



Curriculum Committee Minutes

January 14, 2014 – 2:00 p.m.

Building 19, Room 124

Attendees: Steve Addison, Trisha Autry, Michelle Barre, Michael Bowman, Ted Broussard, Christine Campbell, Mabel Edmonds, Myra Griffin, Michelle Hillesland, Wendy Joseph, Brenda Lazarus, Joyce Loveday, Kelley Meeusen, Cindy Mowry, Don Souza, Valerie Sundby-Thorp, Carrie Van Beek, Mike Wheeler

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

Absent: Doug Ammons, Travis Cohen-Luch, Lisa Colombini-Hyke, Jim Gordon, Claire Korschinowski, Kathi Medcalf, Carrie Muir, Heather Stevens

Guests: Myra Griffin, Dawn Schuler, Kathleen Hathaway, Dan Main

1. Call to Order

Meeting called to order by Committee Chair, Michelle Hillesland at 2:03p.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 December 10, 2013 were approved as written.

MOTION TO APPROVE: Kelley Meeusen

SECONDED: Brenda Lazarus

MOTION CARRIED.

4. Consent Agenda

ES 105, ES 110, ES 113, ES 116, ES 120, ES 123

To Do: Objectives need to be added to outlines. Instructors and division Dean are waiting on the Department of Licensing to determine exactly what objectives they feel are required. It is okay to approve and have the edits and updates done before being taught again.

MOTION TO APPROVE: Valerie Sundby-Thorp
SECOND: Kelley Meeusen

MOTION CARRIED.

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

Catalog Discussion – Michelle Hillesland / Cindy Mowery

It is felt that a template be developed for use when changes are being made to the College Catalog.

- Template
- Industry Expectation instead of Industry Standards
- Testing

Many programs supply the same information but it is located in different places. Standardizing where needed information is located and consistent across the board will be helpful to students, public and staff.

Ad Hoc Committee:

Cindy Mowry – Chair, Lili Cutler, Michelle Hillesland, Kelley Meeusen, Hope Stout and Mike Wheeler

This committee hopes to meet within a week and present information at the February 11th Curriculum Committee meeting.

Along with the discussion regarding the College Catalog and changes everyone was reminded that program courses they know will be changing need to be presented to the committee at the upcoming February meeting so course outlines can be posted and reviewed by the March Curriculum meeting.

Nursing Nutrition 109 – Myra Griffin – *Anticipated start date: Summer 2014*

Curriculum will be written to change offering from a 3 credit to 5 credit course. The new course will be NURT& 101. This is a common-numbered course.

Next steps:

- Develop Course Outline for on-line and a hybrid option
- Submit for review
- Consent Agenda request

Anticipated start date: Summer 2014

Nursing – Myra Griffin – *Anticipated start date: Fall 2014*

The Registered Nursing program will be changing by 1 credit.

The Licensed Practical Nurse will be offering fewer credits quarterly. The Accreditation Commission for Education with Nursing (ACEN) has recommended a total of 60 credits.

Handouts: Summary of Course Revision for RN Option Program
Summary of Course Revision for Practical Nurse Program

Proposed Scope & Sequence for Practical Nurse Program
Proposed Scope & Sequence for RN Option Program

Next Steps:

- Courses posted for review
- Add to the February Curriculum Committee Consent portion of meeting agenda
- Current Scope/Sequence sent to Lili Cutler
- Faculty/IPA to work with Michelle Barre regarding appropriate Ed Plan.
- Route outlines for signature.
- Major Revision: SBCTC Inventory update by Chris DeLaney

Anticipated start date: ***Fall 2014***

Target Start Dates – Cindy Mowry and Dan Main

Cindy and Dan would like the committee to look at taking away “wait list” status.

Cindy and Dan requested members to volunteer for an Ad Hoc Committee to look at the ramifications of registration being done differently than it is now. Members are; Michelle Hillesland, Dan Main and Cindy Mowry.

The committee feels that if changes are made it would be a change in the business practice of the college thus a vote of members was requested. This vote pertains to the Ad Hoc committee looking in to changes and if they think it can be done. Their research will be presented at an upcoming Curriculum Committee meeting.

MOTION TO APPROVE: Trisha Autry

SECOND: Kelley Meeusen

MOTION CARRIED.

Next steps:

- Ad Hoc will meet in next 10 day
- Cabinet notified that a change is being looked at
- After Cabinet is notified an email will be sent out to Faculty and Staff

911 Emergency Call Taker - Christine Campbell

Information regarding this program will be presented at the February 11, 2014 Curriculum meeting.

Human Services Prerequisite Changes (Minor Revisions) – Kathleen Hathaway

Kathleen would like to add prerequisites to Human Services Degree option. Students will have to successfully complete first quarter classes before taking second quarter and same requirement for third quarter. Cindy Mowry reminded Kathleen that this would remove the need for registration codes/instructor permission.

She would like for the pre-requisite to also say that there be proof of High School Diploma or Equivalent, not GED.

Next steps:

- Kathleen to add prerequisite statement to all outlines affected.
- Minor Changes: Do not need to post but will be on the Consent portion of the February 11th Curriculum meeting.
- Outlines printed and routed for signatures

Handouts: Proposed wording changes on College Catalog page
Summary of Course Revision

Credit Policy Implementation – Joyce Loveday

Joyce handed out a copy of a draft proposal for the determination of what and how a credit hour is defined.

Four standards are documented in the policy.

For consistency and accuracy it is require that any change in credit hour determination must be reviewed and approved by the Curriculum Committee prior to implementation.

Handouts: Draft Policy & Procedure for Credit Hour

BAS in Manufacturing Operations – Steve Addison

Steve indicated that the Course Outlines for the BAS in Manufacturing Operations will be presented at the February 11th Curriculum meeting.

The plan is to have everything in place for a Fall 2014 start date.

Steve has full intent to promote. The Advisory folks will need all program specific details.

Handouts: Proposed Course Descriptions

Proposed Design for a BAS in Manufacturing Operations.

Joint Base Lewis McCord – Mabel Edmonds

Mabel is in the process of reviewing programs offered at Joint Base Lewis McCord. If prisoners take some of these programs time can come off their sentence.

Some revisions are needed. Mabel would like to go with smaller modules.

Changes will be presented at the February Curriculum meeting.

6. Continuing Business

- Committee on Learning Assessment:** No report
- eLearning Report:** No report
- Education Plan Process Development Committee:** No report
- Outstanding Action Items**

7. **Good of the Order:** Next scheduled Curriculum Committee meeting is February 11, 2014 in building 19, room 124. Will be a 2 hour meeting

8. **Adjournment**

The meeting was adjourned at 3:50p.m.

Michelle Hillesland, Committee Chair

Approval Date