



## **Curriculum Committee Minutes**

**May 13, 2014 – 2:00 p.m.**

Building 19, Room 124

**Attendees:** Steve Addison, Doug Ammons, Michelle Barre, Michael Bowman, Christine Campbell, Bill Coyner, Mabel Edmonds, Myra Griffin, Michelle Hillesland, Wendy Joseph, Claire Korschinowski, Kelley Meeusen, Kathi Medcalf, Cindy Mowry, Carrie Muir, Jamilyn Penn, Don Souza, Carrie Van Beek, Mike Wheeler

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

**Absent:** Trisha Autry, Ted Broussard, Travis Cohen-Luch, Lisa Colombini-Hyke, Loren Davis, Jim Gordon, Teresa Green, Brenda Lazarus, Joyce Loveday, Heather Stevens, Glen Weigelt

**Guests:** Kelly Hollowell, Petra Perkins, Leah Krank, Jeffery Turner

### **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 April 8, 2014 were reviewed.

**MOTION TO APPROVE:** Carrie Muir

**SECONDED:** Michael Bowman

**MOTION CARRIED.**

#### **3. Consent Agenda**

- Mechatronics – FSME 101, 111, 112, 113
- Retail Business Management – RBM 151, 156
- Nutrition – NUTR& 101

**MOTION TO APPROVE:** Carrie Muir

**SECOND:** Claire Korschinowski

**MOTION CARRIED.**

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

##### Chemistry CHEM& 131

Due to the rigor and expectations of curriculum content for the new DTA course this will be one of courses offered. The DTA has already been approved, and students are already in the pipeline.

It was also noted that besides the instructor a lab technician/aid will also have to be hired.

This course is still in development and will be ready for the Consent portion of the June Curriculum Committee Agenda.

##### Physics& 115

Taken off the agenda

##### CNISS

Big changes in the CNISS program; one full time instructor retiring and position may not be filled and Microsoft has been moved into the core program.

Financial Aid can only pay for the Core program plus 1 option. There are still 2 options besides the Core and many students are finding funding from other available sources.

Faculty feels that since they have cut the “fat” from the program it is much stronger.

Request made from presenters and Interim Division Dean Claire Korschinowski that this committee allows a “Fast Track” option to review and approve course outlines that have been placed and awaiting review. The committee is allowing the “Fast Track” (voice vote was taken) as long as the following steps are followed:

- Course Outlines reviewed by the committee this evening (May 13<sup>th</sup>)
- The “yea” or “nay” regarding the outlines will be done via email sent out by Chair, Michelle Hillesland.
- Individual votes need to be received by Michelle no later than 9:00am, Wednesday, May 14, 2014.
- Current course outline template to be used
- Schedule Change Forms to be submitted for each offering
- Work with Lili Cutler ensuring the appropriate information is in the 2014-15 College Catalog.
- This will not have to go to the State. There are no changes in number of credits

Chair, Michelle Hillesland has requested that the vote information be included in these minutes. The CNISS outlines have been approved (13 of 18 voting members that were present at the CC meeting responded. There were requests made:

- Have empty objective lines removed.
- Start Course Descriptions with an action verb

CNISS is granted the “Fast Track” Summer start request.

Course Outlines for CNISS program approved via email on May 14<sup>th</sup> are:

NSS109 – Cisco Networking I

NSS 139 – Server OS Installation and Configuration

NSS 152 – SharePoint Services Administration

NSS 162 – Administering Windows Server OS

NSS 205 – Advanced Windows Server Configuration

NSSC 201 – Cisco Networking II

NSSC 208 – Managing Network Security

### JBLM Cabinet Making & Carpentry

Petra Perkins presented the 10 modules Continuing Education would like to incorporate into the Cabinet Making & Carpentry already being instructed to prisoners at Joint Base Lewis/McCord.

Mini-certificates would be issued for each module a person completes. Credits earned could be eventually added to a degree program.

Additionally, certificate in hand helps when a prisoner goes before the parole board. In many cases time is taken off a sentence when an inmate partakes of learning opportunities.

Production shop in service at this time.

To do:

- Develop Course Outlines. Meet with Kristy Crosby for course numbers and CIP codes
- When course outlines are completed, post in the Curriculum Committee folder Submitting for Review at least two weeks before the next CC meeting and request that the outlines be added to the Consent portion of the upcoming CC meeting. ng.

### JBLM Landscaping

Request presented by Petra Perkins regarding the program already active at Joint Base Lewis/McCord. Justification is the same as for the JBLM Cabinet Making & Carpentry program.

5 modules would be developed affording the prisoners, upon completion 5 mini certificates.

To do:

- Develop Course Outlines. Meet with Kristy Crosby for course numbers and CIP codes.
- When course outlines are completed, post in the Curriculum Committee folder submitting for Review for at least two weeks before the next CC meeting and request that the outlines be added to the Consent portion of the upcoming CC meeting.

### Fundamentals Skill for Manufacturing and Engineering – Certificate offering

Steve Addison presented the certificate offering Fundamentals Skill for Manufacturing and Engineering (FSME) Certificate of Completion to the committee. This is designed to provide students with a set of skills and knowledge that will equip them for further technical studies, or any entry-level position in a manufacturing organization.

The program is one quarter in length, and totals 18 credits. It includes the following four courses:

FSME 101 – Workshop Safety

FSME 111 – Quality Principles, Inspection and Test

FSME 112 – Fabrication Fundamentals I

FSME 113 – Fabrication Fundamentals II

All of these courses were presented at this meeting on the Consent portion of the Agenda for the Mechatronics Technician AAS-T degree program, and were approved by the Curriculum Committee.

Since all of the course outlines have already been approved, this certificate was approved by the Curriculum Committee.

### MAT 88

Kathi Medcalf shared with the committee that students taking Math 105 and 107 do not need as much algebra as students going into MAT 108 and 110. Retention is a motivating factor in making sure courses are offered that truly meet student needs.

MAT 88 will be a level that students taking the math “bucket” course could be transcribed out at. This would then be a pre-req (as well as MAT 91) to MAT 105, MAT 107. This will allow students to progress faster into their career field.

A prerequisite will be MAT 82.

To do:

- Wendy Joseph needs to look at the course to determine if it is eligible for financial aid.
- More information is needed
- This can be added to the catalog as a “place holder”

### COLLEGE 102

Kathi Medcalf has determined by polling the College 101 instructors that a course needs to be developed for students who not only meet the requirements for College 101 but in addition need help with computer skills.

To do:

- Keep offering as same credit as 101
- Wendy Joseph needs to look at because this might not be eligible for financial aid.
- Need more information
- Put in catalog as a “place holder”

### Review of Curriculum Committee Charter, Practices and Purpose

Michelle Hillesland handed out copies of the Curriculum Committee bylaws. It was pointed out that the last revision done was in May 2002.

After members took time to quickly review the by-laws it became obvious that not all statements are being adhered to.

Michelle requested that an Ad Hoc committee be formed to take a look at the bylaws and report back to the committee at the June 10, 2014 Curriculum Committee meeting.

Members would like the committee to also consider if statements need to be included for Financial Aid and Program Chairs (if we do end up having them) along with evaluating the Rules of Order statement.

This Ad Hoc committee will be chaired by Jamilyn Penn and includes Kelley Meeusen, Michael Wheeler and Michelle Barre.

The committee will submit their report at the June 10, 2014 CC meeting.

#### Curriculum Committee Forms

It was requested by members of the committee that an Ad Hoc committee be formed to review the Instruction Manuals and try to bring them from 3 to 1 manual. It is confusing as to where to find the information needed.

This Ad Hoc committee will be comprised of; Kelley Meeusen (Chair), Kathi Medcalf and Doug Ammons. It is felt that there should also be input by one of the Coding Specialists.

This committee will also submit their report at the June 10, 2014 CC meeting.

**5. Continuing Business** – Due to time constraints there were no reports from the Committees below.

- a. **Committee on Learning Assessment:** No report
- b. **eLearning Report:** No report

**6. Good of the Order:**

Next meeting: June 10, 2014, Building 19 room 124

**Outstanding Action Items**

- Back Office Management Certificate; Updated Scope/Sequence, if new course outlines contact Kristy Crosby, any new or modified outlines to be posted for review, course outlines printed out, signed by appropriate people, routed to Curriculum Committee Chair for processing; determine if Education Plan needs to be prepared.

**7. Adjournment**

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

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Michelle Hillesland, Committee Chair

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Approval Date