Curriculum Committee

**October 21, 2022** (8-9:30am)

**Curriculum Committee Minutes**

May 20, 2016

**Meeting Agenda**

**Present**: Aubrey Rine (ASG), Hillary Abbott, Dustin Bare, Nora Brodnicki, Elizabeth Carney, Amanda Coffey, Megan Feagles (Recorder), Bev Forney, Sharron Furno, Sue Goff, Kerrie Hughes (Chair), Jason Kovac, Eric Lee, Kara Leonard, Mike Mattson, Patricia McFarland, Tracy Nelson, Lisa Reynolds, Charles Siegfried, Casey Sims, Sarah Steidl, Dru Urbassik, Andrea Vergun, Jim Wentworth-Plato (Alternate Chair)

**Guests:** Dan LoFaro

**Absent**: George Burgess, Armetta Burney, Rick Carino, Dawn Hendricks, Laura Lundborg, David Plotkin, Terrie Sanne, Tara Sprehe, Helen Wand

1. **Welcome & Introductions**
2. **Approval of Minutes**
	1. Approval of the October 7, 2022 minutes
	2. Updated to clarify that the Gen Ed sub-committee will reach out to Gen Ed faculty, not all faculty.

*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. **Program Amendments**
		1. AAS, Nursing (RN)
			1. Curriculum Office presented for Virginia Chambers
			2. Removing NUR-160 as an elective since it will be inactive starting in 2023

*Motion to approve, approved*

* 1. **Apprenticeship Changes**

Dan LoFaro presented

* + 1. Amendments: Electrician Apprenticeship Technologies AAS and CC
			1. Removing all the Inside Electrical courses from both the AAS and CC per National Joint Apprenticeship and Training Committee (JATC)
			2. **Effective for 22-23**

*Motion to approve, approved*

* + 1. Course Inactivations: APR**-**125IE, 134IE, 135IE, 136IE, 145IE, 155IE, 165IE, 185IE, 235IE, 236IE, 237IE, 245IE, 255IE, 265IE, 275IE, 291IE, 292IE, 293IE, 294IE
			1. Courses will no longer be offered and have been removed from both the AAS and CC.

*Motion to approve, approved*

* 1. **Course Inactivations**
		1. HE-101, HE-103
			1. Tracy Nelson presented
			2. Haven’t been offered in several years. These classes were intended for students to come on campus to take a proctored test. There is an online proctored version now so these courses aren’t needed.

*Motion to approve, approved*

1. **Old Business**
2. **New Business**
	1. Communication Related Instruction
		1. Amanda Coffey, Dustin Bare, and Sarah Steidl presented
			1. Many programs allow WR-101 or WR-121 as the Communication Related Instruction course.
			2. WR-101 is more suited to prepare CTE students for their careers, but there is a high number of substitutions of WR-121 for WR-101.
			3. Students often come in with WR-121 and in an effort to get students through a program, WR-121 is substituted for WR-101.
			4. Encourage departments not to sub WR-121 for WR-101 if WR-101 is the requirement for the program.
			5. Programs could choose to require WR-101 or WR-227
			6. WR-101 is not transferable.
			7. Continue discussion next time.
	2. Review Teams/Sub-Committee process sharing
		1. Technology, Applied Science, and Public Services (TAPS) Review Team
			1. Sharron Furno presented
			2. Haven’t met yet this year. In the past, the team lead would schedule a meeting for everyone to review the outlines together.
		2. Arts and Sciences Review Team
			1. Bev Forney presented
			2. Bev looks at the courses 2-3 times a week and lists them in a google doc. Review Team members choose courses to review and track them on the google doc.
		3. Academic Foundations and Connections (AFAC) Review Teams
			1. Dustin Bare presented
			2. Tracy sends out over email which courses need to be reviewed.
			3. Team looks over outlines individually and sends feedback to Tracy. Tracy reaches out to course submitter with any feedback.
		4. Related Instruction Sub-Committee
			1. No feedback
		5. General Education Sub-Committee
			1. Lisa Reynolds presented
			2. Waiting for courseleaf to be implemented so that there can be a new process.
			3. In the meantime, there is a checklist that the sub-committee uses to assess course outlines.
3. **Closing Comments**

*-Meeting Adjourned-*

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| **Next Meeting: November 4, 2022 (8-9:30am)** |