Curriculum Committee



**March 3, 2023** (8-9:30am)

**Curriculum Committee Minutes**

May 20, 2016

**Meeting Agenda**

**Present**: ASG (Bethany Day), Dustin Bare, Nora Brodnicki, Armetta Burney, Rick Carino, Elizabeth Carney, Amanda Coffey, Megan Feagles (Recorder), Bev Forney, Sharron Furno, Sue Goff, Dawn Hendricks, Kerrie Hughes (Chair), Jason Kovac, Eric Lee, Kara Leonard, Laura Lundborg, Patricia McFarland, Tracy Nelson, David Plotkin, Lisa Reynolds, Terrie Sanne, Charles Siegfried, Casey Sims, Tara Sprehe, Sarah Steidl, Dru Urbassik, Andrea Vergun, Helen Wand, Jim Wentworth-Plato (Alternate Chair)

**Guests:** Virginia Chambers, Sarah Parker, John Phelps

**Absent**: Hillary Abbott, George Burgess, Mike Mattson

1. **Welcome & Introductions**
2. **Approval of Minutes**
   1. Approval of the February 17, 2023 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. **AST Computer Science Amendment**
      1. Curriculum Office presented
      2. Changing “Up to 3 credits of PE” to “Up to 3 credits from PE-185, PE-194, and PE-294” since the approved Major Transfer Map specifies the courses must be physical activity courses.

*Motion to approve, approved*

* 1. **WR-101 Credit Change**
     1. Amanda Coffey presented
     2. Changing from 33 LECT, 3 Credits to 44 LECT, 4 Credits

WR-101 has evolved with the changing demands and expectations of readers and writers in the work force. “Occupational writing” encompasses a wide range of skills that students must learn and practice via multiple kinds of assignments: process analysis, description of mechanism, definition, field report, claim and adjustment letters, and an updated cover letter and resume. Each assignment is radically different than the next, and requires the full writing process (generating ideas, drafting, critiquing, revising, and polishing) for students to become proficient. Students also learn to read, analyze, and cite multiple types of articles and visual texts written for various audiences, the sorts of materials they might encounter at work. The additional credit hour will provide adequate time for students and instructors to meet the current SLOs and major topic outline. Associate faculty who teach this course have been consulted, and they support this change.

* + 1. Is this course used by transfer students?
       1. Mostly used as a Related Instruction course
    2. Will WR-121Z still be allowed as a substitute for WR-101?
       1. It will continue to be a case by case approval

*Motion to approve, approved*

* 1. **WR-101 Amendments**
     1. **Curriculum Office presented**

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| **Program Name** | **Current Credits** | **Proposed Credits** |
| Auto Body/Collision Repair and Refinishing Technology, AAS | 91-92 | 92 |
| Automotive Service Technology, AAS | 90-91 | 91 |
| Computer & Network Administration, AAS | 90-95 | 91-95 |
| Computer & Network Administration, Certificate | 52-56 | 53-56 |
| Computer Application Specialist, Certificate | 52-54 | 53-54 |
| Computer-Aided Manufacturing, AAS | 96-97 | 97-98 |
| Dental Assistant, Certificate | 53-54 | 54 |
| EFA, Industrial Technology & Automotive | 12-15 | 13-15 |
| Fitness Technology, Certificate | 45-47 | 46-47 |
| Gerontology, Certificate | 45-46 | 46 |
| Healthcare Careers, Certificate | 13-14 | 14 |
| Horticulture, AAS | 96-101 | 97-101 |
| Horticulture, Certificate | 52-54 | 53-54 |
| Human Services Generalist, AAS | 90-92 | 91-92 |
| Human Services Generalist, Certificate | 45-48 | 46-48 |
| Industrial Maintenance Technology Mechanical Maintenance, Certificate | 47 | 48 |
| Industrial Maintenance Technology, AAS | 97-98 | 98-99 |
| Industrial Maintenance Technology, Certificate | 52 | 53 |
| Landscape Management, AAS | 96-98 | 97-98 |
| Landscape Management, Arboriculture Option, AAS | 97-99 | 98-99 |
| Machine Tool Technology, AAS | 96-99 | 97-100 |
| Machine Tool Technology, Certificate | 50 | 51 |
| Medical Assistant, Certificate | 45 | 47 |
| Microelectronics Systems Technology, AAS | 91 | 92 |
| Microelectronics Systems Technology, Certificate | 47 | 48 |
| Music Performance & Technology, AAS | 95-97 | 96-97 |
| Music Technology, Certificate | 52-54 | 53-54 |
| Occupational Skills Training, Certificate | 49 | 50 |
| Organic Farming, Certificate | 53-56 | 54-56 |
| Renewable Energy Technology, AAS | 98-101 | 99-101 |
| Renewable Energy Technology, Certificate | 49-50 | 50 |
| Water & Environmental Technology, AAS | 90-91 | 91 |
| Water & Environmental Technology, Certificate | 57-58 | 58 |
| Welding Technology, AAS | 93-94 | 90-93 |
| Welding Technology, Certificate | 50 | 45-46 |
| Wildland Fire Management, AAS | 90-94 | 91-94 |
| Wildland Fire Science, Certificate | 45-48 | 46-48 |

* + 1. All programs listed reflect the WR-101 credit increase.
    2. Additional changes to Human Services Generalist AAS and CC
       1. Adding STAT to list of electives courses since MTH-243 changed to STAT-243Z for Common Course Numbering.
       2. Removing HE-205 since it will be inactive next year
    3. Additional changes to Medical Assistant and Welding AAS and CC.

*Motion to approve, approved*

* 1. **Medical Assistant**

Sarah Parker presented

* + 1. New Courses: MA-111, MA-113, MA-114
       1. MA-111: This course is designed to help assist students with the testing skills and review critical content necessary to pass their national exam. This course supports test anxiety associated with a high stakes credentialing exam.
       2. MA-113: To prepare students to secure a clinical practicum placement and transition successfully from the classroom/lab to the clinic. Feedback from Advisory Board highlighted the need to prepare students for professional clinical placement.
       3. MA-114: Similar to Seminar I, Seminar II -will continue to develop students’ professional skills essential for clinical practicum placement and employment. Students will finalize professional portfolio and interview with employers for clinical placement.

*Motion to approve, approved*

* + 1. Medical Assistant CC amendment
       1. Removing MTH-054, adding in the new MA-111, MA-113, and MA-114 courses. WR-101 increasing 1 credit.
       2. Got feedback from students that MTH-054 content was duplicated in MA courses. MTH-054 will be officially inactivated
       3. Total credits change from 45 to 47

*Motion to approve, approved*

* 1. **Welding**

John Phelps presented

* + 1. Welding Technology AAS
       1. Total credits change from 93-94 to 90-93. Replacing MFG-107 with any PE/Health/Safety Related Instruction course. Removing MFG-109. Adding IMT-108. WR-101 increasing 1 credit.
       2. Associate Faculty and Advisory Board members were included in conversations regarding all the changes.
    2. Welding Technology CC
       1. Total credits change from 50 to 45-46. Removing MFG-107and MFG-109. WR-101 increasing 1 credit.

*Motion to approve, approved*

* 1. **Early Childhood Education**

Dawn Hendricks presented

* + 1. ECE-150 Credit Change
       1. Changing from 33 LECT, 3 Credits to 44 LECT, 4 Credits due to National Association for the Education of Young Children (NAEYC) accreditation standards
    2. Early Education & Family Studies AAS
       1. Total credits change from 90-92 to 90. Adding FYE-101 and HPE-295, Removing WR-101, HDF-260. Updating elective credits to match list of elective credits available.
    3. Early Education & Family Studies CC
       1. Total credits change from 45-46 to 45. Adding FYE-101, Removing WR-101 and ECE-179

*Motion to approve, approved*

1. **Old Business**
2. **New Business**
   1. **Accreditation Steering Committee**
      1. Elizabeth Carney and Jason Kovac presented
      2. Year 7 visit will happen at the beginning of spring term, April 3-5
         1. Used strategic plan indicators to measure mission fulfillment
         2. Created systems and supports for how we assess student learning, not just in courses but across courses and programs
      3. Year 6 report
         1. Ensure all policies reviewed in the last 5 years
         2. Details about evaluation schedule for all employee groups
         3. Update regarding implementation of Diversity, Equity, and Inclusion (DEI)
3. **Closing Comments**

*-Meeting Adjourned-*

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| **Next Meeting: March 17, 2023 (8-9:30am)** |