



Curriculum Committee Minutes

June 13, 2017 – 2:00 p.m.

Building 19, Room 108

Attendees: Michael Bowman, Robert Carver, Myra Griffin, Michelle Hillesland (Chair), Wendy Joseph, Kevin Kildun, Claire Korschinowski, Patricia Lange, Kelley Meeusen, LaRita Montgomery-Mandley, Cindy Mowry, Melissa Siedlicki, Tanya Sorenson, Don Souza, Mike Wheeler.

Absent: Trisha Autry, Michelle Barre, Lisa Colombini-Hyke, Lara Cooper, Cristeen Crouchet, Jim Gordon, Terry Heath, Dean Kelly, and Denise Klug.

Non-Voting: Kristy Crosby, Hilda Santacruz.

Guests: Kristen Bate, Karina Calzada, Debbie Ewald, Andy Fritz, McKenzee Williamson

1. Call to Order

Dean Michelle Hillesland called the meeting to order at 2:00 p.m.

2. Safety Awareness

Michelle reviewed safety guidelines to follow in case of emergency.

3. Approval Minutes – May 9 minutes will come up for approval at July 13 meeting.

4. Consent Agenda

a) Surgical Technology

SURG 128 SURG 208

b) Medical Laboratory Technician

MLT 207

c) Pastry Arts

BAKE 162

d) Nursing

NURS 205

5. New Business

a) Environmental Sciences & Technology

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
ENV 141		✓	Split/reword course outcome; add ENG 094 co-requisite.
ENV 162		✓	Add MAT 99 co-requisite.

Andy Fritz introduced minor revisions to two courses. It was suggested to add the comment, “Completion of, or enrollment in, ENG 94 or equivalent placement” to the catalog. Cindy Mowry will follow-up with Tyler Scott regarding the 2017-18 catalog deadline.

Handouts: Summary of Course Revisions, course outlines.

Target Start: Winter 2018

Minor revisions documented for record.

Next Steps:

- Submit revised course outlines to Instruction Office, if desired.

b) Interior Design

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
DSN 159		✓	Update course content.
DSN 204		✓	Update course content.

Julie Watts introduced minor revisions to courses (i.e. content, outcomes, delivery method); however, the committee unanimously agrees changes should be considered minor.

Handouts: Summary of Course Revision, Scope and Sequence

Target Start: Fall 2017 (DSN 159), winter 2018 (DSN 204)

Minor revisions documented for record.

Next Steps:

- Submit revised course outlines to Instruction Office, if desired.

c) General Education

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
MAT& 107	✓		Common course replacing MAT 110.

MAT 110

✓

Delete course.

Karina Calzada introduced new common course replacing MAT 110.

Handouts: Summary of Course Revisions, course outline.

Target Start: Fall 2017

Archived course documented for record.

Next Steps:

- Post new course on consent agenda.

6. **Continuing Business** – none.

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

- Architectural Engineering Design (5/9/17) – post course outline on consent agenda for approval (ARC 144).
- Developmental Education (5/9/17) – post course outlines on consent agenda for approval (ENG 91, MAT 92, MAT 93, MAT 94).
- Environmental Sciences & Technology (6/13/17) – submit revised pages of course outline to Instruction Office, if desired (ENV 141, ENV 162).
- General Education (6/13/17) – post course outline on consent agenda for approval (MAT& 107).
- Human Services (10/11/16) – obtain new course #s; post on consent agenda.
- Interior Design (6/13/17) – submit revised pages of course outline to Instruction Office, if desired (DSN 159, DSN 204).

8. **Committee Reports** –

a) Committee on Learning Assessment (COLA)

Kelley Meeusen reported that the COLA survey will close next Tuesday, June 20; we are aiming for 30 percent participation (currently at 16 percent).

b) eLearning Council

According to Kelley, the council is working on blueprint courses and creating templates.

9. **Good of the Order**

It was briefly discussed that program outcomes will not be included in course outlines.

10. **Next Meeting/Adjournment**

The meeting was adjourned at 2:52 p.m.



Michelle Hillesland, Committee Chair

July 11, 2017

Approval Date