



## Curriculum Committee Minutes

April 12, 2016 – 2:00 p.m.

Building 19, Room 124

**Attendees:** Doug Ammons, Trisha Autry, Michael Bowman, Lara Cooper, Jim Gordon, Terry Heath, Michelle Hillesland, Wendy Joseph, Dean Kelly, Denise Klug, Claire Korschinowski, Kelley Meeusen, Cindy Mowry, Laura Ott, Melissa Siedlicki, Don Souza, Carrie Van Beek, Mike Wheeler.

**Absent:** Michelle Barre, Christine Campbell, Lisa Colombini-Hyke, Cristeen Crouchet, Loren Davis, Mabel Edmonds, Myra Griffin, Dr. Joyce Loveday, Jen Petersen (ASG) Tanya Sorenson.

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

**Guests:** Poppy Bushnell (AED), Marla Briggs (HUC), Karina Calzada, Bevé Custard, Debbie Ewald, Irene Hauzinger (HS), Ken Meerdink (CPWD), Yvonne Meziere (Massage Studies), Joseph Ortiz (CPWD), Joylene Perez (HUC).

### 1. Call to Order

Committee Chairperson Michelle Hillesland called the meeting to order at 2:04 p.m.

The following items were added to the agenda:

- f) Esthetic Sciences
- g) Massage Studies
- h) Hemodialysis

### 2. Safety Awareness

Dean Hillesland reviewed safety guidelines to follow in case of emergency.

### 3. Approval of Minutes

Minutes of the March 8, 2016 meeting were approved as written.

**MOTION TO APPROVE:** Kelley Meeusen

**MOTION SECONDED:** Michael Bowman

**MOTION CARRIED.**

4. **Consent Agenda**

The following course outlines were approved without discussion:

**Approved:**

Accounting

ACTG 236			
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Health Unit Coordinator

HUC 116	HUC 119		
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Human Services

HS 125	HSCD 155	HSCD 227	HSCD 249
HSCD 134	HSCD 180	HSCD 229	HSCD 251
HSCD 150	HSCD 215	HSCD 235	

Welding

Minor	Minor	New - from old course(s)	New
WLD 105	WLD 152	WLD 117	WLD 219 <sup>CAP</sup>
WLD 110	WLD 168	WLD 123	WLD 223
WLD 112	WLD 210	WLD 157	WLD 225
WLD 142	WLD 217 <sup>CAP</sup>	WLD 233 <sup>CAP</sup>	WLD 227
WLD 144		WLD 235	WLD 229
		WLD 238	

**MOTION TO APPROVE:** Dean Kelly

**MOTION SECONDED:** Don Souza

**MOTION CARRIED.**

Route approved course outlines for signature and forward to the Student Learning Office.

**Archived Courses (documented for record):**

Accounting

ACTG 235			
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Health Unit Coordinator

HUC 102	HUC 109		
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Human Services

HS 123	HSCD 140	HSDE 226	HSCD 228
HSCD 135	HSCD 145		

Welding

WLD 116	WLD 135	WLD 172	WLD 179 <sup>CAP</sup>
WLD 120	WLD 156	WLD 177	WLD 215 <sup>CAP</sup>
WLD124			

Archived courses are documented for record.

5. New Business

a) Architectural Engineering Design

**Handouts:** Summary of Course Revisions, revised Scope & Sequence.

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
ARC 253	✓		Delete course.
ARC 255	✓		New course (replaces ARC 253). Decrease credits from 2 to 1.

Poppy Bushnell introduced a revision to an existing course and the addition of COLL 102 to the curriculum.

**Target Start:** Fall 2016 (2016-17 catalog)

**Next Steps:**

- Obtain new course # from Support Specialist (Crosby).
- Post for review on consent agenda.
- Route for signature once approved.
- Forward to Student Learning (DeLaney); request SBCTC revision (if applicable).
- Forward revised S/S to Support Specialist (Cutler).
- Work with Advising/Counseling to revise education plan.

b) Automotive Technology

**Handouts:** Summary of Course Revisions, revised Scope & Sequence.

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
AUT 212	✓		New course; replaces AUT 204. Decrease credits from 10 to 9.
FAUT 212	✓		New course; replaces FAUT 204. Decrease credits from 10 to 9.

Claire Korschinowski introduced revisions to existing courses<sup>1</sup> and the addition of COLL 102 to curriculum.

**Target Start:** Fall 2016 (2016-17 catalog)

**Next Steps:**

- Obtain new course #s from Support Specialist (Crosby).
- Post for review on consent agenda.
- Route for signature once approved.
- Forward to Student Learning (DeLaney) for SBCTC revision.
- Forward revised S/S to Support Specialist (Cutler).
- Work with Advising/Counseling to revise education plan.

**c) Computer Programming and Web Development**

**Handouts:** Summary of Course Revisions, revised Scope & Sequence.

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
CPW 119	✓		Delete elective course.
CPW 202	✓		Delete elective course.
CPW 214		✓	Update wording in course objectives.
CPW 216	✓		Combine CPW 216 and CPW 233 into one new course; delete both courses.
CPW 233	✓		Combine CPW 216 and CPW 233 into one new course; delete both courses.
CPW 217	✓		New course combining CPW 216/CPW 233.

Joseph Ortiz introduced revisions to program with no change to overall credits. (Veterans may need to complete courses that were offered at time of enrollment.)

**Target Start:** Summer 2016 (2016-17 catalog)

Minor revisions (CPW 214) documented for record.

**Next Steps:**

- Obtain new course # from Support Specialist (Crosby).
- Post for review on consent agenda.
- Route for signature once approved.
- Forward revised S/S to Support Specialist (Cutler).

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<sup>1</sup> Claire removed revisions to AUT 209 and FAUT 209 at meeting and changed credits on AUT 204 and FAUT 204 to 9.

- Work with Advising/Counseling to revise education plan.

**d) General Education**

**Handouts:** Summary of Course Revisions, Course Outline.

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
ENGL& 101		✓	Revise course description and objectives.

Terry Heath introduced a minor revision updating the course outline to be in line with the common course offered by other institutions. A motion was made to approve the revisions.

**MOTION TO APPROVE:** Mike Wheeler

**MOTION SECONDED:** Melissa Siedlicki

**MOTION CARRIED.**

**Target Start:** Fall 2016 (2016-17 catalog)

**Next Steps:**

- Route for signature.

**e) Developmental Education**

**Handouts:** Summary of Course Revisions.

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
MAT 082	✓		Change delivery method (hybrid)
MAT 091	✓		Change delivery method (hybrid)
MAT 099	✓		Change delivery method (hybrid)

Tanya Sorenson was not able to present revisions that would add hybrid (in addition to F2F and online) to the delivery methods for the above developmental math courses. It will be added to New Business in May.

**Target Start:** Fall 2016 (2016-17 catalog)

**Next Steps:**

- Place on Continuing Business in May.

**f) Esthetic Sciences**

**Handouts:** Revised Scope & Sequence.

Melissa Siedlicki introduced the creation of an advanced certificate (450 hrs.) that will be offered in the evening to those already having a basic license. A mandatory information session will be required. The addition of the advanced certificate was prompted by recent changes in state licensing requirements which established new criteria for licensing. Successful completers of the advanced certificate will be able to test for their Master Esthetician license.

**Target Start:** Fall 2016 (2016-17 catalog)

**Next Steps:**

- Wendy Joseph will look into whether Financial Aid will cover the new certificate.
- Submit on the May agenda under Continuing Business.

**g) Massage Studies**

**Handouts:** Summary of Course Revisions.

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
MASST 112	✓		New course (replaces MASST 114).
MASST 114	✓		Delete course.
MASST 117		✓	Minor revision (lab hours).
MASST 132	✓		New course (replaces MASST 133).
MASST 133	✓		Delete course.
MASST 134		✓	Minor revision (lab hours).
MASST 144	✓		Delete course.
MASST 148	✓		New course (replaces MASST 144).
MASST 149	✓		Delete course.
MASST xxx	✓		New course (replaces MASST 149).
MASST 151		✓	Minor revision (lab hours).

Yvonne Meziere introduced revisions to courses to make room for the addition of COLL 102 in the certificate program.

**Target Start:** Fall 2016 (2016-17 catalog)

Minor revisions (MASST 117, MASST 134, MASST 151) documented for record.

**Next Steps:**

- Obtain new course #s from Support Specialist (Crosby).
- Post for review on consent agenda.
- Route for signature once approved.
- Forward to Student Learning (DeLaney); request SBCTC revision.
- Forward revised S/S to Support Specialist (Cutler).

- Work with Advising/Counseling to revise education plan.

**h) Hemodialysis**

**Handouts:** Revised Scope & Sequence.

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
HDT 104	✓		Delete course.
HDT xxx	✓		New course (replaces HTD 104).
HDT 107	✓		Delete course.
HDT xxx	✓		New course (replaces HTD 107).
HDT 122	✓		Delete course.
HDT xxx	✓		New course (replaces HTD 122).
HDT 125	✓		Delete course.
HDT 131	✓		Delete course.
HDT 138	✓		Delete course.
HDT 141	✓		Delete course.
HDT xxx	✓		New course (replaces HTD 141).
HDT 149	✓		Delete course.
HDT xxx	✓		New course (replaces HTD 149).
HDT xxx	✓		Hemodialysis Principles/Procedures II (new)
HDT xxx	✓		Clinical Practicum II (new)
HDT 163	✓		Delete course.

In Ken Markovits absence (called away from meeting), Michelle Hillesland introduced revisions to the program including the addition of COLL 102 and a third quarter consisting of Practicums I and II. The extra quarter will allow the time necessary for students to complete the program without undue stress. The first and new third quarters will run simultaneously (fall/spring). If there is demand, a new evening program may start in winter quarter.

**Target Start:** Fall 2016 (2016-17 catalog)

**Next Steps:**

- Obtain new course #s from Support Specialist (Crosby).
- Post for review on consent agenda.
- Route for signature once approved.
- Forward to Student Learning (DeLaney); request SBCTC revision.
- Forward revised S/S to Support Specialist (Cutler).
- Work with Advising/Counseling to revise education plan.

**6. Continuing Business**

**a. College 102**

Dean Hillesland reminded deans and others present that all programs (excluding some short-term and one-quarter certificates) will need to add COLL 102 to curriculum for the 2016-17 catalog. They should bring revisions to Curriculum Committee as soon as possible. A list of affected programs was affected.

**7. Action Items** – Complete “Next Steps” for the following found in minutes (parenthesized):

- Obtain list of programs affected by COLL 102 (4/12/16)
- Architectural Engineering Design (4/12/16)
- Automotive Technology (4/12/16)
- Automotive Ford Maintenance & Light Repair (4/12/16)
- Computer Networking & Information Systems Security (ACIR) (2/9/16)
- Computer Programming & Web Development (4/12/16)
- Cosmetology (3/8/16)
- Developmental Education MAT courses (4/12/16)
- Esthetic Sciences (1/12/16)
- Esthetic Sciences (Advanced) (4/12/16)
- General Education ENG& 101 (4/12/16)
- Health Unit Coordinator (2/23/16) – route course outlines
- Hemodialysis (4/12/16) – post consent agenda
- Massage Studies (4/12/16) – post consent agenda.
- Professional Pilot (2/23/16) – route course outlines
- Refrigeration Specialist Certificate (10/13/15) – post consent agenda
- Welding (2/23/16) – route course outlines

**8. Committee Reports**

- a. Committee on Learning Assessment (COLA) (handout)  
Kelley Meeusen reported that COLA is about to kick off the Faculty SALE Committee (see report for details).
- b. eLearning Council (handout)  
Kelley Meeusen reported on SALE participation rates for winter quarter, Starfish integration, Canvas Conference, and TaskStream activities (see report for details).

**10. Good of the Order**

- LiLi Cutler reminded committee members about 2016-17 catalog and S/S deadlines to include updating pre- and co-requisites.
- Kristy Crosby reminder committee members about schedule deadlines.

**11. Next Meeting/Adjournment**

The next meeting is scheduled for May 10, 2016 at 2:00 p.m. in Building 19, Room 124. The meeting was adjourned at 3:00 p.m.



*m hillesland*

Michelle Hillesland, Committee Chair

*5/11/16*

Approval Date