



Curriculum Committee Minutes

August 11, 2015 – 2:00 p.m.

Building 21, Room 108

Attendees: Doug Ammons, Trisha Autry, Christine Campbell, Michelle Hillesland, Dean Kelly, Cindy Mowry, Don Souza, Carrie Van Beek.

Absent: Michelle Barre, Michael Bowman, Lisa Colombini-Hyke, Lara Cooper, Matthew Dahl, Loren Davis, Mabel Edmonds, Jim Gordon, Myra Griffin, Terry Heath, Wendy Joseph, Claire Korschinoski, Dr. Joyce Loveday, Kathi Medcalf, Kelley Meeusen, Carrie Muir, Laura Ott, Sara Rabin, Melissa Siedlicki, Tanya Sorenson, Mike Wheeler.

Non-Voting: Karina Calzada, Chris DeLaney, Hilda Santacruz.

Guests: Cristeen Crouchet, Daniel Hughes, Jay Lanphier, Megan Noack, Joseph Ortiz, Tiffany Windmeyer, Roberta Wirth.

1. Call to Order

Committee Chair Michelle Hillesland called the meeting to order at 2:03 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 June 9, 2015 meeting were approved as written.

MOTION TO APPROVE: Dean Kelly

SECONDED: Don Souza

MOTION CARRIED.

4. Consent Agenda

C-TAP courses moved to Continuing Business.

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

Minor Revisions for Discussion

a) **Computer Programming and Web Development**

Handouts: None.

Target Start:

Joseph Ortiz requested a minor revision to change “relations” to “relational” on the following course outline approved on June 1, 2015:

CPW 150

Next Steps:

- Route revised page through division IPA.¹

b) **Medical Assistant**

Handouts: Summary of Course Revision, Course Outlines

Michele Jones introduced minor revisions (lab/lecture hours) to two courses (<40%). The courses will not change credits.

MAP 166 MAP 169

Documented for record.

c) **Dental Assistant**

Handouts:

Roberta Wirth introduced minor revisions (lab hours) to four courses. The courses will not change credits.

DAS 105 DAS 110 DAS 113 DAS 116

Documented for record.

Major Revisions/New Courses for Discussion – none.

a) **College 203**

Handouts: Course Outline

COLL 203

Daniel Hughes and Megan Noack are proposing a new course entitled Foundations for Career Success. Daniel explained that they are finding that some students are being “kicked back”

¹ Revised page received.

from the industry because they lack certain “soft” skills. COLL 203 is designed to help students make the transition to work similar to how COLL 101 helps students make the transition to college.

They would like to run a pilot of the optional course to be taken near the end of a student’s program to determine its effectiveness in transitioning students successfully to work. Daniel does not foresee targeting a market, rather marketing to any students interested.

Discussion ensued regarding financial aid, Workfirst, and Worker Retraining options that might be available.

Target Start: Winter 2016

Next Steps: Post for consent agenda.²

- b) **Medical Assistant** – moved to minor revisions.
- c) **Dental Assistant** – moved to minor revisions.
- d) **Refrigeration Specialist Certificate**
Christine Campbell requested moved to October meeting.

6. Continuing Business

- a) **Carpentry – Trades Academy Pre-Apprenticeship (C-TAP) (CE)**
Handouts: Course Outlines
Target Start: Winter 2016

CONST 102 CONST 104 CONST 106 CONST 109

The C-TAP certificate was approved on the January consent agenda. Christine Campbell explained that the certificate was originally approved as a standalone course; however, it has now been decided to break the certificate down into four standalone courses. These four courses will eventually become the first quarter of a Construction Technologies program which will stem from the current Sustainable Building Sciences program. There is no significant change to the overall content.

Cindy Mowry advised that the certificate will need to be approved through Workforce Education and Training Board for the Veterans Administration and may take a very long time.

² On hold per CC Chairperson.

Next Steps: Route course outlines for signature.³

Documented for record.

b) **Action Items** – see separate list.

7. Committee Reports


- a) Committee on Learning Assessment (COLA) – no report.
- b) ELearning Council – no report.

8. Good of the Order

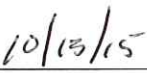
- Michelle announced that Daniel Hughes recently became a new father to a baby girl.

9. Next Meeting/Adjournment

The next meeting is scheduled for October 13, 2015 at 2:00 p.m. The meeting was adjourned at 2:54 p.m.



Michelle Hillesland, Committee Chair



Approval Date

³ Course outlines received.