



## Curriculum Committee Minutes

January 26, 2015

2:07PM – 3:06PM

Building 21, Room 103

**Attendees:** Trisha Autry, Michelle Barre, Michael Bowman, Michelle Hillesland, Kathi Medcalf, Cindy Mowry, Carrie Muir, Carrie Van Beek, Dean Kelly, Christine Campbell, Myra Griffin, Wendy Joseph

**Non-Voting:** Kristy Crosby, Lili Cutler, Karina Calzada

**Absent:** Steve Addison, Doug Ammons, Lara Cooper, Mabel Edmonds, Claire Korschinowski, Kelley Meeusen, Don Souza, Mike Wheeler, Lisa Colombini-Hyke, Loren Davis, Bill Coyner, Jim Gordon, Joyce Loveday, Daniel Hughes, Travis Cohen-Luch, Teresa Greene, Heather Stevens, Laura Ott

**Guests:** Julie Watts, Petra Perkins, Michele Jones, Ryan Reygers

### Call to Order

Meeting called to order by Committee Chair, Michelle Hillesland at 2:07p.m.

#### 1. Safety Awareness Check

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

#### 2. Approval of Minutes

The minutes of the December 9, 2014 were reviewed.

**MOTION TO APPROVE: Dean Kelley**

**SECONDED: Wendy Joseph**

**MOTION CARRIED.**

#### 3. Consent Agenda - Course Outlines Requiring No Discussion

- Carpentry-Trades Academy Pre-Apprenticeship (C-TAP)
- HAZWOPER Refresher
- Asbestos Worker Certification
- Small Engine Repair
- COLA Bylaws
- DSN 215
- DSN 224

- DSN 226
- DSN 229
- LEAD RRP

**MOTION TO APPROVE:** Carrie Van Beek

**SECOND:** Kathi Medcalf

**MOTION CARRIED.**

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

##### Minor Revisions for Discussion

NONE

##### Tentative New/Revised Courses

- a) Medical Assisting – Michele Jones

##### **Handouts: Current Grading System & Requested Grading System**

Currently, the Medical Assisting Program has a grading scale that has 80% as a 'C'. They presented their plan to change to a 10-point grading scale, in which an 80% would carry a 'B' indicator. Students will still be required to maintain a minimum of an 80% grade average within each clinical and administrative course in the program in order to pass the course. This does not change from the current grading system statement. The change is 80% score presents a 'B' letter grade and not a 'C'. This change, though not affecting the program standards for progression and completion, will result in a positive change for those students who wish to continue their training or switch to another program. Many schools that provide continued training for Medical Assistants require a 'B' average. Additionally, financial aid eligibility is affected by grade point average. Students must pass all program courses AND general education courses (with a solid C) to receive a certificate or completion. The grading scale for general education course may be different that the grading scales for the Medical Assistant Program.

**Next Steps:** Change the syllabus immediately for the Winter quarter (2015) and have the students sign off and make sure they understand the changes. Start with new students coming in into the program (Fall 2015).

- b) AAS-T Mechatronics – Dr. Steve Addison
- **POSTPONED FOR NEXT CURRICULUM MEETING**
- c) Retail Management – Ryan Reyners

**Handouts: Summary of Course Revision, Course Outline: RMB 132, 146, &160,**

- 1) Course number and title changes because of issues transferring courses into other institutions; the institution may not qualify the class even though the course outline is the same:
  - RBM 141 Fundamentals of Supervision to *RBM 132 Fundamentals of Organizational Management*
  - RMB 158 Human Resources Management to *RBM 160 Human Resource Management*
  - RBM 142 Marketing to *RBM 146 Marketing*

**Next Steps:** RBM 132 name changes effective Summer 2015.

- 2) Minor Credit changes: 2 classes that Human Resources with 6 credit and Marketing with 3 credits; same work load roughly the same. Reyner would like to move Marketing to 4 credits Human Resources down to 5 credits.

**Next Steps:** Spring 2015 proposed quarter to start.

- d) Math 107 - Cindy Mowry

**Handouts: NONE**

Review ampersand “&” courses specifically Math 107& and find new course numbers. Issues when transferring course if “&” is missing; mistaken Business Math for Math and Society.

**Next Steps:** Talk to Math Faculty and find available 100 level course number(s) for the “&” courses.

## 5. Continuing Business

- a. **CC By-Laws Ad Hoc committee report: NO REPORT**
- b. **Curriculum Committee Forms Ad Hoc committee report: NO REPORT**
- c. **Committee on Learning Assessment:** Many programs started training and are targeting for 100% participation for ProfTech programs. Michelle briefly described Task Stream for those may not be familiar with this system.

**e-Learning Report:** Winter Quarter: Record breaker with 455 online courses and 6,681 enrollments with both faculty and students; By-laws being worked on.

- d. **Chem. 131&:** Course outline has been signed and approved on January 20, 2015 by VPI Joyce Loveday. Copy of course outline will be provided.

## 6. Good of the Order:

Have a separate meeting sometime in April that focuses on the Curriculum Assessment.

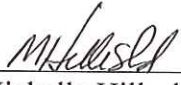
Next meeting: February 10, 2015 Building 21 Room 108

**Outstanding Action Items**

7. **Adjournment**

The meeting was adjourned at 3:06P.M.

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Michelle Hillesland, Committee Chair

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4/4/16  
Approval Date