



Curriculum Committee Minutes
November 10, 2015 – 2:00 p.m.
Building 19, Room 124

Attendees: Trisha Autry, Michelle Barre, Michael Bowman, Lisa Colombini-Hyke, Lara Cooper, Jim Gordon, Wendy Joseph, Dean Kelly, Claire Korschinowski, Cindy Mowry, Melissa Siedlicki, Don Souza, Mike Wheeler.

Absent: Doug Ammons, Christine Campbell, Cristeen Crouchet, Loren Davis, Mabel Edmonds, Myra Griffin, Terry Heath, Michelle Hillesland, Dr. Joyce Loveday, Kathi Medcalf, Kelley Meeusen, Carrie Muir, Laura Ott, Nathan Pickens (ASG), Tanya Sorenson, Carrie Van Beek.

Non-Voting: Kristy Crosby, LiLi Cutler, Chris DeLaney, Vicki Harter.

Guests: Karina Calzada, Christine Campbell (for Cristeen Crouchet), Fiona Johnson, Feng Yang.

1. Call to Order

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

2. Safety Awareness

Ms. Hillesland reviewed safety instructions to follow in case of emergency.

3. Approval of Minutes

Minutes of the October 13, 2015 meeting were approved as written.

MOTION TO APPROVE: Dean Kelly

SECONDED: Don Souza

MOTION CARRIED.

4. Consent Agenda – none.

5. New Business – Tentative New/Revised Course(s)

Minor Revisions for Discussion

a) BASMO

Handouts: None.

In Tanya Sorenson's absence, Karina Calzada introduced updates to course outlines to update lecture and add lab component stating that there will be no change to credits.

BASMO 491 BASMO 492 BASMO 493

Target Start: TBD

Next Steps: More clarification is needed; will bring back with Summary of Course Revisions on Continuing Business.

b) PHYS& 114

Handouts: None.

Course outline brought to committee to update old form from 2012 to include web/online components. Michelle will inform Tanya Sorenson to work with Kelley Meeusen to update the course outline.

PHYS& 114

Target Start: Winter 2016

Next Steps: Since a new course outline is being created, submit on consent agenda and post for review.

Major Revisions/New Courses for Discussion

a) Financial Aid Processing of Hemodialysis Course

Handouts: None.

PHLEB 114 PHLEB XXX¹

Wendy Joseph proposed an alternative course number be created for PHLEB 114 to help Financial Aid staff determine whether students are enrolled in the self-support or program course. This will help to alleviate the arduous manual process that is needed to determine which students belong in which course.

Discussion ensued regarding how to best accomplish this. It was determined that it would be best to create two separate courses – one for the Continuing Education course and one for the program course that would have pre-requisites tied to it and possibly link courses. Students taking the self-support course would be less likely to inadvertently sign up for the wrong course. Michelle will inform program instructor Ken Markovitz about the action needed.

Next Steps: Determine if second course outline for PHLEB 114 will be for the self-support or program course and obtain new course number from Kristy Crosby. Post on consent agenda. (If the new course number is for the program course, update the Scope and Sequence

and Education Plan.) Relevant revisions will be reflected in a catalog addendum or in the 2016-17 catalog.

6. Continuing Business

Minor Revisions for Discussion – none.

Major Revisions/New Courses for Discussion

a) Mechatronics

Handouts: Summary of Course Revisions, Scope & Sequence draft, and program description.

Feng Yang introduced revisions that will reduce the program from seven to six quarters and re-sequence courses. He is also proposing adding AAT degree and certificate options for students who desire earlier exit points in order to expedite entrance into the industry.

MEC 115	MEC 116	MEC 120	MEC 121
MEC 125	MEC 130	MEC 135	MEC 140
MEC 150	MEC 160	MEC 170	MEC 290

Following discussion, Michelle polled members for consensus to move forward with next steps for restructuring of the program and new options.

Target Start: Summer 2016. (Alternate new AAT degree fall and spring quarters and new certificate winter and spring quarters.)

Next Steps: Work with LiLi Cutler to finalize Scope & Sequence and with Michelle Barre to revise Education Plan for AAS-T. Prepare new degree and certificate Program Approval Requests and catalog pages for submission to the State Board for approval; forward to Chris DeLaney.

7. Action Items

- BASMO – submit under Continuing Business at December meeting.
- PHYS& 114 – submit course outline on consent agenda and post for review.
- PHLEB 114¹ – create second course (self-support vs. program), submit for consent agenda and post for review.
- Mechatronics – finalize Scope & Sequence and Education Plan for AAS-T. Prepare Program Approval Requests and catalog pages new degree and certificate for submission to the State Board for approval.
- Early Care & Education – post for review and obtain final signature.

¹ New course number selected for Continuing Education course is PHLEB 120.

8. Committee Reports

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

In Kelley Meeusen's absence, Michelle announced that efforts are being made to get more faculty involved with TaskStream.

b) **eLearning Council** – none.

9. Good of the Order

- Michelle announced that the pilot for Class Climate (the new course assessment system) will occur later this quarter.

10. Next Meeting/Adjournment

The next meeting is scheduled for December 8, 2015 at 2:00 p.m. in Building 19, Room 124. The meeting was adjourned at 2:45 p.m.



Michelle Hillesland, Committee Chair



Approval Date