

Curriculum Committee Minutes



Meeting Date		Meeting Time & Location	
Monday February 4, 2013		2:30 pm Building 11 – Senate Room	
Chair	Vice-Chair	Recording Secretaries	
Dr. Barbara Peterson, Instructor, Human Services Program	Dr. Dave Howard, Counselor, Counseling/Advising	Rosalie Robinson Rachel Goon	
Agenda Items			

1. Introductions

Greg Ferencko, Krista Fox, Kim Lee, Char Gore, Colleen Spezia, Terrica Jones, Jethro Delisle, Susan Schneider, Rosalie Olson, Darlene Rompogren, Rachel Goon, Julie Benson, Phil Hunter, Steve Ashpole, Kim Rzeszewicz, Barb Peterson, Dave Howard, Mike Flodin, Bernie Comeau, Deanna Cole, John Falskow, Mike Mixdorf

2. Approval of minutes from 12/3/12 meeting

Motion to approve the minutes from the December meeting: Rosalie Olson
 Second to the motion: Phil Hunter
 Motion Carried?: Yes, unanimously

3. Additions to the agenda?

Barb Peterson:

1. Glossary for Curriculum Committee Handbook
2. 5-year CAP cycle.

4. DELETED Courses

NONE

5. NEW Courses

CATT 106 AutoDesk Inventor

Rachel Goon made motion to approve the new course CATT 106
Second: Julie Benson

Discussion: Deanna Cole: new course adding to the curriculum; teaches a program that goes along with AutoCAD.

Darlene R: why 6 credits for 90 minutes?

Deanna: DOC course timeframe is different.

Darlene: so no PLOs like we have?

Barb: Correct.

Jethro: should the language be generalized to allow another software platform besides AutoCAD?

Greg: maybe strip out the year, so it's not 2011, so that you don't have to update the course proposal?

Jethro: suggested generalized language, something like: 'the most recent computer-aided mechanical design software.'

Deanna: since this course is built around Autodesk Inventor specifically, would have to redo the course anyway if they change the software.

Barb: leave off 2011 in course description and in CLOs.

Kim: There are other CATT courses in the Curricunet queue . . . ?

Deanna: Probably a mistake, but she will check with Carol and have Carol call Kim if it's a mistake.

Motion Carried

MATH 179 Special Topics in Mathematics

**Phil Hunter made motion to approve the new course MATH 179:
Second: Char Gore**

Discussion: Greg: since last year, Math faculty have been teaching calculus at SAMI; students have moved all the way through the Calc series, so need a special topics course for them in particular in the spring. But course proposal is written in such a way that it is not SAMI-specific. Probably wouldn't be offered on campus on a regular basis, but might be offered regularly with SAMI

Julie: are these transferrable credits?

Greg: in all conceivable scenarios, students would already have met QSR. Probably would be treated as a 1XX course. Intention is that it be used in situations when students have exhausted other math course options.

All students in a given quarter will receive the same content.

Steve: Are we asking students to pay for credits they don't need? Do we want to make it clear to students that these credits likely won't transfer for credit?

Mike F: the box to make it QSR should not be checked on the course proposal.

In Math & Sci, this is the only department that does not have a 179 on the books.

Greg: doesn't foresee any situation where students would be using this course to fulfill the QSR requirement; this will always be an advanced course, so they would likely have already fulfilled the QSR by the time they get here.

Mike F: could actually be useful as a QSR for students who transfer in with 3 or 4 QSR credits. Or for students who need only 7 credits of QSR.

Kim: maybe in the catalog we can identify 2-credit courses that partially meet a distribution.

Motion Carried

MO 101 Healthcare Delivery and Alternate Care

MO 120 Medical Law and Ethics

MO 190 Medical Office Professional Practice Experience

Dave Howard made motion to approve the new courses MO 101, MO 120, and MO 190: Second: Rachel Goon

Discussion: Char: these are the re-adjustment of the medical office program.

101 is an overview – mimics an HIM course but lower on the Bloom's scale.

Kim: Have prereqs changed recently?

Char: Yes, switched prereq for 101 to HIM 130 minutes ago.

Kim: will change "MARC 085" to MATH 085 in prereqs.

Mike F: larger discussion about the question of Math prereqs cut-offs being determined by programs.

Char: Math 85 is an appropriate amount of Math for students in this course to have mastered. But they don't want them to start the program before they are ready for the math in the program overall.

Mike F: lots of variation among prof/tech programs; many programs code courses as prereqs for entry to the program, while others do not. (Mike distributed handout).

This info is published in multiple places, so gets a little out-of-whack. Seems like a bad idea to embed program prereqs in specific intro courses in the program.

Barb: We need to specifically address prereqs at the course level in the “system.”

Steve: for any program, the only way to block students getting in is through COURSE prereqs. We can’t code them by PROGRAM.

Char: HIM needs to stick prereqs on our entry courses because HIM doesn’t have a secretary who hand-checks all students pre-reqs – which is why some other programs don’t need to add pre-reqs onto their entry courses. HIM (and MO) needs to let the “computer system” filter students because we don’t have the human-power to manage checking pre-reqs for the program; so with the MO 101, they would like to put the pre-reqs for the entire PROGRAM on the entry course (101).

Steve: could code in Math 85 with a C or better, OR Math 95 with a C- or better.

Mike F : that would be preferable – it’s problematic that the Math dept.’s standard for passing is a C-, but that individual programs set the bar at a different level.

Kim – so will code to be at Math 85 at C or better, or Math 95 at C-.

Phil: Since a prereq for MO 120 is MO 101, do we really need to re-list all the prereqs for 101 on 120 again?

Char: Yes, just for clarity for students.

Motion Carried

6. UPDATED Courses

HD 101 Student Success Seminar

**Rachel Goon made motion to approve the updates to the course HD 101:
Second: Julie Benson**

Discussion: Dave Howard: was missing an objective. Just adding it in.

Motion Carried

MATH 085 Introduction to Elementary Algebra
MATH 147 College Algebra for Business and Economics

Char Gore made motion to approve the updates to the courses MATH 085 and MATH 147:
Second: Phil Hunter

Discussion: Greg: Math 85 is just updating ABE prereq.

Math 147 is a CAP update, and fixing typos.

Greg will give a print out to Kim to fix typos.

Motion Carried

MO 106 Professional Document Production
MO 110 Medical Office Procedures

Julie Benson made motion to approve the updates to the courses MO 106 and MO 110: Second: Dave Howard

Discussion: Char: 106 does not have a math prereq since it's also used by paralegal students.

Going from 2 to 3 credits because students need to learn typing.

Kim: don't really need to list CU 105, since it's a subset of CU 102?

Char: Would prefer to keep it for clarity-to-students purposes.

Phil: on 106, MO program prereq is ability to type 25 wpm, but the outcome for 106 is 23?

Char – should be 35 wpm. Kim will fix.

Phil: Instead of Demonstrate, just “do” verbs?

Char: Yes.

Kim will fix. Will spell out “wpm” in outcome 2.

Phil: on MO 110, outcomes 1 and 10 seem identical. 2 and 3 combined seem like outcome 9.

Char: Yes, 1 and 10 are identical – Kim will remove #1. Also, please remove #2 and #3.

Kim will fix typos in Outcome #5

Motion Carried

7. DEGREE/CERTIFICATE Courses

Physician Practice Manager Certificate

Discussion :

This discussion combined with the degree/certificate review process discussion – see 8.a below.

No action needed.

8. OTHER BUSINESS

a. Degree/certificate review process/flow chart –Kim R. distributed Curricunet certificate flow chart. Represents the new flow for certificate approval process.

New process has many more steps than previously. Curricunet will now be the repository for the most recent information about the certificate program; info for the catalog is pulled from Curricunet.

Phil: no place in the program/certificate flowchart to add in the “C or better” requirement for a program? Should be a place to at least add a note about how the prereqs are different than the Math dept. prereqs, or any other additional restrictions.

Barb and Char will talk further about how to address this in Curricunet.

Julie: Marketing should also be in the loop somehow if Curricunet info is driving flyers, and because they are making decisions about language to use on the website that is possibly different than the language we’re using.

Barb and Kim will check in with Marketing.

Barb reminds us to check with her or Kim if we run into any difficulties with the workflow of Curricunet.

b. Pilot courses

Barb: soliciting volunteers who would like to work on guidelines for how to handle pilot courses in the future. A pilot course is a course that comes through CC as a “tentative to continue contingent on outcomes” course.

Kim: there are courses floating around that were intended to be pilot courses, but turned into regular courses and have never come through CC.

Jethro: what about using “special topics” as a pilot number?

Volunteers:

Mike F. volunteered to help out as an administrator

John Falskow and Jethro DeLisle volunteered to work on pilot course guidelines.

c. Special Topic courses

The Curriculum Committee agrees that if a 179 course is only 1 or 2 credits, it gets vetted for approval by CC when the course is created, but does not need to come through CC every time it’s offered. If 179s are 3 credits or more, each instance of the course being taught will come through CC.

Dave points out that 170 – 179 are all possible numbers for special topics; a department could run 10 different special topics per quarter if they wanted to.

Barb suggested that perhaps 179 courses should be a fixed number of credits, but --.

Although in Math & Sci, 179s are all 2-credits, that might not be the case in other Divisions, so maybe we shouldn’t try to restrict number of credits.

Phil: comments about the proto-179 form emailed from John Falskow

1. Probably shouldn’t have student info on the form since will likely enroll multiple students per quarter.
2. Where will the forms reside?

Mike F. – forms should reside with the Dean, because they keep permanent files.

The committee agrees to keep the place for signature of the Curric Comm member, so that each time a Special Topics course is taught, it will be at least looked at by a CC member.

d. Criteria for courses to be accepted as discipline distribution courses

Not addressed at this meeting.

e. Syllabi Reviews

Not addressed at this meeting.

f. CC Glossary of Terms:

Dave Howard – went through the handbook and listed every term that he thought might need explanation. CC members should please look at the list to see what terms should be included, what should be omitted, and what should be changed.

Please ask others who we represent if there are terms that they don't understand in Curricunet, or if there are other terms they would appreciate being defined.

Would like to bring this document back for endorsement at the CC March meeting.

g. 5-year cycle for CAP projects. Barb will send CC reps lists of programs and specific courses that are due to be updated this year. CC members should encourage people under their umbrella to get this work done.

Kim reminds us that if a course does not get reviewed within its 5-year CAP cycle, it does not get offered. About 400 of 900 courses have not been CAPped.

Respectfully submitted,
Rachel Goon