Curriculum Committee

**March 17, 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, Mike Mattson, Patricia McFarland, Tracy Nelson, David Plotkin, Lisa Reynolds, Terrie Sanne, Charles Siegfried, Casey Sims, Tara Sprehe, Chris Sweet, Sarah Steidl, Dru Urbassik, Andrea Vergun, Helen Wand

**Guests:** Melissa Jones

**Absent**: Hillary Abbott, George Burgess, Jim Wentworth-Plato (Alternate Chair)

1. **Welcome & Introductions**
2. **Approval of Minutes**
	1. Approval of the March 3, 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. **Course Inactivations**
		1. APR-236IEL
			1. Curriculum Office presented for Dan LoFaro
				1. Apprenticeship inactivated all the Inside Electrical (IE) APR courses at the 10/21/22 meeting but the Curriculum Office missed this one when providing the department with the list of IE courses.
				2. No longer offering the courses and it has already been removed from all programs.

*Motion to approve, approved*

* + 1. MTH-054
			1. Curriculum Office presented for Mark Yannotta and Sarah Parker
			2. This course was specific to the Medical Assistant CC program but was removed last meeting. There was overlap with MA courses and this course is no longer needed.

*Motion to approve, approved*

* 1. **Course Hours/Credits/Instructional Method Changes**
		1. MFG-209
			1. Mike Mattson presented
			2. Adding 11 lab hours. Credits remain at 3. Department is aware that 11 lab hours does not equal one full credit.
			3. It’s a minor fix so that the class runs a full four hours per week and accurately reflects the content. Currently ends at 4:45 instead of 4:50 which is awkward.
			4. This item was tabled since there were questions about the 11 lab hours not equaling a full credit.
			5. Not approved. Put on agenda for next time.
		2. J-215, 220, 221, 225, 235
			1. Melissa Jones presented
			2. All courses changing to 44 LECT. J-220 and 221 were already 4 credits.
		3. ART-225, 226, 227, 262
			1. Nora Brodnicki presented
			2. All courses changing from 66 LE/LA, 3 Credits to 33 LECT, 33 LAB, 4 Credits.
			3. align with 4-year transfer institutions and to create consistency across our courses
		4. DMC-106, 107, 108, 109, 205, 221, 222, 291, 292
			1. Nora Brodnicki presented
			2. All courses changing from 66 LE/LA, 3 Credits to 33 LECT, 33 LAB, 4 Credits.
			3. align with 4-year transfer institutions and to create consistency across our courses

*Motion to approve, approved*

* 1. **Amendments**
		1. Digital Media Communications AAS
			1. Nora Brodnicki presented
			2. No change to total credits.
			3. ART-225, ART-226, ART-262, DMC-106, DMC-107, DMC-205, DMC-221, DMC-222, DMC-291, DMC-292, J-215 updated hours/credits.
			4. Adding SPN to list of elective subjects
		2. Entry Level Journalist CPCC
			1. Nora Brodnicki presented
			2. DMC-291, J-215, J-220 updated hours/credits
			3. Total credits change from 44-45 to 42-43
		3. Video Production Technician CPCC
			1. Nora Brodnicki presented
			2. DMC-106, DMC-291 updated hours/credits
			3. Total credits change from 36-37 to 38-39
		4. Web Design & Development AAS
			1. Curriculum Office presented
			2. ART-225, ART-226, ART-227 updated hours/credits
			3. Total credits change from 94-96 to 97-99
		5. Web Design CC
			1. Curriculum Office presented
			2. ART-225, ART-226 updated hours/credits
			3. Total credits change from 52-56 to 54-57

*Motion to approve, approved*

* 1. **New Courses**
		1. BA-264
		2. Bev Forney presented
			1. This course will replace BT-177 once it is inactivated. BT-177 is being retired and we are creating a course that will cover various tools that can be used in project management in addition to MS Project. BT-177 ONLY covers MS Project and we want our students to know all tools commonly used in the Project Management profession.

*Motion to approve, approved*

* 1. **Computer Science Program Amendments**
		1. Curriculum Office presented
		2. Computer & Network Administration, AAS
		3. Computer & Network Administration, CC
		4. Computer Application Specialist, CC
		5. Same change to all three. Replacing BT-177 with BA-264 in the electives.

*Motion to approve, approved*

1. **Old Business**
2. **New Business**
	1. Courses Overdue and Due for Review 2022-2023
		1. Courses must be reviewed at least once every 5 years per ISP 160.
		2. Courses that haven’t been reviewed since 2012 or before are now marked as Overdue/Critical.
		3. Turn in outlines even if there were no changes.
		4. The list is posted under Additional Documents and is updated frequently. The link will be included in the Curriculum Committee approval email today.
	2. Courses Scheduled for Inactivation 2024
		1. Curriculum Office presented
		2. This is the 1st of 3 reminders
		3. Courses that haven’t been offered since 2021/SP are scheduled for inactivation on 6/30/24.
		4. To prevent inactivation, the course must be offered during the 23-24 year, OR JUST ASK US NOT TO INACTIVATE IT.
		5. The list is posted under Additional Documents and is updated frequently. The link will be included in the Curriculum Committee approval email today.
		6. The 2nd reminder will be in October of the next academic year.
	3. Adding Registrar as Curriculum Committee Member
		1. Curriculum Chair presented
		2. Request from Tara and Chris to add Registrar to the Committee

*Motion to approve, approved*

* 1. Writing and Reviewing Student Learning Outcomes
		1. Elizabeth Carney presented
		2. <https://docs.google.com/presentation/d/1YqnilAtRjjM1Zcn0krL-RJc_bg2MYrmFm2PTPanYxPY/edit#slide=id.p>
1. **Closing Comments**

*-Meeting Adjourned-*

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| **Next Meeting: April 7, 2023 (8-9:30am)** |