



Curriculum Committee Minutes

August 9, 2016 – 2:00 p.m.

Building 19, Room 124

Attendees: Doug Ammons, Trisha Autry, Michelle Barre, Jim Gordon, Myra Griffin, Michelle Hillesland, Wendy Joseph, Patricia Lange, Cindy Mowry, Melissa Siedlicki, Tanya Sorenson, Don Souza.

Absent: ASG Student Representative, Michael Bowman, Lisa Colombini-Hyke, Lara Cooper, Cristeen Crouchet, Loren Davis, Terry Heath, Dean Kelly, Denise Klug, Claire Korschinowski, Kelley Meeusen, Carrie Van Beek, Mike Wheeler.

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

Guests: Kristen Bate, Karina Calzada (IPA), Georgia Elgar (IPA), Chris Felch (DED), Shawn Geary (DED), Petra Perkins (CE), Annemarie Solbrack (Advising), Roxanne Sou (IPA).

1. Call to Order

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

2. Safety Awareness

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

3. Approval of Minutes

Minutes of the July 12, 2016 meeting were approved as written.

MOTION TO APPROVE: Don Souza

MOTION SECONDED: Tanya Sorenson

MOTION CARRIED.

4. Consent Agenda

The following course outlines were approved without discussion:

Approved:

a) HVAC Refrigeration Specialist Certificate

This 42-credit certificate, comprised of existing courses, was initially introduced in October 2015. The certificate will be listed under the HVAC primary program on the SBCTC inventory and needs to be sent to the DOE for gainful employment.

b) Master Esthetician

ES 202	ES 204	ES 206	ES 208
ES 210	ES 218	ES 220	ES 222
ES 224	ES 228	ES 230	ES 232
ES 234	ES 236		

This 39-credit certificate will be listed under the Esthetic Sciences primary program on the SBCTC inventory and needs to be sent to the DOE for gainful employment.

A motion was made to 1) approve the HVAC Refrigeration Specialist and Master Esthetician, and 2) table Electrician Low Voltage Fire/Security CEU for further discussion (partial credits) and resubmit at a later meeting.

MOTION TO APPROVE: Tanya Sorenson

MOTION SECONDED: Myra Griffin

MOTION CARRIED.

Next Steps:

- Route approved Master Esthetician course outlines for signature and forward to the Instruction Office.¹
- Submit two new certificates to DOE.
- Submit Electrician Low Voltage Fire/Security (CEU) (CNTED 104, CNTED 111) on Continuing Business at future meeting.

5. New Business

a) **General Education**

ART& 100

Handouts: Summary of Course Revisions

¹ Master Esthetician course outlines were received in Instruction Office.

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
ART& 100		✓	Revising objectives; new form.

Tanya Sorenson introduced revisions. Course will be submitted for electronic vote.

Target Start: Fall 2016

Next Steps:

- Send course outline to Michelle Hillesland for electronic vote.²

MAT 311

Handouts: Summary of Course Revisions

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
MAT 311	✓		Replaces OPM 311 (BAS-OPM) to meet Gen. Ed. requirement.

Tanya Sorenson introduced a new math course that will replace the current OPM math course. Course will be submitted for electronic vote.

Target Start: Fall 2016

Next Steps:

- Send course outline to Michelle Hillesland for electronic vote.²

MAT 111

Handouts: Summary of Course Revisions, Scope/Sequence

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
MAT 111	✓		New course for Cosmetology

Tanya Sorenson introduced a new math course designed for Cosmetology and other personal care professionals, such as Esthetics. The goal is to offer a contextualized offering geared toward industry professionals so that students are more likely to become completers. Discussion ensued regarding the specificity of the title to Cosmetology and consensus that the course should probably be inclusive of both Cosmetology and Esthetics so that students will not opt out because of the title. Course will be submitted for electronic vote.

² ANEW 121, ART& 100, MAT 111, MAT 311, and PSYC 311 were approved on 8/23/16 electronic vote.

Target Start: Winter 2016

Next Steps:

- Send course outline to Michelle Hillesland for electronic vote.²

PSYC 311

Handouts: Summary of Course Revisions

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
PSYC 310	✓		Archive course
PSYC 311	✓		New title. Replaces PSYC 310 to meet Gen. Ed. requirement.

Tanya Sorenson introduced revisions. Course will be submitted for electronic vote.

Target Start: Fall 2016

Next Steps:

- Archive PSYC 310.
- Send course outline to Michelle Hillesland for electronic vote.²

b) BAS

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
OPM 311	✓		Archive course (replaced by MAT 311)

Archive of OPM 311 documented for record.

c) Workforce – ANEW Trades Rotation Pre-Apprenticeship Program

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
ANEW 120	✓		Archive course (replaced by ANEW 121)
ANEW 121	✓		New course (replaced ANEW 120)

Michelle Barre introduced this new traditionally taught (f2f) 18-credit course ANEW 121.

Target Start: Fall 2016

Next Steps:

- Send course outline to Michelle Hillesland for electronic vote.²

Archive of ANEW 120 documented for record.

d) Continuing Education

Digital Entertainment Design Workshops (CEU)

<u>Proposals</u>	<u>Comments</u>
Basic 3D Modeling	9 hours
Create Motion Graphics	9 hours
Digital Editing Basics with Music	9 hours
Digital Media Creation Process	6 hours
Fundamentals of Game Design	3 hours
Gamification in the Classroom	6 hours
Green Screen Basics	9 hours
Storyboarding	4 hours
Telling Your Story for Visual Media	6 hours

Petra Perkins introduced proposed Continuing Education Digital Entertainment Design workshops.

Target Start: Fall 2016

Next Steps:

- Post workshop/seminar proposals on consent agenda.³

6. Continuing Business – none.

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

- ANEW (8/9/16) – post for electronic vote.²
- Central Service/Sterile Processing (6/14/16) – course outline was returned to division office for missing signatures; route completed signed course outline to Instruction Office (MMN 132).
- CE Forklift (7/12/16) – post course outline on consent agenda (WRKFR 339).
- CE Workshops (3) (7/12/16) – route documents (approved proposals) for signature.
- CE Workshops (9) (8/9/16) – route documents (approved proposals) for signature.
- Electrician Low Voltage Fire/Security (8/9/16) – further discussion is needed on partial credit courses. Resubmit on continuing business or consent agenda.
- Esthetic Sciences (2/9/16) – approved; route course outlines (ES 145)

³ Workshops documented for signature and forwarded for signature.

- General Education (8/9/16) – post for electronic vote (ART& 100, MAT 111, MAT 311, PSYC 311).²
- Hemodialysis (6/14/16) – route approved course outlines (HDT 106, 108).
- HVAC Refrigeration Specialist (8/9/16) – Certificate was submitted and approved by the SBCTC. Submit to DOE for gainful employment.
- Master Esthetician (Advanced) (8/9/16) – Certificate was submitted and approved by the SBCTC. Submit to DOE for gainful employment.
- Pastry Arts (5/10/16) – post on consent agenda (BAKE 162)

8. Committee Reports

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

9. Good of the Order – none.

10. Next Meeting/Adjournment

The meeting was adjourned at 3:05 p.m. The next meeting is scheduled for Tuesday, September 13, 2016.⁴



 Michelle Hillesland, Committee Chair

October 11, 2016
 Approval Date

⁴ September 13 meeting canceled. Next meeting scheduled for Tuesday, October 11, 2016.