Curriculum Committee



**May 3, 2019** (8-9:30am, CC127)

**Curriculum Committee Minutes**

May 20, 2016

**Meeting Agenda**

**Present**: Matthew Fox (ASG), Dustin Bare, Nora Brodnicki, Frank Corona (Chair), Jeff Ennenga, Megan Feagles (Recorder), Ida Flippo, Sharron Furno, Darlene Geiger, Sue Goff, Shalee Hodgson, Jason Kovac, Kara Leonard, Lupe Martinez, Lilly Mayer, Jeff McAlpine (Alternate Chair), Suzanne Munro, Scot Pruyn, Lisa Reynolds, Cynthia Risan, Dru Urbassik, Helen Wand, MaryJean Williams (Alternate Chair)

**Guests:** Cindy Garner, Jarett Gilbert, Eric Roberts

**Absent**: Rich Albers, Karen Ash, Dave Bradley, Rick Carino, Elizabeth Carney, Mike Mattson, Tracy Nelson, David Plotkin, Tara Sprehe, Sarah Steidl

1. **Welcome & Introductions**
2. **Approval of Minutes**
   1. Approval of the April 19, 2019 minutes

*Motion to approve, approved*

1. **Consent Agenda**
   1. Course Number Changes
   2. Course Title Change
   3. Reviewed Outlines for Approval

*Motion to approve, approved*

1. **Informational Items**
2. **Old Business**
   1. Review Upcoming Membership Vacancies
      1. Frank Corona presented
      2. Deans are responsible for filling the vacant positions
         1. Suzanne Monroe sabbatical in fall. Andrea Vergun filling in.
3. **New Business**
   1. **Course Inactivations**
      1. ART-106, 107, 108, 221, 222
         1. Nora Brodnicki presented
         2. These courses were equated to DMC courses and it causes issues for Advising. As a result, the Art Department is replacing any instance of these ART prefix courses with the identical DMC prefix course.

*Motion to approve, approved*

* 1. **Course Hours/Instructional Method/Credits Change**
     1. DMC-109
        1. Nora Brodnicki presented
        2. Previously 22 LE/LA, 1 credit, proposing to change to 66 LE/LA, 3 credits
        3. The content of the course was too much for 22 LE/LA hours. The instructor was meeting with students outside of class to get the work done.

*Motion to approve, approved*

* 1. **New Courses**
     1. MBC-115
     2. MBC-116
     3. MBC-120
     4. MBC-125
     5. MBC-126
     6. MBC-135
        1. Could this be used as a general Allied Health ethics course? The department will consider this in the future.
     7. MBC-140
     8. MBC-225
        1. Cindy Garner presented all courses
        2. These courses are brand new and are part of the proposed Medical Billing and Coding CC.

*Motion to approve all MBC courses, approved*

* 1. **New Programs**
     1. Medical Billing and Coding CC
        1. Cindy Garner and Jarett Gilbert presented
        2. Advisory committees and other allied health programs have worked together to create the new courses and program.
        3. Input was considered through employer surveys
        4. The department met with Department chairs in Business, Writing, and Math to choose the most appropriate courses.
        5. This follows the other Allied Health programs: 3 terms, a few prerequisite courses. The department strongly considered affordability of the program.
           1. There was concern about the out-of-pocket cost for the prerequisite courses. The Department has considered this. The students could likely place into the writing and math courses and would only have to take the MA-110 course.
           2. The Department looked at programs at other schools to help structure the sequence of the courses.
           3. Special consideration was made to offer these courses in the evenings since students are likely to be working during the day.

*Motion to approve, approved*

*The program cannot be marketed yet because there are still other approvals needed.*

* 1. **Program Amendments**
     1. Gerontology CC
        1. Megan Feagles presented
        2. Amendment to remove PSY-221 from electives. PSY-221 is scheduled for inactivation on 6/30/19.

*Motion to approve, approved*

* + 1. Web Design & Development AAS
       1. Megan Feagles presented
       2. Replacing ART-221 with the identical DMC-221

*Motion to approve, approved*

* + 1. Juvenile Corrections CC
       1. Ida Flippo presented
       2. Previously 48-50 credits, proposed 45 credits
       3. This was previously a statewide certificate, but the consortium has disbanded.
       4. This certificate fits well with the Corrections and Criminal Justice programs.

*Motion to approve, approved*

* + 1. Digital Media Communications AAS
       1. Nora Brodnicki presented
       2. Replacing ART courses with identical DMC courses
       3. Minor modification to Math Related Instruction after consulting with the Math Department

*Motion to approve, approved*

* + 1. Video Production Technician CPCC
       1. Nora Brodnicki presented
       2. Replacing ART courses with identical DMC courses

*Motion to approve, approved*

* 1. **General Education Process**
     1. Lisa Reynolds presented
     2. Concerns with current process and recommendations
     3. The Gen Ed Sub-Committee uses a checklist that was compiled by the Curriculum Office, which lists state requirements.
     4. The Sub-Committee has to communicate extensively with the course submitter in order to conduct the Gen Ed review
     5. There are over 80 courses that need Gen Ed review. The Sub-Committee does not have the capacity to conduct reviews.
     6. Recommendations:
        1. establish greater faculty engagement
        2. rubric rather than a checklist to support review process
        3. clear review timeline, perhaps a yearly summit, rather than as they come in
        4. greater integration of curriculum work and assessment work
     7. Bring back at the May 17th meeting

*added to 5/17/19 agenda on 5/3/19 by MCF*

1. **Closing Comments**
   1. Yearly Curriculum Committee update at College Council this afternoon. 12pm in CC127.

*-Meeting Adjourned-*

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| **Next Meeting: May 17, 2019 CC127 8-9:30am** |



**May 3, 2019** (8-9:30am, CC127)

**CONSENT AGENDA**

**1. Course Title Change**

|  |  |  |
| --- | --- | --- |
| **Course** | **Current Title** | **Proposed Title** |
| GRN-165 | Activity Programs in Long Term Care Facilities | Life Enrichment with Older Adults |
| USP-201 | Unmanned Aircraft Systems (UAS) Pilot | Drone Operations Basics: Part 107 |
| USP-205 | Unmanned Aircraft Systems (UAS) Applied Projects | Practical Drone Applications |
| USP-210 | Unmanned Aircraft Systems (UAS) Builder Lab | Drones: Design and Build |

**2. Course Number Change**

|  |  |  |
| --- | --- | --- |
| **Course** | **Title** | **Proposed Course Number** |
| GRN-180 | Careers in Gerontology | GRN-179 |

**3. Outlines Reviewed for Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Title** | |  | | --- | | **Implementation** | |
| CJA-214 | Intimate Partner Violence | 2019/SU |
| CJA-232 | Case Management | 2019/SU |
| CJA-250 | Reporting, Recording & Testifying | 2019/SU |
| CJA-252 | Introduction to Restorative Justice | 2019/SU |
| DMC-106 | Animation & Motion Graphics I | 2019/SU |
| DMC-107 | Animation & Motion Graphics II | 2019/SU |
| DMC-108 | Animation & Motion Graphics III | 2019/SU |
| DMC-221 | Introduction to 2D Animation: Design & Techniques | 2019/SU |
| DMC-222 | Advanced 2D Animation: Design & Techniques | 2019/SU |
| ECE-142 | Media, Technology and the Influences on Child Development | 2019/SU |
| EMT-105 | Introduction to Emergency Medical Services | 2019/SU |
| EMT-109 | Emergency Response Communication/Documentation | 2019/SU |
| FRP-275 | Wildland Fire Management 1 | 2019/SU |
| FRP-285 | Wildland Fire Facilitative Instructor (M-410) | 2019/SU |
| GRN-165 | Life Enrichment with Older Adults | 2019/SU |
| GRN-179 | Careers in Gerontology | 2019/SU |
| HDF-140 | Contemporary American Families | 2019/SU |
| HDF-247 | Preschool Child Development | 2019/SU |
| HS-232 | Case Management | 2019/SU |
| HS-290 | Special Topics in Human Services | 2019/SU |
| HUM-237 | Perspectives on Democracy | 2019/SU |
| MFG-219 | Robotics | 2019/SU |
| PS-297 | Introduction to Environmental Politics | 2019/SU |
| SSC-237 | Perspectives on Democracy | 2019/SU |
| USP-201 | Drone Operations Basics: Part 107 | 2019/SU |
| USP-205 | Practical Drone Applications | 2019/SU |
| USP-210 | Drones: Design and Build | 2019/SU |