Curriculum Committee

**November 16, 2018** (8-9:30am, CC127)

**Curriculum Committee Minutes**

May 20, 2016

**Meeting Agenda**

**Present**: Nora Brodnicki, Frank Corona (Chair), Jeff Ennenga, Megan Feagles (Recorder), Ida Flippo, Sharron Furno, Darlene Geiger, Jason Kovac, Kara Leonard, Jim Martineau, Lupe Martinez, Lilly Mayer, Jeff McAlpine (Alternate Chair), Suzanne Munro, Scot Pruyn, Lisa Reynolds, Sarah Steidl, Dru Urbassik, MaryJean Williams (Alternate Chair)

**Guests:** Rich Albers

**Absent**: ASG, Karen Ash, Dustin Bare, Dave Bradley, Rick Carino, Elizabeth Carney, Sue Goff, Shalee Hodgson, Mike Mattson, David Plotkin, Cynthia Risan, Tara Sprehe, Helen Wand

1. **Welcome & Introductions**
2. **Approval of Minutes**
	1. Approval of the November 2, 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. **Course Flowcharts**
		1. Megan Feagles presented
		2. The course-related process documents were updated and approved at the end of last year. The flowcharts have now been updated to match the process documents.
		3. They are posted on the Curriculum Committee website under Flowcharts
		4. Request to send out information about flowcharts in approval email.

*Added to email on 11/16/18 by MCF.*

* 1. **Catalog Deadlines**
		1. Dru Urbassik presented
		2. A reminder that January 18th is the last Curriculum Committee meeting to get items into the catalog.
		3. This continues to be an informational item for Curriculum Committee so members can keep their departments informed.
	2. **Curriculum Management Software Webinar Updates**
		1. Dru Urbassik presented
		2. DigArc Webinar rescheduled for 11/29/18
		3. The vendors are working on getting sandboxes set up.
		4. The Curriculum Office will post the recording from Smart Catalog on the F drive and will notify departments soon.
1. **Old Business**
	1. **CWE SLOs**
		1. Dru Urbassik presented
		2. From 11/2/18 meeting: Should the global CWE SLOs apply to the 180 courses
			1. These used to be utilized by high school students. They are now taking an HD course instead
		3. There is interest in standardizing the 180 SLOs.
		4. Sub-Committee will look at the 180’s, reach out to departments, and bring back a recommendation for global 180 SLOs.
			1. Ida Flippo, Lisa Reynolds
			2. Curriculum Office will send the Sub-Committee contact info for the submitters of the courses

*Sent on 11/16/18 by MCF*

1. **New Business**
	1. **Review Teams/Sub-Committees Review Methods**
		1. Information sharing around best practices and/or methods for review
		2. **AFAC Review Team – Jeff McAlpine, Lead**
			1. Lupe had previously organized the group by small teams of two or three individuals; this has been working to divide the work and review outlines quickly.
			2. This team moves the outline forward to Consent Agenda once they’ve reviewed it, rather than requesting the Department submit.
			3. They use a google document for tracking communication
		3. **Arts & Sciences Review Team – Lisa Reynolds, Lead**
			1. Lots of courses, small team
			2. Teams broken up by specific areas, assigned by Lisa through use of the tracking sheet.
			3. Open communication with submitters
		4. **TAPS Review Team – Shalee Hodgson, Lead**
			1. Ida Flippo presented
			2. This team meets once a week (Wednesdays). The Team looks at outlines all together and submits to Curriculum Office.
			3. They communicate with submitters if issues arise.
		5. **Related Instruction Sub-Committee – Shalee Hodgson, Lead**
			1. Jim Martineau presented
			2. Met after the meeting last time
		6. **General Education Sub-Committee – Lisa Reynolds, Lead**
			1. See minutes from 10/19/18 meeting
	2. **Related Instruction Sub-Committee Recommendations**
		1. WR-122
			1. Jim Martineau presented
			2. The Related Instruction Sub-Committee has reviewed WR-122 and recommends it continue to be approved as a Related Instruction, Communication course

**Motion to approve, approved**

* 1. **New Courses**
		1. CS-140L
		2. Rich Albers presented
		3. Students transferring to other universities need to be fluent in Linux. This is taught in CS-201, but it is limited.
		4. This course covers the material in more depth and better prepares students to transfer
		5. The Department worked with students who transferred to PSU to gather information to develop this course.
		6. It will be a recommended elective, but not a required course in a program.
			1. Department will need to do a program amendment to update the elective list for the AS Computer Science.

*Curriculum Office sent current, approved curriculum for AS Computer Science to Rich and Jen Miller on 11/16/18*

* + 1. Course updated to be challengeable at Committee’s request and Department’s approval.
		2. Separate discussion about CPL and Challengeable
			1. Dru will contact Cynthia, lead of the CPL group to discuss the relationship between CPL and Challengeable

**Motion to approve, approved**

1. **Anything else for the Good of the Order**

*-Meeting Adjourned-*

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| **Next Meeting: December 7, 2018 CC127 8-9:30am** |

**November 16, 2018** (8-9:30am, CC127)

**CONSENT AGENDA**

**1. Course Title Change**

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| --- | --- | --- |
| **Course Number** | **Former Title** | **New Title** |
| CJA-200 | Community Policing In a Culturally Diverse Society  | Community Policing |
| MFG-103 | Machining for the Fabrication & Maintenance Trades | Machining for Fabrication & Maintenance |

**2. Course Hours Change**

|  |  |  |
| --- | --- | --- |
| **Course Number** | **Title** | **Change** |
| BT-172 | Introduction to Microsoft Outlook | 11 LECT; 22 LE/LA |
| CJA-110 | Introduction to Law Enforcement | 33 LECT; 3 credits |
| CJA-200 | Community Policing | 33 LECT; 3 credits |
| HOR-224 | Landscape Installation | 22 LECT, 22 LE/LA |

**3. Course Number Change**

|  |  |  |
| --- | --- | --- |
| **Course Number** | **Title** | **New Course Number** |
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**4. Outlines Reviewed for Approval**

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

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| **Implementation** |

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| BA-101 | Introduction to Business | 2019/WI |
| BA-111 | General Accounting I | 2019/WI |
| BA-217 | Budgeting for Managers | 2019/WI |
| BA-223 | Principles of Marketing | 2019/WI |
| BA-238 | Sales | 2019/WI |
| BA-239 | Advertising | 2019/WI |
| BT-172 | Introduction to Microsoft Outlook | 2019/WI |
| CJA-110 | Introduction to Law Enforcement | 2019/SU |
| CJA-200 | Community Policing | 2019/SU |
| CJA-210 | Criminal Investigation I | 2019/WI |
| CJA-214 | Intimate Partner Violence | 2019/WI |
| CJA-222 | Procedural Law | 2019/WI |
| CJA-280 | Criminal Justice/Corrections/CWE | 2019/WI |
| CJA-281 | Criminal Justice/Corrections/CWE | 2019/WI |
| CLA-115 | Laboratory Administrative Skills | 2019/WI |
| COMM-111 | Public Speaking | 2019/WI |
| CS-195 | Flash Web Development | 2019/WI |
| CS-225 | Computer End User Support | 2019/WI |
| GIS-236 | Introduction to Programming for GIS | 2019/WI |
| HOR-224 | Landscape Installation | 2019/WI |
| MFG-103 | Machining for Fabrication & Maintenance | 2019/WI |
| MFG-107 | Industrial Safety & First Aid | 2019/WI |
| TA-153 | Theatre Rehearsal & Performance | 2019/WI |
| TA-253 | Theatre Rehearsal & Performance | 2019/WI |