



Curriculum Committee

October 8, 2019 – 2:00 pm

Bldg. 17 Room 260

Minutes

Attendees: Celva Boon, Franklin Clark, Michelle Hillesland, Claire Korschinowski, LaRita Montgomery-Mandley, Hannah Precour, Don Souza

Absent: Michelle Barre, Teresa Borchardt, Michael Bowman, Robert Carver, Lisa Colombini-Hyke, Cristeen Crouchet, Mabel Edmonds, Myra Griffin, Elaine Holster, Dean Kelly, Chris Mahoney, Kelley Meeusen, McKenzee Murphy, Melissa Siedlicki, Tracey Songao, Carolyn Van Beek, Mike Wheeler

Non-Voting: Kristy Crosby, Megan Davis, Roxy Souza

Guests: Suzanne Cooke, Annmarie Solbrack

1) Call to Order

Michelle Hillesland called the meeting to order at 2:09 pm.

2) Safety Awareness

Michelle Hillesland reviewed the safety procedures to follow in case of an emergency

3) Approval of Minutes

The minutes from August 13, 2019 were approved with the correction: misspelled first name "Don Souza"

MOTION TO APPROVE: Don Souza

MOTION SECONDED: Hannah Precour

MOTION CARRIED

4) Consent Agenda –none

5) New Business

- **CAS 141, 145, 151 –Prerequisite Change!**

Many students are signing up for these classes to fulfill computer literacy requirements, but the students do not have any prior knowledge of computer skills – some do not even know how to open files. This is setting students up for failure. Requesting to add prerequisites to this course, which will teach the students the basic skills needed to complete these courses successfully. A committee member suggested to add "Or instructor permission" so that students have the ability to

prove or test out of the prerequisite course. Another committee member pointed out that students may be signing up for this because Access is listed on the website of meeting computer literacy requirements. It was decided that CAH 105 will also be listed as a prerequisite for Access. A lot of discussion happened regarding computer literacy requirements. The group decided to form a task force committee to look at computer literacy requirements as guided pathways work. The suggested members of the task force are:

- Suzanne Cooke
- LaRita Montgomery-Mandley
- Chris Mahoney/Claire Korschinowski
- Carrie Van Beek
- CJ Meyer
- Mike Wheeler
- Ryan Reygers

Megan will contact them by email to ask if they would like to participate. This task force will report back to the curriculum committee.

6) Continuing Business – none

7) Action Items – none

8) Committee Reports

a) Committee for Outcomes on Learning Assessment

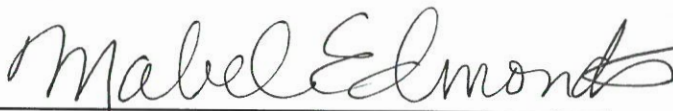
Franklin reported that it may be a good idea to look at dissolving this committee. Not sure what purpose it is serving. This committee could possibly be a bit broader to serve a purpose, such as program review and assessment rather than narrowly looking at outcomes.

9) Good of the Order

- Committee discussed possible room locations for future meetings. It was noted that students who are testing are right next door and we could possibly cause a disruption. We will try 260 a few more times to see how it goes.

Next Meeting/Adjournment

The next regularly scheduled meeting will be held on November 12, 2019 in building 17 room 260.



Vice President for Instruction
Curriculum Committee Chair

11/20/19
Date

1 10/21/20 Chris Mahoney writes the following explanation indicating that the minor pre-requisite revision should have been “documented for record” in the minutes:” Sorry about the confusion. I believe this was a 2-parter, but it wasn’t as clear in the narrative. Part one is about prerequisites for CAS 141, 145, and 151. This is the minor change I was referring to, and they have already been included in the current catalog. Part two is CAS courses and computer literacy requirements at large. Apparently, there were a lot of discussions about the need to provide further clarity on computer literacy courses (what counts and what doesn’t and how students find out, etc.) [We] in Feb[ruary] about possibly pulling together a task force to discuss that, but then COVID hit and this was put on the back burner. For now, we need to update Course Outlines for 141, 145, and 151. We will continue to address the other CAS courses at a later time.”

*CAS 141, CAS 145, CAS151 have been documented for record.