



Curriculum Committee Minutes

March 14, 2017 – 2:00 p.m.

Building 19, Room 124

Attendees: Michelle Barre, Michael Bowman, Lara Cooper, Cristeen Crouchet, Myra Griffin, Michelle Hillesland (Chair), Dean Kelly, Claire Korschinowski, Patricia Lange, Anne Marie Mafi (ASG), Cindy Mowry, Melissa Siedlicki, Tanya Sorenson, Don Souza, Carrie Van Beek, Mike Wheeler.

Absent: Doug Ammons, Trisha Autry, Lisa Colombini-Hyke, Jim Gordon, Terry Heath, Wendy Joseph, Denise Klug, Kelley Meeusen, LaRita Montgomery-Mandley.

Non-Voting: Chris DeLaney, Hilda Santacruz.

Guests: Richard Barton, Kristen Bate, Dave Brown, Vincent Calip, Karina Calzada, Kezia Clark, Debbie Ewald, Lisa Fortson, Dana Guinn, Dwight McGee, Taylor McGovern, Ken Meerdink, Joseph Ortiz, Petra Perkins, Jim Quinlan, Annemarie Solbrack, McKenzee Williamson.

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 February 14, 2017 meeting were approved, as written.

MOTION TO APPROVE: Dean Kelly

MOTION SECONDED: Michael Wheeler

MOTION CARRIED.

4. Consent Agenda

The following course outlines were pulled from the Consent Agenda for further review:

Construction Technology	Human Services
CONST 144	HS 152
CONST 155	HS 241
CONST 158	HS 245
SBS 107	HS 255
SBS 130	
SBS 142	
SBS 174	

The following course outlines were approved without discussion:

a) Esthetics

ES 114	ES 130	ES 134
ES 118	ES 132	ES 137

b) Construction Technology – pulled from Consent Agenda.

c) Human Services

HS 120	HSCD 150	HSCD 227
HS 125	HSCD 155	HSCD 229
HS 127	HSCD 180	HSCD 249
HS 215	HSCD 215	HSCD 251
HS 222		

d) Welding

WLD 106	WLD 143
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e) Architectural

ARC 122	ARC 182	ARC 231
ARC 124	ARC 191	ARC 237
ARC 126	ARC 220	ARC 262
ARC 144	ARC 223	ARC 282
ARC 151	ARC 225	ARC 286
ARC 171	ARC 227	ARC 288
ARC 174	ARC 229	ARC 293

f) HVAC

HAC 163	HAC 184 ¹	HAC 242
HAC 169	HAC 202 ¹	HAC 246
HAC 170	HAC 230	HAC 255
HAC 175	HAC 237	HAC 257 ¹
HAC 181		

¹ HAC 184, HAC 202, and HAC 257 were approved as HAC 183, HAC 201, and HAC 256 respectively. New course numbers were assigned after approval.

MOTION TO APPROVE: Claire Korschinowski

MOTION SECONDED: Melissa Siedlicki

MOTION CARRIED.

5. New Business

Automotive Technician/Ford MLR was added to the agenda under New Business as item (i).

a) Medical Laboratory Technician

Handouts: Summary of Course Revision, Scope and Sequence.

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
MLT 110		✓	Revised hours.
MLT 203	✓		Archive course.
MLT 204	✓		Archive course.
MLT 205	✓		Replaces MLT 203.
MLT 207	✓		Replaces MLT 204.
MLT 208	✓		Archive course.
MLT 209	✓		Replaces MLT 208.
MLT 210	✓		Archive course.
MLT 211	✓		Replaces MLT 210.
MLT 214	✓		Archive course.
MLT 215	✓		Replaces MLT 214.
MLT 216	✓		Archive course.
MLT 217		✓	Revised hours.
MLT 220	✓		Replaces MLT 216.
MLT 221	✓		Archive course.
MLT 222	✓		Replaces MLT 221.
MLT 227	✓		Archive course.
MLT 228	✓		Replaces MLT 227.
MLT 232	✓		Archive course.
MLT 233	✓		Replaces MLT 232.
MLT 235	✓		Archive course.
MLT 236	✓		Archive course.
MLT 237	✓		Replaces MLT 235.
MLT 239	✓		Replaces MLT 236.

Dana Guinn introduced revisions to the AAT degree intended to better reflect what is actually being taught, to line up with the accrediting body's strict guidelines, and to help students pass

board exams. New course numbers were obtained from the Enrollment Data Specialist. Overall credits will decrease from 107 to 106 credits.

Target Start: Spring 2018

Archived courses and minor revisions documented for record.

Next Steps:

- Submit course outlines for consent agenda through IPA.
- Submit inventory revision to SBCTC.

b) Health Unit Coordinator

Handouts: Summary of Course Revision.

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
HUC 106		✓	Updating pre-requisites.
HUC 108		✓	Updating pre-requisites.
HUC 112		✓	Updating pre-requisites.
HUC 113		✓	Updating pre-requisites.
HUC 114		✓	Updating pre-requisites.
HUC 118		✓	Updating pre-requisites.
HUC 120		✓	Updating pre-requisites.
HUC 122		✓	Updating pre-requisites.
HUC 126		✓	Updating pre-requisites.
HUC 132		✓	Updating pre-requisites.

Michelle Hillesland presented minor updates to program pre-requisites.

Target Start: Summer 2017

Minor revisions documented for record.

Next Steps:

- Route new outlines for signature, if desired.

c) Practical Nursing

Handouts: Summary of Course Revision, Course Outline.

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
NURS 123		✓	Revised objective removing clinic aspect.

Myra Griffin presented a minor revision to the above course outline's first objective.

Target Start: Spring 2017

Minor revision documented for record.

Next Steps:

- Forward revised page(s) or route course outline for signature, if desired.

d) Computer Programming and Web Development

Handouts: Summary of Course Revision, Scope and Sequence, Proposal Overview.

<u>Course Number</u> ²	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
CPW 116		✓	Change prerequisites to CPW 210 and CPW 142.
CPW 142		✓	Add a prerequisite of MAT 091.
CPW 203	✓		Add Advanced JavaScript.
CPW 205		✓	Change prerequisite to CPW 245.
CPW 210	✓		Adding “Hybrid” to course delivery method.
CPW 213	✓		New course replaces CPW 214. Change name to “.NET Web Programming”. Change prerequisites to CPW 116 and “Advanced JavaScript”. And add a Co-requisite of CPW212.
CPW 214	✓		Archive course
CPW 215	✓		Add Advanced .NET Web Programming. Change lecture/lab hours.
CPW 217		✓	Change prerequisite to new “Advanced .NET Web Programming” course.
CPW 218		✓	Change prerequisite to CPW 245. Adding “Hybrid” to course delivery method.
CPW 222	✓		Archive course. New course replaces CPW 222. Change lecture/lab hours.
CPT 223	✓		Change course name to “Introduction to JavaScript”. Change prerequisites to CPW 101, CPW 118.
CPW 240	✓		Add Programming Practicum.

CPW 252	✓	Change prerequisite to CPW 245.
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Joseph Ortiz and Ken Meerdink presented the proposed separation of the two elements that make up the program – Computer Programming and Web Development. Credits for Computer Programming AAT and AAS-T will remain at 108. Don Souza pointed out that several of need new course numbers due to title changes, etc. According to the overview presented today, Bruce Dague and Mark Webster will immediately begin curriculum development on the web-focused program.

Target Start: Fall 2017 (Spring/Fall Starts)

Archived courses and minor revisions documented for record.

Next Steps:

- Obtain new course numbers from Kristy Crosby.
- Submit course outlines for consent agenda through IPA.
- Submit revised title “Computer Programming” and credit increase/decrease (if applicable) to SBCTC.

e) Surgical Technology

Handouts: Summary of Course Revision, Scope and Sequence.

<u>Course Number</u> ²	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
SURG 110	✓		New course.
SURG 115	✓		New course.
SURG 120	✓		New course.
SURG 126	✓		Archive course.
SURG 127	✓		Archive course.
SURG 128	✓		New course.
SURG 130	✓		Archive course.
SURG 136	✓		Archive course.
SURG 137	✓		Archive course.
SURG 138	✓		Archive course.
SURG 141	✓		Archive course.
SURG 145	✓		New course.
SURG 146	✓		Archive course.
SURG 148	✓		New course.
SURG 150	✓		New course.

² New course numbers updated after approval.

SURG 151	✓	Archive course.
SURG 152	✓	New course.
SURG 153	✓	New course.
SURG 160	✓	New course.
SURG 201	✓	New course.
SURG 205	✓	New course.
SURG 206	✓	Archive course.
SURG 207	✓	Archive course.
SURG 208	✓	New course.
SURG 211	✓	Archive course.
SURG 212	✓	New course.
SURG 215	✓	New course.
SURG 220	✓	New course.
SURG 225	✓	New course.
SURG 230	✓	New course.
SURG 235	✓	New course.
SURG 237	✓	New course.
SURG 240	✓	New course.
SURG 242	✓	New course.

Kezia Clark presented major revisions including the addition of an AAS-T that are in line with the program's accrediting body core curriculum and provides an option for students who wish to continue on in their studies (i.e. PA or Nursing degrees). By extending the program, first quarter attrition is expected to decrease. Overall credits will increase. Concern was raised about communicating the mid-year change in curriculum.

Target Start: Spring 2018 (2017-18 catalog will include current curriculum; an addendum will be issued prior to spring 2018.)

Archived courses documented for record.

Next Steps:

- Obtain new course numbers from Kristy Crosby.
- Update Scope and Sequence.
- Submit course outlines for consent agenda through IPA.
- Submit new AAS-T and revisions to SBCTC.

f) Continuing Education Workshop

Handouts: Proposal for Seminars or Workshops (1)

<u>Title</u>	<u>Comments</u>
Life Changing Esthetics: Working Safely with the Oncology Client	New workshop.

Petra Perkins presented a new Esthetics workshop.

Target Start: June 1, 2017

MOTION TO APPROVE: Tanya Sorenson

MOTION SECONDED: Michael Bowman

MOTION CARRIED.

Next Steps:

Route for signature.

g) Continuing Education CPTC Tech Open Lab and Workshops

Handouts: Description, Proposal for Seminars or Workshops (7).

<u>Title</u>	<u>Comments</u>
Microsoft Office for Productivity	New seminar.
Open Lab: Microsoft Windows Operating System (7,8,10)	New open lab.
Open Lab: Microsoft Access	New open lab.
Open Lab: Microsoft Excel	New open lab.
Open Lab: Microsoft Word	New open lab.
Open Lab: Technological Office	New open lab.
Open Lab: Microsoft Office Specialist (MOS) Certification Prep	New open lab.

Petra Perkins presented new (non-credit) workshops to be taught via combination delivery modes (i.e. online/hybrid/f2f) for those who want to improve technology skills, but need a flexible schedule. Students will be able to complete the curriculum online and be able to visit the new CPTC Tech Open Lab (T/Th drop-in lab hours) and make face-to-face appointments with an instructor on an “as needed” basis.

Target Start: TBD

MOTION TO APPROVE: Tanya Sorenson

MOTION SECONDED: Michael Bowman

MOTION CARRIED.

Next Steps:

Route for signature.

h)BAS-OPM

Handouts: Summary of Course Revision, Scope and Sequence.

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
BUS 310	✓		Adding online component.
ECON 310	✓		Adding online component.
ENG 310	✓		Adding online component.
MAT 311	✓		Adding online component.
MAT 413	✓		Adding online component.
OPM 312	✓		Adding online component.
OPM 313	✓		Adding online component.
OPM 314	✓		Adding online component.
OPM 315	✓		Adding online component.
OPM 411	✓		Adding online component.
OPM 412	✓		Adding online component.
OPM 491	✓		Adding online component.
OPM 492	✓		Adding online component.
OPM 493	✓		Adding online component.
OPM 498 ^{CAP}	✓		Adding online component.
OPM 499 ^{CAP}	✓		Adding online component.
PHIL 310 ^{DIV}	✓		Adding online component.
PSYC 311 ^{DIV}	✓		Adding online component.

Tanya Sorenson requested approval to have the flexibility to deliver BAS classes online in the future, if needed. The BAS-Operations Management program is not seeking to become an online program; however, some courses during some quarters may serve the students better by being online rather than hybrid, particularly as Bellingham Technical College and CPTC partner in the future to offer the program.

Target Start: Fall 2017

Revisions documented for record.

Next Steps:

Route for signature, if desired.

i) Automotive Technician/Ford MLR Degree

Handouts: Scope and Sequence.

Dave Brown presented a new option that provides a pathway via the Ford MLR certificate to an Automotive Technician degree. The new AAT is comprised of existing courses.

Target Start: Summer 2017

Next Steps:

- Post new program on consent agenda for approval.
- Submit new program to SBCTC.

6. Continuing Business

Construction Technology was added to the agenda under Continuing Business as item (a).

a) Construction Technology

Handouts: None.

Construction Technology course outlines were pulled from today's consent agenda for additional work before submitting for the 2017-18 catalog, according to Michelle Barre.

Next Steps:

- Resubmit title change and revisions under Continuing Business.

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

- Architectural Engineering Design (3/14/17) – route approved course outlines for signature (ARC 122, ARC 124, ARC 126, ARC 144, ARC 151, ARC 171, ARC 174, ARC 182, ARC 191, ARC 220, ARC 223, ARC 225, ARC 227, ARC 229, ARC 231, ARC 237, ARC 262, ARC 282, ARC 286, ARC 288, ARC 293).³
 - Automotive Technician/Ford MLR Degree (AAT) (3/14/17) – post new degree (S/S) to IPA for consent agenda.
 - BAS-OPM (3/14/17) – route approved course outlines for signature (opt) (OPM 312, OPM 313, OPM 314, OPM 315, OPM 411, OPM 412, OPM 491, OPM 492, OPM 493, OPM 498, OPM 499, BUS 310, ECON 310, ENG 310, MAT 311, MAT 413, PHIL 310, PSYC 311).
 - Computer Programming (3/14/17) – obtain new course numbers from Enrollment Data Specialist; submit course outlines to IPA for consent agenda (3 new courses, CPW 142, CPW 116, CPW 205, CPW 210, CPW 214 or new #, CPW 217, CPW 218, CPW 222 or new #, CPW 252).
 - Construction Technology (3/14/17) – course outlines pulled from consent agenda; resubmit when ready.
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- Continuing Education Forklift (7/12/16) – approved; route for signature (WRKFR 338).
- Electrician Low Voltage Fire/Security (11/8/16) –route for signature (CNTED 104, CNTED 111).
- Esthetic Sciences (3/14/17) –route approved course outlines for signature (ES 114, ES 118, ES 130, ES 132, ES 134, ES 137).
- Health Unit Coordinator (3/14/17) – route documented course outlines for signature (HUC 106, HUC 108, HUC 112, HUC 113, HUC 114, HUC 118, HUC 120, HUC 122, HUC 126, HUC 132).
- Heating & Air Conditioning (3/14/17) –route approved course outlines for signature (HAC 163, HAC 169, HAC 170, HAC 175, HAC 181, HAC 183, HAC 201, HAC 230, HAC 237, HAC 242, HAC 246, HAC 255, HAC 256).
- Hemodialysis (6/14/16) – route approved course outlines (HDT 108).
- Human Services (3/14/17) – route approved course outlines (HS 120, HS 125, HS 127, HS 215, HS 222, HSCD 150, HSCD 155, HSCD180, HSCD215, HSCD227, HSCD 229, HSCD 249, HSCD 251). Course outlines pulled from consent agenda; resubmit when ready (HS 152, HS 241, HS 245, HS 255).
- Medical Laboratory Technician (3/14/17) – submit course outlines to IPA for consent agenda (MLT 110, MLT 205, MLT 207, MLT 209, MLT 211, MLT 215, MLT 217, MLT 220, MLT 222, MLT 228, MLT 233, MLT 237, MLT 239).
- Pastry Arts (5/10/16) – post on consent agenda (BAKE 162).
- Surgical Technology (3/14/17) – obtain new course numbers from Enrollment Data Specialist; submit course outlines to IPA for consent agenda (8 new courses, SURG 146 or new #, SURG 151 or new #, SURG 211 or new #).
- Web Development (3/14/17) – submit new web-focused program on New Business, when ready.
- Welding (3/14/17) –route approved course outlines for signature (WLD 106, WLD 143).

8. Committee Reports

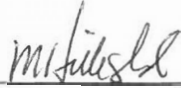
- a) Committee on Learning Assessment (COLA) – none.
- b) ELearning Council – none.

9. Good of the Order

- Dean Kelly requested that faculty use the new Scope and Sequence form going forward as it provides key information needed in working with students in the advising office.
- Cindy Mowry announced that the federal government has put a hold on the Gainful Employment deadline for the time being.
- Tanya Sorenson reminded all about the impending March 30 deadline for the 2017-18 catalog.

10. Next Meeting/Adjournment

The next meeting is scheduled for April 11 in Building 19, Room 124. Meeting adjourned at 3:07 p.m.



Michelle Hillesland, Committee Chair

April 11, 2017

Approval Date