



Curriculum Committee Minutes

October 13, 2015 – 2:00 p.m.

Building 21, Room 108

Attendees: Doug Ammons, Trisha Autry, Michelle Barre, Christine Campbell, Lisa Colombini-Hyke, Cristeen Crouchet, Myra Griffin, Michelle Hillesland, Dean Kelly, Kelley Meeusen, Cindy Mowry, Carrie Muir, Tanya Sorenson, Don Souza, Carrie Van Beek.

Absent: Michael Bowman, Lara Cooper, Loren Davis, Mabel Edmonds, Jim Gordon, Terry Heath, Wendy Joseph, Claire Korschinoski, Dr. Joyce Loveday, Kathi Medcalf, Laura Ott, Nathan Pickens (ASG), Sara Rabin, Melissa Siedlicki, Mike Wheeler.

Non-Voting: Hilda Santacruz.

Guests: Karina Calzada, Bryan Powell.

1. Call to Order

Committee Chair Michelle Hillesland called the meeting to order at 1:57 p.m.

2. Safety Awareness

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

3. Approval of Minutes

Minutes of the August 11, 2015 meeting were approved as written.

MOTION TO APPROVE: Carrie Muir

SECONDED: Dean Kelly

MOTION CARRIED.

4. Consent Agenda

None.

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

Minor Revisions for Discussion

a) Mechatronics

Handouts: Summary of Course Revisions, Scope & Sequence.

Bryan Powell introduced a minor revision to re-sequence program courses. The program is being reduced to six quarters (from seven) and the order of classes on the Scope and Sequence is being revised. There will be no change to program or course credits. The revised sequence will not affect Cohorts 1 and 2, but may affect some in Cohort 3.

Bryan requested a vote so that it could go into effect prior to the November 1 beginning of winter registration.

Qtr 2	Qtr 3	Qtr 4	Qtr 5	Qtr 6
MEC 115	MEC 116	MEC 125	MEC170	MEC 290
MEC 135	MEC 120	MEC 130	MEC 121	
MEC 140	MEC 160	MEC 150		

MOTION TO APPROVE: Kelley Meeusen

SECONDED: Carrie Muir

MOTION CARRIED.

Target Start: Winter 2016

Next Steps: Forward revised Scope & Sequence to Lili, update Education Plan, and inform students.

Major Revisions/New Courses for Discussion

a) Early Care & Education

Handouts: Summary of Course Revisions, Scope & Sequence, Course Outline.

ECE 219

Lisa Colombini-Hyke introduced a new 3-credit course that will be added to the list of optional courses for Practicum 4. The course was specifically created as an onsite course for training child care providers working at CPTC affiliated centers at Joint Base Lewis-McChord (JBLM) and is necessary for recertification. The optional course will not affect the state inventory.

Target Start: Winter 2016

Next Steps: Post course outline on consent agenda; update Scope & Sequence and Education Plan. 2015-16 catalog addendum or 2016-17 catalog.

6. Continuing Business

New Short-Term Certificate

a) Refrigeration Specialist Certificate

Handouts: Summary of Course Revisions, Scope & Sequence.

Christine Campbell introduced a new short-term certificate developed in response to the new Veterans' initiative. The certificate is made up entirely of existing HVAC courses and is designed to fill a need in the industry for Refrigeration Specialists. Classes will be funded through Worker Retraining and offered through Continuing Education; students will be able to enroll by instructor permission only.

HAC 102	HAC 105	HAC 120	HAC 162
HAC 164	HAC 237	HAC 242	HAC 246
HAC 255	HAC 230		

Target Start: Winter 2016

Next Steps: Post new certificate for consent agenda approval. Add to SBCTC inventory. 2015-16 catalog addendum or 2016-17 catalog.

b) Action Items

- Mechatronics – update S&S and Education Plan.
- Early Care & Education – post ECE 219 on consent agenda for approval. Update S&S, Education Plan, and catalog.
- Refrigeration Specialist Certificate – post certificate on consent agenda for approval. Submit S&S, update Education Plan and catalog.
- Refer to separate list for course outlines that need to be routed for signature.

7. Committee Reports

a) Committee on Learning Assessment (COLA) – Kelley Meeusen (handout)

Kelley Meeusen reported that there has been a lot of activity on COLA lately.

- COLA will be meeting later this quarter.
- TaskStream: the Good, the Bad & the Ugly
 - The Good: CPTC administrative, divisional and departmental staff are using TaskStream to document their strategic planning activities. All users were trained during summer quarter and are already rolling reports out of the system.
 - The Bad: Only 7.69% of instructional programs have started their 2015-2016 Assessment Plans.
 - The Ugly: Only 7.69% of instructional programs have entered their findings and closed the loop on their 2014-2015 Assessment Plans.
- Reports on Program Assessment activities have been distributed to the Vice President for Student Learning and deans last week. COLA team members are available to assist faculty in getting caught up with this important work.
 - Scheduled work-sessions will be announced soon.
 - Faculty can contact Kelley Meeusen at any time for one-on-one assistance.

b) **ELearning Council** (handout)

- All In: We have 928 courses in Canvas for Fall Quarter, but most of this increase is due to the fact that all CPTC courses are now integrated into Canvas. This was done to support the online delivery of course evaluations. We do have a short training course developed for faculty who just wish to add their syllabus to the Canvas shells, and be able to guide their students to the course evaluation when it's released.
- New Canvas UI: eLearning turned on the new Canvas User Interface for Fall Quarter, and it was pretty much a non-event.
- Class Climate: The college recently purchased a product to deliver our standard Student Assessment of Learning Experience (S.A.L.E., our course evaluation tool) online through Canvas. eLearning, IT, and the members of our Class Climate team have been struggling to learn this software in time to deliver end-of-Fall Quarter course evaluations. A demonstration of this new tool is planned for Faculty Inservice Day.
- Non-traditional Uses of Canvas: eLearning assisted Tawny Dotson in creating a Canvas course to continue our best practices discussions from Opening Day. eLearning is also assisting Cindy Mowry in the development of a FERPA training course for faculty and Staff.

8. **Good of the Order** – none.

9. **Next Meeting/Adjournment**

The next meeting is scheduled for November 10, 2015 at 2:00 p.m. The meeting was adjourned at 2:51 p.m.



Michelle Hillesland, Committee Chair



Approval Date