Curriculum Committee

**May 4, 2018** (8-9:30am, DJ233)

**Curriculum Committee Minutes**

May 20, 2016

**Meeting Agenda**

**Present**: Karen Ash, Dustin Bare, Megan Feagles (Recorder), Jackie Flowers (Alternate Chair), Sharron Furno, Donna Larson, Kara Leonard, Jeff McAlpine (Chair), Tracy Nelson, Scot Pruyn, Lisa Reynolds, April Smith, Tara Sprehe, Dru Urbassik, Bill Waters, MaryJean Williams

**Guests:** Katelynn Karch, Chris Witten

**Absent**: Dave Bradley, Nora Brodnicki, Rick Carino, Elizabeth Carney, Carol Dodson, Bev Forney, Sue Goff, Barry Kop, Lupe Martinez, Mike Mattson, Lilly Mayer, Suzanne Munro, David Plotkin, Cynthia Risan, Shelly Tracy

1. **Welcome & Introductions**
2. **Approval of Minutes**
	1. Approval of the April 20, 2018 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

**Motion to approve, approved**

1. **Informational Items**
	1. **3-Year Course Inactivation List**
		1. Dru Urbassik presented a list of courses that are up for inactivation because they have not been offered in the past 3 years. There are about 400 courses up for inactivation.
			1. This includes courses that were offered but had sections that were cancelled due to low enrollment
		2. Departments are responsible for notifying the Curriculum Office if they are planning to offer the course in the 19-20 year (starting June 30, 2019). The yearly schedule forecast is due June 1st to the Scheduling Office.
		3. Dru will send the list of courses to Departments Chairs, Deans, Associate Deans, Admins, etc. by May 7th
2. **Old Business**
	1. **Summer Meeting(s) Date(s)**
		1. Jeff McAlpine presented
		2. Is there a need?
			1. The Committee met twice last summer because there was a backlog of outlines needing review. There are about 108 outlines that need to be reviewed by the end of this year (2 meetings left)
			2. The Committee decided that they will not meet this summer.
3. **New Business**
	1. **Committee Membership 18-19**
		1. Upcoming Vacancies
			1. Deans are responsible for filling these vacancies within their Division.
			2. The Curriculum Office will send the vacancy list to the Deans.
		2. Committee Chair and Alternate Chair Nominations
			1. Guided Pathways may shape the work of the Committee Chair in the next few years
			2. Donna nominated MaryJean Williams for Chair
			3. Jeff McAlpine was nominated as Alternate Chair
			4. The Curriculum Office will send out an email to the Committee reminding them that we need to have members present for Chair and Alternate Chair nominations
		3. Review Teams and Sub-Committees
			1. Vacancies for Review Teams and Sub-Committees must also be considered as Deans are filling positions.
	2. **Course Inactivations**
		1. WRD-090A, WRD-098A
			1. Jeff McAlpine presented
			2. From approval email “…was a supplementary, optional, 1-credit support class that was seldom used but has stayed on the schedule until this year. We do not plan to offer it again as we can better serve students in the existing WRD-098 4-credit course and in the Writing Center.”
			3. **Motion to approve both courses, approved**
	3. **New Course**
		1. TA-298
			1. There was no presenter available to present the course.
			2. The Committee reviewed the SLOs and description and felt there were many changes needed
				1. Should there be a safety component?
				2. SLO verbs are vague
			3. Bill Waters will inform the course submitter that they should meet with Sue to review the Committees suggestions.
			4. Course will be brought back next meeting, with changes
4. **For the Good of the Order**
	1. The Curriculum Office is planning a Program Amendment training and a Catalog Edits training in November.
	2. Is there any interest in an additional Program Amendment training during In-Service?
		1. There was a demonstrated interest in holding the training during In-Service
		2. The Curriculum Office will submit the In-Service Workshop Request Form (due Monday, May 7th)

*-Meeting Adjourned-*

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| **Next Meeting: May 18, 2018 CC127 8-9:30 am** |

**May 4, 2018** (8-9:30am, DJ233)

**CONSENT AGENDA**

**1. Course Title Change**

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| --- | --- | --- |
| **Course Number** | **Former Title** | **New Title** |
| AB-151 | Collision Repair Computerized Estimating - Pathways | Collision Repair Computerized Estimating - CCC ONE |
| ASE-051 | Physical Education III | Physical Education II |

**2. Course Hours Change**

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

**3. Course Number Change**

|  |  |  |
| --- | --- | --- |
| **Course Number** | **Title** | **New Course Number** |
|  |  |  |

**4. Outlines Reviewed for Approval**

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

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| **Implementation** |

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| AB-151 | Collision Repair Computerized Estimating - CCC ONE | 2018/SU |
| AM-129 | Electrical Systems | 2018/SU |
| ASE-031 | Studio Art I | 2018/SU |
| ASE-040 | AHSD Competencies | 2018/SU |
| ASE-046 | Human Development | 2018/SU |
| ASE-047 | Physical Education I | 2018/SU |
| ASE-058 | Physical Education II | 2018/SU |
| ASE-069 | Studio Art II | 2018/SU |
| CLA-102L | Clinical Laboratory Assistant Skills Lab II | 2018/SU |
| CLA-103 | Clinical Laboratory Assistant Skills III | 2018/SU |
| CLA-103L | Clinical Laboratory Assistant Skills Lab III | 2018/SU |
| CLA-115 | Laboratory Administrative Skills | 2018/SU |
| CLA-118 | Phlebotomy for Clinical Laboratory Assistants | 2018/SU |
| CLA-120 | Laboratory/Phlebotomy Practicum II | 2018/SU |
| COMM-112 | Persuasive Speaking | 2018/SU |
| COMM-212 | Mass Media & Society | 2018/SU |
| J-211 | Mass Media & Society | 2018/SU |