



## Curriculum Committee Minutes

April 14, 2015 – 2:00 p.m.

Building 21, Room 108

**Attendees:** Doug Ammons, Trisha Autry, Michelle Barre, Michael Bowman, Lara Cooper, Bill Coyner, Matthew Dahl, Myra Griffin, Michelle Hillesland, Wendy Joseph, Dean Kelly, Claire Korschinoski, Kelley Meeusen, Cindy Mowry, Carrie Muir, Melissa Siedlicki, Don Souza, Carrie Van Beek, and Mike Wheeler.

**Absent:** Dr. Steve Addison, Christine Campbell, Lisa Colombini-Hyke, Loren Davis, Mabel Edmonds, Jim Gordon, Terry Heath, Dr. Joyce Loveday, Kathi Medcalf, and Laura Ott.

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

**Guests:** Linda Felch, Petra Perkins, and Tammy Savona.

### 1. Call to Order

Committee Chair Michelle Hillesland called the meeting to order at 2:01 p.m.

### 2. Safety Awareness

Ms. Hillesland reminded the Committee about safety measures to follow in case of emergency.

### 3. Approval of Minutes

Minutes of the March 24, 2015 meeting were approved with minor revisions.

**MOTION TO APPROVE:** Dean Kelly

**SECONDED:** Kelley Meeusen

**MOTION CARRIED.**

### 4. Consent Agenda

The following course outlines were posted for review and approved with recommendations:

- Early Care & Education

ECED& 132	ECS 122	ECS 124	ECS 126
ECS 121	ECS 123	ECS 125	ECS 127

Note: Recommendations were made to state in the grading section of the course outlines that evaluations are done through “assignments and observations” and to remove the “D-” grade from the grading scale.

**MOTION TO APPROVE:** Carrie Muir  
**SECONDED:** Kelley Meeusen

**MOTION CARRIED.**

**5. New Business – Tentative New/Revised Course(s)**

Minor Revisions for Discussion – none.

Major Revisions/New Courses for Discussion

**a) Entrepreneurship Courses (CE)**

**Handouts:** Summary of Course Revision, Online Course Development Form, Course Outline.

Petra Perkins presented a new self-supporting web-enhanced course designed to operate on a Google Groups platform (rather than Canvass):

ENTR 120 Business Plan for Authors

The course is non-graded, may add a hybrid component later, and will likely become part of a short-term certificate program once additional courses are developed. The text for the course is by local author, Ryan Petty. Petra will take steps to get the text approved for college use.

**Target Start Date:** Summer 2015

**Next Steps (Pre-Approval)**

- Submit text to college Risk Manager for approval (Schoonmaker)
- Get approval from eLearning Coordinator (Meeusen)
- Submit course outline for posting on upcoming consent agenda (Div IPA)

**Next Steps (Post-Approval)**

- Route approved course outline (one-sided) for signature (Div/IPA)
- Update catalog page (ISS/Cutler)

**b) Hemodialysis Course Name Change**

**Handouts:** Summary of Course Revision

Tammy Savona and Ken Markovits are requesting a revision to change the title of *Phlebotomy Fundamentals (HDT 113)* to meet state requirements for testing eligibility:

PHLEB 114 Phlebotomy Program

**Target Start Date:** Spring 2015

**Next Steps (Pre-Approval)**

- Update Scope & Sequence (ISS/Cutler)
- Submit course outline and S/S for posting on upcoming consent agenda (Div IPA)

**Next Steps (Post-Approval)**

- Route approved course outline (one-sided) for signature (Div/IPA)
- Update catalog page (ISS/Cutler)
- If overall program credits change, forward for SBCTC inventory update (Instruction/DeLaney)
- Update Education Plan, if applicable (A/C/Barre)

**6. Continuing Business**

**a) Course Outline – Inclusion of Grading Scale** (tabled 3/24 meeting)

Discussion ensued. Arguments for inclusion include that a grading scale would be beneficial to new and adjunct faculty and would prevent indiscriminate revisions to the grading scale. Arguments against inclusion include that the grading scale is already included in the course syllabus (redundant) and faculty/programs have more individual flexibility in grading.

An informal show of hands indicated a Committee consensus<sup>1</sup> not to add a grading scale to the course outline at this time.

**b) Committee on Learning Assessment Report**

Kelley Meussen reported on progress since the last meeting including:

- Outcomes Assessment Quality Review and Improvement Project (in line with NWCCU requirements)
- Update of TaskStream to the new three-instructional unit model

**c) eLearning Report**

Kelley Meussen reported about new things happening with Canvas:

- Spring Quarter Enrollments:
  - ♦ 436 Canvas courses
  - ♦ 6,344 Canvas enrollments (a record number)
- Canvas Commons – a content repository available at the end of last quarter.
- BYOBB (Bring your own brown bag) Lunch Information Sessions – every Wednesday throughout the quarter to introduce faculty to this great new tool (Canvas Commons).
- Jive-Powered Canvas Community – the new home for the Canvas user guides, Help support system, community forums, and much more. Jive is structured more like social networking than the previous Community.

**d) Action Items – Updates**

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<sup>1</sup> None voted for inclusion.

Michelle Hillesland provided status updates for the following revisions presented at past meetings:

- **Advanced Composites Manufacturing/FSME Option 2 (3/24)** – placed on hold pending restructuring of courses to meet the number of clock hours required.
- **Automotive Core Curriculum (3/24)** – course outlines received today and will be posted for review and electronic vote before the May 12 meeting.
- **Construction Technology (3/24)** – placed on hold pending discussions with Pierce College before moving forward with a PAR.<sup>2</sup>
- **Dental Assistant (12/9 and 3/24)** – route approved course outlines for signature.
- **Digital Entertainment Design (3/24)** has been placed on hold for Executive Team approval at which time a PAR<sup>2</sup> will be submitted to the SBCTC.
- **COMPASS Scores (3/24)** since the last meeting Anne Marie Solbrack and Kathi Medcalf met and agreed upon the common cut score for English courses.

e) **General Education – MAT 107**

Cindy Mowry reminded the Committee that, based on a directive from the ICRC<sup>3</sup>, the course number for MAT 107 needs to be changed to avoid confusion with common course number MATH& 107:

MATH 103

**Next Steps (Pre-Approval)**

- Update Scope & Sequence for programs offering course (ISS/Cutler)
- Submit course outline for posting on upcoming consent agenda (Div IPA)

**Next Steps (Post-Approval)**

- Update catalog pages for programs offering course (ISS/Cutler)
- Any programs that change in overall credits as a result, submit curriculum guide (catalog page) for inventory update (Instruction/DeLaney)
- Update Education Plans, if applicable (A/C/Barre)

7. **Good of the Order**

8. **Next Meeting/Adjournment**

The next meeting is scheduled for May 12, 2015 in Building 21, Room 108. The meeting was adjourned at 3:08 p.m.

  
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Michelle Hillesland, Committee Chair

  
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Approval Date

<sup>2</sup> Program Approval Request.

<sup>3</sup> Intercollege Relations Commission