



Curriculum Committee Minutes

August 12, 2014 – 2:00 p.m.

Building 19, Room 124

Attendees: Steve Addison, Michelle Barre, Michael Bowman, Christine Campbell, Bill Coyner, Myra Griffin, Michelle Hillesland, Kathi Medcalf, Kelley Meeusen, Cindy Mowry, Jamilyn Penn, Don Souza, Carrie Van Beek

Non-Voting: Kristy Crosby, Lili Cutler, Hilda Santacruz

Absent: Doug Ammons, Trisha Autry, Travis Cohen-Lucy, Lisa Colombini-Hyke, Loren Davis, Mabel Edmonds, Jim Gordon, Teresa Greene, Wendy Joseph, Dean Kelly, Claire Korschinowski, Joyce Loveday, Carrie Muir, Heather Stevens, Glen Weigelt, Mike Wheeler

Guests: Chris DeLaney

1. Call to Order

Michelle Hillesland called the meeting to order at 2:04 p.m.

2. Safety Awareness Check

Michelle reminded the Committee about safety measures to follow in case of an emergency. Emergency numbers are 9-911 or Campus Security (253) 589-5682

3. Approval of Minutes

The minutes of the July 8, 2014 meeting were approved, as written.

MOTION: Kelley Meeusen

SECOND: Myra Griffin

MOTION CARRIED.

4. **Consent Agenda**

- **ETC 161**

MOTION: Kathi Medcalf

SECOND: Michael Bowman

MOTION CARRIED.

Removed from consent agenda:

- CHEM& 131 – was tabled (reversing earlier approval) for additional revisions. Once finalized, it will be posted for review and go to an electronic vote.
- ENTR 206 –was removed from consent agenda for review by the committee. It will be posted and go to an electronic vote.

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

Minor Revisions for Discussion

- a) NUTR 101.....Michelle Hillesland

Handouts: None.

Updating course delivery method from the existing face-to-face to a hybrid model. Concerns included not transitioning course further to online only which would negatively impact funding for veterans.

Target Start Date: Fall 2014

Next Steps: Post for consent agenda.

New/Revised Courses

- a) ABE 083.....Kathi Medcalf

Handouts: Summary of Course Revisions, Course Outline

Revising course to variable credits to meet I-Best requirements.

Target Start Date: Fall 2014

Next Steps: Post for review; electronic vote.

- b) ENG 092 (correct agenda from ENG 088).....Kathi Medcalf

Handouts: Summary of Course Revisions, Course Outline

New elective course addressing needs of ESL students who desire to improve speaking/listening skills. Course will be eligible for financial aid. Discussion ensued regarding admission requirements and how to avoid the course being taken as “filler” for financial aid. The course will not meet the deadline for the 2014-15 catalog but will be added to the interactive list for students to choose during registration. Kathi will create a flyer to make professional-technical faculty aware of this new opportunity for ESL students.

Pre-requisite: ENG 094.

Target Start Date: Winter 2015

Next Steps: Post for consent agenda. Submit for 2015-16 catalog.

c) Esthetic Sciences.....Melissa Siedlicki/Bill Coyner

Handouts: Scope & Sequence, Course Outlines (13)

Revising program (course content/placement) per governing body requirements and needs of students. Revisions include one new course and several courses with a change of credits (major revision) and minor revisions. Additional discussion surrounded the desired intent to offer a hands-on component to the laser theory class.

**Major Revisions
(new and change in credits)**

- New course¹
- ES 128
- ES 138
- ES 142
- ES 144
- ES 148*
- ES 156*

Minor Revisions

- ES 125
- ES 134
- ES 136
- ES 140
- ES 146
- ES 152

Target Start Date: Fall 2014 (2nd/4th quarters); Winter 2015 (3rd quarter)

Next Steps: Submit catalog information including course descriptions by August 15 for inclusion in 2014-15 catalog. Finalize course outlines ensuring total program credits remain at 103 (matching state board inventory credits); update Scope and Sequence and Education Plan. Submit for consent agenda.

¹ Introduction to Business Planning and Professional Development

*Courses that have not been taught in the past will not need a new course number assigned (4th quarter only).

- d) NAC 106Kathi Medcalf/Crystal Shelton

Handouts: None.

Correcting error on course outline (from 2 crs. to 3 crs.) to bring in line with the catalog and what is being taught in the classroom.

Target Start Date: Immediate

Next Steps: Documented for record. Correct and replace original course outline.²

- e) ENTR 211 & ENT 226.....Petra Perkins

Handouts: Summary of Course Revisions, Scope & Sequence, Course Outlines

Course outlines for new entrepreneurial courses. Petra is currently working out funding issues. Discussion followed about whether textbooks and learning materials need to be included on course outline. (See 6.a)

Target Start Date: Winter 2015

Next Steps: Post for review; electronic vote.

6. Continuing Business

- a) Ad Hoc report regarding Curriculum Committee FormsKelley Meeusen

Handouts: Proposed Course Outline, Syllabus, Scope & Sequence, and Summary of Course Revisions templates.

Discussion ensued regarding proposed revisions to each of the above-listed forms. The course outline was approved by general consensus with revisions. (The ad hoc committee will address the concern expressed in 5e above about whether textbooks and course materials should remain in the course outline.) Kelley will revise all forms based on feedback received.

- b) Committee on Learning AssessmentMichelle Hillesland

Tabled until the next meeting.

- c) eLearning Report Kelley Meeusen

Tabled until the next meeting.

- d) Action Items

² 8/13/14 Course outline NAC 106 corrected and kept on file.

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. Good of the Order

The next meeting is scheduled for October 14, 2014 at 2:00 p.m. in Building 19, Room 124.

8. Adjournment

The meeting was adjourned at 4:37 p.m.



Michelle Hillesland, Committee Chair



Approval Date