agenda in May to expedite a program revision.
- Curriculum Approval Process Review Committee meets tomorrow, April 10th. Anyone is welcome.
- The catalog software contract has been signed and should be moving forward.

Next Meeting/Adjournment

The next regularly scheduled meeting will be held on May 14, 2019 in Building 19, Room 124.



Vice President for Instruction, Mabel Edmonds
Curriculum Committee Chair



Date