Curriculum Committee

**May 18, 2018** (8-9:30am, CC127)

**Curriculum Committee Minutes**

May 20, 2016

**Meeting Agenda**

**Present**: Dustin Bare, Nora Brodnicki, Rick Carino, Carol Dodson, Jeff Ennenga, Megan Feagles (Recorder), Jackie Flowers (Alternate Chair), Bev Forney, Sue Goff, Donna Larson, Kara Leonard, Jeff McAlpine (Chair), Suzanne Munro, Scot Pruyn, Lisa Reynolds, April Smith, Tara Sprehe, Dru Urbassik, Bill Waters, MaryJean Williams

**Guests:** Miranda Butler, Frank Corona, Jason Kovac, Sarah Steidl

**Absent**: Karen Ash, Dave Bradley, Elizabeth Carney, Sharron Furno, Barry Kop, Lupe Martinez, Mike Mattson, Lilly Mayer, Tracy Nelson, David Plotkin, Cynthia Risan

1. **Welcome & Introductions**
2. **Approval of Minutes**
	1. Approval of the May 4, 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 with courses removed, approved**

**REMOVE**:

BA-212

* In course description, “we” is used; not consistent with other BA course descriptions.
* **Motion to approve with changes, approved. Bring back as an Informational Item on June 1st.**

CLA-125

* SLO 6: Add “the” between “no” and “difference”
* SLO 8: remove “and” between “illustrate” and “Standard procedure”
* Remove the duplicate SLOs
* **Motion to approve with changes, approved. Bring back as an Informational Item on June 1st.**

CLA-130

* Course description: “It is intended to teach…”. Suggestion: “The course teaches students to recognize…”
* Course description: “The final portion of this course is designed to qualify students to perform…”. Suggestion: “…this course qualifies students to perform…”
* **Motion to approve with changes, approved. Bring back as an Informational Item on June 1st.**

FRP-107

* Department may not want to offer this course.
* Curriculum Office will follow-up with inactivation information, if needed.

MA-110

* Course description: “Course also includes the reading and comprehending…”, course description is repetitive. Suggestion: Remove the repeated sentence.
* **Motion to approve with changes, approved. Bring back as an Informational Item on June 1st.**

Curriculum Office will notify submitters of the suggested changes. Curriculum Office notified submitters via email on 05/21/18.

1. **Informational Items**
	1. **Program Amendment, Early Childhood Education & Family Studies**
		1. Dru Urbassik presented
		2. Curriculum Committee suggested that the credits per term be more evenly distributed when the original amendment was approved at the 3/16/18 meeting. Committee agreed that it would be brought back as an informational item.
2. **Old Business**
	1. **Review of Communication Plan**
		1. Megan Feagles presented
		2. At the 12/1/17 meeting, the Committee decided that a summary email with course and program approvals be sent to Department Chairs and Directors after each meeting.
		3. Should we broaden the audience? Who should be included?
			1. Committee decided that Admins, Admin Coordinators, Associate Deans would benefit from receiving this information.
			2. The Committee Chair will send out an email to these groups informing them of the change in communication plan
			3. The Curriculum Office will update their contact lists and include these groups on the summary email.
3. **New Business**
	1. **Committee Membership 18-19**
		1. Upcoming Vacancies
		2. Review Teams and Sub-Committees
			1. This was discussed at the 5/4/18 meeting. Curriculum Office sent the list of vacancies to Deans, who are responsible for filling those positions.
			2. Frank Corona will replace Bev Forney.
			3. Jeff Ennenga is replacing Shelly Tracy, effective immediately.
			4. The Curriculum Office has updated the Membership document and uploaded the document to the May 18th meeting page. MCF 5/18/18
		3. Committee Chair and Alternate Chair Nominations
			1. Due to low attendance at the 5/4/18 meeting, the Curriculum Office sent an email to the Committee requesting nominations for these positions via email.
			2. Alternate Chair Nominations:
				1. Jeff McAlpine
			3. Chair Nominations:
				1. MaryJean Williams
				2. Frank Corona
			4. Accepting nominations via email until the next meeting agenda item deadline, May 24th
			5. The Committee will vote on Chair and Alternate Chair at the June 1st meeting.
	2. **Program Amendments**
		1. Administrative Office Professional AAS
			1. Bev Forney presented
			2. Name change: Remove “Office” from the title
			3. Added BT-120 because it is a prerequisite for BT-122; removed BA-280; re-sequenced courses so that 100-level courses come before 200-level courses.
			4. **Motion to approve, approved**
		2. Administrative Office Assistant Certificate
			1. Bev Forney presented
			2. Name change: Remove “Office” from the title
			3. Changes mirror the changes to the AAS. Removed CS-135S
			4. BT-160 has a prerequisite of BT-120. Department will start the process to change the prerequisites for BT-160 since BT-120 is proposed to be offered the same term as BT-160.
			5. **Motion to approve, approved**
		3. Administrative Office Assistant Training Certificate
			1. Bev Forney presented
			2. Name change: Remove “Office” from title
			3. Amendment simply sorts the courses into terms, where they had been previously listed in alpha-numeric order
			4. **Motion to approve, approved**

*-Meeting Adjourned-*

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| **Next Meeting: June 1, 2018 CC127 8-9:30 am** |

**May 18, 2018** (8-9:30am, CC127)

**CONSENT AGENDA**

**1. Course Title Change**

|  |  |  |
| --- | --- | --- |
| **Course Number** | **Former Title** | **New Title** |
| DMC-131 | JavaScript for Interactive Design | Interactive Design for Games |

**2. Course Hours Change**

|  |  |  |
| --- | --- | --- |
| **Course Number** | **Title** | **Change** |
| DMC-250 | Motion Capture Animation | 33 LECT/33 LAB; 4 Credits |

**3. Course Number Change**

**4. Outlines Reviewed for Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Number** | **Title** | **Review Team Re**

|  |
| --- |
| **Implementation** |

**commendation** |
| APR-134UE | Estimator Phase Design | 2018/SU |
| ART-101 | Art Appreciation | 2018/SU |
| ART-102 | Art Appreciation: Modern & Contemporary | 2018/SU |
| ART-103 | Art Appreciation: Architecture & Design | 2018/SU |
| ART-107 | Animation & Motion Graphics II | 2018/SU |
| ART-116 | Basic Design: Color Theory & Composition | 2018/SU |
| ART-226 | Computer Graphics II | 2018/SU |
| BT-172 | Introduction to Microsoft Outlook | 2018/SU |
| BA-104 | Business Math | 2018/SU |
| BA-212 | Financial Accounting II | 2018/SU |
| BA-213 | Decision Making with Accounting Information | 2018/SU |
| BT-271 | Advanced Business Projects | 2018/SU |
| CLA-118L | Phlebotomy for Clinical Lab Assistant Lab | 2018/SU |
| CLA-119 | Laboratory/Phlebotomy Practicum | 2018/SU |
| CLA-125 | Introduction to Clinical Research | 2018/SU |
| CLA-130 | Specimen Collection | 2018/SU |
| DMC-100 | Introduction to Media Arts | 2018/SU |
| DMC-107 | Animation & Motion Graphics II | 2018/SU |
| DMC-131 | Interactive Design for Games | 2018/SU |
| DMC-250 | Motion Capture Animation | 2018/SU |
| ECE-239 | Helping Children and Families Cope with Stress | 2018/SU |
| ED-131 | Instructional Strategies | 2018/SU |
| ED-246 | School, Family & Community Relations | 2018/SU |
| FRP-102 | Basic Forest Management Lab | 2018/SU |
| ~~FRP-107~~ | ~~Wildland Fire Career Portfolio~~ | ~~2018/SU~~ |
| MA-110 | Medical Terminology | 2018/SU |
| MA-112 | Medical Office Practices | 2018/SU |
| NUR-101 | Certified Nursing Assistant II | 2018/SU |
| RET-211 | Renewable Energy II: System Fundamentals | 2018/SU |
| RET-213 | Renewable Energy III: Installation & Maintenance | 2018/SU |
| RET-215 | Renewable Energy IV: Systems Design | 2018/SU |
| RET-217 | Renewable Energy Capstone Project | 2018/SU |

approved, pending changes

~~removed/not approved~~