Draft Curriculum Advisory Committee

Meeting minutes

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| DATE: February 21, 2018 LOCATION: BMC 107 @ 3:30 -- 5:00 pm  Attendees: | | | |
| ✔ | Richard Abend, ESL → Voting Member | ✔ | Laura Loop, Nursing → voting member |
|  | Judy Cutting, Dean of Instruction -- CTE | ✔ | Gamble Madsen, Chairperson/Creative Arts → voting member |
|  | Kendall Diaz, Student Representative → voting member |  | Laura Patterson, CurricUNET Specialist |
| ✔ | Fred Hochstaedter, Academic Senate → voting member | ✔ | Beth Penney, Basic Skills/Humanities → voting member |
| ✔ | He Seon Ihn, Articulation Officer → voting member |  | David Seagal, Business & Technology → voting member |
| ✔ | Lynn Iwamoto, Physical Sciences → voting member | ✔ | Rachel Whitworth, Social Sciences → voting member |
|  | LaRon Johnson, Counselling/Student Services → voting member |  | Cathryn Wilkinson, Dean of Instruction -- Liberal Arts |
|  | Kiran Kamath, Vice President of Academic Affairs |  | Vacant, Library |
| ✔ | Kim Kingswold, Curriculum/Catalog Technician |  | Vacant, Life Science |
| ✔ | Jon Knolle, Dean of Instruction -- Library, Learning Resources & Online Ed |  | Vacant, Physical Education |
|  | Vincent van Joolen, Dean of Instruction --- Stem | ✔ | John Skellenger, Admin Asst III, Guest Support |

Meeting Chaired by: Gamble Madsen

Notes Submitted by: John Skellenger

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| **Agenda Item** | | **Action**  Called to order at 3:37 |
| **Announcements** |  |  |
| **Comments from Visitors** |  |  |
| **Approval of**  **February 21, 2018 Agenda** | Approved with one change: the HOSP portion of the Consent Agenda will be tabled until further clarification received from Instructor Molly Jansen. | Motion to recommend: Richard  Seconded: Fred  CAC Committee Voted: Aye |
| **Approval of**  **February 14, 2018 minutes** |  | Motion to recommend:  Seconded:  CAC Committee Voted: |
| **Consent Agenda** | | Motion to recommend:  Seconded:  CAC Committee Voted: |
| **Deletions** (effective Fall 2018):  HOSP 52, HOSP 55, HOSP 56, HOSP 89  INTD 90 ORNH 90  Hospitality Operations Management: Certificate of Achievement  HOSP Operations Management CA will be tabled until clarification of whether it truly is a deletion due to the fact that it appears to have been revised to Sustainable Culinary Arts Management CA (which is not able to be determined as the Program Comparison report is not working).  **Non-substantial changes** (effective Fall 2018):  ENSL Advanced Level Certificate of Completion: Change verbiage in CurricUNET and the Catalog for Active Program FROM: "Students may also qualify for the certificate by completing one of the following: ENSL 431, ENSL 434, or ENSL 435 and fulfilling the remaining course requirements via an ENSL Assessment Exam Placement or ENSL Challenge Exam" TO: "Students may also qualify for the certificate by completing one of the following: ENSL 455, ENSL 446, or ENSL 448 and fulfilling the remaining course requirements via an ENSL Assessment Exam Placement or ENSL Challenge Exam."  FPTC 213 and FPTC 214 had the hours listed incorrectly in our 2017-2018 Catalog. Faculty have also requested a change to the first sentence of the Catalog Descriptions to better represent the hours for each course:  - FPTC 213 - Change the first sentence of the Catalog Description FROM: This course is intended...TO: This variable-hour course (110.5 to 306 hours) is intended...  - FPTC 214 - Change the first sentence of the Catalog Description FROM: This course meets the training needs...TO: This variable-hour course (34 to 110.5 hours) meets the training needs...  Notes will be entered into CurriCUNET and SIS by Kim or Gamble regarding the non-substantial change to ENSL and FPTC. | |
| **Discussion Agenda** | |
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| **Action Agenda** | | |
| **Courses and Programs** | | |
| FPTC 106: Firefighter II Academy | Revision  Hours, textbook and requisite | Motion to recommend: Rachel  Seconded: Lynn  CAC Committee Voted: Aye |
| FPTC 106: Firefighter II Academy | Requisite Approval | Motion to recommend: Lynn  Seconded: Gamble  CAC Committee Voted: Aye |
| LETP 290: Instructor Development | Revisions | Motion to recommend: Richard  Seconded: Gamble  CAC Committee Voted: Aye |
| LETP 290: Instructor Development | Requisite approval | Motion to recommend: Lynn  Seconded: Laura  CAC Committee Voted: Aye |
| LETP 290: Instructor Development | DE Revision  Checking both DE and Hybrid MOI. | Motion to recommend: Richard  Seconded: Lynn  CAC Committee Voted: Aye |
| MEDA 101: Ethics, Law, and IT Security in the Medical Office  MEDA 112: Medical Office Computer Applications  MEDA 113: Medical Procedure Coding  MEDA 114: Medical Insurance Management  MEDA 116: Medical Linguistics and Transcription  MEDA 117: ICD 10 CODING | Grouped MEDA courses for approval  MEDA 101, 112, 113, 114, 116, 117  113, 114 approved pending completion and advisories. | Motion to recommend: Richard  Seconded: Fred  CAC Committee Voted: Aye |
| MEDA 101: Ethics, Law, and IT Security in the Medical Office  MEDA 112: Medical Office Computer Applications  MEDA 113: Medical Procedure Coding  MEDA 114: Medical Insurance Management  MEDA 116: Medical Linguistics and Transcription  MEDA 117: ICD 10 CODING | DE Revision  Grouped MEDA courses for approval  MEDA 101, 112, 113, 114, 116, 117 | Motion to recommend: Beth  Seconded: Lynn  CAC Committee Voted: Aye |
| MEDA 101: Ethics, Law, and IT Security in the Medical Office  MEDA 112: Medical Office Computer Applications  MEDA 113: Medical Procedure Coding  MEDA 114: Medical Insurance Management  MEDA 116: Medical Linguistics and Transcription  MEDA 117: ICD 10 CODING | Requisite  Grouped MEDA courses for approval  MEDA 101, 112, 113, 114, 116, 117 | Motion to recommend: Laura  Seconded: Rachel  CAC Committee Voted: Aye |
| PERS 50: Making College Count  PERS 51: Career and Life Planning | Revision  Grouped together for approval | Motion to recommend: Lynn  Seconded: Laura  CAC Committee Voted: Aye |
| PERS 50: Making College Count  PERS 51: Career and Life Planning | DE Revision  Grouped together for approval | Motion to recommend: Rachel  Seconded: Fred  CAC Committee Voted: Aye |
| PHED 20.9: Skill Development for Track and Field | Revision | Motion to recommend: Fred  Seconded: Rachel  CAC Committee Voted: Aye |
| Automotive Technology: Certificate of Achievement | Revision  Tabled until next week.  Needs further revision to match or provide explanation for the differences with the the other Auto Tech Certificate. | Tabled |
| Business – Entrepreneurship: Certificate of Training | Revision  Integrate recently approved courses.  Discussion of requiring BUSI 68 as a capstone course and if it is required since this is an Entrepreneurship Certificate.  Tabled until further clarification can be established. | Tabled |
| Business Administration: Certificate of Achievement | Revision  Remove CSIS 50L as it appears twice in the Program Block. | Tabled |
| Business Administration: Associate in Science | Revision | Tabled |
| Massage Practitioner: Certificate of Training | Revision  Concerns with the phrase, “effective oral and written communication skills” since those skills are not part of the written curriculum. This could create difficulty during their program review mapping.  Tabled pending confirmation with instructor regarding the phrase mentioned above. | Tabled |
| Massage Therapist: Certificate of Training | Revision  Tabled pending confirmation with instructor | Tabled |
| Massage Therapy: Associate in Science | Revision  Tabled pending confirmation with instructor | Tabled |
| Massage Therapy Certificate of Achievement | Revision  Tabled pending confirmation with instructor | Tabled |
| Next Meeting: February 28, 2018  Location BMC 107 | | |