



Curriculum Committee Minutes

April 8, 2014 – 2:00 p.m.

Building 19, Room 124

Attendees: Steve Addison, Doug Ammons, Trisha Autry, Michelle Barre, Michael Bowman, Ted Broussard, Christine Campbell, Bill Coyner, Myra Griffin, Michelle Hillesland, Wendy Joseph, Brenda Lazarus, Joyce Loveday, Kelley, Kathi Medcalf, Kelley Meeusen, Cindy Mowry, Carrie Muir, Jamilyn Penn, Don Souza, Valerie Sundby-Thorp, Carrie Van Beek, Mike Wheeler

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

Absent: Travis Cohen-Luch, Lisa Colombini-Hyke, Loren Davis, Mabel Edmonds, Jim Gordon, Claire Korschinowski, Heather Stevens, Glen Weigelt

Guests: Petra Perkins, Ryan Reygers

Call to Order

Meeting called to order by Committee Chair, Michelle Hillesland at 2:00p.m.

1. Safety Awareness Check

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

2. Approval of Minutes

The minutes of the March 11, 2014 were approved as written.

MOTION TO APPROVE: Carrie Muir

SECONDED: Myra Griffin

MOTION CARRIED.

3. Consent Agenda

- Bachelor of Applied Science in Manufacturing Operations; BUS 310, OPM 311, OPM 312, PHIL 310

MOTION TO APPROVE: Michael Bowman

SECONDED: Kelley Meeusen

MOTION CARRIED.

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

AAS-T Mechatronics Technician

Steve Addison submitted paperwork for the revisions in the Mechatronics Technician program. This program has been approved by the State Board of Education and Steve is asking approval from this committee.

Additional electives will be added which offers flexibility between pre-requisites and electives.

A Fall 2014 start date is requested. Prospective students can enroll in General Education classes before the program actually starts.

Kristy Crosby and Lili Cutler were asked if this program can still be added to the new 2014-15 College Catalog and the answer was “yes”.

It was discussed that PHYS& 114 and MATH& 141 be co-requisites. Further discussion will happen before a decision is made.

Steve would like to see the program marketed in High Schools.

Because this is a revision of a previous program it will be determined if the following “to do” list needs to be completed.

To do:

- Contact Kristy Crosby for new course numbers
- Update Scope/Sequence – please provide copy to Lili Cutler and Vicki Harter
- Send new outlines to the appropriate division IPA for posting for review
- Division IPA request outlines posted be added to the Consent portion of the May 13, 2014 Curriculum Committee agenda
- Outlines printed out by division IPA; gather signatures of Division Representative and Division Dean; route signed outlines to Committee Chair, Michelle Hillesland
- Prepare Education Plan with Advising and Counseling.
- State inventory updated
- Continue to build remaining course outlines.
- Check with the office of Vice President of Instruction to see if State Inventory needs to be revised.

Certificate and AAT Degree in Retail Business

This course was presented by Ryan Reygers. It will be 100% on-line. This program was previously offered at Clover Park Technical College. Ryan is bringing it back but in a much different format with some changes in curriculum content.

Question arose as to the program being “self-support” or “state supported”. This issue will be researched and reported back to the Curriculum Committee.

Currently the program is being re-instated with the State Board. Jamilyn Penn has all pertinent paperwork and is handling this aspect of the process.

This program will be in the new 2014-15 College Catalog. All classes offered every quarter.

911 Call Takers

Often, when a person starts their employment as a 911 call taker they are unprepared for all they need to know and other, senior call takers typically do not have the time or resources to mentor the new employee. This program has been developed to provide training and information before a person sits down in the 911 call center desk.

This would be a 1 quarter offering. Initially there were no credits attached but the Committee feels it is a 5 credit course.

This is a modification of an existing class. Class will be evenings.

Back Office Management Certificate

Petra Perkins presented the theory behind the Back Office Management Certificate offering.

Typically in small businesses support staff are friends or family with little or no experience. As with larger businesses, small businesses need to have trained support staff. This training would cover:

- Subcontract Language
- Safety
- Subcontractor Management
- Owner/Client Management
- Business Development
- Employee Development
- Contract compliance
- Project Management

Ryan Reygers, Retail Business Management instructor would meet and use his project guidelines incorporating individual industry specifics for student projects.

This offering would be a model for various industries in the area.

If currently offered classes that make up this certificate are being modified;

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- Prepare Education Plan with Advising and Counseling.
- State inventory updated, if needed.

Review Curriculum Committee Charter, Practices and Purpose

Time did not allow discussion for this item. Committee Chair, Michelle Hillesland would like to have this discussion on next month's agenda and completed by June.

5. Continuing Business

- Committee on Learning Assessment:** No report
- eLearning Report:** Kelly reported that eLearning staff is available to go into the classroom and talk with the students regarding on-line classes, processes, who can help, etc. This would cut down on some issues.
 - # of courses:399
 - # of students: 1924
 - # of enrollments: 6016
- Outstanding Action Items**

6. Good of the Order:

Next meeting: May 13, 2014, Building 19 room 124

7. Adjournment

The meeting was adjourned at 3:11p.m.

Michelle Hillesland, Committee Chair

Approval Date