qCurriculum Committee



**December 1, 2017** (8-9:30am, CC127)

**Curriculum Committee Minutes**

May 20, 2016

**Meeting Agenda**

**Present**: Dustin Bare, Dave Bradley, Nora Brodnicki, Rick Carino, Megan Feagles (Recorder), Jackie Flowers (Alternate Chair), Bev Forney, Sue Goff, Donna Larson, Kara Leonard, Terry Mackey (Chair), Lupe Martinez, Mike Mattson, Lilly Mayer, Jeff McAlpine, Suzanne Munro, Tracy Nelson, Scot Pruyn, Lisa Reynolds, April Smith, Tara Sprehe, Dru Urbassik, Bill Waters, MaryJean Williams

**Guests:** Karen Ash, Katelynn Karch, Carrie Kyser, Kelly Mercer, David Plotkin, Joan San-Claire

**Absent**: Elizabeth Carney, Carol Dodson, Barry Kop, Cynthia Risan, Shelly Tracy

1. **Welcome & Introductions**
2. **Approval of Minutes**
   1. Approval of the November 17, 2017 minutes

**Motion to approve, approved**

1. **Consent Agenda**
   1. Course Number Changes
   2. Course Credits/Hours Change
   3. Course Title Change
   4. Reviewed Outlines for Approval
   5. IMT-223 was removed
      1. Course Description: Courses cannot promise “to provide” students with knowledge
      2. Suggested wording: “Course instruction covers areas of process measurement, control, and data acquisition. Common sensors and actuators and their applications are also presented.”
      3. Mike Mattson, the owner of the course, agreed to the suggested description change.
         1. Course Description was updated in the Outline Submission System on 12/1/17 by MCF.

**Motion to approve IMT-223 with updated course description, approved**

1. **Informational Items**
   1. Catalog Deadlines
      1. Dru Urbassik reminded the Committee that items seeking approval for the 18-19 Catalog must be approved by January 19th, and therefore must be received by January 11th to be added to the Curriculum Committee Agenda
      2. This is the last time the Committee meets before the deadline
      3. Dru will remind the Department Chairs at the Department Chairs meeting next Friday, December 8th
2. **Old Business**
   1. General Education Checklist
      1. Dru Urbassik presented
      2. Edits from last meeting are now reflected on the checklist, including Cultural Literacy, which is included on the State website.
         1. Dru will check the Outline Submission System to see if detailed Cultural Literacy information is included.
      3. The Gen Ed Sub-Committee or the Submitter can use the transfer spreadsheet to check that the course will transfer
         1. Dustin will send the Curriculum Office links to the sources of the information. The Curriculum Office will update the spreadsheet with the links and re-upload the document to the Curriculum Committee website
      4. Should the Committee continue to review the Gen Ed Criteria for the current Gen Ed approved courses only when they come up for review, or should we check them all now?
         1. David Plotkin: House Bill 2998- Transfer bill; foundational curriculum for unified state-wide transfer agreements.
            1. Ensuring that all Gen Ed community college courses will transfer to all universities as Gen Ed courses
            2. As a result, by next year, we should expect to have rigorously reviewed all the Gen Ed courses
            3. More urgency to look at Gen Ed courses this year, rather than waiting for them to come up for review.
            4. Dru will review the currently approved Gen Ed courses. If they do not transfer to PSU and at least one other university, Dru will contact the department about potentially pulling the course from the approved Gen Ed list.

Dru will present this information at the Department Chairs meeting on Friday, December 8th

If there are courses being pulled, they will be presented to the Committee as informational items

* + - 1. Has there been any discussion in the 2988 Work Group about changing or reviewing the outcomes?
         1. Might be worthwhile once a foundational curriculum is established, 2-3 years from now.
      2. Dru will clean up formatting on the checklists.
  1. General Education Transfer
     1. David Plotkin presented with the previous agenda item
  2. Communication to Directors and Chairs
     1. Terry Mackey presented
     2. This is part of a continued effort to better communicate with the College.
     3. The email lists the course and program edits that were approved during the Committee meeting
     4. A suggestion was made to add the date of the next Curriculum Committee meeting to the end of the email
     5. In cases where numerous consent agenda courses are listed only by prefix to save space, the Consent Agenda will be attached to the email
     6. Email summaries will be emailed to Department Chairs and Directors after each Curriculum Committee meeting starting today
  3. MTH-050 Program Amendments
     1. Terry Mackey presented
     2. Terry pulled a list of programs affected by the MTH-050 credit change and will fill out the Program Amendments for those programs
        1. The Curriculum Office will review the Amendments and get Dean signatures
        2. After MTH-050 is approved, the signed Amendments will be brought back to Committee for approval

1. **New Business**
   1. **Changes to MTH-098**
      1. Carrie Kyser and Kelly Mercer presented
      2. Proposed change from 5 to 4 credits
      3. Proposed course description was written with the student audience in mind. The Committee agreed that the proposed description was comprehensive and student-friendly
      4. SLOs: It was suggested that it might be difficult to assess “a willingness” or “an appreciation”
         1. The Math Department assesses these items by requiring students to write a narrative about their “willingness to engage with scenarios involving numbers and graphs” and their “appreciation of quantitative displays as useful ways to communicate about real-world phenomena.”
      5. The Math Department has met with other departments for feedback and it has been positive
         1. The credit change won’t affect many programs, especially since most programs require “MTH-XXX or higher” rather than a specific course/number of credits
   2. **Course Inactivation**
      1. BA-280A
      2. BA-280B
      3. BA-280C
      4. BA-280D
      5. BA-280E
      6. BT-101
      7. BT-170
      8. BT-173
         1. Bev Forney presented
         2. Part of a clean-up effort from the Business Department. These courses aren’t offered anymore and are not part of any programs
         3. **Motion to approve all courses for inactivation, approved**
   3. **New Courses**
      1. MFG-081
      2. MFG-082
      3. MFG-083
         1. Mike Mattson presented
         2. The less-than-100-level course number designations reflect that the courses are “pre-technical”, less than college-level courses.
         3. **Motion to approve all courses, approved**
   4. **Program Amendment**
      1. CC, Accounting Clerk
         1. Joan San-Claire presented
         2. The Amendment reflects an effort to strengthen the Accounting Clerk Program
            1. Total number credits slightly decreased, but still above 45 – this is a more realistic number of credits to complete in one year
            2. Change to the order of courses
            3. Removed CWE requirement
            4. More aligned with PCC’s program
         3. **Motion to approve, approved**

*-Meeting Adjourned-*

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| **Next Meeting: January 19, 2018, CC127, 8-9:30 am** |



**December 1, 2017** (8-9:30am, CC127)

**CONSENT AGENDA**

**1. Course Title Change**

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| --- | --- | --- |
| **Course Number** | **Former Title** | **New Title** |
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**2. Course Hours Change**

|  |  |  |
| --- | --- | --- |
| **Course Number** | **Title** | **Change** |
|  |  |  |

**3. Course Number Change**

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| --- | --- | --- |
| **Course Number** | **Title** | **New Course Number** |
| MFG-223 | Instrumentation & Controls | IMT-223 |

**4. Outlines Reviewed for Approval**

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| --- | --- | --- |
| **Course Number** | **Title** | **Implementation** |
| IMT-223 | Instrumentation & Controls | 2018/WI |
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