



Curriculum Committee Minutes

October 11, 2016 – 2:00 p.m.

Building 19, Room 124

Attendees: Doug Ammons, Trisha Autry, Michelle Barre, Michael Bowman, Lara Cooper, Jim Gordon, Michelle Hillesland, Wendy Joseph, Denise Klug, Derek McFarland (ASG), Kelley Meeusen, Cindy Mowry, Melissa Siedlicki, Tanya Sorenson, Carrie Van Beek, Mike Wheeler.

Absent: Lisa Colombini-Hyke, Cristeen Crouchet, Myra Griffin, Terry Heath, Dean Kelly, Claire Korschinowski, Patricia Lange, Don Souza.

Non-Voting: LiLi Cutler, Chris DeLaney

Guests: Kristen Bate (Advising), Georgia Elgar (IPA), Irene Hauzinger (Human Svs), Taylor McGovern (Advising), LaRita Montgomery-Mandley (Department Chair), Annemarie Solbrack (Advising), Jennifer Whipple (Esthetics).

1. Call to Order

Committee Chairperson Michelle Hillesland called the meeting to order at 2:01 p.m.

2. Safety Awareness

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

3. Approval of Minutes

Minutes of the August 9, 2016 meeting were approved as written.

MOTION TO APPROVE: Kelley Meeusen

MOTION SECONDED: Melissa Siedlicki

MOTION CARRIED.

4. Consent Agenda – none.

5. New Business

a) Continuing Education Cosmetology

Handouts: Workshop Proposal Forms

<u>Proposals</u>	<u>Hours</u>
Curly Hair Basics (Cosmetology)	6 hours
Advanced Clipper & Barbering Techniques (Cosmetology)	6 hours
Caring for Relaxed Hair (Cosmetology)	6 hours

Denise Klug introduced new Cosmetology workshops to be offered through Continuing Education. The target market is those in the industry or current students wanting to expand their training. The workshops will be offered as evening classes with five seats being held for top program students at no charge. A survey received almost 40 responses within 15 minutes indicating interest in the workshops. The workshops will bring in revenue in the evenings with minimal wear and tear on facilities. Costs are currently being figured. Completers will receive a CE certificate. Wendy Joseph said that the workshops will not be covered by traditional financial aid.

Target Start: Fall 2016 (November and December)

Documented for record.

Next Steps:

Route for signature.

b) Continuing Education Upholstery

Handouts: Workshop Proposal Forms

<u>Proposals</u>	<u>Hours</u>
Creating a New Generation for the Upholstery Industry (Automotive, Marine, Interior Design, Furniture-Making)	9 hours

Michael Bowman introduced an upholstery workshop to be offered through Continuing Education. Upholsterers are becoming harder and harder to find as craftsmen retire from the trade leaving the gap between supply and demand. Costs are skyrocketing for upholstery services; however, there are currently no schools, apprenticeships, or programs offering upholstery except a class at McNeil Island. The workshop would help gauge interest for those seeking a career (not a hobby) and could possibly lead to more courses or a full program in the future. Michael has been in discussions with Bates Technical College who has the necessary equipment to run the workshop. Former CPTC instructor Jerry Glasgow has

agreed to teach the workshop that will be capped at 20. If interest is good, offerings could be expanded to three more 9-hour workshops.

Target Start: TBD

Documented for record.

Next Steps:

- Route for signature.

c) BAS-OPM

Handouts: Summary of Course Revisions, Scope and Sequence

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
MAT 413	✓		New course (replaces OPM 413) to meet Gen. Ed. requirement.
OPM 413	✓		Archive course.

Introduction of newly titled math course to replace OPM 413.

Target Start: Summer 2017

Archive of OPM 413 documented for record.

Next Steps:

- Post MAT 413 on consent agenda.

d) Cosmetology

Handouts: Summary of Course Revisions, Scope and Sequence

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
COSMO 112	✓		Adding hybrid delivery method
COSMO 116	✓		Adding hybrid delivery method
COSMO 123	✓		Adding hybrid delivery method
COSMO 136	✓		Adding hybrid delivery method
COSMO 142	✓		Adding hybrid delivery method
COSMO 146	✓		Adding hybrid delivery method
COSMO 158	✓		Adding hybrid delivery method
COSMO 175	✓		Adding hybrid delivery method
COSMO 181	✓		Adding hybrid delivery method

COSMO 182	✓		Adding hybrid delivery method
COSMO 188	✓		Adding hybrid delivery method
COSMO 226	✓		Adding hybrid delivery method
COSMO 229	✓		Adding hybrid delivery method
COSMO 236	✓		Adding hybrid delivery method
COSMO 244	✓		Adding hybrid delivery method

Denise Klug introduced a revision that will change the delivery method for Cosmetology courses from web-enhanced to hybrid to meet state Department of Licensing requirements.

Target Start: Winter 2017

The revision adding a hybrid delivery method is documented for record.

Next Steps:

- Submit new first page showing hybrid delivery method.

e) Human Services

Handouts: Summary of Course Revisions, Scope and Sequence

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
HS 151	✓		Archive course (5 crs.)
New	✓		New course (3 crs.) (replaces HS 151)
HS 220	✓		Archive course
New	✓		New course (replaces HS 220); title change
HS 227	✓		Archive course (5 crs.)
New	✓		New course (3 crs.) (replaces HS 227)
HS 228	✓		Archive course (3 crs.)
New	✓		New course (5 crs.) (replaces HS 228)
HS 230	✓		Scope/Sequence revision
HS 244	✓		Archive course (5 crs.)
New	✓		New course (3 crs.) (replaces HS 244)
HS 258	✓		Archive course (5 crs.)
New	✓		New course (3 crs.) (replaces HS 258)
New	✓		New course: Professional Soft Skills
New	✓		New course: Human Development

Irene Hauzinger introduced revisions intended to address the high attrition and non-completers in her program. She finds that the bulk of behavior problems stem from those who have not completed general education courses early in the program. For this reason, the program is being restructured with general education in the first quarter with Psychology

coming first. This will better prepare students for program courses in the second quarter. Irene is also replacing theory with applied skills in the fifth quarter. Internships will be reduced from 150 to 125 hours. Michelle Hillesland advised Irene that some of the courses will need new course numbers and to add electives to the Scope and Sequence.

Target Start: Fall 2017 (new catalog)

Archive of deleted courses documented for record.

Next Steps:

- Obtain new course numbers from Kristy Crosby.
- Submit for consent agenda.

f) Medical Assistant

Instructor not present. Revisions tabled for future meeting.

Next Steps:

- Place Medical Assistant back on agenda for later meeting.

6. Continuing Business

a) Esthetic Sciences

Handouts: Summary of Course Revisions, Scope and Sequence

Quarter 2

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
ES 125	✓		Adding hybrid component.
ES 128 ¹	✓		Adding hybrid component.
ES 130	✓		Adding hybrid component.
ES 132	✓		Adding hybrid component.
ES 134	✓		Adding hybrid component.
ES 137	✓		Adding hybrid component.

Quarter 3

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
ES 136	✓		Adding hybrid component.
ES 140	✓		Adding hybrid component.

¹ Submitted course "Temporary Hair Removal" as ES 126; actual number is ES 128.

ES 145	✓		Adding hybrid component.
ES 154	✓		Adding hybrid component.
ES 159	✓		Adding hybrid component.

Quarter 4

<u>Course Number</u>	<u>Major</u>	<u>Minor</u>	<u>Comments</u>
ES 141	✓		Adding hybrid component.
ES 149	✓		Adding hybrid component.
ES 150	✓		Adding hybrid component.
ES 153	✓		Adding hybrid component.
ES 157	✓		Adding hybrid component.
ES 158	✓		Adding hybrid component.

Jennifer Whipple introduced revisions adding a hybrid component to courses in the second, third, and fourth quarters of the program to meet state Department of Licensing requirements.

Target Start: Winter 2017

The revision adding a hybrid delivery method is documented for record.

Next Steps:

- Submit new first page showing hybrid delivery method.

b) Electrician Low Voltage Fire/Security (CEU)

Handouts: Summary of Course Revisions

CNTED 104	CNTED 111		
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These courses were tabled at the August meeting for more discussion. Jim Gordon reviewed the two .8 credit courses that will be offered on Saturdays.

Target Start: Winter 2017

Next Steps:

- Post on consent agenda for approval.

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

- Cosmetology Workshops (CEU) (3) (10/11/16) – route for signature.
- Upholstery Workshop (CEU) (1) (10/11/16) – route for signature.
- BAS-OPM (10/11/16) – post MAT 413 on consent agenda.
- Cosmetology (10/11/16) – submit new first page for course outlines showing hybrid delivery method.

- Esthetic Sciences (10/11/16) – submit new first page for course outlines showing hybrid delivery method.
- Human Services (10/11/16) – obtain new course #s; post on consent agenda.
- Central Service/Sterile Processing (6/14/16) – course outline was returned to division office for missing signatures; route completed signed course outline to Instruction Office (MMN 132).
- CE ANEW (8/23/16) – route course outline for signature and forward to the Instruction Office (ANEW 121).
- CE Forklift (7/12/16) – approved; route for signature (WRKFR 339).
- CE Workshops (3) (7/12/16) – route documents (approved proposals) for signature.
- CE Workshops (9) (8/9/16) – route documents (approved proposals) for signature.
- Electrician Low Voltage Fire/Security (CEU) (11/8/16) – on today’s consent agenda; route for approval once approved.
- Esthetic Sciences (2/9/16) – approved; route course outlines (ES 145).
- Hemodialysis (6/14/16) – route approved course outlines (HDT 106, 108).
- HVAC Refrigeration Specialist (8/9/16) – Certificate was submitted and approved by the SBCTC. Submit to DOE for gainful employment.
- Master Esthetician (Advanced) (8/9/16) – Certificate was submitted and approved by the SBCTC. Submit to DOE for gainful employment.
- Pastry Arts (5/10/16) – post on consent agenda (BAKE 162).

8. Committee Reports

- a) Committee on Learning Assessment (COLA)
Kelley Meeusen reported that COLA will hold its first meeting of the year this Thursday, October 14, and is looking for new members. Faculty should contact Tanya Sorenson or Kelley. COLA will be focusing on accreditation this year.
- b) eLearning Council – no report.

9. Good of the Order

- LiLi Cutler reminded members that the 2017-18 catalog will be coming out next month.

10. Next Meeting/Adjournment

The meeting was adjourned at 2:55 p.m. The next meeting is scheduled for Tuesday, November 8, 2016.



Michelle Hillesland, Committee Chair

November 8, 2016
Approval Date