



Curriculum Committee Minutes

July 10, 2018 – 2:00 p.m.

Building 19, Room 124

Attendees: Trisha Autry, Michael Bowman, Myra Griffin, Michelle Hillesland, Wendy Joseph, Dr. Claire Korschinowski, Patricia Lange, Kelley Meeusen, Cindy Mowry, Melissa Siedlicki, Don Souza, Carrie Van Beek.

Absent: Michelle Barre, Robert Carver, Jax Chandler (ASG), Lisa Colombini-Hyke, Cristeen Crouchet, Mabel Edmonds, Jim Gordon, Elaine Holster, Dean Kelly, LaRita Montgomery-Mandley, Mike Wheeler.

Non-Voting: Kristy Crosby, Chris DeLaney.

Guests: Kristen Bate, Bijou Boerst, Karina Calzada, Yuko Chartraw, Sheila Gomez, Rich Hines, McKenzee Murphy.

1. Call to Order

Michelle Hillesland called the meeting to order at 2:03 p.m.

2. Safety Awareness

Michelle reviewed safety procedures to follow in case of emergency.

3. Approval Minutes

Minutes of the June 12, 2018 minutes were approved as written.

MOTION TO APPROVE: Kelley Meeusen

MOTION SECONDED: Pat Lange

MOTION CARRIED.

4. Consent Agenda

The following course outlines were approved without discussion:

- a) Developmental Education – two courses contextualized for AMT (ENGL 096, ENGL 097) pulled from consent agenda to be “mapped” to professional-technical courses.

b) General Education – two courses contextualized for AMT (ENGL 105, ENGL 106) pulled from consent agenda to be “mapped” to professional-technical courses.

HIST& 146 HIST& 147 HIST& 148

c) Core Allied Health

CAH 105

d) Medical Laboratory Technician¹

MLT 110 MLT 220 MLT 228 MLT 237
MLT 205 MLT 222 MLT 233 MLT 239
MLT 209

e) Restaurant Management¹

REST 103 REST 112 REST 122 REST 133
REST 107 REST 115 REST 126 REST 137
REST 109 REST 119 REST 131

f) Retail Management Certificate – revised Scope & Sequence with removal of COLL 102 from certificate program only (May meeting).

MOTION TO APPROVE: Dr. Claire Korschinowski

MOTION SECONDED: Don Souza

MOTION CARRIED.

The following AMT contextualized courses were pulled from the consent agenda to be reworked:

a) Developmental Education

ENGL 096 ENGL 097

b) General Education

ENGL 105 ENGL 106

Action:

- Transfer course outlines on old template to new template (if applicable).
- Route approved course outlines for signature.
- Submit Retail Management inventory revision for credit change to SBCTC.²
- Route approved Retail Management Scope & Sequence for signature and posting.
- Complete “mapping” of contextualized AMT courses and resubmit when ready.

¹ Transfer approved course outlines to new template prior to routing for signature.

² Retail Management revision approved on August 1, 2018 SBCTC inventory.

5. New Business

a) Unmanned Systems (UMS)

Handouts: Scope & Sequence, News Release (handout)

Target Start: Spring 2019

Dr. Claire Korschinowski and Rich Hines introduced two new Unmanned Systems certificates. Rich worked on research and development for the curriculum for the new offerings which include a one-quarter "quick" certificate (14 credits) and three-quarter certificate (55 credits). Possible uses for the training include bridge inspection, search and rescue (first responders), and digital entertainment. The program is also expected to "feed" students into other programs (e.g. Digital Entertainment Design, Aviation Maintenance, Mechatronics), according to Claire. The fully-online certificates will "mirror" Big Bend College's UMS program; Big Bend has shared their curriculum and the two colleges will partner to grow the program. Rich will work on the Program Approval Process (PAR) over the summer. UMS is slated for a spring 2019 start once approved.

Discussion ensued, with committee members reaching general consensus to move forward with program development and approval.

Action:

- Submit final Scope & Sequence for committee review and approval.
- Move forward in developing PAR for vetting and approval through SBCTC.³

b) Cosmetology

Handouts: Summary of Course Revisions, Scope & Sequence

Target Start: Summer 2018

Michelle Hillesland introduced a revision to the Cosmetology program making COSMO 233 Lab Clinic V (application course for skin and nails) optional. The revision will result in a change to total program credits from 140 credits to a range of 134-140 credits. The revision is in alignment with state requirements (skin and nails not required).

Revision documented for record.

Action:

- Route Scope and Sequence for signature; submit to Instruction Office for posting.

6. Continuing Business – none.

³ State Board for Community and Technical College

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).
- Core Allied Health (7/10/18) – Route approved course for signature (CAH 105).
- Cosmetology (7/10/18) – Route revised Scope & Sequence for signature and posting.
- Developmental Education (7/10/18) – Complete mapping of course outlines and resubmit on consent agenda (ENGL 096, 097).
- 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).
 - (7/10/18) – Route approved courses for signature (HIST& 146, 147, 148).
 - (7/10/18) – Complete mapping of course outlines and resubmit on consent agenda (ENGL 105, 106).
- Human Services (6/12/18) – Forward revised and signed Scope & Sequence (pdfs) to Instruction Office for posting.
- Medical Laboratory Technician (7/10/18) – Put on new template and route approved courses for signature (MLT 110, 205, 209, 220, 222, 228, 233, 237, 239).¹
- Restaurant Management (7/10/18) – Put on new template and route approved courses for signature (REST 103, 107, 109, 112, 115, 119, 122, 126, 131, 133, 137).^{1,4}
- Retail Management Certificate (7/10/18) – Submit revised and signed Scope & Sequence to Instruction Office for posting.
- Unmanned Systems (UMS) (7/10/18) – Finalize S&S and resubmit on Continuing Business for approval; develop PAR for SBCTC submission.

8. Committee Reports

a) Committee on Learning Assessment (COLA)

Kelley Meeusen reported that the college will not be renewing TaskStream and Class Climate, the software used for program assessment and course evaluation respectively. Historical data for both systems has been downloaded for future reference. IT will create a course evaluation tool internally to replace Class Climate. There is currently no plan for replacement of TaskStream; it was noted that Canvas can support program-level outcomes.

b) ELearning – eLearning will be closed July 23-27.

⁴ Course outlines were routed for signature and finalized following the July meeting.

9. Good of the Order

- Michelle Hillesland asked committee members to speak with their cohorts at other colleges about how they address curriculum changes. CPTC does a lot of changes and perhaps finding out what other colleges are doing may provide some good information about how to go about curriculum changes more efficiently. Discussion ensued.

10. Next Meeting/Adjournment

The next meeting is scheduled for August 14. The meeting was adjourned at 2:58 p.m.



Mabel Edmonds, Vice President for Instruction
Curriculum Committee Chair

August 14, 2018

Approval Date