



Curriculum Committee Minutes

November 12, 2013 – 2:00 p.m.

Building 19, Room 107

Attendees: Trisha Autry, Michelle Barre, Michael Bowman, Ted Broussard, Mabel Edmonds, Myra Griffin, Michelle Hillesland, Claire Korschinowski, Brenda Lazarus, Kathi Medcalf, Cindy Mowry, Carrie Muir, Jamilyn Penn, Don Souza, Valarie Sundby-Thorp, Carrie Van Beek, Mike Wheeler

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

Absent: Doug Ammons, Christine Campbell, Travis Cohen-Lucy, Lisa Colombini-Hyke, Loren Davis, Steve Ellis, Jim Gordon, Daniel Hughes, Wendy Joseph, Joyce Loveday, Kelly Meeusen, Heather Stevens,

Guests: Georgia Elgar, Leah Krank, Roxy Sou, Lise Musson, Ryan Reygers

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 October 8, 2013 were approved as written.

MOTION: Carrie Muir

SECONDED: Mike Wheeler

MOTION CARRIED.

4. Consent Agenda – No items

MOTION:

SECOND:

MOTION CARRIED.

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

a. BIO&241 and BIO&242:

Handouts: Copies of course outline for each section

Valarie Sundby-Thorp discussed changing the learning objectives in these two courses to reflect what is being taught and to bring in to line what is being taught in other colleges.

b. Material Science

Handouts: Summary of Course Revision and Scope/Sequence

Lise Musson and Valarie Sundby-Thorp presented request for the committee to consider course changes, catalog addendum for new cohort starting winter quarter 2014.

Lengthy discussion regarding this change for winter quarter compared to waiting until the college catalog for 2014-15 is developed.

- NDT 113 start date of winter quarter 2014
- NDT 123 start date of winter quarter 2014
- No certificates offered until summer quarter 2014
- “Cross Walk” with old classes so currently funded students won’t lose their funding
- Concentrated work on course outlines making sure they reflect what is actually being taught.
- Careful that moving forward does not impede funding for students.

c. LPN Prerequisite Changes

Director of Nursing Programs, Myra Griffin, discussed with the committee her thoughts that it would be beneficial that the pre-requisites for the Practical Nurse be the same as those for RN Option. Very common for new nursing students say that they intend to go into the RN Option program when the PN program is completed.

Traditionally the wait list is several years out. With the combination of both programs having the same pre-requisites it would give students something to work on while waiting. The number of credits would be eligible for financial aid.

The committee agreed that Myra continue with her plan. This change will not be activated until the 2014-15 College Catalog is published.

d. CNISS

Handouts – Summary of Course Revision and Scope/Sequence

Don Souza presented the plan of the changes in the CNISS program. The committee approved the plan. Don will move forward with the changes needed, when ready course outlines will be posted. Changes will be reflected in the 2014-15 College Catalog.

e. Retail Business Management

Handouts – Summary of Course Revision and Scope/Sequence\

Starting winter quarter Ryan Reygers, instructor for Retail/Grocery Management program would like to add software application WORD and PowerPoint instead of just EXCEL. This will require new course number. This change will be in the 2014-15 College Catalog.

Ryan to meet with Lili Cutler and Kristy Crosby to discuss corrections that need to be made in the catalog.

6. Continuing Business

a. Committee on Learning Assessment – tabled until December meeting

b. eLearning Report – No report

c. Education Plan Process Development Committee – Ted Broussard reported that the committee did meet, are developing a workable Education Plan process and will have move information to present at the December meeting.

d. Outstanding Action Items

- **Material Science** – All course information for each class to be sent to Kristy Crosby. Develop Course Outlines with new numbers assigned by Kristy Crosby. Letter explaining changes of program offerings, with new Education Plans and list of names of students given to Carrie Van Beek in Advising and Counseling. She will put all information together and mail out to students. Request appropriate division IPA to post in Curriculum Committee folder and notify committee recorder of what is posted...course number and correct name. Determine if State Inventory needs to be updated.
- **CNISS** – New course outlines to be developed. Course numbers to be assigned by Kristy Crosby. Updated, correct Summary of Course Revision to be given to Lili Cutler. New Education plan developed with Michelle Barre and program faculty. Appropriate division IPA to post outlines for review. Notify Vicki Harter of the posting and request the posted outlines be added to the upcoming Consent Agenda portion of the meeting agenda. Outlines may

be approved even if they will be activated at a later date. Determine if State Inventory needs to be updated.

- **Retail/Grocery Management** – Outlines with major changes to be given new number by Kristy Crosby. Scope/Sequence to be given to Lili Cutler. Faculty and Michelle Barre to update program Education Plan. Appropriate division IPA to post new course outlines for review. Notify recorder Vicki Harter of the posting and request outlines to be added to the Consent portion of the upcoming agenda. Course outlines may be approved even if they won't be activated at a later date. Determine if State Inventory needs to be updated.
- **BIO&241 and BIO&242** – Wording to be edited on BIOL&241 regarding pre-requisite. Post for review and add to Consent portion of the December CC meeting.
- **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).
- **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

Next scheduled Curriculum Committee meeting is December 10, 2013 in building 19, room 107.

8. Adjournment

The meeting was adjourned at 3:45pm

Michelle Hillesland, Committee Chair

Approval Date