



## **Curriculum Committee Minutes**

**October 8, 2013 – 2:00 p.m.**

Building 19, Room 107

**Attendees:** Doug Ammons, Trisha Autry, Michelle Barre, Michael Bowman, Christine Campbell, Steve Ellis, Myra Griffin, Michelle Hillesland, Wendy Joseph, Brenda Lazarus, Kelley Meeusen, Cindy Mowry, Jamilyn Penn, Don Souza, Heather Stevens, Valarie Sundby-Thorp, Carrie Van Beek, Mike Wheeler

**Absent:** Ted Broussard, Travis Cohen-Lucy, Lisa Colombini-Hyke, Loren Davis, Mabel Edmonds, Jim Gordon, Daniel Hughes, Kathi Medcalf, Carrie Muir,

**Guests:** Georgia Elgar, Melissa Siedlicki, Maureen Shields, Jennifer Erigo

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

Michelle Hillesland called the meeting to order at 2:05 p.m.

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

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

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

The minutes of the July 9, 2013 were approved as written.

**MOTION:** Kelly Meeusen

**SECONDED:** Myra Griffin

**MOTION CARRIED.**

The minutes of the August 13, 2013 were approved as written.

**MOTION:** Wendy Joseph

**SECONDED:** Don Sousa

**MOTION CARRIED.**

#### 4. Consent Agenda

- Bake 106, Bake 110, Bake 113, Bake 115, Bake 119, Bake 121, Bake 131, Bake 157

**MOTION:** Michael Bowman

**SECOND:** Kelly Meeusen

**MOTION CARRIED.**

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

##### a. Esthetics Sciences

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

Melissa Siedlicki, Jennifer Errigo, and Maureen Shields presented changes in the Esthetics Sciences program. Per Steve Ellis, Dean of Business, Communication, Hospitality, Trades, Early Care & Education, shared that these changes are driven by the Department of Licensing and not program faculty.

- Because of the increased hours requirement for the basic certificate, the program will be dropping the certificate offering and offering the degree
- 3 quarters at 310 hours and one quarter at 270 for a program total of 1200 hours
- Unfortunately, program faculty will not find out from the Department of Licensing exactly what will be demanded in program content until 12/04/13. Program faculty have been working with a focus group and feel confident that all requirements are built into their new curriculum, which must go into effect 1/2/2014
- Current students will proceed under current curriculum
- New students will be under new curriculum
- Joyce Loveday, Vice President of Instruction indicated that the program needs one standard Scope/Sequence and 1 set of course outlines.
- Advising and Counseling works “in the future”. Have requested meetings with program faculty, Advising and Counseling and Registration
- Suggested that program faculty consider Mandatory Information Sessions explaining changes to incoming students because they are unaware of the new law changes
- Letter should also go out to new students

**Target:** Winter 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.

##### b. Education Plans / Process Clarification

Carrie Van Beek presented information and request from Ted Broussard who was unable to be at this meeting.

It has become evident to Advising and Counseling that there are some issues involving student Education Plans and the process for keeping information current and applicable for students.

Ted is requesting a subcommittee of the Curriculum Committee which he would facilitate. The committee would develop a process that will be user friendly for all concerned. Gaps and breaks in the process affect student's financial aid.

He feels there only needs to be a few meeting, ½ hr. in length to develop the process and there would be a report back to the Curriculum Committee.

Volunteers for the committee are:

Lili Cutler, Valarie Sundby-Thorp, Michelle Barre, Cindi Mowry and Don Sousa. This committee will report at the December Curriculum Committee meeting.

## **6. Continuing Business**

### **a. A+ Designation**

Joyce Loveday surveyed program faculty regarding the removal of "A+" from student transcripts. She did not receive any remarks that faculty would be upset if the "A+" was removed. Per Cindy Mowry it is not considered a "best practice". It is not used by other local colleges.

"A+" will no longer be an option in the instructor briefcase.

### **b. Committee on Learning Assessment**

The COLA team is offering workshops for faculty to refresh their knowledge of Taskstream and begin the new assessment cycle.

### **c. eLearning Report**

- Fall Courses in Canvas: 313
- Fall Users: 2129
- Migration from Angel to Canvas is complete
- Expanded Professional Development Opportunities
- Online Pedagogy starts Monday, October 14<sup>th</sup>
- Available Canvas specialty short-courses
- Work starting on fine-tuning eLearning's Skill Standard B courses
- In process of developing a Strategic Plan for eLearning.

#### d. Outstanding Action Items

- **Pastry Arts** – Route the BAKE signed course outlines through the appropriate Deans office then to Michelle Simpkins office.
- **Esthetics Sciences** – Course numbers and hours for at least first quarter of new offering by next CC meeting (November 12). Work with Kristy Crosby for new course numbers. Post outlines for review along with new Scope/Sequence. Contact M. Barre to update education plans. Work with marketing to place a blurb on the college web site about upcoming changes. SBCTC Inventory update to be completed.
- **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.
- **Basic Digital Video (Continuing Education)** – Submit on consent agenda (introduced 4/9/13). Jamilyn Penn, Dean of Workforce Development will look into this action item.
- **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** – Needs new CIP code and new outline routed for signature. (documented 10/9/12).
- **BIOL& 175** – Route signed course outline through Instruction Office (approved 10/9/12).

#### 7. Good of the Order

#### 8. Adjournment

The meeting was adjourned at 3:45pm

---

Michelle Hillesland, Committee Chair

---

Approval Date