



## **Curriculum Committee Minutes**

**February 14, 2017 – 2:00 p.m.**

**Building 19, Room 108**

**Attendees:** Doug Ammons, Trisha Autry, Michelle Barre, Michael Bowman, Lara Cooper, Michelle Hillesland (Chair), Wendy Joseph, Dean Kelly, Denise Klug, Patricia Lange, Tanya Sorenson, Don Souza, Carrie Van Beek, Mike Wheeler.

**Absent:** Lisa Colombini-Hyke, Cristeen Crouchet, Jim Gordon, Myra Griffin, Terry Heath, Derek McFarland (ASG), Kelley Meeusen, LaRita Montgomery-Mandley, Cindy Mowry, and Melissa Siedlicki.

**Non-Voting:** Hilda Santacruz.

**Guests:** Poppy Bushnell, Dwight McGhee, Taylor McGovern, David Meyers, Joseph Ortiz, Jim Quinlan, Annemarie Solbrack, Amy Timmons, Julie Watts.

**1. Call to Order**

Dean Michelle Hillesland called the meeting to order at 2:02 p.m.

**2. Safety Awareness**

Michelle reviewed safety guidelines to follow in case of emergency.

**3. Approval of Minutes**

Minutes of the January 10, 2017 meeting were approved as written.

**MOTION TO APPROVE:** Lara Cooper

**MOTION SECONDED:** Dean Kelly

**MOTION CARRIED.**

**4. Consent Agenda – none.**

**5. New Business**

**a) Esthetic Sciences**

**Handouts:** Summary of Course Revision, Scope and Sequence.

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
ES 125	✓		Archive course
ES 114	✓		New course (replaces ES 125)
ES 128	✓		Archive course
ES 118	✓		New course (replaces ES 128)
ES 130		✓	Lab hours increase by 5
ES 134		✓	Lab hours
ES 137		✓	Decrease lab hours

Denise Klug introduced a revision to the Esthetics courses for second quarter. Overall credits not affected.

**Target Start:** Fall 2017

Archived courses and minor revisions documented for record.

**Next Steps:**

- Obtain new course numbers from Kristy Crosby.
- Upload course outlines for consent agenda.

**b) Pharmacy Technician**

**Handouts:** Summary of Course Revision and Scope and Sequence

<u>Course Number<sup>1</sup></u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
PT 121	✓		New course.
PT 123	✓		Combing PT 124 and PT 144
PT 124	✓		Archive.
PT 125	✓		New course.
PT 127	✓		Combing PT 131 lecture hours only and PT 156
PT 128	✓		Archive
PT 131	✓		Archive
PT 132	✓		New course.
PT 135	✓		Combining PT 128 and PT 153
PT 144	✓		Archive.
PT 145	✓		Archive

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<sup>1</sup> New course numbers updated after approval.

PT 148	✓		Combing PT 145 and PT 160 lecture hours
PT 153	✓		Archive
PT 154	✓		Combing PT 145 and PT 160 lab hours
PT 156	✓		Archive
PT 160	✓		Archive
PT 163		✓	Increasing clinical hours
PT 165		✓	Increasing clinical hours

Trisha Autry and Maureen Sparks presented changes to Pharmacy Technician program that will cause a decrease of two credits and will save students in tuition and books.

**Target Start:** Fall 2017

Archived courses and minor revisions documented for record.

**Next Steps:**

- Get new course numbers from Kristy Crosby.
- Upload course outlines for consent agenda
- Send inventory update to SBCTC.

**c) Construction Technology (formerly Sustainable Building Science /Residential Construction)**

**Handouts:** Summary of Course Revision, Scope and Sequence.

<u>Course Number</u> <sup>1</sup>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
SBS 107	✓		Combining SBS 105, 110 & 115
SBS 105	✓		Archive course
SBS 110	✓		Archive course
SBS 115	✓		Archive course
SBS 125	✓		Archive course
SBS 130	✓		Combining SBS 125 & 155
SBS 140	✓		Archive course
SBS 142	✓		Combining SBS 140 & 145
SBS 145	✓		Archive course
SBS 155	✓		Archive course
SBS 170	✓		Archive course
SBS 174	✓		Combining SBS 170, 175 & 180
SBS 175	✓		Archive course
SBS 180	✓		Archive course
CONST 105	✓		Archive course

CONST 108	✓		Archive course
CONST 130	✓		Archive course
CONST 144	✓		Adding new course: Electrical and Plumbing Basics
CONST 150	✓		Archive course
CONST 152	✓		LEED
CONST 155	✓		Replaces CONST 146
CONST 146	✓		Archive course
CONST 158	✓		Adding new course: Energy Auditor
CONST 160	✓		Adding new course: Home Inspector

Michelle Barre presented the revisions to Sustainable Building Sciences/Residential Construction including retitling to Construction Technology. The revisions were borne out of discussions with industry. Electric and plumbing courses have been added. Wendy Joseph advised about the pre-apprentice portion. Advising and Counseling suggested placement scores and to keep accessibility for students in mind.

**Target Start:** Fall 2017

Archived courses documented for record.

**Next Steps:**

- Obtain new course numbers from Kristy Crosby
- Upload course outlines for consent agenda.
- Obtain approval for new title from SBCTC.
- Send inventory update to SBCTC.

**d) Computer Programming and Web Development<sup>2</sup>**

**Handouts:** Summary of Course Revision, Scope and Sequence.

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
CPW 118		✓	Change lecture/lab hours to reflect 11 week quarter
CPW 120	✓		Archive course
CPW 180	✓		Archive course
CPW 206		✓	Dropping CPW 120 as prerequisite
CPW 208		✓	Dropping CPW 120 as prerequisite
CPW 210		✓	Adding "Hybrid" to course delivery

<sup>2</sup> CPWD revisions were withdrawn after initial presentation at February meeting, revamped, and resubmitted at March meeting as "Computer Programming."

			method
CPW 217		✓	Remove CPW 229 as co-requisite and add new course number for Advanced Server-Side Programming as pre-requisite
CPW 220	✓		Archive course
New	✓		Replaces portion of CPW 220
CPW 222		✓	Dropping CPW 120 as prerequisite
CPW 225		✓	Dropping CPW 120 as prerequisite, change lecture/lab hours to reflect 11 week quarter
CPW 227	✓		Archive course
New	✓		Combining portions of CPW 220, 227 & 229. Changing prerequisite from CPW 150 to CPW 210
CPW 229	✓		Archive course
CPW 231		✓	Dropping CPW 120 as prerequisite, change lecture/lab hours to reflect 11 week quarter
CPW 250		✓	Dropping CPW 120 as prerequisite, change lecture/lab hours to reflect 11 week quarter

Joseph Ortiz and Ken Meerdink presented revisions to the Computer Programming and Web Development program. Credits remain at 108.

**Target Start:** Fall 2017

Archived courses and minor revisions documented for record.

**Next Steps:**

- Obtain new course numbers from Kristy Crosby.
- Update Scope and Sequence.
- Upload course outlines for consent agenda.

**e) Architectural Engineering Design**

**Handouts:** Summary of Course Revision, Scope and Sequence.

<u>Course Number</u> <sup>1</sup>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
ARC 121	✓		Archive course.
ARC 122	✓		New course (replaces ARC 121)

ARC 123	✓		Archive course
ARC 124	✓		New course(replaces ARC 123)
ARC 125	✓		Archive course
ARC 126	✓		New course (replaces ARC 125)
ARC 141	✓		Archive ARC 141
ARC 142	✓		Archive course
ARC 144	✓		New course (replaces ARC 142)
ARC 151	✓		Combing ARC 141 and 152
ARC 152	✓		Archive course
ARC 171		✓	Wording changes in course description and minor changes to course objectives.
ARC 173	✓		Archive course
ARC 174	✓		New course (replaces ARC 173)
ARC 181	✓		Archive course
ARC 182	✓		New course (replaces ARC 181)
ARC 191		✓	Wording changes in course description and minor changes to course objectives.
ARC 220	✓		New course (replaces ARC 221)
ARC 221	✓		Archive course
ARC 223		✓	Wording changes in course description and minor changes to course objectives.
ARC 225		✓	Wording changes in course description and minor changes to course objectives.
ARC 227		✓	Wording changes in course description and minor changes to course objectives.
ARC 229		✓	Wording changes in course description and minor changes to course objectives.
ARC 231		✓	Wording changes in course description and minor changes to course objectives.
ARC 237		✓	Wording changes in course description and minor changes to course objectives.
ARC 262		✓	Wording changes in course description and minor changes to course objectives.
ARC 281	✓		Archive course
ARC 282	✓		New course (replaces ARC 281)
ARC 283	✓		Archive course
ARC 284	✓		Archive course
ARC 286	✓		New course (replaces ARC 283)
ARC 288	✓		New course (replaces ARC 284)
ARC 293		✓	Wording changes in course description and minor changes to course objectives.

Poppy Bushnell presented major revisions that will combine several courses. Overall credits will remain the same.

**Target Start:** Fall 2017

Archived courses and minor revisions documented for record.

**Next Steps:**

- Obtain new course numbers from Kristy Crosby.
- Update Scope and Sequence.
- Upload course outlines for consent agenda.

**f) Interior Design**

**Handouts:** Summary of Course Revision, Scope and Sequence.

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
DSN 216		✓	Updating course description and objectives.
DSN 225		✓	Updating course description and objectives.

Julie Watts presented updated descriptions and objectives for the above courses.

**Target Start:** Fall 2017

Minor revisions documented for record.

**Next Steps:**

- Route for signature, if desired.

**g) Welding**

**Handouts:** Summary of Course Revision, Scope and Sequence.

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
WLD 106	✓		New course (replaces WLD 105)
WLD 105	✓		Archive course.
WLD 143	✓		New course (replaces WLD 142)
WLD 142	✓		Archive course.

David Meyers presented two new courses that will replace WLD 105 and WLD 142. These revisions will allow one lecture per quarter and four hours of welding with the instructor and will combine the Flux Cored Arc Welding and Wire Feed Welding certificates.

**Target Start:** Fall 2017

Archived courses documented for record.

**Next Steps:**

- Obtain new course numbers from Kristy Crosby.
- Update Scope and Sequence.
- Upload course outlines for consent agenda.
- Send inventory revision to SBCTC.

**h) Heating & Air Conditioning Service Technician**

**Handouts:** Summary of Course Revision and Scope and Sequence

<u>Course Number</u> <sup>1</sup>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
HAC 160	✓		Archive course
HAC 163	✓		New course (replaces HAC 160)
HAC 164		✓	Update objective #6
HAC 167	✓		Archive course
HAC 169	✓		New course (replaces HAC 167)
HAC 170		✓	Change core abilities
HAC 175		✓	Remove objective #10 and Core Ability Adjustment
HAC 181		✓	Change Course Description, Objectives, emphasis on Electric & Fossil Fuel Heating
HAC 183	✓		Change course description; remove old objectives that are no longer relevant.
HAC 184	✓		New course.
HAC 201	✓		New course objectives
HAC 202	✓		New course.
HAC 230		✓	Not listed on summary of course revisions; submitted revised CO.
HAC 237		✓	Core Ability Adjustment
HAC 242		✓	Not listed on summary of course revisions; submitted revised CO.
HAC 246		✓	Core Ability Adjustment
HAC 255		✓	Core Ability Adjustment



HAC 256 <sup>3</sup>		✓	Not listed on summary of course revisions; submitted revised CO.
HAC 257	✓		New course.

Dwight McGhee presented to the committee the changes. Updates have not been made since 2009.

**Target Start:** Summer 2017

Archived courses and minor revisions documented for record.

**Next Steps:**

- Obtain new course numbers from Kristy Crosby.
- Update Scope and Sequence.
- Upload Course Outlines for Consent Agenda.
- Send inventory revision to SBCTC.

**i) Medical Laboratory Technician**

**Handouts:** Summary of Course Revision and Scope and Sequence

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
MLT 218		✓	Offer 3 <sup>rd</sup> quarter (fall) instead of 2 <sup>nd</sup> quarter (summer)
MLT 216		✓	Offer 3 <sup>rd</sup> quarter (fall) instead of 2 <sup>nd</sup> quarter (summer)
MLT 227		✓	Offer 2nd quarter (Summer) instead of 3rd quarter (Fall)

Michelle Hillesland and Hilda Santacruz presented the minor changes to Medical Laboratory Technician. Summer (2<sup>nd</sup> quarter) would switch MLT 216 Clinical Blood Banking and MLT 218 Urinalysis to Fall (3<sup>rd</sup> quarter). Fall (3<sup>rd</sup> quarter) would switch MLT 222 Clinical Chemistry to Summer (2<sup>nd</sup> quarter). Without this switch the Blood Banking instructor would be unable to teach.

**Target Start:** Summer 2017

Minor revisions documented for record.

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<sup>3</sup> Course number changed from HAC 256 to HAC 257 for title change; agenda item on April 11 Continuing Business to inform committee.

**Next Steps:**

- Turn in updated schedule to Kristy

**6. Continuing Business** – none.

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

- Architectural Engineering Design (2/14/17) – once approved, route for signature (ARC 122, ARC 124, ARC 126, ARC 144, ARC 151, ARC 174, ARC 182, ARC 220, ARC 282, ARC 286, ARC 288).
- Computer Program and Web Development (2/14/17) – submit course outlines on consent agenda.
- Construction Technology (2/14/17) – once approved, route for signature (CONST 144, CONST 155, CONST 158, SBS 107, SBS 130, SBS 142, SBS 174).
- Continuing Education Forklift (7/12/16) – approved; route for signature (WRKFR 338).
- Early Care & Education (1/10/17) – route approved course outlines for signature (ECED& 120, EDUC& 134, EDUC& 136).
- Electrician Low Voltage Fire/Security (11/8/16) –route for signature (CNTED 104, CNTED 111).
- Esthetic Sciences (2/14/17) – once approved, route for signature (ES 114, ES 118).
- Heating & Air Conditioning (2/14/17) – once approved, route for signature (HAC 163, HAC 169).
- Hemodialysis (6/14/16) – route approved course outlines (HDT 108).
- Human Services (10/11/16) – obtain new course #s; post on consent agenda.
- Nursing Assistant (11/8/16) – route approved course outlines for signature (NAC 108, NAC 111, NAC 114).
- Pastry Arts (5/10/16) – post on consent agenda (BAKE 162).
- Welding (2/14/17) – once approved, route for signature (WLD 106, WLD 143).

**8. Committee Reports** –

- a) Committee on Learning Assessment (COLA) - none.
- b) eLearning Council- Tanya presented the new Syllabus template. No longer has program outcomes; will be replaced with course outcomes. It will help students with figuring out how far along they are in their program.

**9. Good of the Order**

- Cindy Mowry presented on Credit Residence Requirement. Clover Park Technical College is part of the Service Member Opportunity College for the last two years. To earn a CPTC credential, 25% of the course work needs to be completed at this college. We will transfer in up to 75% of the credit needed to earn a degree. This is in alignment with

the Service Members Opportunity College standards. It is not equitable to have different residency requirements to earn a CPTC credential for different groups of students. This will be updated in the catalog.

- Claire Korschinowski will speak next meeting about transferable classes between colleges that have similar courses.
- Cindy Mowry announced requirements from Gainful Employment. We have to provide the cost, length, debt-to-earnings ratio among other things to current and prospective students. Students will have to sign off that they received this information. Have to have this information in by April 3, 2017.

**10. Next Meeting/Adjournment**

The meeting was adjourned at 3:07 p.m.



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Michelle Hillesland, Committee Chair

March 14, 2017

Approval Date