



Curriculum Committee Minutes

February 10, 2015 – 2:00 p.m.

Building 21, Room 108

Attendees: Dr. Steve Addison, Doug Ammons, Trisha Autry, Michelle Barre, Michael Bowman, Christine Campbell, Lara Cooper, Bill Coyner, Myra Griffin, Wendy Joseph, Dean Kelly, Claire Korschinowski, Kelley Meeusen, Kathi Medcalf, Cindy Mowry, Carrie Muir, Don Souza, Carrie Van Beek, Mike Wheeler

Non-Voting: Lili Cutler, Hilda Santacruz

Absent: Lisa Colombini-Hyke, Kristy Crosby, Loren Davis, Mabel Edmonds, Jim Gordon, Michelle Hillesland, Dr. Joyce Loveday, Daniel Hughes, Teresa Greene, Heather Stevens, Laura Ott

Guests: Wayne Bridges, Chris Felch, Shawn Geary

Call to Order

Meeting called to order by Committee Chair, Claire Korshinowski at 2:02 p.m.

1. Safety Awareness Check

Claire reminded the Committee about safety measures to follow in case of an emergency.

2. Approval of Minutes

The minutes of the January 26, 2015 were reviewed.

MOTION TO APPROVE: Dean Kelley

SECONDED: Dr. Steve Addison

MOTION CARRIED.

3. Consent Agenda-Course Outlines Approved based on Learning Objectives be listed for DAS 223.

- Dental Assistant- DAS 116, 223

MOTION TO APPROVE: Carrie Van Beek

SECOND: Michael Bowman

MOTION CARRIED.

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

Minor Revisions for Discussion

NONE

Tentative New/Revised Courses

a) Digital Entertainment Design

Handouts: Digital Entertainment Design and Production

Chris Felch described Digital Entertainment Design and Production as a multidisciplinary subject combining elements of art, computer science, and communications. The degree provides students with fundamental skills that apply to careers in the film, Game Design and Digital Illustration fields and can go towards creating videos, commercials, ads and games.

Cindy Mowry stated part of the requirements for the AAS-T degree is to have 20 transferable credits. She recommended adding an ampersand course instead of the MAT 104, Chris admitted it was a typo and would be open to MAT 107 if it was transferable.

ECON 101 was listed as a humanities and it is a social science.

For both the AAT and AAS-T students take the same courses for the first 4 quarters and then have the liberty of deciding which degree they prefer.

Next Steps: Communicate with Advising/Counseling on Ed Plan, Send Scope & Sequence to ISS, submit Catalog page (Lili will send template), needs to be approved by the government for financial aid(two month process), classes are hybrid(contact ELearning) and submit Course Outlines for Consent Agenda.

Target Start Date: Fall 2015

b) Automotive Core Curriculum

Handouts: Summary of Course Revision (3 for Automotive Tech and 1 for Automotive Collision Technician), Automotive Collision Technician Scope and Sequence and Automotive Technician Scope and Sequence

Wayne Bridges presented first at the November 3, 2014 Curriculum Committee Meeting a basics program that would benefit all the other Auto Tech programs. Put together quarter long, stand-alone certificate that will be a prerequisite for going through any auto program. This will allow students to see if the automotive field is something they would like to go into.

Change will not affect current students in Auto Tech and Auto Collision programs.

ACT 140 will be deleted from the Auto Collision Technician Program replacing it will be ACT 141 Aluminum Repair.

For the Automotive Technician program AUT 120 will be deleted, AUT 149 and 156 will be revised and new courses added will be:

- Introduction to Automotive trades
- Introduction to Automotive Electrical
- Introduction to Automotive Steering, Suspension & Brakes
- Introduction to Automotive HVAC
- Basic Automotive Welding
- Introduction to Hybrid Safety

Adding winter only Introduction to Hybrid Safety course, reason is winter and summer will be 270 clock hours and fall and spring will be 330 hours.

Wendy Joseph was concerned if students have the option to choose majors after the first quarter it may affect financial aid. Wayne Bridges stated he and Claire were working on something to monitor students' progress in gen eds in hopes to prevent back and forth major changing.

Next Steps: Find location on where will be taught, look into the possibility of adding academics to program, submit course outlines.

Target Start Date: Fall 2015

c) Mechatronics

Dropping Technician from Mechatronics Technician program name. Will now be known just as Mechatronics.

6 new Mechatronics courses were presented to the committee:

- MEC 130 Electric Motors and Drives
- MEC 135 Digital Electronics and Networks
- MEC 140 Computer Programming and Logic
- MEC 150 Mechanical Systems
- MEC 160 Programmable Controls I
- MEC 170 Sensors and Actuators

Next Steps: Update grading scale on course outlines and submit Courses Outlines for Consent Agenda. Update name change with State Board.

MOTION TO APPROVE: Kathi Medcalf
SECOND: Cindy Mowry

MOTION CARRIED.

d) BASMO

9 new BASMO courses added.

- ECON 310 Managerial Economics
- OPM 315 Lean Concepts and Applications
- OPM 411 Facility Layout and Materials Handling
- OPM 412 Workplace Health and Safety
- OPM 413 Measurement and Statistical Process Control
- OPM 491 Focused Study I
- OPM 492 Focused Study II
- OPM 493 Focused Study III
- PSYC 310 Organizational Psychology

Students planning to take courses OPM 491, 492 or 493 will be required to identify what area they want to study. Once decided it will be discussed with program faculty and approved by the program director 6 weeks prior to start of quarter.

Cindy Mowry suggested making upper level courses a prerequisite on top of instructor approval to ensure correct students register for courses.

Next Steps: Submit Courses Outlines for Consent Agenda.

5. Continuing Business

- a. **CC By-Laws Ad Hoc committee report:** No report
- b. **Curriculum Committee Forms Ad Hoc committee report:** Dean Kelly was the only feedback received for the Curriculum Documentation and Approval Process. Kelley Meeusen motioned to have this considered as a working document. Revisions can still be made as needed and as directed by the Curriculum Committee.

MOTION TO APPROVE: Kathi Medcalf

SECOND: Myra Griffin

MOTION CARRIED.

c. **Committee on Learning Assessment:**

Program Assessment (Taskstream)

- 15, or 29%, of our programs are not participating in Program Assessment (TaskStream) for the 2014-2015 Assessment Cycle.
- Retail Management is participating for the first time for this cycle.
- Nursing RN and LPN Program will be participating during the 2015-2016 cycle

- Kelley will have new TaskStream training course available for Spring Quarter

NWCCU Recommendation

- Kelly, with the help of Tanya Sorenson and Michelle Hillesland, is developing a new training course as part of an outcomes and assessment improvement process.
 - Course will also provide 30 hours credit toward Skill Standard B for Professional/Technical Teacher Certification.

COLA Work Plan

- Julie Watts presented our COLA Work Plan last month; it has been posted on the CC intranet page for review.

d. **e-Learning Report:** No report.

6. **Good of the Order:**

Next meeting: March 10, 2015 Building 21 room 108

Outstanding Action Items

7. **Adjournment**

The meeting was adjourned at 3:19 p.m.



Michelle Hillesland, Committee Chair

4/4/16

Approval Date