



Curriculum Committee Minutes

June 10, 2014 – 2:00 p.m.

Building 19, Room 124

Attendees: Steve Addison, Doug Ammons, Trisha Autry, Michael Bowman, Mabel Edmonds, Michelle Hillesland, Claire Korschinowski, Kathi Medcalf, Kelley Meeusen, Cindy Mowry, Carrie Muir, Jamilyn Penn, Don Souza, Carrie Van Beek, Mike Wheeler

Non-Voting: Kristy Crosby, Lili Cutler, Vicki Harter

Absent: Ted Broussard, Christine Campbell, Travis Cohen-Luch, Lisa Colombini-Hyke, Bill Coyner, Loren Davis, Jim Gordon, Teresa Green, Myra Griffin, Wendy Joseph, Brenda Lazarus, Joyce Loveday, Heather Stevens, Glen Weigelt

Guests:

Call to Order

Meeting called to order by Committee Chair, Michelle Hillesland at 2:00p.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 May 13, 2014 were reviewed. Committee members noted corrections needed. Recorder will make needed edits.

MOTION TO APPROVE with edits: Carrie Muir

SECONDED: Michael Bowman

MOTION CARRIED.

3. Consent Agenda

- Introduction to Algebra for Industrial and Business Math – MAT 88. Approved with reformat of first page.
- Carpentry at JBLM – CECBT 102, CECRP 103, 016¹, 108, 110 and CEWDW 101, 104, 106 and 108.

¹ Correct Course Outline number is CECRP 106.

- Introduction to Organic Bio Chemistry - CHEM& 131
- Landscaping at JBLM – CELND 101, 103, 113 117, 119 and 121 were approved. CELND 102, 105, 107, 109, 111 and 115 were pulled from the consent agenda because the outlines and appropriate Scope & Sequence did not match.
- College success with Technology Skills – COLL 102

MOTION TO APPROVE: Michael Bowman

SECOND: Kelley Meeusen

MOTION CARRIED.

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

MAT 105

No discussion

MAT 107

No discussion

AAS-T Mechatronics Technician– Minor Revision to Scope and Sequence

Steve Addison presented a change to the Scope & Sequence for the AAS-T Mechatronics Technician program. The change was recommended by Andries Breedt – owner of Breedt Production Tooling & Design – an engineer who is actively involved in manufacturing education in the Puget Sound region. It reflects the increasing importance of parametric CAD in manufacturing. Students should begin using CAD software to create simple designs when they first start the program, and then build the parts during other courses in the program.

This change involves moving 4 courses within the Scope & Sequence:

Changes are:

MEC 115 DC Circuits moved from Quarter 2 to Quarter 3

MEC 116 AC Circuits moved from Quarter 3 to Quarter 4

MEC 120 Computer Aided Design I moved from Quarter 3 to Quarter 2

MEC 121 Computer Aided Design II moved from Quarter 4 to Quarter 3

There are no changes to course content/numbering or outlines.

5. Continuing Business

a. CC By-Laws Ad Hoc committee report:

Jamilyn Penn, Chair of this committee presented the suggestions and work that she and her committee completed. She did advise that there will need to be more work and final agreements to changes but that a new committee will need to be formed to carry on the work.

The consensus is that there is an overall lack of consistency as to what the by-laws say and the current process/procedures currently practiced.

Discussion regarding the By-laws will be on the July Curriculum Committee agenda.

Proposed changes are residing in the Curriculum Committee binder which is housed in the Division II Deans office.

b. Curriculum Committee Forms Ad Hoc committee report:

Kelley Meeusen, chair of this committee requested that this Ad Hoc committee remain active at least through summer quarter.

The committee would like to have all applicable forms on one document or at least one place that the forms can be accessed. Right now forms are available in different locations and many are outdated.

c. Committee on Learning Assessment: No report

d. e-Learning Report:

Panapto, a new lecture capture system will be available. Kelley will be asking for some time at the next Faculty In-service to present to faculty and administration.

6. Good of the Order:

Mabel Edmonds requested that electronic voting via email be done for the Landscaping at JBLM CELEND course outlines that were pulled from this meetings consent agenda.

- Outlines and matching Scope/Sequences will be corrected and posted for review.
- Committee members emailed by Committee Chair regarding the posting of corrected information and request for electronic vote.
- Committee Chair will provide voting results for inclusion in minutes and Curriculum Committee binder.
- June 18, 2014: Outlines and Scope and Sequences were adjusted. Ten committee members voted electronically to approve / no rejected. A majority of members who were present at the meeting voted. Motion passed.


Next meeting: July 8, 2014, Building 19 room 124


Outstanding Action Items

- Back Office Management Certificate; Updated Scope/Sequence, if new course outlines contact Kristy Crosby, any new or modified outlines to be posted for review, course outlines printed out, signed by appropriate people, routed to Curriculum Committee Chair for processing; determine if Education Plan needs to be prepared.

7. Adjournment

The meeting was adjourned at 3:30p.m.





Michelle Hillesland, Committee Chair

Approval Date