

Curriculum Committee Agenda



Meeting Date	Meeting Time & Location	
Monday October 3, 2011	2:30 pm Building 12 – Board Room	
Chair	Co-Chair	Recording Secretary
Dr. Barbara Peterson, Instructor, Human Services Program	Dr. Dave Howard, Counselor, Counseling/Advising	Rosalie Robinson Rachel Goon

Agenda Items

Introductions
Greg Ferenko
Bernie Comeau
Rachel Goon
Rosalie Robinson
Phil Hunter
Julie Benson
Dave Howard
Colleen Spezia
Steve Ashpole
Darlene Rompogren
John Falskow
Robert Hijiya
Susan Schneider
Mike Mixdorf
Char Gore
Barb Peterson
Kim Rzeszewicz
Tim Stokes

Guests: Janet Olejar, Rebecca Jayasundara, Pat von Knorring

Barb: over summer after discussions with the VP it was decided that John Falskow will filled the newly created position to cover part of the Humanities Division and Julie Benson, in her position as representative for Instructional Assessment will be a full voting member.

1. **Approval of minutes –**
2. **Additions to the agenda –**
3. **Provisional Endorsement over Summer 2011 (for information only)**
 These courses were reviewed by Chair B. Peterson over the summer. She gave them provisional endorsement and passed them on to the VP for approval. These are being taught this quarter and will be presented to the full committee for recommendations.

IBEST 079
IBEST 078
IBEST 088
IBEST 089

HIM 135 Medical Terminology II (Module 135)
HIM 136 Medical Terminology II (Module 136)

TEGM 110
TEGM 163
TEGM 165
TEGM 200
TEGM 240
TEGM 292
TEGM 293

4. DELETED Courses

FRSH 200 Community Learning

Motion : D. Howard

Second: S. Schneider

Discussion: Course changed in Spring to **EXPL 200**. This course is exactly the same so it is being deleted.

Motion Carried

5. NEW Courses

ADLJ 156 Criminal Procedure for Paralegals

Motion R. Robinson

Second: D. Howard

Discussion: Janet introduced course. Replacement course for one previously taught in the ADJ program. Since that program have been eliminated this course was created and is specifically for paralegal students.

ATS code will be updated en masse, so don't need to worry about it now. (Kim)

Kim: need " or completion of Engl \ 095" in prereqs

Phil: Is this a prereq for other courses? No.

Motion Carried

HIM 135 Medical Terminology II (Module 135)
HIM 136 Medical Terminology II (Module 136)
HIM 137 Medical Terminology II (Module 137)

HIM 138 Medical Terminology II (Module 138)

HIM 139 Medical Terminology II (Module 139)

HIM 136 Medical Terminology II (Module 136)

Motion: R. Goon

Second: R. Hijya

Discussion: Pat von Knorring explained these are not new courses, just a rearrangement of MT II. All 5 of these equal HIM 131. Some students (ESL and lbest, in particular), have a hard time doing all five modules in one quarter. In 1-credit modules, could offer 2 courses in Fall, and 3 courses in Winter. Also, some programs don't require MT II, but those students in those programs might still benefit from taking a couple of modules. Other students will benefit who don't want to carry a full 15-credit load.

Char: how do we change it in the system to indicate that prereqs can be EITHER HIM 131, or HIM 135-139.

Kim: will have to investigate how Curricunet could make those changes.

Char: will be problematic for Spring qtr if this isn't in the system yet; students taking the series might not be "approved" to move on

Colleen: can build into degree audit.

Kim: how many programs require MT II?

Just HIM and Pat's program.

Char and Pat agree that either way of completing MT II will work for their programs.

Kim: Is it OK to leave the prefix as HIM?

Pat: Yes.

Phil: prereq is HIM 130 with C- or better.

Char & Pat: should be C or better. Kim will change.

Char: all classes in the HIM program must be passed with a C, or student can not progress.

Phil: Is this model scaleable? Will it be problematic if others want to do this?

Motion carried

6. UPDATED Courses

ADLJ 153 Civil Procedure I

ADLJ 154 Computer Application in the Law

ADLJ 224 Real Estate Law

ADLJ 225 Bankruptcy Law

ADLJ 233 Internship I – Paralegal

ADLJ 234 Internship II – Paralegal

ADLJ 251 Legal Research and Writing II

Motion: R. Robinson

Second: C. Gore

Discussion: Janet: These are all CAP updates to descriptions and objectives.

Char: ADLJ 154 includes the methodology in the description. Kim will remove that part.

Kim: will change to “or completion of ENGL/095”

Kim: 5 credits of clinical in ADLJ 233. Do these numbers fit the State Boards description of “clinical?”

Janet: The supervisor in the field is a lawyer. Then instructor is not in the field.

Barb: probably have to remove the Clinical description and change the 5:1 to “Other.” We may need to not approve for now.

Phil: prereqs fro 233: ADLJ 154 already has a prereq of the CU classes, so can you remove the CU classes to shorten the prereq list? Kim will remove.

Barb: asked Janet to withdraw 233 and 234 to work on further.

Amended motion to include just ADLJ 153, ADLJ 154, ADLJ 224, ADLJ 225, and ADLJ 251.

Motion carried

ANTH 205 Biological Anthropology

ANTH 206 Cultural Anthropology

ANTH 207 Linguistic Anthropology

ANTH 210& Indians of North America

Motion: R. Hijiya

Second: C. Gore

Discussion: Bernie: CAP updates

Robert: several have two distribution options. Do they just default into whichever students need?

Colleen: the degree audit will choose, but a student can pick either one.

Phil: not a separate form for M courses?

In box "7" on the WR form.

R. Hijya amended motion to include M designation on 206, 207, and 210.

Dave: should we consider a course title change from "Indians" to something else?

Bernie: It's a common course number course, so we are bound by it. In the field of Anthro it's still a descriptive term.

Motion carried

EMC 110 Emergency Medical Technician

B. Peterson stated this has been withdrawn for more work. Will appear on agenda for November.

IBEST 058 Medical Office for ABE

IBEST 059 Medical Office for AESL

IBEST 070 Medical Terminology for ABE

IBEST 079

IBEST 078

IBEST 088

IBEST 089

Motion: C. Gore

Second: R. Robinson

Discussion: Rebecca Jayasundara: Support classes for HIM 135-139, and the Access CU course. The four without titles had provisional endorsement over summer.

Phil: The last 4 didn't show up in Curricunet on Approvals list.

Those courses are in the course bank database, therefore must have fallen out of our approvals.

Kim: prereq/concurrent enrollment language in these courses is confusing. But apparently not confusing to anyone else?

Phil: 078, 079, 088, 089 need to change the prereq to "C" instead of "C-". Kim will fix.

Phil: courses seem to be out of order. Students will end up needing to take courses in the “70s” before courses in the “50s”. Will likely confuse students.

Barb: IBEST courses are created as needed for various programs. If we change the numbers to keep them in order, we would be changing IBEST numbers a lot.

Kim: Rebecca registers students for these classes, rather than students registering themselves, so likely not a problem.

Rebecca: Courses do not show up online.

Motion carried

MATH 010 Arithmetic and Algebra Review
MATH 085 Introduction to Elementary Algebra

Motion: G. Ferenko

Second: R. Goon

Discussion: Greg: These are all CAP updates.

Seems to be no way to prevent students from taking these classes more than twice, in Curricunet or in the registrar’s system.

Greg: not counting toward college degree; Math dept doesn’t have an issue with how many times a student takes these/

Phil: Math 085 – co-requisite listed as Read 85. Need to reword to say “may be taken concurrently?”

Greg: no, it should be co-requisite.

Barb: the system needs to figure out the Read 85 vs ENGL/ 095. Not something curriculum committee needs vote on.

Tim: international students?

Greg & Darlene: there is a current form that works well.

Motion carried

SOC 222 Sociology of Sport

Motion : R. Robinson with M designation

Second: RHijjiya

Discussion

Bernie: CAP update, new objectives.

Kim: needs quarterly hours. Kim will add, 5 credits.

Kim: objective #5 OK? Yes.

Motion carried

TEGM 110

TEGM 163

TEGM 165

TEGM 200

TEGM 240

TEGM 292

TEGM 293

These were presented in summer in paper form. Have not been submitted through Curricunet yet. They should be on agenda in November. Barb provisionally endorsed during the summer. They are being taught this quarter.

7. OTHER Committee Business

a. Curricunet Update - Kim Rzeszewicz

Degree certificate and syllabus module still not rolled out. But they will also include DLOs in Curricunet and will be tied to PLOs. Will be able to search any time to see how courses' PLOs match up with DLOs.

b. 2011-2012 CC representatives reorganization and assignments – Barb Peterson
Barb will send CC members individually the programs we are each responsible for

c. 2011-2012 CC meeting calendar – Barb Peterson
First Mondays November, December, February, March, April, and May. During these meetings course proposal will be reviewed for recommendation. The June meeting will not be published; saving it for “clean-up” at end of year.

Kim and Barb worked on Curriculum Manual; once approved by Tim it will be sent out electronically to CC members likely in Nov or Dec.

d. Program Course Review Calendar – Kim Rzeszewicz
Originally, all courses on a 5-year review cycle. We are now in year 2. 19 disciplines updated all/most of courses last year. 59 disciplines need to do it over next 4 years. 18 disciplines are being targeted to do it this year.

Minutes submitted by Rachel Goon, 10/10/2011