



## Curriculum Committee Minutes

March 8, 2016 –2:00 p.m.

Building 19, Room 124

**Attendees:** Doug Ammons, Trisha Autry, Michelle Barre, Lisa Colombini-Hyke, Michelle Hillesland, Wendy Joseph, Dean Kelly, Claire Korschinowski, Kelley Meeusen, Cindy Mowry, Melissa Siedlicki, Tanya Sorenson, Don Souza, Carrie Van Beek, Mike Wheeler.

**Absent:** Michael Bowman, Lara Cooper, Cristeen Crouchet, Loren Davis, Mabel Edmonds, Jim Gordon, Myra Griffin, Terry Heath, Dr. Joyce Loveday, Jen Petersen (ASG).

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

**Guests:** Karina Calzada, Debbie Ewald, Irene Hauzinger (Human Services), Lucas Holm (Professional Pilot), Denise Klug (Cosmetology).

### 1. Call to Order

Committee Chairperson Michelle Hillesland called the meeting to order at 2:02 p.m. and requested to add College 102 to Continuing Business.

### 2. Safety Awareness

Dean Hillesland reviewed safety guidelines to follow in case of emergency.

### 3. Approval of Minutes

Minutes of the February 23, 2016 meeting were approved as written.

**MOTION TO APPROVE:** Kelley Meeusen

**MOTION SECONDED:** Dean Kelly

**MOTION CARRIED.**

### 4. Consent Agenda

The following course outlines require no discussion:

Automotive

AUT 149

AUT 157

AUT 204

AUT 255

Automotive Ford MLR

FAUT 120	FAUT149	FAUT179	FAUT 209
FAUT 144	FAUT 157	FAUT 185	FAUT 255
FAUT 147	FAUT 172	FAUT 204	

Environmental Science

ENV 154			
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Interior Design

DSN 245	DSN 266		
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Professional Pilot

AVP 190	AVP 195	AVP 218	AVP 271
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The following courses will be archived:

Automotive

AUT 156	AUT 203		
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Automotive Ford MLR

AUT 120	AUT 149	AUT 179	AUT 209
AUT 144	AUT 156	AUT 185	AUT 255
AUT 147	AUT 172	AUT 203	

Environmental Science

ENV 152	ENV 153		
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**MOTION TO APPROVE:** Tanya Sorenson moved to approve the consent agenda with the removal of Welding (held over to April).

**MOTION SECONDED:** Kelley Meeusen.

**MOTION CARRIED:** To approve consent agenda with the removal of Welding.

Route approved course outlines for signature and forward to the Student Learning Office.

Archived courses are documented for record.

5. New Business

a) Human Services Chemical Dependency

**Handouts:** Summary of Course Revisions, revised Scope & Sequence.

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
HSCD (new)	✓		Replaces HS 123
HSCD (new)	✓		Replaces HS 135
HSCD (new)	✓		Replaces HS 140 and HS 228
HSCD (new)	✓		Replaces HS 145
HSCD (new)	✓		Replaces HS 226
HSCD (new)	✓		New course
HSCD (new)	✓		New course
HSCD 155	✓		Change delivery method
HSCD 215	✓		Change delivery method
HSCD 249	✓		Change delivery method
HSCD 251	✓		Change delivery method
HS 123	✓		Delete course
HS 135	✓		Delete course
HS 140	✓		Delete course
HS 145	✓		Delete course
HS 226	✓		Delete course
HS 228	✓		Delete course

Irene Hauzinger introduced revisions to prepare to apply for NAADAC<sup>1</sup> accreditation within the next four years. She is revamping the Chemical Dependency certificate which will increase from 40 to 51 credits. An I-Best option will no longer be offered.

**Target Start:** Fall 2016 (2016-17 catalog)

**Next Steps:**

- Obtain new course #s from Support Specialist (Crosby).
- Post for review on consent agenda.
- Route for signature once approved.
- Forward to Student Learning (DeLaney); request SBCTC revision (if applicable).
- Forward revised S/S to Support Specialist (Cutler).
- Work with Advising/Counseling to revise education plan.

**b) Cosmetology**

**Handouts:** Summary of Course Revisions, revised Scope & Sequence.

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
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<sup>1</sup> National Association for Alcoholism and Drug Abuse Counselors

COSMO (new)	✓		Replaces COSMO 121
COSMO (new)	✓		Replaces COSMO 141
COSMO (new)	✓		Replaces COSMO 146
COSMO (new)	✓		Replaces COSMO 157
COSMO (new)	✓		Replaces COSMO 161
COSMO (new)	✓		Replaces COSMO 162
COSMO (new)	✓		Replaces COSMO 171
COSMO (new)	✓		Replaces COSMO 175
COSMO (new)	✓		Replaces COSMO 180
COSMO (new)	✓		Replaces COSMO 225
COSMO (new)	✓		Replaces COSMO 228
COSMO (new)	✓		Replaces COSMO 230
COSMO (new)	✓		Replaces COSMO 235
COSMO (new)	✓		Replaces COSMO 243
COSMO (new)	✓		New course
COSMO 121	✓		Delete course
COSMO 141	✓		Delete course
COSMO 146	✓		Delete course
COSMO 157	✓		Delete course
COSMO 161	✓		Delete course
COSMO 162	✓		Delete course
COSMO 171	✓		Delete course
COSMO 175	✓		Delete course
COSMO 180	✓		Delete course
COSMO 225	✓		Delete course
COSMO 228	✓		Delete course
COSMO 230	✓		Delete course
COSMO 235	✓		Delete course
COSMO 243	✓		Delete course
COSMO 249	✓		Delete course

Denise Klug presented revisions prompted by changes to the Department of Licensing requirements (WAC). Among the changes, nail/skin care will be removed from the program, thus increasing hair elements by 200 hours for a Hair Designer's license. Students will still be able to take nail/skin care training through an add-on certificate that can be completed at any point in training. Students will be able to complete up to 25 percent of the program (didactic) online, if desired. These revisions will allow the program to pick up an additional 7 to 10 transfer students per year.

Wendy Joseph cautioned against students running out of financial aid if enrolled on the Designer's track and then adding on nail/skin later. Denise will make sure that students are well aware of at orientation. Counselor Carrie Van Beek recommends the use of two separate education plans.

**Target Start:** Summer 2016 (2016-17 catalog)

**Next Steps:**

- Obtain new course #s from Support Specialist (Crosby).
- Post for review on consent agenda.
- Route for signature once approved.
- Forward to Student Learning (DeLaney); request SBCTC revision (if applicable).
- Forward revised S/S to Support Specialist (Cutler).
- Work with Advising/Counseling to revise education plan.

**6. Continuing Business**

**a. College 102**

Dean Hillesland reminded deans and others present that all programs (excluding short-term and one-quarter certificates) will need to add COLL 102 to their curriculum for the 2016-17 catalog. They should bring revisions to Curriculum Committee as soon as possible.

**7. Action Items** – Complete “Next Steps” for the following found in minutes (parenthesized):

- Place College 102 on April agenda.
- Place Esthetics 450 certificate on April Agenda.
- Accounting (2/23/16)
- Automotive Program Courses (2/9/16)
- Automotive Ford Maintenance & Light Repair (2/9/16)
- Computer Networking & Information Systems Security (CNISS) (2/9/16)
- Cosmetology (3/8/16)
- Esthetic Sciences (1/12/16)
- Health Unit Coordinator (2/23/16)
- Human Services Chemical Dependency (3/8/16)
- Medical Assistant (1/12/16)
- Professional Pilot (2/23/16)
- Refrigeration Specialist Certificate (10/13/15)
- Welding (2/23/16)

**8. Committee Reports**

**a. Committee on Learning Assessment (COLA)**

- Kelley Meeusen reported that it is necessary to extend the deadline for the SALE<sup>2</sup> until the end of the quarter.
- He will be attending the Canvas Conference March 24-15.

**b. eLearning Council**

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<sup>2</sup> Student Assessment of Learning Experience

**10. Good of the Order**

- The committee agreed by consensus that courses going from online to hybrid do not need to go through committee. Those courses going from F2F to online/hybrid will still require a vote and go before committee.
- Michelle reminded members that catalog pages are due this Thursday (3/10).

**11. Next Meeting/Adjournment**

The next meeting is scheduled for April 12, 2016 at 2:00 p.m. in Building 19, Room 124.  
The meeting was adjourned at 3:00 p.m.



Michelle Hillesland, Committee Chair



Approval Date