

Curriculum Committee Minutes



Meeting Date		Meeting Time & Location
Monday February 6, 2012		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

In attendance:

Wendy Larsen, Elizabeth Thurman, Rebecca Jayasundara, Charlie Crawford, Greg Ferencok, Bernie Comeau, Rachel Goon, Phil Hunter, Julie Benson, Darlene Rompogren, Colleen Spezia, Robert Hijjiya, Barb Peterson, Kim Rzeszewicz, Rosalie Robinson, Susan Schneider, Mike Mixdorf, Char Gore, Rebecca Sliger, Pat Brown (arrived toward the end)

1. Approval of minutes from 11/7/11 meeting

Motion: R. Robinson

Seconded: R. Hijjiya

Approved

2. Additions to the agenda?

ATAG degree

Physics common course numbering

Deleted courses

Curricunet and on-line scheduling and catalog

3. DELETED Courses

MATH 097 – Intermediate Algebra for the Liberal Arts

Motion: R. Robinson

Second: R. Hijjiya

Discussion: None

Motion carried

The 31 courses listed below in blue are courses that were at one time taught at WCCW in Purdy and are still on the data base. You will not find these in Curricunet, but we must officially vote to delete them for records purposes.

BMT 100 – Building maintenance Fundamentals

BMT 110 - Construction Basics
BMT 120 – Interior/Exterior Repairs and Maintenance
BMT 130 – Plumbing Maintenance
BMT 140 – Electrical Maintenance
BMT 150- Heating – Ventilation – Air Conditioning
BRL 101 - Reading and Writing Braille
BRL 102 – Transcribing and Formatting Braille
ESL 060 - Preliterate Speaking, Reading, Writing, and Computation
ESL 065 – Basic Speaking, Reading, Writing, and Computation
ESL 070 – Intermediate Speaking, Reading, and Writing
ESL 075 – Advanced Speaking, Reading, and Writing
GD 081 – AutoSketch/Special Project I
GD 082 - AutoSketch/Special Project II
LVSK 080 – Social Responsibility
LVSK 081 – Techniques of Legal Research
LVSK 100 – Domestic Violence
LVSK 101 – Stress Control
LVSK 102 – Anger Control
LVSK 103 – Employability Skills
LVSK 104 – Resume Writing
LVSK 105 – Career Exploration
LVSK 106 – Money Management
LVSK 107 – Total Woman
LVSK 108 – Assertiveness Living
LVSK 109 – Conflict Resolution
LVSK 110 – Self-Esteem
LVSK 111 – Communication for Success
LVSK 112 – Employment Success Skills
LVSK 113 – Survey of Distance Education
AMATH 100 – Mathematics for the Trades

Motion: R. Robinson

Second: R. Hijiya

Discussion:

Barb: These are not in Curricunet, have been eliminated at Purdy, but need to have a historical record of deletion.

Kim Phillips will keep paper record.

Motion carried

4. NEW Courses

ABE 076 – Grammar Review

Motion: C. Gore

Second: R. Robinson

Discussion:

Wendy: Linked to ESL 056 Grammar 6. Created for ESL students who initially got placed into ABE because they scored too high on the CASAS standardized test to be placed into ESL grammar; however, there are students who still need grammar instruction.

Phil: Proposal is same as AESL 56?

Wendy: Is the same course, but this one is for the students who can't enroll in that class because they placed in ABE.

Phil: so class will be mixed – so they should be cross-listed?

Barb: no – because the ESL and AESL can't cross over, even though they are taught together.

Wendy: strictness has to do with funding sources and how students are “federally reportable”.

But the courses are not really “linked” in the way we usually mean.

Motion carried

EAP 099 – High Intermediate EAP Composition and Reading

Motion: D. Rompogren

Second: R. Robinson

Discussion:

Darlene: Built on I-BEST accelerated learning model. Level 4 put together in 10-credits, designed to be linked with another course like CMST 101, for example. This course is similar to EAP154. Enables EAP students to take college course with extra support.

No specific link in mind yet.

Greg: prereq?

Darlene: EAP placement should be first : “EAP placement or . . .” Then, the other 2 prerequisites listed should follow.

Phil: Typo in outcome 2.

Kim will fix both.

Motion carried

HIM 141 – Beginning ICD-10-CM Coding

HIM 221 Intermediate ICD-10-CM/PCS Coding

Motion: M. Mixdorf

Second: R. Robinson

Discussion:

Char: Association is changing coding systems. Wanted to just change the name of the course, but there are billing program articulations who are still teaching ICD-9, while TCC students are learning ICD-10; by keeping old numbers, articulation does not match up.

Therefore, changing 140 to 141 (ICD-9 to ICD-10). Same with HIM 220 to HIM 221.

Barb: Need to keep 140 and 220 on the books because several colleges are using our old numbers.

Motion carried

IBEST 097 - IBEST Academic Support for ABE
IBEST 098 – IBEST Academic Support for ESL

Motion: R. Robinson

Second: R. Goon

Discussion:

Rebecca Jayasundara: Attempt to have just one I-BEST course; variable credit that students can take multiple times; each one will be specific to the main content course students are taking. Changing this model to keep Curricunet clean, so don't have to have a separate I-BEST course for every main content course. Future deletions of courses will be forthcoming to the committee.

Kim: Repeatability is 16?

Rebecca: Can take it more than once, and conceivable that they could take it 6 or 9 . . . let's leave at 10.

Phil: I-BEST 98 had two outcomes that 97 does not?

Rebecca: One of those courses is specific to ESL students; those two outcomes are for ESL students, so they are not needed in the ABE version.

Phil: What is the correct spelling of I-BEST?

Rebecca: it should have a dash. Course prefix does not have dash.

Kim will fix.

Motion carried

5. UPDATED Courses

EMC 110 – Emergency Medical Technician Basic

Motion: C. Gore

Second: S. Schneider

Discussion:

Pat Brown : Topics for this program proscribed by state; course changes are coming from the required changes at the state level.

Course objectives are also being updated and refreshed.

Would like to make one edit – in objective #2, would like to delete “non-invasive.”

Kim: for prereqs, should say HJHS “Division” instead of the word “Department”?

Pat: Yes.

Julie: For objective #4, should they just “describe,” or should they “demonstrate?”

Pat: don't have the capacity to demonstrate – is just theoretical.

Motion carried

ENGR 204 – Electrical Circuits

ENGR 224 – Engineering Thermodynamics

ENGR 225 Mechanics of Materials

Motion: P. Hunter

Second: C. Gore

Discussion:

Rebecca Sliger: 225 is a CAP update; no significant changes

204: prereqs modified, as well as 224, prereqs modified.

Kim: regarding prereqs for 224 and 225; want all &s?

Rebecca: yes.

Motion carried

TEGM 110 – Casino Finance Essentials

TEGM 163- Supervisory Essentials and Front Line Leadership

TEGM 165 – Casino HR and Personnel Management

TEGM 200 – Casino Regulations, Compliance, and Game Protection

TEGM 240 - Casino Hospitality and Guest Services

TEGM 292 – Enterprise Operations

TEGM 293 Casino Games Management

Motion: R. Goon

Second: R. Robinson

Discussion:

Elizabeth Thurman: needed to increase level of Bloom's taxonomy to improve quality of program and bring more relevant learning.

All 7 courses have new learning objectives.

Kim: CIP codes have been fixed.

Phil: outcomes are hard to follow, partly because of formatting

Charlie Crawford: happy to clean up formatting.

Greg: no prereqs, correct?

Elizabeth: correct.

Barb: have to be employed by casinos?

Elizabeth: not necessarily. Sometimes students come from other tribal enterprises.

Kim: TEGM 200: objective #8 missing last word?

Charlie: will check the master document to find the right word and send Kim all the corrections by this Friday, Feb. 10, 2012.

Motion carried

6. OTHER BUSINESS

a. FYI - Alternate training future meeting – scheduled for Feb. 16 at 1:30. 16-109. Alternates must attend this training in order to claim and at least one regular Curriculum Committee meeting in order to claim 1 PAU for the year.

b. Associates Of Technical Arts General degree

Kim: a couple of degrees in catalog that not many students use. ATA General degree is intended to be an upside-down degree; student transfers in up to 60 credits from a technical college then finish here. The ATA is NOT a transfer degree. Has been little interest with only one student in last 5 years has graduated with this degree. None since 2007-08. Probably because technical colleges now can offer Associate degrees that are transferable to four year schools.

Any good thoughts about why we should keep it or discard it?

Barb and Robert: Is not really in the students' best interest to get this degree anyway because it cannot be transferred.

Colleen: If it's deleted, students can still be grandfathered for 5 years if they've started it.

C. Gore: *Moved that the Curriculum Committee*

endorse the deletion of the ATA General degree

R. Robinson: Second

Motion carried

C. Physics common course numbering

P. Hunter: *moved to recommend making administrative changes within Curricunet to change the course prefixes and course numbers on Phys 114, Phys 115, Phys 116, Phys 121, Phys 122, and Phys 123 to the newly changed common course numbers: Phys& 114, Phys&115, Phys&116, Phys& 121, Phys& 122, and Phys& 123 respectively.*

Second: R. Hijya

Discussion

Phil: when CCN happened, Phys classes decided to not transfer classes to CCN because felt would be confusing to students.

New series of course numbers just adds &, so transition won't be confusing to students. Rather than resubmit courses for approval, would like to just make this administrative change.

Colleen: when would this go into effect?

Phil: Fall quarter.

Greg: You need to tell advisors and all who work with students in planning their education.

Phil: Yes, we will inform them.

Motion carried

d. Courses to be deleted:

Kim: many courses still in Curricunet and the college catalog floating around; Kim trying to get people to delete any course that they know 100% they will not teach again. Will be asking curriculum committee members for assistance; would like it to be cleaned up before the catalog comes out. Hopefully these can be cleaned out by spring. If a course is deleted, it is listed in the Curricunet archives and can easily be retrieved if one wants to teach the course in the future.

All people have to do is copy the course, then complete the cover page. 5 minutes.

e. Coordination of many entry points to one in Curricunet

Kim: there is a database where stuff gets entered manually, and some info gets pulled from SMS; that is how the online schedule and catalog get populated. Not currently connected to Curricunet, but there is a movement underway to have that info pulled from Curricunet to have uniform information across the college. In the future, students will be able to access course outcomes from on-line scheduling as well as the course objectives.

Respectfully submitted on 2/7/2012

Rachel Goon

Rosalie Robinson

