Curriculum Committee

**June 2, 2023** (8-9:30am)

**Curriculum Committee Minutes**

May 20, 2016

**Meeting Agenda**

**Present**: Dustin Bare, Nora Brodnicki, Rick Carino, Elizabeth Carney, Amanda Coffey, Megan Feagles (Recorder), Bev Forney, Sue Goff, Erin Gravelle, Dawn Hendricks, Kerrie Hughes (Chair), Jason Kovac, Eric Lee, Mike Mattson, Tracy Nelson, Lisa Reynolds, Terrie Sanne, Charles Siegfried, Chris Sweet, Sarah Steidl, Dru Urbassik, Andrea Vergun, Jim Wentworth-Plato (Alternate Chair)

**Guests:** Virginia Chambers, Mark House, Tiffany Kriesel, Sarah Parker, John Phelps, Tana Sawzak,

 Laurette Scott, Kelley Stipe, Shelly Tracy

**Absent**: ASG (Bethany Day), Hillary Abbott, George Burgess, Armetta Burney, Sharron Furno, Kara Leonard, Patricia McFarland, David Plotkin, Casey Sims, Tara Sprehe, Helen Wand

1. **Welcome & Introductions**
2. **Approval of Minutes**
	1. Approval of the May 19, 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. **New Course:** APR-101
		1. Tiffany Kriesel presented
		2. Course being taught at new high school in West Linn, Riverside High School, which will focus on Career and Technical education

*Motion to approve, approved*

* 1. **Credits/Hours Change**: ED-101
		1. Laurette Scott presented
		2. ED-101 was developed just prior to the pandemic and so was not taught until this year. After teaching the seminar winter and spring terms and in consultation with participating students, it was determined that meeting for one hour per week was not adequate to both introduce content and provide time for students to debrief about their practicum experiences at their schools. Therefore, the seminar portion was increased by an hour while the time in classrooms will remain the same.

*Motion to approve, approved*

1. **Credits/Hours Change**: MFG-209
2. Mike Mattson presented
3. Changing from 33 LECT to 22 LECT, 22 LE/LA. Staying at 3 credits

*Motion to approve, approved*

1. **New Course**: WLD-102ES
2. John Phelps presented
3. Spanish version of WLD-102

*Motion to approve, approved*

1. **New Course**: HP-100
2. Virginia Chambers presented
3. Health Science students must meet the OHA rules as a prerequisite for program acceptance and by providing this course at the college, it will be easier for students to demonstrate compliance. It also allows students the opportunity to utilize financial aid and obtain college credit for at least a portion of the OHA requirements for students in clinical training: BLS CPR/AED, First Aid, and Bloodborne Pathogens.
4. It’s possible this course could count for Related Instruction. The department will look into it.

*Motion to approve, approved*

1. **Credits/Hours Change:** NUR-100, NUR-100C
2. Kelley Stipe presented
3. NUR-100 changing from 30 LECT, 50 LE/LA, 82 LAB, 7 credits to 33 LECT, 44 LE/LA, 45 LAB, 6.5 credits.
4. NUR-100C changing from 82 LAB, 0 credits to 45 LAB, 0 credits
5. The Oregon State Board of Nursing (OSBN) made some recent changes to the NA1 program curriculum. No learning objectives or outcomes have changed -however instructional hours and clinical hours have decreased.

*Motion to approve, approved*

1. **Program Amendments**: Nursing Assistant – Gerontology Specialist CPCC, Gerontology CC
2. Nursing Assistant – Gerontology Specialist CPCC changing from 19 to 18.5 credits due to the change to NUR-100
3. Gerontology CC changing from 45 to 45.5 credits due to the change to NUR-100

*Motion to approve, approved*

1. **New Program**: Emergency Medical Technician CPCC
2. Tana Sawzak presented
	* + 1. New 15 credit career pathway under the Emergency Medical Technology CC
			2. This is an entry level program for those seeking employment or volunteer work as a first responder (Ambulance, Fire, Search and Rescue, Immediate Ambulatory Care, Community EMS, Dispatch).
			3. Courses must be passed with a C or better.

*Motion to approve, approved*

1. **Medical Assistant Changes**

Sarah Parker presented

1. **Credits/Hours Changes:** MA-160, MA-162
2. MA-160 (formerly MA-145) changing from 55 LECT, 5 credits to 33 LECT, 3 credits
	* + - 1. The reason for the proposed credit change is our accreditation and core competency changes. We used to have more requirements for students in MA 145 to complete in order to be in compliance.
3. MA-162 (formerly MA-118) changing from 55 LECT, 5 credits to 33 LECT, 3 credits
	* + - 1. We added MA-152 (proposed new course) due to the fact that two much information was in that course and students were not given enough time to develop those skills.

*Motion to approve, approved*

1. **New Courses**: MA-152, 152L, 156, 156L
2. MA-152/MA-152L
3. Currently, our Exam Room Course was only offered for one term. However, our Exam Room Techniques are 80 percent of what MA's do. In order to offer students enough time to master their skills and provide proper scaffolding we need to add an additional course earlier in the certificate to provide that additional training. We frequently are getting feedback asking for additional lab time and hands-on experience starting in Fall. This course will help us achieve that due to it having a required lab component.
4. MA-156/MA-156L
5. By only having students take phlebotomy third term we are limiting their ability to gain confidence in phlebotomy and we don't have enough time to train them for their practicum sites. Clinics used to not let students perform phlebotomy on externship but with the new ruling on paid externs this skill is being coming more critical. By adding an additional phlebotomy course in Winter our students will also be able to sit for their NHA exam if they would like to add an additional certificate. This is a highly sought-after skill set.

*Motion to approve, approved*

1. **Program Amendment**: Medical Assistant CC
2. Total credits change from 47 to 45
3. MA-160 and MA-162 credit changes, added in MA-152, 152L, 156, and 156L. Removed PSY-215.

*Motion to approve, approved*

1. **Automotive Changes**

Shelly Tracy presented

1. **Credits/Hours Changes:** AM-100, AM-118
2. Changing from 72 LE/LA, 3 credits to 88 LE/LA, 4 credits
3. The purpose for adding the additional credit/hours was so the instructor(s) can expand the depth of current content of the curriculum topics. This credit/hour change gives students an additional ½ hour per class.

*Motion to approve, approved*

1. **New Course:** AM-116
2. Previously offered as a 199 course
3. World of Speed donated remote control cars

*Motion to approve, approved*

1. **New Programs**
2. Auto Collision Refinish CPCC
3. This allows students to have time to get a part-time job, which a lot of industry partners like to see their students have.
4. New 18 credit career pathway under the Auto Body/Collision Repair and Refinishing Technology AAS
5. Auto Collision Repair CPCC
6. New 18 credit career pathway under the Auto Body/Collision Repair and Refinishing Technology AAS

*Motion to approve, approved*

1. **Project Management Changes**

Bev Forney presented

1. Program Suspension: Project Management Leadership & Communication CPCC
2. Mostly soft skills. The new Project Management faculty could choose to bring back later if they wanted.

*Motion to approve, approved*

1. Program Amendments:
2. Project Management AAS
3. Replaced BA-122, 123, 124, 126 with BA-128 and BA-127. No change to total credits
4. Project Management CC
5. Total credits change from 24 to 23. Removing BA-123, 126, 122, 124. Removing BT-177. Adding BA-127, BA-128, BA-264, BA-268
6. Project Management Tools & Techniques CPCC
7. Total credits change from 21 to 34. Removing BA-126, BA-217, and BT-177. Adding BA-127, BA-128, BA-251, BA-264. Adding electives.

*Motion to approve, approved*

1. Inactivation: BA-122, BA-124, BA-126, BT-177
2. BA-122, BA-124
3. BA-122, BA-123, and BA-124 were combined and a new course BA-128 was created.
4. BA-126
5. BA-127 was created earlier to replace BA-126. The courses will not be equated.
6. BT-177
7. Replaced earlier in the year by the new BA-268 but couldn’t inactivate until it was removed from the Project Management programs. The courses will be equated.

*Motion to approve, approved*

1. **Old Business**
	1. **Membership**
		1. In need of an alternate chair for 23-24
	2. **Gen Ed Transition Team**
		1. Elizabeth Carney presented
		2. Criteria and learning outcomes are provided for each gen ed area. The new courseleaf form will allow submitters to answer questions about how to course is meeting the criteria.

*Motion to approve, approved*

1. **New Business**
	1. **Proposed Change to Approval Deadlines**
		1. Summer and Fall registration starts in May, but Curriculum Committee continues to approve program and course changes through the beginning of June. The Committee might want to consider changing the approval deadline to align with the start of registration so that all students have the final updated info when they are registering for the next academic year.
2. **Closing Comments**

*-Meeting Adjourned-*

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| **Next Meeting: October 6, 2023 (8-9:30am)** |