



Curriculum Committee Minutes

June 12, 2018 – 2:00 p.m.

Building 19, Room 124

Attendees: Michael Bowman, Robert Carver, Jax Chandler (ASG), Cristeen Crouchet, Jim Gordon, Michelle Hillesland, Dean Kelly, Claire Korschinowski, Kelley Meeusen, LaRita Montgomery-Mandley, Cindy Mowry, Don Souza.

Absent: Trisha Autry, Michelle Barre, Lisa Colombini-Hyke, Mabel Edmonds, Myra Griffin, Elaine Holster, Wendy Joseph, Patricia Lange, Melissa Siedlicki, Tanya Sorenson, Carrie Van Beek, Mike Wheeler.

Non-Voting: Kristy Crosby, Chris DeLaney.

Guests: Kristen Bate, Bijou Boerst, Karina Calzada, McKenzee Murphy, Jennifer Phillips, Annemarie Solbrack.

1. Call to Order

Michelle Hillesland called the meeting to order at 2:01 p.m.

2. Safety Awareness

Michelle reviewed safety procedures to follow in case of emergency.

3. Approval Minutes

Minutes of the May 1, 2018 minutes were approved with corrections.¹

MOTION TO APPROVE: Robert Carver

MOTION SECONDED: Kelley Meeusen

MOTION CARRIED.

¹ Corrections were made to May minutes per Kelley Meeusen.

4. Consent Agenda

The following course outlines were approved without discussion:

- a) General Education
POLS 180 POLS& 202

MOTION TO APPROVE: Kelley Meeusen

MOTION SECONDED: Michael Bowman

MOTION CARRIED.

The following courses were pulled from the consent agenda to ask the instructor about the reading requirement; to be resubmitted on consent agenda:

- General Education²
HIST& 146 HIST& 147 HIST& 148

Action:

- Route approved course outlines for signature.
- Resubmit pulled courses on consent agenda when ready.

5. New Business

a) Human Services

Handouts: Summary of Course Revisions, Scope & Sequence

Target Start: Fall Quarter Start

Michelle Hillesland introduced minor revisions affecting program Scope & Sequence documents. Revisions include selection and order of general education and/or elective courses, as well as correcting a minor error in hours. Credits for the HSCD degree will be reduced. Students may stay with the program under which they enrolled or change to the revised program; however, once changed must remain under the revised program.

Revisions documented for record.

Action:

- Forward revised and signed Scope & Sequence documents to Instruction Office for posting.
- Submit revision to State Board inventory for reduction to HSCD credits.

² History courses are in the fall schedule for a fall start.

b) Cosmetology

Handouts: Summary of Course Revisions, Scope & Sequence
Target Start: Fall Quarter Start

Michelle Hillesland introduced minor revisions to COSMO 182, COSMO 188, and COSMO 233 specifying when/how often courses will be offered.

Minor revisions documented for record.

Action:

- Forward revised course outlines, if desired.

c) Restaurant Management

Handouts: Summary of Course Revisions, Scope & Sequence, Course Outlines
Target Start: Summer Quarter Start

Jennifer Phillips introduced major revisions to program courses to add hybrid and online delivery methods.

Action:

- Post revised course outlines on consent agenda.

d) Core Allied Health

Handouts: Summary of Course Revisions, Course Outline
Target Start: Fall Quarter Start

LaRita Montgomery-Mandley introduced revisions to CAH 105 updating objectives, changing hours, adding online tools in Canvas, removing 10-key, and adding hybrid, web enhanced, and online delivery methods.

Action:

- Post revised course outline on consent agenda.

6. Continuing Business – none.

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

- 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).
- Cosmetology (6/12/18) – minor revisions; forward revised course outlines, if desired (COSMO 182, 188, 233).

- General Education (4/10/18) – submit remaining new courses on consent agenda (multiple).
- General Education (6/12/18) – include reading requirement on course outlines and resubmit on consent agenda (HIST& 146, HIST& 147, HIST& 148).
- General Education (6/12/18) – route approved courses for signature (POLS 180, POLS& 202).
- Human Services (6/12/18) – forward revised and signed Scope & Sequence (pdfs) to Instruction Office for posting.
- Restaurant Management (6/12/18) – post revised course outlines on consent agenda (REST 103, 107, 109, 112, 115, 119, 122, 126, 131, 133, 137).
- Retail Business Management (5/1/18) – submit revised Scope & Sequence for certificate on consent agenda.

8. Committee Reports

- a) Committee on Learning Assessment (COLA)
Kelley Meeusen reported that course evaluations are currently open with a 16% response.
- b) ELearning – no report.

9. Good of the Order

- ASG President Jax Chandler reported that ASG is disbanding over summer quarter.
- Annemarie Solbrack asked about a list of new general education courses.

10. Next Meeting/Adjournment

The next meeting is scheduled for July 10. The meeting was adjourned at 2:29 p.m.



Mabel Edmonds, VPI, Curriculum Committee Chair

July 10, 2018

Approval Date