**CURRICULUM COMMITTEE**

Minutes

March 17, 2017

Present: Dustin Bare, Elizabeth Carney, Carol Dodson, Megan Feagles, Bev Forney, Sue Goff, Donna Larson, Lupe Martinez, Mike Mattson, Jeff McAlpine, Tracy Nelson, April Smith, Dru Urbassik (recorder), MaryJean Williams, Terry Mackey (Chair), Jackie Flowers, Lilly Mayer, Kellie O’Grady, Carrie Kyser, Tara Sprehe

Not Present: Dave Bradley, Lars Campbell, Nick Hamel, Barry Kop, Cynthia Risan, Laurette Scott, Shelly Tracy, Ryan West

Guests:

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

 The February 17th meeting minutes were approved.

 Remove Gwenda, no longer with CCC.

 **Motion to approve, approved with changes.**

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

 **Motion to approve, approved.**

1. **Informational items**

 **PLO updates**

DMC

* What are the focus areas?
	+ They are listed in that last bullet point
* No other questions or issues

 Computer-aided Manufacturing

* No major changes, but just a clean-up of the existing learning outcomes
* No questions or issues

 Emergency Medical Technology

* Clean-up and consolidation of the skills that are learned by the students

 Electronics Engineering Technology

* No questions or issues

 GIS Technology

* No questions or issues

 Microelectronic Systems Technology

* “use test equipment…” is repeated twice
* No other issues

1. **Old Business**

 Flowchart, Checklist, and Process Documents

 Related Instruction and General Education

* Terry found the existing related instruction criteria document
* There is terminology for adding and removing courses from the related instruction list
* With the current set-up a related instruction course could be approved on the consent agenda
	+ The Committee seemed to agree that this should be separate and not on the consent agenda
* Should there be a dedicated related instruction team?
	+ Some committee members feel that they would not know how to review for related instruction and would support a separate related instruction team
* Next Steps
	+ Update the terminology for adding and removing courses
	+ Set-up a sub-committee for related instruction
	+ Bring back April 7th
		- Terry Mackey, Dru Urbassik, MaryJean Williams and Jackie Flowers will work on updating terminology and the criteria document

 General Education

* There should be a general education review team as well
* There are specific outcomes that need to be met to be considered general education
	+ This is a continuation of the discussion that was held during the March 3rd meeting

 Outstanding Rollover Courses

* 103 outstanding courses to be reviewed
* If the teams to do not complete these by June 2nd a small committee might be formed to review the outlines during the summer
	+ The small committee won’t approve the courses, but will review them
	+ We might try to approve a consent agenda via email during the summer term
1. **New Business**

 *MTH-050 and MTH-080*

 *Bill Waters*

* The math department has two courses that are offered for three credit hours but have 44 contact hours
* This violates the credit hour limits that are designated by the state
* The correction will most likely be that the courses will be moved to a four credit hour courses
	+ Though the courses could be moved to 36 contact hours
* This change will affect many programs
* The change will not meet the deadline for the 2017-18 catalog
* Some programs, such as in Manufacturing, are already pushing high credit hours for their programs
* The course was created based on information from departments that wanted the course for their programs
	+ The Math department will work with the other departments on campus to determine what is the most important piece of the course; the credit hours or the content
* The Math department is proposing a reduction in credit hours for MTH-098 from 5 hours to 4 hours
* Adam Hall has sent out email communication to all the departments that might be affected to see what their preference would be
* Carrie Kyser will report back to the Committee on April 21st

 *DMC-221 and 222*

* *These courses had the terminology changed to remove “Flash” from the course title and description*
* *A request was made to review these as a team so that the catalog could be updated*
* *The Committee reviewed DMC-221*
	+ *Motion to approve, approved*
* *The Committee reviewed DMC-222*
	+ *Need more information about the requisites*
	+ *SLO1: remove “demonstrate proficiency” and replace with “use”*
		- *Is this accurate?*
		- *Use is not the same being proficient*
	+ *SLO6: change to demonstrate understanding*
	+ *Motion to approve with requisite clarification, SLOs will stay the same for now, approved, one member opposed*
	+ *Nora will have to resubmit for approval if she wants to update the PLOs*
1. *Next meeting*

*-Meeting Adjourned-*

|  |
| --- |
| **Next Meeting for 2016-17: March 17, 2017 CC127 8-9:30am** |