



Curriculum Committee Minutes
August 8, 2017 – 2:00 p.m.
Building 19, Room 124

Attendees: Michael Bowman, Mabel Edmonds, Jim Gordon, Myra Griffin, Michelle Hillesland, Elaine Holster, Dean Kelly, Claire Korschinowski, Kelley Meeusen, Cindy Mowry, Tanya Sorenson, Don Souza.

Absent: ASG Representative, Trisha Autry, Michelle Barre, Robert Carver, Lisa Colombini-Hyke, Lara Cooper, Cristeen Crouchet, Wendy Joseph, Denise Klug, Patricia Lange, Melissa Siedlicki, Carrie Van Beek, Mike Wheeler.

Non-Voting: Chris DeLaney.

Guests: Kristen Bate, Karina Calzada, Kevin Kildun, Taylor McGovern, Petra Perkins, Hilda Santacruz, McKenzie Williamson.

1. Call to Order

VPI Mabel Edmonds called the meeting to order at 2:00 p.m.

2. Safety Awareness

Mabel reviewed safety guidelines to follow in case of emergency.

3. Approval Minutes

Minutes of the July 11, 2017 minutes were approved, as written.

MOTION TO APPROVE: Michelle Hillesland

MOTION SECONDED: Michael Bowman

MOTION CARRIED.

4. Consent Agenda

The following course outlines were approved without discussion:

- a) Quality Assurance Inspector (CE) (6 courses)

MOTION TO APPROVE: Tanya Sorenson

MOTION SECONDED: Dean Kelly

MOTION CARRIED. See footnote.¹

¹ QAI (CE) was brought up for additional discussion later in meeting and it was subsequently decided to put back on Continuing Business, thus nullifying consent agenda approval. Subsequently, Petra Perkins informed that they will bring back as a "for credit" offering summer start.

5. New Business

a) Continuing Education Workshops (4)

Workshops
Food and Booze: Alcohol Education for Culinary
Cake Decorating
Makeup and Up-dos for Weddings and Formal Occasions Demonstration
Curly Hair Cutting Basics (revised)

Petra Perkins introduced two Culinary/Pastry Arts workshops and two Cosmetology workshops.

Handouts: Proposal for Seminars or Workshops (4)

Target Start: Fall 2017

Workshops documented for record.

Next Steps:

- Route for signature.

b) General Education

Course Outlines	Major	Minor	Comments
HUM& 101	✓		New course.

Tanya Sorenson introduced a new 5-credit common course offering that meets Washington 45 requirements. The new Gen. Ed. course will be included in the mid-year catalog addendum.

Handouts: Summary of Course Revision.

Target Start: Winter 2018

Next Steps:

- Submit course outline for consent agenda.

c) Medical Assistant

Course Outlines	Major	Minor	Comments
MAP 107, 124, 146, 164, 166, 171, 177, 179, 212		✓	Update course descriptions.

Hilda Santacruz presented minor revisions to several MAP courses updating course descriptions.

Handouts: Summary of Course Revision, Scope and Sequence.

Target Start: Immediate.

Minor revisions documented for record.

Next Steps:

- Route course outlines for signature, if desired.

d) Medical Laboratory Technician

Course Outlines	Major	Minor	Comments
MLT 215, 222, 237		✓	Update course outcomes.

Hilda Santacruz presented minor revisions to several MLT courses updating course descriptions.

Handouts: Summary of Course Revision, Scope and Sequence.

Target Start: Immediate.

Minor revisions documented for record.

Next Steps:

- Route course outlines for signature, if desired.

6. Continuing Business

a) Upholstery Certificates

- Upholstery Fundamentals 43 crs. (4 courses)
- Automotive Upholstery 43 crs. (10 courses)
- Furniture Upholstery 44 crs. (10 courses)

Petra Perkins, Michael Bowman, and Claire Korschinowski presented 3 upholstery certificates that they want to rollout as a mid-year addendum under the upholstery program that is currently on the inventory.

Handouts: Summary of Course Revision.

Target Start: Winter 2018

Next Steps:

- Obtain new course numbers from Enrollment Data Specialist.
- Submit course outlines for consent agenda.

Submit revision to SBCTC to update inventory.

b) **Curriculum Committee Bylaws**

Due to time constraints, agenda item was tabled for a future meeting.

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

- Barbering Short-Term Certificates (4) (7/11/17) – submit new courses for consent agenda.
- CE Barbering/Cosmetology (2) (8/8/17) – route for signature.
- CE Culinary/Pastry Arts Workshops (2) (8/8/17) – route for signature.
- CE Quality Assurance Inspector (CE) (8/8/17) – rework as “for credit” offering and resubmit on Continuing Business (refer to footnoted comments).
- General Education (8/8/17) – submit new course for consent agenda (HUM& 101).
- Medical Assistant (8/8/17) – route course outlines for signature, if desired (MAP 107, MAP 124, MAP 146, MAP 164, MAP 166, MAP 171, MAP 177, MAP 179, MAP 212).
- Medical Laboratory Technician (8/8/17) – route course outlines for signature, if desired (MLT 215, MLT 222, MLT 237).
- Upholstery (3) (8/8/17) – obtain new course #s and post on consent agenda.

8. **Committee Reports**

a) Committee on Learning Assessment (COLA) – due to time constraints, Kelley Meeusen submitted the following report:

End of SU17 (summer) course evaluations will open Monday, August 14, and will close on midnight the last day of the quarter.

b) eLearning – due to time constraints, Kelley Meeusen submitted the following report:

Kelley attended InstructureCon 2017 the last week of July. There were a large number of new product announcements. Contact Kelley for a complete list or if you have questions.

9. **Good of the Order** – none.

10. **Next Meeting/Adjournment**

Mabel announced next meeting to be held in October. Meeting adjourned at 3:01 p.m.



Mabel Edmonds, VPI, Committee Chair

October 10, 2017

Approval Date