

Curriculum Committee Minutes



Meeting Date		Meeting Time & Location																									
February 7, 2011		2:30pm – Building 27-120																									
Chair	Co-Chair	Recording Secretary																									
Dr. Barbara Peterson, Instructor, Human Services Program	Dr. Dave Howard, Counselor, Counseling/Advising	Jamie Palermo Administrative Assistant																									
Members Present																											
Barb Peterson, Chair Dave Howard, co-Chair, Counseling Mike Mixdorf – Health Justice and Human Services Darlene Rompogren – EAP/LRC Robert Hijiya – Humanities Greg Ferencko – Mathematics Bernie Comeau – Social/Behavioral Sciences		Charlene Gore – Professional technical Rachel Goon – Library Rosalie Robinson – ABE Colleen Spezia – ad hoc Steve Ashpole – ad hoc Julie Benson – ad hoc Kim Rzeszewicz – ad hoc																									
Guests Present																											
Satwaut Singh-Kurtz Pamela Costa Craig Cowden John Kellermeir Robert Austin James Gray																											
Agenda Items																											
<p>1. Approval of minutes – December 6, 2010. Motion was made by Barbara Peterson to approve these minutes, and was seconded by Mike Mixdorf. The phrase “Motion unanimously carried” was inadvertently left of the MATH-095 course update presented in December. This has been corrected and can be seen by clicking on the link above. <u>Motion unanimously carried.</u></p> <p>2. Approval of agenda – Barbara Peterson added a few discussion points at the end of the agenda: 1) timeline for course proposals within Curricunet, 2) CC meetings scheduled for the rest of the academic year.</p> <p>3. DELETED Courses</p> <table> <tbody> <tr> <td>CNA-100</td> <td>HSP-275</td> </tr> <tr> <td>EAP-099</td> <td>HSP-279</td> </tr> <tr> <td>EDUC-150</td> <td>POLSC-198</td> </tr> <tr> <td>EDUC-151</td> <td>POLSC-204</td> </tr> <tr> <td>ENGL-150</td> <td>POLSC-206</td> </tr> <tr> <td>HSP-080</td> <td>POLSC-209</td> </tr> <tr> <td>HSP-081</td> <td>POLSC-219</td> </tr> <tr> <td>HSP-102</td> <td>RC-100</td> </tr> <tr> <td>HSP-240</td> <td>SPAN-115</td> </tr> <tr> <td>HSP-242</td> <td>STDSK-080</td> </tr> <tr> <td>HSP-246</td> <td>STDSK-081</td> </tr> <tr> <td>HSP-271</td> <td>STDSK-082</td> </tr> </tbody> </table>				CNA-100	HSP-275	EAP-099	HSP-279	EDUC-150	POLSC-198	EDUC-151	POLSC-204	ENGL-150	POLSC-206	HSP-080	POLSC-209	HSP-081	POLSC-219	HSP-102	RC-100	HSP-240	SPAN-115	HSP-242	STDSK-080	HSP-246	STDSK-081	HSP-271	STDSK-082
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[HSP-272](#)

[HSP-273](#)

Motion was made by Mike Mixdorf to approve the deletion of these courses, and was seconded by Rachel Goon. **Motion unanimously carried**

4. NEW Courses

[AESL-073](#) ESL Reading Level 3

[AESL-074](#) ESL Reading Level 4

[AESL-075](#) ESL Reading Level 5

[AESL-076](#) ESL Reading Level 6

Motion was made by Rosalie Robinson to approve these new AESL courses, and was seconded by Robert Hijiya. **Motion unanimously carried.**

[HIM-216](#) CPT Coding

[HIM-240](#) ICD-10-CM/PCS Coding

Motion was made by Rachel Goon to approve these new HIM courses, and was seconded by Mike Mixdorf. **Motion unanimously carried.**

[IBEST-054](#) Professional Document Production ABE

[IBEST-055](#) Professional Document Production AESL

[IBEST-299](#) I-BEST Independent Study

Motion was made by Rachel Goon to approve these new IBEST courses, and was seconded by Rosalie Robinson. These forms were not completely filled out and the committee had more questions than available answers. The current issue is that these courses are in the schedule and being taught, though they have not been approved. Motion was made by Rachel Goon to TABLE these IBEST courses, and seconded by Rosalie Robinson. **Motion unanimously carried to TABLE these courses.**

[MARC-093](#) Tools for Descriptive Statistics with Algebra Success

Motion was made by Rachel Goon to approve this new MARC course, and was seconded by Mike Mixdorf. **Motion unanimously carried.**

[MATH-093](#) Descriptive Statistics with Algebra

[MATH-136](#) Inferential Statistics

Motion was made by Rachel Goon to approve these new MATH courses, and was seconded by Mike Mixdorf. **Motion unanimously carried.**

[READ-096](#) Advanced Reading Strategies

Motion was made by Rosalie Robinson to approve this new READ course, and was seconded by Rachel Goon. Robert Austin spoke on behalf of this course. Students can take this to refresh their skills, and it is taught through PLATO. Kim Rzeszewicz noted there were no PLO's for this course. They have since been added and can be seen by clicking the link above. Steve Ashpole noted that this is another course that is currently being taught prior to being approved by the Curriculum Committee. **Motion unanimously carried.**

5. UPDATED Courses

[Paralegal Program – PLO's](#)

[ADJ-152](#) Introduction to Civil Law (description, course objectives)

[ADJ-222](#) Probate/Estate Planning (course objectives)

[ADJ-231](#) Contracts/Commercial Transactions (description, course objectives)

[ADJ-239](#) Transition Planning (prerequisite, description, course objectives)

Motion was made by Dave Howard to approve these updated ADJ courses, and was seconded by Rosalie

Robinson. These courses are being updated to raise the standard in keeping with the Bar Association requirements. **Motion unanimously carried.**

CMST&-101 Introduction to Communication (course objectives)

CMST&-102 Mass Media and Society (course objectives)

CMST-110 Multicultural Communication (course objectives)

CMST&-220 Public Speaking (course objectives)

Motion was made by Robert Hijiya to approve these updated CMST courses, and was seconded by Rachel Goon. **Motion unanimously carried.**

ENGL&-101 English Composition (course objectives)

ENGL&-102 Composition II: Argument & Persuasion (course objectives)

ENGL-103 Composition III: Writing About Literature (course objectives)

Motion was made by Robert Hijiya to approve these updated ENGL courses, and was seconded by Rachel Goon. **Motion unanimously carried.**

Health Information Management – PLO's

HIM-195 Healthcare Privacy, Confidentiality, Legal, and Ethics (credit hour)

HIM-200 Introduction to E/M Coding (credit hour)

HIM-245 Advanced ICD-9-CM and CPT Coding (credit hour) – **removed from consideration**

Motion was made by Mike Mixdorf to approve these updated HIM courses, and was seconded by Rosalie Robinson. Char Gore requested that HIM-245 be pulled from consideration due to additional future changes that will all take place in Spring 2012. **Motion unanimously carried**

MATH&-151 Calculus I (prerequisite, description, course objectives)

MATH&-152 Calculus II (prerequisite, description, course objectives)

Motion was made by Rosalie Robinson to approve these updated MATH courses, and was seconded by Rachel Goon. Greg Ferencko explained the prerequisites are not changing – just the phrasing of them. The goal was to take the emphasis off “instructor” approval and shift to “department” approval. **Motion unanimously carried.**

PSYC&-100 General Psychology (course objectives)

PSYC-180 Human Sexuality (course objectives)

PSYC&-200 Lifespan Psychology (course objectives)

PSYC-205 Introduction to Personality (course objectives)

PSYC&-220 Abnormal Psychology (course objectives)

Motion was made by Rachel Goon to approve these updated PSYC courses, and was seconded by Dave Howard. **Motion unanimously carried.**

PSYC-209 Fundamentals of Psychological Research (course objectives)

Fundamentals of Psychological Research (**writing intensive application**)

Motion was made by Rachel Goon to approve this PSYC course and the Writing Intensive Application, and was seconded by Char Gore. This course is typically taken and used as a prerequisite at other universities, such as the University of Washington. These universities often advise students to take this course at the community college level so it is a benefit to transfer students. Approximately one-half of the class is writing, such as the homework, the exams, the essays, and the research paper. There are approximately 20-25 pages of writing the students will do by the end of this class. **Motion unanimously carried.**

6. OTHER Committee Business

- a. **Curricunet Update** – Kim Rzeszewicz explained that Curricunet is close to its launch; it should be ready by the end of the last faculty training on Curricunet – February 17th. Barbara Peterson pointed out that the substitutes/alternates to those serving on Curriculum Committee must also be trained on Curricunet. Kim continued to say that in March and April of this year, some have volunteered to submit their course proposals using Curricunet. These include Nursing, ABE/ESL, CU, IT, and EAP. In May, there will be no option of Curricunet or paper submissions; it will be strictly Curricunet. There is the \$50 stipend per course entered, but this payment will only be paid to those who have undergone the Curricunet training. The CAP project comes to a close on June 3, 2011. There will be one more “sample” course to go through Curricunet, but there should not be a need for any more such samples.
- b. **Curricunet Timeline for Course Proposals** – Barbara Peterson asked about the timeline for review of the course proposals that come through Curricunet to the CC members. It was agreed that 3 days is sufficient. The Deans have requested 3 days, the Program Chair 2 days, the Administrative Assistants 2 days. That would mean 10 days from submission to when the Curriculum Committee meeting is held. That is the same as it is currently. It was agreed that the Program Chairs should be kept in the loop. Barbara Peterson states she believed the courses would flow in vs. a big crunch of course submissions at the very last moment.
- c. **Curriculum Committee Meeting Schedule** – Barbara Peterson announced that the June 6th meeting would take place at 2:30pm in Building 27 in Room 120. It is not a tentative meeting date; it will happen.
- d. **5-year Cycle of Course Review** – Barbara Peterson brought up the 5-year cycle of course review. Each course should be reviewed at least once every 5 years. Currently, 150 courses out of 900 courses have been through the CAP process. Kim Rzeszewicz believes that number will be around 300 by the end of spring quarter of this year. Kim and Barbara will meet to discuss the schedule of this review process, but the opinion was approximately 200 courses per year could be scheduled for review without placing undue hardship on the Curriculum Committee. Also, most agreed that the courses being reviewed this year should not come up for review again until 2015-2016.