



**Curriculum Committee Minutes**  
**July 11, 2017 –2:00 p.m.**  
**Building 19, Room 124**

**Attendees:** Trisha Autry, Michelle Barre, Michael Bowman, Robert Carver, Cristeen Crouchet, Myra Griffin, Mabel Edmonds, Michelle Hillesland, Elaine Holster, Wendy Joseph, Patricia Lange, Cindy Mowry, Melissa Siedlicki, Tanya Sorenson.

**Absent:** ASG Representative, Lisa Colombini-Hyke, Lara Cooper, Jim Gordon, Terry Heath, Dean Kelly, Denise Klug, Claire Korschinowski, Kelley Meeusen, LaRita Montgomery-Mandley, Don Souza, Carrie Van Beek, Mike Wheeler.

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

**Guests:** Kristen Bate, Karina Calzada, Taylor McGovern, Dave Meyers.

**1. Call to Order**

Dean Michelle Hillesland called the meeting to order at 2:02 p.m. and added the Curriculum Committee bylaws to the agenda items under Continuing Business.

**2. Safety Awareness**

Michelle reviewed safety guidelines to follow in case of emergency.

**3. Approval Minutes**

Minutes of the May 9, 2017 minutes were approved, as written.

**MOTION TO APPROVE:** Robert Carver

**MOTION SECONDED:** Melissa Siedlicki

**MOTION CARRIED.**

Minutes of the June 13, 2017 minutes were approved, as written.

**MOTION TO APPROVE:** Robert Carver

**MOTION SECONDED:** Melissa Siedlicki

**MOTION CARRIED.**

#### 4. Consent Agenda

The following course outlines were approved without discussion:

a) Developmental Education

ENG 091      MAT 092      MAT 093      MAT 094

b) General Education

MATH& 107

c) Human Services

HS 240      HS 246

d) Surgical Technology

SURG 242

**MOTION TO APPROVE:** Michael Bowman

**MOTION SECONDED:** Wendy Joseph

**MOTION CARRIED.**

Route approved course outlines for signature.

#### 5. New Business

**a) CE Welding Workshops**

Welding Skills Workshop 1: Gouging and Welding with Shielded Metal Arc Welding

Welding Skills Workshop 2: Gouging and Welding with Gas Metal Arc Welding

Welding Skills Workshop 3: Welding in Restrictive Corners with Shielded Metal Arc Welding

Welding Skills Workshop 4: Welding in Restrictive Corners with Gas Metal Arc Welding

Welding Skills Workshop 5: Build Up Edges with Shielded Metal Arc Welding

Welding Skills Workshop 6: Build Up Edges with Gas Metal Arc Welding

Welding Skills Workshop 7: Temper Welds

Welding Skills Workshop 8: Nipple Test with Shielded Metal Arc Welding

Welding Skills Workshop 9: Nipple Test with Gas Metal Arc Welding

Welding Skills Workshop 10: Window Closure Test with Shielded Metal Arc Welding

Welding Skills Workshop 11: Window Closure Test with Gas Metal Arc Welding

Welding Skills Workshop 12: "Double V Groove" Test with Shielded Metal Arc Welding

## Welding Skills Workshop 13: "Double V Groove" Test with Gas Metal Arc Welding

Dave Meyers introduced several Welding workshops to be offered through Continuing Education. The workshops arose through collaboration with Bradken Foundry to “train up” their workforce which is expected to double in the near future to meet the demands of a long-term contract with the military. The workshops are designed to train existing welders to fix “voids” or “imperfections” on large (room-size) cast items. This specialized type of welding requires them to “gouge out” and repair imperfections through a window-size opening. Workshops are non-credit; however, completers will receive a Certificate of Completion. Students will register through CourseStorm.

**Handouts:** CE Proposals for Workshops (13)

**Target Start:** August 1, 2017

Workshops documented for record.

**Next Steps:**

- Route proposals for signature.

### b) Barbering Short-term Certificates (4)

Courses/Certificates	Major	Minor	Comments
Barbering I: Barbering Theory	✓		New short-term certificate.
Barbering II: Barbering Basics	✓		New short-term certificate.
Barbering III: Hair Design & Style	✓		New short-term certificate.
Barbering IV: Business Operations	✓		New short-term certificate.
New courses (11)	✓		Content from existing Barbering/ Cosmetology courses is being combined to create new courses.

Petra Perkins introduced four new short-term Barbering certificates to be offered evenings and at JBLM<sup>1</sup>. A business element has been added to the new certificates. Successful completers of the first three certificates should be prepared to apply for licensure in the State of Washington (hours will be tracked). Students may leave at any time with documentation for the parts they have completed should they relocate. Discussion ensued and additional

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<sup>1</sup> Joint Base Lewis-McChord.

research is needed to determine eligibility for Financial Aid and/or Veterans' benefits, as well as ctcLink/PeopleSoft considerations. Cindy Mowry will follow up with John Murray of the Workforce Education Coordinating Board.

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

**Target Start:** Summer/fall 2017

**Next Steps:**

- Obtain new course numbers from Enrollment Data Specialist.
- Submit course outlines for consent agenda through IPA.
- Submit curriculum guides for short-term certificates to Instruction Office for addition to the state inventory.

**c) CE Cosmetology Workshops**

Straight-Razoring Basics for Licensed Cosmetologists Part 1

Straight-Razoring and Facial Hair Design for Licensed Cosmetologists Part 2

Petra Perkins introduced a two-part Cosmetology seminar for licensed Cosmetologists to be offered evenings. In Part 1, students will practice on a balloon; in Part 2, they will practice on live models.

**Handouts:** CE Proposals for Seminars (2)

**Target Start:** TBD

Workshops documented for record.

**Next Steps:**

- Route proposals for signature.

**d) Quality Assurance Inspector (CE) Certificate**

Course Outlines	Major	Minor	Comments
NDT 189		✓	Revise pre-requisite.
MEC 210		✓	Revise pre-requisite; add "Instructor Permission" option in lieu of pre-requisites.
New	✓		New course (replaces NDT 195 for QAI only).
New	✓		If new course #s required for NDT 187, 189, 191, 193, and MEC 210).

Petra Perkins introduced a second Quality Assurance Inspector certificate to be offered through Continuing Education. The 29-credit, two-quarter program uses some elements of the existing 42-credit certificate, as well as new, and is tailored to meet the needs of industry professionals.

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

**Target Start:** Winter 2018

**Next Steps:**

- Obtain new course number(s) from Enrollment Data Specialist.
- Submit course outlines for consent agenda.

**6. Continuing Business**

a) **Curriculum Committee By-laws**

Michelle distributed copies of the partially revised bylaws for members to review for discussion at the August 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 Cosmetology Two-Part Seminar (2) (7/11/17) – route for signature.
- CE Quality Assurance Inspector (CE) (7/11/17) – submit on Continuing Business.
- CE Welding Workshops (13) (7/11/17) – route for signature.
- Developmental Education (7/11/17) – route approved courses for signature (ENG 91, MAT 92, MAT 93, MAT 94).
- General Education (7/11/17) – route approved courses for signature (MAT& 107).
- Human Services (7/11/17) – route approved courses for signature (HS 240, HS 246).
- Surgical Technology (7/11/17) – route approved courses for signature (SURG 242).

**8. Committee Reports**

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

**9. Good of the Order**

Michelle announced that responsibility for Curriculum Committee will be returning to the Office of Instruction.

**10. Next Meeting/Adjournment**

The meeting was adjourned at 2:55 p.m.

  
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Michelle Hillesland, Committee Chair

August 8, 2017  
Approval Date