



## **Curriculum Committee Minutes**

**November 8, 2016 – 2:00 p.m.**

**Building 19, Room 124**

**Attendees:** Doug Ammons, Trisha Autry, Michelle Barre, Michael Bowman, Lisa Colombini-Hyke, Lara Cooper, Jim Gordon, Terry Heath, Wendy Joseph, Denise Klug, Patricia Lange, Derek McFarland (ASG), Kelley Meeusen, Cindy Mowry, Melissa Siedlicki, Tanya Sorenson, Don Souza, Mike Wheeler.

**Absent:** Cristeen Crouchet, Myra Griffin, Michelle Hillesland, Dean Kelly, Claire Korschinowski, Carrie Van Beek.

**Non-Voting:** LiLi Cutler, Chris DeLaney

**Guests:** Katrina Calzada (IPA), Debbie Ewald, Andy Fritz, Kandy Hernandez, Sally Lockhart (ECE), LaRita Montgomery-Mandley (Department Chair), Mel Oyler, Joylene Perez, Petra Perkins, Hilda Santacruz, Dawn Schuler, Roxanne Sou (IPA).

### **1. Call to Order**

Dean Tanya Sorenson called the meeting to order at 2:01 p.m.

### **2. Safety Awareness**

Tanya reviewed safety guidelines to follow in case of emergency.

### **3. Approval of Minutes**

Minutes of the October 11, 2016 meeting were approved as written.

**MOTION TO APPROVE:** Kelley Meeusen

**MOTION SECONDED:** LaRita Montgomery-Mandley

**MOTION CARRIED.**

### **4. Consent Agenda**

The following course outlines were approved without discussion:

- a) Electrician Low Voltage Fire/Security (CEU)

CNTED 104	CNTED 111		
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- b) General Education

MAT 413			
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**MOTION TO APPROVE:** Don Souza

**MOTION SECONDED:** Kelley Meeusen

**MOTION CARRIED.**

## 5. New Business

### a) Environmental Sciences

**Handouts:** Summary of Course Revisions, Scope and Sequence

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
ENV 251	✓		Changing to hybrid from f2f.

Andy Fritz is revising the above course to hybrid.

**Target Start:** Summer 2017

Documented for record.

### b) Nursing Assistant

**Handouts:** Summary of Course Revisions, Scope and Sequence

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
NAC 101	✓		Archive course
New	✓		New course (replaces NAC 101)
NAC 102	✓		Archive course
New	✓		New course (replaces NAC 102)
NAC 107	✓		Archive course
New	✓		New course (replaces NAC 107)

Kandy Hernandez introduced a 9-credit one quarter certificate that will be offered as I-Best.

**Target Start:** Spring 2017

Pat Lange would like to offer the first start in spring 2017. Cindy Mowry said it will have to start with the new catalog with the first start date would be fall 2017.

**Next Steps:**

- Obtain course numbers from Kristy Crosby.
- Post on consent agenda.

**c) Early Care & Education**

**Handouts:** Summary of Course Revisions, Scope and Sequence

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
ECED& 120	✓		New elective
ECED& 134	✓		New elective
ECED& 136	✓		New elective

Lisa Colombini-Hyke introduced new common course electives creating by the Department of Early Learning that meet new state mandates. Some other electives will be dropped from the program. There is an overall increase of 3 credits to the AAT and AAS-T.

**Target Start:** Immediate

**Next Steps:**

- Post on consent agenda.

**d) Health Unit Coordinator**

**Handouts:** Summary of Course Revisions

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
HUC 106	✓		Changing delivery to hybrid
HUC 112	✓		Changing delivery to hybrid
HUC 113	✓		Changing delivery to hybrid
HUC 114	✓		Changing delivery to hybrid
HUC 118	✓		Changing delivery to hybrid
HUC 120	✓		Changing delivery to hybrid
HUC 122	✓		Changing delivery to hybrid
HUC 126	✓		Changing delivery to hybrid

Joylene Perez introduced a revision to change the delivery method of courses to hybrid.

**Target Start:** Spring 2017

Documented for record.

**e) Continuing Education Workshop Proposal**

**Handouts:** Workshop Proposal

<u>Proposals</u>	<u>Hours</u>
Workforce Bootcamp	81

DeWayne Grimes and Michelle Barre introduced an academic-readiness boot camp focused on enhancing students' math, critical thinking, and soft/professional skills. The boot camp will assist students who are preparing to take the Apprenti competency assessment as well as students who are in need of a brush up in these areas for college programs or applications to other apprenticeship programs.

**Target Start:** Winter 2017

A motion was made to approve the Workforce Bootcamp Workshop.

**MOTION TO APPROVE:** Cindy Mowry

**MOTION SECONDED:** Lisa Colombini-Hyke

**MOTION CARRIED.**

**Next Steps:**

- Route to VPI for signature.

**6. Continuing Business**

**a) Medical Assistant**

Tabled at October and November meetings; instructor not present. No further action.

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

- Continuing Education Forklift (7/12/16) – approved; route for signature (WRKFR 339).
- Cosmetology (10/11/16) – submit new first page for course outlines showing hybrid delivery method.
- Early Care & Education (11/8/16) – post new common course electives on consent agenda (ECED& 120, ECED& 134, ECED 136).
- Electrician Low Voltage Fire/Security (11/8/16) –route for signature (CNTED 104, CNTED 111).

- Esthetic Sciences (2/9/16) – approved; route course outlines (ES 145).
- Esthetic Sciences (10/11/16) – submit new first page for course outlines showing hybrid delivery method.
- General Education (BAS-OPM) (11/8/16) – route MAT 413 for signature.
- Health Unit Coordinator (11/8/16) - submit new first page for course outlines showing hybrid delivery method (HUC 106, HUC 112, HUC 113, HUC 114, HUC 118, HUC 120, HUC 122, HUC 126).
- Hemodialysis (6/14/16) – route approved course outlines (HDT 106, HDT 108).
- Human Services (10/11/16) – obtain new course #s; post on consent agenda.
- Nursing Assistant (11/8/16) – obtain new NAC course #s; post on consent agenda.
- Pastry Arts (5/10/16) – post on consent agenda (BAKE 162).
- Workshops (CEU): Cosmetology (3) (10/11/16) – route for signature.
- Workshops (CEU): (3) (7/12/16) – route for signature.
- Workshops (CEU): (9) (8/9/16) – route for signature.
- Workshop (CEU): Upholstery (1) (10/11/16) – route for signature.
- Workshop (CEU): Workforce Bootcamp (1) (11/8/16) – route for signature.

**8. Committee Reports**

a) Committee on Learning Assessment (COLA)

Kelley Meeusen reported that he met with Tanya Sorenson to discuss program assessments.

b) eLearning Council


- Kelley Meeusen reported that Cindy Overton is required to change the Canvas password from 6 to 8 characters. The new password will only affect new student access.
- The Canvas Conference is scheduled for March 30-31, 2017.
- The SBCTC will not be renewing the contract for Blackboard given its declining use.
- The College will need to address cross-listing courses in Canvas as it presents FERPA/Title IX concerns (i.e. privacy).

**9. Good of the Order**

- Tanya Sorenson announced that program and course outlines are due soon.

**10. Next Meeting/Adjournment**

The meeting was adjourned at 2:38 p.m. The next meeting is scheduled for Tuesday, December 13, 2016 at 2:00 p.m. in Building 19, Room 124.

  
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 Michelle Hillesland, Committee Chair

December 13, 2016  
 Approval Date