



Curriculum Committee Minutes

April 10, 2018 – 2:00 p.m.

Building 19, Room 124

Attendees: Trisha Autry, Robert Carver, Jax Chandler (ASG), Mabel Edmonds, Jim Gordon, Michelle Hillesland, Wendy Joseph, Dean Kelly, Claire Korschinowski, Patricia Lange, Kelley Meeusen, Cindy Mowry, Tanya Sorenson, Don Souza, Mike Wheeler.

Absent: Michelle Barre, Michael Bowman, Lisa Colombini-Hyke, Cristeen Crouchet, Myra Griffin, Elaine Holster, Denise Klug, LaRita Montgomery-Mandley, Melissa Siedlicki, Carrie Van Beek.

Non-Voting: Kristy Crosby, Chris DeLaney.

Guests: Karina Calzada, Wendy Noffke, Susannah Prenoveau, Annemarie Solbrack.

1. Call to Order

Mabel Edmonds called the meeting to order at 2:00 p.m.

2. Safety Awareness

Mabel reviewed safety procedures to follow in case of emergency.

3. Approval Minutes

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

MOTION TO APPROVE: Robert Carver

MOTION SECONDED: Dean Kelly

MOTION CARRIED.

4. Consent Agenda

The following course outlines were approved without discussion:

a) Computer Networking & Information Systems Security

NSS 127

NSS 141

NSS 161

NSS 206

b) Mechatronics
Certificate A
Certificate B

MEC 115	MEC 125	MEC 135	MEC 160
MEC 116	MEC 130	MEC 140	MEC 210
MEC 120	MEC 132	MEC 150	MEC 289
MEC 121			

c) Surgical Technology
SURG 215 SURG 220 SURG 225 SURG 230
SURG 235

MOTION TO APPROVE: Don Souza
MOTION SECONDED: Kelley Meeusen
MOTION CARRIED.

Action:

- Route approved course outlines for signature.

5. New Business

a) Automotive Technician/Automotive Collision Technician

Handouts: None
Target Start: n/a

Cindy Mowry introduced minor revisions to update pre-requisites. Following discussion, Mabel asked that revisions be put on the Summary of Course Revision and submitted.

Action:

- Submit on Continuing Business

6. Continuing Business

a) General Education

Handouts: Summary of Course Revision, Scope & Sequence.
Target Start: 2018-19 Catalog

Tanya Sorenson, Wendy Noffke, and Susannah Prenoveau introduced new general education courses:

- International English Intensive Program – Susannah Prenoveau introduced 12 new courses (totaling 43 credits) which will be leveling up over a year and are designed for international students. The new courses will be offered through

Adult Basic Education (ABE) and are not financial aid eligible. Students will receive a completion award upon successful completion. The new courses will help students to progress faster, according to Tanya.

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- American Literature Series – series of courses for Running Start students (or anyone) to start fall quarter. CPTC gives first priority to Running Start students.
- Biology – Wendy Noffke introduced two new face-to-face web-enhanced Biology courses: BIOL 99 is designed to apply critical thinking skills; BIOL 98 to apply scientific thinking, to help Nursing students with dosages, and will prepare students for college-level biology, chemistry, and anatomy courses.
- Business English I and II – two new courses contextualized for Aerospace program students – each with a supporting lab course (total 4 courses). Yuko Chartraw is interested in utilizing for Non-Destructive Testing program students, also.
- History Series – series of courses for Running Start students to be taught at South Hill campus.
- Political Science Series – series of courses designed for Running Start students.

Action:

- Post new course outlines on consent agenda.

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).
- 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 (4/10/18) – route approved course outlines for signature (NSS 127, NSS 141, NSS 161, NSS 206).
- General Education (4/10/18) – submit new courses on consent agenda (multiple).
- Mechatronics (4/10/18) – submit signed Scope & Sequence for new certificates for posting; route approved course outlines for signature (MEC 115, 116, 120, 121, 125, 130, 132, 135, 140, 150, 160, 210, 289).
- Non-Destructive Testing (3/13/18) – submit revised Scope & Sequence.
- Surgical Technology (4/10/10) – route approved course outlines for signature (SURG 215, 220, 225, 230, 235).

8. Committee Reports

- a) Committee on Learning Assessment (COLA) – no report.
- b) ELearning – Kelley Meeusen reported on the development of an accessible syllabus template. Committee members will be able to review soon.

9. Good of the Order

10. Next Meeting/Adjournment

The next meeting has been rescheduled for May 1, 2018 to allow committee members to participate in Guided Pathways activities on May 8. The meeting was adjourned at 2:53 p.m.

A handwritten signature in black ink that reads "Mabel Edmonds". The signature is written in a cursive style with a long horizontal stroke extending from the end of the name.

Mabel Edmonds, VPI, Curriculum Committee Chair

May 1, 2018

Approval Date