

Curriculum Committee Minutes



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| Meeting Date | Meeting Time & Location | |
| Monday October 1, 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 Olson Rachel Goon |

Agenda Items

1. Introductions
In attendance:

Kim Rzeszewicz, Barb Peterson, Dave Howard, Darlene Rompogren, Char Gore, Susan Schneider, Rosalie Olson, Jethro DeLisle, Colleen Spezia, Greg Ferencko, Bernie Comeau, Phil Hunter, Rachel Goon, Julie Benson, John Falskow, Carole Ferguson, Sean Vandommelen, Steve Ashpole, Shea Bower, Jeannette Smith-Perrone

Jethro is taking Robert Hijiya's place; Carole Ferguson is now an ad hoc member representing Work Force Programs. Sean Vandommellen working with Kim Rzeszewicz and will be helping out with Curriculum Comm /Curricunet tech issues.

2. Approval of minutes from 6/4/12 meeting
Moved: Rosalie Olson
Seconded: Susan Schneider
Motion carried: Yes

3. Additions to the agenda?
Barb has a long list of items that need to be added, but she will "trickle" them in over the next few meetings.

4. TABLED Courses
ABE 036 College Bound Math Level 6
ABE 056 ABE Math Vocabulary**
HORT 112 - Landscape Construction & Estimation**

Barb: need to Table these again because no one is here to address.

5. DELETED Courses

ADJ 102 Criminal Procedure and Evidence
ADJ 103 Community Policing
ADJ 104 Power, Multiculturalism, and the Law
ADJ 105 Ethical Issues in Law Enforcement
ADJ 106 Skills for Corrections Workers
ADJ 107 Juvenile Justice System
ADJ 108 Special Topics for Corrections
ADJ 110 Private Investigator Basics
ADJ 179 Special Topics
ADJ 200 Investigations
ADJ 201 Forensics
ADJ 210 The Art of Investigating
CJ& 100 Introduction to Administration of Justice
CJ& 101 Introduction to Criminal Justice

Moved: Rosalie Olson

Seconded: Susan Schneider

Discussion: Barb - *These courses were last taught in June of 2012. The ADJ program has been eliminated so there is no need to keep the course active in the course bank. No one is taking them currently.*

Motion carried: Yes

IT 258 E-Business and Commerce

Moved: Char Gore

Seconded: Dave Howard

Discussion: Kim – course is being replaced by 257, correct? That one is now being taught.

Motion carried: Yes

6. UPDATED Courses

BIOL& 175 Human Biology w/Lab

Moved: Phil Hunter

Seconded: Rachel Goon

Discussion: Phil: make 2 amendments; Should say “yes” to publish in catalog. Also, outcome #2 should say “describe” rather than “understand.” Mostly, just outcome updates.

Motion carried: Yes

CU 108 Outlook
CU 110 Access I
CU 202 Word II
CU 203 Excel II

Moved: Char Gore

Seconded: Susan Schneider

Discussion: Jeannette S.P. – aligning because previously was not taking into consideration that 102 + 103 are the same as 105. Changed prereq to reflect this.
Char G: her students only need Excel, don't need 105.

Jeannette: Can change CU 110 and CU 203 prereqs to just “CU 103 OR CU 105”.

Motion carried: Yes

DMS 101 Sonography Lab I
DMS 105 Ultrasound Cross-Sectional Anatomy
DMS 110 Pathophysiology I
DMS 120 Abdominal Sonography
DMS 130 Ultrasound Physics and Instrumentation I
DMS 175 DMS Orientation
DMS 250 Ultrasound Clinical III
DMS 260 Ultrasound Seminar and Critique II

Moved: Dave Howard

Seconded: Julie Benson

Discussion: Shea B. – reevaluated all these courses to make CLOs align w/PLOs and DLOs for the programs CAP project.

Barb – these were provisionally approved over summer so that they could be taught with the new outcomes in Fall. Winter courses will be coming soon.

Julie – is there a method for numbering these courses?

Shea – referenced flow chart.

[Kim will help DMS with a clearer flow chart.]

Phil – DMS 250 – Should SMS course title be Clinical III?

Yes.

Julie: DMS 110- Outcomes 1 and 4 look like clinical outcomes. Is there a way to clarify that students are not using real patients, but just case histories? (discussed and mooted)

Kim – DMS 120 – OK to remove “to be taken concurrently with DMS-101”

DMS 175 – same course as RC 175, yet have different course objectives. Need to either make objectives same and cross-list, or else make them completely separate.

Shea – RC, DMS, and Rad Tech all use this same course

Barb – should create one course under HT heading. Since this is being taught this quarter, we should probably approve this course now, but then Barb will talk with the heads of these three programs to get a new HT course on the books.

Motion carried: Yes

IT 102 Microcomputer Fundamentals

IT 110 Operating Systems I

IT 262 Technical Support of Windows Networks

IT 280 Advanced Networking Technologies

Moved: Rosalie Olson

Seconded: Susan Schneider

Discussion: Jeannette – for 102 and 110– wanted to keep consistency in courses, make these lecture like all other IT courses. Has to do with pay for instructors. Was not being taught as a lab – classes were not meeting the extra hour.

Jeannette – changes to 262 and 280 are to generalize the certification statement.

Darlene – course description for 262 – fix typo? *Course description should include the words “in preparation FOR THE Server...”.*

Motion carried: Yes

7. NEW courses

See ** above in TABLED courses: no action taken because no one was present to address the course.

8. OTHER BUSINESS

a. New committee members/verify alternates – Barb

Committee members, please identify your alternates on the chart being passed around.

b. Explain new ad hoc position – Carroll

Carroll will be attending as an ad hoc member to address any Work Force issues

c. Proposed requirements for Curriculum Chair – Barb

At IC last April, pointed out that CC handbook needs to be updated to include info about how Chair will be elected, and what the requirements are. Barb proposes:

The position of Curriculum Committee Chair will be determined as follows:

- Nominations for the position will take place at the May Curriculum meeting;

- At the June Curriculum meeting voting will be done by ballot if there are multiple candidates;
- Each voting member of the committee will have one vote.

The requirements to serve as Curriculum Chair shall be:

- Be a full time tenured faculty member;
- Serve at least three years on the Curriculum Committee;
- Serve as Vice Chair for at least one year.

Greg – perhaps should make it clear that a chair must have served on CC for three years, *within the last three years* (or something like that). But the requirement to have been vice chair may disqualify pretty much everyone.

Phil – should probably also be someone who is currently serving on CC.

Barb – send other ideas to her; will vote on it in November so we can update the CC manual.

d. Degree and certificate reviews – Kim

Kim – Degree & certificate module in Curricunet, but we haven't done anything with it yet. Still glitchy. Kim's goal is to be able to use it this year. Tim would like faculty to review degrees and certificates. Will try to get programs that have already been revised in there first.

After modules are added in Curricunet, changes in proposals will automatically update relationships.

John - Lets review these as a big committee to begin with, and then if it makes sense later, we can break into subgroups. All agreed.

e. Curricunet syllabus module - review syllabus template – Kim and Barb

This module needs updating; template is outdated. Dolores will send us the current verbiage for student behavioral conduct, final grade appeal, etc. Having a sound template will be key in making sure that in our 2014 accreditation visit, we have a system for ensuring our syllabi are all OK.

Phil – let's not have it in two places – let's get the template out of Instructor Briefcase so that it isn't duplicated and having to be updated in two places.

Kim – how about if Sean generates syllabi for each course and sends every possible syllabus to chairs in Fall to disseminate to adjuncts?

f. Review of syllabi in preparation for accreditation visit – Barb and Kim

(see discussion in e., above)

g. New MoU for CC members' work

The MOU for extra PAUs was only for one year, not ongoing. Barb will draft another MOU to go through the end of our faculty contract.

h. OTHER

M designation – Bernie, Greg, and Phil – do work on M and have a recommendation by December meeting.

i. Programs left to complete CAP work

Art has 1/3 due this year

Bio has 1/3 due

EDP has one course left

Env Sci has one course left

Geology need to be completely capped (though Phil thinks they have been capped – Phil will get an update on this to Barb)

Geography needs to be completely capped

Phil – would propose waiting until all courses are CAPped for, say, Biology, to bring them all at once other than trickling in over several meetings.

j. 299 and 179 course guidelines

These are independent studies and special topic courses. John Falskow, Jethro Delisle, and possibly Char Gore (Barb will verify because Char had to leave early).

Minutes respectfully submitted on 10/2/12

Rachel Goon