



Curriculum Committee Minutes

November 13, 2018 – 2:00 p.m.

Building 19, Room 124

Attendees: Michelle Barre, Dr. Chris Chen Mahoney, Franklin Clark, Cristeen Crouchet, Myra Griffin, Michelle Hillesland, Tim Kvamme, Wendy Joseph, Kathi Medcalf, Kelley Meeusen, Cindy Mowry.

Absent: Trisha Autry, Michael Bowman, Robert Carver, Lisa Colombini-Hyke, Mabel Edmonds, Elaine Holster, Dean Kelly, Dr. Claire Korschinowski, Dr. Judy Loveless-Morris, LaRita Montgomery-Mandley, Melissa Siedlicki, Don Souza, Carrie Van Beek, Michael Wheeler.

Non-Voting: Hilda Santacruz (recorder)

Guests: Kristen Bate, Brandon Dawley, Petra Perkins, Annemarie Solbrack.

1. Call to Order

Michelle Hillesland called the meeting to order at 2:02 p.m.

2. Safety Awareness

Michelle reviewed safety procedures to follow in case of emergency.

3. Approval Minutes

Minutes of the October 9, 2018 were approved as written.

MOTION TO APPROVE: Kelley Meeusen

MOTION SECONDED: Cristeen Crouchet

MOTION CARRIED.

4. Consent Agenda

The following course outlines were approved without discussion:

- a) General Education
ENGL& 102

ALL IN FAVOR, NONE OPPOSE.

MOTION CARRIED.

5. New Business

a) NAC Course Outline

Handouts: MA to NAC Bridge Program Course Outline

Target Start: Spring 2019

Petra Perkins introduced the online course outline is different than the one handed out at the meeting. The course is under Continuing Education and is a self-support course. Myra Griffin added there's still a lot of work to get the Nursing Commission. The state developed this short-term program. It is enough to sit in for the Nursing Commission exam. Cindy Mowry asked if there will be a certificate for this. Petra Perkins answered college certifies training.

MOTION TO APPROVE: Kelley Meeusen

MOTION SECONDED: Robert Carver

MOTION CARRIED.

Action:

- Check other colleges and state to rename program
- Consent Agenda
- Nursing Commission

b) Transfer Equivalency Form

Handouts: Transfer Equivalency Form

Brandon Dawley introduced the Transfer Equivalency Form. This form is given to a student that has official transcript(s) from another institution. The student gives to the instructor of the program to fill out. Some suggestions made by the committee are instructions on how to fill out form, one side stating transfer credits from other institution and other side transfer credits into program, and adding a requirement for syllabi or course description to see how course transfers from other college.

Action:

- Cindy Mowry and Brandon Dawley will work on the process and finished document.

6. Continuing Business –

- a) **Length of Terms-** on committee will be at least two years and one faculty member per school.
- b) **Membership-**The committee discussed no more than 50% faculty and 15 members total. Kelley Meeusen suggested a mechanism in place for replacing faculty representation. Michelle added the faculty would be approved by division dean.

Michelle Hillesland will update the titles for Associate Dean of Student Success/ Registrar, Dean of Student Success and Director of Student Aid.

MOTION TO APPROVE: Kelley Meeusen

MOTION SECONDED: Cindy Mowry

MOTION CARRIED.

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).
- Computer Networking & Information Systems Security (10/9/18) – route new first page for inclusion in course outline, if desired (NSSB 215).
- Environmental Sciences (10/9/18) – route new first page for inclusion in course outlines, if desired (ENV 230, 231, 245, 248, 250, 260, 261).
- General Education
 - (4/10/18) – submit remaining new courses on consent agenda (American Literature Series, Biology).
 - (6/12/18) – Route approved courses for signature (POLS 180, POLS& 202).

8. Committee Reports

- a) Committee on Learning Assessment (COLA) – Cindy Overton, Kelly Meeusen met with Franklin Clark.
- b) ELearning – Kelley Meeusen reported he will work on pulling accessibility data of CANVAS courses using Allied. Will do this once a quarter. Will report results to Curriculum Committee and Instructional leadership. Overall results nice, would like to see steady improvement. 74% of online courses are accessible. Up from last winter 2018, when it was first installed, it was at 36%.

9. Good of the Order

- Michelle said the next step will be simplifying and streamlining the process on curriculum changes, program courses and names.
- Cristeen Crouchet asked about the official process for new programs approved by curriculum committee getting approved by the state board to go on school's inventory. Some questions asked are:
 - Did it get sent to the state board?
 - Did it get improved and if so who was informed?

Cristeen feels there should be something in the Curriculum Committee folder to see which program(s) were sent to state board for approval. Michelle's stated whoever wins bid for curriculum would be able to assist with this process.

- Franklin Clark volunteered to look at course outlines for curriculum committee to make sure outcomes are identified and refined.

10. Next Meeting/Adjournment

The next meeting is scheduled for December 11, 2018. The meeting was adjourned at 2:50 p.m.



Mabel Edmonds, Vice President for Instruction
Curriculum Committee Chair

December 11, 2018

Date Approved