Curriculum Committee

**April 16, 2021** (8-9:30am)

**Curriculum Committee Minutes**

May 20, 2016

**Meeting Agenda**

**Present**: Amanda Coffey, Megan Feagles (Recorder), Sharron Furno, Sue Goff, Shalee Hodgson, Kerrie Hughes, Jason Kovac, Kara Leonard, Alice Lewis (Alternate Chair), Mike Mattson, Tracy Nelson, Scot Pruyn (Chair), Lisa Reynolds, Cynthia Risan, Terrie Sanne, Charles Siegfried, Casey Sims, Tara Sprehe, Sarah Steidl, Dru Urbassik, Andrea Vergun, Helen Wand, Jim Wentworth-Plato

**Guests:** Marilyn Braught, John Phelps, Joan San-Claire, Tana Sawzak

**Absent**: ASG Representative, Jeff Ennenga, Eden Francis, David Plotkin

1. **Welcome & Introductions**
2. **Approval of Minutes**
	1. Approval of the March 5, 2021 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. **Course and Program Approvals**
	1. **EMT Changes**

Tana Sawzak presented

* + 1. **Credits/Hours Changes:** EMT-107, EMT-108
			1. EMT-107: The EMT 107 class was listed as 3 credits with 33 lecture hours and 16 lab hours, which does not align with the current contact hours.  The class includes both lecture and hands on skills and meets approx. 3 hours per week.  So it should be 1 lecture credit (12 contact hours) and 1 lecture/lab credit (24 contact hours) for a total of 2 credit hours, 36 contact hours for the term
			2. EMT-108: The class was listed as too many hours for the credits earned, and they were not distributed correctly.
		2. **Amendment:** Emergency Medical Technology CC
			1. Moving EMT-109 from winter to spring. Updating EMT-107 credits. Total credits change from 56 to 55.
			2. More program clean-up for 22-23

*Motion to approve, approved*

* 1. **CLA Changes**

Marilyn Braught presented

* + 1. **Course Hours, Instructional Method, Credits Changes:** CLA-101, 102, 115, 118, 118L, 120
			1. CLA-101: program redesign to consolidate 3 courses of basic CLA skills I, II and III into 2 courses
			2. CLA-102: added material from CLA-103
			3. CLA-115: added material from CS-120
			4. CLA-118, CLA-118L: added material from CLA-130
			5. CLA-120: added material from CLA-125 and CLA-119
		2. **Course Inactivations:** CLA-103, 103L, 119, 126, 130
			1. CLA-103 and 103L: moved material into CLA-102 and CLA-102L
			2. CLA-119 and 125: moved material into CLA-120
			3. CLA-130: moved material into CLA-118 and 118L
		3. New Courses: CLA-123
			1. Advisory Committee recommendation to train students in career skills such as how to create a resume, how to interview, and how to critically think.
			2. How would this be different from COMM-100, which already includes these skills? CLA-123 is specific to the lab industry. Kerrie now groups COMM-111 students by program during class so they can focus on their programs’ specific skills.
		4. **Amendment:** Clinical Laboratory Assistant/Phlebotomy CC
			1. Changes based on feedback from Advisory Committee. Streamlining program, combining classes, cutting credits.
			2. Total credits change from 45-47 to 35-39
			3. Is there a plan to reaffiliate with PCC and OIT? Yes. The plan is for students to be able to move on to the 2 or 4-year program at PCC or OIT.
			4. Add back “all classes must be passed with C or better.” Done on 4/16/21. Agenda packet reposted.

*Motion to approve, approved*

* 1. **Accounting Changes**

Joan San-Claire presented

* + 1. Course Hours, Instructional Method, Credits Changes: BA-112
		2. Changing from 33 LECT/3 Credits to 44 LECT/4 Credits
		3. BA-112 is more rigorous than its prereq, BA-111. Increasing credits will make 112 a valid substitute for BA-212, which will be inactivated
		4. Amendments:
			1. Accounting Assistant AAS
				1. Updating BA-112 to be 4 credits, updating electives to include any CS or EC course, or MTH-243. No total credit change.
				2. Changing name back to Accounting AAS.
			2. Accounting Clerk CC
				1. Updating BA-112 to be 4 credits. No total credit change.

*Motion to approve, approved*

* 1. **IDTD Changes**

Mike Mattson presented

* + 1. **Credits/Hours:** MFG-104
			1. Change from 24 LECT, 2 credits to 33 LECT, 3 credits. Material from 2nd course in sequence was moved into this course.
		2. **New Courses:** MFG-264
			1. CCC acquired new technology and this course will teach students how to use it.
		3. **Amendments:**
			1. Machine Tool Technology AAS
				1. Total credits change from 94 to 98-101 credits
				2. Complete rework in accordance with industry standards.
				3. Moved CNC to first term.
			2. Machine Tool Technology CC
				1. Total credits change from 52 to 50 credits
			3. CNC Machining Technician CPCC
				1. Title change to CNC Operator
				2. Change program to be same as first term of updated AAS
			4. Energy Systems Maintenance Technician CPCC
				1. Only change is updating MFG-104 credits.

*Motion to approve, approved*

* 1. **Program Learning Outcomes**
		1. Business AAS
		2. Megan Feagles presented for Sharon Parker

*No approval needed; informational item*

* 1. **Program Amendments**
		1. Human Resource Management CC
			1. Megan Feagles presented for Michael Moiso
			2. Replacing BA-250 with BA-123
			3. Total credits change from 46-48 to 45-47

*Motion to approve, approved*

* + 1. Welding Technology AAS
			1. John Phelps presented
			2. Removing MFG-280. Total credits change from 98 to 94.
			3. The Curriculum Office should notify Dustin Bates and Kyle Thomas in the future if CWE is removed.

*Motion to approve, approved*

* + 1. Welding Technology CC
			1. John Phelps presented
			2. Removing MFG-280. Total credits change from 52 to 50.

*Motion to approve, approved*

1. **Old Business**
	1. Feedback on Charter
		1. Scot Pruyn presented
		2. There was a lot of feedback from College Council
		3. Scot will bring the subgroup back together to talk about feedback.
		4. Add Jason to the subgroup.
		5. Bring back for the May 7th meeting.
2. **New Business**
	1. Review Membership Vacancies
		1. Scot Pruyn presented
		2. Scot is willing to Chair for another year.
		3. Deans are responsible for filling vacancies in their area.
		4. Helen will continue on.
		5. Casey Sims on sabbatical 22/WI and 22/SP.
	2. Course Revision Guidebook Updates
		1. Scot Pruyn presented
		2. From 3/5/21 meeting: Create a sub-committee to update the Course Revision Guidebook
		3. Let Scot know if you want to be a part of that group. Potentially starting work fall term.
			1. Elizabeth Carney volunteered. Scot will send an email out for additional volunteers
		4. Should there be a separate group to implement the DEI framework? Or could it be included with this work?
3. **Closing Comments**

*-Meeting Adjourned-*

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| **Next Meeting: May 7, 2021 (8-9:30am)** |