



Curriculum Committee Minutes

April 11, 2017 – 2:00 p.m.

Building 19, Room 124

Attendees: Lisa Colombini-Hyke, Myra Griffin, Michelle Hillesland (Chair), Wendy Joseph, Dean Kelly, Claire Korschinowski, Patricia Lange, Derek McFarland (ASG), LaRita Montgomery-Mandley, Cindy Mowry, Tanya Sorenson, Mike Wheeler.

Absent: Doug Ammons, Trisha Autry, Michelle Barre, Michael Bowman, Lara Cooper, Cristeen Crouchet, Jim Gordon, Terry Heath, Denise Klug, Kelley Meeusen, Melissa Siedlicki, Don Souza, Carrie Van Beek.

Non-Voting: Kristy Crosby, LiLi Cutler, Chris DeLaney.

Guests: Kristen Bate, Karina Calzada, Debbie Ewald, Dana Guinn, Kevin Kildun, Jim Quinlan, Annemarie Solbrack, Jennifer Weinmann, McKenzee Williamson.

1. Call to Order

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

2. Safety Awareness

Michelle reviewed safety guidelines to follow in case of emergency.

3. Approval of Minutes

Minutes of the March 14, 2017 meeting were approved, as written.

MOTION TO APPROVE: Myra Griffin

MOTION SECONDED: Dean Kelly

MOTION CARRIED.

4. Consent Agenda

The following course outlines were pulled from the consent agenda for further review:

- a) Computer Programming (new title)

CPW 116	CPW 210	CPW 218
CPW 142	CPW 213	CPW 223
CPW 203	CPW 215	CPW 240
CPW 205	CPW 217	CPW 252

c) Medical Laboratory Technician

MLT 215	MLT 228	MLT 233
MLT 217		

The following course outlines were approved without discussion:

a) Computer Programming – pulled from consent agenda.

b) Construction Technologies (new title)

CONST 144	CONST 158	SBS 130
CONST 152	CONST 160	SBS 142
CONST 155	SBS 107	SBS 174

c) Medical Laboratory Technician– pulled from consent agenda.

d) Pharmacy Technician

PT 121	PT 132	PT 154
PT 123	PT 135	PT 163
PT 125	PT 148	PT 165
PT 127		

e) Surgical Technology

SURG 110	SURG 150	SURG 205
SURG 115	SURG 152	SURG 207
SURG 120	SURG 154	SURG 211
SURG 127	SURG 160	SURG 237
SURG 146	SURG 201	SURG 240
SURG 148		

MOTION TO APPROVE B, D, E: Tanya Sorenson

MOTION SECONDED: Dean Kelly

MOTION CARRIED.

5. New Business

Welding (item a) was pulled from New Business.

a) **Welding** – pulled from New Business.

b) **Practical Nursing (I-Best)**

Handouts: Summary of Course Revision.

Myra Griffin and Pat Lange introduced the addition of I-Best to the Practical Nursing (PN) program. Since PN is already on the State Board inventory, the I-Best does not need to be added.

Target Start: Fall 2017

Addition of I-Best documented for record.

c) General Education (Sociology)

Handouts: Summary of Course Revision.

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
SOC& 101 ¹		✓	Rewording/revising course objectives.

Tanya Sorenson presented minor revisions to course objectives to align with what is taught.

Target Start: Summer 2017

Minor revisions documented for record.

Next Steps:

- Route course outline for signature, if desired.

6. Continuing Business

a) Heating & Air Conditioning Service Technician Update

Handouts: Summary of Course Revision, Scope & Sequence.

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
HAC 256	✓		Archive course.
HAC 257	✓		Replaces HAC 256 (new title)

HAC 256 was approved on the March consent agenda; however, a new course number is required because of a title change. HAC 256 has been replaced with newly-titled HAC 257. The Chair established general consensus to move forward with the new course number.

New and archived courses documented for record and March minutes footnoted.

¹ Submitted/approved as SOC& 100 in error; corrected.

7. Action Items – Complete next steps for the following detailed in parenthesized minutes:

- Automotive Technician/Ford MLR Degree (AAT) (3/14/17) – post new degree (S/S) to IPA for consent agenda.
- Computer Programming (3/14/17) – pulled from April consent agenda; re-submit course outlines to IPA for consent agenda (3 new courses, CPW 142, CPW 116, CPW 205, CPW 210, CPW 214 or new #, CPW 217, CPW 218, CPW 222 or new #, CPW 252).
- Continuing Education Forklift (7/12/16) – approved; route for signature (WRKFR 338).
- Electrician Low Voltage Fire/Security (11/8/16) – route for signature (CNTED 104, CNTED 111).
- Human Services (3/14/17) – route approved course outlines (HS 120, HS 125, HS 127, HS 215, HS 222, HSCD 150, HSCD 155, HSCD180, HSCD215, HSCD227, HSCD 229, HSCD 249, HSCD 251). Course outlines pulled from consent agenda; resubmit when ready (HS 152, HS 241, HS 245, HS 255).
- Medical Laboratory Technician (3/14/17) – pulled from April consent agenda; re-submit course outlines to IPA for consent agenda (MLT 110, MLT 205, MLT 207, MLT 209, MLT 211, MLT 215, MLT 217, MLT 220, MLT 222, MLT 228, MLT 233, MLT 237, MLT 239).
- Pastry Arts (5/10/16) – post on consent agenda (BAKE 162).
- Pharmacy Technician (4/11/17) – route approved course outlines for signature (PT 121, PT 123, PT 125, PT 127, PT 132, PT 135, PT 148, PT 154, PT 163, PT 165).
- Surgical Technology (4/11/17) – route approved course outlines for signature (8 new courses, SURG 146 or new #, SURG 151 or new #, SURG 211 or new #).
- Web Development (3/14/17) – submit new web-focused program on New Business, when ready.
- Welding (3/14/17) –route approved course outlines for signature (WLD 106, WLD 143).

8. Committee Reports

- a) Committee on Learning Assessment (COLA) – Tanya Sorenson reported that the division is currently preparing Student Learning Outcomes for updating; faculty will receive training at the May 19 Faculty In-service.
- b) ELearning Council – none.

9. Good of the Order

- Michelle introduced discussion regarding the new Student Learning Outcomes and who determines whether revisions reach the 40 percent threshold for a major or minor

revision. It was recommended to form a sub-committee to develop guidelines and a “key” or sample to be used when making revisions.

- Tanya reported that catalog revisions are due tomorrow, April 12.
- Michelle said that programs that need to make revisions for 2017-18 catalog² may submit for an electronic vote within the next week.

10. Next Meeting/Adjournment

The next meeting is scheduled for June 13 in Building 19, Room 124. Meeting adjourned at 2:54 p.m.



Michelle Hillesland, Committee Chair

May 9, 2017

Approval Date

² Programs mentioned that still need major or minor revisions are Automotive, CPW, Human Services, and Human Services.