



Curriculum Committee Minutes

May 14, 2019 – 2:00 p.m.

Bldg. 19, Room 124

Attendees: Michelle Barre, Michael Bowman, Robert Carver, Dr. Chris Chen Mahoney, Franklin Clark, Cristeen Crouchet, Myra Griffin, Michelle Hillesland, Dean Kelly, Dr. Claire Korschinowski, Dr. Judy Loveless-Morris, Kelley Meeusen, Cindy Mowry, Hannah Precour, Don Souza, Mike Wheeler

Absent: Lisa Colombini-Hyke, Mabel Edmonds, Elaine Holster, Timothy Kvamme, LaRita Montgomery-Mandley, Melissa Siedlicki

Non-Voting: Kristy Crosby, Megan Davis, Tyler Scott, Roxanne Sou

Guests: Yuko Chartraw, Julie Lancour, CJ Meyer, Dustin Cooper, Bijou Boerst, Susannah Prenoveau, McKenzie Murphy, Teresa Borchardt, Jerry Glasgow, Lucy Dorum, Suzanne Cooke, Brandon Rogers, Dawn Schuler

1) Call to Order

Mabel called the meeting to order at 2:03 pm

2) Safety Awareness

Mabel reviewed safety procedures to follow in case of an emergency

3) Approval of Minutes

The minutes from April 9, 2019 were approved as written

MOTION TO APPROVE: Robert Carver

MOTION SECONDED: Kelley Meeusen

MOTION CARRIED

4) New Business

- **Accounting**

Bookkeeping I prerequisite revised to math 94 rather than math 92 and adding a computer literacy course to the prerequisite – recommendations about which computer course to take are highlighted in the prerequisite description. Committee member made a motion to vote. **Revisions effective fall 2019.** *Minor change documented for the record.*

MOTION TO VOTE: Michelle Hillesland

MOTION TO APPROVE: Robert Carver

MOTION SECONDED: Kelley Meeusen

MOTION CARRIED

- **Practical Nursing**

Adding NLN Admission Exam. The Expiration of the biology and math course and total times a course can be taken have been removed among the requirements. Course descriptions, outcomes, hours, and credits have been revised. NURS 153 and 164 revised credits – need new course numbers.

Revisions slated to begin fall 2019. Ready for consent agenda.

- **Avionics**

This program is seeing low-enrollment and a possibility is the several prerequisites that students see when considering this program. Removing current prerequisites of listed AMT courses, but keeping "Instructor Permission." Instructor will meet with the student to decide skill level. A committee member suggested mandatory information sessions ahead of time so there is time for student to register for courses that may be needed – via instructor's suggestions. Committee member made a motion to vote.

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

MOTION TO VOTE: Michelle Hillesland

MOTION TO APPROVE: Kelley Meeusen

MOTION SECONDED: Michael Bowman

MOTION CARRIED

- **Intensive English**

Creating 12 new Intensive English courses with four different levels. Based on test results, students will be placed and begin at either level 1, 2, 3, or 4. Colleges that don't offer this type of program have lower International student enrollment.

Revisions slated to begin fall 2019. Ready for consent agenda.

5) Consent Agenda

- **Dental Assisting**

The computer course is removed from general education course list. DBOA 241 is removed and replaced with DBOA 111. Prerequisites will now be the same for the certificate and the degree. Discussion took place regarding why the certificate and degree are only 11 credit difference. The certificate is 96 credits, which qualifies to be a degree. Committee members discussed reasons why it should/shouldn't be offered as an AAT rather than a certificate. DBOA 111 on scope and sequence did not list whether the course is lecture, lab, or other. The committee decided to table this proposal.

TABLED

- **Upholstery**

Updated course contact hours and credits. Overall credits revised, Typo on course outline UPHL 112 – should state 4 credits rather than 5. Committee noticed that the courses that had credit revision need new course numbers. An electronic vote will take place once the committee reviews the updated documents.

TABLED – For Future Electronic Vote

6) Continuing Business – None

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

- BAS-OPM (2/13/18) – 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).
- General Education
 - (6/12/18) – Route approved courses for signature (POLS 180, POLS& 202).
 - (11/13/18) – Route approved course for signature (ENGL& 102).
- Dental Assisting – submit approved documents to the FINAL Curriculum Documents folder for routing.
- Upholstery – submit approved documents to the FINAL Curriculum Documents folder for routing.

8) Committee Reports

Committee for Outcomes on Learning Assessment - **Tabled**
eLearning Council – **Tabled**

9) Teach Out Policy – Tabled

10) Next Meeting/Adjournment

The next regularly scheduled meeting will be held on June 11, 2019 in building 19 room 124.



Vice President for Instruction
Curriculum Committee Chair



Date