Curriculum Committee

**May 15, 2020**

**Curriculum Committee Minutes**

May 20, 2016

**Meeting Agenda**

**Present**: Katie Hodgin (ASG), Karen Ash, Dustin Bare, Nora Brodnicki, Rick Carino, Jeff Ennenga, Megan Feagles (Recorder), Ida Flippo, Eden Francis, Sue Goff, Shalee Hodgson, Jason Kovac, Kara Leonard, Alice Lewis, Mike Mattson, Jeff McAlpine (Alternate Chair), Tracy Nelson, Scot Pruyn (Chair), Lisa Reynolds, Esther Sexton, Charles Siegfried, Sarah Steidl, Dru Urbassik, Andrea Vergun, Helen Wand

**Guests:** Bev Forney, Sue Mach, Joan San-Claire

**Absent**: Elizabeth Carney, Frank Corona, Suzanne Munro, David Plotkin, Cynthia Risan, Tara Sprehe

1. **Welcome & Introductions**
2. **Approval of Minutes**
	1. Approval of the May 1, 2020 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. Deans are responsible for vacancies in their area
		2. Andrea Vergun will take Suzanne Munro’s spot
		3. Looking for alternate chair since Jeff McAlpine is on sabbatical next year.
			1. Curriculum Office will email out for volunteers.

*Sent by Scot on 5/27/20*

* + 1. Scot Pruyn, Sue Goff, Nora Brodnicki, Alice Lewis, Helen Wand to bring back recommendation on 6/5/20 for how to potentially reorganize faculty membership so spots are easier to fill. Keep Katie Hodgin (ASG) in the loop as well.
		2. Curriculum Office will send updated membership list to Deans
1. **New Business**
	1. **Related Instruction**
		1. HR: PSY-101
		2. PE/Health: HPE-296
			1. The Related Instruction Sub-Committee recommends the courses listed continue to be approved as Related Instruction.

*Motion to approve, approved*

* 1. **Course Hours, Instructional Method, Credits Change**
		1. BA-111
			1. Joan San-Claire presented
			2. Changing from 44 LECT/4 Credits to 33 LECT/3 Credits

“I am requesting the decrease in credit hours for several reasons. After having taught the class for several terms now, I realize the depth of content and work load does not justify 4 credits, in comparison to the higher-level BA211 and BA212 courses. Additionally, BA111 students are typically brand new students. I don't feel that overloading them with credits and expectations is wise for their first term or two in college. As a bonus, this change would lower their tuition costs slightly. Lastly, this change better incorporates the recent mandate for newly enrolled students to take the FYE course in their first term or two of college. “

*Motion to approve, approved*

* + 1. BA-112
			1. Joan San-Claire presented
			2. Changing from 44 LECT/4 Credits to 33 LECT/3 Credits
			3. See above

*Motion to approve, approved*

* + 1. BA-216
			1. Joan San-Claire presented
			2. Changing from 33 LECT/3 Credits, 44 LECT/4 Credits

“My justification for the request to increase credit hours from 3 to 4 originates from the rigor and course expectations of this class. It is traditionally taught by one of my steady PTF, who suggested a credit-hour increase quite some time ago and who is happy I am finally trying to address this. BA216 is only required in the Accounting Assistant AAS degree. For AAS students who transfer to a 4-yr institution, this course would transfer as an elective. This class is not typically taught at other community colleges. It is taught at the 300 and 400-levels in some four-year institutions. It extends some of the material covered in BA213 Managerial Accounting, which is a prereq.”

*Motion to approve, approved*

* 1. **New Courses**
		1. EFA-101C
			1. Sue Mach presented
			2. From outline: “This course is part of CCC's guided pathways initiative. It is the introductory course for the CACH EFA.”

*Motion to approve, approved*

* + 1. FRP-281, 282, 284, 286, 288
			1. Jeff Ennenga presented
			2. -281: alternate option for CWE
			3. -282, -284, -286, -288: industry request

*Motion to approve, approved*

* + 1. SDP-140, -141, -142, -143
			1. Bev Forney presented
			2. -140: “Meet the needs of business partners with employees transitioning from individual contributor to leadership roles. This course is for emerging leaders in businesses and organizations who want college credit.”
			3. -141, -142, -143: “series of three that make up the Leadership Academy”
			4. Taught by Customized Training

*Motion to approve, approved*

* 1. **Program Amendments**
		1. Accounting Assistant AAS
			1. Joan San-Claire presented
			2. Reflecting change of BA-111 from 4 to 3 credits, BA-216 from 3 to 4 credits,
			3. No total credit change

*Motion to approve, approved*

* + 1. Accounting Clerk CC
			1. Joan San-Claire presented
			2. Reflecting change of BA-111 and BA-112 from 4 to 3 credits
			3. Overall credit change from 45-48 to 45

*Motion to approve, approved*

* + 1. Administrative Professional AAS
			1. Bev Forney presented
			2. Reflecting change of BA-111 from 4 to 3 credits
			3. Removed BA-218, added COMM-111, moved some courses around
			4. Overall credit change from 90 to 90-91

*Motion to approve, approved*

* + 1. Administrative Assistant CC
			1. Bev Forney presented
			2. Reflecting change of BA-111 from 4 to 3 credits
			3. Moved some courses around
			4. Overall credit change from 45 to 45-46

*Motion to approve, approved*

* + 1. Administrative Assistant Training CC
			1. Bev Forney presented
			2. Reflecting change of BA-111 from 4 to 3 credits
			3. Added BT-121, Removed BT-161, moved some courses around
			4. Overall credit change of 29 to 26

*Motion to approve, approved*

* + 1. Project Management AAS
			1. Bev Forney presented
			2. Reflecting change of BA-111 from 4 to 3 credits
			3. Overall credit change from 91-92 to 90-92

*Motion to approve, approved*

1. **Closing Comments**
	1. Please get substitutions and waivers to Grad Services for 2020/SP ASAP

*-Meeting Adjourned-*

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| **Next Meeting: June 5, 2020 (8-9:30am)** |