

Curriculum Committee Minutes



Meeting Date		Meeting Time & Location	
November 2, 2009		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 Curriculum Coordinator	
Members Present			
Barbara Peterson, Chair Dave Howard, Co-Chair Mike Mixdorf – Health, Justice and Human Services Tim Keely – Business Darlene Rompogren – EAP/LRC Jerry McCourt – Humanities Greg Ferencko – Math Tim B. Keely - Science		Bernie Comeau – Social/Behavioral Sciences Charlene Gore – Professional Technical Rachel Goon – Library Rosalie Robinson – ABE Colleen Spezia – ad hoc Mary McCabe – ad hoc Julie Benson – ad hoc Jamie Palermo – ad hoc	
Guests Present			
Janet Olejar Kim Rzeszewicz			
Agenda Items			
<p>1. Approval of minutes – October 5, 2009. Motion was made by Dave Howard to approve these minutes, and was seconded by Rosalie Robinson. <u>Motion unanimously carried.</u></p> <p>2. Approval of agenda</p> <p>3. DELETED Courses</p> <p>HIST-221 History of the British Isles I HIST-222 History of the British Isles II HIST-248 Diplomacy of the United States to 1898 HIST-250 The War in Vietnam HIST-252 Native Americans in Popular Culture HIST-255 Civil Rights Movement</p> <p>Motion was made by Mike Mixdorf to approve the deletion of these HIST courses, and was seconded by Rachel Goon. <u>Motion unanimously carried.</u></p> <p>4. NEW Courses</p> <p>HIST-210 History of Modern Europe (Multicultural Form) HIST-240 Religion in America and the Modern World (Multicultural Form)</p> <p>Bernie spoke on behalf of these courses. It was discussed and agreed that the description for HIST-210 be updated just a touch by adding “European Union”, which would also update the M-form. These corrections can be seen in the links above. Motion was made by Rachel Goon to approve these new HIST courses and their Multicultural designations, and was seconded by Mike Mixdorf. <u>Motion unanimously carried.</u></p>			

5. UPDATED Courses

[HIM-140](#) Beginning ICD-9-CM Diagnostic Coding
[HIM-210](#) HIM Revenue Cycle-2

Char Gore spoke on behalf of these courses. Char explained the wrong outcomes had originally been attached to HIM-210 and she handed out the corrected version. This change has been made and can be seen by clicking on the link above. Motion was made by Rosalie Robinson to approve these updated HIM courses, and was seconded by Mike Mixdorf. **Motion unanimously carried.**

[HIST-244](#) The 1960's

Bernie spoke on behalf of this course. There were concerns with how the course objectives were written for this course. Bernie will take this updated course proposal back to the originator and have the objectives re-worked. Motion was made by Dave Howard to **TABLE** this HIST course, and was seconded by Rachel Goon. **Motion unanimously carried to TABLE this course.**

[HIST-249](#) America and the Rise to Globalism

Bernie spoke on behalf of this course. Correction to the title can be seen by clicking the link above. Motion was made by Dave Howard to approve this updated HIST course, and was seconded by Tim Keely. **Motion unanimously carried.**

6. OTHER Committee Business

- a. Course Proposal Form, Discussion – please bring your comments and suggestions to the table regarding the changing of the CP form and getting it ready for online use. Also, please review [Kim's Memo](#). – General Discussion – There were several suggestions put out there regarding the new electronic course proposal form. There will be more discussions regarding this in the near future, and possibly a taskforce may need to be created and worked on exclusively outside of the regular Curriculum Committee meeting time. Here is a list of suggestions that came from this meeting:
 - The form should be searchable
 - Include a “co-requisite” box
 - Include when the course will be offered
 - Include “linked Courses” box
 - Include an effective date and ending date
- b. [Catalog Production Timeline](#) – Jamie Palermo – The committee reviewed the catalog production timeline.
- c. Review of Course Learning Objectives – Barb Peterson – Accreditation is now looking at objectives and outcomes and noting if adequate assessment is occurring. The Curriculum Committee will review programs between February and May: Nursing, Administration of Justice, and History. These programs will be reviewed to determine if outcomes are measurable. All programs will be given guidelines to use to help them review their outcomes and objectives for their courses. The Curriculum Committee was asked to think about these guidelines and come prepared to share their ideas at the next meeting in December. It was suggested that Bloom's Taxonomy is a useful tool to use as a guideline, and holding workshops on writing good course objectives was also offered.

2009-2010 – Curriculum Committee Meeting Dates

(Meetings are held on the first Monday of the month, at 2:30pm in 27-120, **unless otherwise noted**)

Meeting Dates	Packet Due Dates
November 2, 2009	October 19, 2009
December 7, 2009	November 23, 2009
February 1, 2010	January 19, 2010
March 1, 2010	February 16, 2010
April 5, 2010	March 15, 2010
May 3, 2010	April 19, 2010
June 7, 2010	May 24, 2010