

# Curriculum Committee Minutes



Meeting Date		Meeting Time & Location	
June 7, 2010		2:30pm – Building 27, Room 120	
Chair	Co-Chair	Recording Secretary	
Dr. Barbara Peterson, Instructor, Human Services Program	Dr. Dave Howard, Counselor, Counseling/Advising	Jamie Palermo Administrative Assistant	
Members Present			
Barbara Peterson, Chair Mike Mixdorf – Health, Justice and Human Services Susan Schneider, Business Gail Watters, EAP/LRC Robert Hijiya, Humanities Greg Ferencko, Math Phil Hunter, Science Bernie Comeau, Social/Behavioral Sciences		Charlene Gore, Professional Technical Rachel Goon, Library Kendal Reid (Temporarily filled in for Rachel Goon) Rosalie Robinson, ABE Steve Ashpole, ad hoc Julie Benson, ad hoc Kim Rzeszewicz, ad hoc	
Guests Present			
Carol Evenhuis Paula Norby Kim Ward Bekah Townsend Tomas Ramos Ron Asahara Janet Olejar		Pat Van Knorring Jeanette Smith-Perrone Erika Bowles Chalu Harris Heather Urschel Charlie Crawford Robert Austin	
Agenda Items			
<p><b>1. Approval of minutes – <a href="#">May 3, 2010</a>.</b> These minutes have been approved with corrections made.</p> <p><b>2. Approval of agenda –</b> The agenda was approved with the addition of the petition for graduation – 7b.</p> <p><b>3. TABLED Courses</b></p> <p><b><a href="#">HT-199</a></b>      <b>Survey of Sonography</b> – This course was approved by the Curriculum Committee last month, but was not approved by the Executive Vice President. <i>This was added to the agenda for information purposes only, informing the committee that it will not be added to the coursebank.</i></p> <p><b><a href="#">READ-096</a></b>      <b>Advanced Reading Strategies</b> – This course was tabled at last month’s meeting (see minutes). This is a resubmission of that course, which has changed. <i>Charlie Crawford spoke on behalf of this course. Motion was made by Rosalie Robinson to approve this updated READ course, and was seconded by Robert Hijiya. <b>Motion unanimously carried.</b></i></p> <p><b><a href="#">READ-080</a></b> <b><a href="#">READ-100</a></b>      <b>Introduction to Comprehension &amp; Vocabulary Development</b> <b>Advanced Comprehension &amp; Vocabulary Development</b> These courses were tabled at last month’s meeting (see minutes). These courses are now being submitted as deleted courses. <i>Charlie Crawford spoke on behalf of these courses. Motion was made by Phil Hunter to approve the deletion of these READ courses, and was seconded by Susan Schneider. <b>Motion unanimously carried.</b></i></p>			

#### 4. DELETED Courses

<a href="#">HD-090</a>	<a href="#">IDS-130</a>	<a href="#">IDS-230</a>
<a href="#">HD-099</a>	<a href="#">IDS-131</a>	<a href="#">IDS-231</a>
<a href="#">HD-112</a>	<a href="#">IDS-132</a>	<a href="#">IDS-232</a>
<a href="#">HD-179</a>	<a href="#">IDS-140</a>	<a href="#">IDS-240</a>
<a href="#">HD-250</a>	<a href="#">IDS-150</a>	<a href="#">IDS-250</a>
<a href="#">IDS-100</a>	<a href="#">IDS-151</a>	<a href="#">IDS-251</a>
<a href="#">IDS-101</a>	<a href="#">IDS-152</a>	<a href="#">IDS-252</a>
<a href="#">IDS-102</a>	<a href="#">IDS-200</a>	<a href="#">IDS-299</a>
<a href="#">IDS-103</a>	<a href="#">IDS-201</a>	<a href="#">MATH-106</a>
<a href="#">IDS-122</a>	<a href="#">IDS-202</a>	<a href="#">MATH-113</a>
<a href="#">IDS-123</a>	<a href="#">IDS-203</a>	<a href="#">MATH-118</a>
<a href="#">IDS-124</a>	<a href="#">IDS-222</a>	
<a href="#">IDS-125</a>	<a href="#">IDS-223</a>	<a href="#">SPAN-099</a>
	<a href="#">IDS-224</a>	

Motion was made by Kendall Reid to approve the deletion of the above-mentioned courses, and was seconded by Susan Schneider. **Motion unanimously carried.**

#### 5. NEW Courses

##### [CMST-242](#) Business and Professional Communication

Tomas Ramos spoke on behalf of this course. After much discussion the committee felt this course was too close to an already existing professional technical course and it would be counterproductive to turn the professional technical course into a transfer course. The committee suggested the course be sent back and re-worked. Motion was made by Robert Hijiya to not approve this course, and was seconded by Mike Mixdorf. **Motion unanimously carried to NOT approve this course.**

##### [CU-101](#) Web-Enabled Learning and Communication

Jeanette Smith-Perrone spoke on behalf of this course. Motion was made by Rachel Goon to approve this new CU course with corrections made to the prerequisite, and was seconded by Rosalie Robinson. **Motion unanimously carried.**

##### [ENGL-074](#) Foundations for Writing and Reading

Kim Ward spoke on behalf of this course. Motion was made by Rosalie Robinson to approve this new ENGL course, and was seconded by Mike Mixdorf. **Motion unanimously carried.**

##### [IAM-100](#) Introduction to Multimedia

##### [IAM-110](#) Web Development

##### [IAM-111](#) Internet Scripting

##### [IAM-120](#) Digital Imaging

##### [IAM-121](#) Digital Audio/Video

##### [IAM-130](#) Interface Design

##### [IAM-131](#) Interactive Design

##### [IAM-132](#) Instructional Design (TABLED)

##### [IAM-150](#) Capstone Project

Carol Evenhuis spoke on behalf of these courses and this new Interactive Media program being taught at Mission Creek beginning in the fall. The committee felt that IAM-132 needed to be re-worked and re-submitted in October. Motion was made by Rachel Goon to approve these new IAM courses and table IAM-132. This motion was seconded by Susan Schneider. **Motion to approve the new courses and TABLE IAM-132 unanimously carried.**

- [IBEST-056](#)      **Medical Office Procedures for ABE**
- [IBEST-057](#)      **Medical Office Procedures for ESL**
- [IBEST-058](#)      **Medical Office Professional Development for ABE**
- [IBEST-059](#)      **Medical Office Professional Development for ESL**

Kim Ward spoke on behalf of these courses. Motion was made by Rachel Goon to approve these new IBEST courses, and was seconded by Rosalie Robinson. **Motion unanimously carried.**

- [IT-115](#)            **A+ Preparation**
- [IT-259](#)            **Introduction to LAN's**

Erika Bowles spoke on behalf of these courses. Motion was made by Susan Schneider to approve these new IT courses, and was seconded by Rachel Goon. **Motion unanimously carried.**

- [MO-106](#)            **Professional Document Production**

Pat Von Knorring spoke on behalf of this course. Motion was made by Rachel Goon to approve this new MO courses, and was seconded by Rosalie Robinson. **Motion unanimously carried.**

- [READ-076](#)        **Fundamental Reading Strategies**
- [READ-086](#)        **Developing Reading Strategies**

Charlie Crawford spoke on behalf of these courses. These courses would be taught in the reading lab using PLATO. Motion was made by Rachel Goon to approve these new READ courses, and was seconded by Rosalie Robinson. **Motion unanimously carried.**

## **6. UPDATED Courses**

- [ABE-015](#)            **Integrated Basic Skills Level 5 (Prefix, Title)**
- [ABE-016](#)            **Integrated Basic Skills Level 6 (Prefix, Title)**
- [ABE-032](#)            **ABE Math Level 2 (Prerequisite, Description, CWLO)**
- [ABE-033](#)            **ABE Math Level 3 (Prerequisite, Description, CWLO)**
- [ABE-034](#)            **ABE Math Level 4 (Prerequisite, Description, CWLO)**
- [ABE-035](#)            **College Bound Math Level 5 (Prefix, Title, Prerequisite, Desc, CWLO)**
- [ABE-036](#)            **College Bound Math Level 6 (Prefix, Title, Prerequisite, Desc, CWLO)**
- [ABE-042](#)            **ABE Reading and Writing Level 2 (Prerequisite, Description, CWLO)**
- [ABE-043](#)            **ABE Level 3 Reading and Writing (Prerequisite, Description, CWLO)**
- [ABE-044](#)            **ABE Reading and Writing Level 4 (Prerequisite, Description, CWLO)**
- [ABE-045](#)            **College Bound Reading and Writing 5 (Prefix, Title, Prerequisite, Desc, CWLO)**
- [ABE-046](#)            **College Bound Reading and Writing 6 (Prefix, Title, Description, CWLO)**

Motion was made by Rachel Goon to approve these updated ABE courses, and was seconded by Susan Schneider. **Motion unanimously carried.**

- [CU-100](#)            **Introduction to Practical Computing (Title, Prerequisite, Description, CWLO)**

Motion was made by Mike Mixdorf to approve this updated CU course, and was seconded by Rosalie Robinson. **Motion unanimously carried.**

- [EAP-100](#)            **Special Programs Reading/Writing I (Title)**

Motion was made by Mike Mixdorf to approve this updated EAP course, and was seconded by Rosalie Robinson. **Motion unanimously carried.**

- [FRSH-098](#)        **English (Description, CWLO)**
- [FRSH-100](#)        **Pathways to College Success (Description)**

Chalu Harris spoke on behalf of these courses. Motion was made by Rachel Goon to approve these updated FRSH courses, and was seconded by Robert Hijiya. **Motion unanimously carried.**

<a href="#"><u>HSP-100</u></a>	Introduction to Human Services (Prereq, Desc, CWLO)
<a href="#"><u>HSP-103</u></a>	Therapeutic Approaches and Techniques (Prereq, Desc, CWLO)
<a href="#"><u>HSP-107</u></a>	Behavioral Health and Wellness (Description, CWLO)
<a href="#"><u>HSP-112</u></a>	Best Practices in Human Services (Title, Prereq, Desc, CWLO)
<a href="#"><u>HSP-113</u></a>	Advanced Helping Strategies (Prereq, Desc, CWLO)
<a href="#"><u>HSP-117</u></a>	Ethics and Professional Development (Prereq, Desc, CWLO)
<a href="#"><u>HSP-121</u></a>	Survey of Addictions and Pharmacology (Title, Prereq, Desc, CWLO)
<a href="#"><u>HSP-126</u></a>	Cultural Competencies for Human Services (Title, Prereq, Desc, CWLO)
<a href="#"><u>HSP-130</u></a>	Recovery Education (Description, CWLO)
<a href="#"><u>HSP-212</u></a>	Advanced Care Management (Prereq, Desc, CWLO)
<a href="#"><u>HSP-224</u></a>	Dynamics of Family Violence (Desc, CWLO)
<a href="#"><u>HSP-225</u></a>	Treatment Trends for Domestic Violence (Number, Desc, CWLO)
<a href="#"><u>HSP-230</u></a>	Co-Occurring Disorders (Prereq, Desc, CWLO)
<a href="#"><u>HSP-241</u></a>	Working with Youth and Families (Number, Title, Desc, CWLO)
<a href="#"><u>HSP-251</u></a>	Substance Abuse Prevention (Desc, CWLO)
<a href="#"><u>HSP-252</u></a>	Advanced Prevention Strategies (CWLO)
<a href="#"><u>HSP-265</u></a>	Aging and Adult Services (Desc, CWLO)
<a href="#"><u>HSP-281</u></a>	Clinical Supervision (Number, Title, Desc, CWLO)
<a href="#"><u>HSP-282</u></a>	Program Planning and Grant Writing (Desc, CWLO)
<a href="#"><u>HSP-291</u></a>	Supervised Clinical Practicum I (Number, Prereq, Desc, CWLO)
<a href="#"><u>HSP-292</u></a>	Supervised Clinical Practicum II (Number, Prereq, Desc, CWLO)
<a href="#"><u>HSP-293</u></a>	Supervised Clinical Practicum III (Number, Prereq, Desc, CWLO)

Motion was made by Mike Mixdorf to approve these updated HSP courses, and was seconded by Susan Schneider. **Motion unanimously carried.**

<a href="#"><u>IBEST-010</u></a>	Intro to Windows and the WWW for ABE (Title, Credit, Description, CWLO)
<a href="#"><u>IBEST-011</u></a>	Intro to Windows and the WWW for AESL (Title, Credit, Description, CWLO)
<a href="#"><u>IBEST-012</u></a>	Word 1 for ABE (Title, Credit, Description, CWLO)
<a href="#"><u>IBEST-013</u></a>	Word 1 for AESL (Title, Credit, Description, CWLO)

Motion was made by Rachel Goon to approve these updated IBEST courses, and was seconded by Rosalie Robinson. **Motion unanimously carried.**

[IT-277](#)      **Data Storage Security and Management (Title, Prerequisite, Description, CWLO)**

Motion was made by Rachel Good to approve this updated IT-276 course, and was seconded by Rosalie Robinson. After a lengthy discussion it was agreed that there were too many changes to this course to justify it as a changed course. It was suggested and agreed that this updated course should be replaced by a new course (IT-277 – which can be seen by clicking on the link above), which will result in the deletion of IT-276 at the first CC meeting in the fall. The first motion was revoked and a new motion was made by Rachel Goon to approve the NEW course IT-277, and was seconded by Rosalie Robinson. **Motion unanimously carried.**

[LOG-104](#)      **Applied Warehousing and Inventory Management (Title, Credit, Prereq, Desc, CWLO)**

Motion was made by Rachel Goon to approve this updated LOG course, and was seconded by Susan Schneider. **Motion unanimously carried.**

[MATH&-131](#)      **Math for Elementary Education 1 (Prefix, Number, Title)**

[MATH&-132](#)      **Math for Elementary Education 2 (Prefix, Number, Title)**

Motion was made by Rachel Goon to approve these updated MATH courses, and was seconded by Susan Schneider. **Motion unanimously carried.**

- [TEGM-110](#) Casino and Enterprise Finance Essentials (Title, CWLO)
- [TEGM-200](#) Casino Regulations Compliance and Game Protection (CWLO)
- [TEGM-240](#) Casino Hospitality & Guest Services (Title, Description, CWLO)
- [TEGM-292](#) Enterprise Operations (Title, Description, CWLO)

Motion was made by Rachel Goon to approve these updated TEGM courses, and was seconded by Susan Schneider. **Motion unanimously carried.**

[TMATH-100](#) Mathematics for the Health Sciences (Prerequisite)

Motion was made by Mike Mixdorf to approve this updated TMATH course, and was seconded by Rosalie Robinson. **Motion unanimously carried.**

[WRITE-096](#) Writing Center Tutorials (CWLO)

[WRITE-140](#) Writing Center Tutor Practicum I (CWLO)

[WRITE-141](#) Writing Center Tutor Practicum II (CWLO)

[WRITE-142](#) Writing Center Tutor Practicum III (CWLO)

Motion was made by Rachel Goon to approve these updated WRITE courses, and was seconded by Susan Schneider. **Motion unanimously carried.**

## **7. OTHER Committee Business**

- a. [2010-2011 Curriculum Committee Meeting Dates](#) (for approval) – The meetings dates were not approved as presented, but the Tuesday dates were approved, which can be seen by clicking the link above.
- b. [AAS Petition](#) (new) – Darius Walker is petitioning the Curriculum Committee to waive 2 credits of his distribution electives, as his advisor mistakenly gave him incorrect information. (See attached petition for complete details). Motion was made by Susan Schneider to approve this petition, and was seconded by Phil Hunter. **Motion unanimously carried.**