



Curriculum Committee
July 14, 2020 – 2:00 PM
Zoom Meeting
Minutes

Attendees: Michelle Barre, Michael Bowman, Dean Kelly, Claire Korschinowski, Chris Mahoney, LaRita Montgomery-Mandley, Hannah Precour, Melissa Siedlicki, Don Souza, Carolyn Van Beek.

Absent: Celva Boon, Robert Carver, Lisa Colombini-Hyke, Cristeen Crouchet, Myra Griffin, Michelle Hillesland, Tracy Songao, Mike Wheeler.

Non-Voting: Roxanne Sou

Guests: Laurie Albrecht, Derek Faust, Christina Fontana, Tracy Lundell, Petra Perkins, Kathryn Smith.

1) Call to Order

Chris Mahoney called the meeting to order at 2:04 p.m.

2) Safety Awareness

Chris Mahoney reviewed the safety procedures to follow in case of an emergency.

3) Approval of Minutes

The minutes of the June 9, 2020 Zoom meeting were approved, as written.

MOTION TO APPROVE: Hannah Precour

MOTION SECONDED: Dean Kelly

MOTION CARRIED

4) New Business

• **ENVIRONMENTAL SCIENCES**

ENV 108, 141, 164, 165, 251, GEO 215 – updated course learning outcomes.

During the program redesign and mapping process instructors have found that 10 credits of Chemistry courses have been challenging for students. In order to alleviate this, these courses have been split up between quarters and reflected in updated Education Plans and Scope and Sequences. All course-level outcome verbiages have been updated. A question was posed to the committee if >40% of the language is being revised warranting the need for new course numbers. The committee conferred

and determined that changes should be deemed as minor as these updates are not a change in substance. As these were found to be minor changes, the committee requested that the revisions be reflected in the catalog.

Minor revisions documented for record.

- **ENV 230, 248, 250, 261** - Pre-requisite changes

As these are 200-level courses, change is needed to ensure all 100-level courses are completed with exception of ENV 135 and 165. ENV 250 pre-requisite has been removed in order to ensure course can be scheduled alongside 100-level courses. Currently pre-requisites are being waived for impacted students prior to changes being made.

Minor revisions documented for record.

- **Makeup Artistry** – Workforce & Community Education proposal.

Workforce Training Manager Petra Perkins, along with Industry expert and licensed Cosmetologist Teresa Lundell, presented possible training opportunity for licensed Cosmetologists and Estheticians looking to add additional element to their current skills. The intent would be to create a certificate that can be transcribed even though this would be a non-credit program. Question was asked of the committee whether this should be built under Community Education or be added as a full-time equivalent (FTE) generating program. Committee agreed that this is more of an enrichment type of opportunity as it is looking to appeal to licensed individuals. Decision was made to bring back to next meeting to be placed on consent agenda for further review.

- **Curriculum Handbook Grading Scale**

The Curriculum Documentation and Approval Handbook includes a grading scale (page 17) that is utilized by a large number of instructors who refer to the handbook in developing course outlines and syllabi. The handbook lists an "A-" is equivalent to a "3.8" grade point average which is different than what is listed in the College Catalog. The College Catalog lists an "A-" is equivalent to a "3.7" grade point average. It is requested that the grading scale in the handbook be adjusted to show a "3.7" so that both documents align. The Committee will hold further discussions in the future regarding grade percentages and verbiage.

5) Continuing Business – none.

6) Consent Agenda – none.

7) Good of the Order – none.

8) Next Meeting/Adjournment

The next regularly scheduled meeting will be held on August 11, 2020; location TBD. The meeting was adjourned at 3:06 p.m.



Chris Mahoney, Vice President for Instruction
Curriculum Committee Chair

August 11, 2020

Approval Date