

# Curriculum Committee Minutes



<b>Meeting Date</b>	<b>Meeting Time &amp; Location</b>	
Monday June 4, 2012	2:30 pm Building 12 – Board Room	
<b>Chair</b>	<b>Co-Chair</b>	<b>Recording Secretary</b>
Dr. Barbara Peterson, Instructor, Human Services Program	Dr. Dave Howard, Counselor, Counseling/Advising	Rosalie Robinson Rachel Goon

## Agenda Items

### 1. Introductions

Present: Deanna Cole, Carol Evenhuis, Jeanette Smith-Perrone, Pattie Green, Janet Olejar, Kim Rzeszewicz, Barb Peterson, Char Gore, Mike Mixdorf, Rosalie Robinson, Susan Schneider, Robert Hijiya, Dave Howard, Darlene Rompogren, Steve Ashpole, Julie Benson, Phil Hunter, John Falskow, Rachel Goon, Greg Ferencko

### 2. Approval of minutes from 5/7/12 meeting

Motion: Char Gore  
Second: Mike Mixdorf  
Discussion: none  
Carried? Yes

### 3. Additions to the agenda?

See below under "Other Business."

### 4. DELETED Courses

**HD 113 - Diversity and the Dynamics of Difference**

**HD 150 - Access Technology**

Motion: Rosalie Robinson

Second: Mike Mixdorf

Discussion: Dave Howard: demand went away for 150. 113 was Peggy Sargent's class.

Kim R.: 113 was an M course, so this will mean one fewer M offered.

Carried?: Yes.

### 5. NEW Courses

**ABE 056 - ABE Math Vocabulary**

Motion: Rosalie Robinson

Second: Mike Mixdorf

Discussion: Rosalie R.: ESL students are Accuplacing into college level math, but not college level reading. This class is for students who can do the calculations, but can't do the word problems because of the language problems. Don't want to require them to go into EAP if they don't have financial aid.

Kim R.: Wants to take out references to Math courses by name; change outcome #2 to "developmental math".

Rachel G.: can EAP students take this course?

Rosalie: It is for non-native English speakers, so yes. Wait. No, because the ESL students are differentiated from the EAP students. They have different Visa's.

Steve A. and Darlene R.: not sure, but they will look into it. Rebecca Jayasundara does something with the coding of the ESL students, so Steve will check with Rebecca for clarification.

Barb P.: We don't need to know right now to move forward on this course.

Kim R.: How many credits is 035 and 036 – if this course can supplement or replace those courses? If it replaces those courses, is it the equivalent of those two? How does this 2-credit course replace two other courses?

Rosalie – not sure; however, thinks Wendi would be okay with taking out the word "replaces".

Barb: Are there enough questions that we need to table it?

Greg: ABE 035 is a math class; probably can't be replaced with this course.

Barb: seems this course can supplement, but can't replace.

**TABLED.**

**CATT 099 - Drafting Fundamentals**  
**CATT 100 - Blue Print Reading**  
**CATT 101 - Introduction to AutoCAD**  
**CATT 102 - Intermediate AutoCAD**  
**CATT 103 - Advanced AutoCAD**  
**CATT 104 - Adobe Graphics**  
**CATT 105 - COOP Work Training**

Motion: Dave Howard

Second: Mike Mixdorf

Discussion: Deanna C.: Some changes need to be made up front -- CATT 104 - in prereqs, would like to change from CATT 103 to CATT 100.

On CATT 105 can prereqs be changed to say "103" instead of "104"?

Kim: OK

Phil H.: CATT 099 – clarify course description? Seems wordy. Change it to "This course will help students understand..."

Deanna: seems strange that this course description includes "print reading." We should take that out and replace with "board drafting." (ultimately decided that "print reading" was fine.)

Kim will fix if needed.

Phil: in CATT 100, outcome #2, “lay out” should be one word.

In 102, Autolisp should be AutoLISP.

In 102, description wording is confusing. Instead of “Instruction will include . . .”, how about “The course will include . . . “

In 103, change to AutoLISP

In 105, in Description, last word should be “Correctional Industries” or “CI”

Outcome #2—drawing should be “drawings.”

Outcome #5 – should be Soldraw, no hyphen.

Kim: In CATT 105, should be “co-op” rather than coop. Pre-req’s for all should be listed at “C”?

Carol: Ok with the pre-req. of C.

Carried?: Yes

**HORT 101 - Intro to Ornamental Horticulture**

**HORT 102 - Plant Pest Identification and Management**

**HORT 103 - Plant Propagation**

**HORT 104 - Pruning Principles**

**HORT 105 - Identification of Landscape Plant Materials**

**HORT 106 - Landscape Equipment & Operation**

**HORT 107 - Landscape Installation & Maintenance**

**HORT 108 - Irrigation Principles**

**HORT 109 - Landscape Design Principles**

**HORT 110 - Landscape/Turf Internship**

**HORT 111 - Computer Aided Landscape Design**

**HORT 112 - Landscape Construction & Estimation**

**HORT 113 - Beginning Floral Design**

**HORT 114 - Advanced Floral Design**

**HORT 115 - Floral Operations & Practices**

Motion: Rosalie Robinson, **except table HORT 112**

Second: Susan Schneider

Discussion:

Carol E.: these are old courses, just new to Curricunet. This summer will be starting an I-BEST program with them.

Barb: No real changes to these courses, just getting them in Curricunet.

Julie: HORT 101- consider leveling this course in the future; it’s an intro course, but the verbs are quite high level.

Phil: in HORT 102 in description, missing a word after “non-pathogenic”?

Julie: Should we add the word “diseases” to the name of the course since it is not just about pests?

Kim: Instead of “causes” in that sentence, change to “problems.”

Phil: typos – exercises, identification

Phil: Prereq question: Why is 102 a prereq for 103, 105 for 106, and 112 for 113?

Carol: first 4 courses make up a certificate. So the courses aren't exactly prereqs for each other, but the students do have to take those classes in a particular order. Must finish one before they go to the next one, but perhaps don't build on each other skill-wise. The floral arranger students are the most experienced students because they are actually working in a business-type situation. The DOC (Dept. of Corrections) requires this sequence.

Phil: HORT 112 – outcomes seem strange; 1 and 2 seem like assignments rather than outcomes.

Carol: HORT 112 can wait for Fall since need to talk with the instructor.

Char: consider adding “Landscape” before the “Construction” in the description

Kim: will also add “soil” before the word “culture” in course description.

Kim: Added prereqs all with a grade of “C” – just checking to make sure that's OK.

Carried?: Yes

### **IT 257 - Social Media**

Motion: Char Gore

Second: Mike Mixdorf

Discussion: This course replaces 258, focusing on global entrepreneurial skills.

Broadens focus to include social media, in addition to skills taught in 258.

Phil: APS – should it be communications and human relations?

Kim: we're not involved with making those alterations at the moment, but it's a legitimate question. Curriculum committee may be involved in the future.

Carried?: Yes

### **NURS 162 - LPN-ADN Articulation (Bridge - Entering Level III) Clinical**

### **NURS 163 - LPN TO ADN Articulation (Bridge - Entering Level III) Lab**

See below – considered together with UPDATED Nursing courses.

## **6. UPDATED Courses**

### **ABE 036 - College Bound Math Level 6**

**TABLED**

### **BIOL& 241 - Human Anatomy and Physiology 1**

### **BIOL& 242 - Human Anatomy and Physiology 2**

Motion: Phil Hunter

Second: Julie Benson

Discussion: Pattie G: minor changes to outcomes. The biggest change is adding the prereq of Bio 160 and Chem 110 with Grade of C, to ensure students do better in 241.

Carried?: Yes

### **CU 210 - Access II IT 115 - Certification Exam Preparation**

Motion: Dave Howard  
Second: Robert Hijiya

Discussion: Jeanette S-P: CU 210 was too compressed; students were not retaining the information; change is to make CU 110 a prereq to CU 210. Credits are the same; just have to take these courses in two quarters rather than one.

Kim: any impact on length to complete the program?

Jeanette: not at all.

Kim: Should implementation be changed to Summer 2012?

Jeanette: Yes

Phil: CU 210 outcomes: Can many of these be clarified by just dropping “demonstrate the ability to . . .”

Jeanette: Sounds fine.

Kim: Change #5 to “Manage database objects”?

Jeanette: Yes.

Kim: IT 115 should be Winter 2013 implementation.

Char: in IT 115, there are many “Understand” objectives. Can you change?

Kim is changing #6 to “Take”. #3 change to “Describe.” #1 change to “Apply.”

Carried?: Yes

### **NURS 232 - Nursing VI: Preceptorship-Manager of Care NURS 261 - LPN to ADN Articulation (Bridge - Entering Level IV) Theory NURS 262 - LPN to ADN Articulation (Bridge - Entering Level IV) Clinical NURS 263 - LPN TO ADN Articulation (Bridge - Entering Level IV) Lab**

**And also New courses:**

### **NURS 162 - LPN-ADN Articulation (Bridge - Entering Level III) Clinical NURS 163 - LPN TO ADN Articulation (Bridge - Entering Level III) Lab**

Motion: Mike Mixdorf  
Second: Rosalie Robinson

Discussion: Julie: 232 was just a CAP update.

161 162, 163 and 261, 262, 263: LPNs are not doing as well on NCLEX as the generic

students, so these are newly-added lab classes. LPNs come in with all different experience; these classes allow us to level them and get them to the place where our generic students are at Levels 3 and 4. Added “licensed in WA State currently and able to practice” language.

Kim: Nurs 162, really not offered until Winter 2013?

Julie: Correct. No LPN bridge in Fall.

Carried?: Yes

**PLST 233 - Internship I – Paralegal**  
**PLST 234 - Internship II – Paralegal**

Motion: Char Gore

Second: Mike Mixdorf

Discussion: Janet Olejar: 233 is a required 5-credit internship. 234 is optional. Discovered the formula was not in compliance; is supposed to be based on 11 weeks. Converted these courses to 132 work hours on site, and 11 hours in class.

Barb: these were reviewed by Curriculum Committee in Fall (October) – we tabled it then, and it slipped through until now.

Kim: prereq question – change to “ADJ 101 or equivalent”?

Janet: Yes. ADJ 101 should stay in the prereq list for students who transfer in with courses taken elsewhere that equate to ADJ 101.

Carried?: Yes

## **7. OTHER BUSINESS**

### **TBA at meeting**

#### **Item 1: Writing Intensive Designation**

Robert Hijiya: The Writing Intensive requirements at 4-year schools he investigated meshed with ours very nicely. We seem to be in concert with their concerns and issues. They would be satisfied with our WI requirements. The faculty teaching WI courses he talked with seem to feel comfortable with the minimum requirements we have; don't want to raise them since that might discourage other faculty from trying it. The WRRAC program objectives are going to mesh nicely with what is already stipulated.

Robert: Nobody can find the WI form – should it be somewhere on Curricunet?

Kim: You have to click that it will be a WI course in Curricunet, then the form will come up. But won't come up unless you already know it will be a WI course.

Barb: Will put that form in the Curriculum Committee section of the Portal so is easier to find.

Julie Benson: Moves that we endorse the recommendations that are in the WI course designation as they are currently written.

Mike Mixdorf: Seconds

Motion carried.

**Item 2: Multicultural designation**

“M” Designation task force hasn’t been able to meet – will postpone until Fall.

**Item 3: Common Language in Curricunet**

Kim R.: Want to create consistent language around how things are worded in Curricunet. Also, Curricunet will soon be populating pre-req info in catalog – wording is currently often confusing. Need to put info in there in a way that students can understand it.

Kim is currently standardizing the pre-req verbiage for all courses in Curricunet. Kim has added punctuation into Curricunet to allow different options; is working with Dept. Chairs/ curric comm. contacts to make sure they approve.

#2: Eng/095 and equivalencies has been very confusing. Tons of possible prereqs. Steve proposes we change to “Eng/095 or equivalent” to simplify. Kim sent out a document to Curriculum Committee with a list of what those “equivalents” are. From now on, if what we mean is that students are prepared for Eng 101, that is what it will read. List will be in the Portal under Curriculum Comm section.

Anyone who knows of any other courses that are equivalents should send that info to Kim. A master equivalency chart will live in the Portal.

**Item 4: PAUs for Curriculum Comm**

Barb is pushing through 1 PAU per quarter for Curric Comm members, rather than 1 per year. Currently have an agreement between Union and Management, but is not in writing yet.

Tim Stokes reports that this has to be listed as our second committee in order to get 1 PAU per quarter. We should keep that in mind as we near the PAU deadline – the system doesn’t yet accept CC as 3 PAUs, but it will work and be ready by the June 30 deadline for PAU submission.

**Item 5: Curriculum Committee Meeting Schedule, 2012-13**

Barb distributed a proposed meeting schedule for next year.

Char Gore: Move we approve the proposed schedule for the 2012-2013 academic year  
Mike Mixdorf: second.

Julie – for 2:30, correct?

Barb—Yes; that is correct.

Motion carried.

**Item 6: Electing Curriculum Committee Chair for next year**

Phil Hunter, Julie Benson, and Darlene Rompogren move that we nominate Barb Peterson.

Mike Mixdorf: Seconds

Motion carried unanimously.

Respectfully submitted,  
Rachel Goon