



## **Curriculum Committee Minutes**

August 13, 2013 – 2:00 p.m.

Building 19, Room 107

**Attendees:** Doug Ammons, Ted Broussard, Kristy Crosby, Loren Davis, Chris DeLaney, Steve Ellis, Brenda Lazarus, Joyce Loveday, Kathi Medcalf, Carrie Muir, Laura Ott, Jamilyn Penn, Michelle Simpkins, Carrie Van Beek.

**Absent:** Michael Bowman, Christine Campbell, Travis Cohen-Lucy, Lisa Colombini-Hyke, Lili Cutler, Mabel Edmonds, Jim Gordon, Myra Griffin, Daniel Hughes, Wendy Joseph, Kelley Meeusen, Cindy Mowry, Don Souza, Valerie Sundby-Thorp, Mike Wheeler.

**Guests:** Trisha Autry, Vicki Harter, Dean Massey

### **1. Call to Order**

Joyce Loveday called the meeting to order at 2:05 p.m.

### **2. Safety Awareness Check**

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

### **3. Approval of Minutes**

The minutes of the July 9 meeting will be reviewed for approval at the next meeting.

### **4. Consent Agenda**

- COSMO 112, COSMO 116, COSMO 121, COSMO 136
- HS 228, HS 234

**MOTION:** Michelle Simpkins

**SECOND:** Carrie Muir

**MOTION CARRIED.**

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

**a. A+ Grade Removal**

Laura Ott explained that an A+ grade is not standard practice for other colleges and holds no additional grade point value. It is also not listed in the college catalog. If agreed, the A+ grade will be removed as an option in the Instructor Briefcase. Joyce will send a notice to faculty and the Committee will vote on the issue at the October meeting.

**b. Pastry Arts Courses**

**Handouts:** Summary of Course Revision and Scope & Sequence

Dean Massey presented revisions intended to align the classroom experience with industry standards and practices. Essentially, there will be more pastry and less baking. In addition, the revisions will make it clear to students that Realistic Job Training is part of the curriculum and that they will be required to work in the bistro.

**Target:** Spring 2014

**Next steps:** Carrie Van Beek requested that an education plan be available by fall quarter so that advisors will be able to project a spring start. Submit to consent agenda; post course outlines for review.

**6. Continuing Business**

**a. Committee on Learning Assessment**

No report. (There was no meeting, according to Michelle Simpkins.)

**b. eLearning Report**

No report.

**c. Course Outlines with Minor Revisions**

None.

**d. Outstanding Action Items**

- **Pastry Arts** – Submit courses on consent agenda. Update education plan by fall.
- **Human Services** –Contact M. Barre to update education plan.
- **LPN** – Contact M. Barre to update education plan.
- **RN Option** – Contact M. Barre to update education plan.
- **Surgical Technology** - Submit on consent agenda; post course outline for review. Update S/S and education plan. Kezia Clark will work with Associate Dean Jamilyn Penn to determine if either the summer or winter group of students will be affected (introduced 5/14/13).

- **Cosmetology** –Lili needs updated S/S from L. Chiaro and will work with the dean to prepare to send to the SBCTC. M. Barre will update education plan when S/S is posted. Revisions will also need to be submitted for fall schedule construction.
- **HVAC** – Christine Campbell is working with Don Pearce to develop certification prep Continuing Education courses (fall quarter) (introduced 1/8/13)<sup>1</sup>.
- **Basic Digital Video (Continuing Education)** – Submit on consent agenda (introduced 4/9/13).
- **Central Service/Sterile Processing** – Review current students’ education plans and let Chris DeLaney know when complete.
- **Facilities Maintenance** – Submit on consent agenda; post course outlines for review. Christine Campbell will submit a description to the Instruction Office in order to update state inventory (introduced 4/9/13).
- **GEO 210, GEO 215** – Route signed course outlines through Instruction Office (documented 10/9/12).
- **BIOL& 175** – Route signed course outline through Instruction Office (approved 10/9/12).

## 7. Good of the Order

Dean Massey announced that the Pastry Instructor Shelley Newman is going to Paris, France to take a pastry class.

The next meeting is scheduled for October 8, 2013 at 2:00 p.m. in Building 19, Room 107.

## 8. Adjournment

The meeting was adjourned at 2:37 p.m.

---

Joyce Loveday, Committee Chair

---

Approval Date

---

<sup>1</sup> HVAC was removed after meeting per C. Campbell’s request; to be resubmitted at a later date.