**CURRICULUM COMMITTEE [DRAFT]**

Minutes

June 03, 2016

Present: Dave Bradley, Lars Campbell, Jackie Curry, Sue Goff, Carrie Kyser, Terry Mackey, Brenda Marks, Mike Mattson, Lily Mayer, Jeff McAlpine, Tracy Nelson, Nicole Rosevear, Polly Schulz (Chair), April Smith, Megan Feagles, Dru Urbassik (Recorder), Bill Waters

Not Present: Matthew Altman, Dustin Bare, Chippi Bello, Sue Caldera, Carol Dodson, Jackie Flowers, Bev Forney, Phillip King, Barry Kop, Lupe Martinez, Gwenda Richards Oshiro, Cynthia Risan, Laurette Scott, Tara Sprehe, Shelly Tracy

Guests: Jennifer Brown, Jim Nurmi

1. **Welcome & Introductions**—Polly Schulz
2. **Minutes**

 The April 15th meeting minutes were approved.

 **Motion to approve, approved.**

1. **Consent Agenda**

 Item #1: Course Number Changes

 Item #2: Course Credit/Hours Change

 Item #3: Course Title Change

 Item #4: Outlines Reviewed for Approval

**Action: Committee voted to approve consent agenda, except for the following:**

***ABR-225***

* *SLO 3 has “understand”, replace with “Explain”, major topic outlines are traditionally a bulleted number or list, a paragraph is fine. Course is going to be revised over the fall.* ***Approved with changes.***

***AM-175, 185, 195***

* *What is the difference between these courses? The outlines are the same. The idea was to give students additional time to focus on certain skills when taking additional course. Perhaps the distinction of the study should be in the course descriptions. SLOs 4-7, how to do you evaluate improvement? Number 4 also seems to encompass 5-7.* ***Send back to submitter.***

***AM-228***

* *SLO 1 delete basic business, SLO 2 “describe basic business principles including balance sheet, cash flow and profit margins” , SLO 3 “explain the legal requirements for owning a business”* ***Approved with changes.***

***ASE-086***

* *SLO 3, birds evolved from, remove “are”.* ***Approved with changes.***

***ASE-087***

* *SLO 6, what are biomass mechanisms? This course is not physical science.* ***Send back to submitter.***

***BI-163***

* *Description is a field trip, typically lab or lec/lab. There is also a research project and lectures. Should be 22 lecture/lab hours.*
* *SLO 1 change to “journal observations”, SLO 3 remove “Collaboratively”* ***Approved with changes.***

***GRN-181***

* *SLO 1, remove understand and replace with “apply”* ***Approved with changes.***

***GRN-182***

* *SLO 1, remove describe and replace with “explain”* ***Approved with changes.***

***GRN-184***

* *SLO 3, remove understand and replace with “explain”,* ***Approved with changes.***

***IMT-233***

* *SLO 4, remove understand and replace with “use timers and counters and explain their functionality along with their use in specific applications”* ***Approved with changes.***

 ***IMT-215***

* *SLO1 remove understand and replace with ‘apply”*
* *SLO 2 remove understand and replace with “explain”* ***Approved with changes.***

 ***EST-180***

* *This is a CWE course, pulled for the course description. Should this be pulled for CWE SLO standard language? Do we want to evaluate this today or do we want to table it for when the SLOs are updated? If this is tabled the students over the summer may lose the ability to take the course during the summer quarter. Used for high school students who need additional credit or as an internship.* ***Approved with changes. (lower case A in 2b.)***

 ***PSY-280***

* *Should this be pulled for CWE SLO standard language? Do we want to evaluate this today or do we want to table it for when the SLOs are updated? There are no students in this course over the summer.* ***Motion to table until for Fall.***

1. **Informational items**

 **Zero Credit Courses**

 ASE-080 Life Skills- Brenda Marks

 Primary offered in correctional institutions to address student’s needs. How to get housing, interpersonal relationship skills, ect.

1. **Old Business**

 ***Standard CWE SLOs***

*Terry Mackey*

 *Pam Clem*

 *Came up with 3 student outcomes that can be applied to all CWE courses:*

1. *Apply academic skills environment related to their program of study.*
2. *Demonstrate appropriate work habits (time management, interpersonal relationships, attendance, appearance, and problem solving) for their work environment*
3. *Apply career management strategies such as interviewing, resume writing, networking, workshops and portfolio development.*

 *SLO 3 does not apply to the Psychology students. These students are not focused on leading to employment at that time. Typically they are doing volunteer experience. They complete the seminar component, but do not complete the resume. The seminar component is required by the state. Should be 30% of the student’s grade. In two departments the seminar is integrated.*

SOC students use this for more of an academic path then an employment path. Students can have a selection of what they want to do. Writing a letter for graduate school could be one of these activities. Perhaps this could fall under “portfolio”, and the SLO says “such as.”

* Change SLO3 to read as “career and academic strategies…”

**Motion to forward this to the CWE office for additional review and apply feedback to CC in fall.**

1. **New Business**

***Summer Review Group***

*Polly Schulz*

 *Small group to review outlines over the summer so that they can be approved for the first CC meeting this fall.*

***Volunteers:***

 ***Jackie Flowers, Mike Mattson, Tracy Nelson, Bev Forney***

* *Could we also have a group that could approve during the summer?*
* *A small group that meets once or twice over the summer; once in July and once in August.*
* *There was also a suggestion to have one meeting at the beginning of September when others return.*
* *Who would be willing to come in a couple of times?*
* *Perhaps if we had planned this out earlier in the year it would be easier to coordinate a summer approval committee. Maybe this is a process for next year.*
* *The outlines should be for the second meeting in October instead of the first meeting*
* *Place on agenda for Fall term*

***Program Amendments***

*Fitness Technology-*

* *Made a few minor changes based on information from the advisory group*
* *Offering two communication courses now*
* *Added personal training as a requirement instead of an elective*
* *Added electives for students to have more options*
* *APPROVED*

 *WET AAS*

* *Advisory groups feedback*
* *Drop CH-104*
* *Drop MTH-95, the students are getting 5 credits of math already*
* *Removed CH-104 and MTH-095 and BA-131(replaced with WET-112)*
* *Added WET-112 and WET-108*
* *Total proposed credits 90-93*
* *APPROVED*

 *WET Certificate*

* *1st year of the AAS degree. All the changes made affect both programs*
* *Advisory groups feedback*
* *Drop CH-104*
* *Drop MTH-95, the students are getting 5 credits of math already*
* *Removed CH-104 and MTH-095 and BA-131(replaced with WET-112)*
* *Added WET-112 and WET-108*
* *Total proposed credits 57-58*
* *APPROVED*

***New Courses***

 *IMT-120 Industrial Machinery I*

* *Aimed at industrial machinery maintenance*
* *Starts with hand tool use to drive systems*
* *Approved*

 *IMT-139*

* *Renumber course*
* *Same as EET-139*
* *EET prefix can*
* *Approved*

 *IMT-220*

* *Continuation of IMT-120 course*
* *Move focus from mechanical machines to electromechanical machines*
* *APPROVED*

 *IMT-225*

* *Advanced version of IMT-221*
* *Should be lecture/lab 66, 0 lab hours*
* *3 credit course*
* *Approved with credit hour changes*

 *IMT-234*

* *Cont of PLC series*
* *Had a MFG prefix*
* *Small industrial computers*
* Is this purely lecture, does not meet qualifications of lecture/lab, mostly a lecture course.
* The lab is done outside of the course, they do have access to open lab time.
* Small hands on electric component
* Update description, remove “through lectures, labs and hands-on examples”
* SLO 3 remove understanding, replace with “create and interpret”
* Approved with changes

 *IMT-239*

* Renumbered course
* EET-239
* SLO 1, remove understand and use “troubleshoot advanced”, remove troubleshooting at the end of the sentence for SLO 1
* Approved with changes

 *MUP-180R*

* *New instrument added to their private instruction list*
* *approved*

 *MUP-280R*

* *New instrument added to their private instruction list*
* *Should be Guitar not Piano*
* *Approved*

 *MUS-090*

* *Students having a big wash out rate to MUS 111*
* *Summer term music theory prep course*
* *Give student an understanding of the basic building blocks of music*
* *Should be commas instead of semi-colons*
	+ *3 needs semicolon*
	+ *1 needs comma*
	+ *No changes*
* Approved

***Table review teams and membership for the first meeting***

 ***Curriculum Office will send out information to confirm membership via email.***

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| **Next Meeting for 2015-16: October 7, 2016 CC127 8-9:30am** |