**CURRICULUM COMMITTEE [DRAFT]**

Minutes

December 02, 2016

Present: Dustin Bare, Lars Campbell, Sue Goff, Donna Larson, Lupe Martinez, Mike Mattson, Lilly Mayer, Jeff McAlpine, Tracy Nelson, Gwenda Richards Oshiro, Laurette Scott, April Smith, Tara Sprehe, Shelly Tracy, MaryJean Williams, Kellie O’Grady, Tatyana Pevchenko

Not Present: Matthew Altman, Dave Bradley, Elizabeth Carney, Carol Dodson, Megan Feagles, Bev Forney, Nick Hamel, Barry Kop, Carrie Kyser, Cynthia Risan, Ryan West

Guests: Katelynn Karch, Kara Leonard

1. **Welcome & Introductions**—Terry Mackey
2. **Minutes**

The November 18th 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.**

**Motion to approve, approved.**

1. **Informational items**

**Review Committee Updates**

* The communication process with the submitters seems to be holding

**Program Information Updates**

* CLA PLOs
  + SOP should be spelled out
  + Demonstrate proficiency using SOP procedures
  + Change “understand” to “apply”
  + Remove Business AAS from Articulation
  + Dru will create a process document for updating PLOs
  + January meeting add PLOs to the agenda for if the Committee will be Reviewing
  + Return to Helen for updates
* AS Area of Emphasis Computer Science
  + Removing 5 PLOs and adding in two new outcome

**New Catalog Layout for Program Curriculum Breakdowns**

* Add a message in about where students can go to get an order a breakdown of what order to take the courses in
* Snapshot will give a look at the number of courses they actually have to take
* For courses that aren’t offered every term, give a sense of when they might be offered

1. **Old Business**

**CWE SLOs**

* Spring or Winter term of last year the office was asked to provide input on global student learning outcomes
* Each student can create their own tailored outcomes that satisfy the CWE SLOs
* Three standard Learning Outcomes were created
  + SLO 1: Apply academic knowledge, skills, and abilities to a work environment specific to their program of study.
  + SLO 2: Demonstrate appropriate work habits (time management, interpersonal relationships, attendance, professional appearance, and problem solving) for their work environment.
  + SLO 3: Apply career management strategies such as interviewing, resume writing, networking, and portfolio development.
* Concern about student in psychology and sociology paths
  + These are students who are on an academic path not a career path
  + The last SLO is referring to the seminar piece of CWE
    - Some students complete a portfolio
    - Do we need to add “academic and management strategies”
    - Remove “workshops” from the last SLO
  + SLO 2 demonstrate appearance
    - Change to professional appearance
  + All CWE outlines will need to be updated
    - The curriculum office can complete these updates
    - There was a concern that these SLOs might not work with computer science and WETT departments
    - Mike Moise believes that Rich would say that these would align with the computer science students
  + The proposed SLOs were sent to all the CWE instructors at the beginning of the year
  + Motion to approve, approved
  + Curriculum Office reach out to the chairs before updating the CWE SLOs for the 280 only courses

**Course Inactivation Exception Process**

* Comes from the process flow for course inactivation
* Change “offered” to “taught.”
* Add in information about an exception to the three-year rule
* Will vote on this during the January 20th meeting
* The consent agenda will notate these courses
  + Symbol, bold text, color
  + TBD

1. **New Business**

*Program Amendment*

***Human Resource Management Certificate***

* Advisory committeewas wondering why the program was longer than one year
* The committee decided to remove the accounting courses
* They felt that the business math course was enough
* Change from 54 credits to 46-47 credits
* **Move to approve, approved**

*New Courses*

**IMT-108**

* Common skills needed for Maintenance Technology
* Pre-req of MTH-050, no technical requisites
* **Move to approve, approved**

**IMT-110**

* Common procedure in industry and maintenance
* Statistical methods to find out when things will fail and replace them before they do
* **Move to approve, approved**

*New Programs*

**AAS IMT**

* One of the top high wage high demand jobs as determined by the state
* One of the most difficult positions to fill
  + Broad range of skills are needed
    - lower mechanic skills to high tech processes
* Students can move on to get licenses
* Broad ranging discipline including machining to fabrication, computer literacy, materials, machinery, electromechanical systems, rigging, lifting, and welding
* Most of the courses we have been teaching for years
* Six new courses have been developed for this AAS degree
* Some of the funds to launch this program have come from the TechHire Grant
* LMI was created to see what the job market will look like
  + One of the most in demand industries
* Advisory committee was very excited to have this program starting
* TechHire Grant is paying for these classes for these students if they qualify
* **Move to approve, approved**

**IMT Certificate**

* First year of the AAS degree
* These students do not get the second year high automation courses
* There are jobs available with one year of training
* **Move to approve, approved**

**IMT Career Pathway**

* One year that takes away most of the training in industrial electronics
* Still a need out there for mechanics
* This program is for a student who is more of a traditional mechanic
* **Move to approve, approved**

*Program Suspensions*

* ERM programs have been suspended
* Utilities are now hiring in a different format
* Most of the training is done as an apprenticeship as part of the job in house with the companies
* **Move to approve, approved**

*-Meeting Adjourned-*

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| **Next Meeting for 2015-16: January 20, 2016 CC127 8-9:30am** |

Mary Jane Williams- Part-time faculty (add)

Add Kara to the December 3rd meeting for CWE SLOs