



## **Curriculum Committee Minutes**

**December 10, 2013 – 2:00 p.m.**

Building 19, Room 107

**Attendees:** Steve Addison, Trisha Autry, Vicki Buford for Michelle Barre, Ted Broussard, Mabel Edmonds, Myra Griffin, Claire Korschinowski, Brenda Lazarus, Kathi Medcalf, Kelley Meeusen, Carrie Muir, Jamilyn Penn, Heather Stevens, Valerie Sundby-Thorp, Carrie Van Beek, Mike Wheeler

**Non-Voting:** Lili Cutler, Vicki Harter

**Absent:** Doug Ammons, Michael Bowman, Christine Campbell, Travis Cohen-Lucy, Lisa Colombini-Hyke, Loren Davis, Steve Ellis, Jim Gordon, Michelle Hillesland, Daniel Hughes, Wendy Joseph, Joyce Loveday, Cindy Mowry, Don Souza, Kristy Crosby

**Guests:** Menaka Abraham, Joseph Ortiz

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

Dean Valerie Sundby-Thorp facilitated and called the meeting to order at 2:10p.m. in the absence of Committee Chair, Michelle Hillesland.

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

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

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

The minutes of the November 12, 2013 were approved as written.

**MOTION TO APPROVE:** Mike Wheeler

**SECONDED:** Myra Griffin

**MOTION CARRIED.**

#### 4. Consent Agenda

- RBM 150, RBM 201
- NSS 212, NSSD 202, NSSD 208, NSSD 215, NSSD 218, NSSD 222, NSSD 261
- BIOL& 241, BIOL&242
- NDT 120, NDT 125, NDT 130, NDT 140, NDT 150, NDT 160, NDT 170, NDT 180, NDT 190, NDT 210, NDT 220, NDT 230, NDT 240
- ES 125, ES 128, ES 130, ES 132, ES 134, ES 136, ES 138, ES 140, ES 142, ES 144, ES 146, ES 148, ES 150, ES 152, ES 154, ES 156, ES 158

**MOTION TO APPROVE:** Carrie Muir

**SECOND:** Kelley Meeusen

**MOTION CARRIED.**

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

- a. Menaka Abraham and Joseph Ortiz presented to the committee their desire to offer two new courses CIT 100 and CIT 200 which are Programming Workshops.

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

These two new courses will be beneficial to students earning their CIT degrees and certificate offerings. Additional opportunity for students to practice and develop programing skills along with adding hours for financial aid.

Curriculum Committee approved the moving forward of developing the two new offerings that will be offered starting summer quarter 2014.

#### 6. Continuing Business

- a. **Committee on Learning Assessment:** Menaka shared with the committee that there have been two workshops with program faculty.  
All programs will have to use a problem solving rubric. A template will be used as a resource for instructors.

- b. **eLearning Report:** Kelly Meeusen provided the committee with a report documenting the retention and success rates of our on-line classes from fall of 2012 through summer of 2013.

The college has a success rate of 82% which is very high when compared with the success rates of other institutions. This percentage shows the strength of the classes being offered and the commitment of program faculty.

High school students are included in this report. Submitted report will be used as a “baseline” as more on-line offerings are developed.

- c. **Education Plan Process Development Committee:** Ted Brossard submitted a draft copy of the proposed Curriculum Change Process “steps” along with the reporting of the various aspects and team member contributing to the process changes.

The committee feels the process submitted will work well.

Related items were discussed. Task force is suggesting that a program Scope/Sequence and Ed Plan be merged to a single source document. Still looking at the best format to use considering what students should be able/not able to view.

Volunteers were asked to be on a sub-committee of this Task Force to work on the related items presented. Volunteers are Lili Cutler, Claire Korschowski, Michelle Barre, and Cindy Mowery. This sub-committee will report back to the Curriculum Committee.

Edits to Curriculum Change Process form will be done by Ted Broussard and sent to Vicki Harter.

This task force will be looking in to incorporating electronic signatures. They will move forward on proposed criteria along with developing a pilot for the new process.

The committee would like Committee Chair, Michelle Hillesland; to send out an email to faculty explaining if programs will be making changes to the 2014-15 College Catalog those changes will need to be presented at Curriculum Committee no later than the February 2014.

#### **d. Outstanding Action Items**

- **Material Science** – State Inventory to be updated by VPI Administrative Assistant.
- **CNISS** – New Education Plan to be developed by Michelle Barre and program faculty. Inventory updated by VPI Administrative Assistant.
- **Retail/Grocery Management** – Scope/Sequence to be given to Lili Cutler. Faculty and Michelle Barre to update program Education Plan. State Inventory to be updated by VPI Administrative Assistant.
- **Esthetics Sciences** – Michelle Barre to update education plans. Inventory update to be completed by VPI Administrative Assistant
- **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).
- **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 January 14, 2014 in building 19, room 124.

8. **Adjournment**

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

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Valerie Sundby Thorp, Substitute for Committee Chair

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Approval Date